

Nantucket Regional Transit Authority

3 East Chestnut Street, Nantucket, MA 02554
Phone: 508-325-9571 • Fax: 508-325-0788 • TTY: 508-325-7516
www.nrtawave.com • nrta@nantucket-ma.gov

AGENDA FOR THE MEETING OF THE NRTA ADVISORY BOARD

FEBRUARY 22, 2012

6:00 P.M.

COMMUNITY ROOM, NANTUCKET POLICE STATION
4 FAIRGROUNDS ROAD
NANTUCKET, MASSACHUSETTS

- I. Public Comment.
- II. Approval of Minutes for the January 25, 2012 Meeting.
- III. Approval of NRTA Administrator's Salary for FY12.
- IV. Approval of FY13 Budget.
- V. Approval of 2012 Fixed Route Service.
- VI. Approval of Agreement with Bruce D. Norling CPA, PC – Audit Services
- VII. Other Business.



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Minutes of the Meeting of January 25, 2012. The meeting took place in the Community Room of the Nantucket, 4 Fairgrounds Road, Nantucket, MA 02554. Members of the Board present were: Rick Atherton, Whitey Willauer, Michael Kopko, Robert DeCosta and Patricia Roggeveen. Mickey Rowland was absent. Chairman Atherton opened the meeting at 6:32 p.m.

Public Comment. There were no comments from the public.

Approval of Minutes of the November 30, 2011 Meeting. The minutes of the November 30, 2011 meeting were approved by unanimous consent of the Board.

Acceptance of Title VI and Nondiscrimination Notice of Rights to Beneficiaries and Title VI Discrimination Complaint Procedure. Paula Leary, NRTA Administrator, explained that MassDOT has established a policy, per Title VI regulations to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and federal Executive Order 12898. As a subrecipient of federal funding, through MassDOT, NRTA must adopt the Title VI and Nondiscrimination Notice of Rights to Beneficiaries and the Title Discrimination Complaint Procedures. These documents will be made available to "beneficiaries", the public. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. Massachusetts law also prohibits discrimination based on race, color and/or national origin and related federal and state civil rights laws prohibiting discrimination based on sex, age and/or disability. The Discrimination Complaint Procedure addresses the concern with environmental justice for minority and low income persons and providing equal access to services and benefits for those individuals with limited English proficiency. The procedure explains how to submit a complaint, the information needed, the process for the review of the complaint and the resolution of the complaint. Complaints will also be logged and is available to the public. The NRTA is in the process of updating its Title VI policy to a plan to meet the new regulations.

Update Dover Street Concerns. Chairman Atherton stated this was an update to concerns heard from York and Dover Street residents regarding noise of the



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buses at the November 30, 2011 meeting. Ms. Leary informed the Board that as this agenda item and others are discussed that the NRTA received notification that its 5311 federal operating funding was cut by nearly \$56,646. Two potential options for the buses are being researched: a momentary foot switch and clutch fan assembly. Ms. Leary commented that based on residents concerns it seemed the speed hump on Dover Street was a contributing factor to the noise. Ms. Leary presented data and alternative routes considered by a staff working group. Traffic counts from 2000, 2001 and 2002 were provided by Mike Burns, Transportation Planner. Percentage of bus on these streets was calculated, with 2.34 to 5.53% of the traffic being buses. Mid Island and Miacomet Loop alternatives were reviewed, all increased the frequency, added mileage, decreased the number of trips per day, eliminated or relocated stops, eliminated the Dave Street Park and Ride Lot and caused the bus to utilize several high traffic back up intersections. Ms. Leary stated that while driving these alternatives it was obvious that when the routes were designed they were the most efficient options and over the years they have proven to be successful and combined represent nearly half the ridership. Prior to the 2011 season a lot of time and effort went into rebranding the system to create awareness and increase ridership. Ms. Leary stated that any of the options presented would be a detriment to riders and ridership would decrease as a result of these changes, stating frequency is one of the most important things to riders, these options increase the peak frequency to what is currently off peak frequency and we see the drop off in ridership when the schedules change. Any changes would have a negative impact on the system and what we have worked for many years to make efficient and increase usage and that traffic on these Streets are low percentage of buses. Ms. Leary commented that she felt the NRTA could work on decreasing the noise impacts on Dover Street through potential bus modification, the removal of the speed hump and driver training. Ms. Leary recommended the Board to make no changes to the Mid Island and Miacomet Loops. Mr. Kopko made a motion for the Board to take no action on changing the routes; seconded by Mr. DeCosta. So voted. Kim Hiscano, 70 Orange Street made the following comments: thought the work group was going to discuss other options, hopes this is not the end of the interest in their neighborhood, disappointed that bus modifications weren't considered, decade old traffic counts, hopes this summer the board will go to Dover Street and view the buses, hopes that public involvement continues, traffic up York Street impacts their property, asked the board for a commitment not routing future planned expansion of second shift workers and ferry park and ride on York and Dover.



