

**BROCKTON AREA TRANSIT AUTHORITY  
ADVISORY BOARD MEETING AGENDA  
Thursday, October 15, 2015  
11:30 am**

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|---------------------------------------|-------------------|
| <b>1. Welcome</b>                     | <i>M. BC</i>      |
| <b>2. Public Comments</b>             | <i>M. BC, RGL</i> |
| <b>3. Minutes – May 28, 2015</b>      | <i>M. BC</i>      |
| <b>4. Service – Ridership</b>         | <i>RGL</i>        |
| i. Ridership                          |                   |
| ii. Performance Dashboard             |                   |
| iii. Service Changes                  |                   |
| <b>5. Financial Update</b>            |                   |
| i. Audit Committee Report             | <i>Ch. FH</i>     |
| ii. FY16 Budget Update                | <i>LAS</i>        |
| iii. FY15 Assessments                 | <i>LAS</i>        |
| <b>6. Personnel</b>                   |                   |
| i. Compensation Committee Report      | <i>Ch. FH</i>     |
| ii. Policy Change                     | <i>RGL</i>        |
| <b>7. Property Disposition</b>        | <i>RGL</i>        |
| i. RIPTA                              |                   |
| ii. Other                             |                   |
| <b>8. Board Member Rotation</b>       | <i>GC, CS</i>     |
| <b>9. Old Business / New Business</b> | <i>M. BC</i>      |
| <b>10. Adjourn</b>                    | <i>M. BC</i>      |

**Calendar – Upcoming Meetings (December, April, May)**

*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 MEETING OF THE BAT ADVISORY BOARD

October 15, 2015

In Attendance:

Frank Hegarty, Chairman Town of Avon  
Michael Dutton, Bridgewater  
Robert Buckley, City of Brockton Designee  
Beverly Harris, Town of Stoughton  
Eldon Moreira, Town of West Bridgewater  
Frank Lynam, Town of Whitman  
Richard Downs, AFL-CIO Representative  
Cathie Klabish, Rider Representative  
Reinald G. Ledoux, Jr., Administrator  
Charles Kilmer, OCPC  
Pat Ciaramella, OCPC  
Linda Sacchetti, Chief Financial Officer  
Kelly Forrester, Project Manager for Operations  
Andrew Wiley, Assistant Grants Manager  
Kathy Riddell, Grants Manager

The meeting was called to order by Mr. Hegarty at 11:35 am at the BAT office, 155 Court St., Brockton, MA for the purpose of discussing business brought before the Board in accordance with the agenda presented and the notice sent out on October 13, 2015. He welcomed everyone and asked for public comments. There were none offered.

Next a motion was made by Mr. Hegarty to accept the minutes of the May 28<sup>th</sup> meeting. Mr. Lynam asked that "Abington" be removed as the town beside his name and replaced with Whitman. Noting the change the motion was seconded by Mr. Lynam.

Item 4 on the agenda was a discussion around service and ridership. Mr. Ledoux stated that the ridership had been provided previously and noted the slight decline over FY15. BSU has been providing service to the BAT Centre along Route 28 and that route has seen a marked increase. He also remarked on the number of elders staying independent and fewer giving up their licenses.

Under Performance Dashboard, Mr. Ledoux directed the Board's attention to the FY15 results and red circled items. These items are the departments/areas where BAT has not met its goals. He noted that BAT also has more detailed internal control measures. Actions have been identified for improvement. When BAT's prime contractors are out of standard, they are asked to provide an explanation, thus holding them accountable. FY16 measures are essentially the same as FY15. BAT is noted to be the second most productive RTA in the state. PVTA in Springfield has higher productivity due to its

contract with UMass Amherst and the large amount of students transported by the PVTA system. Since there was no further discussion about performance metrics, motion was made by Mr. Lynam and seconded by Mr. Dutton to accept the performance metrics and measurements as presented.

Under Service Changes, Mr. Ledoux pointed to the added Ashmont Express trips and Bridgewater State University service to the Intermodal Centre as being successfully placed in service.

The Comprehensive Regional Transportation Plan was distributed to the Board. Ten of the RTAs in Massachusetts chose to procure their plans as a group. BAT, however, chose to have their plan drawn by the Old Colony Planning Council. He directed the Board's attention to the first five pages of the report and the last three. The first pages are the executive summary and the last three are spreadsheets documenting the changes and economics of funding the proposed changes. It details a priority list of projects for the state's consideration for funding. Some of the new services will need capital equipment in addition to operating funds. The highest priority is preservation of the services now funded under JARC/New Freedom grants. These grants will be expiring and new funds will need to be sought. Any cuts or fare increases will require a process which includes public hearings. The plan itself is not final and is expected to be updated as a "living document" and is a good launching point for further discussion. The Advisory Board will make the final endorsement of any service changes. Mr. Hegarty made a motion to accept the CRTP and the motion was seconded by Mr. Dutton. All were in favor.

