

BERKSHIRE REGIONAL TRANSIT AUTHORITY

October 30, 2025

4:00 PM

BRTA Intermodal Transportation Center, Second Floor Board Room, 1 Columbus Avenue, Pittsfield, MA 01201

ADVISORY BOARD MINUTES

Berkshire Regional Transit Authority Advisory Board Members Present:

Sarah Fontaine, Adams; Bill Elovirta, Becket; Ray Killeen, Cheshire; John Boyle, Dalton; Philip Orenstein, Great Barrington; Mary Reilly, Lanesborough; Andrea Wadsworth, Lee; Mindy Morin, Lenox; Sherry Youngkin, New Ashford; Stuart Lawrence, New Marlborough; Sandra Lamb, North Adams; Mayor Peter Marchetti, Pittsfield; Brian O'Grady, Williamstown; and Douglas McNally, Windsor. Renee Wood, Sheffield arrived during Administrator's Contract Update. Peter Marchetti left during Budget YTD.

Berkshire Regional Transit Authority Advisory Board Members Absent:

Charles Ketchen, Alford; Ron Boucher, Clarksburg; Melanie Vicneire, Egremont; Joan Lewis, Florida; James Rodda, Hancock; Margaret Gregory, Hinsdale; Frank Abbott, Monterey; Keith Torrico, Mt. Washington; Brandi Page, Otis; Verne Leach, Peru; Alan Hanson, Richmond; Justin Kaczowski, Savoy; Jamie Minacci, Stockbridge; Stephen Deloye, Washington; Andrew Krouss, West Stockbridge; and Brian Morrison, Rider Representative.

Also, present: Robert Malnati, Sarah Vallieres, and Barbara White, BRTA; Anuja Koirola, BRPC; Breanna Steele, iBerkshires; Tara Monastesse, Berkshire Eagle; and Patti Annechiarico.

	Voting Shares	Present	
Adams	2.76	2.76	
Alford	1.00	0.00	
Becket	1.08	1.08	
Cheshire	3.66	3.66	
Clarksburg	1.00	0.00	38.50 needed for quorum.
Dalton	2.47	2.47	56.63 when called to order
Egremont	1.02	0.00	57.68 after R. Wood arrived
Florida	1.00	0.00	
Great Barrington	3.69	3.69	
Hancock	1.00	0.00	
Hinsdale	1.29	0.00	
Lanesborough	2.29	2.29	
Lee	3.55	3.55	
Lenox	4.42	4.42	
Monterey	1.02	0.00	
Mt. Washington	1.00	0.00	
New Ashford	1.07	1.07	
New Marlborough	1.00	1.00	
North Adams	6.15	6.15	
Otis	1.00	0.00	
Peru	1.04	0.00	
Pittsfield	20.93	20.93	
Richmond	1.00	0.00	
Savoy	1.00	0.00	
Sheffield	1.05	1.05	
Stockbridge	2.95	0.00	
Washington	1.00	0.00	
West Stockbridge	1.00	0.00	
Williamstown	2.52	2.52	
Windsor	1.04	1.04	
Rider Representative	1.00	0.00	
Disability Community	1.00	0.00	

1) ROLL CALL

D. McNally called the Advisory Board Meeting to order at 4:00 PM. This meeting will be recorded for the purpose of the notes for the Board Minutes. R. Wood arrived at # 3 and P. Marchetti left at # 9.

2) MINUTES OF SEPTEMBER 25, 2025 MEETING – VOTE

B. O'Grady made a motion to accept the minutes for the September 25, 2025, meeting. J. Boyle seconded the motion. The minutes of September 25, 2025 were approved with the abstentions of R. Killeen, A. Wadsworth, M. Reilly, and S. Lamb.

3) ADMINISTRATOR'S CONTRACT UPDATE - VOTE

D. McNally stated this contract included modifications from the previous one based on suggestions that were made at the previous Advisory Board meeting including the termination language. "If the employer decides to terminate this agreement, the employer shall first conduct a performance review and employer shall provide the employee with a written list of deficiencies in the performance of her duties as identified in her Performance Review. The employer and employee shall develop a mutually agreed upon professional improvement plan to address the deficiencies. The employer shall perform a second performance review after 60 days. If that is done and you find deficiencies, you have a meeting and specify what the deficiencies are, usually you develop a plan for 60 days to be implemented".

That is the modification, and the Candidate is happy with the contract.

Discussion:

There was a discussion on the Performance Review in regard to the Termination section. The performance review is a responsibility of the Advisory Board and will be performed on an annual basis or if there is an issue with performance. There was concern about how the section was written. It was determined and changed to:

"If, after performing the second performance review, the Employer deems the Employee has made insufficient progress to remedy the deficiencies, the Employer may terminate this Agreement (a) effective immediately upon written notification to the Employee ("Termination Notice") or (b) at some later date as stated in the Termination Notice (each, a "Termination Date"). At the request of the Employer, the Employee shall continue to render her services and shall be paid her regular compensation up to the Termination Date.

There was additional concern that the wording "employer", should be changed to Advisory Board.

R. Wood made a motion to accept this contract as amended and authorized the Chair to sign the contract, to change 7A and the opening through its Advisory Board. S. Fontaine seconded the motion. The motion was passed with R. Killeen opposing.

