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## **CCTA Board Meeting Minutes**

DATE: October 28, 2009

TIME: 5:00 p.m.

PLACE: CCTA Administrative Office

15 Industrial Parkway

Burlington, VT 05401

### **PRESENT:**

Dan Maxon, Chairman, Essex  
Bill Wessel, Commissioner South Burlington  
Sanford Miller, Commissioner, Milton  
Albert Turgeon, Commissioner, Williston  
Diana Palm, Commissioner, Milton  
Bethany Whitaker, Commissioner, Burlington  
Chapin Spencer, Vice Chairman, Burlington  
Fred Schmidt, Commissioner, Shelburne  
James McCullough, Commissioner, Williston  
Marti Powers-Keyes, Commissioner, Essex  
Corey Mack, Commissioner, Winooski

Chris Cole, General Manager, CCTA  
Gary Thompson, Assistant General Manager, CCTA  
Michelle Daley, Director of Finance, CCTA  
Donna Rae Decatur, Operations Manager, CCTA  
Peter Aube, Maintenance Manager, CCTA  
Aaron Frank, Director of Planning and Project Development, CCTA  
Meredith Birkett, Planning Manager, CCTA  
David Machen, Grants Manager, CCTA  
Jon Moore, Transit Planner, CCTA  
David Armstrong, Transit Planner, CCTA  
Karen Duguay, Marketing and Public Affairs Manager, CCTA

### **NOT PRESENT:**

Tom Buckley, Secretary, Winooski  
Denis Barton, Commissioner, Shelburne  
Steve Magowan, Treasurer, South Burlington

## **1. Opening meeting**

BURLINGTON ● ESSEX ● MILTON ● SHELburnE ● SOUTH BURLINGTON ●  
WILLISTON ● WINOOSKI

The meeting was opened at 5:03 p.m. Chairman Maxon introduced Corey Mack, new commissioner from Winooski.

## **2. Public Comment**

There were no comments from the public.

## **3. Adjustment of Agenda**

Mr. Cole introduced item 11.2 to discuss standees on one Montpelier LINK express trip.

## **4. Performance measurements (Action)**

Mr. Frank reviewed past and proposed performance measurements and reporting. He noted that many of the performance measurements that would be presented to the board are already required for various grant and other reporting. Commissioner Schmidt made a motion to accept the increased level of performance measurement. Commissioner Palm seconded, all were in favor and the motion passed.

## **5. Review Minutes- 9/23/09 (Action)**

Commissioner Miller asked that the minutes reflect that the meeting was the board retreat. Commissioner Miller made a motion to accept the minutes as amended, Commissioner Schmidt seconded. All were in favor and the motion passed.

## **6. Financial Report and Balance Sheet**

There were no questions.

## **7. Staff Reports**

Vouchers- there were no questions.

General Manager—there were no questions.

Marketing—there were no questions.

Planning—there were no questions.

Grants—there were no questions.

Operations—there were no questions.

Maintenance—Mr. Aube said that CCTA had received five new buses, which were still being inspected by staff. He said that his staff was also make in-house modifications to install commuter seats in buses that would be used for the Milton Commuter.

Ridership—Ms. Birkett explained the declines. Mr. Cole noted that peers were experiencing a similar decline in ridership based on gas prices from a year ago. Commissioner Miller said that he appreciates getting the ridership reports.

Org charts—Mr. Cole noted that the organizational charts for CCTA and GMTA have been updated since the retreat and he went through the charts, including special officer positions.

RTA—Mr. Cole explained that the Vermont Agency of Transportation would not be supportive of a RTA and that future plans regarding CCTA and GMTA would need to be discussed.

## **8. 2010 Strategic Plan (Action)**

Mr. Cole said that he had not received any comments regarding the 2010

Strategic Plan. Commissioner McCullough made a motion to accept the document as presented. Commissioner Schmidt seconded, all were in favor and the motion passed.

### **9. RTA Update (Discussion)**

Mr. Cole explained that VTRANS was not supportive of an RTA because it the bill placed too much pressure on the Transportation Fund and they weren't ready for Regional Transit Authorities statewide as a policy initiative. Mr. Cole explained that CCTA would need to explore a charter change or discuss ending its management relationship with GMTA due to audit and staff time issues. The board discussed both options, including what possible changes to the charter would mean for each member community. Mr. Cole said that the strategic committees of both the GMTA and the CCTA board would meet to discuss. He said that he'd like to have further discussions with the strategy committee and then bring details back to the full board.

### **10. FY11 Operating Budget (Presentation)**

Mr. Cole went through the budget line items. He said that he would be bringing it before the board again in December, as well as the Capital Budget for FY11.

### **11. Tilley Drive (Discussion)**

Mr. Cole updated the board with information regarding ongoing discussions surrounding bus service to Tilley Drive. He said he would like the CCTA Board to consider approving CCTA partially funding a demand response service. The board discussed possible funding options for the service. Ultimately, the Board approved partial funding of the service by CCTA, with a maximum contribution of \$10,000 or 20%, whichever is less.

### **11.2 LINK Standees (Discussion)**

Mr. Cole told the board that the 4:00 p.m. Montpelier LINK trip has been experiencing standees until Richmond/Waterbury. He asked that the board discuss either creating a policy disallowing standees on LINK routes, which may have a negative impact on ridership, or identify when standee issues are occurring and authorize an additional trip to relieve the pressure. Commissioner Miller made a motion to authorize Mr. Cole to run another trip to Waterbury to relieve pressure using available funds that would not increase local match. Commissioner Palm seconded the motion. All were in favor and the motion passed. Mr. Cole said that the trip would be monitored for standees and he would inform the board if another trip was to be created as a result.

### **12. Milton Commuter Planning (Discussion)**

Ms. Birkett gave an overview of the planning and public hearing process to implement the Milton Commuter, as based on a policy adopted by the board. The route is slated to begin in mid-February.

### **13. Route 2 Planning (Discussion)**

Ms. Birkett gave a similar overview of the planning and public hearing process to implement the changes in Route 2 service. She said that she'd be conducting meetings with the driving staff to gain further perspective as part of the process. The route is slated to begin in mid-June.

Because the CMAQ award was \$150,000 less than the total amount needed to implement the full Route 2 service redesign, Mr. Cole inquired as to whether the Board would approve the use of existing CCTA resources to fill the funding gap. After some discussion, the Board indicated support for using \$150,000 in existing CCTA resources to fully fund the Route 2 redesign project.

#### **14. Committee Reports**

Strategy—the next meeting date will be e-mailed to the committee.

Finance—will be meeting the week of Thanksgiving with the Auditor.

Leadership---meet recently and will discuss in executive session.

CATMA—nothing discussed

#### **15. Executive Session**

Commissioner Palm made a motion to enter into Executive Session for personnel reasons. Commissioner Miller seconded and all were in favor. The board entered into Executive Session at 7:30 p.m.

#### **16. Other Business**

The board decided to reschedule the November and December board meetings and meet once on Wednesday, December 9<sup>th</sup>. Ms. Birkett set the first route of Milton Commuter public hearings for November 18<sup>th</sup> and 19<sup>th</sup>.

#### **17. Adjourn**

Commissioner Wessel made a motion to adjourn, Commissioner Palm seconded. All were in favor and the meeting was adjourned at 8:15 PM.

Respectfully Submitted,

Accepted on behalf of the  
Board of Commissioners

Tom Buckley  
Secretary

Dan Maxon  
Chairman