

CCTA BOARD MEETING MINUTES

DATE: April 28, 2011

TIME: 5:00pm

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

PRESENT:

Chapin Spencer, Chair, Burlington
Diana Palm, Commissioner, Milton
Albert Turgeon, Treasurer, Williston
Denis Barton, Commissioner, Shelburne
Dan Maxon, Immediate Past Chair, Essex
Karla Munson Commissioner, Hinesburg
Brian Palaia, Commissioner, Milton
Fred Schmidt, Commissioner, Shelburne
Steve Magowan, Vice Chair, South Burlington
Bethany Whitaker, Commissioner, Burlington
Bill Wessel, Commissioner, South Burlington
Corey Mack, Commissioner, Winooski
Jonathan Trefry, Commissioner, Hinesburg

Meredith Birkett, Acting General Manager, CCTA
Gary Thompson, Assistant General Manager, CCTA
Aaron Frank, Assistant General Manager, CCTA
Michelle Daley, Director of Finance, CCTA
Peter Aube, Maintenance Manager, CCTA
Patricia Redalieu, Human Resources Manager, CCTA
Ken Robertson, Operations Manager, CCTA
Rose Getch, Marketing and Public Affairs Manager, CCTA
Tim Bradshaw, Regional Manager, GMTA
Sarah Krause, Administrative Assistant, CCTA
Jon Moore, Transit Planner, CCTA
David Armstrong, Transit Planner, CCTA

Members of the Public:

None

NOT PRESENT:

Tom Buckley, Secretary, Winooski
Marti Powers, Commissioner, Essex



1. Opening meeting

Chairman Spencer called the meeting to order at 5:02pm.

2. Public Comment

There were no public comments.

3. Adjustment of Agenda

Ms. Birkett introduced Ken Robertson, CCTA's new Operations Manager. Mr. Frank introduced Tim Bradshaw, GMTA's Regional Manager.

4. Review Minutes:

3.23.2011 (Action)

Commissioner Palaia moved to approve, Commissioner Palm seconded. All approved.

4.5.2011 (Action)

Commissioner Maxon moved to approve, Commissioner Palm seconded. All approved.

4.11.2011 (Action)

Commissioner Palaia moved to approve, Commissioner Palm seconded. Commissioner Mack abstained, all other Commissioners approved.

5. Financial Report

Commissioner Turgeon said he was not alarmed by the financial report but wants to look specifically at the impact on FY 12. He said he reviews all check requests and there is no cause for concern. He added that staff is doing a very good job. Chair Spencer thanked the Finance Committee for their good work. Ms. Daley had nothing to add.

6. CCTA Employee Communications (Discussion)

Commissioner Wessel shared why he is interested in employee communication, his experiences with it in the past and the positive effects it can have on a workplace. He said his employer brought in a consultant and he thought bringing in someone from the outside might be a helpful approach.

Ms. Birkett said she and Patsy Redalieu, Human Resources Manager, discussed the issue noting that CCTA has a budget deficit for FY12 and has not budgeted money for a consultant. Ms. Birkett updated the Board on current communication practices including: the Communications Plan, quarterly driver meetings, a comment box, and planning suggestion forms that staff responds to in writing. Ms. Birkett said CCTA does need new methods for communications but wanted to share with the Board some forms that are already in place.

Ms. Redalieu added that she is working on developing an employee website that is accessible to Administrative and Union employees as well as creating a focus group.

Ms. Redalieu said she is working with Ms. Getch, Mr. Robertson and Mr. Moore to develop a plan. Mr. Robertson is asking drivers for their input on improving safety.

Ms. Redalieu read a note from Mr. Frank stating Elayne Tempel (the mediator from union negotiations) would work with staff and drivers for free. Commissioner Wessel suggested sending a survey to employees every 6 months as a measurement tool to find out if it is working. Commissioner Turgeon said you can get a lot of mileage out of an outside party. He said a focus group is not valuable if it is not representative of the whole group. He added there is value in allowing people to get their feelings out, one-on-one. Commissioner Mack suggested anonymous survey tools that are available. Commissioner Schmidt reminded staff to be sure drivers are involved from the onset, and that staff and the Board not bite off more than they can chew. Chair Spencer asked if the Strategy Committee would like to add Employee Communication to their committee. Commissioner Whitaker said yes.

7. FY 12 Operating Budget (Information)

Chair Spencer reviewed. Ms. Birkett gave a quick update to the Board. Ms. Birkett said unless money is flipped from federal to state CCTA will be left with \$250,000 we are unable to draw down. She added there is an expected \$90,000 deficit for fuel if prices continue at the current rate. Staff will be working with the Finance Committee to come up with a plan. Ms. Birkett said staff will know about \$250,000 by end of June. Commissioner Turgeon said the Finance Committee asked staff to lay out guidance as matter of routine for potential budget cuts. He asked staff to look into options for the Board to discuss. Chair Spencer asked that the Finance Committee really delve into issues. Chair Spencer asked if this was acceptable to Board. Nobody was opposed.

