



AGENDA
Green Mountain Transit Board of Commissioners
June 19th 2018, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- May 15th, 2018 Board Meeting Minutes *(Pages 3-6)*
 - Check Register *(Pages 7-10)*
 - Finance/Grants/Capital Projects Report *(Pages 11-15)*
 - ADA and Broker Services Report *(Pages 16-17)*
 - Maintenance Report *(Page 18)*
 - Operations Report *(Pages 19-20)*
 - Planning Report *(Page 21)*
 - Marketing and Public Affairs Report *(Page 22)*
 - IT Support, Administrative Support, Training and HR Report *(Page 23)*
- 7:45 a.m. 5. GMT Board Elections
- 7:50 a.m. 6. NextGen Update* *(Pages 24-47)*
- 8:00 a.m. 7. SSTA Paratransit Report
- 8:30 a.m. 8. Capital Projects Update *(Pages 48-71)*
- 8:45 a.m. 9. September Board Retreat

8:50 a.m. 10. GM & Committee reports

- *General Manager Update*
- *Finance Committee: Next scheduled meeting is July 10th @ 8 am.*
- *Leadership Committee: Next scheduled meeting is July 12th @ 9:30 am.*
- *Operations Committee: Next scheduled meeting is September 10th, @ 9:30 am.*
- *Strategy Committee: Next schedules meeting is July 9th @ 8:30 am.*
- *Commissioner Comments and Announcements*

9:00 a.m. 11. Rural Contract Negotiations (possible executive session)

9:30 a.m. 12. Adjourn

Next GMT Board meeting date: July 17th, 2018 @ 7:30 am.

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Matt Young at 802-540-2536 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-2282.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



GMT Board Minutes

Date: May 15, 2018, 2018

Time: 7:30 AM

Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
Tom Chittenden, Vice Chair, South Burlington
Denis Barton, Secretary, Shelburne
Paul Bohne, Treasurer, Essex
Katherine Miles, Commissioner, Burlington
Bob Buermann, Commissioner, Grand Isle County
Chapin Spencer, Commissioner, Burlington (via phone)
Bonnie Waninger, Commissioner, Washington County
Phil Pouech, Commissioner, Hinesburg
Catherine Dimitruk, Commissioner, Franklin County
Robert Moore, Commissioner, Lamoille County (via phone)
Ebony Nyoni Commissioner Winooski

Mark A. Sousa, General Manager
Bob Young, Director of Operations
Jon Moore, Director of Maintenance
Trish Redalieu, Director of Human Resources
Michelle Daley, Director of Finance and Grants
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Matt Kimball, Capital Projects Manager
Rachel Kennedy, Senior Transit Planner
John Robinson, Human Resources Coordinator
Matthew Young, Administrative Support Specialist

Members of the Public:

Amy Brewer Alt. Commissioner Williston
Ray Coffey Alt. Commissioner Winooski
Tom Coogan. VP of RouteMatch Software

Not Present:

John Sharrow, Commissioner, Milton

1. Open Meeting

Chair Kaynor opened the meeting at 7:34 AM. A quorum of the Board was present.

2. Adjustment to the Agenda- There were no adjustments to the agenda.

3. Public Comment-

There were no public comments.

4. Consent Agenda-

Commissioner Miles made a motion to approve the consent agenda and Secretary Barton seconded the motion. All were in favor and the consent agenda was approved.

5. NextGen Update-

Mr. Moore informed the Board that today's discussion is an overview of the NextGen report and the full report is available in this month's Board packet. This report is in draft form and will be presented at five public meetings and at the NexGen Advisory Committee meeting to solicit public comment during the month of June. Final recommendations will be presented to the GMT Board for adoption at the June 19th, 2018 Board meeting.

7:50 am Commissioners Ebony Nyoni and Ray Coffey were introduced to the Board.

6. Title VI Plan-

Mr. Sousa informed the Board that Title VI is a civil right document GMT is required to provide by the FTA. GMT's Title VI plan was approved by the FTA in September 2017. Title VI plans must be re approved every three years.

Commissioner Waninger asked why the rural area was not covered in this document.

Mr. Moore informed the Board that the rural areas of GMT are covered by VTRANS, because GMT Urban is a direct recipient of federal funds it has to have its own Title VI plan.

A motion to approve the Title VI Plan as presented was made by Secretary Barton, Vice Chair Chittenden seconded the motion. All were in favor the Title VI plan was approved.

7. Credit Line Increase-

Ms. Daley informed the Board that GMT currently has a combined \$20,000.00 limit available on credit cards. Mrs. Daley is requesting a \$10,000.00 credit limit increase for a total of \$30,000.00 in available credit. The reasoning behind this is to make sure we have enough available funds to support Medicaid travel and lodging outside of the area. Ms. Daley gave Boston as one example of where she currently has passengers traveling each week.

A motion to approve the credit line increase as presented was made by Vice Chair Chittenden and Commissioner Dimitruk seconded the motion. Commissioner Moore Abstained from the vote. All others were in favor and the request to increase the credit line was approved.

8. Capital Budget Adjustment-

Ms. Daley informed the Board of the requested Capital Budget increase of \$6,250.00, for the Berlin Facility project to finalize the plan work to get the IFP out for June; this request was supported by the Finance Committee on 5-8-2018.

A motion to approve the Capital budget increase of \$6,250.00 was made by Treasurer Bohne and Commissioner Waninger seconded the motion. Commissioner Moore Abstained from vote. All others were in favor and the Capital budget increase was approved.

9. Security System Contract Award -

Mr. Kimball reviewed the information pertaining to the Security System Contract that was included in this month's Board packet. The security system for 15 Industrial Pkwy will add interior and exterior cameras, as well as door access controls. This will be the same system that is currently being used at the DTC. GMT Issued an IFP in April 2018 with a due date of May 1, 2018. There were 2 bids. Norris Inc. was the only bid that was complete and the lowest bid. Mr. Kimball requested a motion to approve the contract to Norris in the amount of \$191,819, for the total project.

A motion to approve the Security System Contract Award to Norris was made by Vice Chair Chittenden and Commissioner Miles seconded the motion. All were in favor, and the request was approved.

10. Capital Projects Update -

A motion to table the Capital Projects Update until 6-19-2018, to allow each committee to review, was made by Vice Chair Chittenden and Treasurer Bohne seconded the motion. All were in favor, and the tabling was approved until 6-19-2018.

Commissioner Dimitruk exited at 9:14 am.

11. GM & Committee Reports -

General Manager Report

- A. Mr. Sousa informed the Board that RouteMatch(RM) has stepped up their customer service and have been working hard to fix some issues. By the end of this week Mr. Sousa should have a progress report from RM and will update Commissioners then. No action needed at this time from the Board or the public. Mr. Sousa introduced Tom Coogan, VP of RouteMatch Software, to the Board.
- B. Rural Operators Contract Negotiations- Mr. Sousa informed the committee that the date for Rural Operators contract negotiations has been set for May 21-25.
- C. Appreciative Inquiry- Mr. Sousa informed the committee that the Executive Leadership team will attend an Introduction to Appreciative Inquiry(AI) seminar on May 17th at Champlain College.

Finance Committee Report

Treasurer Bohne discussed that there was no quorum at the May 8th 2018 Finance Committee Meeting, but the committee still went over the budget. Urban looks to be on budget. Rural looks to be over budget still but the increase in the medicaid costs will help to balance this out. Mr. Daley commented that even with the rise in fuel prices this year will be on target FY18 because of low cost of fuel in the beginning of FY18. There was a discussion on the E & D program.



Leadership Committee Report

Chair Kaynor Informed the Board that Leadership Committee reviewed goals from the strategic plan; #5 being engaged and #8 being an asset to the community. He suggested the Board become more engaged, recommend increasing the number of times per year commissioners ride the bus.

Chair Kaynor informed the Board that a comprehensive report on paratransit will be available for all Committees in June and will be discussed at the June Board Meeting.

Chair Kaynor informed the Board that Secretary Flynn will meet with Leadership Committee June 14, 2018 at 9:30 am and will be open to all staff.

Chair Kaynor discussed Board Officer changes happening in July, Unless he receives interest from other commissioners the slate is set: Vice Chair Chittenden- Chair, Commissioner Waninger, - Vice Chair, Treasurer Bohne- Treasure, Secretary Barton- Secretary, Chair Kaynor- Immediate past Chair.

Operations Committee Report

Secretary Barton Informed the Board that the Performance Improvement Plan (PIP) should be brought back to the full Board now that we have three years of data. Data looks good overall. The main areas of concern are road calls due to staff turn over and age of the fleet, not from operational deficiencies. Preventive maintenance in both urban and rural locations are now up to standards.

Strategy Committee Report

Strategy Committee has not meet since the last Board Meeting, However Commissioner Buermann discussed the three main topics of the next Strategy Committee meeting June 11,2018 at 8:30 am will be:

1. Strategic goals
2. Capital projects
3. Future finance Strategy

Commissioner Comments and Announcements

Chair Kaynor commented that if any Board member does not like the committee they are on or would like to join a second committee this would be the time to let him know.

Commissioner Waninger thinks the new Strategic Plan format makes the document much easier to follow.

