



**March 20<sup>th</sup>, 2024  
Open Session Minutes**

**Greater Attleboro Taunton Regional Transit Authority (GATRA)  
Advisory Board Meeting  
Taunton City Hall  
Silver City Conference Room, 2<sup>nd</sup> Floor  
15 Summer Street, Taunton, MA 02780  
and  
Zoom**

**1. Open Session Convenes**

Mayor O'Connell called the meeting to order at 1:04 PM. The following Board members were present:

Attleboro (5.55), Mayor Cathleen DeSimone (remote)- arrived at 1:19 PM  
Bellingham (2.65), Josie Dutil (remote)  
Franklin (2.39), Cobi Frongillo (remote)  
Halifax (1.00), Cody Haddad (remote)  
Hanover (3.66), Tammy Murray (remote)  
Kingston (1.99), Patti Waitkevich (remote)  
Lakeville (1.61), Lori Fahey (remote)  
Mansfield (2.87), Kevin Dumas (remote)- arrived at 1:07 PM  
Marshfield (3.11), Greg Guimond (remote)  
Medway (1.99), Courtney Riley (remote)

Middleboro (2.85), Mark Germain (remote)  
Norton (2.15), Alec Rich (remote)  
Plymouth (5.48), Derek Brindisi (remote)  
Raynham (2.09), Erin Medeiros (remote)  
Rehoboth (1.21), Richard Panofsky (remote)  
Scituate (2.37), Linda Hayes (remote)  
Taunton (5.64), Mayor Shaunna O'Connell  
Wareham (3.28), Alan Slavin (remote)  
Wrentham (1.95), Janet Angelico (remote)- arrived at 1:23 PM  
ADA Advocate (1.00), Michael Raymond (remote)

The following board members were absent:

Berkley (1.40), Dean Larabee  
Carver (1.63), Connie Kelly  
Dighton (1.16), Anabela Powell  
Duxbury (2.30), Joanne Moore  
Foxborough (2.01), Marc Craig  
Norfolk (2.28), Karen Edwards

North Attleboro (3.33), Tony Morabito  
Pembroke (2.59), Gretchen Emmetts  
Plainville (1.30), Brenda Watkinson  
Plympton (1.00), Colleen Thompson  
Seekonk (2.15), Brittney Faria

Also present:

Mary Ellen DeFrias (remote), Dan Burgess, Kylie Araujo

**2. January 17<sup>th</sup>, 2024 Open Session Minutes**

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Mayor O’Connell, Taunton reviewed Robert’s Rules before a vote took place, reminding Board members that even if they were not present at a meeting, they can still vote on the minutes from that meeting.

Richard Panofsky, Rehoboth brought to the Board’s attention a typo on page 3 of the minutes that stated “Council on Agin” instead of “Council on Aging”.

A motion was made and 2<sup>nd</sup> to approve January 17<sup>th</sup>, 2024 Open Session minutes (with the above-mentioned typo being corrected). A roll call vote was taken.

Bellingham (2.65), Josie Dutil- aye  
Franklin (2.39), Cobi Frongillo- aye  
Halifax (1.00), Cody Haddad- aye  
Hanover (3.66), Tammy Murray- aye  
Kingston (1.99), Patti Waitkevich- aye  
Lakeville (1.61), Lori Fahey- aye  
Mansfield (2.87), Kevin Dumas- abstain  
Marshfield (3.11), Greg Guimond- aye  
Medway (1.99), Courtney Riley- aye  
Middleboro (2.85), Mark Germain- aye

Norton (2.15), Alec Rich- aye  
Plymouth (5.48), Derek Brindisi- aye  
Raynham (2.09), Erin Medeiros- aye  
Rehoboth (1.21), Richard Panofsky- aye  
Scituate (2.37), Linda Hayes- aye  
Taunton (5.64), Mayor Shaunna O’Connell- aye  
Wareham (3.28), Alan Slavin- aye  
ADA Advocate (1.00), Michael Raymond- abstain

