

## **CCTA BOARD MEETING MINUTES**

DATE: May 25, 2011  
TIME: 5:00pm  
PLACE: CCTA Administrative Office  
15 Industrial Parkway  
Burlington, VT 05401

### **PRESENT:**

Chapin Spencer, Chair, Burlington (5:06pm)  
Albert Turgeon, Treasurer, Williston  
Corey Mack, Commissioner, Winooski  
Diana Palm, Commissioner, Milton  
Denis Barton, Commissioner, Shelburne  
Steve Magowan, Vice Chair, South Burlington  
Bill Wessel, Commissioner, South Burlington  
Dan Maxon, Immediate Past Chair, Essex  
Tom Buckley, Secretary, Winooski  
Fred Schmidt, Commissioner, Shelburne  
Brian Palaia, Commissioner, Milton  
Jonathan Trefry, Commissioner, Hinesburg  
Marti Powers, Commissioner, Essex (5:17pm)

Meredith Birkett, Acting General Manager, CCTA  
Aaron Frank, Assistant General Manager, CCTA  
Liz Curry, Grants Manager, CCTA  
Ken Robertson, Operations Manager, CCTA  
Sarah Krause, Administrative Assistant, CCTA  
Jon Moore, Transit Planner, CCTA  
Joe McNeil, CCTA Attorney

Members of the Public:  
Marci Ryan

### **NOT PRESENT:**

Karla Munson Commissioner, Hinesburg  
Bethany Whitaker, Commissioner, Burlington

### **1. Opening meeting**

Vice Chair Magowan called the meeting to order at 5:01pm

### **2. Public Comment**



There were no public comments.

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

There was no adjustment to the agenda.

### **4. Review Minutes: 4.27.2011 (Action)**

Commissioner Schmidt commented that the minutes were excellent but that he wanted included in the minutes that he made two points regarding employee communication. The minutes stated "Commissioner Schmidt reminded staff to be sure drivers are involved from the onset" and he asked that his second point, that staff and the Board not bite off more than we can chew, be included. Commissioner Palm pointed out two grammatical errors. Commissioner Palaia moved to approve, Commissioner Palm seconded, and all were in favor except for Commissioner Buckley who abstained.

### **5. Financial Report**

Commissioner Turgeon said he reviewed the check register for April and he said we are right where we are supposed to be, he saw no cause for concern. He said he asked for specifics on a couple of vouchers and is waiting for info, subject to that, the financials look fine.

### **6. ADA Failure to Board Policy (Action)**

Ms. Curry, Grants Manager, explained the change to the ADA Failure to Board policy and the reason for it. Vice Chair Magowan asked if there were any questions. Commissioner Palm noted that the numbered bullets need to be corrected. Vice Chair Magowan asked if there were any comments from the public. Ms. Ryan asked if appeals could be made via email. Ms. Curry said yes, an email would be considered an appeal in writing. Commissioner Palaia moved to approve, Commissioner Palm seconded, and all were in favor. Chair Spencer entered the room and assumed his position as Chair at 5:09pm.

### **7. CCTA Mission Statement Update (Action)**

Ms. Birkett explained this was a simple update to include a broader region than just Chittenden County. Commissioner Palaia moved to approve, Commissioner Wessel seconded. Vice Chair Magowan asked if there had been a discussion about changing our name. Ms. Birkett said it is definitely up for discussion. Commissioner Turgeon asked if people understood what area the proposed changes cover. Ms. Birkett said it leaves flexibility for the future. All were in favor, none opposed.

### **8. GMTA funding presentation (Presentation)**

Mr. Frank presented. He explained differences in funding, including the Medicaid program, and how it works. He explained revenue and funding sources as well as formulas. Commissioners asked various questions and there was a brief discussion. Chair Spencer noted that the discussion highlights the challenges and culture shifts to be aware of and learn about as the CCTA/GMTA transition moves forward.