12. Adjourn -

Vice Chair Chittenden made a motion to adjourn, Secretary Barton seconded the motion to adjourn. All were in favor, the meeting adjourned at 9:46 am.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount		
V581	Costco	4/30/2018	85054	\$ 18.99		
V224	Burlington Communications	5/4/2018	85055	\$ 198.25		
V226	Burlington Public Works-Water	5/4/2018	85056	\$ 120.49		
V1369	Capitol City Auto Mart Inc dba	5/4/2018	85057	\$ 616.54		
V1092	of the Immaculate Conception Parish Charit	5/4/2018	85058	\$ 750.00		
V851	Champlain Medical	5/4/2018	85059	\$ 100.00		
V235	Clark's Truck Center	5/4/2018	85060	\$ 933.93		
V220	Class C Solutions Group	5/4/2018	85061	\$ 2,826.15	6 Part Invoices	
V600	Cody Chevrolet	5/4/2018	85062	\$ 810.02		
V1528	CSched	5/4/2018	85063	\$ 16,200.00	1 Software Assistance Invoice	
V242	Danform Shoes	5/4/2018	85064	\$ 359.92		
V321	Empire Janitorial Supply Company	5/4/2018	85065	\$ 52.65		
V250	Fisher Auto Parts	5/4/2018	85066	\$ 1,695.62	26 Part Invoices	
V252	FleetPride, Inc	5/4/2018	85067	\$ 2,774.29	7 Part Invoices	
V253	FleetWave Partners, LLP	5/4/2018	85068	\$ 3,168.00	3 Radio Invoices	
V1347	Foley Distributing Corp.	5/4/2018	85069	\$ 2,350.97	13 Maintenance Supply Invoices	
V256	Genfare	5/4/2018	85070	\$ 2,397.42	2 Bus Tciket Invoices	
V257	Gillig Corp.	5/4/2018	85071	\$ 4,195.71	8 Part Invoices	
V260	Green Mountain Kenworth, Inc.	5/4/2018	85072	\$ 21.08		
V261	Green Mountain Power	5/4/2018	85073	\$ 29.15		
V263	Heritage Ford	5/4/2018	85074	\$ 60.96		
V327	Keller, J.J. & Associates, Inc.	5/4/2018	85075	\$ 332.58		
V1509	Lawson Products, Inc	5/4/2018	85076	\$ 726.59		
V273	MCI	5/4/2018	85077	\$ 1,952.06	3 Part Invoices	
V280	Mutual of Omaha Insurance Co.	5/4/2018	85078	\$ 109.17		
V283	Neopart LLC	5/4/2018	85079	\$ 104.24		
V284	New G.H. Berlin Oil Company	5/4/2018	85080	\$ 2,141.35	3 Part Invoices	
V223	O'Reilly Auto Enterprises, LLC	5/4/2018	85081	\$ 214.70		
V232	Petty Cash	5/4/2018	85082	\$ 74.34		
V296	Rouse Tire Sales	5/4/2018	85083	\$ 1,970.72	3 Tire Invoices	
V299	SB Collins, Inc.	5/4/2018	85084	\$ 20,211.74	Fuel	
V300	Seven Days	5/4/2018	85085	\$ 1,077.00	3 Marketing Invoices	
V686	Shearer Chevrolet	5/4/2018	85086	\$ 2,762.47	7 Part Invoices	
V302	Sports & Fitness Edge Inc.	5/4/2018	85087	\$ 1,107.50	Employee paid Gym Membership	
V312	Stowe, Town of	5/4/2018	85088	\$ 2,803.53	1 Plowing Inv. 1 fuel Oil Inv.	
V309	Stride Creative Group	5/4/2018	85089	\$ 688.00		
V1030	UniFirst Corporation	5/4/2018	85090	\$ 397.24		
V315	United Parcel Service	5/4/2018	85091	\$ 160.32		
V314	Unum Life Insurance	5/4/2018	85092	\$ 273.89		
V364	Vermont Dept of Taxes	5/4/2018	85093	\$ 65.70		
V336	W.B Mason Co., Inc.	5/4/2018	85094	\$ 561.90		
V10	Vt Office of Child Su	5/4/2018	EFT000000013177	\$ 607.97		
V1467	Charles Schwab	5/7/2018	V1467 2018 0507	\$ 14,957.31	Retirement and Loan repayment	
V265	ICMA	5/7/2018	V265 2018 0507	\$ 1,461.58	Retirement	
V266	IRS - EFTPS	5/7/2018	V266 2018 0507	\$ 81,325.40	Federal Payroll taxes	
V364	Vermont Dept of Taxes	5/7/2018	V364 2018 0507	\$ 10,732.02	State Payroll Taxes	
V1025	Alter, Charles	5/11/2018	85095	\$ 204.96	Volunteer	
V156	Anthony, Peter	5/11/2018	85096	\$ 286.75	Volunteer	
V1625	Bousquet, Jeanne	5/11/2018	85097	\$ 25.62		
V1482	Cady, Duane	5/11/2018	85098	\$ 135.20	Volunteer	

V1619	Cherrad, Tracy	5/11/2018	85099	\$	59.04		
V471	Constantine, Julia	5/11/2018	85100	\$	336.89	Volunteer	
V554	Desarno, David	5/11/2018	85101	\$	33.80		
V1277	Dixon-Boles, Jade	5/11/2018	85102	\$	99.74		
V1573	Fairbanks, Dori	5/11/2018	85103	\$	297.61	Volunteer	
V1516	Gagnon, Chaz	5/11/2018	85104	\$	438.84	Volunteer	
V1629	Kirk, Peter	5/11/2018	85105	\$	29.44		
V203	Ladd, Joyce	5/11/2018	85106	\$	152.09	Volunteer	
V1297	Lund, Theresa	5/11/2018	85107	\$	103.68	Volunteer	
V1397	McGinnis, Devan	5/11/2018	85108	\$	215.29	Volunteer	
V181	Owen, Helen	5/11/2018	85109	\$	1,515.33	Volunteer	
V1138	Pease, Charles	5/11/2018	85110	\$	205.92	Volunteer	
V209	Pelkey, Linda	5/11/2018	85111	\$	21.80		
V1588	Provost, Meaghan	5/11/2018	85112	\$	37.44		
V1478	Starbuck, Pammella	5/11/2018	85113	\$	41.98		
V1592	Stiles, Janet	5/11/2018	85114	\$	20.72		
V1595	Waller, Marlys	5/11/2018	85115	\$	65.95		
V1549	Ware, Michael	5/11/2018	85116	\$	178.78	Volunteer	
V962	Williams, Kenneth	5/11/2018	85117	\$	86.76		
V944	Woodward, Patricia	5/11/2018	85118	\$	565.78	Volunteer	
V1487	Chamberlin, Justin	5/11/2018	85119	\$	192.32	DCAP reimbursement	
V1627	Cummings, Eva	5/11/2018	85120	\$	89.99		
V1285	Loyer, Chris	5/11/2018	85121	\$	51.67		
V303	SSTA	5/11/2018	EFT000000013178	\$	95,345.32	ADA March 2018	
V153	Alburgh Taxi	5/11/2018	EFT000000013179	\$	1,984.25	Volunteer	
V1628	Andrews, Nancy	5/11/2018	EFT000000013180	\$	92.11		
V1607	Berry, Steve	5/11/2018	EFT000000013181	\$	556.05	Volunteer	
V55	Boudreau, James	5/11/2018	EFT000000013182	\$	813.87	Volunteer	
V1007	Bova, Wendy	5/11/2018	EFT000000013183	\$	575.60	Volunteer	
V1150	Bruley SR, Mark	5/11/2018	EFT000000013184	\$	861.23	Volunteer	
V1448	Buckley, Barbara	5/11/2018	EFT000000013185	\$	257.81	Volunteer	
V548	Burnor, David	5/11/2018	EFT000000013186	\$	650.81	Volunteer	
V1291	Callan, Linda	5/11/2018	EFT000000013187	\$	498.81	Volunteer	
V60	Farr, Delores	5/11/2018	EFT000000013188	\$	474.74	Volunteer	
V1586	Gross, Robert	5/11/2018	EFT000000013189	\$	758.72	Volunteer	
V1117	Hall, John	5/11/2018	EFT000000013190	\$	750.21	Volunteer	
V170	Hertz, Kenneth	5/11/2018	EFT000000013191	\$	263.85	Volunteer	
V67	Jewett, Sheryl	5/11/2018	EFT000000013192	\$	35.43		
V174	Langlois, Paulette	5/11/2018	EFT000000013193	\$	559.22	Volunteer	
V1420	Lawyer, Ronald	5/11/2018	EFT000000013194	\$	445.89	Volunteer	
V70	LeClair, Raymond	5/11/2018	EFT000000013195	\$	385.40	Volunteer	
V71	Lightholder, Stephen	5/11/2018	EFT000000013196	\$	312.34	Volunteer	
V74	Markham, Laurel	5/11/2018	EFT000000013197	\$	496.02	Volunteer	
V75	Martin, Ronald	5/11/2018	EFT000000013198	\$	736.95	Volunteer	
V1440	Menard, Leighanne	5/11/2018	EFT000000013199	\$	141.19	Volunteer	
V1018	Metivier, Shelli	5/11/2018	EFT000000013200	\$	503.58	Volunteer	
V1570	Murphy Sandra	5/11/2018	EFT000000013201	\$	462.22	Volunteer	
V83	Parah, Maurice	5/11/2018	EFT000000013202	\$	932.59	Volunteer	
V86	Pike, Gail	5/11/2018	EFT000000013203	\$	868.82	Volunteer	
V1605	Rinaldi, Michelle	5/11/2018	EFT000000013204	\$	41.97		
V691	Rogers, Robert	5/11/2018	EFT000000013205	\$	223.56	Volunteer	
V771	Sammons, Chandra	5/11/2018	EFT000000013206	\$	425.17	Volunteer	
V89	Sayers, Gail	5/11/2018	EFT000000013207	\$	808.89	Volunteer	
V1236	Sayers, James	5/11/2018	EFT000000013208	\$	114.53	Volunteer	
V741	Steiner, Timothy	5/11/2018	EFT000000013209	\$	53.42		
V93	Timm, Marta	5/11/2018	EFT000000013210	\$	773.97	Volunteer	
V522	Turcotte, S Jeanette	5/11/2018	EFT000000013211	\$	122.64	Volunteer	
V97	Yandow, Dennis	5/11/2018	EFT000000013212	\$	273.10	Volunteer	
V1182	Charissakis, John	5/11/2018	EFT000000013213	\$	15.00		
V124	Kimball, Matt	5/11/2018	EFT000000013214	\$	214.75	FSA reimbursement	
V38	Moore, Jon	5/11/2018	EFT000000013215	\$	192.31	DCAP reimbursement	
V1630	Admiral Consulting Group	5/14/2018	85122	\$	8,743.00	GP Software Renewal	
V1631	Waterbury, Town of	5/15/2018	85123	\$	25.00		
V1305	Allegiant Care	5/18/2018	85124	\$	196,697.10	Health Insurance	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	5/18/2018	85125	\$	208.92		
V1481	Blue Flame Gas	5/18/2018	85126	\$	677.80		
V224	Burlington Communications	5/18/2018	85127	\$	390.00		
V225	Burlington Electric Department	5/18/2018	85128	\$	1,340.40	1 Electric Bill	
V226	Burlington Public Works-Water	5/18/2018	85129	\$	2,609.22	3 Radio Repair Invoices	
V228	C.I.D.E.R., Inc.	5/18/2018	85130	\$	19,424.11	E AND D	

