

**Minutes of the Regular Meeting**  
**Southeast Vermont Transit Board of Directors**  
**Monday March 13, 2017, 5:00pm**  
**706 Rockingham Road, Rockingham, Vermont**  
**45 Mill Street, Wilmington, Vermont**  
**Via Video Conference**

**Board Members Present:** Tom Marsh, Chip Stearns, Wendy Harrison, Jonathan Meeks, Matt Mann

**Invited Guest:** Steve Falbel, Katharine Otto, Tim Bradshaw

**Members of the Public:** None

**Staff Present:** Randall Schoonmaker, Jan Terk, Leona Linney, Rebecca Gagnon

**Public Input:** None

**Amend Agenda:** None

**Approve minutes of February 6, 2017 Motion 1:** Chip Stearns motioned to approve the February 6, 2017 minutes. Matt seconded. Motion passed 5-0.

**Old Business**

**Route Improvement Plan:** Randy introduced Katharine Otto, Tim Bradshaw, and consultant Steve Falbel. Randy reviewed the improvement plan that was given to the Board last fall. Routes involved in this plan are #1, 2, 53, 55, and 57. The goals are to increase ridership and rider satisfaction, and attract new riders with no increase in cost. Randy reviewed updates to the plan. We have been working on this plan for ten months with riders, locals, Katharine, Tim and Steve. The riders have not seen the plan. Addressed in the plan are comments from the SWRPC route study, as well as numerous rider surveys done since the plan. The goal is to have the board review the plan, then have a series of public hearings for further input. Some Board members want to make sure we reach out to non-riders for input during the public hearings. We will also send out a news release, Facebook, and mailings for outreach. Discussion ensued regarding route design regarding schedules and the website. There will be multiple hearings and transportation to them will be offered.

**Current Construction Project:** Our Act 250 application was sent to the town. Randy showed the minutes of the meeting as to what happened. The Town refused to approve the application until further information regarding the fueling station was given. Randy sent out a packet to the selectboard explaining in detail specifics regarding the fuel system. We are set to appear before the board on March 21<sup>st</sup> with our Civil Engineer, Project Manager, and our distributor of the fueling system to review the specifics and answer questions accordingly. We have paid for 50% of the fuel tank, and we are trying to sell the tank based on the concerns of the town actions. If the town signs the permit we will re-purchase the tank. Discussion ensued and no decisions were made.

**Medicaid:** Randy updated the board that Vermont could lose \$200 million out of \$1.7 billion of federal Medicaid funding starting in 2020. Randy is now the president of VPTA, and they continue to present information and amend the DVHA contract. Transit agencies are presently losing money due to low client counts, low PMPW rates,

and high usage by some riders. VPTA members' budget to break even on delivering rides and building the VPTA admin office that is required by the contract is above the original contracted amount. VPTA will be meeting with DVHA on March 30th.

**Finance Committee Report:** Ridership is increasing slowly with the exception of the Bellows Falls and Springfield routes. Randy reviewed the ridership system wide. The board reviewed the financial reports which showed that SEVT is ahead of budget by \$10,000. There were no questions on the financials.

**Draft Annual Report:** Randy asked for guidance on what the report contains. It was recommended that a financial summary, operational changes and updates, and ridership be included. Randy will draft something for the next meeting.

## **New Business**

**Route Improvement Planning Grant:** Steve and Tim updated the board with a general overview. Additional funding has been provided for route review of the Brattleboro, Wilmington-Bennington, and the routes mentioned above. The state is providing assistance with a retainer contract of \$25,000. The scope will look at efficiencies, increasing ridership, and better serving the public. Steve Falbel stated there will be an emphasis on finding the target market due to the changing times.

Discussion ensued about public outreach and target audiences.

**Executive Session: Motion 2:** Chip motioned to move into executive session to discuss a personnel matter at 6:27pm. Wendy seconded. Motion passed 5-0. The board came out of executive session at 6:39 pm.

**Company Updates:** Randy informed the board that we hired Christine Fayette as MOOver General Manager. Christine will be working sporadically throughout the winter with Jan, and during the budget and grant season. She will start full time in July. Glen Beattie has given his notice after 17 years of service as Head Mechanic. March 24<sup>th</sup> will be his last day. Assistant Mechanic Dave Meeks will be stepping into his place and Jan is interviewing for a new assistant. His functions go way beyond maintenance of busses, with fleet planning, state inspections, plowing, and much more. He will be missed.

**Future agenda items:** Next board meeting will be a joint meeting in person at the Wilmington office on April 3, 2017. The board suggested that would be a good time to meet Christine and asked Randy if she could be made available.

**Adjourn: Motion 3:** Wendy motioned to adjourn the meeting at 7:00pm. Chip seconded the motion. The motion passed 5-0.