

**BROCKTON AREA TRANSIT AUTHORITY**

**ADVISORY BOARD MEETING AGENDA**

**11:00 am, Thursday, January 17, 2019**

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1. **Welcome**
2. **Public Comments**
3. **Minutes – December 13, 2018** *Chair*
4. **Service Update** *KF/RGL*
  - i. Ridership
  - ii. Performance Dashboard
5. **Financial Update** *LAS*
  - i. FY2019 Budget Update
6. **Administrator’s Report** *RGL*
  - i. RTA Task Force
  - ii. Property Disposition
    - a. Easton – CERT
7. **Finance and Audit Committee – Succession Planning** *FH/RGL*
  - i. Succession Planning Process
  - ii. Resume, Goals, Draft Employee Agreement
  - iii. Administrator – Transition and Retirement
  - iv. Vote to appoint Michael Lambert as BAT Administrator
8. **Old Business / New Business** *Chair*
  - i. Items Not Reasonably Anticipated to be Discussed
  - ii. Next Meeting
9. **Adjourn** *Chair*

*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

January 17, 2019

In Attendance:

Mayor Bill Carpenter	Jonathan Bowen, Stoughton Consumer
Frank Hegarty, Town of Avon	Pat Ciaramella, Old Colony Planning Council
Michael Dutton, Town of Bridgewater	Charlie Kilmer, Old Colony Planning Council
Nick Giaquinto, City of Brockton	Reinald G. Ledoux, Jr., Administrator
Stanley Zoll, Town of Stoughton	Michael Lambert, Deputy Administrator
Eldon Moreira, Town of West Bridgewater	Kelly Forrester, Manager of Transit Operations
Frank Lynam, Town of Whitman	Linda Sacchetti, Chief Financial Officer
Cathie Klabish, Disabled Rider Representative	Kathy Riddell, BAT
Richard Downs, AFL-CIO Representative	Allen Karon, Canton Consumer
Michael Damon, General Manager, CCTM	

The meeting was called to order at 11:00 AM by Mr. Hegarty. He welcomed everyone. Mr. Hegarty asked if there was anyone who wanted to make public comment.

Mr. Karon from Canton made three comments. 1. He was wondering about the status of the Community Transit Grant, 2. He expects a fare hike with the MBTA later this year, and 3. He hopes that BAT's budget will not require any service cuts. Mr. Bowen asked to make comments. See attached for his full statement.

Taking the agenda out of order until the Mayor arrived to provide a quorum, next topic of discussion was a service update. Ms. Forrester directed everyone's attention to ridership data through 12/18. Ridership has increased 1.25% mostly due to increased riders from Bridgewater State University. DIAL-A-BAT ridership is down slightly by 3.8%. As depicted in the performance dashboard, BAT is meeting its standards and goals. Motion was made by Mr. Lynam and seconded by Mr. Dutton to accept Ms. Forrester's service update.

Number 6 on the Agenda was the Administrator's Report. Mr. Ledoux gave the board an update on the progress of the state's RTA Task Force. He noted that the process is taking longer than expected as the committee was expecting a more robust report including information on mobility managers, micro transit and critical performance indicators. Mr. Ledoux indicated that BAT will be releasing an RFQ for a rideshare study in BAT's service area. Next Mr. Ledoux indicated that BAT recently had a successful disposal of a number of vehicles determined to be beyond their useful life. He has been approached by the Fire Chief of the Town of Easton for a used vehicle to be utilized in their CERT program. If there are no objections, Mr. Ledoux will check with Dottie Fulginiti, Chairman of the Easton Board of Selectmen for agreement.

Mr. Hegarty made a motion to accept the minutes of the December 13, 2018 meeting. Motion was seconded by Mr. Dutton. All were in favor.

Ms. Sacchetti provided a financial update. She stated that overall BAT revenues are favorable to budget. Expenses are also favorable to budget by more than \$300,000 and may continue as this represents employee vacancies that have not been filled. Mr. Ledoux stated that at the next meeting the draft budget will be presented but does not expect there to be an impact by any outcome from the RTA Task Force. Motion was made by Mr. Dutton to accept the budget report as presented by Ms. Sacchetti. Mr. Lynam seconded the motion. All were in favor.

Number 7 on the agenda was a discussion about the Audit and Finance Committee succession planning process. Mr. Ledoux gave an overall history and explanation of the succession process. The Board was provided with Mr. Lamberts resume, goals and draft employment agreement for their information. Mr. Hegarty described the interview process with Mr. Lambert. Mr. Hegarty noted the grueling interview process which included a number of issues with a wide range of questions. The outcome was that the Audit and Finance Committee unanimously recommends Michael Lambert for the position of BAT Administrator. He comes with a proven level of skills and is capable of keeping BAT on track as a leading RTA in MA.

Mr. Ledoux then discussed his retirement and transition. An amendment to his contract indicates his plan to step down as Administrator on May 1, 2019. He then gave the board a brief description of some of the projects he would be available to assist with during the six-month transition period to his retirement on 11/1/19. He noted that BAT's organizational chart was revised when the deputy administrator was hired but that position will not be back filled. He also is recommending that BAT's Manager of Operations be assigned the use of a BAT vehicle so she will have the ability to respond to accidents or incidents on a 24/7 basis.

Mr. Ledoux asked the Board for a dual motion from the Board to appoint Michael Lambert as Administrator beginning 5/1/19 and to accept Mr. Ledoux's resignation and amendment to Mr. Ledoux's contract. Mr. Hegarty made the motion and it was seconded by Mr. Lynam. Vote was unanimously approved. Chairman Carpenter signed Mr. Lambert's employment contract contingent upon a background check and ability to obtain a fidelity bond (required by statute) and Mr. Ledoux's contract amendment.

Mr. Dutton noted the difficulty most municipalities and public entities had in succession planning and commended Mr. Ledoux's efforts in leading the Board in the correct direction. Mayor Carpenter stated that in his five years as BAT's Chairman, he has greatly appreciated all Mr. Ledoux has done not only in overseeing the transportation of the region but in his capacity as part of the City's storm emergency planning and the expertise he provided in screening for a new City of Brockton CFO, among many other services.

Under Old Business, Ms. Klabish was asked to serve on the Board in the position of Disabled Rider Representative and Mr. Downs was asked to serve on the Board as the AFL-CIO Representative for the coming year. Both agreed that they would like to continue. Mr. Lynam made a motion to have

Ms. Klabish and Mr. Downs continue to serve on the Board, and it was seconded by Mr. Dutton. All were in favor.

For those Board members that have not yet provided, members were asked to submit copies to Ms. Sacchetti of their state ethic certifications.

Next meeting will be held on April 11<sup>th</sup> at 11:00 am.

Mr. Lynam made the motion to adjourn and it was seconded by Mr. Dutton. Meeting adjourned.

Respectfully submitted,

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Kathy Riddell

**Documents Included in Advisory Board Package:**

1. Meeting Agenda
2. Advisory Board Meeting Minutes – December 13, 2018
3. Ridership Data for Fixed Route and DIAL-A-BAT
4. Performance Dashboard FY19
5. BAT 2019 Budget Update
6. Transit Administrator Job Description
7. Michael Lambert Resume
8. Michael Lambert Goals
9. Michael Lambert Draft Employment Agreement

