

Jason Rasmussen called the meeting to order at 10:07am. Those in attendance and constituting a quorum were as follows:

Board Members:

Sue Fillion
Randy Capitani
Brendan McNamara
Joel Bluming
Jason Rasmussen
Dan Thoemke
Chris Company

Members of the Public: None

Staff Present:

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

Invited Guests:

None present

Public Input: None

Amendments to the Agenda: Springfield Micro Transit added after review of minutes

Review minutes of November 19th: Reviewed with no changes

Springfield Micro Transit: Randy S updated the plan after the Board gave permission at the last meeting to continue to pursue this. He presented a budget which would take existing funding for the Springfield in town route and apply it to the microtransit system which would require an additional substantial local match. The goal - if funding is secured - would be to start on July 1, 2025 with the same one bus system and scheduled hours as we are doing in Windsor. Randy S explained that he ran the idea and budget by Ross and Jeremy at VTTrans who were very enthusiastic about it. Presentation of the draft budget shows after existing funding from federal, state and the town of Springfield the balance to raise would be \$183,000. The Springfield Regional Development Corporation is working on some of this funding, and SEVT would apply for the Holt Grant to be raised for a three-year period. The Board needs to approve fundraising for this project and continue to move forward on the project. Jason asked if we spoke to the town yet, but Randy S said not yet. Sue asked if we would need to purchase a vehicle, and what is a Holt Grant. Randy S. said we do not need to buy a vehicle, and the Holt Grant is a social services grant based in Grafton and is for one to three years. Randy S. said we are hopeful we can secure funding. Randy C. asked to confirm the cost would be yearly. Randy S confirmed that Ross was enthusiastic and would do the shifting of money in the grant application. Jason asked to confirm that the existing in town route goes away and this replaces that. Randy S. said yes but that we would probably phase this in because we would be replacing a current system which is different than our other microtransit routes as they were new service. Joel asked why other routes are a priority and Route 30 is not. Randy S. answered this is existing funding getting repurposed and that Route 30 is new funding. Joel thinks there could be more work on finding funding for Rt 30 and expressed concern that there is a lack of support from the state. Chris said that VTTrans does care but the funding crisis that Vermont is facing is a major

impediment. The four towns on the corridor could organize and raise funds to help support the project but it is not fair to say the state does not care. Jason agrees that he would like to see Rt 30 service, but funding is not there at this point. **Motion 1: Chris Company motioned to authorize staff to fundraise for this program and coordinate with the town of Springfield and bring back to the board for further discussion as appropriate, Sue Fillion seconded, motion passed 6-0.**

Narcan: Randy S presented SEVT's attorney opinion on the administering of Narcan by SEVT drivers and staff if encouraged through SEVT. Randy S. sent the Good Samaritan Law to our attorney who confirmed that even with that law if it is not done correctly SEVT could face a negligence suit. An example is if one driver does it and another does not, the claim can be the one that did not was negligent. Discussion ensued surrounding the liability. The attorney's recommendation is that the MOOver does not train drivers in the administering of Narcan. If drivers choose to be trained outside of the company, they would be protected by the Good Samaritan Law but that the MOOver as a company would take on liability of having some drivers trained and some not since it would not be mandatory. Sue feels all the drivers should be trained and whether or not they choose to administer based on their comfort. She feels the public benefit outweighs the risk and that it seems that SEVT does not support this and does not understand why. Randy S. asked the other transit providers what their policies are. Out of seven providers, two allow the drivers to be trained, however all the others do not train them, don't have them carry Narcan, or put it on the bus. Christine expressed to Sue that it is not that SEVT is not empathetic, or caring. The concern is a balance of safety for all riders, drivers and the community, while not assuming too much liability for the company. If we ask drivers to administer Narcan, will there then be the expectation of other medical training. Randy C. asked to clarify if there is any first aid or CPR training for the drivers. Randy S said that is correct. Randy C. thinks this could be the right thing to do but we are not ready for it, and the state needs to have some policy in place. Randy S. explained many years ago MOOver trained drivers in CPR and even that was a concern for some drivers, and that we lost drivers because of this. Our drivers are drivers, and transit providers got out of first aid business as an industry. The policy is to call 911 and take care of all the other riders, and let professionals take care of the medical situation. Dan said to separate the company with the training, so if drivers wanted to be trained they could be given an opportunity but keep it separate from MOOver policy. Joel asked if the drivers bring people to the closest medical facility or how is help alerted. Christine explained that if the drivers are aware of a medical situation they radio dispatch to call 911 and get them on route to the next stop. This helps the process go quickly. In the last two years we have had maybe three unresponsive riders and only one of those involved administering Narcan. The policy is to call 911 to get first responders to the location as fast as possible. Jason asked if SEVT decided to not have a Narcan policy, but make it known to the driver that they can be trained if they want to pursue it. Christine, Randy and Keith agree that is not a problem. Chris suggested that a matter of policy for SEVT if a driver decides to have training and administer it in, drivers would be supported in whatever action they had taken. Jason asked for a simple policy language be brought to the next meeting to further discuss. Sue asked the policy to be run by the attorney. Sue asked if there should be a motion since the public came and requested training. Jason felt that between now and next meeting we craft a policy and next meeting have a motion and report out to the organization at that time.

