

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**BOARD OF DIRECTORS**  
**MINUTES OF Monday, April 15, 2013 MEETING**

**Board Members Present:** Mayor Scott Avedisian, Chairperson; Michael Lewis; Stephen Durkee; Jerome Williams, Maureen Martin and Anna Liebenow.

**Absent:** Margaret Holland Duff and Peter Ginaitt

**Also Present:** Wayne Hannon, Resource Team; Todd Gleason, Outside Counsel; Marie DiToro; and other members of RIPTA's staff and the Resource Team and members of the public whose names are on the sign-in sheet.

**Agenda Item 1:**     **Vote on January 28, 2013 Meeting Minutes**

Mayor Avedisian called the meeting to order at 1:30 p.m. Mayor Avedisian mentioned that Ms. Margaret Holland McDuff apologizes for her absence today and we have a new member to the board, Mr. Peter Ginaitt. Unfortunately, he sends his apologies for missing his first meeting for he had plans that could not be changed. Mayor Avedisian then asked if the Board members had an opportunity to review the minutes of the meeting held on January 28, 2013. The members indicated that they had reviewed the January 28, 2013 minutes and Mr. Williams made a motion to accept the minutes as presented. Director Lewis seconded the motion. The motion to approve the minutes of the meeting as presented was unanimously approved.

**Agenda Item 2:**     **Vote on March 18, 2013 Meeting Minutes**

Mayor Avedisian asked the Board members if they had an opportunity to review the minutes of the meeting held March 18, 2013. The members indicated that they had reviewed the March 18, 2013 minutes and Director Lewis made a motion to accept the minutes as presented. Ms. Martin seconded the motion. The motion to approve the minutes of the meeting as presented was unanimously approved.

**Agenda Item 3:**     **Public Comment:**

Mr. Schiller would like to thank the board for the opportunity to speak. He would like to make this clear he is speaking solely for himself and not for any other organization. In his opinion Rosa Parks is a hero. He noticed that legislature passed a Resolution 5241 asking RIPTA to give free service on December first in honor of her. By the way, the

Resolution does not provide funding for the lost Revenue. He actually does not think this is the best way to honor her. He has two suggestions on how to honor her. The first is a state of the art Bus Shelter which would have information about her instead of ads located at the Train Station. He thinks this is an opportunity to tell legislature that it is a great idea to honor her, but how about in a permanent way. On December first riders could ride for free, but how many will actually know why they get to ride for free. What better place than the Front Door of Providence.

The second location to place a Bus Shelter in her honor is at the State House. Rosa Parks was not just about Transport, but also about calling Political attention to Civil Rights.

The second area of concern is also about making things better for passengers and improving RIPTA's ability to attract riders. This Thursday there will be a briefing on the city's hope to redesign Kennedy Plaza. There is word that there will be a removal of some buses from the plaza. He urges everyone to make sure this is done right for passengers.

Lastly, he would like to say that RIPTA got plenty of praise from this morning's event at the Train Station from all Senators and Representatives and Director Lewis. He thanks the Board for their time.

Mayor Avedisian asks if there are any other public comments. He welcomes Don Rhodes to speak. He wanted to officially welcome Peter Ginaitt to the RIPTA Board. He looks forward to working with him. He also agrees with the Rosa Park tribute. She obviously deserves it and boarding the buses at the Train Station and State House can be difficult. He thinks it would be a great idea to have a shelter at both locations. Mr. Rhodes thanks the Board for their time.

Mayor Avedisian asks if there are any other public comments. He welcomes Paul Harrington to speak. Mr. Harrington would like to thank the Board and Administration for recognizing the 100<sup>th</sup> anniversary for representing men and woman in the transit industry coming this June 8<sup>th</sup>. The previous speakers spoke about Kennedy Plaza and it is our main goal to make sure it is convenient for the passengers and to ensure it is pedestrian friendly. He thinks it is heading in the right direction. Mr. Harrington looks forward to those plans moving forward. He states we have a COA and they will be presenting changes in this meeting and he thinks the COA is in the best interest of the Authority and the Passengers. He knows some lines unfortunately may be cut, but overall he believes the agency and service will be improved.

