



# Rural Community Transportation, Inc.



1677 Industrial Parkway, Lyndonville, VT 05851

Tel: (802) 748-8170 Fax: (802) 748-5275

[www.rideRCT.org](http://www.rideRCT.org)

## “The Ruby in the Kingdom”

It is the vision of RCT to establish a solid foundation for regional development of a safe efficient public transportation system.

### **RCT Board of Directors Meeting**

**Monday April 08, 2019**

**RCT Headquarters Lyndon Industrial Park**

**11:00 AM**

**Present: Frank Maloney, Russell Curtis, Robert Wilkins, Christine Dudley, Ed Jarrosak, Judy Nommik, Rob Moore, Jonathan Davis, Tin Barton-Caplan, Linda Lyman, and Melinda Gervais-Lamoureux**

**Staff: Nick D’Agostino and Sandy Thorpe**

**Guests: Tim Bradshaw, VTrans**

**Frank Maloney called the meeting to order at 11:04 AM.**

- 1. Introduction:** None needed today.
- 2. Executive Session (Personnel) Judy Nommik made a motion to move into executive session, Ed Jarrosak seconded and motion passed: Judy Nommik motioned to enter executive session, Rob Moore seconded and motion passed; Board entered executive session at 11:05 am, for 45 minutes, no motions made upon exiting.**
- 3. VTrans report:** Tim Bradshaw requested the funding requirements for FY 20. He stated there probably would be carryover for fleet purchases in FY 20. The VTrans budget is pretty level funded, not expecting much if any money for any new startups. RCT need to look at staffing requirements. Tim gave an update on the Bus Roadeo: Sandy is working with Tim and Nick on the Roadeo on May 4<sup>th</sup>. They are still looking for volunteers. It will be held at parking lot at Fairbanks Scales in St Johnsbury.

Frank thanked Barbara Donovan and VTrans for all the support they have given in this transition

- 4. Approval February 11, 2019 Minutes: Linda Lyman made a motion to approve the February 11, 2019 minutes, Christine Dudley seconded, and the motion passed.**
- 5. Secretary’s Report:** No report today.
- 6. Committee Updates:**
  - A. Nominating Committee: The nominating committee has not met since last meeting.
  - B. Strategic plan update: Frank Maloney suggested putting the 5 year hold and let Nick D’Agostino concentrate on RCT’s immediate needs. He is also recommending a Board retreat with a facilitator, and has sent requests for different facilitators. Jane Van Buren and Cindy Cook are both available. Cindy is very interested in finding out what the board is interested in. Frank discussed the differences between the approaches of Jane and Cindy and the cost. Tim reminded everyone about following the procurement policy if using Federal funds. Judy Nommik made a motion to explore options with Cindy Cook, with the expectation that it will be less than \$2,000 and will use RCT local funds, Linda Lyman seconded and the motion passed. Christine will check on availability of GMTCC.



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7. **Finance Committee:** Russell Curtis discussed the format of the financials. Nick discussed some account changes and is working with the Finance committee to streamline accounts.
  
8. **Approval of January and February 2019 Financials, subject to Audit:** Melinda Gervais-Lamoureux reminded the Board to continue looking at retirement funds. The general consensus was to keep that in the picture. Nick D’Agostino suggested the possibility of offering something even if RCT was not able to contribute. **Judy Nommik made a motion to approve January 2019 financials, subject to audit, Rob Moore seconded, and motion passed. Ed Jarrosak made a motion to approve the February 2019 financials, subject to audit, Judy Nommik seconded, and the motion passed.**
  
9. **Executive Director Report:** Nick D’Agostino reported that the transition into RouteMatch was painful the first couple weeks for front end staff, but that has subsided, now the pain is in the backend, the Billing and Reporting. The custom invoice was supposed to be done, which is still not completed. The Volunteer driver portal training is tomorrow so volunteers can have print their manifests directly from the system and the drivers can enter their data back in, possibly eliminating a position. Nick feels that RCT’s launch was less painful than other providers. Nick has hired a new Operations Manager which will start the end of April. RCT has identified a storage facility for the Gillig as discussed last meeting, but will wait until next fiscal year. Nick did explore other possibilities. VTRans is willing to fund a study for potential sites or refurbish another facility for the buses.  
The proposed Barre service had been postponed until end of June. Currently the whole route is postponed. Nick is still looking for feedback on advertising guidelines. Concern was brought up about some gray areas of subjectivity. **Melinda Gervais-Lamourix made a motion to allow Nick to move forward with the advertising policy, Rob Moore seconded, and the motion passed.**  
Nick reviewed some of the additional items that he would like to add to the RCT FY 20 grant. One of them includes a company vehicle which will help to eliminate mileage. Nick will talk to Russell about the FY 20 budget. Rob More reminded about the requests for a Hardwick route. Nick discussed the need for additional buses. There is roll over for 2 and 2 new in FY 20. Savings can be found in adding more Medicaid trips on the shuttles, and looking at medical insurance costs.  
Nick shared the phone reports with the number of calls into the volunteer scheduling and dispatching departments. Melinda shared a concern about the cleanliness of the bus shelters. Nick explained it will be the operations manager responsibility.
  
10. **Old Business:** Sandy will continue to look at the town appropriation requests and get the results to the Board.
  
11. **Executive Session (Personnel)** **Judy Nommik made a motion to approve executive session, Rob Moore seconded and the motion passed. Motion to move into executive session to include Nick and Sandy was made by Rob Moore, second by Melinda, and motion passed at 1:42 pm. Upon exit of session at 1:48 pm Rob Moore made a motion to accept the positions and salaries as described by Nick for HR/Accounting position, and the Operations Manager, Russell Curtis seconded and the motion passed.**



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**12. Opportunity for Public Comment: None given.**

**13. Next Meeting: May 13, 2019- Lamoille: Green Mountain Tech?, Board Retreat.**

**14. Motion to Adjourn\*: Judy Nommik made motion to adjourn, Ed Jarrosak seconded, and the meeting adjourned at 1:57 pm.**

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Notes Taken by Sandy Thorpe

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Submitted to the Board by Linda Lyman, Secretary/Treasurer

Date Approved