

Cape Ann Transportation Authority  
Board Meeting  
October 28, 2020 Remote Meeting  
9:30am

Attendance: Jim Destino, Mitchell Vieira, Tony Marino, Laurel Eisenhauer, Stephanie Jackson, Joe Domelowicz, Liz O'Connor, Felicia Webb, Jackie LaFlam, Roland Lambalot

- A. Called to order by James Destino at 9:35am
- B. Roll Call Representatives from Gloucester, Rockport, Ipswich, Essex, Hamilton, and ADA were in attendance.
- C. There were no public comments
- D. Approval of May 14, 2020 minutes

Motioned by Jim Destino  
Seconded by Mitch Vieira  
Roll Call Vote – unanimous in favor

E. Action Items

- a. CATA FY20 Financial Audit—Audit Presentation and Review with Roland Lambalot

Roland provided an overview of CATA's FY20 Financial Statements and audit. There was a brief discussion of a delay in the implementation of some new GASB regulations, the RAN, and the decrease in capital spending. The brokerage receivables were also settled during FY20 and funds deposited. There was a decrease in brokerage revenues and expenditures due to COVID, but this doesn't have a financial impact on the authority because the brokerage services are fully funded. CARES Act funding was discussed, CATA received almost \$1.6M. Starting in March, there was a drop in fare revenue, brokerage expenses, and brokerage revenues due to COVID. Roland mentioned the change in CATA personal as having a positive impact on the authority, there was no need for a management letter. Jim Destino asked Roland to keep CATA and the board up to speed on any developments we should be aware of.

- b. CATA Fare Policy

Felicia stated that the MOU between CATA and MassDOT included the requirement for the RTA to adopt a fare policy. This requirement was for all RTAs, not just CATA. The Fare Policy has to be approved by December 1<sup>st</sup>.

*MOU Language: No later than December 1, 2020, the RTA's Advisory Board will have adopted a fare policy that includes regular and recurring fare reviews and consideration of periodic modest fare adjustments. MassDOT and the RTA will consider adjustments to the RTA's FY21 Farebox Recovery targets as advised by the adopted Fare Policy.*

There was a general discussion about the policy being reviewed during the budget development process.

*CATA Fare Policy*

*The Cape Ann Transportation Authority shall undertake a review of expected fare revenue, and the fare structure that generates it, as a component of the annual budget development process. If the Administration, in coordination with the Advisory Board, determines that the fare structure warrants adjustment, the agency shall undertake a public participation process in accordance with the Policy Regarding Major Fare and Service Changes.*

Motion to adopt the Fare Policy

Mitch seconded

Roll Call Vote

c. CATA Advisory Board Policy Regarding Major Fare and Service Changes

Felicia stated that there was a review of the existing *CATA Advisory Board Policy Regarding Major Fare and Service Changes* during the 2020 update of the Comprehensive Regional Transit Plan and discussions on fare policy. CATA and our planning consultants recommend reducing the 60-day comment period to a 30-day comment period. This change would bring CATA more in line with the Boston MPO and is more reasonable given the size of CATA.

Joe Domelowicz asked why a reduction from 60 days to 30 days?

Felicia said 60 days can be considered excessive because CATA is very small, some RTAs have 60 days and some have 30 days.

Joe Domelowicz asked about advertising for changes. Felicia said she advertises in the newspaper and on the website it is a public meeting.

Joe expressed concern that the public wouldn't necessarily have time to review and make comments if there was only a 30 day period, the public meeting explaining the changes could be held in the middle or near the end of the 30 days.

Jim Destino moved to have the policy state a public comment period of 30 days after the meeting. Joe and Mitch think this is a better idea.

No objections for the new proposed policy.