Mayor Avedisian asks if there are any other public comments. With no response he thanks all those that spoke and moves on to the next Agenda item.

**Agenda Item 4: Chief Executive Officer's Report**

Mayor Avedisian asked for the ATMS update. He acknowledges that Mr. Hannon will be filling in for the CEO.

Mr. Vincent Reina states he will be filling in for Mr. Paul Laflamme who is attending the Hi-Performance data factory acceptance test in Maryland. Since the last Board Meeting the ADA Announcements, Route 20 have been tested and they have reviewed the routes that have been completed as of March 29, 2013. Testing of all routes is ongoing. They are riding the routes and making sure the pronunciation is accurate, it is a digital voice so some symbols need to be tweaked to get right sound and timing with the GPS. Refinements are ongoing and will continue till all routes are polished. The fleet installs are continuing, about 10% are done and averaging 2-3 a night, it is not at our goal of 5 per night, but we can expect 50 a month and the complete fleet done by the end of July. As soon as a vehicle comes on line they activate it immediately.

Director Lewis asks Mr. Reina how he would categorize the percent completed of the route testing. Mr. Reina explains all routes have been driven and a lot of refining going on however he does not have a final checklist to answer that, but Route 20 is done and they are doing a demo of this on April 25<sup>th</sup>.

Mr. Williams states Mr. Reina mentioned the vehicle installs started in September of 2012 and it is now April 2013 and the completion of the fleet is expected to be done by July 2013, is that correct? Mr. Reina explains yes they were able to work out the quality issues and that was the main hold up getting the mini fleet completed to where it was a quality install. There were some design and install issues and recently some confusion on the diagrams that were supposed to be provided to install however all this has been worked out and they are proceeding. As the new bus models come on line there are always little adjustments that will have to be done.

Mr. Hannon states that they have spoken to the installers to try to expedite the installs without jeopardizing the quality of the installs to get everything done by end of July.

Mr. Williams states this is on the critical path of the project and what does this do to the timeline for completion? Mr. Reina explained that originally the completion date was September 2013 and now we are looking at November 2013 so it has slipped a few months.

Mr. Hannon adds that we should pursue in asking them to add additional resources to make sure this gets done seeing how some of these installation issues were clearly on the vendor side.

Ms. Anna Petra Liebenow states that she is looking forward to having a chance to hear the announcements and would like to know what the customer's thought of it on Route 20. Mr. Reina is not aware of the feedback at this time. Mr. Hannon states he will try to get the feedback for the next meeting or send out an email of this information.

Mr. Reina continues with his report. The new Dispatch Center is in the works, the customer information signs in Kennedy Plaza are getting power and testing will happen in the next four weeks.

Mr. Williams asks with some of the delays due to quality issues are there any potential budget impacts from this? Mr. Hannon explains there is a small budget impact regarding the way the old system is set up, however they do have some money taken out of the budget knowing that ATMS project is going live, but it is not a material amount at this time.

Mayor Avedisian asks if there are any more questions on the ATMS project and with no response he asks to move on to the ARRA update.

Mr. Rush explains that the roof is ongoing and the expected due date of completion is May 19, 2013, weather permitting. Mr. Durkee asks for clarification that the work inside will be done at this time also and Mr. Rush responds yes.

The other ongoing project is the TSP project and that is progressing well. The due date is still at the end of June. The ticket vending machine paperwork has been processed and moving forward.

Later in this meeting there will be a staff summary request for approval of the final project to move forward with the Installation of the Newport Roof with the last of the ARRA dollars. That would be expected to be done later in the summer depending on approval.

Mayor Avedisian states we have a one page update of the COA and seeing how that is next on the agenda let's combine these two under the next agenda item, Final Comprehensive Operations Analysis and Approval for Public Hearings.

