

**BROCKTON AREA TRANSIT AUTHORITY  
AUDIT AND FINANCE COMMITTEE MEETING AGENDA  
9:00 am, Friday, April 7, 2017  
Avon Town Hall**

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| <b>1. Welcome</b>  | <i>Chairman FH</i> |
| <b>2. Public Comments</b>  | <i>Chairman FH</i> |
| <b>3. Minutes – December 15, 2016</b>  | <i>Chairman FH</i> |
| <b>4. Financial Update</b><br>i. FY2017 Budget Update/Amendment<br>ii. FY2018 Draft Budget<br>iii. FY2017 Estimated Local Assessments                                | <i>LAS/RGL</i>     |
| <b>5. Audit Services Solicitation</b>  | <i>LAS/RGL</i>     |
| <b>6. Personnel</b><br>i. Retiree Insurances<br>ii. Health / Dental Insurance  | <i>RGL</i>         |
| <b>7. Old Business / New Business</b><br>i. Fueling Station-Environmental Update<br>ii. Other items not reasonably anticipated at the<br>time of the meeting posting | <i>RGL</i>         |
| <b>8. Adjourn</b>  | <i>Chairman FH</i> |

*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. The items listed are those reasonably anticipated, which may be discussed at the meeting at least forty-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law*

**MINUTES OF THE BAT ADVISORY BOARD  
AUDIT AND FINANCE COMMITTEE**

April 7, 2017

In Attendance:

Frank Hegarty, Town of Avon

Frank Lynam, Town of Whitman

Reinald G. Ledoux, Jr., Administrator

Linda Sacchetti, CFO

Kelly Forrester, Manager of Transit 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 3, 2017.

Mr. Lynam welcomed the group. He asked if anyone from the public would like to make a comment at this time, there were no public comments. Minutes from the meeting of December 15, 2016 were presented. Mr. Lynam made a motion to accept the minutes and Mr. Hegarty seconded. There was no further discussion and the motion was unanimously passed.

Ms. Sacchetti discussed the FY17 budget update. She explained that included in the packet is the budget update that includes an amended FY17 budget update. The amended budget is due to the original budget including FY17 State Contract Assistance increasing 2.5% over last year. Ms. Sacchetti explained that it will not be increasing and State Contract Assistance will be level with last year at \$6.9 million. Ms. Sacchetti stated that revenues overall are under budget, and expect to be under at year end. Fixed route and paratransit operators are both currently under budget as well. Mr. Ledoux explained that some grants that are currently funding some Stoughton, Avon, Rockland and other services will be ending. BAT is planning to absorb that service through its operating budget. Mr. Lynam made a motion to accept the amended budget as presented and Mr. Hegarty seconded. There was no further discussion and the motion was unanimously passed.

Next, Ms. Sacchetti discussed the FY2018 Draft Budget. Ms. Sacchetti referred to the document provided in the board package. She highlighted that the JARC/New Freedom services were listed and that BAT was still waiting to see if those services would continue to be funded through state funding. Mr. Ledoux added that the City of Brockton has asked BAT to evaluate the impact if the school busing service gets pushed out from 1.5 miles to 2 miles. BAT is considering adding additional service to accommodate the influx of passengers using the fixed route to go to the High School and is currently working to identify the cost for this. Mr. Ledoux also added that BAT is looking to offer a student pass that will allow a student to ride the fixed route system at a reduced fare using a CharlieCard. Mr. Lynam commented that it makes sense to make some accommodations for ease of use for the students.

Mr. Ledoux pointed out that the FY 18 budget reflects the addition of a Deputy Administrator, meaning staffing at BAT will increase marginally next fiscal year, then flatten out. This is to assist with succession planning in future years. Also in FY 18, Mr. Ledoux stated that BAT is changing the health insurance to the Rate Saver and possibly allow one year only to

employees to keep the current plan, where the employee pays 100% of the difference in costs. Mr. Ledoux asked if the Board had any thoughts on this. Mr. Lynam stated that the current legacy plan is not going to be available much longer and that the Rate Saver plan is very good coverage. He suggested that BAT just offer the rate saver as the current plan will be unavailable soon anyway. Mr. Hegarty agreed.

Mr. Lynam made a motion to accept draft FY18 budget as presented and Mr. Hegarty seconded. All were in favor and the motion passed.

Ms. Sacchetti then presented the estimated Local Assessments. She directed the Board's attention to the memo dated April 5, 2017 with the Assessments listed and asked if there were any questions. There were none. Mr. Lynam made a motion to receive the estimated Local Assessments as presented and Mr. Hegarty seconded. The motion was unanimously passed.

Mr. Ledoux went on to discuss Audit Services. He explained that BAT had just gone through an RFP for audit Services. The people on the scoring team have made a recommendation to go with CliftonLarsonAllen. Mr. Ledoux explained that CliftonLarsonAllen is the current auditor for the City of Brockton Retirement Fund and was very impressive in their response to this RFP. Mr. Lynam made a motion to retain CliftonLarsonAllen as auditor for BAT. Mr. Hegarty seconded. There was no further discussion and the motion passed.

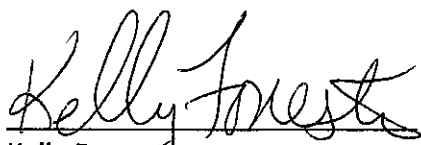
Next, Mr. Ledoux referred to the memo from Joseph Mech dated April 6, 2017 about the URAM/Site Remediation that occurred during some initial tests for the Unleaded Fueling Station Project. Mr. Ledoux stated that this is complete and that no more remediation is required. He complimented Green Environmental and Joe Mech for the work they have done and staying on top of this situation.

Under New Business, Mr. Ledoux explained that BAT had just received the results from a secret rider program that was conducted in March. BAT will go through the results and follow up with the management company. BAT is planning on continuing this program next fiscal year.

The next Audit and Finance Committee Meeting is scheduled for May 22, 2017 at 9:00 am at the Avon Town Hall.

There being no more business to bring before the Committee a motion was made by Mr. Hegarty and seconded by Mr. Lynam to adjourn the meeting at 10:15am.

Respectfully submitted,



Kelly Forrester  
Project Manager for Operations