

Cape Ann Transportation Authority  
Board Meeting  
June 6, 2018  
10:30am

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

Called to order by James Destino at 10:30am

Roll Call all representatives except Essex, Ipswich and Rockport were not in attendance.

Approval of Dec 5, 2017 minutes

No issues with Dec 5, 2017 minutes to the meeting.

Vote- Unanimous approval of minutes.

Motion by Jim Destino

Seconded by Stephanie Jackson

Vote-unanimous in favor

Jim Destino questioned the amount difference from 2018 budget \$685,112 to budget 2019 \$721,059.

Paul Talbot responded that it was a typo and should have been \$35,947 difference and not \$16,709.

Jim also asked what was the purpose of Contingency Fund of \$ 124,443?

Paul and Felicia explained we have a management fee for the brokerage and if there is excess brokerage it is used to reduce 5307 and borrowing.

Jim wanted to know how dependable the HST money is and Paul stated it is consistent and increases as we are fully funded. We are reimbursed for the cost of client transportation.

Jim mentioned that wages increased by 3%, cost of supplies decreased, and the cost of the phone decreased.

Paul said supply purchases turned out lower and we have a new phone supplier.

There is a general discussion about the state contract assistance and 5307 and Day by Day revenues.

Discussion of medical insurance being a lower cost and the fuel and fluid is locked for the fiscal year. There was a small increase in heating and electricity. Also there was an increase in water consumption and the bus wash. Management fee increased by \$5000 and CATA administration expense increased by \$7000 was also discussed.

General discussion of the HST incentive and the change in the contract structure which transferred the incentive funds into the total management fee.

Jim asked about capital expenditures and Paul said 5307 and capital are included in the 5 year capital plan where CATA is expecting 2 new buses in August and the old ones will be sold. We are on schedule for bus replacement and the fleet is in excellent shape.

Paul said Ridership is up, the fleet is up to date and there are no financial problems.

Motion to approve the FY2019 Budget Expenditures of \$18,979,759

Vote- Unanimous approval  
Motion by Jim Destino  
Seconded by Stephanie Jackson  
Vote-unanimous in favor

Motion to approve the FY2019 Budget Revenues of \$18,979,759

Adjournment 10:55am  
Motion by Jim Destino  
Seconded by Stephanie Jackson  
Vote-unanimous in favor