

**MANCHESTER
TRANSIT AUTHORITY**
110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
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MICHELLE LAUDER, CHAIR
ALAN P. GOODE, VICE CHAIR
CAROL WILLIAMS
EDWARD W. STEWART, JR.
KIM KEEGAN

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

October 29, 2014

Mr. Matthew Normand, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, October 28, 2014. Enclosed are the approved Minutes of the September 30, 2014 Board Meeting, September 2014 Financial Report, and September 2014 Ridership Report.

The next Commission Meeting will be Tuesday, November 25, 2014.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

A handwritten signature in black ink that reads 'Mike'.

Michael Whitten
Executive Director

Enclosures

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Manchester Transit Authority

September 30, 2014 Commission Meeting

MEMBERS PRESENT:

Chairman Michelle Lauder
Commissioner Carol Williams
Commissioner Kim Keegan

MEMBERS ABSENT:

Vice Chairman Alan P. Goode
Commissioner Edward W. Stewart, Jr.

PERSONNEL PRESENT:

Michael Whitten, Executive Director
William J. Cantwell, Assist. Director - Finance
Ryan Renaud-Smith, Assist. Director - Transit
Karen Holden, Assist. Director - School
Paul Beauregard, Assist. Director - Maintenance

OTHERS PRESENT:

Adam Hlasny, SNHPC Transportation Planner
David Jespersen (visitor)

1. a. LAUDER called the Board Meeting to order at 5:05 PM.
- b. **Approve Minutes of August 26, 2014 Commission Meeting.** KEEGAN made a motion to approve the Minutes of the August 26, 2014 Commission Meeting as presented. Seconded by WILLIAMS. All Commissioners present in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for August 2014.** LAUDER made a motion to accept the August 2014 Financial Reports as presented. Seconded by KEEGAN.
Transit Operation: CANTWELL reported transit revenues were \$177,230 more than budget due to receipt of city subsidy this month for July and August. Tickets and Fare Media exceeded the budget and he noticed that the monthly fare

passengers have transitioned over to the daily/weekly pass media, possibly due to the fare increase and passengers trying to find a better value. Expenses were \$1,852 less than budget. Labor expenditures followed the budget model this month, the only variance he had was the timing of his external audit.

School Operation: CANTWELL reported school revenues were \$10,329 more than budget because of the summer school billing and the sale of school buses. School expenses were \$60 less than budget. The School Division is off to a good start this school year.

Discussion: LAUDER stated although we paid out a lot of cash this month, she noticed the cash account hasn't gone down. CANTWELL replied that was due to the City's double payment of subsidy. KEEGAN asked if that is usual for the City not to make the July payment. WHITTEN explained that we receive all of our subsidy in the first half of the fiscal year then nothing in the second half. Since the City doesn't pay us for 6 months, they just need a reminder to start us back up.

All Commissioners present in favor of approving August 2014 Financial Report.

b. **Operations Reports for August 2014:**

Transit Ridership Statistics: RENAULD-SMITH reported the routes with increased ridership are the #3 Airport, #11 Front Street, and #12 So. Beech. He noted that Manchester Community College (MCC) ridership is up 116% and next month we will have ridership statistics for SNHU which is now part of the U-pass program. Transit passengers served on the fixed route were 39,205; down 8% and StepSaver ridership decreased considerably; we transported 669 passengers which is a 43% decrease. LAUDER asked if the StepSaver decrease had anything to do

with the restructuring of the service area within $\frac{3}{4}$ of a mile of a fixed route. RENAULD-SMITH replied that the Mobility Manager, Cheryl Rosenthal, is working with the StepSaver passengers on transitioning some clients to conditional usage (winter use only months). LAUDER asked if there is history when we have a fare increase how long does ridership stay negative. WHITTEN replied CANTWELL and he anticipated losing 8% of the ridership, but the farebox has not matched that percentage. We will have a better idea closer to November and December once we get real data. LAUDER asked if any of the passengers have complained to the bus drivers about the fare increase and Bremer route changes. RENAULD-SMITH stated he did not hear any complaints about the fare increase. WHITTEN stated passengers have been used to paying \$4.00 for a day pass and now it is \$5.00 and they may be starting to consolidate their trips; instead of going out 4 days a week, they go out 3 times a week. As time goes on the inconvenience starts to weigh more heavily and the \$5.00 becomes not so inconvenient. He feels in 6 months we will have a better idea of what the long term ridership will be. Ridership was on an upward trajectory before the fare increase, so we will have to see if that growth continues. The farebox was encouraging because we did not see the loss in fare that we expected because people shifted from purchasing monthly passes to weekly passes which are more affordable for them and brings in more revenue for the MTA. LAUDER asked if WHITTEN has contacted St. Anselms' College about paying a subsidy to provide service through their campus. WHITTEN replied we have done our due diligence this year, he has sent them several letters requesting subsidy to provide service to and through their campus but to no avail. Next year we may have to inform them

that they will not have service because it isn't fair to UNH-Manchester, SNHU, or MCC the three colleges that are giving us subsidy and St. Anselm's College isn't.

