

Berkshire Regional Transit Authority
Finance/Audit Committee
Executive Session

April 30, 2025

In Person

BRTA Boardroom, 2nd Floor, 1 Columbus Avenue, Pittsfield, MA

Amended

Berkshire Regional Transit Authority Finance/Audit Committee Members present:

Sandra Lamb, North Adams; Brian O'Grady, Williamstown, and Doug McNally, Windsor.

Also present: Robert Malnati and Sarah Vallieres, BRTA.

Discussion Administrator Contract Extension

2. Discussion Administrator Contract

R. Malnati asked the Finance Committee to enter Executive Session for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel. D. McNally made the motion to move to Executive Session, was seconded by B. O'Grady, and was approved by all.

The Finance Committee meeting went into Executive Session at 10:02 AM.

Town	Move to Executive Session
North Adams	Yes
Williamstown	Yes
Windsor	Yes

R. Malnati handed out and described the meeting materials. He assembled the information that was requested from the last session and described the oversight of the operations' contractor, maintain the oversight without it being considered "running the service". D. McNally noted the importance, of the Board members that will be participating in the Administrator Review Committee, when interviewing candidates, knowing the Administrator will be the "Face of the BRTA". This position needs a capable applicant to handle it when the "seat gets too hot". R. Malnati agreed and felt the Review Committee should receive a "primer" on what to expect in this duty and the commitment and availability to work as a group. His retirement and Review Committee search will be in the May Administrator's Report, but needed to know if it should be a committee of 3 or 5 people. D. McNally mentioned that it should also say "BRTA is not expecting any internal candidates for the Administrator's position." There was a discussion on the wage comparisons for Administrators and BRTA was inline with the average, noting that MetroWest RTA and Nantucket RTA were recently filled positions. S. Lamb reminded the group that this could be a long process. There were 5 people for Bob's review committee, but only 3 applicants and 3 people for Gary Shepard's review committee. She also expressed her inability to be on the Review Committee due to time constraints. R. Malnati shared his confidence in the current BRTA staff. He asked if the overlap between the new and the outgoing Administrator should be 1 month, 3-month, or longer and thought the starting rate could be reduced until the overlap is done. The group agreed on a 3-month overlap, although if the new hire has experience in transit, less time may be needed. R. Malnati said a 3-month overlap will be included in the FY 26 budget and would rather that be overbudget than underbudget. The advertisement of the position was discussed and agreed to MassHire, Transit Talent, and S. Vallieres would research LinkedIn. There was a discussion on the skills of the new Administrator and discussed the Job Information document could be part of the advertisement. R. Malnati and the committee discussed all of the meeting materials. D. McNally expressed the urgency of this process and to get volunteers for the Review Committee with the process starting this summer. R. Malnati asked if a member of the staff should be part of this committee with their institutional knowledge, with everyone answering yes. D. McNally also said they could also be just a resource sitting in on the interview, but not a voting member. This provides another point of view. R. Malnati said once he hears from Board member for this committee, he would like to reconvene the Finance Committee and the Finance Committee will select the Board members. D. McNally thought it would be a good idea to have a "preorientation commitment

meeting” for those interested. S. Lamb stated this could be advertised a couple of times if there is no interest and may take longer. D. McNally would like to change the advertising date to 9/15. There was discussion on paying for flights if candidates are coming a long distance, but was tabled for the next meeting. It was agreed upon to have a 5 year minimum experience requirement on the job description.

The next Finance Committee meeting will be May 14, 2025 at 9:30 AM and then May 22, 2025.

At 10:59 AM, D. McNally made a motion to adjourn the Executive Session, B. O’Grady seconded the motion, and the adjournment was passed unanimously.

Meeting Materials:

- **4/29/25 Email Exchange**
- **Position Description**
- **Job Information including characteristics, description, etc.**
- **Credentials Spreadsheet**