

**GATRA Advisory Board Meeting
February 15, 2023 - 1:00 p.m.
Taunton City Hall, 15 Summer Street, Taunton, MA
And Zoom Link for Advisory Board**

Mayor O’Connell called the meeting to order at 1:00 p.m. Roll call attendance was taken. Present were:

Attleboro (5.40) Jay DiLisio
Bellingham (2.59) Josie Dutil
Berkley (1.38) Dean Larabee
Carver (1.61) Connie Kelly
Duxbury (2.25) Joanne Moore
Foxborough (1.98) Marc Craig
Franklin (2.350) Cobi Frongillo
Hanover 3.57) Tammy Murray
Mansfield (2.80) Kevin Dumas
Marshfield (3.04) Greg Guimond

Middleboro (2.79) Mark Germain
Norton (2.11) Michael Toole
Pembroke (2.53) Gretchen Emmetts
Plainville (1.29) Brenda Watkinson
Rehoboth (1.21) Bradley Marshall
Seekonk (2.11) Brittany Faria
Scituate (2.32) Linda Hayes
Taunton (5.49) Shaunna O’Connell
Wareham (3.20) Alan Slavin

1. Minutes of the January 18, 2023, Advisory Board Meeting

The first item on the agenda is approval of the minutes of the January 18, 2023, Advisory Board Meeting. Mayor O’Connell re-iterated to the board that they did not need to be present to vote to approve the minutes. Greg Guimond made a motion to approve the January 18, 2023, Advisory Board minutes, Michael Toole seconded, a roll call vote was taken:

Attleboro (5.40) Jay DiLisio aye
Bellingham (2.59) Josie Dutil-aye
Berkley (1.38) Dean Larabee
Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Foxborough (1.98) Marc Craig
Franklin (2.350) Cobi Frongillo
Hanover 3.57) Tammy Murray-aye
Mansfield (2.80) Kevin Dumas
Marshfield (3.04) Greg Guimond -aye

Middleboro (2.79) Mark Germain-aye
Norton (2.11) Michael Toole-aye
Pembroke (2.53) Gretchen Emmetts-aye
Plainville (1.29) Brenda Watkinson-aye
Rehoboth (1.21) Bradley Marshall
Seekonk (2.11) Brittany Faria-aye
Scituate (2.32) Linda Hayes-aye
Taunton (5.49) Shaunna O’Connell-aye
Wareham (3.20) Alan Slavin-aye

Motion passed.

2. Vote to adopt website as official public meeting posting site for Open Meeting Law (OML) purposes

Alan Slavin explained during the process of reviewing the by-laws the By-law Committee decided that it will be more efficient to adopt the GATRA website as the GATRA official meeting posting site, for meeting notices of the Advisory Board and other GATRA ‘public bodies’.

This is allowable under OML 940 CMR 29.03(3) (b) re: website posting: (b) As an alternative method of notice, a regional or district public body may, by majority vote, adopt the regional or district public body's website as its official notice posting method. This must be approved by vote from the Advisory Board

Alan Slavin moved that GATRA adopt its website as the official location for public meeting postings under the Open Meeting Law, as authorized pursuant to 940 CMR 29.03(3)(b), and to authorize the Administrator and/or her staff to notify the Attorney General and member communities accordingly, on the Advisory Board’s behalf. Josie Dutil seconded. Mayor O’Connell asked if there was any discussion. It was asked if this was passed by our legal counsel. Mary Ellen reported that it had been sent to legal. As there was no further discussion a roll call vote was taken:

Attleboro (5.40) Jay DiLisio aye
Bellingham (2.59) Josie Dutil-aye
Berkley (1.38) Dean Larabee
Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Foxborough (1.98) Marc Craig-abstain
Franklin (2.350) Cobi Frongillo-aye
Hanover 3.57) Tammy Murray-aye
Mansfield (2.80) Kevin Dumas
Marshfield (3.04) Greg Guimond -aye

Middleboro (2.79) Mark Germain-aye
Norton (2.11) Michael Toole-aye
Pembroke (2.53) Gretchen Emmetts-aye
Plainville (1.29) Brenda Watkinson-aye
Rehoboth (1.21) Bradley Marshall-abstain
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 passed.