Operating Statistics: RENAULD-SMITH reported the tablets are tracking on-time performance and 91% of the transit trips ran on time. LAUDER asked if the tablets are in all the buses and have the drivers been trained how to use them.

RENAULD-SMITH replied all buses are equipped and the only training involved was showing the drivers how to login and power off. RENAULD-SMITH stated the customer comments were all customer service related this month. Whenever there is a driver behavioral issue we will provide guidance to the driver on better customer service skills. KEEGAN stated the drivers on the Front Street bus who come to MCC have been wonderful to our students and are very receptive.

WHITTEN explained our goal is for no complaints, but we had 7 complaints out of 40,000 passenger boardings. WILLIAMS stated she can vouch for herself that some bus drivers are rude and passengers do not call in to complain because we are all dependent on the bus service. She said the complaints listed are only the ones that we hear about, but there are plenty more.

School Operating Report: HOLDEN reported August is the start of the school year because we have our operators come in to pick out their school routes and we have them come in the following week on Thursday and Friday at their assigned times and do their dry runs (AM and PM shifts) then we hold an orientation meeting one of those two days. There were 2 on the job injuries with no loss time; during orientation two employees in the back of the bus complained they hurt their backs when the bus went over the mock railroad crossing. LAUDER noted HOLDEN's report indicated 9 drivers left voluntarily and asked if she was

aware that they would be leaving. HOLDEN replied that she wasn't aware that 9 drivers were leaving, but there were several employees who at the end of the school year took a leave of absence and didn't return because they found full-time employment. LAUDER asked how many drivers is she comfortable having on her roster. HOLDEN replied she is comfortable with 85 and we have 79 right now. One thing she didn't anticipate was additional school buses being added for the Founders Charter School that just opened up. We thought we could pair students up with the other charter schools, but their roster became too large and we ended up having to assign buses solely for the Founders Academy as per the directive from the School District. The charter students live all over various sections of the City. It is her understanding that the charter schools are only going to expand by next June, and their rosters could double if not triple the number of students attending. HOLDEN explained the Founders Academy is currently hosting grades 6 through 12 and will grow into grades K through 12 in the future. LAUDER asked how long it will take the 14 drivers in training to start working. HOLDEN reported a minimum of 3 weeks to a maximum of 10 to 12 weeks before they receive their CDL-B license and School Bus Permit. LAUDER stated last month HOLDEN talked about positioning list operators into various sections of town in the event a bus is broken down or running late, she wondered how that is working out. HOLDEN replied all list drivers have been very receptive.

Maintenance Report: BEAUREGARD reported there was 1 transit road call and 3 demand-response road calls. During the month they did 19 inspections with 18 scheduled. There was 1 school bus road call and 1 inspection completed with 3 being scheduled.

NEW BUSINESS

3. a. **Compressed Natural Gas.** WHITTEN explained he looked into CNG conversion in 2010 and couldn't make the numbers work because we just don't put the mileage on to pay for the infrastructure; we would need to build a CNG fuel station (\$1.1M to \$1.3M infrastructure cost). He was recently approached by the City's fleet service department about the potential to convert some City vehicles to CNG. WHITTEN met with Drew Drummond from Clean Energy to discuss this. Clean Energy is looking at working with the City, MTA, and Liberty Utilities with the possibility of Liberty Utilities paying for the fuel station. Liberty Utilities would construct it, they would own and operate it, and we would be able to potentially fuel next door. This changes the math and makes it more plausible. WHITTEN has voiced his concerns in the long-term about the sustainability of CNG. On the transit side and eventually on the school side we will leap frog CNG and go all electric. He believes that is the way our personal vehicles will go and the way buses are going to go; its cleaner and its cheaper. A bus will get there first because they have the entire underside of the body to hold a large battery as well as on top of the roof of a bus. There is a company called Proterra that makes all electric buses that charge on their layovers. As a bus would pull up to Veterans Park or Radisson Hotel on a layover, it will charge right there and does not have to be plugged in. When we purchase a new transit bus that is a 12-year investment and can't be replaced for at least 12 years. We need to think not just where the technology is today, but what we are going to need in 2030 because our buses will be on our property until then.

