

Berkshire Regional Transit Authority
Minutes of the Finance/Audit Committee

October 27, 2016 at 3 PM
BRTA Intermodal Transportation Center
One Columbus Avenue, Pittsfield, MA 01201

MINUTES

Berkshire Regional Transit Authority Finance/Audit Committee Members present:

Sandra Lamb, North Adams and Peter Gallant, Lanesborough
Also present: Robert Malnati and Sarah Vallieres, BRTA staff

1. **Approval of Minutes for September 29, 2016 -VOTE**

Committee members reviewed the minutes of September's meeting. Ms. Lamb made the motion to accept the minutes, was seconded by Mr. Gallant, and approved by all.

2. **FY16 Budget**

Mr. Malnati discussed the budget and explained the decrease in farebox income is due to the ridership being down; the fringe benefit is up because of the pension expense; and grant allocations is up and showing as an expense, but will be paid back as a grant; and the ADA startup costs were not allocated within this budget. Mr. Malnati assured the committee that he will be monitoring the budget. Mr. Gallant discussed the importance of funding the pension and Mr. Malnati will check with Parker how much to fund for next year to apply to the FY 18 budget.

3. **FY 16 Ridership**

Mr. Malnati analyzed the drop in ridership and attributed this to the decrease in college student riders, which was confirmed by the decline in BCC's student enrollment. Mr. Gallant mentioned the further potential decrease in ridership if the Super Walmart opens on Tyler St.

4. **Asset Transfer LRTA to BRTA-VOTE**

Mr. Malnati explained that BRTA would like to request from FTA the transfer of 3 transit buses from Lowell Regional Transit Authority (LRTA) to the Berkshire Regional Transit Authority (BRTA). Each bus is 2005 vintage with over 300,000 miles and have exceeded their useful lives with no remaining Federal interest. BRTA will overhaul these vehicles and place into revenue service to fill the short term need of larger vehicles pending the arrival of the replacement vehicle ordered earlier this month. There will be a cost between \$5000 - \$8,000 per unit to return these vehicles to service. Ms. Lamb made the motion to recommend the asset transfer from LRTA to BRTA, was seconded by Mr. Gallant, and approved by all.

5. **Old Business**

None

6. **New Business**

Mr. Malnati showed and distributed to the Finance Committee the mapping for route 34 and the new bus schedule concept. Mr. Gallant asked what type of bus will travel the route 34, to which Mr. Malnati stated a smaller circulator bus. This will have a November 28th start date.

Mr. Malnati created a deadhead hours analysis based upon the 2015 assessments to show how the deadhead hours becoming in-service hours would affect each community. This will allow BRTA to extend service hours. Mr. Gallant asked if other communities

besides Lanesborough had a “double whammy” of fixed route service on both Routes 7 and 8.

Mr. Malnati discussed the ridership on route 7 is very low and BRTA will possibly be ending this route. Williams will contribute \$2000, but BRTA has no federal funds to cover the rest of the costs.

7. **Adjournment and Next Meeting**

Next meeting date to be discussed in the future. Sandy made the motion to adjourn, was seconded by Mr. Gallant, and approved by all.