V284	New G.H. Berlin Oil Company	5/18/2018	85131	\$	2,081.23	2 Part Invoices	
V1484	Persons Environment & Infrastructure Group I	5/18/2018	85132	\$	48.62		
V299	SB Collins, Inc.	5/18/2018	85133	\$	20,318.93	Fuel	
V311	Teamsters Local 597	5/18/2018	85134	\$	8,044.00	Union Dues	
V68	Vermont Agency of Transportation	5/18/2018	85135	\$	58,086.34	correct payment to be refunded back	
V410	Vermont Gas Systems, Inc.	5/18/2018	85136	\$	401.22		
V1334	Background Investigation Bureau, LLC	5/18/2018	85137	\$	161.00		
V303	SSTA	5/18/2018	EFT000000013216	\$	1,056.20	Tilley Drive	
V266	IRS - EFTPS	5/21/2018	V266 2018 0521	\$	82,802.00	Federal Payroll Taxes	
V10	Vermont Office of Child Support	5/22/2018	EFT000000013217	\$	607.97		
V1467	Charles Schwab	5/22/2018	V1467 2018 0522	\$	15,069.11	Retirement	
V265	ICMA	5/22/2018	V265 2018 0522	\$	1,464.23	Retirement	
V364	Vermont Dept of Taxes	5/22/2018	V364 2018 0522	\$	10,948.12	State Payroll Taxes	
V1423	Alling, Andrew	5/25/2018	85138	\$	43.06		
V1025	Alter, Charles	5/25/2018	85139	\$	444.25	Volunteer	
V156	Anthony, Peter	5/25/2018	85140	\$	573.93	Volunteer	
V1099	Barnett, Wendy	5/25/2018	85141	\$	237.60	Volunteer	
V1633	Bickmore, Sarah	5/25/2018	85142	\$	292.07	Volunteer	
V1625	Bousquet, Jeanne	5/25/2018	85143	\$	122.10	Volunteer	
V1482	Cady, Duane	5/25/2018	85144	\$	113.91	Volunteer	
V471	Constantine, Julia	5/25/2018	85145	\$	334.72	Volunteer	
V1573	Fairbanks, Dori	5/25/2018	85146	\$	158.62	Volunteer	
V1494	Hansen, Linda	5/25/2018	85147	\$	63.22		
V1629	Kirk, Peter	5/25/2018	85148	\$	66.51		
V203	Ladd, Joyce	5/25/2018	85149	\$	112.83	Volunteer	
V205	LeBlanc, Alice	5/25/2018	85150	\$	33.80		
V1397	McGinnis, Devan	5/25/2018	85151	\$	499.87	Volunteer	
V1632	Morris, John	5/25/2018	85152	\$	10.90		
V181	Owen, Helen	5/25/2018	85153	\$	1,446.06	Volunteer	
V209	Pelkey, Linda	5/25/2018	85154	\$	42.52		
V165	Sanborn, Raeline	5/25/2018	85155	\$	97.20		
V1595	Waller, Marlys	5/25/2018	85156	\$	116.65	Volunteer	
V1549	Ware, Michael	5/25/2018	85157	\$	63.78		
V944	Woodward, Patricia	5/25/2018	85158	\$	375.01	Volunteer	
V1550	Adobe Systems Incorporated	5/25/2018	85161	\$	75.92		
V362	Burlington Free Press	5/25/2018	85162	\$	464.58		
V1487	Chamberlin, Justin	5/25/2018	85163	\$	192.32	DCAP Reimbursement	
V851	Champlain Medical	5/25/2018	85164	\$	700.00		
V220	Class C Solutions Group	5/25/2018	85165	\$	2,329.45	3 Part Invoices	
V1240	ClearChoiceMD	5/25/2018	85166	\$	95.00		
V401	Dell Business Credit	5/25/2018	85167	\$	11,768.82	Computers	
V417	Dion Security, Inc.	5/25/2018	85168	\$	24.85		
V262	Hall Communication, Inc.	5/25/2018	85169	\$	396.00		
V263	Heritage Ford	5/25/2018	85170	\$	128.27		
V1378	Johnson, James	5/25/2018	85171	\$	100.00		
V268	Loomis	5/25/2018	85172	\$	263.25		
V270	Lowe's	5/25/2018	85173	\$	94.92		
V275	McNeil Leddy & Sheahan	5/25/2018	85174	\$	928.80		
V133	Mezetovic, Nusret	5/25/2018	85175	\$	100.00	Shoe reimbursement	
V278	Mohawk Mfg. & Supply Co.	5/25/2018	85176	\$	681.20		
V1576	New England Auto Glass LLC	5/25/2018	85177	\$	505.00		
V289	People's United Businesscard Services	5/25/2018	85178	\$	4,031.34	Company Credit Cards	
V1155	Perkins, Douglas	5/25/2018	85179	\$	100.00	Shoe reimbursement	
V350	Point, The	5/25/2018	85180	\$	1,000.00	Marketing	
V589	Ronald McDonald House-All	5/25/2018	85181	\$	90.00		
V304	St. Albans Messenger	5/25/2018	85182	\$	67.25		
V306	Staples Credit Plan	5/25/2018	85183	\$	107.88		
V186	Tech Group, The	5/25/2018	85184	\$	150.00		
V1459	Vermont Information Consortium LLC	5/25/2018	85185	\$	486.00		
V385	Vermont Offender Work Program	5/25/2018	85186	\$	3,220.00	2 Work Crew Invoices	
V965	Villeneuve, David	5/25/2018	85187	\$	900.00	Snow Plowing	
V251	Wex Fleet Universal	5/25/2018	85188	\$	14,158.17	FUEL	
V1634	Wyckoff, John dba 3 Sheeps to the Wind LL	5/25/2018	85189	\$	225.00		
V1541	Young, Robert	5/25/2018	85190	\$	228.90	Mileage Reimbursement	
V296	Rouse Tire Sales	5/25/2018	85191	\$	310.00		
V273	MCI	5/25/2018	85192	\$	2,453.23	4 Part Invoices	
V257	Gillig Corp.	5/25/2018	85193	\$	108.26		
V241	D & W Diesel, Inc.	5/25/2018	85194	\$	2,159.39	3 Part Invoices	
V153	Alburgh Taxi	5/25/2018	EFT000000013218	\$	1,803.05	Volunteer	
V1607	Berry, Steve	5/25/2018	EFT000000013219	\$	259.51	Volunteer	

V55	Boudreau, James	5/25/2018	EFT000000013220	\$	698.84	Volunteer	
V1007	Bova, Wendy	5/25/2018	EFT000000013221	\$	817.07	Volunteer	
V1150	Bruley SR, Mark	5/25/2018	EFT000000013222	\$	765.31	Volunteer	
V1448	Buckley, Barbara	5/25/2018	EFT000000013223	\$	190.76	Volunteer	
V548	Burnor, David	5/25/2018	EFT000000013224	\$	408.80	Volunteer	
V1291	Callan, Linda	5/25/2018	EFT000000013225	\$	590.36	Volunteer	
V60	Farr, Delores	5/25/2018	EFT000000013226	\$	382.09	Volunteer	
V1586	Gross, Robert	5/25/2018	EFT000000013227	\$	866.65	Volunteer	
V1117	Hall, John	5/25/2018	EFT000000013228	\$	900.72	Volunteer	
V170	Hertz, Kenneth	5/25/2018	EFT000000013229	\$	462.82	Volunteer	
V67	Jewett, Sheryl	5/25/2018	EFT000000013230	\$	249.12	Volunteer	
V174	Langlois, Paulette	5/25/2018	EFT000000013231	\$	654.56	Volunteer	
V1420	Lawyer, Ronald	5/25/2018	EFT000000013232	\$	359.21	Volunteer	
V71	Lightholder, Stephen	5/25/2018	EFT000000013233	\$	309.06	Volunteer	
V74	Markham, Laurel	5/25/2018	EFT000000013234	\$	548.34	Volunteer	
V75	Martin, Ronald	5/25/2018	EFT000000013235	\$	674.23	Volunteer	
V1440	Menard, Leighanne	5/25/2018	EFT000000013236	\$	156.44	Volunteer	
V1018	Metivier, Shelli	5/25/2018	EFT000000013237	\$	719.40	Volunteer	
V1570	Murphy Sandra	5/25/2018	EFT000000013238	\$	172.80	Volunteer	
V83	Parah, Maurice	5/25/2018	EFT000000013239	\$	1,002.39	Volunteer	
V86	Pike, Gail	5/25/2018	EFT000000013240	\$	753.43	Volunteer	
V1605	Rinaldi, Michelle	5/25/2018	EFT000000013241	\$	73.04		
V771	Sammons, Chandra	5/25/2018	EFT000000013242	\$	620.84	Volunteer	
V89	Sayers, Gail	5/25/2018	EFT000000013243	\$	570.19	Volunteer	
V1523	Smith, Erika	5/25/2018	EFT000000013244	\$	482.87	Volunteer	
V741	Steiner, Timothy	5/25/2018	EFT000000013245	\$	76.30		
V93	Timm, Marta	5/25/2018	EFT000000013246	\$	734.18	Volunteer	
V522	Turcotte, S Jeanette	5/25/2018	EFT000000013247	\$	73.05		
V97	Yandow, Dennis	5/25/2018	EFT000000013248	\$	376.13	Volunteer	
V1182	Charissakis, John	5/25/2018	EFT000000013249	\$	98.00		
V29	Hirsch, Alain	5/25/2018	EFT000000013250	\$	70.00		
V35	McDonald, Pam	5/25/2018	EFT000000013251	\$	77.84		
V38	Moore, Jon	5/25/2018	EFT000000013252	\$	275.86	DCAP And Mileage Reimbursement	
V135	Norton, Michael	5/25/2018	EFT000000013253	\$	541.41	FSA Reimbursement	
V17	Smith, Jamie L	5/25/2018	EFT000000013254	\$	2,448.00	DCAP AND FSA Reimbursement	



