



CERTIFICATION OF MINUTES

CERTIFICATION OF NOTICE OF THE ADVISORY BOARD MEETING

I hereby certify that the attached minutes are a true copy of the minutes of the meeting of the Advisory Board of the Greater Attleboro-Taunton Regional Transit Authority held on **December 18, 2019.**

I further certify that the votes were taken at a meeting open to the public; that no vote was taken by secret ballot; that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the budget) was (i) filed with the Municipal Clerk of each of the member municipalities (collectively, the "Municipal Clerks") and copies thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Municipal Clerks and the Authority Administrator are located, or in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b) or (ii) posted on the Authority's website in accordance with 940 CMR 29.03(3)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting; that no deliberations or decision in connection with the adoption of the budget were taken in executive session; and that the official record of the meeting was made available to the public promptly; all in accordance with G.L. c.30A, §§ 18-25 as amended.

I further certify that notice of the meeting was given to all members of the Advisory Board in accordance with the by-laws of the Authority.

Date: 5/1/20

Francis J. Gay
Francis J. Gay, Administrator



MEMO

To: GATRA Advisory Board Members and/or Designees
From: Mayor Donald Cleary, Chairman
Date: December 13, 2019
Subject: GATRA Advisory Board Meeting, December 18, 2019, 2:00 p.m.
Location: Wheaton College, Mary Lyon Hall – Holman Room, Norton, MA

AGENDA

1. Introductions
2. Approval of November 6, 2019 Minutes
3. GATRA Status of Capital Projects & Service Update
4. Election of Officers
5. Executive Compensation Committee Recommendations – GATRA Administrator
6. Executive Compensation Committee – Staff Wage Adjustments
7. FY2020 Budget Revision 2
8. SRPEDD Program Update
9. Other Business

GATRA Advisory Board Minutes

December 18, 2019

Those in attendance:

Scott Bragdon, Norfolk
Paula Rossi-Clapp, Kingston
Mayor Don Cleary, Taunton
Kevin Dumas, Mansfield
Josie Dutil, Bellingham
Britany Faria, Seekonk
Joseph Ryan, Pembroke
Francis Gay, GATRA
Nancy Foley, GATRA

James Gouveia, Lakeville
Greg Guimond, Marshfield
Linda Hayes, Scituate
Mayer Heroux, Attleboro
Richard Leitch, Norton
Joanne Moore, Duxbury
Michael Raymond, Veteran Svc.
Angie Constantino, SRPEDD

The Advisory Board called to order by Mayor Cleary. Mayor Cleary introduced himself to the Board and informed everyone that he is currently the Mayor of Taunton as Mayor Hoye has stepped down and Mayor O'Connell will not be starting until early January.

- 1. Introductions** were made by those present.
- 2. Approval of the November 6, 2019 Minutes:**

MOTION by Greg Guimond to approve the Minutes **Seconded:** by Mayor Heroux and **passed** by the Advisory Board

The Minutes of November 6, 2019 GATRA Advisory Board Meeting were distributed to the Advisory Board for approval.

- 3. GATRA Status of Capital Projects and Service Update.**

Frank reported GATRA has received notification from MassDot that GATRA was awarded several of the Community Transit Grants. We received an additional \$50,000 for the Medwheels Program. The Medwheels program provides long distance medical transportation for those in Attleboro, Taunton and surrounding communities. GATRA also received van funding of \$900,000 which is 100% funding from the State. This will allow an additional 10 small vehicles and 4 mini buses. GATRA also received funding to update the Ridematch Program. Ridematch is now a statewide database of public and private transportation options. The additional money will be used for direct booking in our region directly from the Ridematch site as a pilot project. We received additional Uber

funding for the Attleboro/Norton Uber program that we have been doing with area agencies. The client has to be receiving services from one of the participating human service agencies. The Uber program can then provide transportation that GATRA cannot provide such as nights and Sundays. Additional funding has been approved to continue the Wareham/New Bedford Bus service. This has been operating for year and half on a demonstration basis with good ridership. GATRA has not received official confirmation, but it looks like GATRA will receive additional funding to continue the Microtransit Program in the Mansfield/Foxboro. We are also expecting approval of money to try the Microtransit program in the Plymouth area. Once we receive official notification we will be moving ahead both services.

