

**Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
Monday, December 5, 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 5:20 pm. Those in attendance and consisting of a quorum were as follows:

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

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

Public Input: None

Amend Agenda: None

Approve minutes of November 7, 2016 Motion 1: Chip Stearns motioned to approve the November 7, 2016 minutes. Wendy Harrison seconded. Motion passed 6-0.

Old Business

Annual Meeting Motion 2: Chip Stearns motioned to hold the Annual Meeting on Monday, February 6, 2016 at 5 pm at both The MOOver and The Current locations with the agenda as proposed in accordance with the SEVT By-Laws, to be followed by the regular monthly board meeting. The motion also included that Board Member terms will remain in effect until revised at the Annual Board meeting. Matt Mann seconded. Motion passed 6-0.

Current Construction Project: Randy discussed the source of funds for the project. The park & ride phase is close to completion with only the striping and lights remaining. Installation of the lights has been delayed while waiting for the light poles to be delivered. Completion will take place prior to December 31st. Some landscaping will wait until spring to replace trees that were ordered in error. Grand opening will take place as soon as the park & ride is complete. Final cost for the park and ride will come in under budget. More in-kind from the Town of Rockingham has been realized than what was budgeted, requiring less cash. Those savings have been moved to the construction portion of the project. The third and final cost estimate for the construction phase is anticipated within the next couple of weeks. Randy submitted the USDA application two weeks ago, and expects that the approval will take one to three months. As USDA approval is required before a bid document can be issued, Randy anticipates that the IFB will be issued in March rather than originally anticipated in January. Steve Horton will present the final estimates at the January meeting for Board approval with a summary recap of the project. Randy explained that if the IFB is delayed, a separate IFB will be issued for the fuel tanks for construction to start in the Spring. If the USDA approval is received earlier than anticipated, one bid document will be issued for the entire construction portion including the fuel tanks.

Finance Committee Report: The Finance Committee met on Friday December 2nd. A brief overview of the financials was discussed. Bottom line for SEVT shows a difference of \$82,564 behind where we hoped to be at this time actual to budget. Most of this will be mitigated by the retro payment from Medicaid, which is anticipated any day, for a renegotiated PMPW that will be retroactive to July 1st. Ridership was discussed and noted that it's looking better now that the winter season has started. System-wide the company is 6% behind last year, but it is anticipated that this will reverse and increases will be shown very soon. It was noted that fare decreases on certain routes that were previously approved by the Board will take place very shortly after the public hearing process is complete in mid-December.

Strategic Plan: Randy presented his executive summary, highlighting completed and not-yet-started tasks. Ridership goals for each route will be presented at the next meeting.

New Business: None

Company Updates: Rebecca summarized the Current's Genfare electronic fare box project that is in the final stages. Data collected from the electronic fareboxes will increase efficiency and supply valuable information. Smart cards are available for purchase on the buses as well as at the Current's office. The fare boxes have been installed and are being well received by drivers and riders. Jan and Randy gave an update of the real-time bus locator and arrival time project that is being tested at the MOOVer. The testing started last March, but now that winter routes have started we have much more to look at and get excited about. Marketing and outreach has been stepped up, and feedback has been positive.

Board member comments: Wendy Harrison commented that she witnessed a good deed done by a Current driver who was dropping off a disabled person on Route 30 and did not leave until the individual was safely up the hill to his destination. Wendy Harrison summarized the Transportation Board Forum on Rail that she and Jan attended in early November. The State is working on negotiations to piggy back on commuter rail expansion between Springfield and Greenfield, Mass, hoping that it will come as far as Brattleboro. Wendy Harrison requested that in the future when the company is looking at fares, that consideration be taken for the possibility of offering discounts to groups such as veterans, seniors, and people with disabilities.

Adjourn Motion 3: Chip Stearns motioned to adjourn at 6:35 pm. Travis seconded, all approved.