



**CAPE ANN TRANSPORTATION AUTHORITY**

Cape Ann Transportation Authority  
Board Meeting Minutes  
December 21, 2022  
10:00am

Attendance: Mayor Greg Verga , Mitchell Vieira, Joe Domelowicz, Shona Norman, Jackie LaFlam, Greg Federspiel, Manchester Representative

Called to order by Mayor Verga at 10:00

There were no public comments

Mayor Verga: I move that the CATA Advisory Board approve the minutes from August 25,2022

Motion by Mitch Vieira  
Seconded by Joe Domelowicz  
All in Favor

Mayor Verga and the Board reviewed CATA's Public Transportation Safety Plan (PTASP). It was confirmed that there have been no safety issues.

Moved by Mayor Verga  
Motion by Mitchell Vieira  
Seconded by Joe Domelowicz  
All in favor

Update on the status of a new Administrator.

Mitch Vieira said there were ten applicants, which went down to three and none worked out. Mitch stated that they needed to repost the advertising and open it up again for the new hire of an Administrator for CATA.

Motion by Mitch Vieira  
Seconded by Joe Domelowicz  
All in Favor

## Interim Administrator Wage Increase

Mayor Verga and the Board discussed and negotiated on a wage increase for Shona Norman, the Interim Administrator since September 1, 2022.

Mayor Verga and Mitch Vieira were unaware that an arrangement was not in place by the outgoing Administrator for an increase.

Mitch Vieira motioned to approve the salary adjustment retroactive to September 1, 2022 for Shona Norman as the Interim Administrator and that all parties are to sign an agreement outside of a meeting.

Mayor Verga asked that our Legal Counsel draw up a contract for all to sign for this Agreement.

All agreed to the increase.

Seconded by Joe Domelowicz  
All in Favor

## Manchester by the Sea and CATA

Mayor Verga and the board discussed with the Manchester Representative Greg Federspiel the concerns of Manchester joining CATA. Greg's concerns were if it would interfere with his van service and the Counsel of Aging. At this time, he is not looking for fixed routes for the MBTA service but he may in the future.

Joe explained how he would need to apply and that he would need a vote by the Manchester Board as well as CATA's Board. Mitch also explained how he would also have to check with the state to see if we can drop off in another city and if the MBTA would object.

All agreed that they didn't see an issue with Manchester coming on-board.

Mayor Verga: I move that the CATA Advisory Board to adjourn at 10:25am  
Seconded Mitch Vieira  
All in Favor