

**Minutes of the Regular Meeting**  
**Southeast Vermont Transit Board of Directors**  
**Monday, June 6, 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 5:03 pm. Those in attendance and consisting of a quorum were as follows:

**Board Members Present:** Tom Marsh, Chip Stearns, Wendy Harrison, Matt Mann, Eithne Eldred and Travis Wendel

**Invited Guests:** Tim Bradshaw via conference call.

**Members of the Public:** Katharine Otto

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

**Public Input:** None

**Amend Agenda Motion 1:** Chip Stearns motioned to amend the agenda to add an item for executive session after New Business to discuss a legal issue, and to add USDA Resolution to Old Business. Wendy Harrison seconded. Motion passed 6-0.

**Approve minutes of May 2, 2016 Motion 2:** Wendy Harrison motioned to approve the May 2, 2016 minutes after making the change to Approve minutes of March 24, 2016 to show that the motion passed 5-0. Chip Stearns seconded. Motion passed 6-0.

### **Old Business**

**Board opening - Nominating Committee Report:** The nominating committee met last Friday, and Randy is waiting to confirm that the one interested person is available for an interview on June 27<sup>th</sup>. Questions have been drafted for the interview process. If other interested people step forward they will be considered. The nominating committee will perform the interviews and anticipates being able to make a recommendation to the full Board at the July meeting. Randy has reached out to Mount Snow but has received no response.

**Possible Election of Vice President:** Discussion tabled until after Executive Session.

**July Meeting at The Current:** The next regular meeting, scheduled for Monday July 11<sup>th</sup>, will be held at The Current at 5:00pm.

**Strategic Plan Progress:** The Board reviewed and accepted the format of the Strategic Plan that Randy presented. Status updates will be dated and added to the existing text each month.

**Current Construction Project:** Chip Stearns provided an update for the park & ride. The Town of Rockingham has applied for the zoning permit which has brought up the question of screening to block the view of the parking lot from Route 5. Start of construction must wait 30 days after the permit is issued. Permits are pending, and it is now estimated that construction will start mid to late July. Chip is working with Steve Horton to clarify the value of the Town of Rockingham's in-kind contribution. Randy explained that the project is expected to be only 54% federally funded, even if the value of in-kind is reduced. Permits pending include Act 250 Stormwater, General Construction and Zoning. There are no apparent obstacles for any of the permits, they are just taking longer than expected. Rebecca walked the group through the construction drawings for the building addition and office renovations. The first set of schematic drawings has been completed, and includes fixed skylights that will bring in natural light to the maintenance bays. The design team meets every Tuesday and has made a lot of progress. It is anticipated that the bid will be issued in January, 2017. The bus wash bid closed today, three proposals have been received, and evaluation of them will start tomorrow. Matt Mann asked if the design team was considering any energy efficiency features. Randy explained that there's not much room on the roof. The building will go through Efficiency Vermont who will rate the building when it is complete.

**2017 Grant Application:** Tim Bradshaw advised the Board to expect level funding. As there is a large vehicle need throughout the State, and capital funds are tight, we have been awarded one of the two buses requested. All carryover capital items have been approved, as were capital requests for new accounting software and lawn mowing equipment. Tim advised that additional Ops funds were awarded to supplement Admin/PM funds which are tight. Tim will follow up with Randy on Tuesday with the award letter. VTrans has applied for competitive grants to hopefully help supplement vehicle capital needs.

**USDA Resolution Motion 3:** Chip Stearns motioned that the SEVT Board of Directors authorize Randy Schoonmaker, SEVT CEO, to apply for the borrowing of up to \$1,514,081 in USDA Rural Loan funds to be used for the construction of the addition, renovation of existing space, and refinancing the current mortgage of its facility in Rockingham, Vermont. Eithne Eldred seconded. Motion passed 6-0.

**Route Study Motion 4:** Katherine Otto presented a Power Point of the final report. Route costs, which are reported to VTrans monthly, have increased on some routes primarily due to reduced ridership. Discussion on action items will take place at a future date. Wendy Harrison motioned to accept the report and thank Katharine for her work. Chip Stearns seconded. Motion passed 6-0.

**Finance Committee Report:** Chip Stearns reported that there is a question on the Balance Sheet for the Current of needed adjustment to deferred revenue. This is the time of year when expenses exceed revenue. This, coupled with Mount Snow's outstanding A/R, requires weekly cash flow analysis. The MOOver will need to borrow on the line of credit or look at other internal options to cover cash flow requirements until grant funds are received in the beginning of FY17.

## **New Business**

None

## Company Updates

None

**Board member comments:** Wendy Harrison questioned the Brattleboro White, Blue and Red line ridership which is down 8%, up 3% and up 3% respectively. Wendy reported that the wife of an employee at Windham Regional rides to work to Dartmouth, and the husband said they wouldn't be able to live here without the bus. Matt Mann reported that he tried to access route information between Rockingham and Brattleboro through Google Transit and found nothing available. Randy showed the trip planner on the Current's website which works fine.

**Executive Session:** Tom Marsh moved the meeting into executive session to discuss a legal issue at 6:30pm. The staff were invited to attend. The Board moved out of executive session at 6:38pm.

**Election of Vice President Motion 5:** Chip Stearns motioned to elect Travis Wendell as Vice President. Matt Mann seconded. Motion passed 6-0.

**Adjourn Motion 6:** Travis Wendell motioned to adjourn at 6:40 pm. Chip Stearns seconded. Motion passed 6-0.