May 18, 2023
4:00 PM

ADVISORY BOARD MINUTES

Berkshire Regional Transit Authority Advisory Board Members Present:

William Elovirta, Becket; John Boyle, Dalton; Rob Reilly, Lanesborough; Andrea Wadsworth, Lee; Sandra Lamb, North Adams; Sheila Irvin, Pittsfield; Brian O'Grady, Williamstown; Douglas McNally, Windsor; and Brian Morrison, Rider Representative.

Berkshire Regional Transit Authority Advisory Board Members Absent:

Christine Hoyt, Adams; Charles Ketchen, Alford; Michelle Francesconi, Cheshire; Jeff Levanos, Clarksburg; Melanie Vicneire, Egremont; Cynthia Bosley, Florida; John Morrell, Great Barrington; Earl Peck, Hinsdale; Jenn Nacht, Lenox; Justin Makuc, Monterey; Jim Lovejoy, Mt. Washington; Sherri Youngkin, New Ashford; Brandi Page, Otis; James Welch, Peru; Roger Manzolini, Richmond; Andrew Provost, Savoy; Nadine Hawver, Sheffield; Jamie Minacci, Stockbridge; and Kent Lew, Washington.

Also, present: Robert Malnati and Sarah Vallieres, BRTA; Rauley Caine, BTM; and Patty Annechiarico.

	Voting Shares	Present	
Adams	2.8124	0.0000	
Alford	1.0000	0.0000	
Becket	1.0000	1.0000	
Cheshire	3.4428	0.0000	
Clarksburg	1.0078	0.0000	34.75
Dalton	2.4426	2.4426	needed for
Egremont	1.0010	0.0000	quorum
Florida	1.0000	0.0000	
Great Barrington	3.3315	0.0000	36.6827 when
Hinsdale	1.2269	0.0000	meeting was called
Lanesborough	2.3242	2.3242	to order
Lee	3.8089	3.8089	
Lenox	4.7367	0.0000	
Monterey	1.0000	0.0000	
Mt. Washington	1.0000	0.0000	
New Ashford	1.1044	0.0000	
North Adams	5.7136	5.7136	
Otis	1.0000	0.0000	
Peru	1.0123	0.0000	
Pittsfield	16.6803	16.6803	
Richmond	1.0000	0.0000	
Savoy	1.0000	0.0000	
Sheffield	1.0673	0.0000	
Stockbridge	3.0741	0.0000	
Washington	1.0000	0.0000	
Williamstown	2.7121	2.7121	
Windsor	1.0010	1.0010	
Disability Community	1.0000	0.0000	
Rider Representative	1.0000	1.0000	

1) **ROLL CALL**
   S. Irvin called the Advisory Board meeting to order at 4:00 PM.

2) **MINUTES OF THE MARCH 30, 2023 MEETING – VOTE**
   R. Reilly made a motion to accept the minutes of the March 30, 2023 meeting. B. Elovirta seconded the motion, A. Wadsworth abstained, and the March 30, 2023 Meeting minutes were passed.

Town	(2) Minutes of the March 30, 2023 Meeting	(4) Draft FY 24 Budget	(5) Election of Officers	(6) Hancock Membership	(7) Cash Reports March and April 2023	(12) Adjournment
Becket	Yes					
Dalton						
Lanesborough	Yes					
Lee	Abstained					
North Adams	Yes					
Pittsfield	Yes					
Williamstown	Yes					
Windsor	Yes					
Rider Representative	Yes					

3) **ADMINISTRATOR`S REPORT**
   R. Malnati discussed the Office of the State Auditor (OSA) will be at the BRTA for a site visit next week. A preliminary report should be released in June. He will keep the Board advised on the progress of this review and provide copies of their final report. The Facility Condition Assessment site visit is happening this week at the ITC and the Maintenance Facility. The draft report will be issued at the end of June and will keep the Board apprised of this. The draft SY 24 budget was included in the packet, two meetings with the Finance Committee have occurred. The budget shows a 7.78% increase due to labor, fuel, insurance, and interest rates. The next steps for the State Budget are with the House and Senate. Both the House and Senate had the collective RTAs budget higher than the Governor's budget of $98M and Fair Share funding of $6M. The town of Hancock would like to become a BRTA member community. The BRTA bus stop program is continuing and is currently working with Adams and Dalton. This has been well received and will help people to know where to stand for the bus and to advertise the bus system in that community. The BRTA is changing the bus berths at the ITC in June from numbers to letters and will have a specific route in each berth. This will help reduce customer confusion. An FTA 5339 Low-No/Bus and Bus Facility grant has been applied for by BRTA. The request is for 2- Gillig Diesel Electric Hybrid buses and the replacement of vehicle repair lifts at the Maintenance Facility.
   There was a discussion on:
   - The monthly berthing fees for Peter Pan and Greyhound and Amtrak payments to BRTA.
   - Flag stops in rural communities will continue with the bus stop program. There will be designated stops in downtown areas.

4) DRAFT FY24 BUDGET- VOTE

R. Malnati reviewed the budget with the Advisory Board. The Finance Committee had 2 meetings; one at a high level and the last meeting the budget was reviewed line by line. As a note, the City of Pittsfield has an 8.5% increase, whereas the BRTA has a 7.8% increase. This increase is due to rising inflation rates for BRTA's short-term borrowing, increases in fuel and insurances, and an increase in labor. This is BRTA's final year of the union contract. Fare revenue is continuing to grow as ridership increases. The BRTA Administrative staff has a 4% increase. In this budget, the Governor's $102M budget figure was included as the BRTA remains conservative with this document. There may be an adjustment in September if the State funding is increased, which will decrease the Federal funding level. The budget will remain balanced.