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Discussion to Request Traffic Safety for Removal of Speed Hump on Dover Street. Ms. Leary stated that during the November 30, 2011 meeting and discussion of Dover Street residents concerns of the noise of the buses, it was apparent that one contributing factor that created noise was the speed hump, with one resident stating the speed hump does nothing but create acceleration and brake noise causing people behind the buses to slow/brake and accelerate. It seems the removal of the speed hump would eliminate the braking and accelerating noise. Ms. Leary requested the NRTA Advisory Board vote to request that Traffic Safety consider the removal of the speed hump on Dover Street. Mr. DeCosta moved to send a letter to Traffic Safety for the removal of the speed hump; seconded by Ms. Roggeveen. So voted. Mr. Kopko commented that he would assume traffic safety would work with the neighbors.

Discussion of Bus Service to Jetties in the Evening. Mr. Atherton explained the consideration to extending the service to Jetties Beach in the evening was to address traffic and parking in town. Ms. Leary stated she had met with Park and Recreation Commission about the use of the upper parking lot at Jetties Beach for as a park and ride lot. The commission's motion was that they had a favorable outlook for use of the upper parking lot and extended service to Jetties Beach and asked to be kept abreast of the NRTA discussion and plans and come back to the commission to close the motion. There was also discussion that this extended service could provide options for other uses that would be a benefit. Ms. Leary provided the Board with a possible service scenario based on current operations, operating the extended service daily, June 30th through September 3rd (Labor Day), from 6:00 p.m. to 11:00 p.m. with 30 minute headways at a cost of \$27,225. Ms. Leary commented that there were still some considerations to be given to the fare, identifying funding for the service, and if half hour frequency is sufficient for people to use the park and ride lot and bring the bus into town where there is currently no disincentive in place for people to use the bus. Ms. Leary also provided the board with thoughts on what the intent is and what was attempting to be accomplished which is to create parking opportunities downtown in the evening hours and attempting to define the target audience (employees or customers, or both) other options were considered. Ms. Leary commented that as this was being thought through there were some concern. Will customers drive through town and continue to Jetties Beach to park and wait to bring a bus back into town? Would employees use the lot if the



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service were extended until 1:30 a.m.? Would a different lot (i.e.: Elementary School) in the mid island area be more feasible? Would employees use the existing service and park and ride lot at the Elementary School to come into town if they were ensured a bus ride back? Would extended hours on existing routes be more beneficial? In an effort to answer these questions and better determine the needs of restaurants' customers and employees, there was a meeting with two restaurant owners; Mike Burns, Transportation Planner; Rachel Hobart, ReMain and myself. Ms. Leary summarized the outcome of the meeting: Most employees bike and carpool, one restaurant provided in town housing, employees at the other restaurant lived out of town between the rotary and airport (Sconset via Old South Road Route) and Bartlett Road/Equator Drive area (Miacomet Loop), employees work until 12:30-1:00 a.m. and couldn't catch the last buses (around 11:00 p.m.), both felt that parking was not really a problem for customers, employees would use the bus if it ran later, employees do not take taxi's, bike parking is an issue, bike racks not provided throughout town, safety concerns on Old South Road bike path for bikers late at night. The restaurant owners were very receptive to helping market the bus service developing a joint partnership for marketing during restaurant week, and information about the bus service on their websites. Based on this information Ms. Leary stated that there would managerial and operational concerns with extending the hours of service on existing routes with an estimated cost between \$63,000 and \$75,000 and in addition to the added cost that this be problematic and perhaps prohibitive. To operate the Jetties park and ride service later to accommodate workers the cost is estimated between \$43,000 and \$55,000. Ms. Leary felt that based on this information and no available funding for additional service partnership with restaurants and an increased marketing awareness campaign would prove beneficial. ReMain has committed to continuing the Park and Ride campaign initiated last year and would begin in early May and include restaurants. The marketing consultant is currently developing an awareness campaign targeted toward restaurants and businesses in the evening hours, and exploring ways information about the bus service could be placed on restaurants websites. Outreach to other organizations will be done to continue and create further awareness of the bus service and promote the use of the bus as an alternative to driving and parking in town. Ms. Leary recommended not provide this additional service as no funding is available and continue to enhance and improve marketing efforts to create awareness and promote use of the existing bus service. Mr. DeCosta moved to follow Ms. Leary's recommendation and not to pursue the additional service; seconded by Ms. Roggeveen. So voted.