WHITTEN explained CNG reduces fuel consumption by 25% to 40% consistently. CNG buses are 30% more expensive to purchase. That would be \$25,000 more per school bus, \$75,000 more per transit bus, and \$37,500 more for a cutaway bus. Our fleet replacement schedule calls for an annual average procurement of 6 school buses, 1 transit bus, and 1 cutaway bus. This assumes a 12-year life for school and transit buses and a 7-year life for cutaways. That equates to an additional \$262,500, which means that a fuel savings of 25% would not be sufficient to break even while a fuel savings of 40% would result in savings of approximately \$12,000 per year. There are other factors to consider; we may need to make modifications to our facility in order to store and maintain the vehicles. He has asked Clean Energy to send a team here to assess any changes MTA would need to make for fire compliance. Any savings on fuel would take 12 years to fully materialize as we would convert the fleet only during vehicle replacement. We would not retrofit any of our vehicles which will delay the savings but spreads out the capital cost. He is far from sold on CNG, but wanted to let the Board know that we have been having the discussion and will keep the Board up-to-date. KEEGAN asked about electric buses and if the batteries are constructed the same way a car battery is constructed, and on a bus scale they must be huge. WHITTEN stated they are probably as much if not more valuable than anything else on the bus. Besides getting rid of the fuel tank, you also eliminate a number of nuisances from a maintenance standpoint. BEAUREGARD is just starting to get our 10 year old school buses equipped with diesel exhaust fluid, which is another fluid that has to be put in the buses regularly. With an electric bus there is more emissions technology that goes

away. There is no combustion, no exhaust, so no emissions. LAUDER stated WHITTEN is right, technology changes so much she too would hate to see us spend so much money with the hopes that we would generate some savings, and then by 2030 the technology changes. WHITTEN will keep the Board informed.

- b. **Vapor Intrusion.** WHITTEN discussed the correspondence we received from the NH Department of Environmental Services (NHDES) about well sampling because there were some contaminants and they are concerned that section in the maintenance area could be leaking up to the surface and mechanics possibly inhaling these contaminants. The NHDES didn't require us to do the vapor intrusion pathway investment, informing us we may not have to. So far we will only spend about \$6,600 for a well replacement which needs to be replaced. Terracon is also going to test all of the compounds maintenance uses and if they discover some of the substances are what the mechanics use every day, the vapor intrusion pathway is mute because you can't tell if it comes from the ground, welding, or the fluids that are used so at that point we don't do anything. If by some coincidence everything maintenance is using is completely free of these contaminants, they may require we do the vapor intrusion pathway.
- c. **South Manchester Rail Trail.** MTA has submitted a letter of support to the Manchester Department of Public Works for a project aimed at extending the South Manchester Rail Trail. This will bring users to both our Route #8 (S. Willow) and Route #12 (S. Beech) bus routes. This presents an excellent opportunity to reach a new demographic of passengers for us. He explained 5 years ago we became one of the planning pieces, it doesn't matter if they want to recertify or going for Federal projects, access to multi modal transit is becoming a

big deal. Whether people are building a hospital, a residential complex, or a street; they have to list how they accommodate transit. It is coming mostly from Federal, but it is going to move NH to start thinking about the amount of people who don't drive. Historically, the Department of Transportation was a great place to learn about bridges and roads. They do have a division of rail and transit but there is no money for it. Hopefully, things are changing on the State level.

OTHER BUSINESS

4. a. **External Lighting Replacement Program.** WHITTEN explained in 2011 we did an internal lighting replacement project which was part of the ARRA funding. At that time we were informed by PSNH that we would save 30% on our monthly bill and we are actually saving 38%. He and BEAUREGARD had a meeting with Peter Dunn from NorthEast Electrical Distributors, a contractor, and a representative from PSNH to discuss the replacement of external lighting and fixtures. We have 63 outside fixtures which are lit with very old inefficient technology. PSNH produced an energy assessment and it was determined that we qualify for their SMART START program. This program allows certain projects to be implemented with no upfront costs and the customer repays PSNH via the savings achieved on their monthly bills. The project is going to cost \$58,500 whether we finance or pay out of pocket. PSNH is going to give us \$6,615 in rebates on most of the fixtures. If there is no financing and paying outright the cost is \$51,150, and financing through PSNH the cost is \$54,479.25; cost of \$3,329.25 to finance. We have two options; not finance and pay \$51,150 up front and immediately reap the electrical savings of \$8,200 annually or finance through PSNH. PSNH would credit our account a portion of the savings each month.

