

Minutes of Southeast Vermont Transit Board of Directors Meeting  
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 Bluming, Scott Tucker, Wendy Harrison, and Seth Boyd

**Invited Guests:** 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. Randy S. asked the Board to consider adding Seth Boyd and Randy Capitani to the Nominating Committee. Joel so moved, Scott seconded, all approved.

**Ridership:** The Company as a whole is up 4%. The demand response routes will continue to show a large disparity compared to last year since we no longer provide service to the adult days and there is no way to break out those numbers. We will cycle through a year before the comparison will be equal. Randy reviewed the Brattleboro graphs. Wendy suggested we only need to display the combined routes/yearly comparison.

**Financial Overview Review and the FY 20 Budget:** The Board reviewed the Finance Committee's executive summary from its October 18<sup>th</sup> meeting. 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 with a high capital match since purchasing five busses, graphic machines, ramp lift, and annunciators. Capital match this year is \$118,661. Randy also outlined 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 package. Once that is completed, he and Rebecca will identify and reach out to local sponsors in the region.

Randy had done extensive work on identifying foundations that could potential designate funds to the company. His focus right now is the sponsorship program and he will start foundation work in January.

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

**General Fleet Status in preparation for winter:** Randy indicated the MOOver fleet 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 a third on its 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 delivery in mid-December. Dave and Ora will be flying out to the factory in early November for inspections. Although three new MOOver busses were slated for the Stratton contract they will be used 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 managers 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 had offered the suggestion 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 as 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 requested Randy prepare a plan for the next meeting.

**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 2<sup>nd</sup> Wednesday of the month at 5:30 is the new meeting date.

**Future Agenda items:** None

**Motion 5:** Joel motioned to adjourn, Randy seconded, all approved at 7:50 pm.