**Motion to approve January 17<sup>th</sup>, 2024 Minutes passed.**

### **3. Administrator Report, Civil Rights Report, & Financial Reports**

Mary Ellen DeFrias reviewed the Administrator’s Report and Civil Rights Report for March 2024. Sunday Service ridership has been well-received by the public. GATRA is continuing to push for full Sunday Service across the transit area. There is now real-time fixed-route bus information on Google Transit and the Transit phone app. Mary Ellen attended the American Public Transportation Association (APTA) Transit CEO conference last month, where she spoke with other Administrators from across the country. Through discussions with other Administrators, Mary Ellen noted that they are all facing many of the same challenges, including re-growing ridership after COVID and a change in the type of ridership, both of which will impact how and what service is provided in the future. Mary Ellen also noted that she and GATRA Chief Financial Officer (CFO), Dan Burgess, will be presenting fiscal year (FY) 2025 budget draft during this meeting. The Board can expect to receive a more flushed out budget draft at the May Board meeting to then be voted on at the June Board meeting.

Dan Burgess reviewed the March 2024 Financial Report. He shared that there will likely be an FY24 budget amendment at the April Board meeting. He noted that there will be changes to Transit side of the budget, as well as Brokerage side. Brokerage is currently outpacing expenses and revenues. Overall, the FY24 budget is in decent shape, and nothing is unexpected.



A motion was made and 2<sup>nd</sup> to approve the March 2024 Administrator Report, Civil Rights Report, and Financial Report. A roll call vote was taken.

Bellingham (2.65), Josie Dutil- aye  
Franklin (2.39), Cobi Frongillo - aye  
Halifax (1.00), Cody Haddad- aye  
Hanover (3.66), Tammy Murray- aye  
Kingston (1.99), Patti Waitkevich- aye  
Lakeville (1.61), Lori Fahey- aye  
Marshfield (3.11), Greg Guimond- aye  
Medway (1.99), Courtney Riley- aye  
Middleboro (2.85), Mark Germain- aye  
Norton (2.15), Alec Rich- aye

Plymouth (5.48), Derek Brindisi- aye  
Raynham (2.09), Erin Medeiros- aye  
Rehoboth (1.21), Richard Panofsky- aye  
Scituate (2.37), Linda Hayes- aye  
Taunton (5.64), Mayor Shaunna O’Connell-  
aye  
Wareham (3.28), Alan Slavin- aye  
ADA Advocate (1.00), Michael Raymond-  
aye

**Motion to approve the March 2024 Administrator Report, Civil Rights Report, and Financial Report passed.**

**4. FY25 Budget Draft Presentation**

Mary Ellen started off the discussion of the FY25 Budget Draft by explaining the format, which is the same as last year (FY24). Mary Ellen also noted specifically that they have continued to move Brokerage completely out of the Operating budget to show the separate contract and funding sources. This intentional separation protects GATRA if the Brokerage contract is not renewed when the contract expires in two (2) years. This draft is the best guess given the information that GATRA currently has about funding. At this time, there is no state contract assistance funding figure, so the budget reflects level funding for purpose of the draft.

Dan Burgess also reviewed that these figures are based on information GATRA has for July-January of FY24, and as the year continues, the budget will be able to be more accurately flushed out for FY25.

There were no questions from the Board at this time.

**5. Audit & Finance Committee Confirmation**

The FY23 Financial Audit needs to be reviewed by the Audit & Finance Committee. Mayor O’Connell, Taunton asked Mary Ellen DeFrias to review the role and responsibilities of the Committee. Mayor O’Connell also noted that the Board needed to fill two (2) seats on the Committee and would be looking for volunteers to serve.

