

**BROCKTON AREA TRANSIT AUTHORITY
AUDIT AND FINANCE COMMITTEE MEETING AGENDA
10:00 am, May 26, 2016
Brockton Area Transit Authority
155 Court Street, Brockton**

- 1. Welcome** *Chairman FH*

- 2. Public Comments** *Chairman FH*

- 3. Minutes – April 14, 2016**

- 4. Financial Update** *LAS*
 - i. FY2016
 - ii. FY2017

- 5. Property Disposition** *RGL*

- 6. Personnel** *Chairman FH, RGL*
 - i. Administrator’s Report
 - ii. Compensation
 - iii. Other

- 7. Old Business / New Business** *Chairman FH*

- 8. 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**

May 26, 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 10:00 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 May 23, 2016.

Mr. Hegarty welcomed the group. Seeing no members of the public, there were no public comments. Minutes from the meeting of April 14, 2016 were presented. Ms. Harris made a motion to accept the minutes and Mr. Lynam seconded. 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. Ms. Sacchetti stated that there has been no real changes since the April meeting. BAT is still expected to come in about \$600,000 under budget this year, the bulk of that falling in the fuel line item. Mr. Lynam made a motion to receive the FY16 budget update and Ms. Harris seconded. All were in favor and the motion passed.

Mr. Ledoux next discussed the FY2017 budget. He referred to the documents included in the Committee package showing the proposed FY17 budget as well as the draft FY17 budget presented in the April meeting. Mr. Ledoux stated that the service levels for next year are expected to be fairly level. He pointed out the JARC/New Freedom line item and explained it is less than the draft presented in April due to those grant moneys expiring in December. BAT will be planning on sustaining that service past December but will most likely change the service to be for elder and disabled passengers.

Next, Mr. Ledoux referred the COA maintenance Program on the FY17 Budget. The proposed budget has increased that line item by \$10,000 to \$35,000. This program was set up to assist the COA's with maintaining the MAP vehicles to ensure all preventive maintenance deadlines are met. Mr. Lynam asks if there is a monitoring system in place to ensure vehicles are being

maintained regardless of whether the COA's are utilizing BAT's program or not. Mr. Ledoux explained that this program has been utilized by all the COA's in BAT's service area except for West Bridgewater and that the procurement manager visits all of the COA's periodically to check on the PM schedules. Mr. Ledoux also stated that, unless there were any objections, BAT will be raising its maintenance rate from \$54/hr to \$61/hr. The new rate will go into effect on September 1, 2016. There were no objections.

Mr. Lynam moves to accept the FY17 budget recommendation and Ms. Harris seconded. All were in favor and the motion passed.

The next item for discussion was property disposition. Mr. Ledoux explained that RIPTA has agreed to buy two vehicles that BAT is currently leasing to them for \$1500 each. He stated that those vehicles are well beyond their useful life. Mr. Lynam asked how the disposal plays into Haitian donation of two Dial-A-Bat vehicles. Mr. Ledoux responded that that plan is still on track, the Mayor is planning on having a fundraiser this summer to cover shipping costs. Mr. Ledoux also mentioned that BAT will be providing a rehab vehicle to Avon COA this summer.

Next, Mr. Ledoux discussed the FY17 Audit. He stated that there will be the same timing issues this year involving GASB 67 and 68. He stated, that unless there were any objections, he would like to recommend to the Advisory Board that the Audit and Finance committee have the ability to meet with the Auditor and to be able to accept the audit on behalf of the Advisory Board. There were no objections.

Mr. Ledoux called the members attention to his memo dated May 26, 2016 that outlines the Administrators goals and areas of added emphasis for FY 2016 and FY 2017. He gave a summary of his progress on meeting his FY 2016 goals which were approved last year:

1. Continue succession planning efforts in the area of grants management and compliance.
2. Begin implementation of low "no-to-low-cost" elements of the Comprehensive Regional Transit Plan (CRTP).
3. Begin to work with MassDOT to initiate a fixed route replacement and modernization program.
4. Begin to develop a framework to create a Safety Management System (SMS) as more guidance becomes available.

He stated that his proposed FY 2016 goals are:

1. Begin development of succession plan for BAT's leadership team.
2. Work to establish a new marketing campaign and image projection through print and multi-media and fixed route fleet design.
3. Begin to work with MassDOT related to service improvements identified in the Comprehensive Regional Transit Plan (CRTP) for preparation of possible additional funding in FY2018.

4. Continue to develop a framework to create a Safety Management System as more guidance becomes available including information of additional training programs for system wide personnel. Focus on developing a “deeper bench strength” of personnel involved in safety systems with emphasis on training.

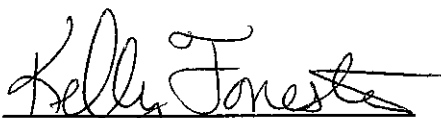
Mr. Lynam moved to approve the proposed FY 2017 goals. The motion was seconded by Mr. Hegarty, all were in favor and the motion passed.

The next item on the agenda was compensation. Ms. Sacchetti excused herself from the room for this conversation. Mr. Ledoux explained that in years past, he has passed on raises due to the economy and funding constraints. He then proposed an increase of 4% for himself and Ms. Sacchetti. Mr. Ledoux was excused from the meeting to allow the committee to discuss the recommendations for executive compensation. Mr. Lynam stated that Ms. Sacchetti should be recognized for her work, as should Mr. Ledoux. Mr. Hegarty stated that since raises were bypassed a few years ago, now is a good time to regain any traction that might have been lost. Mr. Lynam made a motion to recommend an increase of 4.5% for Mr. Ledoux, and 4% for Ms. Sacchetti. Ms. Harris seconded the motion and it was approved by the committee unanimously. Mr. Ledoux and Ms. Sacchetti were invited back into the meeting. Mr. Lynam asked Mr. Ledoux if a 4.5% increase was adequate compared to other Regional Transit Authority Administrators. Mr. Ledoux responded that it is in line with some other Administrators, definitely not the highest salary, but maybe the second or third.

Mr. Ledoux then talked about sick days. He stated that the governor had created a study on vacation buyback and sick time. Mr. Ledoux stated that currently, BAT’s accrual for sick time is capped at 120 days. Also, BAT currently offers 12 sick days a year but would like to propose lowering that to 10 as 12 is a bit excessive. Mr. Ledoux stated these changes would take effect 1/1/17. Mr. Hegarty asked if current cap is lower than the red book and if the sick time is accrued or front loaded. Mr. Ledoux answered that the current cap is lower than the red book and that the time is accrued the first year of work, then each year after that it is front loaded on January 1st. Mr. Hegarty suggested that the cap be left at 120, since it is already lower than the red book. Mr. Lynam made a motion to adjust sick leave to 10 days starting January 1, 2017, and to leave the cap at 120 days. Ms. Harris seconded. All were in favor and the motion passed.

Motion was made by Mr. Hegarty to adjourn the Audit and Finance Committee meeting and it was seconded by Ms. Harris. Meeting adjourned at 11:00am.

Respectfully submitted,



Kelly Forrester
Project Manager for Operations