



CAPE ANN TRANSPORTATION AUTHORITY
Administrator - Paul F. Talbot

P.O. Box 780, Gloucester, MA 01931-0780

(978) 283-1886

FAX (978) 281-4824

Asst. Administrator - Joseph Randazza

CAPE ANN TRANSPORTATION AUTHORITY BOARD MEETING
December 13, 2014 MINUTES
9:00am

Called to order at 9:00am by: Sal Distafano Chief Ad.Officer to Mayor Kirk

In Attendance: Paul Talbot, Sal Distafano, David Gardner, Bob Ryan, Mitchell Vieira, Joe Randazza, Bill Nelson, Felicia Webb, Jackie LaFlam

Bill Nelson – Motion to approve September 11, 2014 minutes to the meeting.
Seconded Mitchell Vieira
All in Favor

Paul Talbot explained the several meetings and workshop he attended for the Transit Plan. He also said there should be a steering committee with a representative from the Board for each community.

Bill Nelson asked how much Ipswich had a part in this?

Mr. Talbot just said we are looking to expand services in Ipswich, Essex and Rockport, it is just a preliminary report at this time. Our ridership has been declining mostly due to the weather and we are looking to provide more services. Also the cruise ship ridership isn't as much as previous either.

Felicia discussed the Triennial Review and said all the documentation has been submitted and we are only waiting for FTA approvals on some findings. She doesn't anticipate any issues other than the No Show Policy but really doesn't think so.

Bob Ryan explained that the Ada and Dial a Ride programs allow a three time No Show before you are suspended. FTA thought it was too restrictive so they changed it to a more flexible plan.

Paul Talbot explained and FYI- City Hall Bid the results from being advertised came in with only one bid from The City of Gloucester. David Gardner will submit the lease agreement to the city for a 2 year 7 month lease. It is all set to be signed.

Mr. Talbot explained how our vehicles go to local gas stations for fuel so we allocated \$100,000 to go out for bid for an Above Ground Storage Tank. All bids were rejected, we are going to get 3 quotes for this project and we will separate into 4 areas of concern.

Bill Nelson "When will the project be completed?"

Paul Talbot responded "As soon as possible but not quite sure when it will be up and running."

Felicia "We are not subject to 30B and it has been submitted to FTA."

2014 Fiscal Year Audit

Pau Talbot said there were 2 findings which were oversights on the Brokerage receivables.

Joe Randazza The first finding he explained is how clients become Mass Health Clients for the three programs and how we get paid. When we were audited we found out we were not reimbursed for three months for a client whose trips were completed. We are still working on getting the money back which is \$400,000. Maximus is the company who sends the payments as well as the denials and we are still working with them. Roland Lambolot is our account and now wants a policy in place to record all payments and denials.

The 2nd finding Paul Talbot explained that when we paid the Operating Company it included the Management Cost of \$110,000 a year. There was an overpayment to CATOC and Roland is looking for the reimbursement. Now Roland wants to issue two separate checks so we now have 2 checks one for the Operating Company and one for the Management fee to Bob Ryan. Paul Talbot said it was a misunderstanding.

Sal Distefano asked if there were any other issues with the audit and there were not.

Mr. Talbot said we would meet on the 1st Wednesday of March. March 4th 2015.

Sal Distefano motion to adjourn at 9:45am

Seconded by Mitchell Vieira

All in Favor