

MART Finance Committee Meeting Minutes  
January 20, 2016

The meeting was called to order at 9:00a.m.

**MEMBERS PRESENT: (constituting a quorum)**

Keith Bergman (Chairman)	Littleton
Ken Troup	Bolton
Michael Barbaro	Winchendon

**MEMBERS ABSENT:**

Mayor Lisa Wong	Fitchburg
Shaun Suhoski	Athol

**STAFF PRESENT:**

Mohammed Khan, Bruno Fisher, James Sluss, Jessica Lashua, Benilda Martinez, Keary Connors

**GUESTS PRESENT:**

Thomas Schiavone, MassDOT  
Phil Rocca, Management of Transportation Services  
George Kahale, Montachusett Regional Planning Commission  
Mike Wyman, Union President

- Approval of Minutes
  - Ken Troup of Bolton moved to approve the minutes from August 5, 2015. The motion was seconded and passed unanimously.
- Financial Update 1<sup>st</sup> Quarter Fiscal Year 2016
  - Budget and Expenditures Report 3 months FY2016
    - James went over the first quarter financials and year to date there is a \$166,000 surplus. He informed the Board that we are heading into our most expensive months, winter. On the brokerage side we have kept our cost structure down and have already earned our brokerage incentive ahead of time. On the transit side we had the elimination of the ICO back to the transit cost, which now we are earning money on. MART will also see savings on fuel, heat and electricity with the help of our Facilities Manager. Paying down the RAN is not in the plans for this year.
  - Mohammed stated we are looking into increasing services on fixed route by about an hour, cost of living increase for staff and pension options for staff. Some cost will be added but we are still looking at a balanced budget.
  - Keith Bergman of Littleton suggested we do some type of rate review very two years instead of waiting so long to do rate increases.
- FY2017 Budget Draft for the Advisory Board
  - Mohammed stated he has taken the revised FY2016 budget and increased it by 2% on expenditure and revenue sides. There are a few line items that have been increased more than 2%; fixed route, ADA services, increase in staff payroll for cost of living increase and pension.

The Board requested an FY2016 & FY2017 comparison side by side.

- Status update retirement review

James went over the pension/retirement options for MART and the advantages and disadvantages of each. (see attachment) James stated he would recommend MART joining the 403b-nonprofit organization pension plan. There is no deadline and MART can join at anytime. The 10% contribution for this plan is already built into the budget. He has looked at a wide scope of RTA's and what they have for retirement plans, there is no set definition for RTA's in regards to retirement plans.

Keith Bergman of Littleton stated we should continue to explore the 403b option and continue the vetting process also including the employees.

Ken Troup of Bolton moved to have James review FY2017 budget for recommendation and have more information about the 403b pension plan to bring forward for full consideration at the MART Advisory Board meeting. The motion was seconded and passed unanimously.

- Line of Credit Increase Success

James informed the Board the line of credit has been increased to \$5 million. This line of credit is used for cash flow issues and will probably only be used twice a year and paid right down.

- Open Items

- Adjournment

The meeting adjourned at 10:29a.m.