3. Vote to approve revised By-laws

Mayor O’Connell reported that the By-Law Committee met several times and also reviewed all changes with our legal counsel. All members of By-law sub-committee have agreed to the language in the revised by-laws. Mayor O’Connell asked for a motion to approve the revised By-laws, Brenda Watkinson moved to approve, Alan Slavin seconded. Mayor O’Connell asked if there was any discussion. Joanne Moore noted that on page 2 Article VII we should add “or designee” Brenda moved to approve the by-laws with the addition of “designee” in Article 7, Alan Slavin seconded. A roll call vote was taken:

Attleboro (5.40) Jay DiLisio aye
Bellingham (2.59) Josie Dutil-aye
Berkley (1.38) Dean Larabee-abstain
Carver (1.61) Connie Kelly-aye

Duxbury (2.25) Joanne Moore-aye
Foxborough (1.98) Marc Craig
Franklin (2.350) Cobi Frongillo-aye
Hanover 3.57) Tammy Murray-aye

Mansfield (2.80) Kevin Dumas
Marshfield (3.04) Greg Guimond -aye
Middleboro (2.79) Mark Germain-aye
Norton (2.11) Michael Toole-aye
Pembroke (2.53) Gretchen Emmetts-aye
Plainville (1.29) Brenda Watkinson-aye

Rehoboth (1.21) Bradley Marshall-abstain
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 passed

4. Administrators Report, Civil Rights Report, Financials

Administrators Report

Mary Ellen reported that GATRA's new operator Kiessling of Attleboro began on January 30, 2023. The new management contract with National Express is an overarching management contract for all GATRA services. Will we now have only 1 operator. At the same time, we also launched a new software. Scituate made the switch to Micro transit. When we pulled the numbers for Scituate, they had already doubled their ridership. We are hoping that people really like this new service. We ran into a few issues with the Union Bid, therefore the new schedules will not go into effect until March 6, 2023.

Civil Rights

Mary Ellen reported that our Civil Rights plan with PTM of Attleboro is no longer valid. We will be working with the new company on the equal opportunity plan.

Financial Report

Dan presented the financials year to date through December. He reported that the process of starting the FY2024 Budget will begin in the next few weeks. The financial report shows that farebox revenue is continuing to grow and the cost of transportation is consistent. This is what was expected.

On the Brokerage side Operations numbers are large. These numbers are significantly higher than last year and have returned to close to pre-covid numbers. The brokerage surplus is consistent with expectations. We will conserve these resources for the later years of the contract.

Once the new accounting software is in place Dan plans on showing these numbers in a different format, showing last year's comparison, year to date and target ranges.

Mayor O'Connell asked for a motion to approve these reports. Michael Toole moved to approve; Greg Guimond seconded. Hearing no discussion, a roll call vote was taken:

Attleboro (5.40) Jay DiLisio aye
Bellingham (2.59) Josie Dutil-aye

Berkley (1.38) Dean Larabee-aye
Carver (1.61) Connie Kelly-aye

Duxbury (2.25) Joanne Moore-aye
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Franklin (2.350) Cobi Frongillo-aye
Hanover 3.57) Tammy Murray-aye
Mansfield (2.80) Kevin Dumas
Marshfield (3.04) Greg Guimond -aye
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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 passed.

5. Approve Independent Audit Review and Single Audit

Dan Burgess reported that both the Independent Audit Review and the Single Audit were brought to the Audit & Finance Committee last week for their review. The Audit & Finance committee voted to recommend to the full Board approval of the Audit. Going forward we are working on making this information more clear. We will have an explanation on how to interpret the Audit & Financial information included in the Board in the annual packet.

Dan pointed out that on the Annual financial Statement first page that it states there are no findings. This is the most important takeaway for the Board.. The standard financials are on pages 10-11. This shows assets and liabilities then revenues and expenses. These are the final financials that will be referenced throughout the audit packet.

Dan also noted the section on page 30. This is a schedule of local assessments for FY2022. These funds we will not see for 2 years, as the State works 2 years in arears.

The last page is specifically the schedule for the brokerage department. This is required as part of the HST contract. It is essentially a one-page profit and loss report for the brokerage. It shows a surplus of \$1.3 million, which will help offset projected increases in later years of the contract.

The Single audit relates to our federal money. There are 2 opinions. It states on page one there are no findings and no material weaknesses. The next page shows actual expenditures for FY2022 by program.

Mayor O'Connell asked for a motion to approve the audit, Greg Guimond moved, Alan seconded. A roll call vote was taken:

Attleboro (5.40) Jay DiLisio aye
Bellingham (2.59) Josie Dutil-aye
Berkley (1.38) Dean Larabee-abstain
Carver (1.61) Connie Kelly-aye
Duxbury (2.25) Joanne Moore-aye
Foxborough (1.98) Marc Craig
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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

Mayor O'Connell asked for a motion to adjourn. Alan Slavin moved; Brenda Watkinson seconded. A roll call vote was taken:

Attleboro (5.40) Jay DiLisio aye
Bellingham (2.59) Josie Dutil-aye
Berkley (1.38) Dean Larabee-abstain
Carver (1.61) Connie Kelly-aye
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Seekonk (2.11) Brittany Faria-aye
Taunton (5.49) Shaunna O'Connell-aye
Wareham (3.20) Alan Slavin-aye

Motion passed. Meeting adjourned at 1:45 p.m.