

**MONTACHUSETT REGIONAL TRANSIT AUTHORITY (MART)
MEETING MINUTES OF OCTOBER 29, 2015
MART MAINTENANCE FACILITY
1427R WATER STREET
FITCHBURG, MA 01420**

I. Call to Order

The meeting was called to order at 10:35 a.m.

ADVISORY BOARD MEMBERS PRESENT: (constituting a quorum)

Mayor Mark Hawke	Gardner
Mayor Dean Mazzarella	Leominster
Mayor Lisa Wong	Fitchburg
Ryan McNutt (representing Selectmen)	Lancaster
Selectperson Heather Billings	Westminster
Richard Hatch (representing Selectmen)	Shirley
Shaun Suhoski (representing Selectmen)	Athol
Kenneth F. Troup (representing Selectmen)	Bolton

ADVISORY BOARD MEMBERS ABSENT:

Keith Bergman (representing Selectmen)	Littleton
Selina Shaw (representing Selectmen)	Boxborough
Anita Scheipers (representing Selectmen)	Hubbardston
Alida Herring (representing Selectmen)	Winchendon
Laura Alger (representing Selectmen)	Royalston
Mark Carlisle (representing Selectmen)	Ashburnham
Alyson Toole (representing Selectmen)	Stow
Laura McIntye (representing Selectmen)	Hardwick
Robert Markel (representing Selectman)	Templeton
Robert Pontbriand (representing Selectmen)	Ayer
Pauline Clark	Rider to Board
Selectperson Phyllis Luck	Lunenburg
John Kilcoyne	Sterling
No Representative	Harvard
No Representative	Ashby

STAFF PRESENT:

Mohammed Khan, Bruno Fisher, James Sluss, Bonnie Mahoney, Jessica Lashua, Adam Gromelski, and Keary Connors

GUESTS PRESENT:

Thomas Schiavone	MassDOT
Andy Divoll	Management of Transportation Service
Phil Rocca	Management of Transportation Service
Keith Erickson	Stowe & Degon, LLC
Barbara Fuller	Stowe & Degon, LLC
George Kahale	Montachusett Regional Planning Commission
Carol Kenyon	Leominster Residence

II. Call to Order

III. General Comments

M. Khan informed the Board about the new Athol-Orange shuttle that will be starting November 1, 2015. This service will replace the Athol Dial-a-Ride Service. We had to adjust the service because of funding cuts.

S. Suhoski stated this service is used by the residents for essential needs like food and doctors' appointments. We need to find a way to get the funding built into the budget for next year.

IV. Approval of August 11, 2015 minutes

RESOLUTION- Mayor Mazzarella of Leominster moved that the Advisory Board of the Montachusett Regional Transit Authority approves the August 11, 2015 minutes as presented. The motion was seconded and passed unanimously.

V. Financial Matters

A. Status of State Funding

B. Fisher informed the Board that MART will receive an additional \$136,000 from the State.

B. Status of Federal Funding

M. Khan informed the Board that there will be a Federal Management Oversight (FMO) Committee coming November 9, 2015 to look at all of MART's financials.

C. Finance Committee Report

S. Suhoski informed the Board that the Finance Committee accepted the audit report.

D. Audit FY2015-Presentation by Stowe & Degon

Keith Erickson of Stowe & Degon informed the Board that they met with the Audit Committee on September 29, 2015. This is our fourth year doing the audit and this year's audit was the cleanest and most efficient process we have had. There were no audit findings and we have issued an unmodified audit opinion.

Barbara Fuller of Stowe & Degon informed the Board the uncollected funds are at \$400,000 this year from last year because of the ICO that the FTA ran on a trial basis through the State. There is only 1 ICO contract left; all other contracts have been terminated. There are also State and Federal funds which are outstanding; they originally were at \$1.5 million but now are down to \$100,000.

E. Audit Sub-Committee Report

S. Suhoski of Athol informed the Board the Audit Committee recommended acceptance of the audit report.

F. Acceptance of Audit as Presented

RESOLUTION- Shaun Suhoski of Athol moved that the Advisory Board of the Montachusett Regional Transit Authority approves to accept the audit as presented. The motion was seconded and passed unanimously.

G. Executive Compensation Sub-Committee Report

Mayor Lisa Wong informed the Board that the Executive Compensation Committee did not make any recommendations to change compensation; they voted to hold off until the mid-year finance update.

H. Outlook for 2016 for MART Operation and Financial Status

M. Khan informed the Board there would be an update on FY2016 budget in February or March. Special Needs Transportation on the brokerage side has been terminated. Individual schools have found that they can handle the transportation and it is a cost savings for them. The net impact on the budget will be about \$40,000-\$60,000.

V. Administrative Matters

A. Possible Cost of Living Adjustment for Existing Staff During 2016

M. Khan informed the Board that effective January 2016 he wants to institute a cost of living increase of about 2% for all employees.

J. Sluss informed the Board that we need financial information before we can decide to do a cost of living increase or pension. This financial information will help us to better understand if we are making the right decision. We do not want to start something that we will not be able to fully fund. The goal is to look at these options in the second half of the year.

Thomas Schiavone of MassDOT stated the State's concern over instituting a cost of living increase too soon. This item was frozen to help balance the budget and it is too soon/concerning, after getting the budget cleaned up, to institute.

B. CFO to Explore Various Pension Options for MART Staff

VI. Other Business

VII. Adjournment

The meeting adjourned at 11:27 a.m.