Mr. Hannon asks before we move on to that he would like the Board to know that they have hired a new Compliance Officer and he is here today. Mr. James Vincent is welcomed by the board.

#### **Agenda Item 5: Final COA Analysis and Approval for Public Hearings**

Mayor Avedisian asks Ms. Pettine and Mr. Therrien to walk us through where the COA is and talk about where the public hearings will be and how we move forward from here. Ms. Pettine starts that where we left off last month we have one more community meeting left and then we needed to work on these final recommendations that you have in your packet. She states that the Board has the one page template they've seen every month that updates them on the progress thus far. Ms. Pettine states that specific to the service scenarios they had 800 specific comments made by the public both handwritten and on line and total 1500 comments throughout the study. They had ten community meetings and met with staff and the consultant team to come up with the final recommendations and these were discussed at the Strategic Planning Sub-Committee a few weeks ago and in the packet they have an Overview of Recommendations and then a Summary Route by Route. The Overview is the same

themes they've have been talking about; Service Design, Scheduling improvements and Branding and Public Information, she will not go into specifics however they did incorporate concerns the board had at the last meeting. There are certainly positive and negative impacts. We have added a new route in Woonsocket. There is a real balance now in the system. Trying to be very clear and show it as service changes not about cuts or additions this is a cost neutral shifting of resources and she is asking the Board today for approval to accept recommendations and go to Public hearings. They are required by law to hold them in all counties and they are actually holding two in Providence County. All Public Hearing locations are accessible by Public Transit.

Mr. Therrien would like to add that many times there will be a request for more public hearings and if that happens please let them know and they can add in another area if need be.

Ms. Pettine continues that if you approve to go to Public Hearing then they would place an ad in paper, issue press release, and all the information in this packet would go live on the RIPTA website tomorrow, they will do a PowerPoint presentation similar to what they had at the Community Meetings and accept Public Comments and have people transcribe the meeting and report back to the Board at the June Meeting and at that time get permission for implementations.

For implementations they would put together a schedule and it could take two years doing a little bit at each Choose Up.

Mr. Therrien said they are looking to do little changes or improvements to routes this June.

Mr. Williams asked if they could go over Route 8 due to the fact he has received a number of emails regarding this route. Mr. Therrien stated the recommendation was to eliminate Route 8, however it was heard loud and clear that the people who need it really need it for work. They came up with two different routes to tweak. Route 14 coming in from Narragansett will go down Jefferson Blvd. Route 29 will go through Main Ave and get close to Buttonwoods area.

Ms. Pettine added that ADA will service the entire Buttonwoods Area.

Ms. Pettine stated that we have kept the 90S.

Ms. Martin addresses Mr. Therrien regarding that they may have to walk a bit further, how long will their walk be?

Mr. Therrien stated that if they are coming from Buttonwoods Plaza that it could be ½ mile, but it would cost RIPTA three buses to go there. There were far more riders near Main so they focused on that area instead.

Ms. Petra Liebenow asked where the Park and Ride is near and Mr. Therrien responds that they use the Unitarian Church parking lot now. He believes that most of them will find somewhere else to park with these changes, but there are plenty of options. It is not an official Park and Ride.

Mayor Avedisian states that in order to move forward to have Public Hearings on all the proposed changes and we need a motion to accept the report that Ms. Pettine and Mr. Therrien have given us and move forward with the hearings. Ms. Martin will make this motion based off of the meetings she has attended and how much effort and thought has been given to this, Mr. Durkee has seconded the motion.

Director Lewis would like to commend Mr. Therrien, Ms. Pettine and everyone involved. It was a very thorough effort. Mayor Avedisian also comments that the amount of feedback really shows that there is a lot of interest and that is positive.

