

Draft Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
October 23, 2019
706 Rockingham Road
Rockingham, Vermont

President Chip Stearns called the meeting to order at 5:32 pm. Those in attendance and constituting a quorum were as follows:

Board Members: Chip Stearns, Joel Blumming, Scott Tucker, Matt Mann, Wendy Harrison, and Seth Boyd

Invited Guest: Randy Capitani and Tim Bradshaw

Members of the Public: None

Staff Present: Leona Linney, Randy Schoonmaker Rebecca Gagnon, Christine Fayette and Keith Johnson

Public Input: None

Review of July Minutes: Reviewed with no comments.

Amend Agenda: Motion: None

Old Business:

Nominating Committee discussion: Motion 1 Scott nominated Randy Capitani as board member. Chip Seconded. Motion passed 6-0. At this time Randy became a voting member. There was discussion regarding selection of future board members. The nominating committee will work toward suggesting members in each region of the company (MOOver and Current) along with members with specific skills sets needed for transit and business management.

Ridership: The Company as a whole is up 4%. The demand response route will continue to show a large disparity since we no longer provide service to the adult days and there is not way to break out those number. We will cycle through a year before the comparison will be equal. Randy review the Brattleboro Graphs. Wend suggestions from now on we only need to display the combined routes/yearly comparison.

Financial Overview Review FY 20 Budget The board reviewed the final FY20 budget as presented. These included year end FY19, capital expense and savings. It's expected we could realize an \$8,801 surplus this year. Each division's surplus will now flow into a savings deposit line item. This is a year a high capital match since purchasing five busses, graphic machines, ramp lifts and annunciators. Capital match this year is \$118,661. Randy also outline the long-term debt of the company. **Motion 2:** Joel motioned to approve the FY20 budget as presented. Randy C. seconded. Motion passed 7-0.

Stratton Update: Randy has been in touch with Stratton. They are very interested in working with us and would like to discuss options for next year rather than this year. There are having timing issues in securing housing in Manchester this year therefore transportation is not needed at this time.

Sponsorships and Foundations: Randy outlined the plan and overall concepts for sponsorship between divisions. Randy has three contracts in the pipeline for the MOOver region and will be designing the Current's sponsorship brochure. Once that is completed, he and Rebecca will identify and reach out to local sponsors in the region.

Randy had done extensive work on identify foundations that could potential designate funds to the company. His focus right now are the sonship programs and will tackle foundations in January.

Current Mechanic situation update: Rebecca was happy to say we finally hired two mechanic after a very long, tense search. Ora Howe has taken the lead mechanics position and started October 7th. Dylan Lord started on October 14th as assistant mechanic. Dave Meeks has been covering since the Labbe's left and has be instrumental in keeping the company rolling.

General Fleet Status in preparation for winter: Randy indicated the MOOver fleet have had five EGR's replaced, three set of injectors, snow tires capped, studded and mounted, ski boxed repaired, floor heaters cleaned out, interiors scrubbed, seats steam cleaned, busses undercoated, vinyl touch up step treads replaced and loose wheel lug nut indicators installed. The Current had two EGR replaced, two set of injectors replaced, two Gillig engines replaced with at third on it's way this year, snow tires re-capped, studded and mounted, old tires removed and new tire racks installed and re-organized and loose wheel lug nut indicators will be installed.

New Bus Status: The Current's two new busses are set for deliver in December. Dave and Ora will be flying out to the factory early November for inspections. The MOOver is due their busses in late December or January. Although some were slated for the Stratton contract the MOOver will use them in place of busses that have gone way past their useful life.

Randy note: Randy said in his three-week absence that Dave, Christine and Rebecca managed to run the company without a misstep and there were no issues. Randy thanked the manager for a fine job.

New Business

Resolutions for Mascoma Band and Department of Labor:

Motion 3 Wendy motioned for

RESOLUTION #1

The SEVT Board of Directors removes Marco Tallini and Travis Wendel from the Board of Directors.

The SEVT Board of Directors approves the removal of Marco Tallini and Travis Wendel as excluded officers with the Vermont Worker's Compensation Plan.

The SEVT Board of Directors elects Randy Capitani and Seth Boyd to its Board of Directors.

The SEVT Board of Directors approves the exclusion of Randy Capitan, Seth Boyd, Secretary Joel Bluming, and Vice President Matt Mann from coverage under Southeast Vermont Transit's

Vermont Workers Compensation policy and agrees that they not be entitled to the protections provided by the Vermont Workers Compensation Act from the date this application is approved by the Commissioner.

RESOLUTION #2

Be it resolved, that MASCOMA BANK (herein called the "Bank") be, and it is hereby designated, a depository of this Corporation and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Corporation Rebecca A Gagnon, Current General Manager; Willis D Stearns II, President of the Southeast Vermont Transit Board of Directors; and Keith Johnson, Southeast Vermont Transit Finance Manager whose signatures shall be duly certified to said Bank, and that no checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

Be it further resolved, that said Bank is hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn , whether such checks, drafts, notes or orders be payable to the order of any such persons signing said checks, drafts, notes or orders, or to the individual credit of any of the other officers or not. This resolution shall continue in force and said Bank may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth by the Secretary until written notice to the contrary is duly served on said Bank.

Joel seconded the motion. The motion passed 7-0.

Re-Branding: Randy presented to the board the idea of changing the Current's logo over to MOOver spots. He indicated at a previous meeting that Rebecca has offered the suggestion, stating that having a uniformed fleet with one logo would considerably aid in the use of all busses system wide, especially when in dire need or when there is shortage such weekends in the winter at the MOOver or summer months at the Current. Discussion ensued at length regarding cost, time, staff morale, public impression and necessity. In general, the board was in favor of the change but want a clear outline and process.

Motion 4: Wendy motioned for staff to produce a clear outline and cost to the board for the next meeting. Joel seconded. The motion passed 7-0.

Company Updates: None

Board Member Comments: The next meeting will be November 13, 2019 via video. The group decided that the 2nd Wednesday of the month at 5:30 is the new meeting date.

Future Agenda items: None

Adjourned at 7:50 pm