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
 Kim Wall, Grants Manager
 Matt Kimball, Capital Projects Manager

Date: June 13, 2018

RE: Finance/Grants/Capital Projects

The Grants staff in collaboration with other departments completed the grant application for FY19. The documents were submitted on April 24, 2018. We have been communicating with the staff at VTRANS about the award and are expecting a final award by June 22, 2018.

The auditors were on site May 29 – May 31, during this visit they did preliminary audit fieldwork including planning the work for October when they will be here for the week. On Tuesday, June 19th the lead auditor who is brand new to us will be here finishing up some testing work started in May. They will be back on July 2nd to conduct the year end inventory procedures for the audit.

The last week of June, VTRANS will be on site conducting the state management review for the Rural system, and then the FTA will be here the second week of July conducting the Triennial Review of our Urban system. This year we are having an enhanced review of our DBE program, this is decided by the region office and is random. The next couple months will be very busy for the team.

We have submitted GMT’s FY19 indirect cost rate calculation for approval, which has been calculated as 9.15%. For comparison, our approved indirect cost rate for FY18 is 9.865% and in FY17 the rate was 9.55%.

Attached are the April 30, 2018 financials for your review. The total reconciled balance of the operating cash balance for the month ended April 30, 2018 is \$1,527,474. For comparison, the balance at March 31, 2018 was \$2,034,119.

The aged trade Accounts Receivable aging details are as follows:

	Current Month	As of 3/31/18
Current	919,944	980,543
30-60 Days	29,817	16,314
61-91 Days	13,689	9,642
91 and Over	27,157	24,805
TOTAL	\$990,607	\$1,031,304

As we review the revenues and expenses for the month ended April 30, 2018, we use a benchmark to determine how well we are following our budget. We calculate this benchmark as the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months. Therefore we would expect to see budgets at 83% for the Fiscal Year to date April 30, 2018.

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues. The Urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to our Federal Urban Formula Grant (5307) which, at best allows us to breakeven. The Rural operating budget does not have a similar grant to break even, and since the Rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year, "catching up" when the actual billing is reported. The Rural system is currently showing deficit spending of \$182K. Through April our losses in the Medicaid program are \$105K, this includes an estimated amount due from VPTA for the rate increase retro to April 1 of \$60K. The remaining deficit is from our other rural transportation programs. In our current budget we projected a shortfall (usage of fund balance reserves) in the amount of \$149K overall. We anticipate that the increase from the Medicaid PMPW rate will help to reduce this deficit amount further and hopefully breakeven.

For both the rural and urban systems we know that the maintenance department is struggling to keep the aging fleet in good running condition. With the influx of the 12 new vehicles in the urban system we are starting to see some of the stress on the fleet decrease. However, the same cannot be said for the Rural system. Based on the current age of the fleet averaging at 92% of its useful life, it is fair to say we are barely keeping our head above water to make pullout. The good news is that the State of Vermont has been awarded 2.6 million in 5339 grant funds for bus replacements throughout the State. In the recent grant application conversations with VTRANS we are expecting to see 21 vehicles in the award.

Areas of note for the Operating Revenues include:

- Fares have continued to trend under budget, there is no expectation that fares will end the year on budget. One of the major reasons for this is when putting the 12 new buses into service, we experienced issues with the new fareboxes not being able to read our fare media and therefore operated fare free for a number of days in December. The fareboxes were not fully functioning until the beginning of February. It has also been noted that there are several nonfunctioning fareboxes in the Rural system and fares are frequently not collected as a result of this. We are working on purchasing some fareboxes for simple fare collection to alleviate this problem.
- Advertising – It is not expected that Advertising revenue will meet budget projections and will therefore fall way short this year. The Marketing Department is working on a marketing campaign to raise awareness to our advertising opportunities. For May and June we are sold out in the urban system and the department is making some "cold calls" to rural businesses to see about boosting the awareness in the rural area for advertising on our rural fleet.

- Planning Revenue – For the Rural system this revenue is exceeding the budget by \$8,000. We learned after the budget was approved that we'd received funds from the Central VT Regional Planning Commission (CVRPC) for our Customer Service Survey that we were not anticipating at the time of the budget.
- Interest, miscellaneous, sale of equipment & warranty revenue – These are all trending below the benchmark for the Urban system. This is due to timing issues and the unpredictability of these types of revenues. The high balance on the sale of equipment for the rural system is due to insurance proceeds on Bus 366 which was totaled in a winter weather accident. Warranty Revenue is well exceeding its budget. This is due to losses sustained on Bus #282 and the insurance proceeds received to cover the warranty work.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. While we recognize that there are several variances from the benchmark of 83% in the expense categories of the attached report, our focus for explanations below will be those of note, rather than those solely due to timing:

- Employee Development – The Employee development expenses on the urban system are over budget, however HR was awarded a grant to cover some of these expenses. We have a reimbursement grant for Rural training expenses that we have not yet billed for FY18 (although we have accrued the revenue). Due to the nature of our operations several of our administrative employees who are deemed to be Urban for our cost allocation plan also work on Rural tasks. After all true Rural employees are billed to this grant, we can also charge off training expenses for those administrative employees who also work on Rural aspects of the system. These expenses are coded to Urban and then reconciled as billing progresses, so we tend to look at this number as a whole when measuring it against the benchmark.
- Background Checks & DOT Testing – These expenses are tied to hiring, and with the seasonal hiring and the annual background checks needing to occur for the Medicaid contract. The Medicaid contract focused on more background checks which has led to the overspent amount in the rural system.
- Drug & Alcohol Testing – Subsequent to setting the initial budget for this expense category we determined that there would be cost savings in joining the State of Vermont's Drug & Alcohol Program. Our drivers are now tested as part of the larger State Driver Pool and the State incurs the expense. We were the only Transit Agency in the State of Vermont that was funding our own Drug & Alcohol Program. The approved budget is adjusted to reflect this change.
- Employee Recruitment Program – This is a variable expense incurred as current employees recommend new employees who are hired and subsequently are retained for certain lengths of time. This has proven to be a valuable recruitment tool for GMT and difficult to predict.

- Other Planning Expenses and MPO Planning Expenses – These are high compared to their budgets due to the Comprehensive Service Analysis (CSA) discussed in the revenue section above. This project is carrying over from FY17 and is anticipated to be completed in FY18.
- Maintenance Expenses – In discussions with the Director of Maintenance our vehicle maintenance costs have been rising in recent years because of the inability to replace vehicles, especially in the rural area. We are working closely with VTRANS for the FY19 grant application to ensure we receive replacement buses, until then we are having to manage our current fleet the best we can with what we have. As of March 31, 2018 the maintenance expenses (excluding fuel), have totally exhausted the budget. The Director of Maintenance is doing everything within his power to mitigate extraneous expenses through June without impacting operations.

The following is an update of the ongoing capital projects staff continue to work on:

➤ **Passenger Shelters:**

- **Urban:** Working with State of Vermont on submitting a permit application for the installation of a glass shelter at the Larkin Terrace property currently under construction. Shelter installation expected to take place in August or September. Contacting qualified contractors to schedule the moving of the Milton P&R shelter from its current location to a new location following completion of the pad and paving work at the new site.
- **Rural:** Working with planning to identify potential locations for a shelter that is in storage. Also looking into solar lighting possibilities for existing shelters in the rural area.

➤ **Downtown Transit Center:**

- Quotes received for all work needed to replace platform heaters at the DTC. Contractor has received the new heaters and is scheduling the installation work.
- Working on adding vents to IT room door to improve air circulation to cool space.
- Received a quote from Enseicom to convert one of the glass shelters to covered bike storage. Scheduling the conversion work to be completed this summer.
- Continuing to manage remaining DTC soil until commencement of the ramp project.

➤ **Industrial Parkway Driveway Ramp:**

- The IFB for the driveway ramp and site improvements to the 1 Industrial Pkwy property has been issued. It was not anticipated DRB review would be required as part of the zoning permit, but the City of Burlington has confirmed that DRB review would be needed. The earliest available DRB hearing is in early July, so the bid due date has been moved to July 11, 2018.