4. Election of Officers

Frank explained to the Board that historically the Chairman of the Advisory Board is the most senior Mayor. Mayor O'Connell will begin in January which makes Mayor Heroux the most senior Mayor. He has graciously offered to assume the Chairmanship. It is not election, but the Board will have to vote to ratify the officers. They would be: Mayor Heroux, Chairman, Mayor Shauna O'Connell, Vice Chair and Kevin Dumas from Mansfield, Clerk. A **motion** was made by Greg Guimond to ratify the officers as stated, **seconded** by Joanne Moore, the motion **passed**.

5. Executive Compensation Committee - Recommendation GATRA Administrator

Joanne Moore, chair of the Executive Compensation Committee reported that they have been meeting since July in the process of finding a new Administrator. Linda Hayes, Richard Leitch and Jane Callahan all reviewed resumes and interviewed candidates so that they could bring forth a strong candidate to the Advisory Board. They all took the role very seriously. GATRA is a strong and vital organization and they wanted to make sure the candidate selected would take what Frank has built and expand upon it. The Committee also wanted to make sure that the candidate would be a good match with the staff. They interviewed many talented individuals. This including three internal candidates; one dropped out, one was not brought forth for second interview and the third was considered with mentoring and development. In the end they did not select the internal candidate. During the first round they received 33 resumes, five were chosen for an interview, four for a second interview. The position was then offered and verbally accepted. The candidate then declined after a neighboring authority was combined with his authority and he was taking over both areas. The Committee began again. They re-advertised and received 51 resumes and interviewed five

candidates. Joanne announced that the Committee has selected Mark Souza and has offered him the position of GATRA Administrator. Mark has managed the largest public transit authority in Vermont with over 225 employees and a \$22 million annual budget. His management style is a good match with GATRA Staff. Mark has extensive knowledge working with unions which will be helpful.

His experience with paratransit and the fixed route systems were very important as this is an integral part of GATRA.

In Nashua, NH Mark worked as the Mayor's liaison at the State House. Lobbying is a big part of job and being the face of GATRA and he will do that well. Mark has good working relationships with FTA - Region 1. Mark received very positive feedback from the reference calls. The Committee feels confident that he will be a good choice to lead GATRA going forward.

Joanne took this opportunity to thank Frank for 40 years of service. GATRA would not be where it is today without him. During his tenure he has expanded the service of GATRA with his leadership, innovation and his creative partnerships. Frank always comes from a place of "yes" which is a wonderful thing. Frank is very well thought of on Beacon Hill. His care and concern for his staff is to be commended. We have been very fortunate to have worked with you and are all thankful for your dedicated service.

Frank shared that when he started there were six communities and 1 bus. He was working for the mayor of Taunton in community development. He began in 1979 on an interim basis. Frank has enjoyed working with all members of the Advisory Board and all of the communities. Frank then introduced Mark Sousa.

Mark was then welcomed by the Board and everyone introduced themselves. Mark thanked the Board for allowing him to be there, He is very excited to be moving into this area and being closer to family. He is very much looking forward to this change and feels it will be an exciting opportunity. He does not take lightly the work that Frank and his staff have done and wants to move that forward.

Mark stated that he started his career in Law enforcement in Miami, Florida. More recently he worked for the City of Nashua, NH as a lobbyist for the Mayor and spent 6 months at the State House. He then began working in the Nashua Transit System. He took over the leadership, his experience, being able to think outside of the box brought a different perspective to the industry. He took over parking, transportation planning and the commuter rail station.