Instead of seeing our bill reduced by \$684 per month it may drop \$170 or less.

The benefit is that we get to hold onto our cash to use for school bus replacement or bus shelters. Over 106 months the finance charge is \$3,329.25. WHITTEN explained not only would we be saving on our electrical bill, we will not be changing our bulbs as frequently as we are now. When we change a light bulb we have to contract Jutras Signs because they come in with their bucket truck.

WHITTEN recommended financing for 106 months through PSNH, PSNH will pay for the lights and fixtures and we will still generate \$170.00 in monthly savings. Once the financing is over then we will see our monthly bills reduced drastically and get the \$8,200 savings annually. WHITTEN addressed questions from the Board regarding the financing. WHITTEN explained if we didn't do the financing and just pay for the project outright, we would have to put this project out for bid. LAUDER asked how much lifetime the new bulbs would have.

BEAUREGARD replied the new LED lights would have a 20-year life.

LAUDER noted we don't have to hand over \$52,000, we still would pay our monthly utility bill but it would be \$170.00 less per month, and we have brand new lights that don't have to be changed for 20 years. KEEGAN made a motion to accept the SMART START program through PSNH for 106 months to replace all the external lighting. Seconded by WILLIAMS. All Commissioners present in favor.

- b. **Date for Next Meeting – Tuesday, October 28, 2014.** All Commissioners present agreed to meet on Tuesday, October 28, 2014.

With no further business to come before the Board, KEEGAN made a motion to adjourn the meeting at 6:15 PM. Seconded by WILLIAMS. All Commissioners present in favor.



Transit

September 2014

Manchester Transit Authority
Income Statement Transit
For the Three Months Ending September 30, 2014

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
Farebox Revenue					
Farebox Revenue	26,203.03	27,720.00	88,438.03	87,711.00	727.03
Full Fares and Passes	12,636.00	7,735.00	42,865.00	23,205.00	19,660.00
Monthly Full Passes	6,730.00	7,084.00	16,405.00	21,252.00	(4,847.00)
Reduced Fares and Passes	2,420.00	2,084.00	7,022.00	6,252.00	770.00
Monthly Reduced Passes	2,370.00	2,708.00	7,005.00	8,124.00	(1,119.00)
Paratransit Fare and Tickets	2,319.10	3,959.00	6,319.05	11,877.00	(5,557.95)
Monthly Student Fares	515.00	5,000.00	1,405.00	5,000.00	(3,595.00)
Total Farebox and Tickets	53,193.13	56,290.00	169,459.08	163,421.00	6,038.08
Shuttle and Excursions					
Shopping Shuttle	1,275.00	8,680.00	1,950.00	9,840.00	(7,890.00)
Excursion Revenue	-	-	3,458.73	-	3,458.73
Total Shuttle and Excursions	1,275.00	8,680.00	5,408.73	9,840.00	(4,431.27)
Other Revenue					
Sale of Fuel to City Departments	2,059.28	-	6,105.52	-	6,105.52
Maintenance Service to City	-	-	140.00	-	140.00
Advertising Revenue-Bus	2,138.50	7,200.00	18,103.50	21,600.00	(3,496.50)
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	41.25	-	86.75	-	86.75
Interest Income	4.00	5.00	11.50	15.00	(3.50)
Photo Picture ID Revenue	20.00	20.00	82.00	60.00	22.00
Total Other Revenue	4,263.03	7,225.00	24,529.27	21,675.00	2,854.27
Total Operational Income	58,731.16	72,195.00	199,397.08	194,936.00	4,461.08
Operating Assistance					
City of Manchester	184,760.00	184,760.00	564,280.00	565,280.00	(1,000.00)
Private/Public Partnerships	20,000.00	-	20,000.00	-	20,000.00
Federal Operating Subsidy	172,421.00	149,247.00	553,385.00	538,823.00	14,562.00
Total Operating Assistance	377,181.00	334,007.00	1,137,665.00	1,104,103.00	33,562.00
Total Revenue	435,912.16	406,202.00	1,337,062.08	1,299,039.00	38,023.08
Labor					
Transit Operator Wages	65,649.96	56,048.00	197,818.07	181,865.00	15,953.07
Transit Operator Overtime Wages	5,464.26	8,272.00	29,571.62	26,964.00	2,607.62
CMAQ Operator Wages	5,440.43	4,955.00	16,585.53	16,429.00	156.53
CMAQ Operator Overtime Wage	289.83	300.00	1,270.31	900.00	370.31
StepSaver Operator Wages	13,673.60	11,040.00	40,046.56	36,146.00	3,900.56
StepSaver Operator Overtime Wages	1,046.18	2,143.00	5,853.10	6,966.00	(1,112.90)
Mechanic Wages	14,533.98	11,082.00	38,869.59	36,873.00	1,996.59
Mechanic Overtime Wages	146.36	400.00	820.74	1,200.00	(379.26)
Transp. Admin Wages	20,054.26	18,769.00	65,559.14	62,234.00	3,325.14
Transp. Admin Overtime Wages	-	-	-	-	-
Maint. Admin Wages	5,944.27	3,150.00	17,055.67	10,445.00	6,610.67
General Admin Wages	11,544.14	10,504.00	33,836.59	34,829.00	(992.41)
Gen. Admin Overtime Wages	-	35.00	-	105.00	(105.00)

