

Approved 5/7/26

Pursuant to written notice sent to Board Members and pursuant to notice posted at least forty-eight hours prior to the meeting, copies of said notice having been sent to the Secretary of the Commonwealth, William F. Gavin and the Secretary of the Executive Office of Administration and Finance, Michael Heffernan, the meeting of the Finance and Audit Committee of the Franklin Regional Transit Authority was held on May 15, 2025 at the John W. Olver Transit Center, 12 Olive St., Greenfield, MA 01301 and virtually on the Zoom.us platform by computer and by phone

1. INTRODUCTION:

Finance and Audit Committee Members present were:

<u>Name</u>	<u>Town</u>
Peter Otten	Buckland
Robert J. Decker III	Deerfield
Eric Twarog	Greenfield

Also present were:

Tina Cote, FRTA Administrator and Michael Perreault, FRTA Deputy Administrator.

Peter Otten called the meeting to order at 3:30pm.

2. REVIEW AND APPROVE MEETING MINUTES FROM APRIL 30, 2025:

Eric Twarog made a **motion** to approve the meeting minutes from April 30, 2025. Robert J. Decker III seconded, and the vote was as follows:

<u>Name</u>	<u>Town</u>	<u>Vote</u>
Peter Otten	Buckland	Yes
Robert J. Decker III	Deerfield	Yes
Eric Twarog	Greenfield	Yes

The vote passed and the **motion** carried.

3. REVIEW AND DISCUSSION ON DRAFT FY26 BUDGET:

Tina Cote indicated that the FY25 estimated figures are through May 2nd. Most of the draft budget presented includes level funding assumptions and also includes free fixed

route fares and free demand response fares at least through October. By September, we should have actual figures from the state budget to see if continuation of free demand response fares can continue. It was also noted that the Shelburne COA line item was adjusted to shift transportation to being delivered by FTM.

Robert J. Decker III asked why the budget is showing a deficit for FY25. Tina Cote explained that we have not yet drawn down all of our federal 5311 funds, which will happen at the end of the year so that we will end up with a balanced budget.

Eric Twarog made a **motion** to recommend the draft FY26 budget to the Advisory Board. Robert J. Decker III seconded, and the vote was as follows:

<u>Name</u>	<u>Town</u>	<u>Vote</u>
Peter Otten	Buckland	Yes
Robert J. Decker III	Deerfield	Yes
Eric Twarog	Greenfield	Yes

The vote passed and the **motion** carried.

4. REVIEW AND DISCUSSION ON ADMINISTRATOR'S FY26 SALARY:

Tina Cote reviewed the spreadsheet for all of the current MA RTA Administrator's salaries. Robert J. Decker III suggested setting a base salary of \$125,000, which would be an approximately 4% increase. Discussion continued that whatever salary is recommended needs to fit within the budget. Peter Otten discussed that with being short staffed, all employees should see an increase in their salaries. Robert J. Decker III suggested that a bonus in lieu of a raise could also be a possibility. Discussion concluded that a base of \$125,000 with an additional 3% for FY26 would be \$128,750.

Robert J. Decker III made a **motion** to recommend a one-time salary adjustment for the Administrator of \$128,750 in recognition of extra work duties and staffing shortage. Eric Twarog seconded, and the vote was as follows:

<u>Name</u>	<u>Town</u>	<u>Vote</u>
Peter Otten	Buckland	Yes
Robert J. Decker III	Deerfield	Yes
Eric Twarog	Greenfield	Yes

The vote passed and the **motion** carried.

Eric Twarog made a **motion** to adjourn, Robert J. Decker III seconded, and the meeting was adjourned at 3:55pm.