

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

April 8, 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 April 4, 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 January 14, 2019 were presented. Mr. Hegarty asked for a motion to accept the minutes. Motion carried.

Mr. Ledoux directed the committee's attention to the handouts in the Board packet. He explained that they are presenting the budget in a new format to simplify it and to more clearly show a balanced budget. Mr. Ledoux pointed out that the amended budget includes a part of the new Discretionary Grants that were awarded by MassDOT that will be implemented this fiscal year. Mr. Lynam commented that the new format shows a clear outline of the revenues and expenses and that the new format makes a lot of sense. Mr. Lynam made a motion to accept the amended budget and budget format. Mr. Dutton seconded and the motion passed.

Next, Ms. Sacchetti discussed Local Assessments. She directed the Committee's attention to the handout that was in their packets showing the estimated assessments for BAT service provided in FY2019. There were no questions.

Mr. Ledoux then discussed the draft FY2020 budget. He explained that the proposed budget included a modest three percent increase in expenses. He stated that the budget also reflects the MassDOT discretionary grants that were awarded to BAT for next year. Mr. Ledoux continued on to explain that some of these numbers might change depending on the Governor's budget and what the final number will be. Mr. Lynam made a motion to accept the draft 2020 budget and to present it as a draft to the Advisory Board. Mr. Dutton seconded and the motion passed.

Next Mr. Ledoux reminded the Board that BAT will be working on its' insurance renewal for May.

Next, Mr. Ledoux discussed the closeout of the NETS contract for paratransit services. He explained that the paratransit contract had been assigned to First Transit, Inc. and discussed the closeout process.

Mr. Lambert then discussed the plans for a new paratransit fare system. He explained that the goal is to modernize the current fare payment system and to ultimately make it easier for Dial-A-Bat customers to book and pay for their trips. Mr. Lambert stated that the current plan is to roll out a new system in FY20. Mr. Lynam made a motion to recommend moving forward with implementing a new paratransit fare system. Mr. Dutton seconded and the motion passed.

Under New Business, Mr. Ledoux stated that BAT is scheduled for a MassDOT Audit on April 24<sup>th</sup> and 25<sup>th</sup>. He also informed the committee of a recent ransomware attack on the paratransit server. The server was down for less than a day and BAT is working on implementing fixes that would help prevent it from occurring again.

Motion was made by Mr. Hegarty and seconded by Mr. Lynam to adjourn the meeting. Meeting adjourned at 10:00 am.

**List of handouts**

- Agenda
- Minutes – 1/14/19
- FY2019 Budget Narrative
- Amended FY2019 Budget
- Draft FY2020 Budget
- Schedule for Proposed New Service

Respectfully submitted,

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Kelly Forrester  
BAT