Ms. Petra Liebenow would like to ask another question, Route 19-Atwood Ave what is going on with that? Mr. Therrien begins by saying the area between Plainfield Street to Stop and Shop has been proposed to take service out of there. There are not a lot of riders, but they discovered they left out a Housing Complex with person with Disabilities. There will still be ADA coverage due to changes we made to another route. There is a stretch that will not be covered. The impact will vary for people. It could be a couple of miles to a bus now depending on where they are looking to go.

Fatima Hospital is now letting us on their property now. They are actually taking away parking spaces to accommodate us.

Mr. Hannon comments that he thinks they have done a tremendous amount of work to try to eliminate or reduce the number of people hurt by changes to the routes. It is a small universe of people that will be negatively affected.

Director Lewis stated that many people will be affected positively as well. The motion was passed by five members of the board and opposed by Ms. Petra Liebenow. Motion is passed by majority vote.

Mr. Durkee would like to speak to Mr. Hannon on how the over-time still seems to be a problem. Mr. Hannon states that they have made some changes within the system to try to minimize over time in certain areas. In one set of circumstance they had some part time drivers moved into full time position based on the same benefit package and were able to reduce some over time there. They need to have balance of hiring enough staff, but taking into account vacation and sick leave coverage. It is an on-going process to tweak and find the best way to get that balance. They do get a report every week on wages and over time and work on addressing those areas of concern.

Mayor Avedisian stated that the good thing is we are still \$3million under budget. Mr. Hannon stated that we are still on track to gain that additional savings at the end of this fiscal year. Hard work and effort by the staff of RIPTA and keeping track of expenses and obligations are a couple of reasons we are on track. In the end, everyone is seeing we are doing what we have to do in order to provide service without risking health and safety and keeping the quality people are used to.

Ms. Petra Liebenow stated that she noticed that on the report it shows that the complaints on the Fixed Routes seemed to have been doubled from last year, is there a reason for that?

Mr. Therrien answers that since July they have insisted that every complaint gets registered. Then it gets filtered. This was not happening before. Mayor Avedisian asks Mr. Therrien and Ms. Pettine do they feel that we are getting more complaints or the same amount and just dealing with it differently. Mr. Therrien believes it is the same amount, but this time every single complaint is getting recorded. He continues to say maybe in the future we may not have this process, but we wanted to see them all. Mr. Hannon adds that it may be good going forward with new fiscal year in showing the performance measure as it stands but also a subset to that with the true issues or comments we have had to react to. Show both pieces. Director Lewis supports that comment Mr. Hannon made and states that makes comparison difficult, if you are going to track metrics must have consistent basis. Mr. Therrien stated that we will be changing this in the future, more indicators, graphing, time periods and it doesn't even account for the big storm we had in February. Mr. Hannon has been in contract with Brian Daniels who is the Performance Manager Director at OMB and will be doing training with the AGM's here to begin to coordinate more in-depth performance measures by every division within RIPTA which we will use to show you and also use measures for management tools for each department. We could still report to you every complaint, but break it down a little further so you can see true numbers.

Mayor Avedisian states that the budget process is certainly easier to understand now. Bring everything in and it may not look good, but it is truthful.

**Agenda Item 6: PRIMEDIA Contract Amendment for RIPTA/RIDOT Traffic**

Ms. Pettine explains that RIPTA has been working closely with RIDOT in the past year on promotional activities through our RIDOT funded Commuter Resource Rhode Island program at RIPTA to promote alternatives to auto travel. Building off of the successful Wickford Wednesday's program, RIDOT would like to continue to work with CRRRI to promote both bus and rail during the upcoming construction season. The program will run from June-December. She is bringing this to the Board today to ask to amend PriMedia's contract to assist with marketing the Commuter Resource RI and RIDOT Traffic Mitigation Program. This is a one year amendment that will raise the existing contract from \$500,000 to \$600,000. The \$100,000 will be funded by RIDOT through an extension of RIPTA's Commuter Resources contract.

Director Lewis would like to make a comment from the RIDOT perspective; it is clear to all of us that this has to be a one transit system. The public doesn't view them separately and us working together on a unified marketing public awareness campaign is a good thing. There is a lot of construction this year in downtown Providence, both sides of the river and it just makes sense to have a joint public awareness campaign and we are glad to provide the funding for this.