Manchester Transit Authority
Income Statement Transit
For the Three Months Ending September 30, 2014

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
Payroll Transaction	-	-	6,262.03	-	6,262.03
Total Labor	143,787.27	126,698.00	453,548.95	414,956.00	38,592.95
Fringe Benefits					
Health Insurance Expense	60,072.93	52,657.00	276,675.41	280,971.00	(4,295.59)
Dental Insurance Expense	(2,825.05)	1,635.00	(679.69)	4,905.00	(5,584.69)
Life Insurance Expense	773.10	1,851.00	205.12	5,553.00	(5,347.88)
Pension Expense	7,812.00	7,332.00	21,444.00	21,996.00	(552.00)
FICA Expense	14,968.12	12,718.00	46,569.04	41,069.00	5,500.04
Worker's Compensation	8,587.90	11,172.00	28,146.87	34,400.00	(6,253.13)
Unemployment Compensation	2,433.00	2,544.00	7,299.00	7,632.00	(333.00)
Transit Operator Vacation Wages	4,330.10	5,690.00	32,116.19	17,070.00	15,046.19
Transit Operator Holiday Wages	5,551.70	5,620.00	14,282.32	12,364.00	1,918.32
Transit Operator Sick Wages	1,378.12	3,372.00	16,057.76	10,116.00	5,941.76
Mechanic Vacation Wages	1,379.67	1,685.00	4,361.96	5,055.00	(693.04)
Mechanic Holiday Wages	2,486.45	1,498.00	5,582.66	4,494.00	1,088.66
Mechanic Sick Wages	144.76	346.00	1,447.24	1,038.00	409.24
Transp. Admin Vacation Wages	(2,185.36)	1,817.00	800.13	5,451.00	(4,650.87)
Transp. Admin Holiday Wages	2,439.43	1,979.00	6,562.46	5,937.00	625.46
Transp. Admin Sick Wages	48.94	403.00	419.21	1,209.00	(789.79)
Maint. Admin Vacation Wages	427.74	633.00	2,172.29	1,899.00	273.29
Maint. Admin Holiday Wages	1,401.45	415.00	2,354.53	1,245.00	1,109.53
Maint. Admin Sick Wages	(1,059.58)	110.00	1,062.98	330.00	732.98
Gen Admin. Vacation Wages	1,624.00	1,594.00	4,871.83	4,782.00	89.83
Gen. Admin Holiday Wages	3,735.52	1,115.00	8,082.64	3,345.00	4,737.64
Gen. Admin Sick Wages	-	239.00	108.45	717.00	(608.55)
Transit Uniform Allowance	366.90	756.00	992.82	2,268.00	(1,275.18)
Maintenance Uniform Allowance	369.12	400.00	2,294.78	2,504.00	(209.22)
Tool Allowance	-	-	2,280.41	1,700.00	580.41
License Reimbursement	-	17.00	20.00	51.00	(31.00)
Burden Adjustment	(23,348.04)	(21,551.00)	(68,944.98)	(63,909.00)	(5,035.98)
Total Fringe Benefits	90,912.92	96,047.00	416,585.43	414,192.00	2,393.43
Services					
Management Consultant	322.50	833.00	2,302.50	2,499.00	(196.50)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	7,150.00	-	7,150.00	6,800.00	350.00
Legal Expense	-	208.00	225.00	624.00	(399.00)
Service and Support	25,497.29	2,842.00	26,508.52	8,526.00	17,982.52
Security Service	1,076.38	150.00	1,295.87	450.00	845.87
Outside Advertising	-	167.00	240.21	501.00	(260.79)
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	189.00	125.00	234.00	375.00	(141.00)
Pre-Employment Medical	-	117.00	106.20	351.00	(244.80)
Janitorial Service and Supplies	832.85	688.00	2,207.88	2,064.00	143.88
Bank Service Charges	803.40	692.00	2,248.89	2,076.00	172.89
Marketing Expense	-	-	-	-	-
Total Services	35,871.42	5,822.00	43,019.07	24,766.00	18,253.07
Materials and Supplies					
Fuel Operations	33,269.18	30,817.00	104,784.70	99,298.00	5,486.70

