

## **MINUTES OF THE BAT ADVISORY BOARD**

### **AUDIT AND FINANCE COMMITTEE**

January 23, 2020

In Attendance:

Frank Hegarty, Committee Chair, Town of Avon

Frank Lynam, Town of Whitman

Michael Dutton, Town of Bridgewater

Linda Sacchetti, CFO

Michael Lambert, Administrator

Kelly Forrester, BAT

The meeting was called to order by Mr. Hegarty at 10:10 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 January 17, 2020.

Mr. Hegarty welcomed the group. No members of the public were present, therefore there were no public comments.

Next, minutes from the meeting of September 26, 2019 were presented. Mr. Lynam made a motion to accept the minutes, Mr. Dutton seconded and the motion carried.

Ms. Sacchetti then presented the FY2020 budget update. She directed the Committees attention to the handout provided in the packet. Ms. Sacchetti stated that she expects to end the year within budget.

Next, Mr. Lambert presented the Administrators report. He informed the Committee that OIG has sent a request for information to HST providers, and BAT has provided all documentation that was requested.

Mr. Lambert then discussed discretionary grants. BAT has applied for multiple grants that have increased service in Stoughton, Ashmont and for BSU. Mr. Lambert talked about the possibility that these grants would not be funded by MassDOT next year and what BAT's strategies for funding them would be.

Next Mr. Lambert informed the board that BAT is in the process of completing a comprehensive regional transit plan (CRTP). Regional Transit Authorities are required to complete a CRTP every five years. Mr. Lambert informed the committee that MassDOT has hired a consultant to complete an individualized CRTP with each RTA by the end of calendar year 2020.

Mr. Lambert also discussed new contracts that have occurred in the first half of the year that will impact the budget. These contracts include Worker's Compensation and tire leasing. Even with increases in these line items, BAT expects to be within budget at year end.

Mr. Lambert then gave an overview of the State budget process and stated that the outlook seemed good. BAT would continue to use a 2.5% increase for FY21 for budgetary and planning purposes.

Mr. Lambert told the board that he is continuing to work closely with First Transit. One area of change that was suggested was adding a part-time HR person. This would allow for more support for training programs and documentation.

Motion was made by Mr. Lynam and seconded by Mr. Dutton to adjourn the meeting. Meeting adjourned at 10:35 am.

Respectfully submitted,

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Kelly Forrester - BAT

**List of handouts for 1/23/20 meeting**

Agenda

Minutes – 9/26/19

FY20 Budget

FY20 Budget Update