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CCTA Board Meeting Minutes

DATE: July 28, 2010

TIME: 5:00 p.m.

PLACE: CCTA Administrative Office
15 Industrial Parkway
Burlington, VT 05401

PRESENT:

Chapin Spencer, Chairman, Burlington
Dan Maxon, Past Chairman, Essex
Diana Palm, Commissioner, Milton
Corey Mack, Commissioner, Winooski
Tom Buckley, Secretary, Winooski
Albert Turgeon, Commissioner, Williston
Sandy Miller, Alternate Commissioner, South Burlington
Marti Powers-Keys, Commissioner, Essex
Fred Schmidt, Commissioner, Shelburne
Jon Trefry, Commissioner, Hinesburg
Karla Munson Commissioner, Hinesburg

Chris Cole, General Manager, CCTA
Gary Thompson, Assistant General Manager, CCTA
Meredith Birkett, Planning Manager, CCTA
Jon Moore, Transit Planner, CCTA
Michelle Daley, Director of Finance, CCTA
Sarah Krause, Administrative Assistant, CCTA
Donna Rae Decatur, Operations Manager, CCTA
Jamie Smith, Operations Supervisor, CCTA
Ross Nizlek, IT Specialist, CCTA
Peter Aube, Maintenance Manger, CCTA
Halsey Dunton, Day Foreman, CCTA
Ashley Hewes, Asst. to Maintenance Manager, CCTA
Jamie Cram, Marketing Coordinator, CCTA
Patsy Redalieu, Human Resources Manager, CCTA
Liz Curry, Grants Manager, CCTA

Members of the Public:

Brian Palaia, (Future Commissioner, Milton)

NOT PRESENT:

Denis Barton, Commissioner, Shelburne
Steve Magowan, Treasurer, South Burlington
Bethany Whitaker, Commissioner, Burlington
Bill Wessel, Commissioner, South Burlington

1. Opening meeting

The meeting was called to order by Chairman Maxon at 5:03 p.m. Commissioner Maxon acknowledged the newest members to the CCTA Board of Commissioners; Karla Munson and Jonathan Trefry, both of Hinesburg and future Commissioner Brian Palaia of Milton. The new Commissioners introduced themselves. CCTA Commissioners and Staff introduced themselves to the new Commissioners.

2. Election of Officers

Chairman Maxon announced the slate of candidates for Officers of the Board as recommended by the Nominating Committee; Commissioner Spencer: Chair, Commissioner Magowan: Vice Chair, Commissioner Turgeon: Treasurer, and Commissioner Buckley to continue as Secretary. Commissioner Maxon inquired whether there were any nominations from the floor. There were no nominations from the floor. Commissioner Maxon moved to accept the slate as recommended by the Nominating Committee, Commissioner Palm seconded, all approved. Commissioner Maxon passed the position of Chair onto Commissioner Spencer.

3. Public Comment

There was no public comment.

4. Adjustment of Agenda

Commissioner Spencer proposed adding number 4.1, recognition for the outgoing Chair. Mr. Cole proposed adding number 11.1, HUD MOU.

4.1 Recognition of Past Chair

Commissioner Spencer recognized Commissioner Maxon for being only the 3rd Chair of the CCTA Board over the past 29 years. Commissioner Spencer read a resolution honoring Commissioner Maxon's service as Board Chair.

Commissioner Palm moved to accept the resolution, Commissioner Miller seconded and all approved.

Commissioner Spencer shared that he was excited to take on the role of Chair. He shared with the Board the new Committee Chair positions; Commissioner Whitaker will remain Strategy Committee Chair, Commissioner Turgeon will become Finance Committee Chair, Commissioner Magowan will be Chair of the Leadership Committee. Commissioner Spencer said he would like to look into creating a policy that states the Board Vice Chair can be Chair of the Leadership Committee, as the policy currently restricts the Chair of the Leadership Committee to be the Chair of the Board and provide that alternates can serve on committees.

