



15 Industrial Parkway
Burlington, VT 05401

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CCTA Board Meeting Minutes

DATE: April 28, 2010

TIME: 5:00 p.m.

PLACE: CCTA Administrative Office
15 Industrial Parkway
Burlington, VT 05401

PRESENT:

Dan Maxon, Chairman, Essex
Diana Palm, Commissioner, Milton
Chapin Spencer, Vice Chairman, Burlington
Corey Mack, Commissioner, Winooski
Denis Barton, Commissioner, Shelburne
Tom Buckley, Secretary, Winooski
Bill Wessel, Commissioner, South Burlington
Albert Turgeon, Commissioner, Williston
Fred Schmidt, Commissioner, Shelburne
Lou Mossey, Alternate Commissioner, Milton

Chris Cole, General Manager, CCTA
Gary Thompson, Assistant General Manager, CCTA
Donna Rae Decatur, Operations Manager, CCTA
Meredith Birkett, Planning Manager, CCTA
Jon Moore, Transit Planner, CCTA
David Armstrong, Transit Planner, CCTA
Michelle Daley, Director of Finance, CCTA
Karen Duguay, Marketing Manager, CCTA
Sarah Krause, Administrative Assistant, CCTA

NOT PRESENT:

Marti Powers-Keys, Commissioner, Essex
James McCullough, Commissioner, Williston
Bethany Whitaker, Commissioner, Burlington
Sandy Miller, Commissioner, Milton
Steve Magowan, Treasurer, South Burlington

Correction from 3/24/10 Minutes:

“Chairman Maxon asked ~~the~~ whether the amendment was friendly, Commissioner Miller and Buckley indicated it was and all approved.”

1. Opening meeting

The meeting was called to order at 5:04 p.m. Chairman Maxon introduced Lou Mossey, alternate Commissioner for the town of Milton.

2. Public Comment

There was no public comment.

3. Adjustment of Agenda

There were no adjustments.

4. Recognition

Mr. Cole introduced Skip (Kerry) Raymond a CCTA driver who recently had his thirtieth anniversary with CCTA. Chris described Skip as an extremely professional, veteran driver and thanked him for all his hard work. He was presented with a watch in honor of his time.

5. Review Minutes- 3/24/10 (Action)

Commissioner Palm noted there was an extra “the” in the last sentence of section 7. Capital Budget Policy. Commissioner Palm moved to approve the minutes with the change as noted. Commissioner Spencer seconded. Commissioner Schmidt and alternate Commissioner Mossey abstained; both were not in attendance at the March meeting.

6. Financial Report and Balance Sheet

There were no questions.

7. Route 2 Corridor – Service Implementation Approval (Action)

Mr. Moore, Transit Planner for CCTA, presented the proposed changes to the Route 2 corridor. Mr. Moore explained the attendance was much lower at the last round of public meetings and shared Greyhound’s inquiry regarding service to the Burlington International Airport. Commissioner Wessel questioned if CCTA has been working with the citizens who reside in the building behind Chapel’s Florist on Williston Road. Staff responded they had been in contact with that community. Mr. Moore explained the trip would be about 15 minutes shorter from their location to downtown. Mr. Cole responded, Ms. French approved of the service changes and her son, who resides in the building behind Chapel’s, thanked staff at a public hearing. Commissioner Turgeon thanked staff for their spectacular effort in listening to the communities and incorporating their requests in a creative way. Commissioner Wessel requested the combined ridership and cost per passenger for the new routes. Commissioner Wessel moved for approval to implement the Route 2 Corridor with proposed changes. Commissioner Turgeon seconded. All approved.

8. Video Image Release Policy (Action)

Chris explained the reasons behind creating such a policy. There was a discussion regarding including a time restriction on the availability of videos. No action was taken.

9. Intra-County Link Fares (Action)

Ms. Birkett requested approval to reduce the Link Local fare from \$3.00 to \$2.00, to match the Milton Commuter fare. Reasons for this change included reducing the number of Fare Media CCTA accepts and creating a standard fare for inter-Chittenden County bus travel. Commissioner Barton moved to accept the fare change as presented. Commissioner Spencer seconded. All approved.

10. General and Sexual Harassment Policy Amendment (Action)

Chris asked the Board to please disregard section I, as it was mistakenly included in the document. There was a lengthy discussion regarding “reasonable” amount of time. The Board’s main concern was cases being handled in a timely manner. Ms. Redalieu, Human Resources Manager, assured the Board all complaints are taken very seriously and handled promptly. Commissioner Wessel moved to approve the policy. Commissioner Schmidt seconded. All approved.

11. Investment Policy Amendment (Action)

Mr. Cole explained the changes to the Investment Policy. Mr. Cole shared in Commissioner McGowan’s absence; the Finance Committee Chair recommended the policy as written. Commissioner Spencer moved to accept the policy. Commissioner Barton seconded. All approved.

12. TDP Vision Statement (Discussion)

Ms. Birkett shared the Strategy Committee Chair’s request for all Board Members to review the TDP Vision Statement. Commissioner Spencer echoed the importance of weighing in before the document is in the final stages. Commissioner Spencer reminded the Board that the Vision Statement lays out the guiding concepts for the Transit Development Plan.

13. Staff Reports

Vouchers- There were no questions.

General Manager- Mr. Cole pointed out the section of his report regarding Half Fare coupons. Commissioner Mack asked for clarification on the length of time the coupons would be accepted once discontinued.

Marketing- There were no questions.

Planning- There were no questions.

Project Development- Mr. Cole shared the FTA approved of the assignment of the procurement. There were no questions.

Grants- There were no questions.

Operations- There were no questions.

Ridership- Commissioner Palm asked how ridership on the Milton Commuter compared to other new routes. Ms. Birkett explained there has been a drop in ridership since Try-it passes expired. She said the Milton Commuter is averaging 200 people per week, which is reasonable for a new route.

Maintenance- There were no questions.

14. Committee reports

Strategy Committee:

Commissioner Buckley added the Strategy Committee discussed the importance of staying connected with the MPO and other organizations so they are aware of projects that are important to our member communities, including functional park and rides.

Next Meeting: Wednesday, May 5, 8:00am, CCTA.

Finance Committee:

There was no meeting to report.

Next Meeting: Monday, May 3, 8:00am, CCTA.

Leadership Committee:

Chris has created a board development memo for the Leadership Committee. Commissioner Maxon encouraged board members to review the document. The Nominating Committee is still looking for nominees for officer positions. You can nominate yourself and/or other board members. All positions are open, nothing has been decided. If there is more than one nominee for a single position the nominees will be asked to prepare a one page brief explaining their hopes, goals, and anticipation for the position. The slate will be presented to the Board in June, nominations will occur in July. There was a brief discussion regarding Board positions after the Charter Change. Chris encouraged interested Board members to stay on as alternates.

Next Meeting Tuesday May 11, 4:00pm at the Essex Town Office.

15. Executive Session

At 7:07 Commissioner Schmidt made a motion for the Board to move into Executive Session. Commissioner Mack seconded. All approved. The purpose of the Executive Session was to discuss Contract Negotiations. At 8:20 pm, Commissioner Mack moved to go out of Executive Session, Commissioner Spencer seconds, motion passes unanimous.

At 8:21 pm, Commissioner Mack moved to adjourn, Commissioner Spencer seconds, motion passes unanimous, meeting adjourned.

16. Other Business

There was no other business.

14. Adjourn

Respectfully Submitted,

Accepted on behalf of the
Board of Commissioners

Tom Buckley
Secretary

Dan Maxon
Chairman