

**BROCKTON AREA TRANSIT AUTHORITY**

**ADVISORY BOARD MEETING AGENDA**

**11:00 am, Thursday, October 19, 2017**

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- 1. Welcome**
- 2. Public Comments**
- 3. Minutes – May 25, 2017** *M. BC*
- 4. Audit and Finance Committee Report** *FH/RGL*
  - i. FY2017 Audited Financial Statement
  - ii. FY2017 Single Audit Report
- 5. Service Update** *KF*
  - i. Ridership
  - ii. Performance Dashboard
  - iii. Student Pass Program
  - iv. TAP Application
- 6. Financial Update** *LAS*
  - i. FY2018 Budget Update
  - ii. Assessments
- 7. Administrator’s Report** *RGL*
  - i. Property Disposition
  - ii. MCAD – passenger complaint
  - iii. Fare Study
  - iv. DA – position update
  - v. Procurement Updates / Bus Management
- 8. Old Business / New Business** *M.BC*
  - i. Items Not Reasonably Anticipated to be Discussed
  - ii. Meeting Schedule
    - January 18, 2018, Thursday, 11:00 am
    - April 12, 2018, Thursday, 11:00 am
    - May 24, 2018, Thursday, 11:00 am
- 9. Adjourn** *M. BC*

*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 last 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 MEETING OF THE BAT ADVISORY BOARD

October 19, 2017

In Attendance:

Frank Hegarty, Town of Avon  
Michael, Dutton, Town of Bridgewater  
Darren Duarte, City of Brockton  
Michael McCue, Town of Hanson  
Allan Chiocca, Town of Rockland  
David Sousa, Town of Stoughton  
Bob Cohn, Town of Stoughton  
Eldon Moreira, Town of West Bridgewater  
Frank Lynam, Town of Whitman

Richard Downs, Rider Representative  
Cathie Klabish, AFL-CIO Representative  
Charles Kilmer, Old Colony Planning Council  
Reinald G. Ledoux, Jr., Administrator  
Linda Sacchetti, Chief Financial Officer  
Kelly Forrester, Manager of Transit Operations  
Christina Carew, Administrative Assistant  
Kathy Riddell, Grants Manager

The meeting was called to order at 11:00 AM by Mr. Hegarty. He welcomed everyone and asked for public comments. Mr. Kilmer wanted to thank BAT for hosting the Road Safety Audit meeting. Mr. Chiocca thanked BAT for the award of their new Council on Aging vehicle.

Mr. Hegarty asked for a motion to accept the Advisory Board Minutes of May 25, 2017. Mr. Lynam made a motion and it was seconded by Mr. Chiocca. Minutes were approved as presented.

Mr. Hegarty gave the Board an update on the Audit and Finance Committee meeting that took place last week. The committee was impressed with the new auditing firm that gave an excellent presentation. The firm was very complimentary of BAT and its best practices. Mr. Ledoux felt that the audit went very well and there was a very cooperative dialogue. The audit ended with BAT being under budget which allowed for an increase in reserve funds. Mr. Hegarty informed the Board that there was an opening on the Audit Committee and nominated Mr. Dutton for the position. Mr. Lynam made the motion and Mr. Chiocca seconded. All were in favor of Mr. Dutton serving on the Audit & Finance Committee.

Next, Ms. Forrester gave the Board a service update. She noted that ridership has a slight decrease as is trending state wide. Under performance measures, she directed the Board's attention to external metrics which are made available for the public on BAT's website. All the metrics were reviewed at BAT's annual strategic planning meeting and no changes to the public performance measures were nominated. She then addressed the internal measurements and pointed out several areas where some changes are being considered. The Board voted to accept the external measures. Motion was made by Mr. Lynam and seconded by Mr. Chiocca

Ms. Forrester then gave the Board a description of the new student pass program. She distributed the new brochure that describes the half fare pass being offered to junior and senior high school students. At present there are approximately 50 riders per day. Additionally, she described the changes being made to the transportation access pass (TAP). The application is being revised to more easily accommodate clients of the Dept. of Mental Health, Dept. of Developmental Disabilities and the Mass Rehabilitation Commission. Similar changes are already in place at the MBTA. Mr. McCue made the motion and it was seconded by Mr. Cohen to allow for the changes to BAT's TAP application. All were in favor.