5. Recognition

Mr. Cole recognized Halsey Dunton, Day Foreman for the Maintenance Department for his 30 years of service. Mr. Cole spoke of the quality work Mr. Dunton performed at CCTA. He noted that Mr. Dunton's position of Day Foreman is one that is selected by management and that Mr. Dunton's ability to diagnose bus problems and lead by example makes him an irreplaceable employee. Mr. Cole shared that Mr. Dunton is incredibly hard working and is always there to make the buses roll. Mr. Dunton was presented with a CCTA embossed watch in honor of his service. Mr. Dunton responded that it has been a great thirty years, working with a great crew and that he hopes for many more. Commissioner Spencer thanked Mr. Dunton saying he was honored to have such a quality person on the CCTA staff.

6. Review Minutes- 5/26/10 (Action)

Commissioner Miller moved to approve, Commissioner Palm seconded, all approved.

7. Financial Report and Balance Sheet

There were no questions.

8. Line of Credit (Action) Mr. Cole explained that CCTA was applying for an annual line of credit from The People's United Bank, formerly Chittenden Bank. Commissioner Maxon questioned CCTA's process of looking to other banks. Mr. Cole explained that you receive the cheapest rate when you draw a line of credit from the bank with which you do most of your business. Commissioner Buckley moved to approve, Commissioner Palm seconded. All approved.

9. Intelligent Transportation Systems (ACTION)

Commissioner Schmidt shared with the Board the Strategy Committee's process of looking into ITS. He reported that for a decade the Board has been discussing Intelligent Transportation System technology and that the Strategy Committee has looked thoroughly into the aspects of implementing this technology. Mr. Nizlek explained Automatic Vehicle Location, Real Time Information and the benefit to both CCTA staff and customers. Commissioner Turgeon asked Mr. Nizlek to clarify the breakdown of money over the next few years. Mr. Nizlek reported that it is approximately a \$2 million dollar investment over two years. Commissioner Palm asked Commissioner Schmidt to clarify what exactly he was asking of the Board. Commissioner Schmidt responded that the Strategy Committee came prepared to put a motion on the table tonight. There was a discussion regarding the priority of ITS compared to other passenger amenities including shelters and buses. Commissioners asked questions regarding signs, and a time table for the project. Mr. Nizlek estimated a time table of three years to full implementation and explained that high ridership locations (TBD) would have a large LCD screen displaying information. He added that all bus stop signs would have a number to call to acquire bus information. Commissioner Schmidt put a motion on the table to authorize staff to develop a request for proposals; solicit and evaluate proposals; and bring forward a selected proposal with a specific vendor to implement a real-time passenger information intelligent transportation system for board approval. Commissioner Palm Seconded. All

approved. Commissioner Spencer thanked staff for all their hard work on the project thus far.

10. Shaws in Colchester (Discussion)

Mr. Cole explained that planning is undertaking an examination of several routes including the North Avenue, the City loop and the Riverside/Winooski and to that end, the planning department is interested in looking at Shaws as a potential stop on the Riverside/Winooski bus line. Mr. Cole explained that the planning staff wanted to check with Board for their thoughts before going ahead with the process. Commissioner Miller asked if there was an official policy against providing service to Colchester. Mr. Cole explained that an official policy didn't exist and in fact CCTA had provided service to non member communities but generally there wasn't a negative financial impact to either the member municipalities or to CCTA from such service. Ms. Birkett explained that it is time for a planning analysis of the North Ave, City loop and Riverside routes and that planning did not want to move forward with Shaws as a potential stop if it was not something the Board would support. Board members discussed the need for an accessible grocery store for Winooski residents versus the potential of Colchester residents using the bus. Commissioner Mack stated the need for access to an affordable grocery store for Winooski residents and expressed concern regarding the amount Winooski is able to contribute. Ms. Birkett replied that if Shaws is included in the future, they would try to build it into the current service for Winooski and it would most likely not be seen as an increase in service. Commissioner Buckley commented that if the Shaws were located in Winooski that this issue probably wouldn't be before the Board because we would already have service to Colchester. He encouraged the Board to allow for the planning exercise to include service to the Shaws. Commissioner Spencer took a poll from the board; the majority of members agreed to look at the Colchester Shaws for the planning analysis, but were clear that saying yes to planning did not mean they were saying yes to implementation. Commissioner Miller suggested filtering this project through the Strategy Committee.

