

Berkshire Regional Transit Authority
Executive Session

May 14, 2025

In Person

BRTA Boardroom, 2nd Floor

1 Columbus Avenue, Pittsfield MA

Berkshire Regional Transit Authority Finance Committee Meeting members present:

Brian O'Grady, Williamstown, Doug McNally, Windsor. Also present Robert Malnati and Kaylyn Hunkler, BRTA. Absent, Sandra Lamb, North Adams;

R Malnati called the Executive Session of the Finance/Audit Committee meeting to order at 9:32 PM.

1. Approval of Minutes of Executive Session April 24, 2025

D McNally made the motion to approve April 24, 2025 minutes. B O'Grady seconded. All in favor, none opposed, motion passed unanimously.

2. Approval of Minutes of Executive Session April 30, 2025

D McNally made the motion to approve April 30, 2025 minutes. B O'Grady seconded. All in favor, none opposed, motion passed unanimously.

3. Discussion of Administrator Contract

R Malnati distributed an updated RTA Administrator Salary sheet gathered by another Regional Transit Authority. Discussion followed. Confirmed that the initial rate would be equivalent to current Administrator rate for training period, estimated to be three months. After the appointment, salary range is expected to be \$140,000 - \$160,000.

Administrator Malnati will include notice of his pending retirement and a request to serve on the Hiring Committee in his May 22, 2025, Administrator's report to be distributed May 15, 2025. The upcoming Board Agenda includes FY26 Budget Vote, Appointment of Officers, and FY26 suggested meeting dates.

Advertising for Administrator position to include Transit Talent, CommBuys or equivalent Commonwealth of Massachusetts site, BRTA website and LinkedIn via S Vallieres, Deputy Administrator's LinkedIn account. When retirement is made public, S Vallieres will reach out via LinkedIn to previous FTA contact that are no longer employed by FTA. R Malnati will distribute draft employment ad to Finance Committee including suggested salary range.

The FY26 Draft Budget has been crafted. The next finance committee meeting is scheduled for Thursday May 22, but it may take longer to review the Draft Budget and the succession planning. It was suggested the next meeting begin at 2:30 instead of the 3:00 PM time already agreed upon. S. Lamb would be contacted to see if she can accommodate this change.

4. Next meeting May 22, 2025 2:30 PM

Meeting Materials-

- Executive Session Agenda
- April 24, 2025 Draft Minutes
- April 30, 2025 Draft Minutes
- BRTA RTA Administrator wage spreadsheet

Town	Exec Minutes 4/24/25	Exec Minutes 4/30/25	Adjourn
Williamstown	Yes	Yes	Yes
Windsor	Yes	Yes	Yes