4) OPEN MEETING LAW VIOLATION R. WOOD 10/13/2025 DISCUSSION

R. Wood recused herself from this discussion.

R. Malnati discussed the October 13th email from R. Wood for a violation of the Open Meeting Law that was part of the Advisory Board Packet. It deals with the August 25, 2025 agenda and the language of "Search Committee Update" and was a violation because there was no vote on the Contract listed on the agenda. Once we received this complaint, we had 14 business days to meet as a Board to discuss it. This falls within the 14 business days to meet and discuss. I crafted a response and sent it off to KPM Law for review. R. Malnati read his response that he would like to send to the Division of Open Government.

Discussion:

It was determined that the Minutes should not strike out what was said in a previous meeting in reference to not discussing a topic not on the agenda within 48 hours.

The "Search Committee Agenda" heading was pertinent in the discussion of negotiating with the future Administrator and her contract. The vote was not on the wording of the contract but only on the negotiating strategies from the Board to the Chair of the Board.

5) OPEN MEETING LAW VIOLATION R. WOOD 10/13/2025 – VOTE

A. Wadsworth made a motion for the Administrator to submit the letter to the Division of Open Government and S. Youngkin seconded the motion. R. Wood stated the letter needs to go to her also, to which R. Malnati replied he would include R. Wood. A. Wadsworth made a motion for this amendment to the motion and J. Boyle seconded the motion. Both motions passed with R. Wood recused.

6) ADMINISTRATOR'S REPORT

R. Malnati discussed the MassDOT Audit, dated November 12 and his response dated November 21st. On the BRTA website the single audit was missing. This has been updated, and the single audits are now posted to the website. BRTA received a Supplemental Capital grant of \$163K for FY25 projects including blacktop and vehicle extras. BRTA also received a Supplemental Operations grant to help pay for collective bargaining agreement, salaries, retention and services to undeserved areas.

All the State Contract Assistance funding has been received, just waiting on the contract for the Fare Free service. R. Malnati presented LINK 413 discussion he paneled at the Moving Together 25 Conference in Boston. R. Malnati and J. Davine recently appeared on the Berkshire Matters Program on PCTV. They discussed the Senior Rural Transportation Program, Link 413, and the Fare Free Program.

BRTA's Travel Training Program participated in the Adams Fair on September 18. The Outreach Team, including Julie Davine, has been promoting the Senior Rural Transportation Program in Becket and Hinsdale. 28 applications have been submitted for this program. R. Malnati shared BRTA has been invited to speak at Williams College at the Mobility and the Modern World, Transit, Policy and Innovation course in January 2026.

Discussion:

The Senior Rural Transportation Programs in not fare free.

7) NON-ADA FARE FREE – VOTE

This vote was tabled as Finance Committee was unable to meet and needs to vote on this item prior to the Advisory Board meeting. This will be an item on the next Advisory Board meeting agenda.

8) CASH REPORT SEPTEMBER 2025 - VOTE

J. Boyle made a motion to accept the Cash Report September 2025 and B. O'Grady seconded the motion. All stated aye and the September 2025 Cash Report was unanimously passed.

R. Malnati shared information on the Berkshire Transit Management July check amount and were reimbursed in August. BRTA drew additional federal funds in September due to the uncertainty of the shutdown.

9) BUDGET YTD

Mr. Malnati provided an overview of the Budget YTD through September. Paratransit revenue is overbudget. Interest rate is under-budget as the rate received was lower than the budget.

10) RIDERSHIP YTD

R. Malnati presented the Ridership Report through September with 58,000 riders in September. This is less than the two previous months due to 1 less service day. There was a 29% increase from last September. There is a 20% increase for ADA rides YTD and a 23% increase for Fixed Route YTD. Wheelchair transport is number one and two for Routes 34 and 1.

11) NEXT MEETING DATE/TIME

R. Malnati set the next meeting date for November 20, 2025 at 4 PM.

12) ADJOURNMENT

J. Boyle made a motion to adjourn. S. Lawrence seconded the motion. All in favor stated aye and the meeting ended at 5:05 PM.

Town	2) Minutes of September 25, 2025 meeting-VOTE	3) Administrator Contract Update -VOTE	5) OML Violation R. Wood 10/13/25 - VOTE	8) Cash Report September 2025 - VOTE	12) Adjournment
Adams	Yes	Yes	Yes	Yes	Yes
Becket	Yes	Yes	Yes	Yes	Yes
Cheshire	Abstained	Opposed	Yes	Yes	Yes
Dalton	Yes	Yes	Yes	Yes	Yes
Great Barrington	Yes	Yes	Yes	Yes	Yes
Lanesborough	Abstained	Yes	Yes	Yes	Yes
Lee	Abstained	Yes	Yes	Yes	Yes
Lenox	Yes	Yes	Yes	Yes	Yes
New Ashford	Yes	Yes	Yes	Yes	Yes
New Marlborough	Yes	Yes	Yes	Yes	Yes
North Adams	Abstained	Yes	Yes	Yes	Yes
Pittsfield	Yes	Yes	Yes	Yes	-----
Sheffield	-----	Yes	Recused	Yes	Yes
Williamstown	Yes	Yes	Yes	Yes	Yes
Windsor	Yes	Yes	Yes	Yes	Yes

MEETING MATERIAL

BRTA Advisory Board Packet
OML Response