8. FY 11 Capital Budget Amendment (Action)

Mr. Frank explained the budget amendment. The Board discussed the amendment and whether there was a need for such amendments to come to the full Board. Commissioner Magowan recalled a decision to only bring amendments to the full Board if priorities are changed. Mr. Frank said staff will revisit the policy and bring it to the Board. Commissioner Schmidt suggested adding such amendments to Committee reports. Chair Spencer said the Board would take no action but that the amendment did seem like a worthwhile investment.

9. South Burlington Circulator Schedule Change (Action)

Mr. Moore said CCTA is looking to eliminate the 6:00pm trip on the South Burlington Circulator. He said this is mostly due to low ridership. There was a public hearing and no members of the public attended. Mr. Moore added that he spoke with the drivers who drive the route most often and they confirmed very low ridership. He said there is a 5:35pm bus that does not require a transfer and many passengers take that bus. CCTA is hoping to eliminate the trip for the June BM&G. Commissioner Palaia moved to approve, Commissioner Maxon seconded, and there was no discussion. All were in favor

10. GMTA Service and Service Area (Presentation)

Ms. Birkett said the presentation is to share the types of services GMTA offers. She said Mr. Armstrong does most of the planning for GMTA. Mr. Armstrong and Mr. Bradshaw, GMTA Regional Manager, presented. Mr. Bradshaw discussed the types of services GMTA Berlin and GMTA FGI provide and the routes both locations run year round and seasonally. Some topics he covered included areas served, fixed routes, deviated fixed routes, commuters, Medicaid transportation, Ticket to Ride, demand response services and adult day services. There was a discussion regarding the procedures for certain services. Mr. Bradshaw added that gmtaride.org has extensive information on their services. Commissioner Barton said the Montpelier to Burlington LINK is an excellent service and that Buddy is an excellent driver. Chair Spencer gave a brief review on GMTA, saying GMTA Berlin has come a long way since they took over Wheels seven years ago. Commissioner Schmidt echoed the same for St. Albans, noting that the previous bus company had struggled for awhile. Mr. Bradshaw said GMTA has come a long way. Staff will work on continued education.

11. Staff Reports and Communications:

- (a) Vouchers-** no comments
- (b) General Manager's Report-** Ms. Birkett said she wanted to reiterate that there is potentially money available for the Hinesburg route and that CCTA will submit a competitive grant application.
- (c) Marketing Report-**no comments
- (d) Planning Report-** Commissioner Whitaker asked about the Colchester Ave study. Mr. Moore said they are still trying to determine the effects of the new set up.
- (e) Project Development Report-** Commissioner Mack asked how much money is saved with the new shop lighting. Mr. Frank said it basically pays for itself in about two years through reduced operating expenses.
- (f) Grants Report-**no comments
- (g) Maintenance Report-**no comments
- (h) Operations Report-**no comments
- (i) Ridership Data-** Chair Spencer added that Ms. Birkett, Commissioner Whitaker and himself met with the Mayor to discuss declining ridership on intra Burlington routes. Commissioner Whitaker added that ADA ridership in Winooski is going down. Ms. Birkett said Mr. Moore is wrapping up a ridecheck and will soon be able to look for trends in Burlington. Commissioner Munson asked about Peoples Bank. Ms. Getch said the number of LINK and adult monthly bus passes they've purchased since joining as Smart Business has increased.

12. Committee Reports

Strategy Committee – Standing Committee (Next Meeting 5/6/11 8:00am at CCTA)
Commissioner Whitaker reported that the Strategy Committee did not meet since the last Board meeting. She suggesting meeting on May 6th to touch base on the ADA program.

Finance Committee – Standing Committee (Next Meeting 6/14/11 8:00am at CCTA)
○ 4/12/11 meeting notes

Commissioner Turgeon said the next meeting is scheduled for June 14th but there might be a May meeting. He said he had nothing to add to the Finance Committee notes.

Leadership Committee – Standing Committee (Next Meeting 4/28/11, 4:00pm in Waterbury)

The next Leadership Committee meeting will be with incoming CCTA representatives on Thursday April 28th. There is also a meeting scheduled for May 4th to discuss the General Manager and Leadership positions. Chair Spencer said anyone looking to carpool to Waterbury should be at CCTA at 3:15.

13. Other Business

Commissioner Whitaker said she saw a bike rack with 3 bike holders, while on vacation, and she will bring in pictures to share.

14. Executive Session

There was an Executive Session to discuss union negotiations and personnel matters, the premature disclosure of which would significantly disadvantage the authority. Commissioner Schmidt moved to enter into Executive Session at 6:15pm, Commissioner Maxon seconded, all approved. At 6:40pm Commissioner Schmidt moved to exit executive session, Commissioner Maxon seconded, all approved.

15. Adjourn

The meeting adjourned at 6:41.

Respectfully Submitted,

Tom Buckley
Secretary

Accepted on behalf of the
Board of Commissioners

Chapin Spencer
Chairman