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## **CCTA Board Meeting Minutes**

### **CCTA Board Meeting Minutes**

Date: March 25, 2009

Time: 5.00 P.M.

Place: CCTA Administrative Offices, 15 Industrial Parkway, Burlington, VT

Present:

Dan Maxon, Chairman, Essex  
Bill Wessel, Vice Chairman, South Burlington  
Chapin Spencer, Secretary, Burlington  
Steve Magowan, Treasurer, South Burlington  
Sanford Miller, Commissioner, Milton  
Denis Barton, Commissioner, Shelburne  
Albert Turgeon, Commissioner, Williston  
Diana Palm, Commissioner, Milton  
Sarah Locknar, Commissioner, Winooski  
Bethany Whitaker, Commissioner, Burlington  
Paul Bohne, Commissioner, Shelburne  
James McCullough, Commissioner, Williston

Chris Cole, General Manager, CCTA  
Aaron Frank, Director of Planning and Project Development, CCTA  
Meredith Birkett, Planning Manager, CCTA  
David Machen, Grants Manager, CCTA  
Peter Aube, Maintenance Manager, CCTA  
Jon Moore, Transit Planner, CCTA

M.P. Call, Member of the Public

Not Present:

Fred Schmidt, Commissioner, Shelburne  
Marti Powers-Keyes, Commissioner, Essex  
Tom Buckley, Commissioner, Winooski

#### **1. Opening Meeting**

Chairman Maxon called the meeting to order at 5:08 P.M.

#### **2. Public Comment**

Mrs. Call's attended the meeting but her comments were submitted via hand written note. She expressed her support of Sunday evening service to Amtrak, and suggested there could be some IBM ridership at this time. She was not in favor of utilizing the internet as a source of public comment, as many CCTA riders have no computer access. She also stated that Union Station was an isolated location for a Transit Center, and believes most riders would agree.

### **3. Adjustment of Agenda**

FY09 and FY10 and Stimulus Capital budget changes (action item) and VT Transit Advocates APTA grant endorsement (action item) were added to the agenda as 6.1 and 10.1, respectively.

### **4. Minutes (Approval Requested)**

Commissioner Palm requested that on line 5 "he" be changed to "her", and that on line 7 "services" be changed to "serviced". Commissioner Magowan made a motion to accept the minutes as amended. Commissioner Locknar seconded, all approved and the motion was passed.

### **5. Financial Report & Balance Sheet**

Commissioner Barton asked if an accounts receivable report could be made available to the board. Mr. Cole responded he should be able to provide the report in the future.

### **6. Staff Reports**

- (a) Vouchers- There were no questions or comments
- (b) General Manager's Report- There were no additions to the report. Commissioner Maxon asked what the timeline is in regards to the Town of Hinesburg. Mr. Cole is meeting with the town Select Board in April.
- (c) Operations Report- Secretary Spencer stated staff should be thanked for Mardi Gras parade operations. Mr. Cole wants to engage the city next year for support as there was increased safety concerns this year after the parade.
- (d) Maintenance Report – There were no questions or comments
- (e) Planning Report- There was a discussion about the Fort Ethan Allen traffic signal funding options and ways to expedite the project. Commissioner Locknar questioned the new bench shelter design not having the bench across the back wall. Mr. Cole stated this was to satisfy ADA requirements.
- (f) Ridership Data- There were no questions or comments.

### **6.1. Capital Budget Adjustments (Approval Requested)**

Mr. Cole explained that there will be increased FTA reporting requirements for stimulus money. To make this reporting as easy and efficient as possible Mr. Cole asked for the Board's approval to adjust the FY09 Stimulus, and FY10 Capital budgets to include board approved stimulus projects minus the bus purchases. New bus purchases included in the FY10 budget will be omitted and purchased using stimulus money. Commissioner Miller made a motion to approve the adjusted FY09 and FY10 Capital budgets. Commissioner Palm seconded. The board voted, all approved

### **7. Route 2 Corridor Public Planning Process (Discussion Item)**

Ms. Birkett presented to the board the process of redesigning bus operations in the Route 2 Corridor. She expressed staff's goal of a strong public participation through multiple public hearings in the different municipalities within the Route 2 corridor area affected by possible route changes. Commissioner Whitaker suggested the use of internet based participation through online blogs and the CCTA website, stating the benefits of lower costs and higher participation rates. Commissioner Barton requested staff engage key stakeholders within the corridor to participate in the public hearing process. Commissioner Magowan noted board members should attend the public hearings in their municipalities.

### **8. Amtrak Service (Discussion Item)**

There was a discussion about adding bus service to meet the Vermonter at the Amtrak station in Essex Junction. CCTA currently provides connections to/from the train on weekdays in the morning and evening. On weekends the train is only met by the Essex Junction bus on Saturday mornings. Staff reported that due to the union contract a bus arriving at Amtrak to meet the Sunday night Vermonter would require 2 driver pay hours per Sunday. This would have an estimated annual cost of \$5,720 based on the estimated FY10 marginal hourly rate. Mr. Cole expressed his interest in working with the state to create bus connections to Amtrak trains, especially after the state has been recommitted to Amtrak service. The idea of a more flexible Sunday night schedule and fare structure was discussed for the potential Amtrak connection. Mr. Cole mentioned that UVM could look into providing transportation options on the high demand travel days for their students.

### **9. Regional Transportation Authority Policy Process (Discussion Item)**

Mr. Cole and the Strategy Committee have engaged and continued discussions with the State Legislature, transit providers in the state, VLCT, VPTA and the business community in regards to the formation of a RTA. Commissioner Magowan questioned the relationship between the formation of a RTA and the CCMPO's Blue Ribbon Commission of Innovative Finance. Mr. Cole indicated he would like to invite Michelle Boomhower from the MPO to a board meeting to present the summary of the Blue Ribbon Commission report.

### **10. Committee Reports:**

Strategy Committee- Nothing to add. Next meeting 4/16/09.

Finance Committee- Nothing to add. Next meeting 3/30/09

Leadership Committee- Chairman Maxon said the committee met two weeks ago and continued their nominating process. Next meeting 4/14/09

CATMA committee- Nothing to add. Next meeting 4/10/09

### **10.1. CCTA support of VT Transit Advocates APTA grant (Approval Requested)**

VT Transit Advocates is seeking a \$5,000 grant through APTA. The board had a discussion involving the possible benefits and issues of a newly formed external transit voice composed of community members and transit riders. Secretary Spencer stated a letter of support from the General Manager is required in the grant application. Chairman Maxon stated he would prefer that action items be included on the agenda in the future. Secretary Chapin expressed the time sensitivity of this issue, with the application deadline being before the next board meeting. Commissioner Miller motioned for the board to support VT Transit Advocates in applying for the APTA grant. Commissioner Locknar seconded. The board voted, all approved except Commissioner Wessel who abstained from voting.

**11. Executive Session- Personal**

Commissioner Miller made a motion to go into executive session. Commissioner Palm seconded. All approved and the board went into executive session at 6:40 P.M.

Commissioner Wessel moved to come out of executive session. Commissioner Palm second, all approved. The board came out of executive session at 6:52 P.M.

**12. Other Business**

No additional business.

**13. Adjourn**

Commissioner Palm made a motion to adjourn the meeting, Commissioner Wessel seconded. All of the board voted, all approved.

Respectfully Submitted,

Accepted on behalf of the  
Board of Commissioners

Chapin Spencer  
Secretary

Dan Maxon  
Chairman