



Worcester Regional Transit Authority

Moving Our Region Forward

Union Station Hub 60 Foster Street Worcester, MA 01608

508.453.3403 Fax: 508.752.1676 therta.com

**WRTA ADVISORY BOARD MEETING
SEPTEMBER 21, 2017
MINUTES**

WRTA ADVISORY BOARD MEETING

Chairperson Lehtola called the meeting to order at 8:34 a.m.

ATTENDANCE

Advisory Board Member present: William Lehtola – Spencer, Mark Binnall-Auburn, Jacob Sanders-Worcester, Robert Spain- Millbury, Rudy Heller - Brookfield. Noted activity of board members: *Ms. Barbara Connelly entered the board meeting at 8:38 a.m.*

ACCEPTANCE OF MINUTES

Chairperson Lehtola asked for a motion to accept the minutes for August 17, 2017. On motion by Robert Spain, seconded by Mark Binnall and carried unanimously, the Advisory Board accepted the minutes of August 17, 2017.

BUSINESS FROM THE PUBLIC

Chairperson Lehtola called for any business from the public and no one responded.

BUSINESS FROM THE BOARD

Chairperson Lehtola announced that he would be the Chairperson for the WRTA Advisory Board Personnel Committee. Mr. Church inquired if the board needed to vote on committee appointments. Mr. Lehtola state that the Chairperson has privy for selection. Chairperson Lehtola requested (hopefully) a hard copy of the WRTA Administrator’s contract from the WRTA Administrator. Chairperson Lehtola explained that he was not part of the personnel committee prior to this appointment. Mr. Church stated a copy would be supplied.

Mark Binnall asked when the website would be updated and Chairperson Lehtola commented on the importance of it being user friendly. Ms. Lyver stated the website project would take at least a couple of months to complete. Mark Binnall suggested offering ride passes as give-a-ways when the WRTA does promotions. Chairperson Lehtola commented on the missed trip on Monday regarding Route 33.

ACTION ITEM: Election of Advisory Board Clerk Officer

Chairperson Lehtola opened discussion in regards to the unfilled position of Clerk. Robert Spain spoke of his interest to be the WRTA Board Clerk. Chairperson Lehtola asked for a motion for Robert Spain to be the WRTA Board Clerk.

Communities Served:

Auburn	Brimfield	Douglas	Grafton	Millbury	North	Paxton	Southbridge	Wales	West Boylston
Barre	Brookfield	Dudley	Holden	New Braintree	Brookfield	Princeton	Spencer	Warren	West
Berlin	Charlton	East	Holland	Northborough	Oakham	Rutland	Sturbridge	Webster	Brookfield
Boylston	Clinton	Brookfield	Leicester	Northbridge	Oxford	Shrewsbury	Sutton	Westborough	Worcester

Motion: I move that: The Advisory Board votes to approve the election of Robert Spain as an officer of the Board in the role of Clerk, effective immediately September 21, 2017.

On motion by Jacob Sanders, seconded by Barbara Connelly, and carried unanimously, the Advisory Board voted to elect Robert Spain as an officer in the position of Board Clerk.

Audit & Finance Committee Meeting Schedule

The board members discussed reviewing the Annual Audit and when to have the next Audit and Finance Committee meeting. They agreed to have the meeting on October 19, 2017 at 9:45 a.m. Ms. Pokoly will notify the committee members.

ADMINISTRATOR REPORT

NEW STAFF

- a. Mr. Church introduced Ms. Dinusha Perera as the Accounting Assistant. Mr. Church confirmed that the staffing of Administration has been completed. He emphasized how the last triennial review reflected the need for an additional position in accounting.

ADMINISTRATIVE

- b. Bloomberg Mayor's Challenge – WRTA Invited by City of Worcester
Mr. Church stated he was grateful to be invited to the event and that numerous grant funding issues were addressed.
- c. Report/Update of 2017 MARTA Annual Meeting
Mr. Church highlighted the topics discussed at the meeting; ADA Excellence, updates to the Massachusetts Marijuana Law, Mass DOT Budget for FY'19. Mr. Church informed the board members that future funding is projected at \$80 million for all the RTA's in the State.
- d. Moving Together 2017 conference- WRTA invited to speak on electric bus panel
Mr. Church stated the conference will be insightful and the WRTA's experience with electric buses is an asset for the electric bus panel.

FINANCE

- e. *Update on Commonwealth Budget for FY'18*
Mr. Coyne stated that the revised budget will be given to the board when the Senate has completed the State Budget in late September. Mr. Coyne informed the board they are hopeful the final total figure will be \$80.4 million. This figure will present the WRTA with a two hundred and eighty thousand (280,000) dollar deficit from the original budget voted in May 2017.
- f. Annual Audit- Audit completed by McCarthy Hargrave & Co.
Mr. Church informed the board members that the annual independent audit has been completed and the reports will be reviewed by the Audit and Finance Committee.
- g. Potential Grant Funding- Micro Transit Accelerator Challenge
Mr. Church explained that this grant is focused on opportunities for the WRTA to study "micro transit" (car shares, connection with other service providers, and smaller vehicles usage within larger systems), the grand prize of the grant is twenty thousand (20,000) dollars in technical assistance.

MARKETING/EVENTS

- h. New plan to promote the Ambubus among local police and fire agencies*
Ms. Lyver stated that efforts are underway to contact fire and police services with information packages about the Ambubus.
- i. Update on the potential Stuff-a-bus campaign/update on recent attended events*
Ms. Lyver explained the concept of the potential campaign and the inquiring food donations at one of the Railers game nights sometime in November or December 2017. Ms. Lyver spoke about the “Try it Day” on the 27th of September at Worcester State University.
- j. Update on advertising and potential new clients*
Mr. Church stated that the client tracking information from Penta is being reviewed. One new contract is set for October and two in January 2018.

ADJOURNMENT

Chairperson Lehtola asked for a motion to adjourn. On motion by Robert Spain, seconded by Mark Binnall and carried unanimously, the Advisory Board meeting adjourned at 8:57 a.m.

NEXT MEETING DATE

The next WRTA Advisory Board Meeting will be on October 19, 2017 at 8:30 a.m., located at the hub 60 Foster Street, Worcester, MA 01608 3rd floor.