



Cape Ann Transportation Authority
Board Meeting
June 6, 2023
10:00am

Attendance: Gloucester-Jill Cahill, Rockport Administrator - Mitch Vieira, Essex Representative Gil Frieden, Hamilton Representative - Joe Domelowicz, CATA's Interim Administrator - Shona Norman, Legal Counsel - Liz O'Connor and Jackie LaFlam – Administrative Assistant

Called to order by Mitch Vieira at 10:03am

Roll Call: Gloucester, Rockport, Essex, Hamilton,

Ipswich Representative and ADA Representative were not present.

No Public Comments

Approval of April 25, 2023 minutes

April 25, 2023 Advisory Board Meeting Minutes are being deferred until the next board meeting.

Update of Administrator Position

Mitch responded it has been advertised and only one applicant applied and was not qualified for the position. He suggested to put it out there one more time and then hire a firm to assist with the search. Mitch suggested doing a salary adjustment survey.

Joe asked if there was someone that specializes in transportation to ask about the hiring process.

Mitch replied that a conversation with Jeanette Orsino from MARTA would be a great idea to see what she thinks, as she had assisted the Board previously for the Deputy Administrator Position for CATA.

Joe Domelowicz said it would be worth it to talk with her.

FY24 Budget presentation and discussion

Shona's points of discussion for the Budget

Transit

-Ridership has improved since the ending of the COVID 19 Pandemic (FY21-FY22)

-Fixed Route – Although ridership decreased by 37% from FY22 – FY23, this was due to the end of the J1 Program and the MBTA Commuter Rail Shuttle work. (MBTA ended May, 2022) (J1 ended October 2022). However, Fixed Route ridership has increased significantly above FY YTD totals as part of the COVID Recovery.

-Demand Response – Remains status quo compared with FY22. There was a slight increase in ridership in FY22 due to the Try Transit Pilot during the Holidays (November 25 – December 31, 2022)

-On Demand – Continues to rise in popularity and is at its highest ridership yet since launch in April, 2021. Ridership YTD averages around 3500 trips.

Budget

The Proposed FY24 budget of \$4,478,143 is \$285,725 higher than the 2023 Transit budget of \$4,192,418 as approved on May 16, 2022.

Fuel costs have decreased slightly, CATM was able to enter into a contract with Burke for unleaded gasoline and diesel.

CATA has a remaining balance of ~\$2M in COVID 5307 funding and has time to spend down the funds.

FY24 Expenses

Operating Company (CATM)

- Negotiated a new collective bargaining agreement with Teamsters
- Per hour wage for operators increased
- Mechanic per hour wage increased
- Increased company share for Medical Insurance
- Increased 401K contribution

Administration

- Wage increase
- Pension Liability/Expense
- Increase in Medical and Dental Premiums

FY24 Revenues

Federal Funding

5307 Formula Funds programmed into CIP for PM, vehicle replacement and small capital CARES, CRRSAA, and ARP 5307 funds are available for operating expenses (approximately \$1.3M remaining)

State Operating Assistance – Remained at FY23 Level (The House increased RTA funding by \$70 M and the Senate by \$100M with a specific \$56 M additional SCA for FY 24 so a budget amendment will be necessary after state budget is decided)

Local Operating Assistance – Increased by 2.5% as allowed by law

MassDOT Grant Funding – dialysis service

- MassDOT is not funding workforce transportation grants nor the discretionary grants this year
- \$40K programmed for Workforce Transportation, contributions from local businesses in support of CATA On Demand.

Other Revenues

- Farebox
- Beverly Shuttle

Jill asked what the federal funding was prior to Covid. Shona said she would look into it and get that information to her.

FY24-28 Capital Programming Highlights

FY24 -Preventative Maintenance, small capital, repaving the parking lot for CATA Administration and Operations facility

FY25- Preventative Maintenance, small capital items, replacement of three vehicles that have reached the end of their useful life in 2022/2023

FY26- Preventative Maintenance, small capital items, replacement of four vehicles that reached the end of their useful life in 2023/2024

FY27-Preventative Maintenance, maintenance/general upkeep of Administration and Operations facility, small capital items and shop equipment

FY28-Preventative Maintenance. Maintenance/general upkeep of Administration and Operations facility, and small capital items and shop equipment.

Joe asked if the federal money was being used for vehicles.

Mitch replied yes, it is capital expenses.

Joe asked if we are doing better than pre covid.

Shona said it is about the same as pre covid.

Gil asked if the Healthy Aging Grant was getting replaced.

Shona said the grant for the Gloucester Healthy Aging Grant, for (Seniors on the Go) will expire at the end of the month. The city of Gloucester will fund part of it.

Jill explained the city proposed \$26,000 for the Seniors on the Go. It will not go into Rockport and it will no longer be door to door service. Seniors will get picked up at the Rose Baker Senior Center. It is more of a social bus for them, to go to the mall, maybe to lunch, movies and sometimes surprise rides. We still want to keep it with CATA. She said the grant was held by the health department but now it will be budgeted through the Rose Baker Senior Center.

Mitch asked if our drivers were trained to use Narcan on the buses? Shona replied no. Mitch asked, why? Joe stated that it is on a whole different level for bus operators as it is not a part of their union agreement.

Gill asked if we had a lot of calls for it. Shona said we only had one incident last year and that's all she was aware of.

There were no further questions about the budget for FY24.

Jill is comfortable with this budget and voting today to approve.

Mitch Vieira Motioned to approve budget expenditures FY24 of \$4,478,143

Moved Joe Domelowicz
Seconded by Gil Frieden
Roll Call Vote

Vote: Unanimous

Mitch Vieira Motioned to approve budget revenues FY/24 of \$4,478,143

Moved Joe Domelowicz
Seconded by Gil Frieden
Roll Call Vote

Vote: Unanimous

CATA Updates

Audit

Shona mentioned that as a follow up to the Audit discussion and shortfalls discussed at the April 25, meeting that they have since been rectified and that the auditor is in the process of finalizing the report and will be released this week, per the auditor.

Buses and Trolley Update

Shona explained that there is supply chain issue with the buses and trolleys, they are just about ready to be delivered by June 30th. There was a holdup on one of the trolly's. They are hoping to rush the production so they will be delivered by June 30th.

Comments

There were no public comments

Gil Motion to adjourn at 10:48

Seconded by Joe all in favor