

MetroWest Regional Transit Authority

Advisory Board Meeting Minutes Monday, January 11, 2010

The MetroWest Regional Transit Authority Advisory Board met on Monday, January 11, 2010 at 4:30 p.m., at the MetroWest Center for Independent Living, 280 Irving St. Framingham, MA, at the call of Mr. Phil Jack, Chairman, Ashland. Mr. Jack asked for a roll call of communities. In attendance were; Edward Carr, Administrator, Charles Stevenson, Counsel, Charles Hughes, Natick, Christopher Peck, Sherborn, Jason Smith, Framingham, Nancy Savoie, Marlborough, Kris Kiesel, Sudbury, Joseph Nolan, Wayland, Carl Damigella, Holliston, Brian Herr, Hopkinton,.

Also in attendance was Patrick Moynihan, Real Estate Consultant to the MWRTA, Jim Parker (First Transit), Joanne Thompson (Thompson Transit). A quorum was declared. *Motion was made by Mr. Hughes to waive the reading of and to approve the previous minutes. It was seconded by Mr. Nolan. The motion passed unanimously.*

Administrator's Report:

- **Fixed Route Service:**

Scheidt & Bachman is still working on the interoperability project. Getting closer to the Charlie card use on our system- anywhere from 4 to 6 weeks.

MWRTA hosting an event on January 25th, to roll out 5 new Mobility Assistance Program vehicles. State and federal officials and the media will be invited as well as any members of the board who wish to go.

- **Demand Response:**

Updated phone systems- calls can now be recorded.

Eva & Kris Kiesel working on expansion of service in Sudbury (Jan 19).

Busy Bee receiving new vehicles and Mobile Data Terminals will be installed closing the loop on the Mobility management system.

MWRTA signed a Memorandum of Understanding with WRTA to work cooperatively regarding DR services- to share rides, eliminate

deadhead time, and share resources to create a more efficient, logistical approach to some rides between Worcester and the MWRTA.

- **Other**

The State Auditors are finishing up their field work. Mr. Carr has asked when the audit will be completed so that he can report back to the board. The auditors will inform him as soon as a date is determined.

The contractor has been selected for the build out. Once disposition on title is established (update from Patrick Moynihan to follow.)

The MWRTA is also working with Framingham State College regarding marketing. Discussions are ongoing about providing more integrated service to the college.

State Contract Assistance - Mr. Carr has attended several meetings with legislators in the last few weeks. Mr. Carr suggested that the board members contact their legislators regarding budget plans. Senator Rosenberg and Representative Bosley, co chairs of the RTA caucus, have the budget numbers the MWRTA needs and are amenable to it, but needs support.

Mr. Nolan asked for details and contact information.

Mr. Carr will send board members details on budget and contact information.

Comments on the Administrator's Report:

There were no comments.

Old Business

- **37 Waverley St. Property: Patrick Moynihan**

Seller agreed to Purchase and Sale changes.

Closing date on building 3/1/10- baring any more issues.

Cleanup complete, awaiting report to close file.

The preliminary title search is not showing any problems- full search will be done this week. Title insurance will follow.

Seeking proposals on full ALTA (American Land Title Association) survey- cost between \$2000- \$2500.

No current ALTA survey of property.

Final full appraisal of property price within range. Actual property value more than purchase price. A full appraisal is required for use of federal funds.

Questions – Mr. Hughes asked if the title will be in the MWRTA’s name. Mr. Moynihan replied that it will be.
Mr. Nolan asked if an RFP (Request for Proposal) is necessary for the full appraisal. Mr. Moynihan replied that the same company that did the preliminary appraisal will most likely do the full appraisal.

• **Compensation Sub-committee report –**

Christopher Peck: The recommendation regarding compensation of the administrator from the committee is; Effective January 1, 2010- retro back to July 1, 2009 due to the lack of an evaluation for the previous year.

Overview of committee findings

Goals/objectives:

3 benchmarks

Increase ridership

Increase efficiency

Increase awareness

0-3% w/ additional 1-3% based on metrics of measurement.

