

Cape Ann Transportation Authority
Board Meeting
June 7, 2017
9:30am

Attendance: Administrator Paul Talbot, Felicia Webb, James Destino, David Gardner, Robert Ryan, Mitchell Vieira, Joe Randazza, Stephanie Jackson, Bill Nelson and Jackie LaFlam

Called to order by James Destino at 9:35am

Roll Call all representatives except Essex was not in attendance.

Approval of December 5, 2016 minutes

Motion to Approved by James Destino

Seconded- Mitchell Vieira

Vote- Unanimous approval

FY/2018 Budget

Paul Talbot discussed the FY/2018 Budget, that is fully funded by the State Health Transportation Office (HST). HST has increased the management fee of \$16,043 which is 3%.

He explained that the biggest increase was in the CATA Brokerage budget was in the data processing account due to maintenance of the computer and telephone systems. Also the increase in the wage amount was offset by a decrease in the medical account.

Also we are projecting a 12% increase in trips so we may have to hire an additional coordinator.

Jim Destino had questions about the medical on page 6 about the 5% increase.

Paul noted that there was a decrease from a family plan to a couple plan. (2 individuals) There is a rate increase as of December 1st.

Jim Destino asked about the change in payroll company, we are now with Paycheck and Jim suggested we look into ADP.

He also asked about the vehicle maintenance and Paul discussed the new vehicles.

Jim Destino then asked about the electric and to keep an eye on the contract price.

Bob Ryan explained a year to year renewal which is in December or January. The electrical is a projected amount for FY18.

Jim Destino asked why was there a jump from \$100 to \$650 in the mailing.

Paul answered with the postage and metered mailed was left off of last year's budget.

Jim Destino "Any other Budget questions?"

Mitchell Vieira mentioned the salary for personnel was not listed and suggested it to be part of the budget package.

Felicia said we can include the pay plan going forward.

Paul noted that with the exception of one coordinator all are at the same step. All employees except two have been here for over 15 years.

Bob Ryan explained the savings by dispensing our own gas.

Paul also noted a big decrease in the medical due to three retirements and also parts.

Felicia Webb addressed the local assessment and a new medical bus was funded by local assessment.

Motion to approve the FY2018 Budget Expenditures of \$18,312,202

By James Destino
Seconded by Mitchell Vieira
All in Favor

Motion to approve the FY 2018 Budget Revenues of \$18,312,202

By James Destino,
Seconded by Mitchell Vieira.

Vote: Unanimous

Paul Talbot discussed the Capitol Projects and noted that up until three years ago we were the oldest fleet among 15 authorities. We have spent over three million dollars and now have the newest fleet with a life expectancy of 7-12 years which is funded by the state.

Felicia explained the description of the different buses we have.

Jim Destino asked about the building updates.

Paul explained that the bus washer was not working and we were using power washers to clean the buses. The bus washer has been fixed.

He also explained the key card system was no longer supportive and a new system would be installed for CATA and CATOC.

The telephone system is also going to be upgraded with new phones and server and will be combining CATA and CATOC together.

Jim Destino mentioned City Hall was going to get new keys as well and to touch base with them so they don't do it and then CATA does it also.

Felicia will find out who has keys and keycards from City Hall.

Jim Destino asked to have a discussion about the audit at the next meeting.

Felicia said we have to tell the auditors where we spend the money from the FTA Grant we receive every year.

Paul Talbot said we take about \$325,000. of the \$500,000 for preventative maintenance.

Bill Nelson asked where we stood with Manchester by the Sea joining CATA.

Paul said after three times discussing it they decided to back out of the offer.

Bill also wanted to know how the medical transportation in Ipswich was doing.

Felicia said it is not as busy as she would like but it is increasing and she is satisfied with the increase.

Bill Nelson asked about the \$400,000 we are waiting for from the state. Paul Talbot responded that we are still working on getting it back and it is a long process and a lot involved.

Bill Nelson also discussed the MBTA with Bob Ryan.

Bob Ryan responded that they are still running the Ipswich Shuttle.

Jim Destino made a suggestion about raising revenues in the summer in the future for more transportation to the beaches by way of a water shuttle from the Gloucester High School to Wingarsheek Beach when Good Harbor is full. Also transportation if there is a need to get off of the beach in case of a storm.

Bob Ryan said we would look into it.

Adjourned at 10:25

Motioned by Mitch Veiera

Seconded by Jim Destino

Vote – Unanimous in favor