

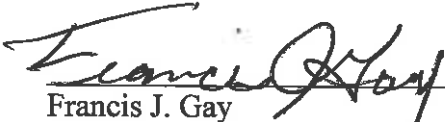
**CERTIFICATION OF MINUTES**

**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 **May 26, 2022.**

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.

  
Francis J. Gay  
Interim Administrator

4/21/22  
Date

**GATRA Advisory Board Meeting**  
**May 26, 2022 - 2:00**  
**Taunton City Hall**  
**15 Summer Street**  
**Taunton, MA 02780**

Mayor Heroux called the meeting to order at 2:07 p.m.  
A Roll Call Attendance was taken; present were:

Attleboro (5.40) Mayor Heroux	Pembroke (2.53) Joseph Ryan
Bellingham (2.59) Josie Dutil	Plympton (1.0) Colleen Thompson
Berkley (1.38) Heather Martin Sterling	Rehoboth (1.21) Bradley Marshall
Duxbury (2.25) Joanne Moore	Scituate (2.32) Linda Hayes
Franklin ((2.35) Cobi Frongillo	Taunton (5.49) Mayor O'Connell
Hanover (3.57) Tammy Murray	Wareham (3.20) Alan Slavin
Lakeville (1.59) Christina Cotsoridis	Wrentham (1.92) Janet Angelico
Mansfield (2.80) Kevin Dumas	ADA Advocate (1.0) Michael Raymond

**1. Approval of Minutes of March 22, 2022.**

Mayor Heroux asked if any discussion regarding the March 22nd minutes, hearing none, he made a motion to approve the minutes. Mayor O'Connell seconded.

A roll call vote was taken: add here

Attleboro (5.40) Mayor Heroux - aye	Pembroke (2.53) Joseph Ryan-aye
Bellingham (2.59) Josie Dutil - aye	Plympton (1.0) Colleen Thompson-aye
Berkley(1.38) Heather Martin Sterling-aye	Rehoboth (1.21) Bradley Marshall-aye
Duxbury (2.25) Joanne Moore - aye	Scituate (2.32) Linda Hayes-aye
Franklin ((2.35) Cobi Frongillo-	Taunton (5.49) Mayor O'Connell-aye
Hanover (3.57) Tammy Murray - aye	Wareham (3.20) Alan Slavin-aye
Lakeville (1.59) Christina Cotsoridis -aye	Wrentham (1.92) Janet Angelico-aye
Mansfield (2.80) Kevin Dumas -aye	ADA Advocate (1.0) Michael Raymond-aye

The motion passed.

**2. Introduction of Administrator Candidate**

Mayor Heroux stated he has personally worked with Mary Ellen DeFrias for a few years and she has been a delight to work with. Mary Ellen is competent, hard working and clear with her communications. Mayor Heroux feels like Mary Ellen would be an excellent Administrator.

**a. Consultant Overview by Bernie Lynch & Ray Santili, Community Paradigm Consultants**

Bernie Lynch reported on the search process. To begin the process they worked with Frank to develop a position statement which outlined the skills and attributes being sought. This position statement allowed GATRA to define what they are looking for in their key position. The position statement was also used to advertise the position. The position was advertised in a number of different locations. Paradigm did a considerable amount of outreach. The search resulted with 7 applicants. This group was then narrowed down to 4 candidates. A group of Board members screened the candidates and narrowed it to the two finalists. The two finalists were brought forward to the Executive Compensation Committee. Each of the candidates had a site visit with Frank and had the opportunity to tour the GATRA facility and to meet staff.

The finalists were interviewed by the Executive Compensation Committee.

The Executive Compensation Committee voted to bring forth Mary Ellen DeFrias to the full board for consideration of the Administrator position. This was contingent on a background check. A CORI check was completed, with nothing on her record. Paradigm also verified her education and her employment. They spoke to a number of people within the organizations she has worked and comments echoed the Mayor comments with a high level of support for her and endorsement of her skills. Based on their experience in this field Paradigm feels confident that Mary Ellen is a very good candidate for GATRA.

