

Draft Minutes of the Regular Meeting  
Southeast Vermont Transit Board of Directors  
Via Video  
March 9, 2022 at 5:00 pm

Chip Stearns called the meeting to order at 5:01 pm. Those in attendance and constituting a quorum were as follows

**Board Members:**

Willis “Chip” Stearns II, President  
Seth Boyd  
Randy Capitani  
Joel Bluming  
Scott Tucker  
Chris Company  
Jason Rasmussen

**Members of the Public:** None

**Staff Present:**

Randy Schoonmaker, CEO, SEVT,  
Keith Johnson, Finance Manager, SEVT  
Christine Howe, General Manager, SEVT

**Invited Guests:**

Tim Bradshaw VTrans

**Public Input:** None

**Introduce New Board Members:** Chris Company, Executive Director of the Windham Regional Commission, has extensive experience with transit operations. Glad to be part of the Board. Jason Rasmussen, executive director of Mount Ascutney Regional Planning Commission, prior was the transportation director for the Ascutney Regional Planning Commission. Happy to be here and look forward to being part of this board.

Chip stated that Scott Tucker will complete his term on the SEVT board at this meeting. SEVT will be looking to fill that board seat, based on the newly adopted By Laws.

**Review February 9, 2022, Meeting Minutes:** No comment

**Amendments of the Agenda:** No amendments to the agenda.

**Board Training by VTrans:** Tim Bradshaw presented the Boards that Perform Power Point. Chip read the presentation and found it very informative. He said it changed his mind about some choices he was making.

**Update on State Management Review by VTrans:** Tim said he would be speaking in more detail about the review at the next board meeting. Tim gave a brief summary to say that he is in the process of reviewing the compliance workbook. Randy and Tim will be meeting as a follow up to complete the review. What is done to date was an intensive day onsite. Tim thanked SEVT and

Christine for being so well prepared for the on-site visit. Tim reviewed Drug and Alcohol files, training files, preventative maintenance records. The procurement files are what Tim and Randy will be meeting in person about.

Chip stated he would like to acknowledge Christine, the general manager and staff all performed flawlessly for you, Tim. They were able to get you all the items you needed on site for review. That is clearly an example of how our leadership has worked in the absence of the CEO.

Tim did explain that when he sits down with Randy they will go over what they agree upon as the SWAT analysis, strengths, weaknesses, opportunities and threats, which will be part of the final review. Tim wants to be clear, this is not intended to be "I gotcha" this is how do we reduce the deficiencies that might be observed. We want to identify areas of improvement. Tim said Christine and he discussed maybe a little more detailed in the Vehicle Maintenance Plan as to the frequency based on the different kind of vehicles.

Scott asked if there was a scoring system to this review. Tim explained no scoring, just a close out letter and discusses the SWOT analysis. Scott asked if there was a response required. Tim explained yes there would be some corrective actions to get back to the state once completed.

Chip acknowledged Tim and Ross's response to the bylaws. There will be a slight change, confirmed with VTrans and then have on the agenda for the next meeting.

Chip is hoping to get the nominating committee together to fill the one open slot and the one that will be open after tonight.

Scott Tucker thanked everyone for the effort for the review.

**Executive Session- Employee Contract:** Executive Session entered at 5:56 pm. Exited Executive session at 6:07pm. Motion 1: Scott Tucker made a motion to accept the contract as written Seth Boyd seconded Motion Passed: 7-0, unanimous. Chip will meet with Randy to sign the contract. Randy thanked the board for their continued support they have shown to him and the company, he is very grateful.

Randy C asked if the nominating committee should organize via email. Chip asked if anyone present is interested in being on the nominating committee? No other member offered to be on that committee. Randy C, Seth and Chip will meet as the nominating committee. Discussion ensued regarding a meeting time for the nominating committee, Randy S will send out a variety of times for the committee to choose from. Chip asked if anyone has a board member idea from Brattleboro could they send that information to the nominating committee. Chip explained that SEVT would find someone to then ask Brattleboro selectboard to appoint that person. Discussion ensued regarding the selection process and need for diversity on the board.

Randy C asked the board to formally recognize Scott Tucker for his service on the board for SEVT. All board members said thank you! Scott said thank you and said it has been a pleasure. Seth Boyd left the meeting prior to 6:30 for another meeting. More discussion ensued regarding ridership possibly up ticking do to fuel costs. Also discussed was the electrification of the fleet in the future.

Chip explained to the two new board members that any questions they may have to please send to Chip Stearns and copy Randy S.

**Motion 2:** Motion to adjourn by Joel, seconded by Jason adjourned .

Submitted by: Christine Howe, General Manager