- **GMTA Facility Renovation:**
 - Continuing to coordinate with VTrans on the status of the municipal sewer and water projects and how it will tie into the site. Preparing fire safety permits for both buildings and working on completing IFB and construction documents. Reviewing the new garage layout and equipment with Steve Simpson and the design team to confirm that everything has been specified.

- **Facility Security Upgrades:**
 - The preconstruction meeting with Norris, Inc. took place on June 11, 2018. Norris is preparing to mobilize and begin installation work on June 18, 2018. They have presented a construction schedule with an anticipated project completion date of 8/31/18. Will schedule meetings with key staff members to discuss configuration needs for the system to relay to Norris, Inc.

- **Electric Bus Buy:**
 - The Electric Bus RFP was issued on June 1, 2018. The RFP has been issued to several companies, including the primary electric bus manufacturers in the transit industry. Requests for Approved Equals are due on June 18, 2018. Proposals are due on July 10, 2018.

- **Cutaway Bus Buy:**
 - Cutaway bus specification is nearly completed and is currently being reviewed by member agencies for accuracy. All VPTA members have submitted forecasted vehicle quantities for the contract period. Goal is to have the RFP ready for issue sometime before the end of June.



To: GMT Board of Commissioners

From: Michelle Daley, Director of Finance
Donna Gallagher, Broker Services Manager
Jordan Posner, ADA Coordinator

Date: June 14, 2018

RE: ADA and Broker Services

As of April 30, 2018 Medicaid is we are running a deficit for the Medicaid contract, totaling \$105K. The PMPW rate increase for VPTA is retro to April 1, 2018. VPTA began receiving this amount weekly about mid-May. At this time it is unclear when the "Retro" reimbursement will occur, however we will be working with VPTA to calculate the expected amount due so we can accrue that revenue in FY18. We have estimated of the retro amount due to GMT for April which totals \$60,000. The increase in PMPW to VPTA is expected to allow us to breakeven by year end.

Donna Gallagher and Patty Chadwick are collaborating with Marketing to create a newsletter for our volunteers to keep them informed about the happenings here at GMT. The newsletter will highlight volunteers and other interesting news for them.

The ADA Advisory committee met on Jun 7th. On the agenda was response to the NextGen presentation at the April meeting, Discussion around Bus Buddy outreach, planning for a potential Town Hall style even to take place in the fall. Members of the committee and staff were also present at the City of Burlington's town hall on accessibility, which took place in May.

Staff has been conducting Bus Buddy outreach and attended an event at the Winooski Senior Housing Authority in order to promote the program. Staff has also met with AARP to tap into resources available through their organization. Staff conducted a successful travel training in Barre.

Staff also partnered with the United Way in order to prepare the first ever "E&D Rider Survey" which will help inform a comprehensive study of the program.

Following is the ADA Ridership Report through May, 2018. Burlington and Colchester trips are tracking to have greater rides than FY17, while South Burlington trips are trending to be less than FY17. Ridership overall is about 2% under expectations compared to FY17.

ADA Ridership Report (by Town) : FY18

Total Rides

% increase/(decrease) from prior year

Benchmark for comparison is 92%

CITY/TOWN	July	August	September	October	November	December	January	February	March	April	May	Total FY18 YTD	Total FY17 Rides	% of FY18 YTD compared to FY17
BURLINGTON	1,282	1,229	1,170	1,275	1,186	1,133	1,180	1,219	1,197	1,213	1,248	13,332	14,398	93%
	-0.93%	-11.58%	-4.96%	0.79%	10.12%	8.21%	3.33%	10.72%	4.45%	4.93%	-5.53%			
COLCHESTER	116	103	97	107	100	99	150	100	152	154	145	1,323	1,037	128%
	87.10%	17.05%	42.65%	46.58%	21.95%	19.28%	31.58%	26.58%	53.54%	94.94%	46.46%			
ESSEX	288	288	278	317	300	317	302	317	346	286	345	3,384	3,751	90%
	19.01%	-6.80%	-23.20%	-11.20%	3.09%	-1.25%	-4.73%	-4.80%	16.11%	-8.04%	16.16%			
OTHER	9	9	4	6	12	9	29	28	23		60	189	207	91%
	-62.50%	-70.97%	-69.23%	-62.50%	33.33%	28.57%	93.33%	100.00%	-4.17%	43.75%	140.00%			
SHELBURNE	252	276	229	261	250	226	306	266	306	249	286	2,907	3,271	89%
	-1.95%	3.76%	6.02%	5.67%	-3.47%	-22.87%	5.52%	-8.59%	-5.26%	-7.09%	-4.03%			
SO. BURLINGTON	963	1,092	1,091	1,204	1,132	1,105	1,083	902	1,062	1,040	969	11,643	13,829	84%
	1.48%	6.33%	-3.71%	-4.90%	2.54%	-2.81%	-4.16%	-19.61%	-12.88%	-17.39%	-26.70%			
WILLISTON	96	101	75	62	76	100	118	78	101	105	111	1,023	1,126	91%
	-21.31%	-8.18%	-41.86%	-32.61%	-20.00%	21.95%	26.88%	-13.33%	-12.17%	25.00%	54.17%			
WINOOSKI	392	456	449	439	448	442	461	473	508	453	551	5,072	5,761	88%
	-12.11%	-11.28%	-11.26%	1.86%	-5.88%	-15.00%	-12.52%	7.74%	7.63%	-4.23%	8.25%			
TOTAL	3,398	3,554	3,393	3,671	3,504	3,431	3,629	3,383	3,695	3,523	3,715	38,896	43,380	90%
Cost to Members	\$ 84,904.23	\$ 89,416.24	\$ 86,067.45	\$ 93,902.23	\$ 89,303.77	\$ 88,176.72	\$ 93,488.04	\$ 86,252.49	\$ 94,746.83	\$ 87,880.69	\$ 94,645.81	\$ 988,784.51		
Cost/Trip	\$ 24.99	\$ 25.16	\$ 25.37	\$ 25.58	\$ 25.49	\$ 25.70	\$ 25.76	\$ 25.50	\$ 25.64	\$ 24.94	\$ 25.48	\$ 25.42		

Monthly Maintenance Performance Report		
Month:	May 2018	
Urban Data	Data	Notes
Miles Operated:	163,903	Revenue Vehicles
Major Road Calls:	7	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	4.3	
Minor Road Calls:	8	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	9.1	
"C" PM's Completed:	28	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, performed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	7.84 years	Transit buses have a 12-year life expectancy
Rural Data		Notes
Miles Operated:	82,801	Revenue Vehicles
"C" PM's Completed:	18	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, performed every 6,000 miles
"C" PM On-time %	83%	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	4.99 years	Cut-away buses have a 5-year life expectancy



To: GMT Board of Commissioners

From: Bob Young, Director of Operations
Mev Bahonjic, Urban Operations Manager – Burlington
Rich Gorton, Rural Operations Manager – FGI
Jamie Smith, Rural Operations Manager - Berlin

Date: 06/13/18

RE: GMT Operations Report

Rural (Berlin Office) operated “Weekend of Hope” annual event service in Stowe for cancer survivors and families. We transported 325 passengers throughout the event spanning Friday, Saturday, and Sunday. Nice job done from the Berlin Office.

Rural staff is looking at assorted ways to recruit CDL and volunteer drivers. The driver force gets used up quickly when volunteer staff is down, and we have to cover the work with our paid drivers. This creates a problem of drivers being forced to work overtime. Plus, there’s an obvious expense it puts on us. Our people are reaching out various created ways such as, while meeting with the staff from Central Vermont Medical Center (CVMC) to discuss passenger transportation options, our people reached out to their Human Resource Department to discuss the possibility of sending us some part-time or volunteer drivers from the retiring CVMC staff. Our staff is reaching out at all opportunities to try and help recruit more drivers. It a process that needs and is being done by all GMT employees. Lack of sufficient volunteer staff is burdensome to all departments, and all need to be involved to help achieve keeping a full staff of all driver positions.

We’ve been spending an exceptional amount of time with Route Match addressing all issues and training with various modules. We are keeping our General Manager Mark updated on a daily basis. As we all know time is upon us for results from Route Match, and we are giving them as much help on our end to try and make this successful. Also, as previously stated, they continue with having various personnel on site working with us.

David Lamm has been promoted to Urban Supervisor here in Burlington. David was a driver in the Rural office out of Berlin for over 2 years. Also, he brings in good experience from previous employment positions held with other companies. He still lives in the Berlin area, however, he and wife plan moving up this way once she completes her nursing education. His addition as a supervisor for Urban now puts us at a full rooster. He is a very welcomed addition to the team and will immediately help serve better customer service to all.

The safety committee continues to search for reasonable ways to help make sure our drivers are always safe from disruptive passengers. General Manager Mark Sousa discussed with the committee that he will work with the Vermont State Legislature to pass a bill for making it a criminal offense to assault a bus driver while on duty. This was highly appreciated and well received by the committee and drivers.

July 3rd is coming soon and we are preparing with Burlington Parks and Recreation Department, Burlington Public Works, Burlington Fire Department, and Burlington Police Department to make the evening of the fireworks a safe evening for the general public. This is a lot of extra work for GMT to transport people back and forth from the University of Vermont for parking to the Waterfront in Burlington for the events and return after the event is over. As always, we are committed to doing our part of making this a safe and enjoyable holiday for all.