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Discussion of Tom Nevers Service. Ms. Leary informed the board that she had met with Ms. Dunton regarding her Town Meeting Warrant Article and would provide Ms. Dunton with necessary information.

Discussion of Joint Letter to MassDOT from Rural RTA's relative to 5311 funding. Ms. Leary explained that in an effort to express concerns, depict the impacts and explain the issues that arise as a result of the late notification of 5311 funding for FY11 in which the NRTA received a decrease of \$56,646, the four rural RTA's have determined the best course of action would be to send a joint letter from the four authority's advisory boards. Ms. Roggeveen moved approval to send the letter and authorize the chair to sign seconded by Mr. Willauer. So voted.

Other Business. None.

There being no other business before the meeting was unanimously adjourned at 6:41 p.m.

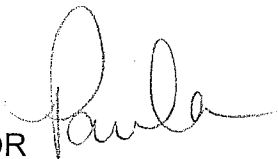
Approved:



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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR 

RE: APPROVAL OF NRTA ADMINISTRATOR SALARY

DATE: FEBRUARY 14, 2012

I recommend the Board vote to approve the NRTA Administrators salary for FY13 of \$82,510.11. This is a 1.5% salary increase from FY12 A \$1,219 increase.

Thank you for your consideration.



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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR 

RE: APPROVAL OF 2012 SEASON FIXED ROUTE OPERATIONS

DATE: FEBRUARY 16, 2012

Below, please find the 2012 season service recommendations:

1. SERVICE

ROUTE DATES, HOURS AND HEADWAYS

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 21-June 22 and Sept.8-Oct. 8	7 am – 11:30 pm	30 minutes
Mid-Island Loop	June 23-Sept. 7	7 am – 11:30 pm	15 minutes
Miacomet Loop	May 21-June 22 and Sept.8-Oct. 8	7 am – 11:30 pm	30 minutes
Miacomet Loop	June 23 – Sept. 7	7 am – 11:30 pm	20 minutes
Madaket Route	May 25-June 22 and Sept. 4-10	7 am – 11:30 pm	60 minutes
Madaket Route	June 23– Sept. 3	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 21 – Oct. 8	7 am – 11:30 pm	60 minutes
Sconset via Milestone Road Route	June 25 – Sept. 3	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 29 - Sept. 3	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 25 – Sept. 3	10 am – 6 pm	40 minutes
Jetties Beach Route	June 25 – Sept. 3	10 am – 6 pm	30 minutes
Airport Route	June 25– Sept. 3	10 am – 6 pm	20 minutes



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The downtown bus stop locations will remain the same as in 2011. The Mid Island Loop, Miacomet Loop, Sconset via Old South Road Route and Sconset via Milestone Road Route will leave from the Greenhound Site on Washington Street. The Sconset via Polpis Road Route, Airport Route, Surfside Beach Route will leave from Washington Street (corner of Salem Street). The Madaket Route and Jetties Beach Route will leave from Broad Street stop.

The level of service above is the reflected costs presented in the FY13 Budget. I recommend the Board vote to approve the above dates and hours of service.

2. FARES

ROUTE/LOOP	FARE
Mid-Island Loop	\$1.00
Miacomet Loop	\$1.00
Jetties Beach Route	\$1.00 each way
Madaket Route (to/from Crooked Lane)	\$1.00 each way
Sconset Route (to/from Rotary)	\$1.00 each way
Madaket Route	\$2.00 each way
Sconset Routes	\$2.00 each way
Surfside Beach Route	\$2.00 each way
Airport Route	\$2.00 each way
Seniors 65 & older, persons with disabilities, veterans and active military personnel	Half Fare
Children 6 and Under	Free

I recommend the above fare structure with a new half fare category for veterans and active military personnel.



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3. SEASON PASS RATES

PASS TYPES	PASS RATE
1-day	\$7
3-day	\$12
7-day	\$20
30-day	\$50
Season	\$80
Commuter (employer purchased)	\$70
Student – Nantucket	\$40
Student – Other	\$70
Senior/Disabled	\$40
Veteran/Active Military	\$40
MCD Required	\$175
Replacement	\$10

I recommend the above season pass with the addition of a season pass category for veterans and active military personnel.

