**Cape Cod Regional Transit Authority**

**Advisory Board Meeting**

**In-Person & Video Conferencing**

**September 13, 2023 – 9:00 a.m.**

**Minutes**

A meeting of the Cape Cod Regional Transit Authority Advisory Board was held on Wednesday, September 13, 2023, at 9:00 a.m., both in-person and via video conferencing. The meeting was called to order at 9:02 a.m. by Bob Lawton, Chairman.

Board members present were: George Slade, Bourne; Bob Lawton, Yarmouth; Brenda Vazquez, Dennis; Peter Lombardi, Brewster; Judi Wilson, Orleans; Michelle Peterson; Truro; Dan Riviello, Provincetown; Elizabeth Jenkins, Barnstable; Bud Dunham, Sandwich; Roslyn Diamond, Eastham; Joe Powers, Harwich; Jill Goldsmith, Chatham; Dorothy Voelker, Disabled Representative.

Others present included: Thomas Cahir, CCRTA; Kathy Jensen, CCRTA; Henry Swiniarski, CCRTA; Debra Shores, CCRTA; Mariela Cordero, CCRTA; Linda Landry, CCRTA; Lisa McKay, CCRTA; Scott Swiniarski, CCRTA; Fred Valdivia, CCRTA/MV

A 79.72% quorum was determined.

1. **Minutes of May 10, 2023 Advisory Board Meeting**

Bud Dunham made a motion to approve the May 10, 2023 Minutes, George Slade seconded, Elizabeth Jenkins abstained, approved unanimously by roll call vote.

1. **Reports**

Tom Cahir opened the Advisory Board Meeting with a brief introduction of CCRTA’s updated Briefing book, which was distributed along with the Advisory Board Reports. He went on to discuss the FY24 State Budget, which included a $56 million increase in Regional Transit Authority (RTA) State Contract Assistance (SCA) funding through what is referred to as “Fair Share” funding. The CCRTA’s portion of the increased budget totals $2.3 million, with total CCRTA SCA funded at $7.4 million. Administrator Cahir made a point of commending Representative Sarah Peake and Senator Moran for all their efforts and support in securing this additional funding. Tom then discussed the FTA required Ferry Service Commuter Survey. This comprehensive and time-consuming effort included contracting for the services of an accredited statistician to develop and evaluate results from a valid passenger survey that would be conducted over a 1-year period to confirm commuter status (i.e. 50% plus 1 passenger same-day trip from the mainland to/from the islands). Tom stressed that great importance was placed on this work because the inability to document commuter status for SSA and Hy-Line ferry service routes would result in a CCRTA federal fiscal year funding reduction of approximately $5 million. Tom noted that a successful outcome was achieved through the tremendous collective efforts of the CCRTA, Cape Cod Commission, Steamship Authority and Hy-Line staff, along with the great work of the statistician and direct support from Congressman Keating. In addition, Tom mentioned that the CCRTA has completely eliminated its Revenue Anticipation Notes borrowing this year through the full outstanding balance payment of $6,623,377.78 on July 21, 2023. In the current interest rate borrowing market, annual cost savings equates to approximately $250,000 each year.

Tom provided an update on the Bourne Rail Trail, including a meeting with Lieutenant Governor Driscoll arranged by Senator Moran to present an overview of the BRT project and the numerous economic, health, and quality of life project benefits. Tom mentioned that he attended the meeting along with Senator Moran and the president of the Friends of the Bourne Rail Trail and indicated that he was very encouraged by the LG’s personal interest in bike and pedestrian projects and her engaging questions related to the BRT. He emphasized that CCRTA and the Friends of the BRT will be available to address any BRT questions or requests for information that may arise.

Tom informed the Board of his continued participation on the Cape Cod Climate Change Collaborative Advisory Committee. He mentioned his and staff member Stephanie Spadoni’s 5C’s participation in June. He discussed contracting with HATCH in January and their efficiency in delivering their analysis and recommendations for the transition of the CCRTA’s fleet to Electric Vehicles. Tom highlighted that the CCRTA will be receiving 20 Ford E-Transit Vehicles in the near future, all of which were fully funded through the State’s FY23 Mobility Assistance Program (MAP). Tom commended Stephanie for playing an intricate role in learning and educating us on electric vehicles and closely managing the consultant’s work products. Roslyn Diamond asked if the buses that are coming are regular buses or vans? Tom responded that they will be 8-passenger Ford E-Transit vehicles. Tom continued and spoke about our partnership with local schools highlighting the invitation of Cape Cod Community College, Upper Cape Technical High School and Cape Cod Regional Technical High School to HTC. During the meeting, CCRTA updated everyone on our ZEV study and Transition Plan and believes there is great opportunity for further collaboration of this front. Tom also mentioned the development of our EV/ZEV Newsletter issued monthly and encouraged all to take a look. He also mentioned the expansion of SmartDART into Falmouth, Sandwich and Dennis.

Dan Riviello thanked Tom for the continued partnership with Provincetown and for expanding early-morning and late-night service in the outer Cape. George Slade commended Henry for his work on successfully reducing Revenue Anticipation Notes (RANs) borrowings over the years and the full elimination of RANs this year. Tom thanked Kathy for her dedication to the CapeFLYER and her detailed preparations for the train this season.

1. **Advisory Board:**
* Executive/Budget Committee – No Report
* Fare and Service Committee – No report
1. **New Business -** none
2. **Old Business -** none
3. **Public Questions/Concerns –**
4. **Adjournment**

**Brenda Vazquez made a move to adjourn, George Slade seconded.**

Meeting adjourned at 9:47 a.m.