Mark feels he is a true leader, and is looking forward to all different opportunities. He has open door policy, is very transparent and builds relationships quickly. He always has an open mind and thinks outside of the box. Mark has excellent working relationship with Peter Butler from the FTA. Mark has always had extremely open relationship with the FTA and has used as a FTA as a resource. The FTA is a major funding source and this open relationship has been mutually beneficial. Mark managed 225 staff in Vermont and in Nashua he had an administrative staff of 25 and a 3rd party operator.

The Chairman asked Mark to step outside for few minutes to allow the Advisory Board to discuss his appointment.

Mayor Cleary asked if there was any more discussion, there was none, the Chairman then asked for a Motion. Greg Guimond **moved** to appoint Mark Sousa as the GATRA Administrator, Linda Hayes **seconded**, motion was **approved**.

Mr. Dumas asked if the Executive Compensation Committee had discussed Mark's compensation. Joanne Moore reported that his compensation was finalized and with this motion Mark would be on board. Frank will stay on part time during the transition. Frank will work with Mayor Heroux over next few weeks to finalize the contract.

Frank wanted to inform the Board regarding one issue with Mark. When he left Burlington there was an agreement with him and the Board about his leaving the position. Jane did a lot of calls to discuss this situation with different people. The committee feels comfortable that Mark's story is a reasonable story. Sometimes there are differences and people part ways.

Mayor Cleary asked for a motion to have Chairman Heroux and Frank Gay work to finalize the details of Mark Sousa's Contract. Greg Guimond made the **motion**, Mr. Leitch **seconded**, motion **passed**.

Mark was then invited back to meeting.

6. Executive Compensation Committee – Staff Wage Adjustments

Joanne Moore reported that the Committee has been working with Jane Callahan to make sure that staff are adequately paid and have titles representative of the work they are doing. Frank handed out a wage comparison and increase suggestions. The Committee is proposing three title changes: Director of Brokerage Services, Director of Capital Programs and Director of Administration and Compliance. Overall, the Committee is asking for a \$50,620 increase to cover the salary expenses. Frank is confident they can cover these expenses. Dumas

asked about the differences in increases. Director of Brokerage is more reflective of what the position is, the increase puts the Director of Brokerage of the low end of the comparison chart. The Director of Administration & Compliance will now be on par with the other directors. Joanne reported this person has streamlined processing FTA and state reporting processes. It is now a much more efficient system. Frank reported that this position is now comparable to the Director of Customer Relations and is on par with Director of Capital Projects. The change in title is to recognize the work she is actually doing.

Mayor Clearly asked for a motion to adopt the recommended pay adjustments, Kevin Dumas **Moved**, Mr. Leitch **seconded**, motion **passed**.

7. FY 2020 Budget Revision

Frank would like to wait on this due to the fact that we have received two new grants but have not had the formal announcement from the State. This will affect our operating budget. Based on the previous vote on staff wages and when the final numbers come in for the grants Frank will update the budget. There are still Union negotiations going on with Plymouth/Wareham drivers for the Fixed Route and Demand Response contract with the union. It is at 3% but could go a little higher, which would impact our budget. The union contract will be retroactive back to July. Staff increases will start sometime in January and will not be retroactive. Frank expects to have the Budget Revision by early next year.

8. SRPEDD

Angie Constantino reported that SRPEDD has been out at Taunton High School counting boarding at the school bus stop. They have reports from students and faculty that the buses are very full. They have done some counts there. They are looking at routes 7 and 8 to see if there are enough vehicles on the road. SRPEDD is working on compiling that data and will report to GATRA. Frank reported that this has something to do with the Legislature looking at information on school transportation statewide. GATRA has been working with Taunton High School on this, including changing some of the routes along the Winter street area to try to pick up some of the students that are walking.

9. Other Business

Frank reported that was no other business at this time. Mayor Cleary would like to send a copy of Mark's resume to all Board members.