Mary Ellen explained the responsibilities of the Committee. Overall, the Committee’s role is to meet with the CFO and Administrator to review the audited financials, ask questions, discuss concerns, etc. in a small group before the financials are then presented to the Board to be voted on for approval. Generally, the Committee only meets once a year unless an unforeseen catastrophic event occurs with the budget and a small group is needed to review. Mary Ellen also

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reviewed that this year the Audit & Finance Committee is meeting later due to GATRA's external controller being let go and having no controller in the Operator for periods of time this year. Next year, the normal timeline should be back on track and the Committee will likely meet in January instead of April.

Greg Guimond, Marshfield and Richard Panofsky, Rehoboth volunteered to sit on the Audit & Finance Committee.

The five members of the Audit & Finance Committee are Mayor O'Connell, Taunton, Josie Dutil, Bellingham, Brittney Faria, Seekonk, Greg Guimond, Marshfield, and Richard Panofsky, Rehoboth.

A motion was made and 2<sup>nd</sup> to approve the Audit & Finance Committee members as outlined above. A roll call vote was taken.

Attleboro (5.55), Mayor Cathleen DeSimone- aye  
Bellingham (2.65), Josie Dutil- aye  
Franklin (2.39), Cobi Frongillo- aye  
Halifax (1.00), Cody Haddad- aye  
Hanover (3.66), Tammy Murray- aye  
Kingston (1.99), Patti Waitkevich- aye  
Lakeville (1.61), Lori Fahey- aye  
Marshfield (3.11), Greg Guimond- aye  
Medway (1.99), Courtney Riley- aye  
Middleboro (2.85), Mark Germain- aye

Norton (2.15), Alec Rich- aye  
Plymouth (5.48), Derek Brindisi- aye  
Raynham (2.09), Erin Medeiros- aye  
Rehoboth (1.21), Richard Panofsky- aye  
Scituate (2.37), Linda Hayes- aye  
Taunton (5.64), Mayor Shauna O'Connell- aye  
Wareham (3.28), Alan Slavin- aye  
ADA Advocate (1.00), Michael Raymond- aye

**Motion to approve the Audit & Finance Committee members passed.**

#### **6. Reminder for OML and COI Certificates**

Mary Ellen reminded the Board to turn in Open Meeting Law Certificates and Conflict of Interest Certificates to Kylie Araujo if they have not already done so for GATRA's record.

#### **7. Adjourn**

A motion was made and 2<sup>nd</sup> to adjourn the meeting. A roll call vote was taken.

Attleboro (5.55), Mayor Cathleen DeSimone- aye  
Bellingham (2.65), Josie Dutil- aye  
Franklin (2.39), Cobi Frongillo- aye  
Halifax (1.00), Cody Haddad- aye  
Hanover (3.66), Tammy Murray- aye

Kingston (1.99), Patti Waitkevich- aye  
Lakeville (1.61), Lori Fahey- aye  
Marshfield (3.11), Greg Guimond- aye  
Medway (1.99), Courtney Riley- aye  
Middleboro (2.85), Mark Germain- aye  
Norton (2.15), Alec Rich- aye

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Plymouth (5.48), Derek Brindisi- aye  
Raynham (2.09), Erin Medeiros- aye  
Rehoboth (1.21), Richard Panofsky- aye  
Scituate (2.37), Linda Hayes- aye  
Taunton (5.64), Mayor Shaunna O'Connell-  
aye

Wareham (3.28), Alan Slavin- aye  
Wrentham (1.95), Janet Angelico- abstain  
ADA Advocate (1.00), Michael Raymond-  
aye

**Motion to adjourn the meeting passed. Meeting adjourned at approximately 1:26 PM.**

**Documents & Exhibits Discussed in this Meeting:**

- 3.20.2024 GATRA Advisory Board Meeting Agenda
- 1.17.24 GATRA Advisory Board Open Session Minutes
- March 2024 Administrator's Report
- March 2024 Civil Rights Report
- March 2024 Financial Report
- FY25 Draft Budget

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