

Berkshire Regional Transit Authority
Minutes of the Finance/Audit Committee

May 23, 2019 at 3:15 PM
BRTA Intermodal Transportation Center
One Columbus Avenue, Pittsfield, MA 01201

MINUTES

Berkshire Regional Transit Authority Finance/Audit Committee Members present:

Peter Gallant, Lanesborough; Sandy Lamb, North Adams; and Doug McNally, Windsor
Also present: Robert Malnati and Sarah Vallieres, BRTA staff

1. **Approval of Minutes for May 8, 2019 -VOTE**

The Finance Committee members reviewed the minutes of the May 8, 2019 meeting. Mr. McNally made the motion to accept the minutes, was seconded by Mr. Gallant, and approved by all.

2. **Approval of FY 20 Draft Budget – VOTE**

Mr. Malnati explained to the Finance Committee the few categories adjustments were made to balance the budget:

- Increase interest revenue
- State funding at \$86M, rather than \$87M
- Federal funding line item, the 2 mini buses were taken out to balance out the budget
 - BRTA will apply for a 5339 discretionary grant
- Replacement of 5 computers
- Increased insurance for cybersecurity and personal

Mr. McNally asked if BRTA could participate in the municipal insurance. Mr. Malnati said he would investigate eligibility. BRTA is still waiting for HST numbers. The budget was crafted using placeholders from last year's actuals. The Board will be asked to approve the budget but will amend the HST section once we receive their budget numbers.

Mr. McNally made the motion to accept the budget, was seconded by Ms. Lamb, and approved by all.

3. **State Budget Update- Bob**

Mr. Malnati shared that last night he received word that the Senate proposed a \$90.5M budget, with \$4.5 of this going to performance grants. This would include a CPI but the base level is \$86M. The House proposed \$86M with no CPI or performance grants, while the Governor proposed \$86M, with \$4M for performance grants, with the base level at \$82M. Mr. Malnati has a call this afternoon to discuss this. The Senate will be discussing this on May 21. Mr. Malnati recommended the Finance Committee meet again before the August Advisory Board meeting for the final budget review.

4. **Old Business**

Mr. Malnati stated that Ms. Irvin is interested in remaining Chair of the Advisory Board.

5. **New Business**

Mr. Malnati shared with the Committee the new and updated bus schedules for the Route 1 and Route 21X which includes the evening bus service. Posters will also be created similar to the Route 11N and will be shared on the buses and various facilities. Mr. McNally asked how long will BRTA service the Berkshire Mall, to which Mr. Gallant responded Target and Regal Cinemas are still open. Mr. Malnati stated the bus still goes into the Mall but will not in the evening. Mr. Gallant mentioned surveying the employees at both facilities, to which Mr. Malnati responded Ms. Davine could provide outreach.

Mr. McNally asked where we stand with Mr. Coleman's South County study. Mr. Malnati is waiting for the final report but does not believe that this will be revenue neutral. Operations will need to run the route but does not think the Pittsfield/Great Barrington run will take 45 minutes. Mr. Malnati stated that it is good Mr. Coleman is getting people talking about transit; everybody wins. Mr. McNally believed the concepts of the loops in South County is a good idea. Mr. Gallant stated there should be a base for BRTA to store buses.

Mr. Malnati discussed the findings of the MassDOT audit and the final report will be due on July 17, 2019. All findings were corrected promptly: Downing security camera hard drive was off line, the Administrator's time sheet needs to be reviewed by another staff; update to policy manual; and some of the audited invoices did not have signatures.

6. **Next Meeting**

The next meeting will be August 22, 2019 at 3 PM.

F E M N A L