4. ADVERTISING RATES

The NRTA currently offers three (3) types of advertising aboard the buses: AdPockets accommodate 4"x9" brochures and are offered on a weekly and seasonal basis. AdSigns are 24"x11" self adhesive vinyl ads and are only offered on a per season basis. AdPosters accommodate 8 1/2"x11" or 14" poster offered on a weekly basis.

TYPE OF ADVERTISING	RATE
AdPocket	\$500 season or \$35/week
AdPocket non-profit	\$225 season or \$15/week
2 AdSigns	\$500 season
4 AdSigns	\$800 season
6 AdSigns	\$1,000 season
8 AdSigns	\$1,350 season
AdPosters	\$100/week
AdPosters non-profit	\$75/week
Website Advertising	\$500/year

I recommend the advertising rates remain unchanged.



For your information – below is 2011 service

ROUTE DATES, HOURS AND HEADWAYS

ROUTE/LOOP	DATES	HOURS	HEADWAY
Mid-Island Loop	May 16-June 12 and Sept.10-Oct. 10	7 am – 11:30 pm	30 minutes
Mid-Island Loop	June 13-Sept. 9	7 am – 11:30 pm	15 minutes
Miacomet Loop	May 16-June 12 and Sept.10-Oct. 10	7 am – 11:30 pm	30 minutes
Miacomet Loop	June 13 – Sept. 9	7 am – 11:30 pm	20 minutes
Madaket Route	May 23-June 19 and Sept. 6-11	7 am – 11:30 pm	60 minutes
Madaket Route	June 20– Sept. 5	7 am – 11:30 pm	30 minutes
Sconset via Old South Road Route	May 16 – Oct. 10	7 am – 11:30 pm	60 minutes
Sconset via Milestone Road Route	June 27 – Sept. 5	7:15 am – 7:15 pm	60 minutes
Sconset via Polpis Road Route	June 27 - Sept. 5	10 am – 6 pm	1 hr 20 minutes
Surfside Beach Route	June 18 – Sept. 5	10 am – 6 pm	40 minutes
Jetties Beach Route	June 18 – Sept. 5	10 am – 6 pm	30 minutes
Airport Route	June 27– Sept. 5	10 am – 6 pm	20 minutes

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TO: NRTA ADVISORY BOARD

FROM: PAULA LEARY, NRTA ADMINISTRATOR 

RE: APPROVAL OF AGREEMENT WITH BRUCE D. NORLING CPA,
PC – AUDIT SERVICES

DATE: FEBRUARY 17, 2012

Attached for your review and approval is the proposal and scope of services from Bruce D. Norling, CPA, P.C. to perform the independent audit for the NRTA for FY12 in the amount of \$9,650, FY13 in the amount of \$9,985 and FY14 in the amount of \$9,995. This cost only includes performing the audit, additional out of pocket expenses will be billed separately.

An additional fee of \$3,000 will be charged if the NRTA receives \$500,000 in Federal Awards in any fiscal year and a Single Audit is required in addition to the Basic Financial Statements.

Bruce D. Norling has provided audit services to the NRTA since FY08.

I recommend the Board vote to approve Bruce D. Norling, CPA, P.C. to perform the NRTA's FY09, FY10, and FY11 audits and authorize the Chair to sign.

Please feel free to contact me if you have any questions. I can be reached at (508) 325-9571 or nrt@nantucket-ma.gov

Thank you.



Bruce D. Norling, CPA, P.C.

February 8, 2012

Rick Atherton, Chairman of the Board
Nantucket Regional Transit Authority
3 East Chestnut Street
Nantucket, MA 02554

Dear Mr. Atherton:

We hereby propose to continue to provide financial statement audit services to Nantucket Regional Transit Authority for the year ended June 30, 2012, with options for the fiscal years ending 2013 and 2014.

Based on our prior experience with similar clients, we are confident of our firm's ability to effectively serve the Authority and fully meet your needs. Our background and experience uniquely qualify us to be your auditor and business consultant. We are committed to providing the highest level of professional services.

This proposal covers all services and expenses related to conducting the audit of the financial statements of your organization. We have attached a page describing in detail the "Scope of Services" to be provided. The fee will be set at \$9,975, \$9,985 and \$9,995 for 2012, 2013 and 2014, respectively. The fee includes six copies of your bound financial statements. In addition, we will bill separately for expenses including mileage, travel, overnight lodging and other out-of-pocket travel expenses. The secretarial costs or mailing costs by our office will be absorbed by our firm. Any amounts charged to the firm by financial institutions for processing confirmation requests will be billed to you separately.