Motion to adjourn by Mayor Cleary, Greg Guimond seconded, motion passed.

Meeting adjourned at 3:15 p.m.

**Wage Comparison
12/18/2019**

		<u>2019 Dollars</u>					
		<u>Current Salary 12/18/19</u>	<u>Aged Market Rates</u>	<u>RTA Data*</u>	<u>Recommended Adjustment</u>	<u>\$ Cost of adjustment</u>	<u>% Increase</u>
Administrator	F. Gay	\$127,400	\$127,164	\$130,838	\$130,000	\$2,600	2%
Chief Financial Officer	D. Burgess	\$90,750	\$105,044	\$92,701	\$93,000	\$2,250	2%
Dir. Of Brokerage Services	B. Damaso	\$78,600	\$95,624	\$96,285	\$88,000	\$9,400	12%
Information Technology Services Manager	L. Emond	\$82,000	\$84,474	\$73,572	\$83,500	\$1,500	2%
Dir. Of Capital Programs	R. Morgan	\$80,000	\$82,969	\$82,275	\$81,500	\$1,500	2%
Dir. Of Customer Relations/ADA Coord.	J. LaFerrara	\$78,850	\$81,126	\$70,717	\$80,500	\$1,650	2%
Financial Officer/HR	K. Kisamore	\$79,100	\$71,082	\$69,368	\$81,000	\$1,900	2%
Brokerage Office Manager	L. Dourado	\$62,500	\$64,372	\$68,709	\$67,000	\$4,500	7%
Dir. Of Administration & Compliance	S. Forte	\$62,500	\$57,863	\$60,779	\$75,000	\$12,500	20%
Brokerage Accountant	D. Brocato	\$50,550	\$51,872	\$51,575	\$53,000	\$2,450	5%
Brokerage Program Supervisor	N. McCone	\$49,300	\$50,179	\$44,062	\$51,500	\$2,200	4%
Brokerage Program Supervisor	M. Rego	\$49,300	\$50,179	\$44,062	\$51,500	\$2,200	4%
Brokerage Bookkeeper	W. Bonlin	\$44,300	\$45,481	\$47,000	\$47,000	\$2,700	6%
Facilities Manager	J. Higgins	\$71,650	\$71,611		\$73,000	\$1,350	2%
Broker/Auditor/Trainer	A. Barlow	\$57,950	\$61,307	\$54,387			
Administrative Secretary	N. Foley	\$34,580	\$43,657	\$43,692	\$36,500	\$1,920	6%
Mobility Manager	Was Mary		\$60,329				
					TOTAL ADD:	\$50,620	

Aged Market Rates are pro-rated 2015 survey rates using a 3% increase year over year.
* RTA data reflects select positions similar in responsibility and scope. Comparables are limited for some positions.

