

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

January 14, 2019

In Attendance:

Frank Hegarty, Committee Chair, Town of Avon

Frank Lynam, Town of Whitman

Michael Dutton, Town of Bridgewater

Reinald G. Ledoux, Jr., Administrator

Linda Sacchetti, CFO

Michael Lambert, Deputy Administrator

Kelly Forrester, BAT

The meeting was called to order by Mr. Hegarty at 8:30 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 January 9, 2019.

Mr. Hegarty welcomed the group. No members of the public were present, therefore there were no public comments.

Next, minutes from the meeting of September 25, 2018 were presented. Mr. Hegarty asked for a motion to accept the minutes. Motion carried.

Ms. Sacchetti presented the Committee with FY2019 budget update. She directed the Committee's attention to the handout in the packet. Ms. Sacchetti stated that overall, revenues are favorable to budget and expenses are on budget through December. Motion was made by Mr. Lynam to accept the budget report as presented and motion was seconded by Mr. Dutton.

Next Mr. Ledoux discussed the current Audit firm CliftonLarsonAllen (CLA). He stated the current contract is through FY2018's Audit and he recommends reengaging CLA for one year for the current rate of \$41,000. Mr. Ledoux stated he has done a survey of other regional transit authorities audit costs and the cost for CLA is fair and reasonable. Mr. Lynam made a motion to re-engage CliftonLarsonAllen for one year. Mr. Dutton seconded and the motion passed.

Next, the Committee conducted an interview of Michael J. Lambert for the position of Administrator.

Next on the agenda was the Administrators Report. Mr. Ledoux discussed the long term succession planning that has occurred in the organization. He stated that the plan for succession was to bring someone in to learn the organization then not back fill the position of Deputy Administrator once the position is vacant.

Mr. Ledoux then discussed Administrator Succession. He stated it is his plan to retire in November of 2019. Currently his employment agreement runs through 2020 and Mr. Ledoux asked for it to be amended to reflect his plan to retire. Mr. Lynam motioned to bring forward

an amendment to the Administrator's current Employment Agreement as presented. Mr. Dutton seconded and the motion passed.

Mr. Lynam asked if Mr. Ledoux would report on the performance of Mr. Lambert for the time he has been Deputy Administrator. Mr. Ledoux stated that Mr. Lambert has had exemplary performance. He stated the person in this position has to be careful, truthful and thoughtful and Mr. Lambert is all three. Mr. Ledoux continued on to give a full report of his performance.

Mr. Lynam made a motion to recommend to Advisory Board the appointment of Michael Lambert to Administrator with a salary of \$125,000 and an additional \$300 monthly car allowance. Mr. Dutton seconded and the motion passed. This recommendation would be brought to the full Advisory Board for future action.

Mr. Ledoux then discussed with the board the Mr. Lambert's employment agreement. A general discussion occurred regarding the draft agreement that was included in the board package. Mr. Dutton made a motion to present the draft agreement to the advisory board for adoption as presented. Mr. Lynam seconded and the motion carried.

Mr. Ledoux Continued to discuss succession planning. He discussed multiple projects he is planning on being involved in after he steps down as Administrator. The projects included health insurance, fleet insurance, audit procurement, management contracts and bus procurements.

Under Old Business, Mr. Ledoux stated that the paratransit management contract assignment to First Transit is complete. He also commented on the State's Task Force meetings for RTA funding. Those meetings are ongoing and the hope is to see a final product in the form of a report and recommendation sometime soon.

Motion was made by Mr. Hegarty and seconded by Mr. Lynam to adjourn the meeting. Meeting adjourned at 10:15 am.

**List of handouts**

Agenda

Minutes – 09/25/18

Job Description

Michael Lambert Resume

Administrator Goals

Draft Employment Agreement

Interview Questions

Letter of Support

Ledoux Employment Agreement

Respectfully submitted,

Kelly Forrester

BAT