

Berkshire Regional Transit Authority
Finance/Audit Committee
Executive Session

May 22, 2025

In Person

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

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, Kaylyn Hunkler and Sarah Vallieres, BRTA.

1. 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 2:32 PM.

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

R. Malnati distributed the meeting material with Finance Committee.

1. Approval of Amended Executive Session Minutes for April 24, 2025- VOTE

R. Malnati explained there was an error in the approved minutes that noted Pittsfield in the votes but should have been Williamstown. That has been corrected and need approval of the amended Executive Minutes. S. Lamb made the motion to approve the Amended Executive Session Minutes for April 24, 2025, B. O'Grady seconded the motion, and was unanimously approved.

2. Approval of Amended Executive Session Minutes for April 30, 2025- VOTE

R. Malnati explained there was an error in the approved minutes that noted Pittsfield in the votes but should have been Williamstown. That has been corrected and need approval of the amended Executive Minutes. D. McNally made the motion to approve the Amended Executive Session Minutes for April 30, 2025, B. O'Grady seconded the motion, and was unanimously approved.

3. Approval of Executive Session Minutes for May 14, 2025- VOTE

D. McNally made the motion to approve the Executive Session Minutes for May 14, 2025, B. O'Grady seconded the motion, and was passed with S. Lamb abstaining.

4. Discussion Administrator Contract

R. Malnati stated the job advertisement salary range was between \$140-160, based upon the other RTA Administrators' salaries. He edited the advertisement to add bullet points and there was a discussion about the time of the ad and the salary of the position. The ad will be released on Transit Talent online from May 30, 2025-June 30, 2025. This will allow time to form a Search Committee with orientation.

The Finance Committee discussed the Executive Session Finance Committee Informational document. R. Malnati's current vacation hours earned is 384 hours, \$23,101.44 to be paid in the FY 25 budget, as this budget is under in expenses by \$80K. After deliberation, B. O'Grady made a motion to pay \$23,011.44 in vacation wages in FY 25, S. Lamb seconded, and the motion passed unanimously.

R. Malnati has 625.32 hours in comp time, 720 sick hours, and 550 of unapplied sick hours. There was a discussion and deliberation of the comp time hours with a decision most agencies that have a salary contracts, the pay is not per hour. The Finance Committee said no to paying out the comp time. There was a discussion and deliberation of sick time, deciding on a percentage pay of sick time. The towns of Williamstown and Windsor has 10% sick time payouts. D. McNally researched other agencies and found a range of 10%-25%. S. Lamb said she was comfortable with 25% for sick time. D. McNally made the motion to use 25% of the sick time balance (720 hours and 550 hours) as a recommendation to the Advisory Board for their approval for an early June meeting. $(720+550=1270 \text{ hours} @ 25\% = 317.5 \text{ at the current rate} = \$19,100.80)$ S. Lamb seconded the motion and the motion passed unanimously.

5. Next Meeting

At 3:12 PM, B. O'Grady made a motion to adjourn the Executive Session, D. McNally seconded the motion, and the adjournment was passed unanimously.

The Finance Committee left executive session at 3:12 PM and resumed the open Finance Committee meeting at 3:12 PM.

Meeting Material

Executive Session Agenda

Executive Session Amended Minutes 4/24/25

Executive Session Amended Minutes 4/30/25

Executive Session Minutes 5/14/25

Massachusetts Transit Authority Chief Executive Salaries

BRTA Administrator Job Advertisement

Cape Cod RTA Job Advertisement

Executive Session Finance Committee Informational