

September 21, 2022
GATRA Advisory Board Meeting Minutes
Taunton City Hall, 15 Summer Street
And Zoom Link for Advisory Board
Taunton, MA 02780

Mayor O'Connell called the meeting to order at 1:05

A roll call attendance was taken, present were:

Bellingham (2.59) Josie Dutil	N.Attleboro (3.26) Antonio Morabito
Berkley (2.59) Dean Larabee	Pembroke (2.53) Gretchen Emmetts
Carver (1.61) Connie Kelly	Plainville (1.29) Brenda Watkinson
Duxbury (2.25) Joanne Moore	Plymouth (5.33) Derek Brindisi
Franklin (2.35) Cobi Frongillo	Raynham (2.06) Erin Medeiros
Hanover (3.57) Tammy Murray	Scituate (2.32) Linda Hayes
Lakeville (1.59) Kelly Howley	Seekonk (2.11) Brittany Faria
Marshfield (3.04) Greg Guimond	Taunton (5.49) Shaunna O'Connell
Medway (1.96) Courtney Riley	Wareham (3.20) Alan Slavin
Middleboro (2.79) Mark Germain	
Norfolk (2.24) Karen Edwards	

Also present: Dan Burgess, Mary Ellen DeFrias, Nancy Foley

Mayor O'Connell announced that this is her first meeting as Chair and will try to keep all meetings on track and will try to keep to 1 hour. All of our agendas will have a scope that we should stay within. We will try to operate all of our meetings that way to get our business done in the most efficient and effective way possible.

1. Welcome new Board Members

Mayor O'Connell welcomed the newest Advisory Board Members, Dean Larabee, Berkley; Anabel Powell, Dighton; Mary Beth Lawton, Kingston; Christina Cotsoridis, Lakeville; Karen Edwards, Norfolk; Gretchen Emmetts, Pembroke; Brenda Watkinson, Plainville; and Derek Brindisi, Plymouth

2. Approval of June 23, 2022 Advisory Board Minutes

Mayor O'Connell made a motion to approve the minutes from the June 23, 2022. Greg Grimond 2nd the motion. A roll call vote was taken:

Bellingham (2.59) Josie Dutil-abstain	Norfolk (2.24) Karen Edwards-aye
Berkley (2.59) Dean Larabee-abstain	N.Attleboro (3.26) Antonio Morabito-aye
Carver (1.61) Connie Kelly-aye	Pembroke (2.53) Gretchen Emmetts-abstain
Duxbury (2.25) Joanne Moore-aye	Plainville (1.29) Brenda Watkinson-abstain
Franklin (2.35) Cobi Frongillo-aye	Plymouth (5.33) Derek Brindisi-abstain
Hanover (3.57) Tammy Murray-aye	Raynham (2.06) Erin Medeiros-aye
Lakeville (1.59) Kelly Howley-aye	Scituate (2.32) Linda Hayes-aye
Marshfield (3.04) Greg Guimond-aye	Seekonk (2.11) Brittany Faria-aye
Medway (1.96) Courtney Riley-abstain	Taunton (5.49) Shaunna O'Connell-aye
Middleboro (2.79) Mark Germain-aye	Wareham (3.20) Alan Slavin-aye

Motion to approve the minutes passed.

Colleen Thompson joined the meeting.

3. Administrators Report and Civil Rights Report – Mary Ellen DeFrias

Mayor O'Connell stated that she has met with Mary Ellen a few times and she has been doing a lot work getting things in shape. There are many things to address. Mary Ellen is in the process of putting policies and procedures in place for best practices

Mary Ellen sent the Administrators Report to the Advisory Board and will be using this same format going forward to keep the Board informed. This report will be sent to the Board in advance so that everyone has a chance to read it and be able to address any questions during the Advisory Board Meeting. See attached report.

