

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

May 22, 2017

In Attendance:

Frank Hegarty, Town of Avon

Frank Lynam, Town of Whitman

Beverly Harris, Town of Stoughton

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 May 17, 2017.

Mr. Hegarty 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 April 7, 2017 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 then presented the FY2017 budget update through April. She referred to the last page of the Budget Update handout dated May 22, 2017 for a summary. She explained that BAT expects to be under budget at year end. Mr. Ledoux further elaborated that this is due to a few unforeseen events that impacted the budget. The Fuel line item was under due to the contract being locked in at a lower price than forecasted. This year BAT received a FEMA reimbursement for the winter snowstorm in January 2015, as well as a reimbursement on fleet insurance premiums. There were two open management positions in the Maintenance department that had been unfilled for a year, as well as multiple unfilled driver and monitor positions throughout the year at Dial-A-Bat. Ms. Harris asked if there is a danger of losing those positions if they stay unfilled. Mr. Ledoux answered that those are vital positions built in to next year's budget, so there is the expectation that they will be filled for next year. Mr. Lynam moved to accept the FY 2017 budget update as presented. Ms. Harris seconded. All were in favor and the budget passed.

Mr. Ledoux then referred to the handout titled FY18 Draft Budget. He stated that this budget is similar to the one presented at the April Audit and Finance Committee Meeting. The budget reflects a 2.5% increase in State Contract Assistance. The State budget has not yet been finalized, so there is a chance that that number will change. The FY18 budget also include a Student Pass that will allow high school students to pay half fare using a CharlieCard. Mr. Ledoux explained that there is a level of risk associated with this program that it will effect revenues next year, but he believes it is a small risk. He mentioned that BAT is planning on conducting a "fare study" in the next year or two to analyze current fares with a possibility of a fare increase.

Mr. Ledoux directed the Boards attention to the Admin line item. He stated that this line item includes a position for Deputy Administrator for next fiscal year. This position is a little dependent on whether or not the increase in State Contract Assistance happens. He stated

that if there is no increase, the position would most likely be filled later on in the year, around January. Mr. Ledoux then passed around a copy of the organizational chart for BAT. He stated that he would like to add the position of Deputy Administrator to the chart for next year as having a direct report to the administrator with no impact on any other positions. Mr. Ledoux also discussed the General Counsel. In 2015, when the General Counsel was an employee of BAT, he was listed as a direct report to the Administrator. Since he retired, he is now a contractor for BAT and not represented on the organizational chart. Mr. Ledoux suggested that the general counsel be added back on to the chart as a direct report to the Administrator. The board discussed this with Mr. Hegarty and Mr. Lynam using examples in their organizations related to the use of a General Counsel. Mr. Hegarty spoke to the importance of having the General Counsel report to the Administrator. Mr. Lynam made a motion to endorse the organizational chart with the addition of the Deputy Administrator and the General Counsel both to have a direct report to the Administrator. Ms. Harris seconded the motion. There was no further discussion and the motion passed.

Mr. Ledoux then continued through the rest of the FY 2018 draft budget. He mentioned that the insurance program will have an increase next year, and discussed the Safety Manager at the operator. Mr. Ledoux stated the safety manager has been doing an exemplary job in terms of responsiveness and insurance recoveries.

Mr. Lynam made a motion to accept the FY18 Draft budget as presented. Ms. Harris seconded and the motion passed unanimously.

Mr. Hegarty asked if there was any updates under old business. There was none.

Under new business, Mr. Ledoux discussed a FOIA request that was received by BAT that asked for a copy of a video of an altercation between a driver and a passenger. Mr. Ledoux said that BAT is reaching out to the Secretary of State for clarification on whether BAT has any responsibility to protect passenger's identities, but he expects that the request will be filled and the video will be provided.

There being no more business to bring before the Committee, a motion was made by Mr. Lynam and seconded by Ms. Harris to adjourn the meeting at 9:40 am.

Respectfully submitted,



Kelly Forrester
Project Manager for Operations