

Southeast Vermont Transit Board of Directors
706 Rockingham Rd and Via Video
Minutes of the June 29, 2022 Meeting 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
Randy Capitani
Joel Bluming
Seth Boyd (via phone)
Chris Campany (joined at 5:05)
Jason Rasmussen
David Moulton

Members of the Public: None Present

Staff Present:

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

Invited Guests:

Ross MacDonald, VTrans

Public Input: None

Review Proposed Check Signing Authorization Procedures: Chip noted that in the first paragraph the sentence needs to change to “including but not limited to, President, Treasurer and Secretary” Also there will be an adopted date on the bottom of the procedures for record. Jason asked why there was a note on the five thousand amounts for signature. Chip explained that is based on VTrans plan.

Motion #1 Chip motioned to adopt with changes noted Jason seconded **Motion passed 7-0**

Remove Chip Stearns from Bank Accounts: Motion #2 Chris motioned Willis C Stearns be removed from all banking activities and account access effective July 2, 2022 seconded by Randy C. **Motion passed 6-0** Chip abstained due to his removal from accounts.

Approval of new Finance Committee Members: With Chip stepping down from the board the only remaining board member on the finance committee is Randy C. We need at least one other board member. The meeting time has been adjusted to Friday at 2:00 pm before the regular scheduled board meeting by video. Chip recommended Joel since he is a signer on the bank accounts. Joel agreed on a temporary basis as his concern is his ability to attend.

Update on Nominating Board Members for vacant Seats: Randy C, Seth and Chip are the members on the Nominating Committee. Jason sent an email that there is someone from Cavendish Selectboard that may be interested in joining the Board. The remaining members will need to meet and move the process forward to fill the now three seats that will be vacant. Brattleboro has gone through some transition, and we are still seeking a Board member recommendation from the Selectboard there. Randy C would encourage everyone to think about possible candidates keeping the goals in mind with more diversity. Joel asked about new requirements and Randy C explained there is a list of guidelines and that was adopted by the Board. Chip explained the bylaws predicate

where the Board members must come from. Randy S will forward his guidelines to the Nominating Committee for their review.

Date of Approval for Randy S to resume acting CEO duties: Motion #3 Chip motioned to approve Randy Schoonmaker to resume CEO duties of SEVT Inc., on or after July 1, 2022 with limitations noted by a doctor's note. Joel Seconded **Motion Passed 7-0**

Motion #4: Christine Howe remain the signer on the grants to avoid resubmitting and slowing the process. Joel second **Motion passed 7-0**

Randy will then become grant signer moving into FY 23 as needed. Ross will change the signer once the initial agreement is completed.

VTrans update Position on Grants, High Risk Status: The letter from VTrans noting that our high-risk status has been lifted and the prepaids will resume. This means we will not have to follow the Vermont Warn Act. Chip asked Ross where VTrans stands on the final report from the Statewide Management Review we went through for Fiscal Year 2021. Ross said we should something next week.

Chip thanked the board members for their time they worked together. He is confident things will continue to move forward. He is available for questions in the future if needed. Chip thanked Ross and asked Ross to thank Tim. Ross thanked Chip for his service and support for the previous ten years. Chip's last official day as Board President is July 1, 2022.

Motion to adjourn by Chip by Joel Meeting adjourned 5:26 pm.