

**MONTACHUSETT REGIONAL TRANSIT AUTHORITY (MART)
MEETING MINUTES OF AUGUST 11, 2015
MART MAINTENANCE FACILITY
1427R WATER STREET
FITCHBURG, MA 01420**

I. Call to Order

The meeting was called to order at 10:41 a.m.

ADVISORY BOARD MEMBERS PRESENT: (constituting a quorum)

Trevor Beauregard	Representing Gardner
Mayor Dean Mazzarella	Leominster
Mayor Lisa Wong	Fitchburg
Ryan McNutt (representing Selectmen)	Lancaster
Selectperson Heather Billings	Westminster
Keith Bergman (representing Selectmen)	Littleton
Richard Hatch (representing Selectmen)	Shirley
Shaun Suhoski (representing Selectmen)	Athol
Selina Shaw (representing Selectmen)	Boxborough
Kenneth F. Troup (representing Selectmen)	Bolton(Phone)

ADVISORY BOARD MEMBERS ABSENT:

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, Sue Gallien, Adam Gromelski, and Keary Connors

GUESTS PRESENT:

Thomas Schiavone	MassDOT
George Kahale	Montachusett Regional Planning Commission

II. Call to Order

III. General Comments

R. Hatch of Shirley addressed the Board asking to get help getting the parking area in Shirley paved and some street lights put in. To help with these improvements Shirley would start charging for parking. MBTA owns part of the land so the Town and MART will have to work with them to gets these improvements.

M. Khan informed the Board that Westminster is looking into having the fixed bus route stop in their town. They are looking at two options either bus service in the town or another van for council on aging services. The bus would run from the Intermodal in Fitchburg to MWCC, this would be a rerouting of the Intercity Bus.

K. Bergman of Littleton let the Board know there is a meeting tomorrow with the MBTA to brief the communities on the new commuter rail schedule.

IV. Approval of March 31, 2015 and May 5, 2015 minutes

RESOLUTION – H. Billings of Westminster moved that the Advisory Board of the Montachusett Regional Transit Authority approves the March 31, 2015 and May 5, 2015 minutes as presented. The motion was seconded and passed unanimously.

V. Financial Matters

A. Status of State Funding

M. Khan informed the Board that an additional \$2 million for cost of living funding to the RTA's will be included in the budget. MART's portion of this additional funding will be about \$136,000.

B. Status of Federal Funding-2015 FTA Tri-Ennial Review – Summary of Findings

J. Sluss informed the Board we should have access to the last quarter of funding by the end of September. The money has been approved but not processes.

B. Fisher informed the Board that every three years the FTA comes in and does a Tri-Ennial Review and audits MART to make sure we are following proper FTA procedures. A consultant comes in for two days and does the audit. The audit was much more in-depth than it has been in previous years. We also had to do three enhanced modules or audits, two were financial and one was technical.

B. Mahoney stated MART had 15 finding during the Tri-Ennial audit, two of which we heavily debated with them, and she reviewed them with the Board. They did note that our maintenance was nearly perfect. She then answered questions about the findings. MART has until September 28, 2015 to resolve all of the findings. The final Tri-Ennial report will be distributed to all Board members and MART will keep them updated on all corrective actions taken to resolve the 15 findings.

C. Finance Committee Report-FY2015 Expenditures and Revenue Status

D. Formation and Designation of Audit Sub-Committee by MAB Chairman

RESOLUTION – K. Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority approve the creation of an audit sub-committee with 3-5 members. The motion was seconded and passed unanimously.

RESOLUTION – K. Bergman of Littleton moved that the Advisory Board of the Montachusett Regional Transit Authority nominates Athol, Bolton, Boxborough, Littleton and Westminster to the audit sub-committee. The motion was seconded and passed unanimously.

E. Formation and Designation of Executive Compensation Sub-Committee by MAB Chairman

J. Sluss informed the Board that in the past we have had an automatic step increase and we are moving towards a merit scheme and introducing cost of living. We have also restructured all of the titles. This will allow us to create better job descriptions and tie it back to a compensation level. There are no current raises scheduled for this year. The Board discussed the new payscale and changes.

RESOLUTION – S. Suhoski of Athol moved that the Advisory Board of the Montachusett Regional Transit Authority approve the creation of an executive compensation sub-committee with 3-5 members. The motion was seconded and passed unanimously.

RESOLUTION – S. Suhoski of Athol moved that the Advisory Board of the Montachusett Regional Transit Authority nominates Fitchburg, Lancaster and Westminster to the executive compensation sub-committee. The motion was seconded and passed unanimously.

F. Add James Sluss as MART Contract Signatory

RESOLUTION – S. Suhoski moved that the Advisory Board of the Montachusett Regional Transit Authority allows James Sluss, Controller to execute contracts on behalf of MART. The motion was seconded and passed unanimously.

G. Review of FY2016 Preliminary Financials & Progress on FY2015 Audit

J. Sluss informed the Board this year MART will close the books with a \$336,000 surplus as opposed to last year's \$1.4 million loss. We are looking towards further improvement in FY2016. We are looking at better benefits for the employees. MART will not look at reinstating raises until after 1st quarter is done.

IV. Administrative Matters

A. Election of Officers

Nominated: Mayor Mark Hawke, Chair

Mayor Dean Mazzarella, Vice-Chair

Floor nominations were solicited by the Chairperson and closed. There were none.

RESOLUTION 731 – R. Hatch of Shirley moved that the Advisory Board of the Montachusett Regional Transit Authority approves to elect Mayor Mark Hawke as Chairperson and Mayor Dean Mazzarella as Vice Chairperson. The motion was seconded and passed unanimously.

B. Public Hearing – Final Report on URS Comprehensive Service Analysis

B. Mahoney informed the Board that MART will have a public meeting on August 18, 2105 at 5:30pm to present the entire Comprehensive Service Analysis Report. This report only focused on the fixed route it did not analyze ADA Paratransit.

T. Schiavone of MassDOT stated there is a plan to do a separate ADA Paratransit Study; it is going out to bid in the next month.

V. Other Business

VI. Adjournment

The meeting adjourned at 11:55 a.m.