If Federal Awards expended was \$500,000 or more in any fiscal year, then a Single Audit would be required in addition to the Basic Audited Financial Statements. The fee for these additional services as outlined in the attached Scope of Services will be \$3,000 per year.

Should the nature of the audit and required procedures differ substantially from our above understanding, an increase to the above-specified amounts may be necessary and I would notify you immediately for approval. We also request that a process be developed so revisions to the draft financial statements be provided to us in writing and be limited to one set of revisions.

Please sign the response below to indicate your approval. If you have questions or comments, we can discuss the contents of this proposal further at your convenience.

Sincerely,

Bruce D. Norling, CPA

Bruce D. Norling, CPA

RESPONSE:

Accepted by: Rick Atherton, Chairman of the Board

Date

NANTUCKET REGIONAL TRANSIT AUTHORITY SCOPE OF SERVICES

BASIC FINANCIAL STATEMENTS

The scope of services includes all services related to auditing the Authority's financial statements the for fiscal year ending June 30, 2012, with options for the fiscal years ending 2013 and 2014, including reporting requirements under the GASB 34 reporting model.

1. Issuing the audit report on the fair presentation of the financial statements and supplemental schedules, including the schedule of expenditures of federal awards (if required) of the Authority for the fiscal years above in accordance with the following:
 - a. Generally Accepted Accounting Principles
 - b. Generally Accepted Auditing Standards
 - c. The standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*
 - d. Certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted accounting principles.
2. Issuing a separate report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. Issuing a separate report on compliance and internal control over compliance applicable to each major federal program, if applicable.
4. Preparing management letter comments, including recommendations for improving internal controls, and any reportable conditions and material weaknesses, if any, identified during the audit.
5. Any indication of irregularities and illegal acts will be immediately reported to the Audit Committee in a written report.
6. Presenting the financial statements to the Administrator at an exit conference prior to issuing final reports.
7. Researching technical accounting issues.

8. Reasonable consultation concerning issues that arise during the year. If such consultation were to develop into a mutually agreed upon distinct project, a separate agreement would be identified and proposed at that time.
9. Issue a letter to the Advisory Board regarding:
 - a. Our responsibilities under generally accepted auditing standards
 - b. Significant accounting policies
 - c. Management judgments and accounting estimates
 - d. Significant audit adjustments
 - e. Other information in documents containing audited financial statements.
 - f. Disagreements with management, if any
 - g. Management consultation with other accountants, if any
 - h. Major issues discussed with management prior to retention, if any
 - i. Difficulties encountered in performing the audit, if any
10. All working papers and reports will be retained for a minimum of five (5) years. All workpapers and schedules utilized during the audit will be available to you.

**NANTUCKET REGIONAL TRANSIT AUTHORITY
SCOPE OF ADDITIONAL SERVICES
IF SINGLE AUDIT REQUIRED**

Below are the additional services necessary if a Single Audit is required (i.e., \$500,000 or more of Federal Awards are expended during a fiscal year):

1. Issuing the report on the provisions of OMB Circulars A-87 and A-133, including reports on the compliance with requirements applicable to each major program and on internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs.
2. Issuing an audit report on expenditures of federal assistance.
3. Preparing the Data Collection Form.

for my info

TO: NRTA ADVISORY BOARD
FROM: PAULA LEARY, NRTA ADMINISTRATOR
RE: APPROVAL OF NRTA AUDITOR
DATE: JUNE 11, 2009

Attached for your review and approval is the proposal and scope of services from Bruce D. Norling, CPA, P.C. to perform the independent audit for the NRTA for FY09 in the amount of \$9,650, FY10 in the amount of \$9,800 and FY11 in the amount of \$9,950. This cost only includes performing the audit, additional out of pocket expenses will be billed separately.

Bruce D. Norling performed the NRTA's FY08 Audit.

I recommend the Board vote to approve Bruce D. Norling, CPA, P.C. to perform the NRTA's FY09, FY10, and FY11 audits and authorize the Chair to sign.

Please feel free to contact me if you have any questions. I can be reached at (508) 325-9571 or nrtat@nantucket.net.

Thank you.

2011 Service Hours were 18,558 hrs (\$879,577.29) but remember I had additional 5311 funding and one time ARRA funding.

2011 May and June service hours 4,299 (\$209,404.29) July – October 14,259 (\$670,173)

2012 May and June service hours 3471.5 (\$171,839.25) July – October 13,895 (\$687,802.50) –

20
2
18,558 hrs
~~879,577.29~~
879,577.29
May+June 4,299
\$209,404.29
Q-0 14,259 670,173
(not actual series hrs.)
o. cut

