

**Minutes of the  
Southeast Vermont Transit Board of Directors Meeting  
Monday, April 3, 2017, 5:00 PM  
45 Mill Street, Wilmington, VT**

President Tom Marsh called the Board of Directors meeting to order at 5:06 pm. Those in attendance and consisting of a quorum were as follows:

**Board Members Present:** Tom Marsh, Chip Stearns, Wendy Harrison, Jonathan Meeks, Marco Tallini

**Invited Guests:** None

**Members of the Public:** None

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

**Public Input:** None

**Amend Agenda, Motion 1:** Chip Stearns motioned to amend the agenda by removing Executive Session. Jonathan Meeks seconded. Motion passed 5-0.

**Approve minutes of March 13, 2017, Motion 2:** Chip Stearns motioned to approve the March 13, 2017 minutes. Wendy Harrison seconded. Motion passed 5-0.

**Old Business**

**Current Construction Project, Motion 3 and Motion 4:** Randy and Rebecca, along with a representative from VTrans, SEVT's Project Manager, SEVT's Engineer, the fuel tank distributor, and Board President Tom Marsh will attend the Town of Rockingham Select Board meeting on Tuesday, April 4<sup>th</sup> to discuss the underground fuel tanks that are proposed for the site. As a joint landowner, the Town must sign the Act 250 Amendment, of which the tanks are included. Also to be discussed at the meeting are SEVT Board membership and a ribbon cutting for the park & ride. The ribbon cutting is being organized by the Town, and a representative from Senator Leahy's office will be in attendance. SEVT's USDA loan application has been approved, funds have been obligated, and an interest rate has been secured. The final step in securing the funds and the interest rate requires a Board Resolution. Wendy motioned that Board Secretary Chip Stearns execute the USDA Resolution Amending Form RD 1942-9. Chip Stearns seconded. Motion passed 5-0. Chip Stearns motioned that President Tom Marsh execute the USDA Form RD 1942-9 Loan Resolution Security Agreement in the amount of \$1,500,000 at an interest rate of 3.375% for a term of 30 years. Wendy Harrison seconded. Motion passed 5-0. Randy explained that this merely secures the funds and locks in the interest rate, and that SEVT is not bound to the loan until the building is complete and a loan closing takes place.

**Medicaid:** Randy briefly outlined the existing billing/reimbursement structure of Medicaid that will continue through the first six months of 2017. The new contract in place January 2017 through December 2018 centralizes reporting and payment with VPTA and requires a new office be set up,

most likely at GMCN in Bennington. Negotiations are in progress with VPTA members to determine how funds will be disbursed, and how profits and/or losses will be shared. Randy will have an update at the next Board meeting when more is known.

**Finance Committee Report, Motion 5:** Randy reported that April is grant writing time, with a due date to VTrans of April 21<sup>st</sup>. Rebecca and Jan are working on capital and operating budgets. Randy reminded the Board that there will be two budgets for the Board to approve. The first is a budget specifically for the grant application, and the second will be the final budget after the funding award is known. Marco motioned to have the Finance Committee review and approve the budget for purposes of the grant application. Jonathan Meeks seconded. Motion passed 5-0. Randy presented the FY16 Annual Report Summary. Wendy suggested that something on ridership be added, perhaps with charts showing trends. Changes in board membership were requested to be included. Ridership and financials were reviewed. Ridership is continuing to show improvement, with SEVT 12% ahead of last year at this time. Individual routes were discussed. AR, AP and financials were reviewed, with nothing of note to report. The Finance Committee will meet on Tuesday April 18<sup>th</sup> at 11am.

**New Business:** None

**Company Updates:** Rebecca discussed town appropriations. Rebecca and Randy will do outreach to the towns over the Summer and Fall. Jan reported that the MOOver's end of season bowling party was a huge success, and that Glen's party is scheduled for the following Sunday. Leona distributed copies of the final FY16 audit.

**Board member comments:** Wendy Harrison believes the Walk-Bike Summit to be held at Green Street School on May 11<sup>th</sup> at 5:30 pm may be an opportunity to host a table, hand out brochures and answer questions. Rebecca suggested that a bike rack be set up to demonstrate its use. Tom Marsh and Rebecca will be participating in a live broadcast with Windsor On Air community access TV, that will be aired on Cable Access.

**Future Agenda Items:**

1. Medicaid
2. Performance Report from VTrans

**Adjourn Motion 6:** Jonathan Meeks motioned to adjourn at 6:40 pm. Marco Tallini seconded. Motion passed 5-0