

Special Senior Transportation Meeting Minutes

Wednesday, June 28, 2017

Old Firehouse 1:00 p.m.

Attendees: George & Judy Knox, Mike Wallace, Elaine Buchardt, Cathy Palazzi, Sue Schmidt, Bob Burbank

1. Meeting called to Order
2. Pledge to Flag
3. Public Speak-None
4. Add/Delete Items- Delete item c under New Business. Item b is the same item.
5. Approve Minutes from April 26, 2017 – motion to approve by Elaine, seconded by Sue. All approved.
6. Liaison Remarks-Bob spoke on safety requirements for the new bus. See New Business below.
7. Old Business
 - a. The 2017-18 Senior Transportation was approved at the Board of Selectmen budget workshop. The dollar amount was unchanged from the current budget. The line item for fuel was decreased and those funds were added to the maintenance line. The salary line was left unchanged, even though this line was under funded in the current budget.
8. Senior Transportation Schedule
 - a. Special trips include the Essex steam train and boat ride on July 27 and an event at the Aqua Turf on August 15. Shopping trips have been moved to accommodate holidays.
9. Budget Status 2016-17
 - a. Mike reported that this fiscal year's budget stands at 85% expended thus far. There will be a surplus of approximately \$3,000 in this year's budget due to low maintenance costs.
10. New Business
 - a. The process of adding a new driver has begun. When the candidate meets state requirements, she will come to a transportation meeting and meet with the committee. Current drivers will train her.
 - b. Cathy presented a safety checklist that is required by the state as long as the bus is owned by the state. The list involves a thorough inspection of bus equipment and functions before each daily trip. The list must be signed and dated. Bob explained a process whereby the paperwork could be less burdensome. Sue will compact the list format.
 - c. Cathy has asked drivers to turn in time sheets to her. She will then pass them on to the bookkeeper.
11. Public Speak-None
12. Next Meeting: Wednesday, July 26, 2017 @ 1:00 p.m., if necessary.
13. Adjourn meeting. Motion made by Mike, seconded by Sue. Motion carried.

Respectfully submitted,
Mike Wallace - Secretary