Upcoming year employment agreement - Effective July 1, 2010 for a 3 year term.

Baseline measures for use of any future administration.

Mr. Nolan- consider termination clause- termination at will.

3-6 months state recommendation for termination compensation. The committee decided on 4 months. The committee issued a new contract that is in full compliance with state recommendations.

Mr. Nolan stated that the measures for ridership can fluctuate.

Increasing ridership in existing towns can be difficult to measure.

Questions-

Charlie Stevenson- 2 items in existing contract

Liability insurance, in the amount of one million dollars, was never purchased. Contract language changed to read “in amount determined reasonable by the board.”

Premium quote through Eastern Insurance, from AIG for one million in coverage is \$4700.00 annually.

John Fallon of Eastern Insurance is also receiving a quote from CNN sometime in the next week.

Mr. Damigella made motion to authorize the administrator to buy directors liability insurance policy; it was seconded by Mr. Nolan and approved unanimously.

Discussion ensued on vacation cap and compensation
Cap in contract on vacation days states that time can be carried over up to 10 days annually.

Mr. Carr has accrued more than ten days in the last 2 years.
Issue must be resolved by June 30.

A motion was made by Mr. Hughes to approve the performance review; It was seconded by Mr. Damigella and approved unanimously.

Mr. Jack made a motion to approve the contract; it was seconded by Mr. Damigella and approved unanimously.

Mr. Peck made a motion to adopt the goals and objectives; it was seconded by Mr. Smith and approved unanimously.

Mr. Smith made a motion to table the vacation cap issue until a later date; it was seconded by Mr. Hughes and approved unanimously.

- ***New Business***
No new business

- ***Other Business***

Mr. Damigella inquired about tube schedule displays and whether any have been implemented. Mr. Carr stated Southborough has three in use and that the MWRTA would like to place more signs as well as shelters in other towns, however, funds are needed before it can be done elsewhere.

Goals and objectives include improved service which includes branding.

- One of the revenue streams is through mitigation money from each town. New businesses- linkage for transportation money.
- Proposed new shelter to be built in Southborough will be funded by town mitigation monies.
- Mr. Carr suggested the board members talk to their respective town planners about possible availability of transportation mitigation funds.
- Mr. Damigella stated that Representative Dykema is now involved in efforts to set up a meeting with Milford and Representative Fernandes.

Questions and comments from the audience:

- Tim Kelly of JFK Transportation- Fixed route minutes November 2nd, reference to Milford service cuts- suspects low ridership is reason for cuts. Are other towns with low ridership being considered for service cuts and route adjustments.
Mr. Carr replied that the MWRTA evaluates ridership numbers monthly.
- Multiple buses leaving 9/27 plaza at same time- empty.
Mr. Carr responded that the 9/27 plaza is a transfer point.
- Panera Bread fire lane infraction- 2nd occurrence.
General Manager of Operation, Jim Parker stated that he has posted policy notice to all drivers.
- Mr. Kelley cited that Wayland resident's husband was refused a Demand Response trip from Leonard Morse Hospital to Sunrise assisted living because she couldn't give a confirmed time of release.
Mr. Carr stated that he would need more information before responding.
- Mr. Kelley requested copies of his emails that he had sent to the MWRTA, which had been forwarded to the Natick Police Chief. He stated that this was his second request for said emails.
Mr. Carr responded that Mr. Kelley should have copies of all the email sent to the MWRTA, considering he had sent them.

The next meeting was scheduled for Monday, March 1, 2010 at 4:30pm.

Mr. Smith made a motion to adjourn: seconded by Mr. Peck and voted unanimously.

The meeting ended at 5:15pm

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Certificate

The undersigned being the duly qualified clerk of the MetroWest Regional Transit Authority Advisory Board, acknowledges that the foregoing minutes accurately reflect the actions taken at a legally convened meeting of the Advisory Board held on January 11, 2010.

Joseph F. Nolan, Clerk