

**Cape Cod Regional Transit Authority
Advisory Board Meeting
Hyannis Transportation Center
April 17, 2024 – 9:00 a.m.**

Minutes

A meeting of the Cape Cod Regional Transit Authority Advisory Board was held on Wednesday, April 17, 2024, at 9:00 a.m. at the Hyannis Transportation Center and via video conferencing. The meeting was called to order at 9:03 a.m. by Robert Lawton, Chairman.

Board members present were: Elizabeth Jenkins, Barnstable; George Slade, Bourne; Peter Lombardi, Brewster; Brenda Vazquez, Dennis; Roslyn Diamond, Eastham; Robert Mascali, Falmouth; Judi Wilson, Orleans; Dan Riviello, Provincetown; George Dunham, Sandwich; Damion Clements, Truro; Robert Lawton, Yarmouth

Others present included: Thomas Cahir, CCRTA; Kathy Jensen, CCRTA; Henry Swiniarski, CCRTA; Debra Shores, CCRTA; Mariela Cordero, CCRTA; Scott Swiniarski, CCRTA; John Kennedy, CCRTA; Fred Valdivia, CCRTA; Frank Nogueira, CCRTA

An 80.63% quorum was determined.

I. Minutes of January 17, 2024 Advisory Board Meeting

George Dunham made a motion to approve the January 17, 2024 minutes, Judi Wilson seconded, Robert Mascali and Damion Clements abstained, approved unanimously by roll call vote.

II. Reports

Administrator Tom Cahir opened up the Advisory Board meeting asking the Board Members to take a moment out to view two of the twenty new SmartDART electric vehicles (EVs) parked outside of the HTC conference room, which were brought in by our operations team from the South Dennis facility. Tom also notified the Board that that our Operations Team is available to answer any questions they may have regarding the deployment of the vehicles occurring in the next two months. Upon returning from viewing the electric vehicles, Tom asked John Kennedy to provide a brief statement on vehicle wheelchair accessibility. John proceeded to inform the Board that the Electric Vehicles hold two wheelchairs and that the seats are adjustable to accommodate other riders. Tom then explained that the CCRTA continues to make progress on its migration from fossil fuel vehicles to electric and low emission vehicles. Tom mentioned the CCRTA has 20 EV chargers on site at HTC and 10 at Operations facility in South Dennis. Next, Tom informed the board of our annual Program Preview on March 27, 2024 where CCRTA was given a chance to highlight our previous year's accomplishments. Tom said MassDOT was highly complementary of CCRTA's performance and future plans. Tom went on to advise the Board of the MassDOT Audit that began in December, which followed the collection of various documents electronically. The audit engagement included a two day onsite thorough review of the various financial and operating

systems and processes. The auditors scheduled site visits at both Hyannis Transportation Center and our Operations Center in South Dennis. In the exit audit conference, the MassDOT auditors indicated they were very pleased with the cooperation of the CCRTA team and the quality of the documentation provided and indicated there were no audit findings. We are currently awaiting our draft report. Tom then moved on to express his excitement on the further expansion of SmartDART, which will be deployed in all fifteen Cape Cod towns, coinciding with the CCRTA's summer schedule in June. Tom Cahir also informed the board of the installation of the New Fare System and how the new system will provide more flexibility to our customers and make fare management and data collection easier for our staff. He also mentioned that customers will be able to manage their account via their smartphone app and customers will be able to present their Go card upon boarding the bus.

Tom moved on to speak about our Older Adults and Persons with a Disability Fixed Route Free Fare Program that began February 1st and how successful it has been with 800+ older adults and 200+ people with a disability registered in the program as of today's Board meeting. Tom also mentioned that the success of the Free Fare Program can also be attributed, in part, to our community outreach. Tom mentioned that through our collaboration with the Councils on Aging, we have been able to effectively reach out to older adults and persons with disabilities, ensuring they are aware of and able to access the program. By conducting Go Card registration sessions in coordination with our Travel Training assemblies, we have not only provided practical assistance in signing up for the program but also offered valuable education on how to navigate public transportation effectively. Tom commended Linda Landry, Kathy Jensen and Mariela Cordero for their efforts in reaching out to the various locations to educate the public on the CCRTA's offered services. This approach has not only increased participation but has also empowered individuals to confidently utilize public transportation, thereby enhancing their mobility and overall quality of life. We have enjoyed a 14% increase in fixed route ridership year over year since the implementation of the program. Lastly, Administrator Cahir informed the Board that he has been asked to be a panelist at the Big Blue Conference which will be held on April 30th at Aloft Aviation at the Cape Cod Gateway Airport. He also mentioned the Big Blue Conference is the Cape Cod Blue Economy Foundation's annual conference intended to spark conversations and inspire actions relevant to the vitality of Cape Cod and the surrounding Blue Economy. Presenters and attendees are community leaders, industry professionals, global experts and advocates as well as Cape Cod marine businesses and workers.

Advisory Board Committees:

Executive/Budget Committee

Advisory Board Chairman, Robert Lawton, presented a summary of the Budget Committee's review of the proposed FY25 CCRTA Budget. Chairman Lawton stated that after the Committee's review, it was the unanimous recommendation to approve the FY25 Budget as presented. Highlights from the Chairman's presentation included the following:

- CCRTA received \$2.8 million in new state funding and a \$3.67 million increase in federal funding, which continues in future fiscal years
- The FY 25 budget shows increases in hours of operation in several CCRTA services such as the SmartDART and fixed routes, including free fares for older adults and persons with a disability
- A major step forward is underway with the work being done to replace the Charlie card with the Go Card for payment of transit services

- This is the second year with no appropriation for revenue anticipation notes (RAN's) which results in savings of approximately \$120,000 for the coming year
- The FY25 budget is balanced, and local assessments are only increasing by 2 ½%, as has been the history of assessment increases over a number of years

Brenda Vasquez moved to approve CCRTA FY25 Budget as submitted, George Slade seconded.

A roll call vote was taken to approve the FY25 Budget as submitted:

- **Barnstable** YES
- **Bourne** YES
- **Brewster** YES
- **Chatham** ABSENT
- **Dennis** YES
- **Eastham** YES
- **Falmouth** ABSTAINED
- **Harwich** ABSENT
- **Mashpee** ABSENT
- **Orleans** YES
- **Provincetown** YES
- **Sandwich** YES
- **Truro** ABSTAINED
- **Wellfleet** ABSENT
- **Yarmouth** YES
- **Disabled Commuter Rep.** ABSENT

- Fare and Service Committee – No report
- Rail Committee – No report.

III. New Business - none

IV. Old Business - none

Public Questions/Concerns – Elizabeth Jenkins asked if the projected increase in fares was largely attributed to the expansion of SmartDart; Tom answered yes.

V. Adjournment

Judi Wilson moved to adjourn George Dunham seconded.

Meeting adjourned at 9:58 a.m.