Manchester Transit Authority
Income Statement Transit
For the Three Months Ending September 30, 2014

	Current	Budget	YTD	YTD	
				Budget	Net Change
Sale of Fuel to City Departments	2,025.10	-	6,003.85	-	6,003.85
Maintenance Parts	13,365.17	8,254.00	31,880.61	26,597.00	5,283.61
Purchase Discounts	(24.85)	(250.00)	(115.08)	(750.00)	634.92
Tires Expense	1,299.52	1,573.00	6,717.53	5,069.00	1,648.53
Oil and Grease	502.59	505.00	1,662.82	1,628.00	34.82
Maintenance Supplies	659.31	744.00	2,025.78	2,232.00	(206.22)
Body Shop Supplies	482.74	238.00	1,752.32	714.00	1,038.32
Hazardous Materials	-	38.00	-	114.00	(114.00)
Outside Parts and Labor	60.00	83.00	180.00	249.00	(69.00)
Repairs-Inner City Terminal	-	-	-	-	-
Repairs-Building and Grounds	999.87	800.00	4,172.27	2,400.00	1,772.27
Repairs-Shop Equipment	1,643.79	326.00	1,643.79	978.00	665.79
Repairs-Radio Equipment	274.97	417.00	274.97	1,251.00	(976.03)
Repairs-Office Equipment	309.24	413.00	997.24	1,239.00	(241.76)
Office Supplies	690.06	568.00	1,869.14	1,704.00	165.14
Transit Schedules and Tickets	-	1,333.00	-	3,999.00	(3,999.00)
Total Materials and Supplies	55,556.69	45,859.00	163,849.94	146,722.00	17,127.94
Utilities					
Electricity	1,352.94	1,300.00	4,227.15	4,100.00	127.15
Natural Gas	121.52	75.00	250.43	175.00	75.43
Telephone	1,675.76	1,494.00	4,916.58	4,482.00	434.58
Water	161.52	181.00	485.89	543.00	(57.11)
Total Utilities	3,311.74	3,050.00	9,880.05	9,300.00	580.05
Insurance					
Public Liability Insurance	13,896.00	14,459.00	41,702.00	43,377.00	(1,675.00)
Other Liability	1,105.00	1,055.00	3,315.00	3,165.00	150.00
Total Insurance	15,001.00	15,514.00	45,017.00	46,542.00	(1,525.00)
Other Expenses					
Dues and Memberships	-	-	75.00	600.00	(525.00)
Tolls	-	-	-	-	-
Training and Meetings	756.45	83.00	1,098.20	249.00	849.20
Grievance Expense	-	42.00	-	126.00	(126.00)
Depreciation	65,000.00	66,667.00	198,334.00	200,001.00	(1,667.00)
Total Other Expenses	65,756.45	66,792.00	199,507.20	200,976.00	(1,468.80)
Total Expenses	410,197.49	359,782.00	1,331,407.64	1,257,454.00	73,953.64
Net Income (Loss)	25,714.67	46,420.00	5,654.44	41,585.00	(35,930.56)



School

September 2014

Manchester Transit Authority
Income Statement School
For the Three Months Ending September 30, 2014

