

Cape Ann Transportation Authority
Board Meeting
September 11.2014
9:00am

Attendance: Mayor Carolyn Kirk, Administrator Paul Talbot, David Gardner, Joe Randazza, Bob Ryan, , Mitchell Vieira, Bill Nelson, Felicia Webb, Robin Crosby, Jackie LaFlam

Called to order by Mayor Carolyn Kirk at 9:00am

Mayor Kirk -Motion to approve Minutes of March 5, 2014 meeting.
Second Mitchell Vieira
All in Favor

Paul Talbot explained the Triennial Review process. The first step in the process was for CATA to submit a profile of our operations which included the operating budget, number of vehicles, routes, etc to the FTA reviewer. The next step in the process was for CATA to submit answers to over 1,000 questions and certain documentations in 17 major areas such as maintenance, ADA, charter bus, etc. This process began in May and concluded in the onsite visit on July 15th and 16th. Fifteen findings were reported by the reviewer.

Felicia Webb then explained each of the findings and out of the 15 she found 10 and had documentation for the 10. At the time they would not accept the documentation and she didn't know why. But at this time they have accepted the revised copies she had done. Everyone should have a copy of her findings.

Bob Ryan explained his documentation also and said there really isn't a protocol for it. He said him and Paul meet every month to discuss and document what has transpired the month before. They both need to sign off on the inventory monthly. He explained that ADA paratransit needs to be available for all services at all times. We have to offer services for all who can't take the fixed route services for Saturdays and Sundays. He also explained the cost of this to happen is about \$20,000 to run. ADA wants the No Show policy more lenient and rewritten and it has been and they have accepted it.

Mayor asked Felicia if she kept a calendar to keep track of her findings.

Felicia's response was yes I do and I have to do a report for the FTA about the steps I have taken in order to get a Final Report from them.

Mitchell Vieira was very comfortable with the findings and Felicia being so thorough.

Mitchell Vieira then asked about the status of the Park and Ride in Rockport.

Bob Ryan explained that it was going great and the flashing sign was installed through September and one day in October. He said the cost to run it is about \$750.00 a month but we are pulling in about \$5000.00 a month.

Mayor Kirk wanted to know the status of the \$150,000 balance identified in the 2015 budget.

Felicia will continue to address the triennial.

Adjournment 9:29 a.m.

Motion by Bob Cameron

Seconded by Mitchell Vieira

Vote: Unanimous