

MART Finance Committee Meeting Minutes  
January 13, 2015

The meeting was called to order at 10:09 a.m.

**MEMBERS PRESENT: (constituting a quorum)**

Keith Bergman (Chairman)	Littleton
Mayor Lisa Wong	Fitchburg
Shaun Suhoski	Athol

**MEMBERS ABSENT:**

Ken Troup (representing Selectmen)	Bolton
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**STAFF PRESENT:**

Mohammed Khan, Bruno Fisher, Nancy LaFleur, Donna Landry, Michelle Leblanc, Jessica Lashua, James Sluss, Benilda Martinez, Keary Connors

**GUESTS PRESENT:**

Trevor Bayard-Murray, MassDOT  
Thomas Schiavone, MassDOT  
Phil Rocca, Management of Transportation Services  
George Kahale, Montachusett Regional Planning Commission

- Status of Hiring for Controller Position

D. Landry informed the Board that there was an ad put on Monster and in the Boston Globe, which ran for 30 days. We received 45 resumes, which we are reviewing; there were quite a few CPA's in the mix. We should be setting up phone interviews within the next week or so.

B. Fisher let the Board know the target date for filling the Controller position is the middle of February. Mayor Hawke will be a part of the interviews once candidates have been selected for the in person interviews.

- Review Revenue and Expenditures 5 Months

J. Sluss went over the attachments. We have a loss at this point of roughly \$87,000 through the end of November. We are \$300,000 ahead of where we were last year. One of the big saving is the consulting fee from last year. There is also about \$35,000 of improved accounting, because of the way we actually conform to GAP. Everyone is now involved with fixing problems as they come about. With this 5 month trend we are trending at about a \$300,000 loss at year end.

K. Bergman told the Board he was very pleased with the level of financial reporting.

M. Khan stated we need all of the Board Member's help to get all of our Urbanized funding money for Boston this year. Fitchburg and Leominster are now part of Suburban Boston. People are now moving out here and commuting to Boston for work.

B. Fisher let the Board know that MART has informed the MBTA that this is the last year that we will not be getting the Boston Urbanized money.

M. Khan also let the Board know that Athol came from FRTA and joined MART. When they joined MART they didn't bring the allocation money with them. We will be asking the State again to transfer the fund for Athol to MART. We asked last year and the State denied our request.

- Revised FY2015 Budget

M. Khan went over the revised budget with the Board.

K. Bergman moved to recommend the revised budget be presented to the full Advisory Board. The motion was seconded and passed.

- Mayor Hawke's Response to Michael Lambert, MassDOT, December 15, 2014 Letter

M. Khan also went over the letter dated December 15, 2015 from MassDOT regarding the 2014 deficit and balancing the budget.

Wait to join State Retirement Board

Increase fares

Change or reduce routes after a detailed analysis is done

Hiring freeze/salary freeze and withdrawal of employee 401(a) plan payment

As a result of the withdrawal of the 401(a) there will be a savings of \$92,000 and salary freeze savings of \$30,000.

B. Fisher stated that we have been working with our software consultant HBSS to get reports in regards to cancellation rates, performance rates and utilization rate. We are looking to increase our riders per vehicle trips. We are looking to do a call out system where you can cancel your ride over the phone when you don't need it.

Mayor Wong would like to look at if it would be more advantageous to push more services to Devens, Clinton or even the Waltham area. Look at other places besides Boston where people actually work and supply transportation to those areas. Also make bus times work for the people in the community and the businesses in the community.

The State acknowledged the great progress that MART has made to address all the issues over the last year. The State doesn't have a lot of flexibility in regards to the State Contract Assistance. One hundred percent of the State Contract Assistance funds are distributed based on ridership.

- Proposed Fare Increase/Public Hearing

M. Khan went over the fare increase.

K. Bergman asked if MART can calculate the projected revenue from the proposed fare increase.

M. Khan stated he would do the projected revenue from the proposed fare increase and present it to the Advisory Board next week.

The Board also asked that MART compare our rates to the other RTA's in the area and present this whole comparison to the Advisory Board next week.

- General Comments
- Adjournment

The meeting adjourned at 11:47 a.m.