Mayor O'Connell made a motion to accept the Administrators report and put on file, Josie Dutil seconded the motion. A roll call vote was taken:

Bellingham (2.59) Josie Dutil-aye	N.Attleboro (3.26) Antonio Morabito-aye
Berkley (2.59) Dean Larabee-aye	Pembroke (2.53) Gretchen Emmetts-aye
Carver (1.61) Connie Kelly-aye	Plainville (1.29) Brenda Watkinson-aye
Duxbury (2.25) Joanne Moore-aye	Plymouth (5.33) Derek Brindisi-aye
Franklin (2.35) Cobi Frongillo-aye	Plympton (1.0) Colleen Thompson-aye
Hanover (3.57) Tammy Murray-aye	Raynham (2.06) Erin Medeiros-aye
Lakeville (1.59) Kelly Howley-aye	Scituate (2.32) Linda Hayes-aye
Marshfield (3.04) Greg Guimond-aye	Seekonk (2.11) Brittany Faria-aye
Medway (1.96) Courtney Riley-aye	Taunton (5.49) Shaunna O'Connell-aye
Middleboro (2.79) Mark Germain-aye	Wareham) (3.20) Alan Slavin-aye
Norfolk (2.24) Karen Edwards-aye	

Motion to accept the report passed.

4. Review of Committees and appointments

Kevin Dumas, Mansfield joined the meeting.

There are 5 Audit and Finance Committee members. They are Attleboro, Taunton, Pembroke, N. Attleboro and Franklin. Mayor O'Connell asked if these members would like to remain. Taunton and N.Attleboro would remain. Dean Larabee, Berkley; Josie Dutil, Bellingham; and Brittany Faria, Seekonk volunteered to serve.

Mayor O'Connell asked for motion to nominate Dean Larabee, Berkley; Josie Dutil, Bellingham; and Brittany Faria, Seekonk; Shauna O'Connell, Taunton and Antonio Morabito, N. Attleboro to the Audit & Finance Committee for a one year appointment. Greg Guimond moved, Marc Germain seconded. A roll call vote was taken:

Bellingham (2.59) Josie Dutil-aye	Norfolk (2.24) Karen Edwards-aye
Berkley (2.59) Dean Larabee-aye	N.Attleboro (3.26) Antonio Morabito-aye
Carver (1.61) Connie Kelly-aye	Pembroke (2.53) Gretchen Emmetts-aye
Duxbury (2.25) Joanne Moore-aye	Plainville (1.29) Brenda Watkinson-aye
Franklin (2.35) Cobi Frongillo-aye	Plymouth (5.33) Derek Brindisi-aye
Hanover (3.57) Tammy Murray-aye	Plympton (1.0) Colleen Thompson-aye
Lakeville (1.59) Kelly Howley-aye	Raynham (2.06) Erin Medeiros-aye
Mansfield ((2.80) Kevin Dumas-aye	Scituate (2.32) Linda Hayes-aye
Marshfield (3.04) Greg Guimond-aye	Seekonk (2.11) Brittany Faria-aye
Medway (1.96) Courtney Riley-aye	Taunton (5.49) Shaunna O'Connell-aye
Middleboro (2.79) Mark Germain-aye	Wareham) (3.20) Alan Slavin-aye

Motion to appoint Audit & Finance members passed.

There are currently 5 Executive Compensation Committee members. They are Christine Deveau, Norton; Dean Larabee, Berkley; Joanne Moore, Duxbury, Brenda Watkinson, Plainville; and Linda Hayes, Scituate. Joanne Moore, Duxbury and Linda Hayes, Scituate will remain. Mayor O’Connell, Taunton; Alan Slavin, Wareham; Tammy Murray, Hanover and Kevin Dumas, Mansfield volunteered to serve.

Mayor O’Connell asked for a motion to appoint Joanne Moore Duxbury; Linda Hayes, Scituate; Mayor O’Connell, Taunton; Alan Slavin, Wareham; Tammy Murray, Hanover and Kevin Dumas, Mansfield to serve a 1 year term. Greg Guimond made the motion, Marc Germain seconded. A roll call vote was taken:

Bellingham (2.59) Josie Dutil-aye
Berkley (2.59) Dean Larabee-aye
Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Franklin (2.35) Cobi Frongillo-aye
Hanover (3.57) Tammy Murray-aye
Lakeville (1.59) Kelly Howley-aye
Mansfield ((2.80) Kevin Dumas-aye
Marshfield (3.04) Greg Guimond-aye
Medway (1.96) Courtney Riley-aye
Middleboro (2.79) Mark Germain-aye

Norfolk (2.24) Karen Edwards-aye
N.Attleboro (3.26) Antonio Morabito-aye
Pembroke (2.53) Gretchen Emmetts-aye
Plainville (1.29) Brenda Watkinson-aye
Plymouth (5.33) Derek Brindisi-aye
Plympton (1.0) Colleen Thompson-aye
Raynham (2.06) Erin Medeiros-aye
Scituate (2.32) Linda Hayes-aye
Seekonk (2.11) Brittany Faria-aye
Taunton (5.49) Shaunna O’Connell-aye
Wareham) (3.20) Alan Slavin-aye

Motion to appoint Executive Compensation Committee members passed.

