



**EXECUTIVE COMMITTEE**  
**TUESDAY, FEBRUARY 4, 2025, 9:00AM**

**MEETING DETAILS**

**LOCATION**

Virtual: Microsoft Teams, Meeting ID: 252 598 711 903, Passcode: iv3bM96S

In-Person: MVRTD, 165 Spruce Street, Rutland, Vermont 05701

**ATTENDANCE**

Committee: Devon Neary, Tracy Upton, Matthew Patry, Billy Gillam, and Chris Condon

Other: Jade MaClallen

**MEETING MINUTES**

**CALL TO ORDER**

Meeting was called to order at 9:05 by Chair Neary.

**APPROVAL OF FEBRUARY 4<sup>TH</sup> AGENDA**

Motion to approve the February 4<sup>th</sup> agenda by Patry. Seconded by Gillam. Approved by voice vote.

**OPEN TO THE PUBLIC**

None present.

**MEDICAID MINOR POLICY DRAFT 1 REVIEW**

The policy relates to Medicaid riders only and was prepared by VPTA and VTrans for all transit agencies. Draft for informational purposes only. Final will go before the full board for approval.

**UPDATE ON QUARTERLY REPORTING**

The MVRTD staff has caught up and submitted quarterly reporting through December 31<sup>st</sup>.

**SAFETY PLAN**

The committee discussed a draft safety plan prepared by VTrans to replace locally developed plan. MVRTD staff will review the plan and make a formal recommendation to the board for approval.

**ORGANIZATION CHART**



Director McClallen provided an updated organization chart and highlighted which positions still need to be filled such as Finance Manager, Communications, and Planner.

#### TRANSIT FARES

MVRTD leadership team is meeting this week to review a proposal from Operations Manager. Director McClallen will bring a recommendation to the committee for review.

#### SERVICE FEES

This is an on-going conversation to look at hourly rates, standardization, and municipal fees. Will look at examples from TVT and GMT for consideration in an updated policy. For informational purposes only.

#### TRANSIT CENTER

Overall, MVRTD staff are reporting some minor improvements but a meeting with BGS is needed. Chair Neary to set up a meeting with BGS and MVRTD.

#### MID-YEAR AMENDMENT

Committee reviewed amendment submitted to VTrans. Chair Neary asked that future amendments and annual budgets be brought before committee and full board for formal approval. Committee reviewed amendment and had no objections.

#### BOARD ORGANIZATION

Chair Neary mentioned that the board needs to continue to look for ways to improve membership, structure, discussions, and others on an on-going basis.

#### ADJOURN

Chair Neary adjourned the meeting at 10:20AM.