11. TDP (Feedback, changes, further changes) (Discussion)

Ms. Birkett explained there were updates to chapters 1,5,6,7 and a new conclusion chapter, chapter 8. Ms. Birkett requested comments from the members in attendance. Commissioner Schmidt commented that it was up to the Board to share their thoughts and that staff has worked aggressively to make changes recommended by the Strategy Committee. He encouraged all members to read the TDP. Commissioner Spencer requested Ms. Birkett send a reminder email to Commissioners.

11.1 HUD Sustainable Communities Regional Planning Grant MOU

Chittenden County Regional Planning Commission is the lead applicant for a planning grant application to the US Department of Housing and Urban Development. Ms. Birkett has been serving on a committee to guide this grant application and has edited the MOU to include more specific transportation elements. CCTA is to be a consortium member and is offering hours of staff time over a three year period to contribute towards the goals and matching requirements of the grant. The Grant is due August 23. Given the MOU is not finalized, Commissioner Spencer moved to approve the General Manager to sign

the MOU assuming that no changes are made to the MOU that would negatively affect CCTA. Commissioner Miller made the motion for approval, Commissioner Turgeon seconded, all approved.

12. Staff Reports

Vouchers- Commissioner Palm asked that any answers to questions asked about specific vouchers be emailed to all Board members. Mr. Cole apologized for not including the Board on his response. He explained that ICMA is a retirement benefits company and then that some employees require Apple computers, while others prefer to use them.

General Manager- There were no questions.

Marketing- There were no questions. Ms. Cram, in responding to a Board request, added that a special schedule box had been created for Greyhound, located at the Burlington International Airport, and that Greyhound was very thankful for the signage.

Planning- Commissioner Buckley questioned the progress on the afternoon Link to Montpelier. Ms. Birkett commented that it started July 5 and there have been up to thirty riders on one trip.

Project Development- There were no questions. Commissioner Palm noted that she had seen the solar shelter located at the UMall and that it looked very nice. She commented that many people were using it.

Grants- There were no questions.

Operations- Commissioner Mack asked when the College Street Shuttle would be using the Echo Center circle as a turn around. Mr. Cole explained they anticipated problems regarding parking in the circle but would try it as a turnaround spot. Mr. Cole explained that if there are delays due to the circle, CCTA will discontinue using it.

Maintenance- There were no questions. Mr. Cole noted the photo of a bus on the Maintenance report. He explained this was an old RTS bus, repainted to look like the newer buses in the fleet. He shared with the Board the great job Maintenance has been doing to clean up the older buses including putting down a new floor finish.

Ridership- There were no questions. Ms. Birkett explained that the ridership would have been up five percent had it not been for the discontinued CATMA Shuttle.

13. Committee reports

Strategy Committee:

Commissioner Schmidt commented that the Strategy Committee is working on finalizing the TDP and looking for comments from the Board.

Next Meeting: Tuesday August 3, 8:00am, CCTA.

Finance Committee:

Next Meeting: Monday, August 2, 8:00am, CCTA.

Leadership Committee:

Commissioner Maxon reported he will be setting up a meeting with Mr. Cole regarding his evaluation and will get back to the Board soon. There was a discussion regarding moving the Leadership Committee Meeting to Winooski.

Commissioner Mack commented that they should be able to have it at Winooski City Hall or at the O'Brien Community Center.
Next Meeting: Tuesday August 10, 4:00pm, location TBD

14. Executive Session

At 6:49 Commissioner Schmidt made a motion for the Board to move into Executive Session. Commissioner Maxon seconded. All approved. The purpose of the Executive Session was to discuss a Contract Issue. At 7:05pm Commissioner Schmidt moved to adjourn. Commissioner Maxon seconded. All approved.

14. Adjourn

Respectfully Submitted,

Tom Buckley
Secretary

Accepted on behalf of the
Board of Commissioners

Dan Maxon
Chairman