Mayor Heroux asked Mary Ellen to say a few words and then opened to the Board for questions. Mary Ellen introduced herself and informed the Board that she currently serves as a Vice President for Community Investment for Mass Development. This position has allowed her to work with many of GATRA communities for betterment of the communities, for residents and for economic development. Prior to that she worked for Southeastern Regional Transit Authority for seven years as Grants Manager and Capital Projects Manager. This position gave her a strong foundation in working with FTA, and going through the Triennial review process. The majority of her career has been in the Municipal arena.

Mayor O'Connell added that she also supports Mary Ellen as the Administrator candidate. The Mayor stated that Mary Ellen has a passion for her work and the ability to get things done. Her wide breadth of experience and knowledge will be very helpful in this position.

Cobi Frongillo asked about Mary Ellen's thoughts of the role of Administrator and the direction of GATRA. Mary Ellen feels like GATRA is a choice rider area and she would like to see people see GATRA as a true alternative to taking their cars. She stated that transit fills a critical role in providing services and it is an economic driver in this region. Working with employers is important in meeting their needs as part of economic development. Working on funding is constant to make sure that the residents get what they deserve for transportation. Cobi stated that currently Franklin is looking at reexamining their land use policies, he would like to hear Mary Ellen's thoughts on how GATRA's success is tied to local land use policies. Mary Ellen stated the transit authority should be an active partner in those discussions. This is important in all of our communities not only in business development but residential development as well.

Alan Slavin would like Mary Ellen to discuss how she would proceed after the administration of GATRA has been fractured. Mary Ellen stated the Board took the first step bringing Frank back,

giving the Agency and staff a steady hand. She feels that it will take some time and she would plan to talk to staff and work at gaining their trust. It would be important for everyone to feel that the staff is being heard and the agency is moving forward.

Bradley Marshall expressed his support for Mary Ellen. He has also worked with her and feels like Mary Ellen will be a good Administrator

#### **b. Board Vote on Administrator**

Mayor O'Connell made a motion to hire Mary Ellen DeFrias as new Administrator, Bradley Marshall seconded the motion. A roll call vote was taken:

Attleboro (5.40) Mayor Heroux - aye	Pembroke (2.53) Joseph Ryan-aye
Bellingham (2.59) Josie Dutil - aye	Plympton (1.0) Colleen Thompson-aye
Berkley(1.38) Heather Martin Sterling-aye	Rehoboth (1.21) Bradley Marshall-aye
Duxbury (2.25) Joanne Moore - aye	Scituate (2.32) Linda Hayes-aye
Franklin ((2.35) Cobi Frongillo-aye	Taunton (5.49) Mayor O'Connell-aye
Hanover (3.57) Tammy Murray - aye	Wareham (3.20) Alan Slavin-aye
Lakeville (1.59) Christina Cotsoridis -aye	Wrentham (1.92) Janet Angelico-aye
Mansfield (2.80) Kevin Dumas -aye	ADA Advocate (1.0) Michael Raymond-aye

The motion passed unanimously. The Board congratulated and welcomed Mary Ellen DeFrias as the new Administrator.

#### **c. Next Steps**

Frank will work with Executive Compensation Committee and get paperwork going. He will bring the contract back to the Board at the June meeting, with timeframes on when Mary Ellen will start. Mary Ellen maybe able to come in one day of week to start the transition and get acclimated.

### **3. Approval of Single Audit**

The Single Audit was not available in November when the Board approved the overall financial audit. This is the supplemental single audit that we are required to produce for our Federal programs. It is a summary of financial information and and on how GATRA is meeting its Federal requirements.

The Audit and Finance committee approved the single audit and voted to recommend the Board approve. It was noted that There were no deficiencies.