Date: June 11th, 2018
To: GMT Board of Commissioners
From: Rachel Kennedy, Sr. Transit Planner
Re: May Planning Report

Transit Service & Operations Planning

NextGen

Following 6 public meetings, and additional targeted stakeholder outreach, the NextGen Plan will be brought before the Advisory Committee on June 12th, and pending approval, before the GMT Board of Commissioners on June 19th. The Final Draft of the NextGen Report can be found at <http://ridegmt.com/phases/>

Bus Audit

The planning department has completed the Berlin bus stop audit, and has started to audit the urban routes. This project will serve to:

- Reconcile differences between on the ground reality and the GTFS feed (how our system information is displayed by google)
- Create maps of existing routes and stops
- Get ADA compliance information on a stop level basis
- Feed into NextGen implementation planning

Meetings & Outreach:

- Staff attended the CCRPC TAC meeting
- Staff attended a planning meeting for the Winooski St development PAC
- Staff met with Go Vermont! Consultants to discuss partnership opportunities
- Staff met with the North Branch Nature Center and CCV to discuss NextGen service change implications.
- Staff held public meeting in Waterbury to solicit feedback on the NextGen Plan
- Staff held public meeting in Swanton to solicit feedback on the NextGen Plan
- Staff attended the Lamoille County TAC to solicit feedback on the NextGen Plan
- Staff met with Sugarbush for the season wrap-up meeting
- Staff attended CATMA's ETC event
- Staff attended meeting with the town of Jericho to discuss P&R opportunities
- Staff held public meeting in Berlin to solicit feedback on the NextGen Plan

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: June 13, 2018
Re: Marketing and Public Affairs Report

- Youth Summer Fun wristbands are now on-sale! The price per wristband is \$25 and it is valid June 18 – August 24. Wristbands are available for youth ages 7 – 17. We have had great success with this program over the last few years and I hope with some new creative and outreach efforts... this could be the best year yet.
- National Dump the Pump day is June 21, 2018. GMT is offering this as a free ride day to passengers. Advertisements have been placed in the local papers for each region; radio spots are running, and digital/on-board signage.
- We have seen an increase in bus advertising again this month and continue advertising the program in Seven Days. Being a political year, we anticipate a much greater Summer/Fall that we had last year.
- Marketing is working on a video project with Local Motion to address safety surrounding bus and bikes. We hope this collaboration can help shift the relationship between bus/bike in a more positive direction.
- Marketing and Planning continue to work together to address changes in the Jeffersonville Commuter schedule. The BM&G, direct mail, and advertising will all occur in August in time for the guide schedule.

Public Affairs Events

5/15: South Burlington Business Association | Presentation from Target
5/15: Route 100 Corridor Study | Final presentation on Scoping study
5/16: Central Vermont Chamber of Commerce (CVCC) | Board meeting
5/16: Burlington Mayor's Advisory Committee on Accessibility | Annual Meeting
5/17: Presentation on the state of transportation in VT | Middlebury College
5/19: Family Center of Washington County | 2nd Annual Diaper Drive
5/21: Capstone Community Action | Workforce Development meeting
5/23: Lamoille County Transportation Advisory Committee | NextGen
5/31: Burlington Business Association (BBA) | Parking & Transportation Council
6/1: Good Samaritan Haven – Froggy 100.9FM | GMT Community Campaign
6/5: Transportation for Vermonter Coalition (T4VT) | Legislative session
6/6: Franklin Grand Isle Partnership (FGI Partnership) | Monthly meeting
6/12: Local Motion | Bus – Bike video collaboration
6/13: Tri-Town Transportation Committee | Jeffersonville Commuter
6/13: United Way – Emerging Leaders | Emerging leaders networking/ program



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: June 19, 2018

RE: IT Support, Administrative Support, Training, and HR

The Steering Committee, a labor-management committee here at GMT, submitted a grant proposal to the Federal Mediation and Conciliation Service (FMCS) to enhance our training program. During the February 2018 Relationships by Objective training (labor-management training conducted by the FMCS), 10 objectives were identified for the group to work on to improve together. This grant will focus on Objective #7, “Training Needs”: *Both parties will jointly and independently explore means for training in interpersonal skills, communications, steward/supervisor relationships, and other programs.* The ancillary benefits of the grant award will also improve Rural Operations (Objective #1), Labor-Management Relationship (#2), Communications (#3), Operational Efficiencies (#4), Safety and Cleanliness (#5), and Leadership (#6). The grant proposal focuses on online learning platforms, giving Operators, Maintenance staff, and Administrative staff more opportunity and flexibility to develop and enhance skills. The grant awards will be announced in September 2018. The Steering Committee is hopeful that we will receive funds for this project. Total amount requested: 85,791.27.

To: GMT Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Rachel Kennedy, Senior Transit Planner
Date: June 19, 2018
RE: Nextgen Service Improvement Recommendations

Background: The Nextgen Comprehensive Service Analysis (CSA) kicked off in September 2017 with the first project presentation to the GMT Board on February 21, 2017. GMT contracted with Nelson Nygaard who created the below documents, and was guided by a project Advisory Committee composed of GMT Board Members, Regional Planning Commission (RPC) staff and the Vermont Agency of Transportation (Vtrans).

Nextgen Documents:

- Project Timeline
- Public Involvement Plan
- Paratransit Services Review
- Review of Previous Plans & Studies
- Service Guidelines Document
- Market Analysis
- Route Profiles
- Fare Analysis
- Service Improvement Recommendations

Public & Stakeholder Outreach: Throughout the project GMT conducted public and stakeholder outreach totaling close to 40 meetings (excluding the Advisory Committee). Nelson Nygaard also conducted confidential interviews with key regional stakeholders within the GMT service area at the beginning of the project to obtain an un-biased view of GMT as an organization from these groups.

A project webpage was created and included an interactive blog where over 200 comments were submitted. Please see the Nextgen Public Feedback Report, and the minutes of the most recent round of public meetings attached to this memo, for more details on the project outreach and comments received regarding the Draft Service Improvement Recommendations.

June Advisory Committee Meeting: The Nextgen Advisory Committee motioned to recommend the adoption of the Draft Service Improvement Recommendations by the GMT Board of Commissioners at the Advisory Committee meeting on June 12. Please find the minutes of this meeting and a list of recent edits to the Draft Service Improvement Recommendations attached to this memo.

June GMT Board of Commissioners Meeting: Staff is requesting that the GMT Board of Commissioners vote on the following motion at the June 19 Board Meeting:

Will the GMT Board of Commissioners approve the Nextgen Comprehensive Service Analysis Service Improvement Recommendations as presented at the May Board Meeting with the recent edits included?

Implementation Plan: If and when the GMT Board approves the Service Improvement Recommendations staff will begin to develop an implementation plan which will include:

- Developing implementation timelines by service region.
- Creating schedules in GMT's driver scheduling software to get more refined cost implications on a route level basis and a municipal level basis.
- Conduct in-depth ridership analysis on any proposed service reduction or elimination.
- Conduct municipal outreach and meetings.
- Hold another round of public meetings and ask for approval from the GMT Board prior to any service changes per GMT's Service Change Policy.

The Nextgen Advisory Committee has agreed to guide the implementation process.

June NextGen Edits

1. Corrected Jeffersonville references (previously labeled Jefferson)
2. Edited introduction on page 4 to reflect that it was the intent of previous TDPs to be unconstrained (see p. 2)
3. Corrected Route 11 summary in *Table 40: Service Improvement Recommendations* to accurately reflect combination of Route 11 and 12 (previously mislabeled 11 and 11).
4. Clarified that passengers on 87 Northfield Community Shuttle would have the opportunity to shop at only one of the two locations.
5. Changed suggested route changes for 115 & 116 to reflect AC recommendation of 1 am trip and 2 pm trips for each, ensuring system wide connectivity.

June Edit

GMT's growth has been a combination of rapid change and evolution. In the case of Montpelier and Mad River Valley service, GMT stepped in nearly overnight to restore services that abruptly ceased when the previous operator shut down due to financial problems. Other services such as St. Albans and Stowe were assumed through a much more managed approach.

As GMT has grown, there has been a very heavy focus on expanding service to new areas. In 2010, GMT (then operating as CCTA in Chittenden County) developed a Transit Development Plan (TDP) that recommended many new routes within Chittenden County, upgrading a number of existing routes to Bus Rapid Transit (BRT), increasing service frequencies on most urban routes to every 15 minutes, and implementing new commuter routes from rural areas. Implementing all of these improvements would have increased operating costs by 265%, from \$8.5 million per year to \$31.0 million. Most of these recommended improvements reflected stakeholder requests more than demonstrated market demand. In order to create a roadmap of opportunities the TDP presented an unconstrained, or "optimistic" ridership scenario that assumed "that gasoline will retail for \$10 per gallon in 2020 (more than triple the current price), that there will be an increase in parking fees of \$5 per day at all locations that are within CCTA's service area, and that land use decisions are made to focus new development in transit priority corridors, and that the new development is designed in a way consistent with TOD/POD principles."

Subsequently, in 2012, GMT (then operating as GMTA in rural areas) developed a TDP for the expansion of rural services. The rural TDP also focused most heavily on developing new commuter routes and providing more service on existing routes. Like the Chittenden County TDP, the improvements in the rural TDP would have significantly increased operating costs by 222%, from \$2.7 million per year to \$8.7 million. The rural TDP also produced very optimistic ridership forecasts that were not entirely documented, but that assumed that ridership on existing services would grow by 5% per year.

Of the recommended improvements in the TDP, the new services that have been implemented have largely focused on expanding geographic coverage and include:

Previous

GMT's growth has been a combination of rapid change and evolution. In the case of Montpelier and Mad River Valley service, GMT stepped in nearly overnight to restore services that abruptly ceased when the previous operator shut down due to financial problems. Other services such as St. Albans and Stowe were assumed through a much more managed approach.

