

Draft Minutes of the Regular Meeting
Southeast Vermont Transit Board of Directors
Via Video
May 11, 2022 at 5:00 pm

Chip Stearns called the meeting to order at 5:23 pm. Those in attendance and constituting a quorum were as follows

Board Members:

Willis “Chip” Stearns II, President
Randy Capitani
Joel Bluming
Seth Boyd (via phone)
Jason Rasmussen

Members of the Public: None Present

Staff Present:

Keith Johnson, Finance Manager, SEVT
Christine Howe, General Manager, SEVT

Invited Guests:

Tim Bradshaw, VTrans

Public Input: None

Review April 27 Meeting Minutes: Jason noted that on second page it should say “ Chip noted there were errors” Christine will make the correction.

Amendments of the Agenda: Christine added to discuss CMAQ and MTI grant application as well in the Grant discussion.

Grant Application: Christine presented the Application including the budget and the narrative that highlighted the reasons for the ask on the main grant. The capital match number is based on the capital requests. On the bottom of the vehicle capital requests spreadsheet, highlighted in yellow is the carryover from FY22 for any capital we have still not completed this fiscal year. Chip commented on a thought about possibly approaching a dealership to “sponsor” the Braun mobility van. The non-vehicle capital was reviewed. It was noted that the roof repair in Rockingham was carried over, and will be completed hopefully, in FY23. Jason asked about the roof, as he thought it was not that old. Christine and Chip explained its age and it is a water collection system which pitches all the water to the center. With the Vermont winters it just has not upheld well. There was an inspection of it that lead to the recommendation to replace the roof.

Christine went on to explain to the Board that there were also three new startup applications. These included the Route 30 corridor, and two microtransit routes, one in Springfield and one in Windsor. Christine will email the applications to all the board members so they can review them upon completion. Christine has not finished the microtransit applications yet. Joel and Seth requested a copy of the Route 30 feasibility study, Christine will send to them. Christine thanked Tim from VTrans for all his patience and help while completing these three new applications. Keith reminded the board that this grant application is for existing service at this point, and if other applications are approved, we will come back to the board for a budget adjustment

Motion 1: To approve all the grant applications as they are ready and prepared for Tim Bradshaw, the operations and the three CMAQ applications. Joel Moved Randy C

seconded; Jason asked for clarification on some items on the budget, and Keith confirmed yes to both Jason's questions., **Motion Passed: 5-0**

Signatory Vote for check Signing: Chip explained that the Secretary of the board needs to be signer of checks over five thousand dollars. Joel needs to be added to the bank accounts for signatures. **Motion 2: To authorize Joel Blumming e added to the bank accounts and Chip to sign the documents to allow for Joel to be added. Randy C motioned; Jason seconded Motion passed 5-0**

Signature Authorization for 990: Keith explained this is a document Randy usually signs and therefore Keith was looking for authorization for Chip to sign in Randy's absence. The other item to note is within the return there is a checkbox that the board is aware of the foiling, and the board of directors for the time of the filing is aware their information is included and disclosed in this document. **Motion 3: To authorize Chip Stearns as Board President to sign on behalf of SEVT for the 990 Jason motioned, Randy C seconded; motion passed 5-0**

Executive Session- Attorney Client Communications and Contract: Randy C motioned to go into executive session, Joel Seconded, entered at 5:57 exited at 6:20pm

Motion 5: Randy C motioned, Joel Second; the board extend medical leave with pay to Randy S under the terms of his current contract that expires on June 30, 2022, Motion Passed 5-0

Motion 6: Randy C motioned Chip second; to approve the updated action plan for VTrans corrective action to include the use of hours for cost allocation effective July 1, 2022 Motion Passed 5-0

Motion to adjourn by Randy C seconded by Chip. Meeting adjourned 6:25 pm.

Submitted by: Christine Howe, General Manager