



15 Industrial Parkway
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CCTA Board Meeting Minutes

DATE: December 9, 2009

TIME: 5:00 p.m.

PLACE: CCTA Administrative Office

15 Industrial Parkway

Burlington, VT 05401

PRESENT:

Dan Maxon, Chairman, Essex
Bill Wessel, Commissioner South Burlington
Sanford Miller, Commissioner, Milton
Diana Palm, Commissioner, Milton
Bethany Whitaker, Commissioner, Burlington
Chapin Spencer, Vice Chairman, Burlington
Marti Powers-Keyes, Commissioner, Essex
Corey Mack, Commissioner, Winooski
Denis Barton, Commissioner, Shelburne
Paul Bohne, Alternate Commissioner, Shelburne

Chris Cole, General Manager, CCTA
Donna Rae Decatur, Operations Manager, CCTA
Peter Aube, Maintenance Manager, CCTA
Aaron Frank, Director of Planning and Project Development, CCTA
Meredith Birkett, Planning Manager, CCTA
David Machen, Grants Manager, CCTA
Jon Moore, Transit Planner, CCTA
Karen Duguay, Marketing and Public Affairs Manager, CCTA
Karen Plante, Staff Accountant, CCTA
Sarah Krause, Administrative Assistant, CCTA

NOT PRESENT:

Tom Buckley, Secretary, Winooski
Steve Magowan, Treasurer, South Burlington
Albert Turgeon, Commissioner, Williston
Fred Schmidt, Commissioner, Shelburne
James McCullough, Commissioner, Williston

1. Opening meeting

The meeting was opened at 5:05 p.m. Mr. Cole introduced Sarah Krause, who is moving into the role as assistant to Chris Cole and Human Resources. She will attend all board meetings and take meeting minutes.

2. Public Comment

There were no comments from the public.

3. Adjustment of Agenda

There were no adjustments to the agenda.

4. Review Minutes- 10/28/09 (Action)

Commissioner Maxon asked that the minutes reflect October's meeting adjourned at 8:15pm. Commissioner Miller made a motion to accept the minutes as amended, Commissioner Wessel seconded. Commissioner Bohne abstained from approving the minutes as he did not attend the last meeting. All others were in favor, the motion passed.

5. Financial Report and Balance Sheet

Commissioner Palm commented on the new and improved format of the financial information. Commissioner Palm asked if information regarding vouchers she inquired about earlier in the week should be included in the financial report for the record. It was decided that Mr. Cole would e-mail the board his response.

6. Milton Commuter

Ms. Birkett presented route and schedule information for the Milton commuter. Commissioner Spencer questioned the limited stops into Catamount. Ms. Birkett replied the shift hours likely wouldn't coincide with the bus stop times. Commissioner Barton asked that Catamount be contacted regarding employee's shifts. Commissioner Whitaker questioned pedestrian access to the bus. Commissioner Miller responded that several miles of sidewalk have been recently installed in Milton. Commissioner Mack questioned the routes ability to provide access to the Shaws in Colchester. Ms. Birkett replied that the last stop for the Milton Commuter in Winooski would be at the Winooski High School. Commissioner Miller moved for approval to implement the Milton Commuter route and schedule as described by Ms. Birkett, Commissioner Wessel seconded. All approved.

7. FY11 Operating Budget

Mr. Cole went through the FY11 Operating Budget line by line. Commissioner Miller questioned the availability of the budget to the board ahead of time. Mr. Cole stated that there were changes still being made to the budget and that it is not usually included in the board packet. Commissioner Barton suggested trend analysis be done regarding CCTA administrative costs over time. The finance committee will further discuss this matter. Commissioner Palm moved to approve the FY11 Operating Budget, Commissioner Spencer seconded. All approved.

8. FY11 Capitol Budget

Mr. Frank presented the FY11 Capitol Budget. There was a discussion regarding line item G; Computer Aided Dispatch (CAD). There were questions regarding cost, timeline and ability to generate ridership. Mr. Frank explained they were still scoping out the CAD program. Mr. Frank was asked to speak on line item K. Mr. Frank explained that the software would make SSTA much more efficient and would eventually lower costs. Chairman Maxon and Mr. Cole explained to the board that by approving the Capital budget they are not approving individual items but the overall budget that is subject to funding availability and CCTA's purchasing policy. Commissioner Barton moved to approve the capital budget, Commissioner Palm seconded. Commissioner Wessel was opposed due to line item G. Commissioner Bohne suggested including long term planning goals (5years) on a future meeting agenda. Commissioner Miller commented that more time with the budget would have been helpful.

9. Charter Change Legislation

Mr. Cole told the board the decision was made to strike section 6. There was a brief discussion regarding name changes. Commissioner Bohne moved to approve the Charter Change bill as amended, Commissioner Powers-Keyes seconded. All approved.

10. Staff Reports

Vouchers- Chris will e-mail the board the information Commissioner Palm requested regarding vouchers.

General Manager—there were no questions.

Marketing—Mrs. Duguay informed the board that the first text alert went out this week. It went well. The reason for the text was to alleviate the number of standees on the Montpelier Link due to ridership and weather issues.

Planning—Commissioner Wessel asked what prompted the analysis of bus versus rail. Planning answered that the Village of Essex Junction requested the information.

Grants—there were no questions.

Operations—there were no questions.

Maintenance—there were no questions.

Ridership—there were no questions.

Communications Plan—Commissioner Barton asked that the Communications Plan address how employees refer to the press. Commissioner Mack responded that it was included in a side bar of the plan. Mrs. Duguay agreed to include it in a particular section of the plan. Mr. Cole thanked and acknowledged staff for all their hard work.

Commissioner Wessel commented that it was very clean and easy to follow.

11. Committee reports

Strategy Committee: did not have a report

Finance Committee: Reported the Auditor's concern with the GMTA/CCTA relationship; more employees equal more liability. Commissioner Spencer suggested Commissioner Magowan e-mail board members with an update regarding the finance committee meeting with the auditors.

Leadership Committee: did not have a meeting to report on.

12. Executive Session

There was not an executive session.

13. Other Business

Commissioner Palm questioned what would happen after the Charter Change takes effect since certain member municipalities would no longer have two Commissioners. Mr. Cole suggested Commissioners stay on as alternates and serve on committees.

14. Adjourn

Commissioner Powers-Keyes made a motion to adjourn, Commissioner Palm seconded. All were in favor and the meeting was adjourned at 7:07 PM

Respectfully Submitted,

Accepted on behalf of the
Board of Commissioners

Tom Buckley
Secretary

Dan Maxon
Chairman