

**Southeast Vermont Transit Board of Directors Meeting Minutes**  
**Monday, June 5, 2017, 5:00 pm**  
**706 Rockingham Road, Rockingham, Vermont**  
**45 Mill Street, Wilmington, Vermont**  
**Via Video Conference**

**Board Members Present:** Tom Marsh, Chip Stearns, Jonathan Meeks, Matt Mann, Travis Wendel, Wendy Harrison, Marco Tallini.

**Members of Public:** Joel Bluming, Jamaica Selectboard and Transportation Committee Commissioner, Rebecca Ohm, both residents of Jamaica

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

**Public Input:** Joel explained he would like to see more transportation between Brattleboro and Jamaica, and possibly in the future into Manchester, looking to help economic stimulus to help with jobs. Joel is here as a citizen and not representing the town. Randy explained the Route 30 study that was conducted and the funding process. Tom asked about the demand, and Joel explained his first concern was for workers and riders from other towns to commute. It was noted Jamaica is a contributor. Randy explained at this point it is waiting for funding.

**Amend Agenda: Motion 1:** Chip Stearns motioned to amend the agenda and move executive session to the next item on the agenda. Matt Mann seconded. Motion passed 7-0. Public excused.

**Executive Session: Motion 2:** Chip Stearns motioned to move into executive session for contract matters at 5:19 pm, and invited present board members and staff. Travis Wendell seconded. Motion passed 7-0. Adjourned executive session at 6:12 pm.

**Approve minutes: Motion 3:** Tom Marsh motioned to approve the May 10, 2017 minutes. Chip Stearns seconded. Motion passed 7-0.

### **Old Business**

**Current Construction Project:** The pre-bid meeting for the fuel station occurred today at the Current. Three companies were present and 7 or 8 have asked for drawings and the project manual. The project calendar was discussed, noting that bids will be opened on June 23<sup>rd</sup>. All Seasons, Wright Construction, and Bazin Brothers were present. We hope to get this part of the project completed by mid-October.

**Brattleboro Route Study:** Update meeting is scheduled for Friday June 9, 2017. An intern working with Windham Regional Commission is helping with the data collection process. More surveys will be completed this week for the consultant to ramp it up again. Next is to continue interviewing the drivers, then the public outreach campaign. The outreach plan will be sent to the whole Board for input. Outreach will include high schools, colleges, businesses, town government. There will be public meetings scheduled for outreach. Wendy Harrison suggested that we try to group a meeting with other organizations that are meeting regarding transportation in Brattleboro.  
**Motion 4:** Chip Stearns motioned to authorize Wendy Harrison to gather any and all information from transportation organizations and provide to Randy that she sees fit to do. Travis Wendel seconded Travis. Motion passed 7-0

**Title VI Program Approval: Motion 5:** Chip Stearns motioned to adopt the SEVT Title VI Program dated May 2017 as presented. Travis Wendel seconded. Motion passed 6-0 with abstention from Marco Tallini as he was not present at the last meeting.

**Finance Committee Report:** Ridership was discussed noting that of the Current routes, Springfield in town #1 is 11% ahead of last year, an improvement from 39% behind before fares were removed. Bellows Falls in-town was 37% behind, and will still lagging at -19% is showing improvement. Bellows Falls #53 is doing great, #57 is in process of reconfiguring, and #55 was down but has come back. The 70's routes are being looked at, and drivers and riders will be interviewed. Demand response is about equal to a year ago. MOOver #7 ridership is even with a year ago. Total company is 11% ahead of year ago, with a total 513k rides YTD, hoping to be close to 600k rides for the year. Chip Stearns stated there is no concern with the balance sheet. A/P and A/R were reviewed. It was noted that MOOver expenses YTD reflect increased health insurance costs, higher professional fees. Diesel fuel and facility costs are also higher than budgeted. Current division income and expenses were reviewed, noting that Medicaid revenue is \$59k ahead of budget, and fares are down because of elimination of fares on several routes. Driver and maintenance wages are over budget, and driver overtime wages will be addressed. Total SEVT is currently showing \$37,892 behind budget.

**New Business:** None

**Company Updates:** Jan updated on the Strolling of the Heifers participation by the MOOver. One bus was in the parade, joined by a second bus to provide shuttle service. Approximately 400 rides were provided in this first year of participation. Rebecca will be in Detroit next week at the CTAA Expo for recertification for Transit Manager. Christine updated that she was successful in obtaining her CDL permit on May 16<sup>th</sup>, skills test is on June 21<sup>st</sup>.

**Board member comments:** None

**Future Agenda Items:** Fleet information for the Current; Update on Fuel Station at the Current. Randy will doodle poll the Board for the next meeting date, trying for the week after July 3<sup>rd</sup>.

**Adjourn: Motion 6:** Jonathan Meeks motioned to adjourn. Marco Tallini seconded. Motion passed 7-0. Adjourned at 7:10 pm.