Mayor Avedisian asks if there are any questions or discussions on the increase to this contract, with no response Mr. Durkee makes a motion to accept the proposed

increased as presented and Mr. Williams seconds the motion. This motion was unanimously approved.

**Agenda Item 7:      Coordinated Plan for Public Transit-Human Services Transportation**

Mr. Therrien begins that this is a federally required plan that all states have to have. This is actually an update and they do not need to have an approval, just a public vetting so this is nearing the end and will take an advertisement in newspaper and it is on our website already. The plan allows us to apply for funding in four different funding categories. All those funding categories deal with the Elderly, disabled or New Freedom Access. The plan provides inventory of what services are out there and the need that is out there. Also provides access to investment and how they will address the needs. They have worked with Department of Human Services, the Governors Commission of Disability and have had a public hearing and the number one issue that has come out is shoveling of bus stops. There is nothing in our plan to resolve that, but wanted you to know. After this meeting, they will put this in the Providence Journal Legal Notices.

Ms. Petra Liebenow asks if the changes to the Ride program have happened yet and Mr. Therrien stated that changes have not happened and the plan is written as it exists today and if they make changes within the next six months the next update will reflect that. The plan does not stop anything and this won't have any effect on any changes that may be made.

Ms. Petra Liebenow states it was said that in the future Ride will not provide any trips to medical appointments, is this true. Mr. Therrien stated that someone specifically had asked about Medicaid that is a decision within the Department of Human Services that he is not aware of what is happening just yet. They are going out to bid, but have not gotten through State Purchasing as of yet. Mr. Hannon explains that they are close to hiring a Broker at DHS that will oversee transportation needs. What he is being told is that RIPTA is part of the Transportation Solution which would include ADA Rides. Over the next couple of months they should finalize this and it will be followed with some form of agreement with vendors or RIPTA on service we will provide. Mr. Hannon's understating from FTA is that if they go out to competitive bid on contracts for service that RIPTA would not be able to bid on project. However, if RIPTA has an MOU with whoever becomes broker then RIPTA can. Logistically, RIPTA is waiting to see who it will be and then set up time to meet with them.

**Agenda Item 8:      New Freedom and Job Access Reverse Commute Grant Program Awards**

There are three actions, ADA Improvements at Park and Ride Lots, Fixed Route Enhancements and Accessible Taxi Purchase.

Mr. Therrien states that there are funds to improve services for the disabled beyond ADA and number one issue is to provide better access to transportation that is why it is

\$1.1 million to go for fixed route enhancements, they are looking to set aside \$200,000 in case they identify more locations for accessible cabs. The ones they have in use are successful. Lastly, they are looking to give RIDOT money to improve access to Park and Ride lots to make them all ADA Accessible. This is the number one issue that the Governor's Commission on Disability brought forward this year.

Mr. Williams makes a motion to accept presentation of the New Freedom and Job Access Reverse Commute Grant Program Awards and Ms. Martin seconds the motion. This motion was unanimously approved.

**Agenda Item 9: IFB 13-26 Fuel Dispensing System**

Mr. Reina explains this request is to ask the Boards approval for an award for contract to Trask Petroleum Equipment, Inc of Providence to remove and replace the Fuel Dispensing System at the providence locations and reinstall useable dispensers in Newport. The contract cost is \$139,994.00 for system components and labor. Dispenser system manufacturer provides 1-year warranty.

The current system was installed when the building was built so it is time.

Mr. Harwood explains the need to change this out with digital reading which will save time on Labor. EPA requires we check that there are no leaks and monitor the usage.

Mr. Williams asks if the contract includes the interface to eliminate data entry. Mr. Reina responds yes it does.

Mr. Williams makes a motion to award a contract to Trask Petroleum Equipment, Inc as presented today, Director Lewis seconds the motion. This motion was unanimously approved.