Mayor O’Connell would like to put together an Ad Hoc By-Law Committee to review the GATRA By-Laws. The By-Laws have not been revised since 2014. Gretchen Emmetts, Pembroke; Brenda Watkinson, Plainville; Erin Medeiros, Raynham; Alan Slavin, Wareham and Mayor O’Connell, Taunton volunteered. Greg Guimond moved to appoint the above named Ad Hoc Committee for a 1 year term, Marc Germain seconded. a roll call vote was taken:

Bellingham (2.59) Josie Dutil-aye
Berkley (2.59) Dean Larabee-aye
Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Franklin (2.35) Cobi Frongillo-aye
Hanover (3.57) Tammy Murray-aye
Lakeville (1.59) Kelly Howley-aye
Mansfield ((2.80) Kevin Dumas-aye
Marshfield (3.04) Greg Guimond-aye
Medway (1.96) Courtney Riley-aye
Middleboro (2.79) Mark Germain-aye

Norfolk (2.24) Karen Edwards-aye
N.Attleboro (3.26) Antonio Morabito-aye
Pembroke (2.53) Gretchen Emmetts-aye
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Plymouth (5.33) Derek Brindisi-aye
Plympton (1.0) Colleen Thompson-aye
Raynham (2.06) Erin Medeiros-aye
Scituate (2.32) Linda Hayes-aye
Seekonk (2.11) Brittany Faria-aye
Taunton (5.49) Shaunna O’Connell-aye
Wareham) (3.20) Alan Slavin-aye

Motion to appoint By Law Ad Hoc Committee members passed.

5. FY 20223 Financial Review

Dan Burgess reported that we have Limited FY23 data to review but wanted to take this opportunity to give a general idea of what the COVID affect had on the ridership and farebox revenue. See Attached.

Alan Slavin asked what plans we have to get people back to riding. Mary Ellen stated that it is an ongoing discussion we are having with the operations team. Consistent and reliable service is what will bring riders back. The state is talking about putting some money out to jumpstart ridership, but this has not been confirmed yet. Our riders are more likely to ride rather than those

in the Boston area that are still doing a work from home schedule. GATRA needs to prove we can provide solid service.

Courtney Riley asked if there has been any discussion on increasing fares. Mary Ellen reported we have not had any discussions regarding increasing fares. The process would involve a 6-9-month lead time. GATRA would have to do a fair equity analysis across all 29 communities to make sure we would not be penalizing an environmental justice community. We do have the luxury of some CARES Act money left to help us before we would burden our riders with an increase.

Mayor O'Connell asked if any further questions, hearing none asked for a motion to adjourn Alan Slavin moved, Tammy Murray seconded. A roll call vote was taken:

Bellingham (2.59) Josie Dutil-aye
Berkley (2.59) Dean Larabee-aye
Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Franklin (2.35) Cobi Frongillo-aye
Hanover (3.57) Tammy Murray-aye
Lakeville (1.59) Kelly Howley-aye
Mansfield ((2.80) Kevin Dumas-aye
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N.Attleboro (3.26) Antonio Morabito-aye
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Plymouth (5.33) Derek Brindisi-aye
Plympton (1.0) Colleen Thompson-aye
Raynham (2.06) Erin Medeiros-aye
Scituate (2.32) Linda Hayes-aye
Seekonk (2.11) Brittany Faria-aye
Taunton (5.49) Shaunna O'Connell-aye
Wareham) (3.20) Alan Slavin-aye

Motion to adjourn passed.

The Meeting adjourned at 1:42 p.m.



**GATRA Advisory Board
Administrator's Report
September 2022**

I am pleased to introduce this monthly report to keep the Board informed about what is going on at the Authority. Providing this information with the Agenda prior to the meeting will allow us to focus on any questions you may have. If there is information you wish to see added to future reports, please let me know.

Triennial Update:

GATRA completed their Triennial review on August 31st. The consultants identified several areas of concern they want to see the Authority address. They will be providing a report to the Board where those concerns will be identified along with a recommended due date for addressing the concerns.