SIGN IN SHEET - Advisory Board Mtg - DATE 12-18-19

WghtdVte	Town	Designee	SIGNATURE
5.25	Attleboro AFC	Mayor Heroux	<i>[Signature]</i>
2.54	Bellingham	Josie Dutil, COA Director	<i>[Signature]</i>
1.37	Berkley	Heather Martin-Sterling, BOS Mbr	<i>[Signature]</i>
*1.59	Carver	Carole Julius, COA	
*1.15	Dighton	Alice Souza, COA	
2.21	Duxbury ECC	Joanne Moore, COA Director	<i>[Signature]</i>
2.30	Foxboro	Marc Craig, COA Dir.	
x 3.48	Franklin AFC	Robert Dellorco, TCMbr	
1.92	Hanover	Tammy Murray, COA Director	
1.95	Kingston	Paula Rossi-Clapp, COA Director	<i>[Signature]</i>
1.57	Lakeville	James Gouveia	<i>[Signature]</i>
2.74	Mansfield	Kevin Dumas, Town Admin.	<i>[Signature]</i>
2.97	Marshfield	Greg Guimond, Town Planner	<i>[Signature]</i>
1.93	Medway	Courtney Riley, COA Director	
x 2.73	Middleboro	Andrea Priest, COA Director	<i>[Signature]</i>
2.20	Norfolk	Scott Bragdon, HR Director	<i>[Signature]</i>
*3.18	N. Attleboro AFC	Michael Gallagher	
2.07	Norton ECC	Richard Leitch	<i>[Signature]</i>
2.48	Pembroke AFC	Joseph Ryan	<i>[Signature]</i>
28	Plainville	Stacey Powell-Outreach Coord.	
x 1.18	Plymouth	Flaherty - Plymouth Town Hall	
*2.02	Raynham	Elizabeth Moura, COA Director	
*1.20	Rehoboth	Bradley Marshall	
2.28	Scituate ECC	Linda Hayes, COA Director	<i>[Signature]</i>
2.07	Seekonk	Brittney Faria, COA	<i>[Signature]</i>
5.33	Taunton AFC	Mayor Heye	<i>[Signature]</i>
*3.13	Wareham	Alan Slavin, Chairman of BOS	
1.89	Wrentham	Janet Angelico, COA Director	
1.00	ADA Delegate	Michael Raymond, MansfieldVetSrvs	<i>[Signature]</i>
1.00	Rider Delegate	Vacant - Taunton	
0	SRPEDD	Paul Mission	
0	SRPEDD	Angie Constantino	<i>[Signature]</i>
0	Secretary	Nancy Foley	
0	Adminstrator	Frank Gay	
72.01			

Advisory Board - December 18, 2019

	WghtdVte	1Yes/0No	Town	Designee
	5.25	5.25	Attleboro AFC	Mayor Heroux
	2.54	2.54	Bellingham	Josie Dutil, COA Director
	1.37	0	Berkley	Heather Martin-Sterling, BOS Mbr
	1.59	0	Carver	Carole Julius, COA
	1.15	0	Dighton	Alice Souza, COA
	2.21	2.21	Duxbury ECC	Joanne Moore, COA Director
	2.30	0	Foxboro	Marc Craig, COA Dir.
	3.48	0	Franklin AFC	Robert Dellorco, TCMbr
	1.92	0	Hanover	Tammy Murray, COA Director
	1.95	1.95	Kingston	Paula Rossi-Clapp, COA Director
	1.57	1.57	Lakeville	James Gouveia
	2.74	2.74	Mansfield	Kevin Dumas, Town Admin.
	2.97	2.97	Marshfield	Greg Guimond, Town Planner
	1.93	0	Medway	Courtney Riley, COA Director
	2.73	0	Middleboro	Andrea Priest, COA Director
	2.20	2.2	Norfolk	Scott Bragdon, HR Director
	3.18	0	N. Attleboro AFC	Michael Gallagher
	2.07	2.07	Norton ECC	Richard Leitch
	2.48	2.48	Pembroke AFC	Joseph Ryan
	1.28	0	Plainville	Stacey Powell-Outreach Coord.
	5.18	0	Plymouth	Flaherty - Plymouth Town Hall
	2.02	0	Raynham	Elizabeth Moura, COA Director
	1.20	0	Rehoboth	Bradley Marshall
	2.28	2.28	Scituate ECC	Linda Hayes, COA Director
	2.07	2.07	Seekonk	Brittney Faria, COA
	5.33	5.33	Taunton AFC	Mayor Hoye
	3.13	0	Wareham	Alan Slavin, Chairman of BOS
	1.89	0	Wrentham	Janet Angelico, COA Director
	1.00	1	ADA Delegate	Michael Raymond, MansfieldVetSrvs
	1.00		Rider Delegate*	Vacant - Taunton
	0		SRPEDD	Paul Mission
	0		SRPEDD	Angie Constantino
	0		Secretary	Nancy Foley
	0		Adminstrator	Frank Gay
	72.01	36.66		