

**BROCKTON AREA TRANSIT AUTHORITY  
AUDIT AND FINANCE COMMITTEE MEETING**

**April 14, 2016**

**9:30 a.m.**

**Brockton Area Transit Authority**

**155 Court Street, Brockton**

**AGENDA**

**-REVISED-**

- 1. Welcome**
- 2. Public Comments**
- 3. Minutes – January 26, 2016**
- 4. Financial Update**
  - i. FY2016 Budget Update
  - ii. FY2017 Draft Budget
  - iii. FY2016 Estimated Local Assessments
- 5. Inventory / Property Disposition**
- 6. DEP – Update**
- 7. Personnel**
- 8. Old Business / New Business**
- 9. Adjourn**

*Note: Invitees are respectfully requested to limit their comments to three minutes understanding the work before the Advisory Board and out of respect for others who may desire to offer comments.*

**MINUTES OF THE BAT ADVISORY BOARD  
AUDIT AND FINANCE COMMITTEE  
155 Court St., Brockton, MA 02302**

April 14, 2016

In Attendance:

Frank Hegarty, Chairman, Town of Avon  
Beverly Harris, Town of Stoughton  
Frank Lynam, Town of Whitman  
Reinald G. Ledoux, Jr., Administrator  
Linda Sacchetti, Chief Financial Officer  
Kelly Forrester, Project Manager of Operations

The meeting was called to order by Mr. Hegarty at 9:00 am for the purpose of discussing business brought before the Audit and Finance Committee in accordance with the agenda presented and the notice sent out on April 11, 2016.

Mr. Hegarty welcomed the group. Seeing no members of the public, there were no public comments. Minutes from the meeting of January 26, 2016 were presented. Ms. Harris made a motion to accept the minutes and Mr. Hegarty seconded. Mr. Lynam abstained. There was no further discussion and the motion was unanimously passed.

Ms. Sacchetti presented the group with a budget update. She referred to the documents included in the Committee package including a FY16 Budget Update and FY16 Budget documents which show eight months of activity. The FY2016 Operating budget is currently under budget, and is expected to be under budget at end of year. Ms. Sacchetti explained that this is mainly due to the fuel prices being so low. BAT was able to lock in a low price for fuel contract through June 30, 2016, making that line item \$425,000 under budget at year end. Mr. Ledoux added that because BAT is currently under budget, there are some one time maintenance projects being done in this fiscal year, as well as some additional trainings including Opiate and Title VI training.

Ms. Sacchetti next discussed the draft FY2017 budget. She stated the draft budget includes maintaining most current levels of service. However, the JARC and New Freedoms grants are scheduled to expire approximately halfway through next year, so BAT is in the process of reapplying for those grants. Mr. Ledoux added that the budget was based on an expected 2.5% increase in the house budget. Mr. Lynam stated he noticed the fuel line item in FY2017 Draft budget is less than the FY2016 budget. He asked Mr. Ledoux if BAT was comfortable

with that number. Mr. Ledoux responded that prior to any contracts are issued, he looks at the futures market to get a good understanding of where the market will be in the coming months, this helps take a lot of risk out of that line item. Mr. Hegarty made a motion to receive the FY2017 Draft budget and Ms. Harris seconded. There was no further discussion and the motion was unanimously passed.

Ms. Sacchetti referred to the Estimated Assessments for BAT service provided in FY2016. She stated that the final assessment numbers will be presented at the October Board Meeting. Mr. Lynam made a motion to receive the FY16 Estimated Assessments and Ms. Harris seconded. All were in favor and the motion passed.

Next, Mr. Ledoux addressed inventory and property disposition. He stated that through completing thorough inventory with BAT's involvement it was identified that the maintenance manager was not utilizing the inventory software correctly. Retraining on the software was conducted. Also, Mr. Ledoux explained that there is currently one Nova in operation and through this process, there has been \$70,000 of Nova and TMC parts that has been written down identified for disposal. Mr. Ledoux went on to explain that BAT is also disposing of Dial-a-bat vans that are beyond their useful lives. He stated he met with the ambassador to Haiti recently and learned that while Haiti has public transportation, they do not have many wheelchair accessible vans. Mr. Ledoux would like the Board to consider donating one or two vans from the next round of disposals to Haiti. Mr. Ledoux stated that unless there are any objections from the committee, he would like to bring this topic up at the Advisory Board. Mr. Lynam asked if there are any federal implications to doing that. Mr. Ledoux responded that he did not believe so but he currently has a call in to FTA to be sure. There were no objections.

Next on the Agenda was the DEP update. Mr. Ledoux explained BAT is currently in a task order contract with an environmental consulting firm in response to a possible leak with in ground lifts at the maintenance facility. The consulting firm has performed an initial assessment and determined that approximately 55 gallons of hydraulic fluid may have leaked into the ground. Bat has been working with the firm and filed a report to the Department of Environmental Protection. Mr. Ledoux states he will keep the committee informed on the progress.


Ms. Sacchetti stated that the next item of discussion was Personnel, and excused herself. Mr. Ledoux explained that last year, the committee approved a \$2,000 bonus for a clean audit, and an on time delivery of the audit. Mr. Ledoux stated that the new GASB 67 and 68 requirements meant that the audit was held up waiting for information from the City of Brockton Retirement Board. Ms. Sacchetti successfully delivered a clean audit. Mr. Ledoux asked the board to consider removing the bonus and adding the \$2,000 to Ms. Sacchetti's salary. Mr. Lynam stated that the CFO should not be penalized for something that was out of her control, and thinks the salary adjustment makes sense. Mr. Lynam made a motion to

adjust the CFO's salary up by \$2,000 and remove the bonus aspect. Ms. Harris seconded and there were no objections.

Motion was made by Mr. Hegarty to adjourn the Audit and Finance Committee meeting and it was seconded by Ms. Harris. Meeting adjourned at 10:50am.

Respectfully submitted,

---



Kelly Forrester  
Project Manager for Operations