As GMT has grown, there has been a very heavy focus on expanding service to new areas. In 2010, GMT (then operating as CCTA in Chittenden County) developed a Transit Development Plan (TDP) that recommended many new routes within Chittenden County, upgrading a number of existing routes to Bus Rapid Transit (BRT), increasing service frequencies on most urban routes to every 15 minutes, and implementing new commuter routes from rural areas. These improvements would have increased operating costs by 265%, from \$8.5 million per year to \$31.0 million. In addition, most of the recommended improvements reflected stakeholder requests more than demonstrated market demand. The TDP also presented an "optimistic" ridership scenario that assumed "that gasoline will retail for \$10 per gallon in 2020 (more than triple the current price), that there will be an increase in parking fees of \$5 per day at all locations that are within CCTA's service area, and that land use decisions are made to focus new development in transit priority corridors, and that the new development is designed in a way consistent with TOD/POD principles."

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Given the large increases in operating costs that the improvements recommended in the TDP would have required, few have been implemented. In addition, all of the ridership increase assumptions have proven to be very overly optimistic. The few new services that have been implemented have largely focused on expanding geographic coverage and include:

NextGen Public Feedback Report

Public & Stakeholder Meetings, Blog Posts, and Emails

Public Meetings

Overall GMT received positive comments on the presentations, and people appreciated the opportunity to discuss the trade-offs inherent in the decision making process. Some common themes were:

- Support for the NextGen initiatives.
- Questions about how the new complementary ADA will work.
- Requests to reexamine proposed route eliminations (*'1V Williston'*, Waldorf deviation on *'6 – Shelburne'*, Northern leg of *'92 - Montpelier Circulator'*)
- Support for public transit and a desire for more creative outreach/marketing by GMT.
- Concerns about limited bike capacity on buses.

Berlin – 5.31.18

The Berlin meeting was the most well attended with over 20 members of the public. There were a diverse range of views represented, with important questions asked regarding existing efforts to meet the needs of the vision impaired, proposed ADA service changes, and outreach efforts to the elderly to name a few. There was a robust conversation about how the Montpelier Circulator should be routed.

Burlington – 6.4.18

7 members of the public attended the Burlington Public Meeting. Four members were there to discuss options for continuing service to the Waldorf School, one to voice support for the Williston 1V route, and one to request service to Richmond. The changes to the College Shuttle were addressed, with concern that the changes would negatively impact already strained bike capacity – however there was general consensus that weighed against the alternatives this change made sense.

CCRPC – 6.5.18

CCRPC TAC members, as well as 13 additional members of the public were present for this presentation. 4 members of the public advocated for keeping Williston 1V, and expanding service span and frequency. There was a conversation about outreach to local schools along 1V, and outreach to the elderly system wide. A TAC member expressed the importance of reaching out to towns, especially Essex, regarding service changes.

NextGen Public Feedback Report

Morrisville – 5.23.18

There were at least 10 members of the public present at the LCPC TAC meeting; 7 Municipalities, 1 Economic Development Commission, 1 VT Department of Health, and 1 Creative Workforce Solutions. The members expressed broad support for the plan. Members emphasized the importance of Route 100 have pulse points with the Waterbury Commuter Routes – to continue during construction on Route 100 over the next few years. Questions were raised about having the Mountain Shuttle Road eliminate side trips into parking lots – as this may cause traffic to back up on the road.

Swanton – 5.17.18

The Swanton meeting had low attendance, with just one constituent showing up on behalf of an interested party. Fortunately, Northwest Public Access was present and videotaped the meeting for the local channel.

Waterbury – 5.15.18

6 members of the public attended the Waterbury meeting. 5 to express support for the LINK service to Waterbury, and one attending with general questions about service. There was support for current time-points, as well as concern about limited bike capacity on the buses.

Stakeholder Meetings & Tabling Events

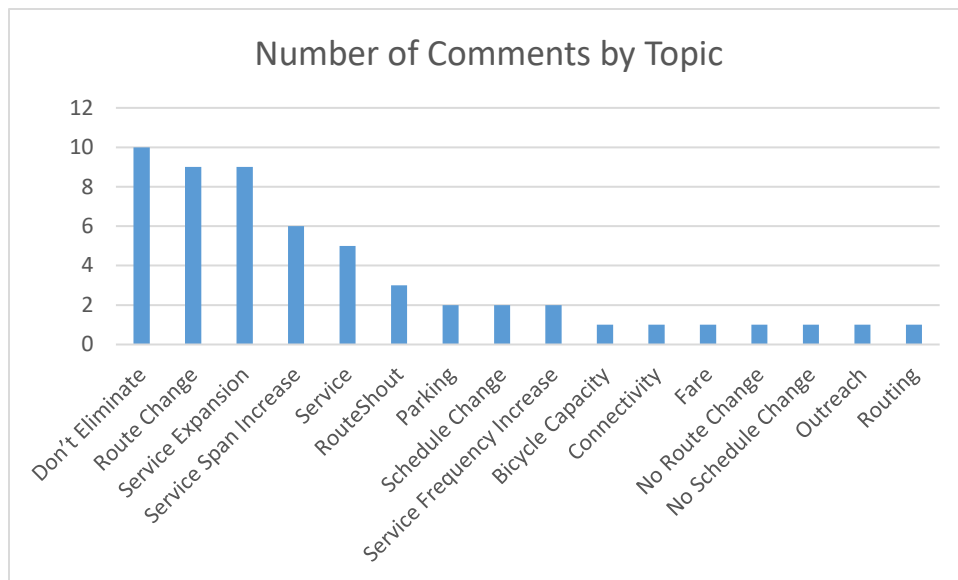
GMT held additional stakeholder meetings to address specific concerns, and tabling events to solicit public comments. A summary of these meetings can be found on pages 6 - 7.

NextGen Public Feedback Report

Blog Posts & Emails

Some comments may be duplicative, as comments on different platforms may represent one member of the public utilizing different forms of communication

Requests to not eliminate service were most common; with 3 comments advocating for Williston 1V, 2 for the northern leg of the Circulator and 1 for the Waldorf. However, when Service expansion, service span increase, and service frequency increase are considered as one topic, a request for more service, this was the largest request with 17 comments.



NextGen Public Feedback Report

Email & Blog Summary				
Topic	Area	Specifics	Date	Source
Bicycle Capacity	System Wide		5.11.18	Blog
Connectivity	Airport to Downtown		5.23.18	Email
Don't Eliminate	6	Waldorf Leg	5.11.18	Email
Don't Eliminate	92		5.23.18	Email
Don't Eliminate	100	Airport service	5.24.18	Email
Don't Eliminate	83	Don't remove stop at senior center in Waterbury	5.15.18	Blog
Don't Eliminate	83	Don't switch service to highway	5.23.18	Blog
Don't Eliminate	92	Northern Leg	5.31.18	Blog
Don't Eliminate	92	Northern Leg	6.1.18	Blog
Don't Eliminate	1V		5.11.18	Blog
Don't Eliminate	1V		5.11.18	Blog
Don't Eliminate	1V		6.5.18	Blog
Education	System Wide	Education on how to use service	5.17.18	Blog
Fare	89	Willing to pay more	5.9.18	Blog
No Route Change	10		5.24.20	Blog
No Schedule Change	89	Early trip skips Richmond, making commute faster, don't change	5.8.19	Blog
Parking	Barre - Waterbury	No free parking along bus route in Barre	6.1.18	Blog
Parking	Burlington	More convenient parking for commuters traveling to Montpelier from north of Burlington	5.14.18	Blog
Route Change	1	Run along Kimball Ave	5.24.18	Blog
Route Change	1	Don't stop at UMall	5.24.23	Blog
Route Change	1	Service Williston Village 1 trip Am/PM	6.2.18	Email
Route Change	10	Bidirectional City Loop	5.23.18	Email
Route Change	10	Eliminate service on Cliff St	5.29.18	Email
Route Change	89	Eliminate some stops on Pine, leave from Lakeside then to DTC.	5.8.18	Blog
Route Change	92	No side trip to Elm/Seasons, Hunger Mountain/freedom Drive	6.1.18	Email
Route Change	100	Add Stop, specifically Randolph Road / Tinker Lane	5.24.18	Email
Route Change	Lamoille	Deviated fixed route	5.24.18	Email
RouteShout	46	Add ACTR	5.24.25	Blog
RouteShout	System Wide	Please fix it	5.23.18	Email
RouteShout	System Wide	Doesn't work after schedule changes	5.24.21	Blog

NextGen Public Feedback Report

Routing	1	A left turn arrow at the intersection of the UMaine onto Route 2, which the #1 Williston bus must make, would improve on time service. The bus often waits through several lights and is unable to make the turn.	5.23.18	Email
Schedule Change	89	Thanks for adding service on Saturdays between Waterbury and Burlington	5.15.18	Blog
Schedule Change	89	Earlier Afternoon trip	5.16.18	Email
Service	11	Too crowded on morning trip from DTC to UVM	5.23.18	Email
Service	89	improve Wi-Fi	5.8.20	Blog
Service	System Wide	Service to ski areas	5.24.24	Blog
Service	System Wide	Room for strollers and consistent rules	5.31.18	Blog
Service	System Wide	App for service alerts	5.8.21	Blog
Service Expansion	1	Service to Richmond	5.14.18	Email
Service Expansion	36	Extend service to Johnson	5.17.18	Blog
Service Expansion	Fairfax		5.24.18	Email
Service Expansion	Montpelier	Service to trailheads	5.9.18	Blog
Service Expansion	North Ave	Extend to Mallet's Bay	5.25.18	Blog
Service Expansion	North Ave	Extend to Mallet's Bay	5.31.18	Email
Service Expansion	South Hero		5.15.18	Email
Service Expansion	South Hero		5.15.18	Email
Service Expansion	South Hero		5.30.18	Email
Service Frequency Increase	7	Match up 15m service with BHS schedule	5.24.22	Blog
Service Frequency Increase	12		5.24.19	Blog
Service Span Increase	56	Weekend service	5.23.18	Blog
Service Span Increase	89	Weekend service	5.14.18	Blog
Service Span Increase	89	Weekend service	6.1.18	Blog
Service Span Increase	92		5.31.18	Blog
Service Span Increase	Lamoille	Close gap between Jeffersonville and Morrisville	5.15.18	Blog
Service Span Increase	System Wide	Later buses	5.29.18	Email