Next Steps:

While the final report has not yet been provided to the Authority, steps have been taken to begin addressing shortfalls. The staff has begun assembling a handbook to provide to the Board to ensure the Board is aware of their responsibilities as an Advisory Board.

There has been an update / clarification to the Procurement policy to ensure the policy is followed and several built-in checks and balances to ensure compliance with all federal requirements. This process will continue to be refined as we work through a full fiscal year.

Operations:

GATRA updated routes and times in the Attleboro/Taunton area on July 18, 2022. Highlights of the service changes include new service to the Raynham Market Basket/Walmart on Route 138 and Plainridge Casino in Plainville. Now that the service has been operating for approximately two months, the operations team is reviewing the data and working on some route adjustments which will take effect in October. The next planned update will be in Plymouth and Wareham in Spring 2023.

GATRA has signed a Memorandum of Agreement for service with the MAP Academy (Wareham), Wheaton College (Norton) and Plainridge Casino (Plainville).

Personnel:

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www.gatra.org



As Administrator, I have met with all key staff to assess roles and responsibilities within the organization. Staff have been restructured into teams to allow for more effective collaboration and productivity. As part of the reorganization, the position of Capital Projects has been eliminated and the position of Grants Manager has been created and posted. Currently, there are three openings in the Brokerage section and the Grants Manager position in the Administration section.

Financials:

It is the intention of the Authority to provide a monthly financial update from the CFO to the Board. There will be a lag of two months on this information as the team works to tighten up receivables and payables.

There is a procurement that will be going out shortly to obtain a more comprehensive financial reporting software that will be able to effectively generate the information for your overview on a monthly basis.

For this month, we have completed an analysis of ridership and farebox revenue for fiscal years FY2018 - FY2022.



**GATRA Advisory Board
Monthly Civil Rights Report
September 2022**

Title VI

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. The Federal Transit Administration works to ensure nondiscriminatory transportation in support of our mission to enhance the social and economic quality of life for all Americans. The FTA is responsible for monitoring FTA recipients' Title VI programs and ensuring their compliance with Title VI requirements.

The GATRA current Title VI Plan was submitted to FTA in March of 2021. It is now in concurrence and valid through March 31, 2024.

EEO (Equal Employment Opportunity)

The Federal Transit Laws, 49 U.S.C. 5332(b), provide that "no person in the United States shall on the grounds of race, color, religion, national origin, sex, or age be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any project, program or activity funded in whole or in part through financial assistance under this Act." This applies to employment and business opportunities and is considered to be in addition to the provisions of Title VI of the Civil Rights Act of 1964.

The current EEO Plan for the operator PMT was submitted to GATRA in July and reviewed by the Director of Administration.

DBE (Disadvantaged Business Enterprise)

The DBE Program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts. FTA is responsible for monitoring FTA recipients' DBE programs and ensuring their compliance with DOT's DBE regulations found at 49 CFR Part 26.

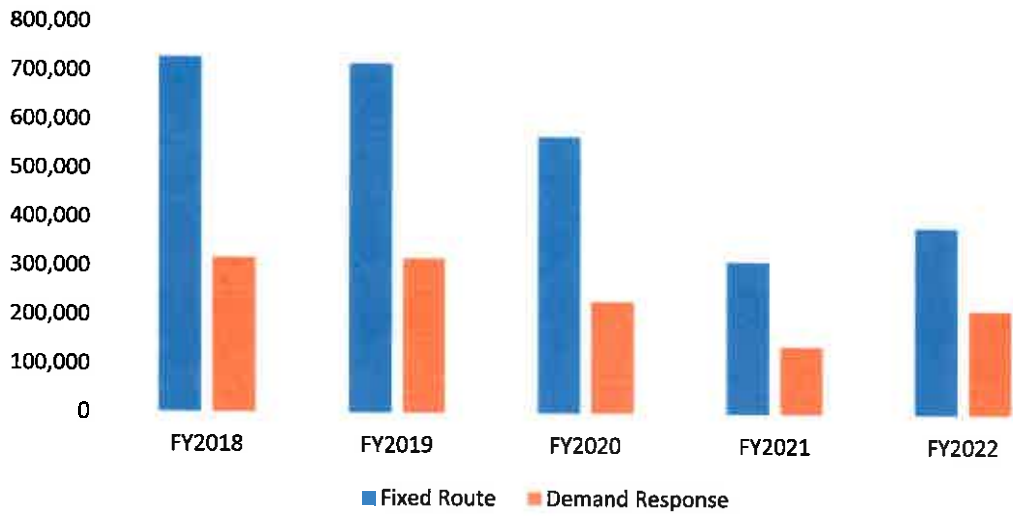
The GATRA current DBE Goal Plan (FFY21-23) was submitted to FTA in October 2020 and is awaiting concurrence from FTA. GATRA will begin to form the new plan during early 2023. The most recent semi-annual report was submitted on June 1 and is under FTA review. The next semi-annual report is due December 1.