Tammy Murray moved to accept the Single Audit, Mayor O'Connell seconded. A roll call vote was taken:

Attleboro (5.40) Mayor Heroux - aye	Pembroke (2.53) Joseph Ryan-aye
Bellingham (2.59) Josie Dutil - aye	Plympton (1.0) Colleen Thompson-aye
Berkley(1.38) Heather Martin Sterling-aye	Rehoboth (1.21) Bradley Marshall-aye
Duxbury (2.25) Joanne Moore - aye	Scituate (2.32) Linda Hayes-aye
Franklin ((2.35) Cobi Frongillo-abstain	Taunton (5.49) Mayor O'Connell-aye
Hanover (3.57) Tammy Murray - aye	Wareham (3.20) Alan Slavin-aye
Lakeville(1.59) Christina Cotsoridis-abstain	Wrentham (1.92) Janet Angelico-aye
Mansfield (2.80) Kevin Dumas -aye	ADA Advocate (1.0) Michael Raymond-aye

The motion passed.

#### 4. Revised FY2022 Budget

Frank reported that there has been a proposed increased staffing adjustment in salaries for people that were not recognized and supervision that was picked up during the year. Services, professional and technical are up due to outside accounting work. This reflects Kathyann leaving and some special accounting studies that were necessary.

Miscellaneous expenses are up significantly. Some of that increase is due to added categories to the miscellaneous line item. Insurance is now part of this, both liability and commercial packages as well as utility costs for the terminal and offices. There will be adjustments in that line item for the FY23 budget, so that it will be more transparent. Lastly, there were also a lot of Covid related costs.

The brokerage services line item is up significantly due to software upgrades that we were required to the new HST Contract adding the Cape and Islands service area.

On the operations side there are slight increases due to fuel costs, to get us in line with where we are actually spending money for both fixed route and demand response services.

The biggest change is the Human Services Brokerage operations number. It was originally estimated at 33 million, it will be more than 42 million. This is biggest cost increase in the operating budget revision.

Revenue is up significantly due to the amount of work we are doing with Human service brokerage.

There were minor adjustments to project where we actually are after the first 8 months. We do not project any deficits for the end of the year. We are using some CARES money to carry operations for this year.

Mayor O'Connell asked about restrictions on CARES money. Frank explains that we had to submit a grant and had to identify operating costs. Money requested would then have to go by what we requested. We are funding some Capital projects with CARES Funding.

Joe Ryan moved to approve the Revised FY22 Budget, Joanne Moore seconded. A roll call vote was taken:

Attleboro (5.40) Mayor Heroux - aye	Pembroke (2.53) Joseph Ryan-aye
Bellingham (2.59) Josie Dutil - aye	Plympton (1.0) Colleen Thompson-aye
Berkley(1.38) Heather Martin Sterling-aye	Rehoboth (1.21) Bradley Marshall-aye
Duxbury (2.25) Joanne Moore - aye	Scituate (2.32) Linda Hayes-aye
Franklin ((2.35) Cobi Frongillo-abstain	Taunton (5.49) Mayor O'Connell-aye
Hanover (3.57) Tammy Murray - aye	Wareham (3.20) Alan Slavin-aye
Lakeville (1.59) Christina Cotsoridis -aye	Wrentham (1.92) Janet Angelico-aye
Mansfield (2.80) Kevin Dumas -aye	ADA Advocate (1.0) Michael Raymond-aye

The motion passed.

## **5. FY2023 Budget Discussion and Vote**

Salaries and raises are reflecting a 4% cost of living increase. There is a new position in General Administration of Accounts Receivable Clerk that we are currently advertising for in the Finance Department.

One item of note Frank wanted to make sure everyone was aware of is to eliminate the Deputy Administrator position in this budget. When that position was established it was not done appropriately with Board approval. The position was never advertised. The whole process did not follow past practices. Eliminating this position now will give the new Administrator the opportunity to assess the staff and then come back to the Board if she wants to consider any staff changes.

Professional and Technical services are down as we are projecting these costs to be significantly lower because of bringing staff in house, not using outside accounting as much.