**Agenda Item 10: IFB 13-27 Newport Roof Replacement**

Mr. Mencarini is asking the board to authorize the Chief Executive Officer to award the Newport Roof Replacement also the replacement of the HVAC roof top unit in this bid. We are asking for Chief Executive Officer Authorization because bids are due April 30, 2013 and the next board meeting is not until the middle of May. Trying to expedite the project because there are some ARRA funds involved and we want to spend that money. With Mr. Mencarini today is Mr. Mike Burke from ANC Consultants, Inc who has been working very closely with Mr. Harwood. We are estimating a cost of \$684,445.50.

Mr. Burke state the project scope is to remove and replace the existing roof in Newport. The scope is approximately 38,400 square feet of roofing, approximately 15 sky lights to be replaced. The insulation has to be increased with the new codes and has to be replaced.

Mr. Williams seeks clarification that what being requested is an authorization to proceed on not to exceed the \$684,445.50. That is correct.

Mr. Durkee asks what this number is based on and Mr. Burke responds that is based on the cost estimate that ANC provided to RIPTA plus the 15% contingency. He did some mathematical work based on a similar job they did. The proposal falls at \$14.75 per square foot which fell right in the middle of those bids. That is not taking into account the contingency. We expect six to eight bids.

Mr. Williams asks Mr. Mencarini when the bids are due and the answer is the pre-bid is due April 17, 2013 and if there are no other extensions April 30, 2013 is the deadline.

Mr. Williams is concerned that because these numbers are out there that all bids will come in around this proposed number and not any lower.

Director Lewis believes that bids will come in at the appropriate rate based off of their cost.

Mr. Hannon explains the reason why they have to bring this proposal in now is only because of the ARRA funds.

A motion is made by Director Lewis to accept this proposal and to authorize the Chief executive Officer to award a contract for the Newport Roof Repair Project at a cost not to exceed \$684,445.50 and Ms. Martin seconds the motion. This motion was unanimously approved.

**Agenda Item 11: Executive Session to consider, discuss and act upon such matters as may be closed to the public pursuant to R. I. Gen. Laws 42-46-5(a)(1) [job performance of an employee], R. I. Gen. Laws 42-46-5(a)(2) [potential litigation related to security breaches] R. I. Gen. Laws 42-46-5(a)(3) [security status updated], and R. I. Gen. Laws 42-46-5(a)(4) [preliminary investigative report by appointed overseer of agency's operations and controls], as may be appropriate**

Mayor Avedisian asked for a motion to convene to executive session to consider, discuss and act upon such matters as may be closed to the public pursuant to R. I. Gen. Laws 42-46-5(a)(1) [job performance of an employee], R. I. Gen. Laws 42-46-5(a)(2) [potential litigation related to security breaches] R. I. Gen. Laws 42-46-5(a)(3) [security status updated], and R. I. Gen. Laws 42-46-5(a)(4) [preliminary investigative report by appointed overseer of agency's operations and controls], as may be appropriate. Mr. Williams reads the law to go to executive session and Director Lewis makes the motion. Mr. Durkee seconded the motion and a roll call vote was taken. The motion to adjourn to executive session passed unanimously.

Mr. Williams made a motion to go back into Open Session and Director Lewis seconded the motion and it passed unanimously.

Mr. Durkee made a motion to seal the minutes of the executive session. Director Lewis seconded the motion, and it passed unanimously.

Mayor Avedisian states that now that we have reconvened in Open Session he is reporting that the Board of Directors has voted to offer a one year contract to Ray Studley to take over RIPTA and run it for the next year. If that offer shall be accepted then we will have more to offer at that time.

**Agenda Item 12: Adjournment**

Mayor Scott Avedisian asked for a motion to adjourn the meeting. Mr. Durkee made the motion which was seconded by Director Lewis. The motion was unanimously approved and the meeting was adjourned.

Respectfully submitted,

---

Marie DiToro  
Recording Secretary