Ms. Sacchetti, BAT CFO, then gave the Board an update to the FY 2018 budget. She pointed out that there will be some changes made to the budget that was approved by the Board in May. She explained that the difference in State Contract Assistance, student pass implementation and changes to the JARC/New Freedom grants recently awarded will be revisited and those changes will be reflected in the new budget to be presented in January 2018. She also presented the Board with final assessments for 2017. There was some discussion with the Board on how the assessments were determined. Mr. Chiocca described his community's favorable experience since joining

BAT. He stated that he was impressed at how much work gets accomplished at BAT and how well the system is run. Mr. Cohn commented that he was extremely pleased with Stoughton's level of service, including the five Council on Aging vehicles which BAT has assisted in obtaining. Mr. Hegarty asked for a motion to accept the report of the CFO including the assessments as presented. Mr. Lynam made the motion and it was seconded by Mr. Duarte. All were in favor.

Number 7 on the Agenda was the Administrators Report. First Mr. Ledoux provided a description of BAT property disposition plans. He stated that several vehicles that no longer have federal or state interest will be transferred to two RTAs, GATRA (Attleboro/Taunton) and BRTA (Berkshire) for under \$5,000 each. BAT recently disposed of five paratransit vehicles, one sedan and one fixed route vehicle. Five more will be placed for auction in the next several weeks.

Next was a discussion about a MCAD complaint by a rider. The rider claimed that not being able to receive a paper transfer was discrimination. All riders receive a transfer on their Charlie Card. Since no paper transfers are issued to anyone using a Charlie Card, it was determined that the Charlie Card transfer was not a form of discrimination. It was noted that this rider did not file a discrimination claim with BAT.

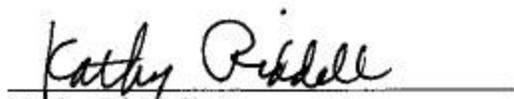
Mr. Ledoux informed the Board that the Old Colony Planning Council will be conducting a fare study to analyze the impact of increasing bus fares. BAT has not had a fare increase in six years and the state expects the RTAs to share some of the responsibility of increased costs. The study will analyze the results to ensure that any increase will not discriminate against the disabled, elderly or economically disadvantaged population impacted by an increase by completing comprehensive Environmental Justice analysis. More information will be made available to the Board when the study is complete. Implementation is not expected until next fiscal year, after BAT has concluded its public outreach efforts.

Next was a description of the Deputy Administrator's position that will be advertised next week. Mr. Ledoux stated that the successful candidate will need a specific set of skills to deal with issues such as succession planning, compliance, modernization of paratransit service and the upcoming Triennial review.

Regarding procurement, Mr. Ledoux stated that proposals for a new fixed route management company were under final review. Two firms are under consideration. Mr. Ledoux stated that although the evaluation of the cost of both contracts were comparable and nearly the same, one firm clearly had significantly more available resources, depth and had the further ability to decrease cost in future years. Mr. Ledoux stated that if the management company changes there would be no change to the Collective Bargaining Unit, drivers or management with the exception of the General Manager, who may or may not remain. Mr. Ledoux asked if the Board had any questions, concerns or objections to the fixed route management changes. There were none. Mr. Hegarty asked for a motion to accept the Administrators report. Mr. Chiocca made the motion and it was seconded by Mr. Lyman. All were in favor of accepting Mr. Ledoux's report.

There being no other Old Business / New Business, Mr. Lynam made a motion to adjourn. Motion was seconded by Mr. Chiocca. Meeting adjourned.

Respectfully submitted,



Kathy Riddell,  
Grants Manager/Compliance