Ridership: Randy explained that there is a column at the far right of the report that is pre pandemic and will be there for all future reports as reference. Christine presented ridership as of 12/1/24 with much of the same: Brattleboro routes, Route 53, Route 2, Route 1 all continue to perform well; Route 57 is down; and the 70s routes are slowly gaining with the combined routes. Okemo has not started yet. Rockingham fixed routes are up 24%. Demand response rides are up by 2% but down in volunteers by 19%. All Rockingham routes are up 12%. Wilmington fixed routes have bounced back nicely and all are up 17%. A note on the Readsboro route that there are seven or eight regular riders using it from seasonal staff on the route for housing. There is no winter route ridership as Mount Snow did not open until December 6th. The Stratton-Manchester route continues to perform well. Total Wilmington is up 10%, and as a company we're up 11%. Chris asked if we know how we are

doing compared to other transit providers in Vermont. Randy S. said we are probably in the middle of the pack, toward the upper end of things based on what we have heard around the state.

Financials and FY24 Audit: Randy S presented the summary of the finance meeting. Keith explained the differences in the balance sheet between last year and this year are due to higher capital activity last year to this year. The line of credit is higher this year to last. Randy C. said the audit was successful. Randy S. noted a clean audit, no material weaknesses, no findings, and small correcting entries that we see due to timing issues and kudos to Keith. Keith presented the audit and discussed the financial positions comparison from 2024 to 2023. Our outstanding debt has been steadily decreasing as shown. Keith said the auditors qualified SEVT as a low-risk auditee which is what VTrans likes to see. The management letter shows the adjusting entries, which is just timing from when they begin the audit and when the audit is completed. Keith reviewed the adjusting entries. Jason asked if the Board needs to vote to accept. Randy S. said yes, there needs to be a vote of acceptance. **Motion 2: Randy C. moved to accept the audit as presented, seconded by Joel, motion passed 6-0**

VTrans Update: None

Fundraising: Randy S. presented a sheet about the new money we have raised from foundations and towns. Randy S. asked Sue if there was any information on the Brattleboro budget. Sue said it was too early. The spreadsheet shows that even though we have raised more new money there was money we expected from previous years that did not get renewed. One of these funds was the Brattleboro Human Services Fund that we used toward microtransit in FY25 but was not granted for the coming year. Randy S. explained the new types of bus sponsorships campaign and the annual giving campaign that is doing really well. There is a gentleman who has pledged \$1,000 a year for the next thirty years. We secured \$36,600 in new funding, but we are down overall -\$29,000 due to the non-renewed funding. Sue explained the microtransit funding decision is not made by the town government. Sue asked if they gave a reason. Randy S said they had more requests than funding and felt not to fund us at all. Randy C. reconfirmed that we can go back in another year for another request and also asked if we can discount the open vinyl space on the bus to generate some money. Randy S. will consider that in January or February in hopes of getting more income.

Strategic Plan: Randy S reviewed the updates that the committee did when they met recently. The financial goal of long term stability was the main change in goals. Randy S. reviewed the other changes the committee suggested for updates. Jason asked if there was any other input between the committee meeting and this meeting. Randy S said nothing was communicated. Randy S asked if this should be quarterly and have the committee continue to work on it and present. Jason confirmed and asked to keep this on the calendar quarterly.

Executive Session: For employment issues entered 11:15am motioned by Joel seconded by Randy C passed 6-0. The meeting resumed at 11:41

Motion to adjourn from Joel seconded by Randy C. adjourned at 11:42