

**Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
Thursday, November 5, 2015 5:00 PM
45 Mill St Wilmington, Vermont
706 Rockingham Rd, Vermont
Via Video Conferencing**

President Tom Marsh called the Board of Directors meeting to order at 5:00 pm. Those in attendance and consisting of a quorum were as follows;

Board Members Present: Mark Wallace, Don Albano, Marco Tallini, Eithne Eldred, Ted Reeves, Matt Mann and Chip Stearns,

Invited Guests: Tim Bradshaw

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

Public Input: None

Amend Agenda: Motion 1: Ted Reeves motioned to move Executive session to the end of the meeting and to add under Old Business, USDA resolution by SEVT Board, Grand Opening Ceremony, Board training, and fleet management if time permits. Also to ad under New Business was the Route 30 study, and board tablets. Chip Stearns seconded the motion. The motion passed unanimously.

Approve previous minutes: Motion 2: Chip Stearns motioned to approve the August 27, 2015. Ted Reeves seconded. Motion passed unanimously.

Old Business

Construction update: Randy commented on the Park and Ride at The Current, the consultant submitted a draft bid that is well over 300 pages for review. There is no movement from the consultants on pushing it forward. We have now missed two constructions seasons. His recommendation is to request to Barb Donovan that they start moving on this. Construction at the MOOver facility is finished with a few warranty items to work on. Barb has asked the MOOver to put together an estimate on constructing a building to house the vehicles.

Grand Opening Ceremony will be November 17th. Randy reviewed the agenda for the ceremony that starts at 2:00 pm with a private tour and comments made by board members, staff, political officials, lending institutions, and VTrans. The facility will then be open for the public to tour. Light fair and refreshments will be served.

USDA requested that the board vote on a resolution for an officer to execute the loan documents and the amount of the construction loan at The MOOver of \$1,315,169. **Motion 3:** Ted Reeves motioned that the SEVT Board President, Vice President, Secretary, or Treasurer be authorized to execute the loan documents for both constructions loans for the MOOver facility totaling \$\$1,315,169, and for any other loan closing documents for The MOOver and The Current. Chip Stearns seconded. The motion passed unanimously.

Board Training: The board felt the training was informative and helpful. Randy noted that conferencing video over video is almost impossible regardless of what program or system is in use. The board is aware that all the videos are on the CD located at the front of the workbook. Tom recommended the board start working on the lowest scored survey questions that were done prior to the meeting be on the agenda at future meetings. Randy is working on a plan/menu that will go out to the board.

New Business

Adoption of Drug and Alcohol Policy revisions; Randy reviewed a one page handout. The changes were mostly name changes, contact information and it's now one policy for both divisions. **Motion 4:** Ted Reeves motioned that we accept the updated drug and alcohol policy. Chip Stearns seconded the motion. Tom asked if staff is required to read the entire policy or just the update page, it was noted that the employees read the entire policy and sign off on it annually. We also have staff that is trained in reasonable suspicion. Chip Stearns recommended we run it by our Attorney. Motion passed unanimously.

Adoption of Procurement policy: Randy reviewed the Procurement Policy. The handout included contacts, processes and how procurements are handled. Everything is done by email now with no snail mail and due dates are shorter to get the bids done within thirty days. **Motion 5:** Chip Stearns motioned to approve the new procurement policy as presented, Ted Reeves seconded. Chip stated that it's vital the audit trail be crystal clear and that this policy ensures that. The motion passed unanimously.

Adoption of Real Time Project: Randy explained that the MOOver has been selected by VTrans for a test pilot program grant for real time technology that predicts our bus arrival time, shows where the bus is and posts delays and other news automatically updating riders on their phones and screens at key stops. Vermont does not have this at a state level. They are intending to have it as a state wide program and have picked The MOOver as a test pilot. The team would work with the MOOver and run this platform for six months on routes M1, M10, TC, GS, and MS. The focus is on fixed routes and routes with not specific times. We have a lot of riders that are used to using phone devices for this type of information, said Randy. The state is picking up the operating and capital cost including maintenance. **Motion 6:** Etna Eldred motioned to adopt the Real Time Project, Ted Reeves seconded the motion. The motion passed unanimously.

FY 2015-16 Staff Health Insurance: Randy reviewed the handout for the new health insurance plan starting January 1, 2016. The new health insurance requirements, since we are a large company, will require the MOOver to offer insurance to 3-5 additional staff. The board is required to approve the plans the CEO recommends. The CEO recommends the Gold plan and the Silver plan. The company will use the Gold plan premiums to define its company contribution. This year the premium for the Gold plan is lower than the plan used last year therefore the company's defined contribution is lower, causing more cost to the employees that are using the Silver Plan. Randy also explained how the HRA and H.SA work. The HRA is company money for co pays that are not given to the staff but drawn down as needed. The remaining funds stay with the company. The H.SA is an allotment of money given to the employee to keep.

Randy reviewed each plan and the defined contributions, employee cost and company cost. It's suggested that the company support the Gold plan and the Silver plan and the Gold plan either be and HRA or H.SA and the Silver plan remain an H.SA.

Motion 7: Chip Stearns motioned to that the defined contribution will be 76% of the premium and we will only support an HRA at 100% for both the divisions. Mark Wallace seconded. Discussion ensued. Motion passed with one abstention.

Staff Benefits: Page 17 of the handouts tabled

New board member: Rebecca reviewed the email sent by Wendy Harrison who is interested on serving on the board. Wendy's background in transit boards is extensive; she is well versed, intelligent and is eager to serve on the board. Wendy comes from the town of Brattleboro and would be a great asset. Ted is leaving in December. The board recommended inviting Wendy to the December board meeting. Rebecca will contact her.

Route 30 Study: Matt reviewed the route 30 study. FY 16 CRT was able to receive a planning grant. Route 30 was identified as having a major transit gap. The study indicates transit from Brattleboro to Townsends with an extension to Jamaica. The route would be scheduled around the school times in the am and pm with mid-day service for E&D service for Grace Cottage. One van and one bus would be needed. 80% of the funding would come from a CMAQ grant and 20% would come from local dollars who ideally would be Grace Cottage, Windham Supervisory Union, and Brattleboro Memorial Hospital with additional funds from towns along route 30. After the cost is identified the report will go to the board for their approval for a CMAQ application. Randy stated that The Current will not be funding any part of this grant and local funding needs to come from identified sources.

Board Tablets: We would like to have each board member have a tablet for use of company information and documents for board meetings. Randy would like to do some research on cost and is asking the board's approval. The board chair granted approval.

Company Updates: None

Board Member Comments: None

Future Agenda Items: Training session review, Randy will survey for next meeting.

Executive Session: **Motion 8:** At 7:32 pm Chip Stearns motioned, in accordance with the provisions of 1VSA § 313 (1) (B) I move that SEVT enter into Executive Session to consider an employee matter under consideration. The premature public knowledge of this proposed agreement would place SEVT at a substantial disadvantage. This motion for executive session includes the Board members present and staff. Matt Mann seconded. The motion was unanimous.
The board came out of Executive session at 7:44pm

Adjourn Motion 9: Chip Stearns motioned to adjourn the meeting at 7:45, Eithne Eldred seconded. The motion was unanimous.