

Berkshire Regional Transit Authority  
Finance/Audit Committee

September 25, 2025

In Person

BRTA Boardroom, 2<sup>nd</sup> Floor, 1 Columbus Avenue, Pittsfield, MA

**Berkshire Regional Transit Authority Finance/Audit Committee Members present:**

Doug McNally, Windsor and Brian O'Grady, Williamstown

Also present: David Irwin, Adelson & Company, PC; Robert Malnati, Kaylyn Hunkler, and Sarah Vallieres, BRTA

R. Malnati called the Finance/Audit Committee meeting to order at 2:00 PM.

1. **Approval of Minutes for June 25, 2025-VOTE**

The Finance Committee members reviewed the minutes of the June 25, 2025 meeting. D. McNally made the motion to accept the minutes, was seconded by B. O'Grady, and was approved by all.

2. **Draft FY2026 (FY2025) Financial Statements Review-D. Irwin**

D. Irwin thoroughly reviewed the audit with the Finance Committee and stated that Adelson provided the BRTA an unmodified or clean opinion on the financial statements. Finances were accurate with nothing missing, no issues, no material deficiencies or material weaknesses, and agreed to the general ledger. He explained the details of the audit and thoroughly reviewed the financial statements with the Finance Committee. Adelson performed compliance testing with both BRTA and BTM and there were no issues. The finances were in conformance with the auditing principles, including government auditing standards and the BRTA complied with FTA and State funding requirements. There were 2 comments, just recommendations, not findings. The first comment was the GASB changes and there was a discussion with the CFO who understands the changes. The second comment was to add a control sheet listing all RFPs to the procurement file, which was minor. The Financial Statements are due to the State on October 7, 2025. The Federal government has not released the OMB Compliance Supplemental yet and can't submit the Final Single Audit.

D. McNally mentioned to let the BRTA Advisory Board know that the funding received from MassDOT covered the fare-free program for FY 25.

3. **Draft FY2026 (FY2025) Financial Statements-VOTE**

D. McNally made the motion to accept the draft Financial Statements to recommend to the BRTA Advisory Board as presented by D. Irwin, was seconded by B. O'Grady, and approved by all.

4. **Administrator Search- Next Steps**

K. Hunkler presented the new Administrator's draft contract on the monitor for the Finance Committee to review. D. McNally went through the draft contract that was reviewed by legal with the group and noted R. Malnati was not part of this. This contract should not be a re-tooling of the current Administrator's contract and will need modifications. R. Malnati will remove himself from the BRTA Advisory Board meeting during the contract discussion. The contract will be a 3-year contract with a window of \$140K-\$160K. He spoke with the BRTA CFO who recommended a per diem rate from 12/15/25-1/3/26. The annual contract will begin on January 4, 2026. D. McNally recommends the salary decision year to year and the Board will need to provide input. He will need the Board to authorize him to negotiate with K. Lambert with some wiggle room to go up starting at \$150K, with a salary review at the end of 6 months. The duties would be the same as the current Administrator. They will add the Federal holiday of Juneteenth; paid vacations would be 3 weeks in year 1, with 3 days earned in years 2 and 3; and reduce from 4 personal days to 3. Sick leave, health, dental, pension, etc. will be the same as the employees' benefits. D. McNally

shared that the current Administrator has a vehicle, but he did not put this into this contract as that is not a best practice. Termination would have the same language and there would be a 6-month probationary period. This was sent to the lawyer for his review. R. Malnati discussed the iBerkshires article and had met with B. Quintos. D. McNally shared that he had a nice conversation with B. Quintos and that he and K. Lambert share a common vision.

**5. Next Meeting**

October 30, 2025 at 3 PM.

D. McNally suggested the Finance Committee meeting with both R. Malnati and K. Lambert in January. R. Malnati shared BRTA received \$724K from the Massachusetts FY25 Supplemental for this year's budget. This is for additional service, CBA, and bonuses. D. McNally asked if this could be used for non-ADA services to be fare free and R. Malnati will look into this and discuss in October

The Finance Committee meeting adjourned at 3:12 PM.

**Meeting Materials**

- **BRTA Finance/Audit Committee Agenda**
- **BRTA Finance/Audit Committee Packet**
- **BRTA FY 25 Financial Statements Package**

Town	(1) Minutes of 5/23/24	3) Draft Financial Statements
North Adams	Yes	Yes
Windsor	Yes	Yes