

**BROCKTON AREA TRANSIT AUTHORITY
ADVISORY BOARD MEETING AGENDA**

11:00 am, Thursday, April 11, 2019

REVISED

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|---|------------------------|
| 1. Welcome | <i>Chair</i> |
| 2. Public Comments | <i>Chair</i> |
| 3. Minutes – January 17, 2019 | <i>Chair</i> |
| 4. Service Update | <i>KF / RGL/ML</i> |
| i. Ridership | <i>KF</i> |
| ii. Performance Dashboard | <i>KF</i> |
| iii. MassDOT Discretionary Grant | <i>RGL</i> |
| iv. Paratransit - Account Based Revenue System | <i>ML</i> |
| v. Increase to Pass Program – Pursuant to Fare Increase Authorization | <i>ML</i> |
| 5. Financial Update | <i>LAS / RGL</i> |
| i. FY2019 Budget Update | <i>LAS</i> |
| ii. FY2019 Budget Amendment (<i>Resolution No. 249</i>) | <i>RGL</i> |
| iii. Draft 2020 Budget | <i>RGL</i> |
| iv. Estimated Assessments | <i>RGL</i> |
| 6. Administrator’s Report | <i>RGL</i> |
| i. RTA Task Force | |
| ii. Contractor Updates | |
| iii. IT Event | |
| iv. Transition | |
| 7. Authorizing Resolutions | <i>General Counsel</i> |
| 8. Old Business / New Business | <i>Chair</i> |
| i. Items Not Reasonably Anticipated to be Discussed | |
| ii. Meeting Schedule | |
| • May 30, 2019, Thursday, 11:00 am | |
| 9. Adjourn | <i>Chair</i> |

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

April 11, 2019

In Attendance:

Mayor Bill Carpenter, City of Brockton	Marc Tisdelle, Engineer, Town of Stoughton
Frank Hegarty, Town of Avon	Charlie Kilmer, Old Colony Planning Council
Michael Dutton, Town of Bridgewater	Charles Stevenson, General Counsel, BAT
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
Thomas Schiavone, Deputy Administrator, MassDOT, Rail and Transit Division	

The meeting was called to order at 11:00 AM by Mr. Hegarty. He welcomed everyone and in particular, Thomas Schiavone, Deputy Administrator of MassDOT's Rail and Transit Division. Mr. Hegarty asked if there was anyone who wanted to make public comment. No public comments were provided. Mr. Ledoux provided some follow-up to comments made at the last meeting regarding signage for the Town of Stoughton. Since the last meeting thirty-one (31) signs have been replaced or updated.

Next, the group discussed service updates. Ms. Forrester directed the Board's attention to the new layout of ridership and performance metric reporting. Fixed route ridership including Bridgewater State University is up by .3%. DIAL-A-BAT ridership is down 2.6% overall for the year. Regarding the performance dashboard, as of the end of March, BAT is meeting or exceeding all of its goals. Mr. Ledoux commented that due to the addition of new buses into service, maintenance breakdowns with passenger interruptions are down considerably.

Mr. Ledoux informed the group of the award to BAT by MassDOT of discretionary grants:

- Addition of four one-way trips to Ashmont to begin by April 30th,
- Extended Stoughton Service to be implemented July 1st, and
- Additional Bridgewater State University service to begin in the fall semester.

All the above requests were identified as priority needs in the Comprehensive Regional Transportation Plan.

Mr. Lambert provided the Board with a description of the paratransit fare collection system and improvements that are being considered. Presently, DAB utilizes a cash and ticket system that poses a challenge to customers and drivers and requires considerable reconciliation and back-end time and effort. BAT would like to move to an account-based revenue system similar to systems in place at the

MBTA, Worcester RTA and MetroWest RTA. The Board had no questions or objections and therefore BAT will move forward with a target of 2020 to put the account-based revenue system into place. Next, Mr. Lambert presented the Board with the new fare schedule that will go into effect on July 1st. This is the second phase of the fare increase that was approved last year and identified as a best practice by MassDOT, to implement smaller increases vs. larger ones. BAT will do outreach over the next couple of months so customers will be aware of the changes. A motion was made by Mr. Hegarty and seconded by Mr. Moreira to accept the service updates as presented. All were in favor.

Chairman Carpenter asked for a vote to accept the minutes of the January 17, 2019 meeting. Mr. Hegarty made the motion and it was seconded by Mr. Moreira to accept the minutes as presented. All were in favor.

Number 5 on the agenda was a financial update. Ms. Sacchetti directed the group's attention to the 2019 budget update. Through February, BAT is under budget. The formatting of the update was slightly modified, and approved by the Audit Committee, to denote a balance of revenues vs. expenses. Chairman Carpenter asked for a motion to accept the report. Mr. Lynam made a motion and it was seconded by Mr. Hegarty to accept the FY2019 Budget Update.