## **9. Policy for non-member services (Presentation)**

Ms. Birkett explained the existing policy regarding services to non-members. She explained as of July 1, when GMTA is under the CCTA umbrella, GMTA communities will be considered non-members receiving CCTA services. She explained her recommendation to dissolve that policy from 2002 and replace it with a different policy for the time being. Ms. Birkett explained the revisions to be made. Chair Spencer asked the Board for further revisions. There was a discussion regarding revisions and the history of the original policy. Ms. Birkett said a broader statement means CCTA can enter into funding arrangements on a case-by-case basis according to the Board's goals. Chair Spencer said the policy gives CCTA flexibility in the interim to do business. Ms. Birkett will bring a revised version to the June meeting.

## **10. Staff Reports and Communications:**

- (a) Vouchers-** Commissioner Turgeon noted he asked for specifics and is waiting for the information, beyond that they look fine.
- (b) General Manager's Report-** Ms. Birkett said she would like the Board to have a Medicaid bus pas program update. Mr. Frank said staff met with Bill Clark, and DVHA's wish is to change the program to include verifications of all trips. Mr. Frank said this is not in CCTA's business model but that CCTA would still be selling fare media to them. Ms. Birkett gave an update on CMAQ. She said staff is continuing to work with congressional delegation to see that the language gets into the congressional bill. She said there are not overly encouraging responses and it is not looked at favorably by everyone in Washington DC. She assured the Board that CCTA is pushing the issue. Chair Spencer said he welcomes staffs comments on how the board can help.
- (c) Marketing Report-** Ms. Birkett said Way to Go week was very busy. Chair Spencer requested ridership numbers be shared with the Board.
- (d) Planning Report-** Ms. Birkett said she wanted staff to provide an update on the MPO's Park and Ride plan. Mr. Moore explained that exit 12 is a potential location, it scored three for priority; it is lacking in transit availability. He said CCTA requested and was granted language saying at this time CCTA is not promising anything in regards to transit to this location. Chair Spencer asked if the board should making its feelings known. The Board discussed this idea. Ms. Birkett said that Exit 14 was being proposed as intercept lot. She added that VTrans contacted

CCTA about a turn-around across the street from the Richmond Park and Ride. She said staff is waiting to give a final answer until they have explored the option fully. Chair Spencer encouraged staff to share info with the Board; he said if there is a role for board to play he'd hate to miss opportunity. Commissioner Mack said it may be helpful to give MPO designs including the turning radius for buses. Commissioner Magowan added that Governor Shumlin and Brian Searles would love some outreach from CCTA and that CCTA might need to raise their hand for attention.

- (e) **Project Development Report**- no comments
- (f) **Grants Report**-no comments
- (g) **Maintenance Report**-no comments
- (h) **Operations Report**-no comments
- (i) **Ridership Data**- no comments

## **11. FY12 Board Officers**

Chairman Spencer presented the proposed slate of Board Officers from the Leadership Committee: Vice Chair Magowan to become Chair; Secretary Buckley to become Vice Chair; Commissioner Turgeon to remain Treasurer; and Commissioner Dimitruk to become Secretary. Chair Spencer asked for comments. Commissioner Mack noted that Commissioner Dimitruk has a scheduling conflict with the regular scheduled meeting. Chair Spencer said the Board will look at dates and schedules for new date and time. Commissioner Mack asked if the meeting was going to change. Commissioner Magowan said the day is going to change and possibly the time. He said there will be a discussion regarding the issue. Chair Spencer said they would be forthcoming with the information. He asked if anyone had concerns with the slate or if any other Board member would like to submit their name for a FY'12 Board Officer position. There were no further comments.

## **12. Committee Reports**

Strategy Committee – Standing Committee (Next Meeting 5/6/11 8:00am at CCTA)

Commissioner Schmidt said the committee last met on May 6. They discussed ADA service, proposing several strategies and there were no major objections. He said changes regarding ADA will be brought to the ADA Committee in June and the full board in July. He added that the Downtown Transit Center committee was going well and will be meeting in early June. Commissioner Schmidt asked Mr. Frank to update the Board on the DTC Committee. Mr. Frank explained who is on the committee. He said it is a well rounded and manageable group of 10 people. Commissioners Whitaker and Magowan are members of the committee.

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 14<sup>th</sup> at 8am and the committee will be discussing filling in the gap FY12.