A. Wadsworth made the motion to accept the FY 24 budget as presented. D. McNally seconded the motion. All said aye and the FY24 BRTA Budget was passed unanimously.

Town	(2) Minutes of the March 30, 2023 Meeting	(4) Draft FY 24 Budget	(5) Election of Officers	(6) Hancock Membership	(7) Cash Reports March and April 2023	(12) Adjournment
Becket		Yes				
Dalton		Yes				
Lanesborough		Yes				
Lee		Yes				
North Adams		Yes				
Pittsfield		Yes				
Williamstown		Yes				
Windsor		Yes				
Rider Representative		Yes				

5) ELECTION OF OFFICERS- VOTE

R. Malnati stated the current BRTA Advisory Board Officers are S. Irvin as Chair and D. McNally as Vice-Chair and the yearly slate of Officers is up for a vote. A. Wadsworth asked if S. Irvin and D. McNally were interested in remaining as Chair and Vice-Chair, to which they answered yes. A. Wadsworth asked the Board if anyone else is interested in becoming the Chair or Vice-Chair, to which no one answered yes.

A. Wadsworth made the motion for S. Irvin to remain Chair and D. McNally to remain Vice-Chair, B. Elovirta seconded the motion. All stated aye and S. Irvin and D. McNally are unanimously approved as the Chair and Vice-Chair of the BRTA Advisory Board respectively.

Town	(2) Minutes of the March 30, 2023 Meeting	(4) Draft FY 24 Budget	(5) Election of Officers	(6) Hancock Membership	(7) Cash Reports March and April 2023	(12) Adjournment
Becket			Yes			
Dalton			Yes			
Lanesborough			Yes			
Lee			Yes			
North Adams			Yes			
Pittsfield			Yes			
Williamstown			Yes			
Windsor			Yes			
Rider Representative			Yes			

6) HANCOCK MEMBERSHIP- VOTE

R. Malnati and D. McNally discussed Hancock's desire to become a member community of BRTA as their population is aging and would benefit from additional transportation services.

D. McNally made a motion to accept the Town of Hancock as a member community of the BRTA; J. Boyle seconded the motion; and all stated aye. The Town of Hancock was unanimously approved as a member community of the BRTA.

Town	(2) Minutes of the March 30, 2023 Meeting	(4) Draft FY 24 Budget	(5) Election of Officers	(6) Hancock Membership	(7) Cash Reports March and April 2023	(8) Cash Reports January and February 2023
Becket				Yes		
Dalton				Yes		
Lanesborough				Yes		
Lee				Yes		
North Adams				Yes		
Pittsfield				Yes		
Williamstown				Yes		
Windsor				Yes		
Rider Representative				Yes		

7) CASH REPORTS MARCH AND APRIL 2023- VOTE

R. Malnati shared the cash reports for March and April 2023.

D. McNally made the motion to accept the cash reports for March and April 2023.
R. Reilly seconded the motion. All stated aye and the cash reports for March and April 2023 were passed unanimously.

Town	(2) Minutes of the March 30, 2023 Meeting	(4) Draft FY 24 Budget	(5) Election of Officers	(6) Hancock Membership	(7) Cash Reports March and April 2023	(12) Adjournment
Becket					Yes	
Dalton					Yes	
Lanesborough					Yes	
Lee					Yes	
North Adams					Yes	
Pittsfield					Yes	
Williamstown					Yes	
Windsor					Yes	
Rider Representative					Yes	

8) **BUDGET YTD**
R. Malnati provided an overview of the BRTA through April 2023. Fare revenue has increased as ridership has increased, in part due to the Try Transit Event. This item is $23K overbudget. The interest expense line item is overbudget due to the rising rates of interest. Fixed route expenses are underbudget and paratransit expenses are overbudget. Overall expenses are $23K and revenue is $12K above budget through April.

9) **RIDERSHIP YTD**
R. Malnati discussed the ridership packet and ridership through March is up 27% from last year. The BRTA is at 97% of FY19, a pre-COVID benchmark. ADA ridership is up 25% from last year. Route 34 continues to have the most wheelchair ridership for fixed route. There was a discussion on whether the State would fund another fare free event. The Senate may have put a 6-month pilot in their budget, but is unsure if this will occur. There was some interest by some RTAs.

10) **TOPICS FOR FUTURE ADVISORY BOARD MEETING**
R. Malnati stated the BRTA will be requesting from the Member Communities who the BRTA representatives will be for the upcoming year. There will be an orientation in the Fall for new members and those that would like a refresher.

11) **NEXT MEETING DATE/TIME**
R. Malnati scheduled the next meeting for Thursday, September 28, 2023 at 4 PM. The next Finance Committee meeting will be September 21, 2023 at 10 AM.

12) **ADJOURNMENT**
A. Wadsworth made the motion to adjourn the BRTA Advisory Board meeting, J. Boyle seconded the motion; and all stated aye. The meeting was adjourned at 4:34 PM.

Town	(2) Minutes of the March 30, 2023 Meeting	(4) Draft FY 24 Budget	(5) Election of Officers	(6) Hancock Membership	(7) Cash Reports March and April 2023	(12) Adjournment
Becket						Yes
Dalton						Yes
Lanesborough						Yes
Lee						Yes
North Adams						Yes
Pittsfield						Yes
Williamstown						Yes
Windsor						Yes
Rider Representative						Yes

Meeting Materials:

BRTA Advisory Board Packet
BRTA Public Notice and Agenda