On the Brokerage side we are adding a second Coordinator for program based transportation. Our DDS Dayhab program has grown significantly with the addition of the Cape and Islands.

This budget is showing net Administrative costs have gone down about \$100k.

On the operations side both Fixed Route and Demand Response we are estimating about a 5% across the board increase. This is due to the fact that our operator is in negotiations with the Union in Taunton and Attleboro and Frank. Frank expects that will not come out under 5% if not higher.

Mayor O'Connell asked about the union contract. Frank stated that it is a 3 year contract and negotiations are just beginning. The other RTA's have negotiated and salary numbers are high.

On the brokerage side there is estimated to be a significant increase in operating costs and in revenue, up another 4 million dollars over what we are spending at this time

We are projecting a small increase in fare box revenue and a significant increase for brokerage revenue.

GATRA does have a significant amount of CARES money that we are putting towards FY23 budget operating costs. We are not projecting any deficits in FY23.

Colleen Thompson noted that Plympton is not listed in FY23 budget. Frank stated that although currently still working on the most appropriate service a place holder should have been in the budget. Once Plympton service is decided this will be added as a Revision to the 2023 Budget.

Cobi asked about Franklin being listed as demand response. He wanted to know if the Board approves this budget is that permanent. Frank clarified that could change, right now it is funding the micro transit but if we looked at fixed route service we could come back to board for approval.

Joe Ryan moved to approve the FY23 Budget, Tammy Murray seconded, A roll call vote was taken:

Attleboro (5.40) Mayor Heroux - aye	Pembroke (2.53) Joseph Ryan -aye
Bellingham (2.59) Josie Dutil - aye	Plympton (1.0) Colleen Thompson -aye
Berkley(1.38) Heather Martin Sterling-aye	Rehoboth (1.21) Bradley Marshall -aye
Duxbury (2.25) Joanne Moore - aye	Scituate (2.32) Linda Hayes -aye
Franklin ((2.35) Cobi Frongillo- aye	Taunton (5.49) Mayor O'Connell - aye
Hanover (3.57) Tammy Murray - aye	Wareham (3.20) Alan Slavin -aye
Lakeville (1.59) Christina Cotsoridis -aye	Wrentham (1.92) Janet Angelico -aye
Mansfield (2.80) Kevin Dumas -aye	ADA Advocate(1.)Michael Raymond-aye

The motion passed.

Kevin Dumas moved to go into Executive Session for:

- Approval of Executive Session Minutes of March 22, 2022 (G.L. c. 30A, §21(a)(7), pursuant to G.L. c. 30A, §22(f))
- To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the Authority's bargaining or litigating position, and the chair so declares (G.L. c. 30A, §21(a)(3)).

There may be discussion, consideration and possible voting regarding the above matters. Any other matter that is not known within 48 hours.

**and** to invite: Dan Burgess, Nancy Foley, Frank Gay, Patrick Sullivan and Michele Randozza and Mary Ellen DeFrias

**and** to adjourn from Executive Session and not reconvene in open session.

Mayor O'Connell seconded, A roll call vote was taken:

Attleboro (5.40) Mayor Heroux - aye	Pembroke (2.53) Joseph Ryan -aye
Bellingham (2.59) Josie Dutil - aye	Plympton (1.0) Colleen Thompson -aye
Berkley(1.38) Heather Martin Sterling-aye	Rehoboth (1.21) Bradley Marshall -aye
Duxbury (2.25) Joanne Moore - aye	Scituate (2.32) Linda Hayes -aye
Franklin ((2.35) Cobi Frongillo-aye	Taunton (5.49) Mayor O'Connell-aye
Hanover (3.57) Tammy Murray - aye	Wareham (3.20) Alan Slavin -aye
Lakeville (1.59) Christina Cotsoridis -aye	Wrentham (1.92) Janet Angelico-aye
Mansfield (2.80) Kevin Dumas -aye	ADA Advocate (1.0) Michael Raymond -aye

The motion was approved. The Advisory Meeting adjourned.