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	113,410.42	54,310.00	519,700.42	454,310.00	65,390.42
Manchester School of Technology	21,969.70	20,813.00	21,969.70	20,813.00	1,156.70
Total Student Transportation	135,380.12	75,123.00	541,670.12	475,123.00	66,547.12
School Charter					
Student Athletics	19,692.50	16,000.00	21,607.35	20,000.00	1,607.35
Student Fieldtrips	7,520.95	7,000.00	18,055.95	16,000.00	2,055.95
Total School Charters	27,213.45	23,000.00	39,663.30	36,000.00	3,663.30
Other Revenue					
Sale of Vehicles and Equipment	2,574.00	-	8,626.00	-	8,626.00
Interest Income	4.92	10.00	14.21	30.00	(15.79)
Total Other Revenue	2,578.92	10.00	8,640.21	30.00	8,610.21
Total Operational Income	165,172.49	98,133.00	589,973.63	511,153.00	78,820.63
Labor					
School Operator Wages	114,658.42	103,768.00	166,332.39	153,708.00	12,624.39
School Operator Overtime Wages	556.54	2,406.00	556.54	2,406.00	(1,849.46)
Transit Operator Wages	361.07	535.00	491.08	535.00	(43.92)
Transit Operator Overtime Wages	3,025.77	-	3,038.70	-	3,038.70
Mechanic Wages	15,115.76	12,948.00	51,781.80	42,933.00	8,848.80
Mechanic Overtime Wages	7.92	500.00	103.98	1,000.00	(896.02)
Transp. Admin Wages	15,002.82	10,795.00	33,905.48	35,793.00	(1,887.52)
Transp. Admin Overtime Wages	312.80	-	312.80	-	312.80
Maint. Admin Wages	4,802.19	2,792.00	13,817.01	9,258.00	4,559.01
General Admin Wages	7,294.61	5,630.00	21,757.26	18,668.00	3,089.26
Gen. Admin Overtime Wages	-	7.00	-	21.00	(21.00)
Total Labor	161,137.90	139,381.00	292,097.04	264,322.00	27,775.04
Fringe Benefits					
Health Insurance Expense	306.54	-	(465.12)	-	(465.12)
Dental Insurance Expense	(402.87)	-	182.95	-	182.95
FICA Expense	10,982.57	9,675.00	17,521.05	15,166.00	2,355.05
Worker's Compensation	5,452.00	3,862.00	16,358.61	11,586.00	4,772.61
School Operator Vacation Wages	-	-	-	-	-
School Operator Holiday Wages	581.42	500.00	618.64	500.00	118.64
School Uniform Allowance	(165.83)	250.00	(230.34)	750.00	(980.34)
License Reimbursement	110.00	67.00	140.00	201.00	(61.00)
Burden Adjustment	23,348.04	21,551.00	68,944.98	63,909.00	5,035.98
Total Fringe Benefits	40,211.87	35,905.00	103,070.77	92,112.00	10,958.77
Services					
Management Consultant	322.50	833.00	2,302.50	2,499.00	(196.50)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	3,850.00	4,533.00	3,850.00	4,533.00	(683.00)
Legal Expense	-	208.00	-	624.00	(624.00)

Manchester Transit Authority
Income Statement School
For the Three Months Ending September 30, 2014

	Current	Budget	YTD	YTD Budget	YTD Net Change
Service and Support	212.61	908.00	857.10	2,724.00	(1,866.90)
Security Service	632.16	100.00	750.35	300.00	450.35
Outside Advertising	-	333.00	1,760.82	999.00	761.82
Driver and Criminal Record	515.00	-	1,081.50	-	1,081.50
Drug & Alcohol Testing	1,502.10	375.00	1,862.10	1,125.00	737.10
Pre-Employment Medical	1,089.00	417.00	2,106.00	1,251.00	855.00
Janitorial Service and Supplies	832.84	688.00	3,122.86	2,064.00	1,058.86
Bank Service Charges	-	-	-	-	-
Total Services	8,956.21	8,395.00	18,193.23	16,619.00	1,574.23
Materials and Supplies					
Fuel Operations	33,510.96	30,332.00	42,232.88	39,897.00	2,335.88
Maintenance Parts	10,260.27	12,197.00	21,845.97	20,897.00	948.97
Tires Expense	1,498.28	1,722.00	1,721.28	2,266.00	(544.72)
Oil and Grease	475.51	574.00	618.99	756.00	(137.01)
Maintenance Supplies	897.85	839.00	2,563.68	2,517.00	46.68
Body Shop Supplies	522.99	279.00	1,844.37	837.00	1,007.37
Hazardous Materials	-	45.00	-	135.00	(135.00)
Outside Parts and Labor	-	63.00	-	189.00	(189.00)
Repairs-Building and Grounds	1,236.30	867.00	4,316.28	2,601.00	1,715.28
Repairs-Shop Equipment	1,570.73	383.00	1,570.73	1,149.00	421.73
Repairs-Radio Equipment	-	417.00	-	1,251.00	(1,251.00)
Repairs-Office Equipment	181.61	253.00	552.07	759.00	(206.93)
Office Supplies	308.65	348.00	891.53	1,044.00	(152.47)
School Schedules and Tickets	570.00	83.00	570.00	249.00	321.00
Total Materials and Supplies	51,033.15	48,402.00	78,727.78	74,547.00	4,180.78
Utilities					
Electricity	794.58	1,013.00	2,342.23	3,039.00	(696.77)
Natural Gas	121.52	150.00	245.37	300.00	(54.63)
Telephone	594.24	507.00	1,624.28	1,521.00	103.28
Water	94.86	111.00	269.51	333.00	(63.49)
Total Utilities	1,605.20	1,781.00	4,481.39	5,193.00	(711.61)
Insurance					
Public Liability Insurance	11,453.00	12,147.00	34,341.00	36,441.00	(2,100.00)
Other Liability	832.00	775.00	2,488.00	2,325.00	163.00
Total Insurance	12,285.00	12,922.00	36,829.00	38,766.00	(1,937.00)
Other Expenses					
Dues and Memberships	-	-	1,319.00	1,300.00	19.00
Tolls and Parking	27.20	-	27.20	-	27.20
Training and Meetings	334.73	292.00	467.98	876.00	(408.02)
Grievance Expense	-	42.00	-	126.00	(126.00)
Depreciation	15,000.00	17,500.00	45,000.00	52,500.00	(7,500.00)
Total Other Expenses	15,361.93	17,834.00	46,814.18	54,802.00	(7,987.82)
Total Expenses	290,591.26	264,620.00	580,213.39	546,361.00	33,852.39
Net Income (Loss)	(125,418.77)	(166,487.00)	9,760.24	(35,208.00)	44,968.24