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

Chair Spencer said the Leadership committee discussed General Manager hiring and will discuss it further in Executive Session. He said the next meeting had not been scheduled. Commissioner Trefry asked about the reorganization of the Board, how alternates will be used, and if they would have voting power. Chair Spencer said they will look into at next Leadership meeting. He added that the Board wants to harness the energy of alternates. Commissioner Schmidt said diversity should be on the meeting list of things to work on and to keep in mind pressure from young people. Commissioner Turgeon said perhaps the Board needs to go out and encourage people to participate for more diversity on the board. Commissioner Schmidt suggested inviting people to a meeting. Marci Ryan, member of the public, noted that the elderly do not want to be grouped with the disabled and to keep that in mind, that they are two separate groups. Commissioner Barton asked if there were any new members. Ms. Birkett said there is one new member from GMTA that was not on the GMTA Board. Commissioner Palm added that the alternate from Milton would be new.

### **13. Other Business**

Commissioner Buckley suggested it might be a good idea to talk about the ECOS (Environment Community Opportunity Sustainability) Project. Ms. Birkett said Chittenden County received a grant to do a sustainability analysis plan with the theme of county-wide sustainability. It is being administered by the RPC/MPO. Fifty-eight groups are involved in the project ranging from housing, economic development, land use planning, transportation, and the arts, among others. It was agreed the project holds a lot of promise. Chair Spencer said it is going to be regional plan that many will use to update their plans.

Chair Spencer noted that this is the second to last meeting for many Commissioners. He proposed making June a short meeting and reconvening at his house for social time. It would be a time to celebrate accomplishments. He encouraged Board members to bring their spouses and encouraged key staff members to attend as well. He proposed the Board meeting go from 5:00-6:00pm and a gathering at his house 6:30-8:30pm.

### **14. CCTA/Union Collective Bargaining Agreement (Action)**

Joe McNeil, CCTA Attorney presented. Chair Spencer asked that Mr. McNeil walk the group through the contract. Mr. McNeil said as a result of mediation, they got through the agreement. He said members have voted on and officially ratified the contract with a vote of 47-2. Mr. McNeil explained the process that occurred over a year and shared

the critical parts of the agreement. He said his recommendation would be that the Board pass this resolution and authorize as indicated the ratifying of the contract. Chair Spencer welcomed a motion. Commissioner Maxon moved to ratify the contract, Commissioner Buckley seconded. Chair Spencer asked if there was any discussion. Commissioner Buckley asked about the rules for viewing video. Which Mr. McNeil explained can be made on a customer call, complaint, identifiable incident, or something that management noticed and wanted to review. Mr. McNeil said CCTA could not subject a driver to discipline exclusively on basis of an anonymous complaint. All were in favor, no abstentions. Chair Spencer thanked Mr. McNeil. He also thanked Ms. Birkett, Mr. Frank and Ross Nizlek, CCTA's Operations Technology Specialist for picking up half way through and all their hard work. He thanked the Board members who participated in the Mediation meeting. He added that the Board acted with integrity, noting that the CCTA Board is comprised of 16 very diverse people who were able to come to agreements. A huge thank you to all of you, Chair Chapin said.

### **15. Executive Session**

Commissioner Palm made a motion to enter executive session to discuss a contract for retirement, the premature general public knowledge of which would clearly place CCTA and or person involved at a substantial disadvantage. Commissioner Palaia seconded. All were in favor. Commissioners came out of Executive Session; Commissioner Magowan made the following motion: "In recognition of 35 years of service to the Authority and acknowledging his existing health concerns, the Board moves to authorize the Acting General Manager to enter into a contract with Assistant General Manager Gary Thompson for retirement benefits that are acceptable to the Board by June 30, 2011". Commissioner Maxon seconded, all were in favor and the motion passed. Commissioners Schmidt and Magowan exited the meeting. Ms. Birkett exited prior to the next executive session. Commissioner Buckley made a motion to enter Executive Session again to discuss the hiring of a General Manager, the premature disclosure of which would put the Authority at a substantial disadvantage. Commissioner Maxon seconded. All approved. Commissioner Palaia made a motion to exit Executive Session, Commissioner Maxon seconded, all approved. The meeting adjourned at 6:42PM.

### **15. Adjourn**

The meeting adjourned at 6:41.

Respectfully Submitted,

Tom Buckley  
Secretary

Accepted on behalf of the  
Board of Commissioners

Chapin Spencer  
Chairman