

Berkshire Regional Transit Authority  
Minutes of the Finance/Audit Committee

September 18, 2014

11:30 AM

BRTA Intermodal Transportation Center  
One Columbus Avenue Pittsfield, MA 01201

MINUTES

**Berkshire Regional Transit Authority Finance/Audit Committee Members present:**

Sandra Lamb, North Adams; Peter Gallant, Lanesborough; Leonard Lipton, Pittsfield

Also present: Gary Shepard, Robert Malnati, Kaylyn Hunkler – BRTA staff; Kirk Dand – BTM GM; David Irwin – Adelson & Co.

**1. Minutes**

Ms. Lamb made the motion to accept the minutes from the March 5, 2014 meeting, was seconded by Mr. Lipton and approved by all. Ms. Lamb made the motion to accept the minutes from the May 15, 2014 meeting, was seconded by Mr. Lipton and approved by all.

**2. Introduction New Staff**

Mr. Shepard introduced Kirk Dand as the new General Manager of BTM. Kirk has worked as GM at Cape Cod RTA where he worked with Mark McClanan. Kirk brings his experience with ITS, Combining fixed route and paratransit services, and call centers to BRTA. Kirk spoke highly of the BTM staff and stated with proper instruction they will install proper procedures at BTM.

Mr. Shepard introduced Kaylyn Hunkler as the new CFO for BRTA. Kaylyn was the VP of Finance at Marland Mold prior to joining BRTA. She has accounting experience with Milton Bradley also. Kaylyn will be learning her new job at a very exciting and hectic time of year with the annual audit and Triennial Review on the horizon. Katrina has assisted with Kaylyn's training on BRTA's systems. Diane from BTM has worked with Kaylyn on the S & B farebox reports.

**3. FY 14 Audit**

David Irwin presented and reviewed the draft FY 14 document performed by Adelson & Co.

**4. FY 14 Audit Recommendation**

After the draft audit document review by David Irwin, Mr. Gallant made the motion to have the Audit/Finance Committee accept the FY 14 draft audit and recommend the full BRTA Advisory Board vote to accept the report at the next scheduled meeting. Mr. Lipton seconded the motion, which passed.

**5. FY 14 Borrowing**

Mr. Shepard informed the committee that he will be signing a contract with Eastern Bank later today for the Revenue Anticipation Note. Last year Eastern Bank won the \$5.2M note at .427% interest rate. This year Eastern Bank won the \$4.7M note at .436% interest rate.

**6. Triennial Review**

Mr. Shepard announced the Triennial Review will take place on September 23 and 24, 2014. All staff will be on site and ready to answer any additional questions the review team may have.

**7. Old Business**

The board Agenda is ready and when sent out will include the latest customer service survey results and a presentation from Route Match.

**8. New Business**

None discussed.

**9. Adjournment**