Environmental Justice

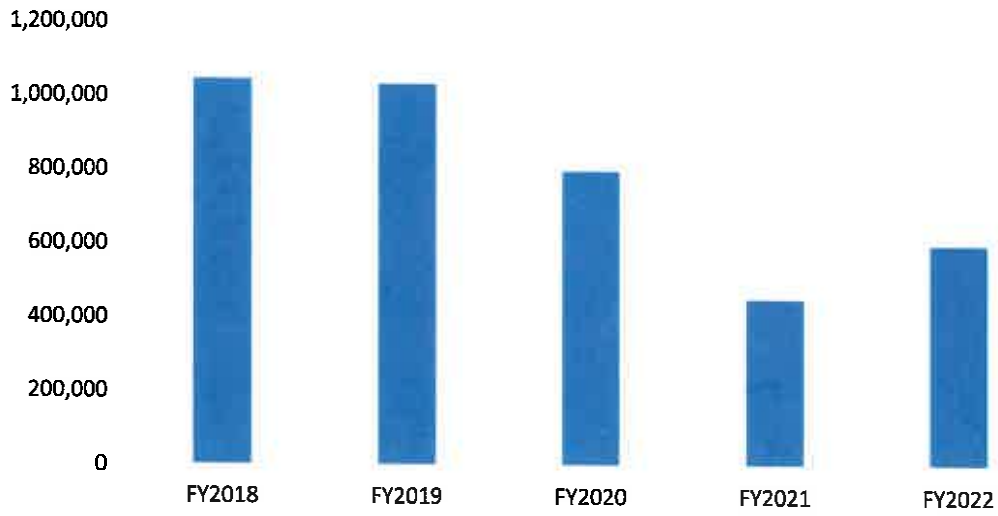
Environmental justice is a requirement that the GATRA must engage the public whenever there is a major project or route change.

GATRA is constantly working to increase public participation, and if any public input is needed, it will be conveyed to the Board as part of this report.

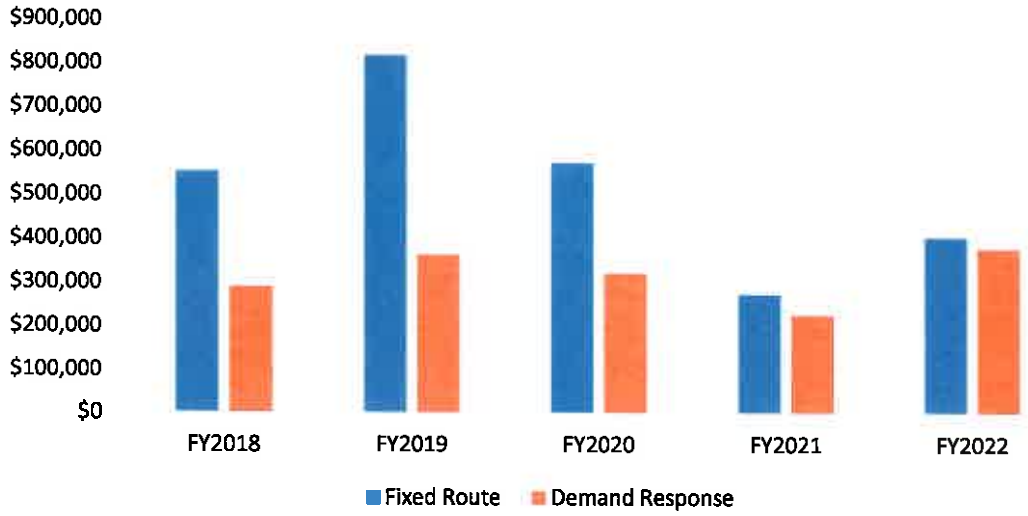
Ridership by Service Type



Total Ridership



Farebox Revenue by Service Type



Total Farebox Revenue

