



Finance Committee Meeting Minutes  
Tuesday May 8, 2018 at 8:00am GMT Board Room  
15 Industrial Parkway, Burlington

Present:

Commissioners Bohne (Chair)  
Commissioner Dimitruk (phone)  
Mark A. Sousa, General Manager  
Michelle Daley, Director of Finance and Grants  
Kim Wall, Grants Manager

Debbie Coppola, Senior Accountant  
Matthew Young, Admin Support Specialist

No quorum

Meeting started at 8:03 AM.

1. Adjustment of the Agenda – None
2. Public Comment - Debbie Coppola was introduced to the committee. She has been hired to replace our previous controller, she started on Monday, 5/7/2018.
3. Approval of the minutes from March 13, 2018 – No quorum approval moved to next committee meeting
4. Capital Budget Adjustment 6/30/2018 – Ms. Daley informed the committee that during the budget amendment we received an additional 30k for the E&D program. With both Franklin and Washington Counties likely to not overspend their allocations, the full amount will be allocated to Chittenden to offset the anticipated over spending for that county. The capital budget adjustment is an additional amount of \$6,250 for completion of the design plans for the Berlin Facility. Staff is looking to have the IFB on the street in June with an award in July.
5. Year-end projections from Medicaid rate increase – Ms. Daley explained that with the increase anticipated from VPTA to \$34 per member per week reimbursement this should cover the costs associated with the Medicaid contract and some of the previous year's losses. Commissioner Bohne asked about the changes in personnel and how maintenance expenses will end for the year. Ms. Daley said that in speaking with the Director of Maintenance they would be holding off on any heavy duty bus repairs in the rural area so long as pullout could be maintained. We expect they will be able to do this now that the seasonal service has concluded and those buses have returned the Berlin facility. Personnel should be on budget because of vacancy savings throughout the year. While fuel is going up recently, during FY18 fuel prices per gallon were lower than budget so it should average out and be on budget or a little below by year end. FY19 will need to be reviewed once the grant awards are received.
6. Next meeting date and location - Next Finance Committee meeting is Tuesday June 12, 2018 at 8:00 AM here at 15 Industrial Parkway.

Meeting adjourned at 8:30am. No quorum