Commissioners Memorandum



To: Commissioners
 From: Ryan Renauld-Smith, Assistant Director: Transit Operations
 Date: October 22, 2014
 Re: Transit Ridership Report – September 2014

Sep-14

FYTD

Routes	FY 2014		FY 2015		% Change	FY 2014		FY 2015		% Change
	Weekdays	20	21			64	64			
	Saturdays	4	4			13	13			
Healthcare Shuttle Route #1		2,716	2,672	-2%		8,269	7,626	-8%		
Hanover-E Industrial Park Route #2		4,010	3,676	-8%		12,088	10,824	-10%		
Brown Ave-Airport Route #3		1,583	1,527	-4%		4,758	4,994	5%		
Concord Express #4		984	874	-11%		2,611	2,700	3%		
River Rd- SNHU #5		2,774	4,546	64%		5,648	7,647	35%		
Bremer-Mast Rd Route #6		4,250	4,357	3%		12,682	12,139	-4%		
Green DASH #7		3,489	3,803	9%		11,270	10,857	-4%		
So. Willow- Mall of NH Route #8		5,361	5,451	2%		17,412	16,040	-8%		
Nashua Express Route #9		1,099	1,097	0%		3,040	2,921	-4%		
Valley St- Mall of NH Route #10		4,102	4,549	11%		14,691	13,431	-9%		
Front St. Route #11		2,349	3,793	61%		6,368	7,888	24%		
So. Beech- Mall of NH Route #12		3,759	3,952	5%		11,829	12,550	6%		
Bedford Grove Plaza Route #13		3,653	3,944	8%		11,706	12,067	3%		
Bridge St / VA Hospital #1S		114	86	-25%		356	262	-26%		
Hanover St- East Side Plaza #2S		272	190	-30%		875	758	-13%		
UPass Riders - MCC		882	1,605	82%		1,576	2,872	82%		
UPass Riders - UNH		143	300	110%		248	380	53%		
UPass Riders - SNHU		0	1,283			0	1,283			
Hannaford Shuttle		348	318	-9%		1,065	1,100	3%		
Hooksett Market Basket Shuttle		72	196	172%		222	322	45%		
Market Basket Shuttle		160	75	-53%		461	273	-41%		
Weekday Fixed Route Totals		37,327	41,363	11%		113,584	112,445	-1%		
Saturday Fixed Route Totals		3,510	3,696	5%		10,880	11,163	3%		
Fixed Route Weekday Average		1,866	1,970	6%		1,775	1,757	-1%		
Fixed Route Saturday Average		878	924	5%		837	858	3%		
Special Service		128	164	28%		344	603	75%		
Total Transit Passengers Served		40,837	45,050	10%		124,464	124,116	0%		
Total StopSaver Passengers Served		1,092	837	-23%		3,274	2,257	-31%		

Ryan Renauld-Smith
 Ryan Renauld-Smith