

## **MINUTES OF THE BAT ADVISORY BOARD**

### **AUDIT AND FINANCE COMMITTEE**

April 13, 2020

In Attendance:

Frank Hegarty, Committee Chair, Town of Avon

Frank Lynam, Town of Whitman

Michael Dutton, Town of Bridgewater

Linda Sacchetti, CFO

Michael Lambert, Administrator

Kelly Forrester, BAT

Glenn Ann Geiler, BAT

The virtual meeting was called to order by Mr. Hegarty at 2:15 PM for the purpose of discussing business brought before the Audit and Finance Committee in accordance with the agenda presented and the notice sent out on April 9, 2020.

Mr. Hegarty welcomed the group. No members of the public were present, therefore there were no public comments.

Next, minutes from the meeting of January 23, 2020 were presented. Mr. Lynam made a motion to accept the minutes, Mr. Dutton seconded and the motion carried.

Ms. Sacchetti then presented the FY2020 budget update. She explained that they were not voting on an amended budget this meeting but a draft had been provided. The draft amended budget includes reduced revenues due to Covid-19 related service. Ms. Sacchetti also stated that overall expenses were expected to be reduced from the original budget. An amended budget will be presented at the May meeting for approval.

Ms. Sacchetti then directed the committee's attention to the meeting packet which contained the FY20 estimated assessments. She stated the assessments are based on the budget and expected service levels for FY20. Once BAT's audit is complete, the assessments will be based on actual service provided.

Next, Mr. Lambert discussed the FY21 budget. He explained that due to current circumstances, there are a lot of unknowns for how service will look in FY21. He stated that BAT is pretty confident that, at the least, there will be very reduced revenues in the first quarter of FY21. Mr. Lambert told the committee that the FY21 budget will be presented again at the May meetings for Advisory Board approval.

Next on the agenda was the Covid-19 update. Mr. Lambert gave the committee an overview of all the preparations and actions taken by BAT to protect the public and the workforce. He explained all the steps taken to alter service and operations have been taken to reduce crowding or to protect operators, including boarding through the rear door of the buses and the BAT Centre

being closed to the public. He explained that instead of reducing the daily workforce for DIAL-A-BAT (DAB), DAB has worked to try to provide single ride trips to ensure social distancing. Mr. Lambert explained other safety and operational changes that have occurred since the Governor's stay at home order in March.

There was no old or new business to be discussed. A motion was made by Mr. Lynam and seconded by Mr. Dutton to adjourn the meeting. Meeting adjourned at 2:47 PM.

Respectfully submitted,

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Kelly Forrester - BAT

**List of handouts for 4/13/20 meeting**

Agenda

Minutes – 1/23/20

FY20 Draft Amended Budget

FY20 Estimated Assessments

FY21 Draft Budget