

Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
Monday, May 2, 2016, 5:00 PM
45 Mill Street, Wilmington, VT
706 Rockingham Road, Rockingham, VT
Via Video Conferencing

President Tom Marsh called the Board of Directors meeting to order at 5:05 pm. Those in attendance and consisting of a quorum were as follows:

Board Members Present: Tom Marsh, Chip Stearns, Wendy Harrison, Matt Mann, Marco Tallini and Travis Wendel

Invited Guests: Tim Bradshaw via conference call.

Members of the Public: Don Albano

Staff Present: Randy Schoonmaker, Leona Linney, Jan Terk and Rebecca Gagnon

Public Input: Don Albano expressed his displeasure at being replaced on the Board for having missed three consecutive meetings. Tom explained that the Board took the action due to the uncertainty of Don's return, and that the decision was made knowing that when a Board position became available Don could fill that position.

Amend Agenda: No amendment was made.

Approve minutes of March 24, 2016 Motion 1: Chip Stearns motioned to approve the March 24, 2016 minutes. Wendy Harrison seconded. Motion passed 5-1. Marco Tallini abstained as he was not present.

Old Business

Board resignation/opening Motion 2: The resignation of Mark Wallace has left a Board position open. Tom instructed the nominating committee to convene. Randy will solicit names of prospective candidates and will place an ad in the local paper. The position will be filled by an individual from the MOOver service area. Don Albano was asked if he was interested to which he replied he is not. Chip Stearns motioned to add Travis Wendel to the nominating committee. Matt Mann seconded. Motion passed 6-0.

Board member training topic – Strategic Plan Motion 3: The Strategic Plan includes all comments received from Board members since the last meeting. Chip Stearns motioned to adopt the Strategic Plan as drafted. Wendy Harrison seconded. Motion passed 6-0.

Current Construction Project Motion 4: Randy presented an update. The park & ride's paving and electrical bids will be delayed a week, but it is still hoped to start construction on June 1st which is ahead of the original schedule. The Town of Rockingham has increased their in-kind contribution on the park & ride which will eliminate the need for a separate contractor for the prep work, and free up funds for other parts of the project. The park & ride will not have any landscaping islands or light poles within the parking lot to allow efficient snow removal. One charging station is included in the plans, and all light poles will be wired plug-ins as well. The building addition requires that square footage be added because the maintenance bays need to be wider than anticipated, and the walls between bays were not taken into consideration in the original calculations. To help compensate for the larger building size, the fuel tanks will be underground. Turning radius has been measured and will be a factor in determining the final design. The budget has been updated to correct the earmark amount by increasing it \$20,000. The current plan is to go out to bid for a contractor in January, 2017 and break ground in April. This works to our advantage as January is the ideal time to go out to bid, and the timing works well with

VTrans' ability to provide funds in FY17. Chip Stearns motioned to approve the budget as proposed of \$3,211,138. Seconded by Wendy Harrison. Motion passed 6-0.

2017 Grant Application: Randy presented a summary of the FY17 funding and capital grant requests which were reviewed and approved by the Finance Committee at their last meeting prior to submittal of the application to VTrans. Discussion followed regarding bus shelters. The cost of a shelter has increased substantially from a few years ago, and is now \$10-12,000. The company is primarily in replacement mode of existing shelters, and includes a capital request for shelters based on need and availability of the required local match. Consideration would also be given to requests for additional shelters from the community, which have not been received. This year's grant application does not include capital for shelters due to lack of local match. Per Tim Bradshaw, the State is in the process of evaluating all applications statewide and will know more soon. Randy reminded the Board that when the grant award is received a final budget will be presented to the Board for approval. If unused capital funds are available they will be used for more shelters.

Finance Committee Report: Chip Stearns reported that the Finance Committee has reviewed the financials as presented, and that nothing in the financials warrants discussion.

Route Study: Rebecca reported that two public meetings were held to seek public input on the routes. Six people attended the daytime meeting, none the evening meeting. There was no notable public input. Katherine Otto is finishing up the study and Rebecca is hopeful to do a 20-minute presentation of the final report at the next Board meeting.

New Business

In response to Matt Mann's question regarding website status, Randy explained that the goal is to have one webmaster for the three existing sites, SEVT, MOOver and Current. The MOOver site has been hacked twice in the last six months. Public access to Board meeting information is on the websites.

Company Updates

Employee Benefits: Rebecca reported that employee benefits at the two divisions are now in line as requested by the Board early in the merger, with the addition of 401-K, life insurance and long term disability at the MOOver, coupled with increased personal days, elimination of the mechanic's boot allowance and modification of the mechanic's tool allowance at the Current.

Vermont State Roadeo: Jan reported that a Current driver placed second, and a MOOver driver placed third at the Vermont State Roadeo that took place on April 30th.

Board member comments

Tom Marsh requested that the Strategic Plan be referenced regularly with an update of where we are. Travis Wendel and Wendy Harrison requested that Randy send out a notice when he starts to post items to Directorpoint for the upcoming meeting.

Future Agenda Items:

- Selection of a Board Vice President
- Report from the Nominating Committee for a potential Board member
- Strategic Plan progress
- Update on Current Route Study

Adjourn Motion 5: Chip Stearns motioned to adjourn at 6:40 pm. Matt Mann seconded. Motion passed 6-0.