Next was a presentation of the FY2019 budget amendment. The amendment was presented and approved by the Audit and Finance Committee on April 8th. The state contract assistance line item was updated and the budget amendment also reflects the discretionary grant award for Ashmont service to be implemented this fiscal year. There being no questions from the Board, Mr. Lynam made a motion which was seconded by Mr. Hegarty to approve Resolution #249 to amend the FY2019 operating budget. All were in favor.

The third item under financial update was the presentation of the Draft FY2020 Budget. Mr. Ledoux gave the Board an overview of Governor's budget and stated that if there are any changes, the Board will be informed. He noted the analysis behind some of the line item changes. Overall the draft budget reflects 3.8% increase in revenues and expenses. Motion was made by Mr. Hegarty and seconded by Mr. Dutton to accept the draft 2020 budget. All were in favor.

Mr. Ledoux pointed out the estimated FY2019 assessments. He also cited the schedule of proposed new service in the Board packages. Mr. Hegarty made a motion which was seconded by Mr. Lyman to accept the Estimated Assessments as presented. All were in favor.

Number 6 on the agenda was the Administrator's Report. Mr. Ledoux informed the members of the Board of the RTA Task Force which was comprised of members appointed by the Governor. They have held 21 meetings and 3 public hearings to review performance measures, funding and best practices of the regional transit authorities. The final report, which was a result of much collaboration and conversations, will be provided to legislators and several copies were distributed to the Board for their perusal. Mr. Ledoux gave the Board a summary of the findings. Additionally, he thanked Ms. Klabish and Mr. Schiavone for their participation in the process.

Mr. Schiavone offered his thanks and congratulations to Mr. Ledoux on his upcoming retirement and noted what a pleasure it had been working with him for the last 7 years in his role at MassDOT. He also offered his thanks on behalf of MassDOT Administrator Astrid Glynn and Secretary of Transportation Stephanie Pollack.

Next was Mr. Ledoux's update on status of contractors. Management contracts with Michael Blondin are closed out and release of claims has been issued. The fixed route labor contract is under negotiations as the current contract expires on April 30. Although BAT is not a direct party, talks seem to be going well. Mr. Ledoux apprised the Board of an MCAD complaint lodged by a worker on another co-worker. Both parties work for one of BAT's contractors. The investigation and complaint is moving forward.

Mr. Ledoux reported an IT incident involving ransomware on the DIAL-A-BAT servers. Ninety-nine percent (99%) of the issues were resolved prior to next day service.

Mr. Ledoux thanked the Board for all of their support during his transition to retirement and through the organization's succession planning efforts. He noted that Mr. Lambert will assume Administrator's duties beginning May 1st, but he, Mr. Ledoux, will continue to support the transition until November. Mr. Lynam made a motion which was seconded by Mr. Hegarty to accept the Administrator's Report. All were in favor.

Mr. Stevenson, BAT's General Counsel, presented the Board with five authorizing resolutions transferring Administrator duties from Mr. Ledoux to Mr. Lambert for their approval as follows:

1. Resolution #250 – authorizing Mr. Lambert to make route and schedule changes.
2. Resolution #251 – authorizing Mr. Lambert to issue and execute revenue anticipation notes.
3. Resolution #252 – authorizing Mr. Lambert to enter into grant and service contracts.
4. Resolution #253 – authorizing Mr. Lambert to file and execute FTA grants and certifications and assurances.
5. Resolution #254 – authorizing Mr. Lambert to execute checks, drafts, notes and electronic payments with no limits and removing Mr. Ledoux from those authorizations.

Mr. Stevenson stated that these resolutions are identical to language used in the past and formalizes some of the duties of the Administrator. Chairman Carpenter asked for a vote to accept Resolutions #250, #251, #252, #253 and #254. Mr. Lynam made the motion and it was seconded by Mr. Hegarty to accept the above resolutions.

Mr. Ledoux stated he had no old business or new business to bring before the Board. Mr. Zoll thanked Mr. Ledoux for his years with BAT. Chairman Carpenter added his thanks for his most valued relationship with the city as well as BAT. Ms. Sacchetti added her gratitude on behalf of BAT's staff for everything Mr. Ledoux has accomplished in his career. Again Mr. Ledoux thanks the Board for helping to provide solutions, support, and faith in BAT and its staff.

Next meeting will be held on May 30th at 11:00 am.

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

Respectfully submitted,


Kathy Riddell

Documents Included in Advisory Board Package:

1. Meeting Agenda
2. Advisory Board Meeting Minutes – January 17, 2019
3. Ridership Data for Fixed Route
4. Performance Dashboard FY19 and DAB Ridership
5. Fare Changes Effective 7/1/19
6. BAT 2019 Budget Update
7. BAT 2019 Amended Budget YTD
8. BAT 2019 Amended Budget
9. BAT 2020 Draft Budget
10. FY2020 Schedule of Proposed New Service
11. FY2019 Estimated Assessments
12. Resolutions #249, #250, #251, #252, #253 and #254