Number 5 on the agenda was the Financial Update. Mr. Hegarty gave the Board a report on the Audit and Finance Committee meeting. As most of the full Board was in attendance for the meeting, Mr. Hegarty just gave a brief overview. Mr. Hegarty made a motion and Mr. Dutton seconded the motion to accept the Audit Report. All were in favor.

Ms. Sacchetti gave the Board a budget update. The Board package contains a written summary. Ms. Sacchetti noted that the summary was for the first two-month period of the fiscal year and fixed route, paratransit and BAT were all under budget at the present time. She stated that State Contract Assistance and Local Assessments will not change. Federal funds will probably remain the same unless the state reduces some of its' financial support. Mr. Hegarty made a motion and Ms. Harris seconded the motion to receive the FY16 Budget Update. There were no objections and the motion passed unanimously.

Next was a discussion about assessments. Mr. Ledoux reminded the Board that the assessments were based on services received. Mr. Downs asked if the communities were allowed to pay higher assessments for more services. Mr. Ledoux explained how the assessments came from the "cherry sheets" and how the MBTA assessment entered

into the equation. The MBTA communities have no say in their assessments and therefore paying more assessment would not guarantee any more service. He also noted that the “gateway” cities, such as Brockton and Springfield were exempt from MBTA assessments. There being no further discussion about FY15 Assessments, Mr. Hegarty made a motion and Ms. Harris seconded the motion to accept the FY15 Assessments.

Mr. Hegarty gave the Board a synopsis of the Compensation Committee meeting held on October 13. The following recommendations are presented to the Board for approval:

- The Administrator – a salary increase of 2.5% effective November 1, 2015 to \$132,346 with contract extension to 6/30/2020.

Motion made by Mr. Hegarty and seconded by Mr. Dutton.

- The CFO – a salary increase of 3% effective November 1, 2015 to \$90,640 with a \$2,000 bonus for delivery of a clean audit statement.

Motion was made by Mr. Hegarty and seconded by Mr. Dutton.

- General Counsel – expense not to exceed \$35,000. General Counsel is a contractor and not an employee.

Motion was made by Mr. Hegarty and seconded by Mr. Dutton.

- Committee recommends eliminating the Section 125 Cafeteria Benefit Plan for employees hired after 7/1/15 and providing dental insurance to interested new hires as a 75% employer-funded/25% employee-funded benefit.

Motion was made by Mr. Hegarty and seconded by Mr. Dutton.

There were no objections and all of the motions presented by the Compensation Committee passed unanimously.

Under Number 7 of the agenda, property disposition was discussed. Mr. Ledoux gave the group an overview of the partnership with Rhode Island’s transit authority, RIPTA. He described the history of the UZA distribution and Rhode Island’s continued cooperation and RIPTAs immediate need for additional rolling stock. BAT would like to transfer two 1995 NOVA coaches and associated parts for a reasonable cost. He also reminded the Board of the City of Brockton’s Emergency Management Dept. request for two DIAL-A-BAT vehicles that are beyond their useful life. Details of that transfer of vehicles are being worked out. Mr. Hegarty asked for a motion to approve the above

disposal of vehicles. Mr. Moreira made a motion and it was seconded by Mr. Buckley. All were in favor and the motion passed.

Item Number 8 was a review of two Board members, the AFL-CIO appointed member and the consumer member. After discussion with the AFL-CIO and the two nominated candidates, it was recommended that Ms. Klabish serve as the AFL-CIO member and Mr. Downs serve as the consumer member for a period of one year. Mr. Lynam made the motion to alternate the two members of the Advisory Board in the above fashion and Mr. Moreira seconded the motion. All were in favor.

Under old business, the Board was informed that the fixed route labor contract was settled before expiration in a very cordial/cooperative manner. The contract provides 8.5 percent increase over a 48-month period. In addition, some productivity improvements were included such as institution of a mechanic's co-op program in conjunction with Massasoit Community College. New union leadership is credited with the professionalism of the negotiation process.

MassDOT provided BAT with a copy of an 80-page oversight document that the RTAs receiving rural transportation operating funds will be required to complete.

BAT was informed by the federal triennial contractor that all items have been closed out/satisfied with the exception of civil rights items which have yet to be reviewed. The contractor acknowledged that FTA was out of compliance themselves with reporting dates.

Mr. Ledoux gave the Board an update on the outcome of the SRTA private contractor court proceedings.

Under new business, Mr. Ledoux introduced Andrew Wiley as the new Assistant Grants Manager and gave them an overview of Mr. Wiley's educational qualifications and experience. He informed the Board that Mr. Wiley's first scheduled training would be a Title VI program taking place next week.

Mr. Hegarty thanked the Board for attending the meeting. There being no other business to bring before the Board, Mr. Hegarty made a motion to adjourn the meeting and it was seconded by Mr. Lynam. Meeting adjourned.

Respectfully submitted,



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Kathy Riddell  
Grants Manager/Compliance