*Proposed Advisory Board Policy Regarding Major Fare and Service Changes*  
*The following public participation process is to be followed regarding any proposed changes in fare structure or major reductions or increases in the level of fixed route or paratransit services. For the purposes of this policy, a major service change is defined as any proposed net change in route miles of 50% or greater on the service in question.*

- 1. CATA Administrator recommends changes in fares and/or routes*
- 2. Advisory Board votes to begin Public Participation process*
- 3. Legal Notice of Public Hearing published within 14 days; 30 day comment period begins*
- 4. Public Hearing is held*
  - a. The primary location for CATA public meetings is the Rose Baker Senior Center, 6 Manuel Lewis St., Gloucester, MA*
- 5. 30 day comment period ends*
- 6. CATA Administrator reviews all public comments*
- 7. CATA Advisory Board meets to consider Administrator's recommendations*
- 8. CATA Advisory Board votes to affirm, reject, or modify proposal*
- 9. New fare/route structure becomes effective in 30 days, if approved*

Motion to move the updated policy by Jim Destino  
Seconded by Mitch  
Roll Call Vote

d. CATA Public Transit Agency Safety Plan

Felicia explained the Public Transit Agency Safety Plan is required of transit systems to meet new federal regulations included in 49 CFR 673. The Plan includes formal documentation to guide the agency in proactive safety management policy, safety risk management, safety assurance, and safety promotion.

The Advisory Board needs to approve the Public Transit Agency Safety Plan.

Jim moved to approve.  
Mitch seconded  
Roll call vote

F. CATA Updates

Transit update

Felicia said that the ridership is going up. Fixed Route is about 4500-5000 per month, MBTA is about 6000-6500, and Demand Response is about 1200. By adding the MBTA services it meant no lay-offs and the operating company actually hired drivers.

#### Brokerage

The DMA trips have increased, the programs started back up in September. The trip volume of both services is very low still. CATA is still on split teams due to COVID.

#### G. Executive Session

Jim Destino Motion for the Board to move into Executive Session

The board shall next move into executive session under M.G.L. 30A, Section 21, for the purpose of discussing litigation pending against the Cape Ann Transportation Authority. Please note that the discussion of this litigation in an open meeting may have a detrimental effect on the litigating position of the Cape Ann Transportation Authority. The open session shall not reconvene at the conclusion of the executive session and the meeting shall be adjourned.

I will now entertain a motion to move into executive session pursuant to M.G. L. Chapter 30 A §21(a) to discuss the pending litigation. Pursuant to the statute, there must be a majority vote by roll call to go into executive session.

Moved Laurel  
Seconded Mitch  
Roll Call Vote

H. Jim motioned to adjourn.

Moved Laurel  
Seconded Mitch  
Roll Call Vote

Cape Ann Transportation Authority  
Advisory Board Meeting  
October 28, 2020  
9:30am

Attendance: James Destino, Mitchell Vieira, Laurel Eisenhauer, Anthony Marino, Joe Domelowicz, Stephanie Jackson, Felicia Webb, Elizabeth O'Connor, Jackie LaFlam,

*This meeting was conducted remotely through GotoMeeting. All votes were Roll Call*

Called to order by James Destino at 9:30am

Motion to approve the **Fare Policy**

Motion: I move that the CATA Advisory Board adopt the fare policy as presented on October 28, 2020.

Moved, Seconded.....Roll Call Vote

By James Destino

Moved by Mitch Vieira

Seconded by Tony Marino

Roll Call Vote

Vote: Unanimous

Motion to approve the **Public Transit Agency Safety Plan**

Motion: I move that the CATA Advisory Board approve the Public Transit Agency Safety Plan as presented on October 28, 2020

Moved, Seconded.....Roll Call Vote

By James Destino

Moved by Mitch Vieira

Seconded by Tony Marino

Roll Call Vote

Vote: Unanimous

Motions 10/28/20

**Audit**

Motion: I move that the CATA Advisory Board has received CATA's FY20 Audited Financial Statements  
Moved, Seconded.....Roll Call Vote

**Fare Policy**

Motion: I move that the CATA Advisory Board adopt the fare policy as presented on October 28, 2020.  
Moved, Seconded.....Roll Call Vote

**Major Fare and Service Changes**

Motion: I move that the CATA Advisory Board adopt the updated Policy Regarding Major Fare and Service Changes as presented on October 28, 2020  
Moved, Seconded.....Roll Call Vote

**Public Transit Agency Safety Plan**

Motion: I move that the CATA Advisory Board approve the Public Transit Agency Safety Plan as presented on October 28, 2020  
Moved, Seconded.....Roll Call Vote

**Executive Session**

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Moved, Seconded....Roll Call Vote