NextGen Public Feedback Report

Stakeholder Meetings		
Stakeholder	Date	Comments
UVM Medical Center	1.23.18	
Shelburne Select board	1.9.18	Support for continued service to VT Teddy Bear & VT Day School
Town of Stowe Select board	11.2.17	Support for Mountain Road changes and expanded service
Burlington TEUC	11.29.17	
Vermont Teddy Bear Company	2.21.18	Support for continued service
City of Burlington Staff	3.22.18	Support for changes, especially addition of weekend and night service
City of Burlington Staff	3.22.18	Request to maintain Williston 1V first trip
CVRPC	3.27.18	Broad support for initiatives, with request to more closely examine proposed ADA complementary service
Burlington Land-Use Committee	3.28.18	Support for increased span/frequency
Burlington Land-Use Committee	3.28.18	Questions about College shuttle fare structure
GMT ADA Advisory Committee	4.12.18	
Copley Terrace Rep	4.23.18	Several acceptable scenarios for service to Lamoille View and Copley Terrace were identified
Copley Terrace Rep	4.23.18	Furth analysis will be performed regarding route time trails, and resident needs
Tri-State Valley Representative	4.23.18	In order to increase ridership on the Jeffersonville Commuter improvements are planned for P&R
Tri-State Valley Representative	4.23.18	And schedules will be adjusted to better match shift times
Tri-State Valley Representative	4.23.18	This group is interested in future expansion to Johnson and expanding service span and frequency
GMT Advisory Committee	4.26.18	Support for changes
ACTR	4.6.18	Importance of coordinating any schedule changes
CCV	5.4.18	Support for continued service
North Branch Nature Center	5.4.18	Support for continued service

NextGen Public Feedback Report

Public Meetings	
Location	Date
CATMA - ETC	11.30.17
St. Albans	12.11.17
North Hero	12.12.17
Waitsfield Elementary	12.13.17
Contois Auditorium	12.4.17
Copley Hospital	12.6.17
Ward 6 (Neighborhood Planning Meeting)	12.7.17
Montpelier City Hall	1.11.18
Addison County	3.10.18
Waterbury	5.15.18
Swanton	5.17.18
Morrisville	5.23.18
Berlin	5.31.18
Burlington	6.4.18
CCRPC	6.5.18

Tabling Events	
Location	Date
DTC	10.24.17
DTC	10.25.17
National Life	11.1.17
Central VT Med Center	12.20.17

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NextGen Waterbury Public Meeting Minutes Green Mountain Transit

Tuesday May 15th, 2018 - 6:00 PM
Waterbury Municipal Center, 28 North Main Street
Waterbury, VT 05676 United State

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Partners: Daniel Currier, Central Vermont Regional Planning Commission

Members of the Public: Olivia Thompson, Sarah Loye, Alan Aitken, Carol Johnson Collins, Ann Howard

The meeting opened at 6:05PM

Agenda

- **Introductions**
- **Presentation**
 - What is NextGen?
 - Recommended Changes by Service Area and Type
 - Route Level Changes:
 - Commuter Routes
 - Capital District
 - Mad River Valley – Seasonal Service
 - Lamoille
- **Discussion Session**

Discussion:

Time Points: There was support for the existing GMT service levels. Concern that any changes to service ensure that there is a connection between the Route 100 Commuter and LINK schedules. Requests that service be expanded to Saturday – this is a frequent request for GMT, and is being looked into for Phase 2 of NextGen (service enhancements)

Bike Friendliness: There was discussion of how GMT can be more bike friendly. The two bike limit is a burden for multi-modal commuters. Additionally, some concerns were raised that with bike handles becoming larger sometimes it was a challenge to fit two bikes. Suggestions to add a space for hanging bikes at the back of the bus.

System: Comments that the bus guide is confusing. Comments that the Waterbury P&R is poorly situated. Suggestions for marketing the public meetings better, as well as GMT more broadly.

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Submitted Comments

Comment 1:

*"Would like better sync with Rte 100 Commuter.
286 Waterbury/Burlington arrive preferred times: (UVM Med Ctr.) 8 and 8:30
Burlington/Waterbury arrive at P&R 5:30 and 6:00"*

Comment 2:

"Please keep 1:20PM DTC BTV/Montpelier"

Comment 3:

"Suggested Times

Ride Arrival Waterbury

- 1.) 6:15AM*
- 2.) 7:00AM*
- 3.) 7:55AM*
- 4.) 8:15AM*

Feedback – Need to have arrival times to be close to one another for bike riders, and access to bike racks when they are full

Ride Departure Afternoon

Burlington/Waterbury

DTC

- 1.) 4:45PM*
- 2.) 5:20PM*
- 3.) 6:15PM"*

Comment 4:

"Marketing suggestion –

Place fun, attractive visual graphics/pie charts???, on bus billboard sections (inside & out) showcasing how people can save and cut commuting costs – Americans are too hooked on convenience and need to be influenced to be more convinced to compromise and \$\$\$ savings. Might get their ear more effectively."

Comment 5:

"Suggestions

LINK Route preferences:

Waterbury to Burlington LINK

Ideal arrival times at UVM med center

(For shift work)

- 0700 (86 to keep serving Waterbury)*
- 0730 (286) (Link to Route 100 Commuter)*
- 0830 (286) (Link to Route 100 Commuter)*
- 0900 (86 to keep serving Waterbury)*

Burlington to Waterbury LINK

Ideal departure times from UVM med center

- 1600 (86 to keep serving Waterbury)*
- 1630 (86 to keep serving Waterbury)*
- 1700 (286) (Link to Route 100 Commuter)*
- 1730 (286) (Link to Route 100 Commuter)*
- 1830 (86 to keep serving Waterbury)*

Please keep mid-day (1330) route (286)"

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NextGen Franklin/Grand Isle Public Meeting Minutes

Green Mountain Transit

Thursday May 17th, 2018 - 6:00 PM

Swanton Public Office, 120 First St

Swanton, VT 05488

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Partners: Bob Buermann, Board of Commissioners: Grand Isle

Members of the Public: Judy Paxman, Northwest Public Access Television

The meeting opened at 6:05PM

Agenda

- **Introductions**
- **Presentation**
 - What is NextGen?
 - Recommended Changes by Service Area and Type
 - Route Level Changes:
 - Commuter Routes
 - Franklin/Grand Isle
- **Discussion Session**

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NextGen Morrisville Public Meeting Minutes

Green Mountain Transit

Wednesday, May 23rd, 2018 – 12:00 PM
*LCPC 52 Portland Street, Second Floor
Morristown, VT 05661*

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Partners: Lamoille Regional Planning Commission

The meeting opened at 12:00M

Agenda

- **Introductions**
- **Presentation**
 - What is NextGen?
 - Recommended Changes by Service Area and Type
 - Route Level Changes:
 - Commuter Routes
 - Lamoille
 - Capital District
- **Discussion Session**

Overall support for recommended changes.

Comments about importance of getting employees to work.

Comment: Ensuring 100 Commuter matches 286 LINK service, especially in regards to planned development and how that will affect traffic.

Comment: Concern that having buses stop on road rather than in parking lots will slow traffic rather than streamline routing.

DRAFT

NextGen Berlin Public Meeting Minutes

Green Mountain Transit

Thursday May 31st, 2018 - 6:00 PM

Central Vermont Medical Center, 130 Fisher Road

Berlin, VT 05602

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Partners: Bonnie Waninger, Central Vermont Regional Planning Commission

Members of the Public: Approximately 20 members of the public were present

The meeting opened at 6:07PM

Agenda

- **Introductions**
- **Presentation**
 - What is NextGen?
 - Recommended Changes by Service Area and Type
 - Route Level Changes:
- **Discussion Session**

Discussion:

Clarification with ADA service: if you live within $\frac{3}{4}$ mile of a local route and are eligible for ADA service you will receive door to door service, and will not have to change buses.

Comments regarding current issues with service for the blind:

Lack of stop announcements

Lack of courtesy from bus drivers, though there are good and bad drivers

Members of the public have stated these concerns previously and feel like there has been a lack of follow up from GMT

Comments were made regarding the need for GMT to be more proactive in getting people on the bus, perhaps with a marketing campaign, as well as the need to target people not riding the bus, perhaps through surveying at senior centers.

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Request to create an easier transfer from Waterbury to Berlin Health & Rehab.

Request for Saturday service in Waterbury.

Question: Will the elderly be automatically eligible to ride the bus?

Answer: No, there will be an ADA qualification process for complementary ADA service.

Public comments that having an automatic age at which you qualify for Complimentary ADA would be good for the community and increase ridership.

Question: Will we have electric buses in the Capital District?

Answer: It's not in our current plans. We did just get funding for 3 electric buses in Burlington. In the capital district we are getting new buses, and switching from diesel to gas which will make them more reliable.

Request for buses to meet the train.

Proposal to reroute the Circulator to be two routes; N/S and E/W. Perhaps extending the 82 North and the 80 E/W.

Request to have seasonal routing for the Northern leg of the Montpelier Circulator.

Request for an Express route from Barre to National Life on 89.

Request for the last AM LINK Montpelier to Burlington to leave 10-15 minutes later to make it easier for school drop-off.

Request for Yearly Unlimited Passes.

Request that it be made clear ADA complementary service will only be applied to ¾ buffer around local routes.

Advocate for continue service on the northern leg of the Montpelier Circulator - CCV

Advocate for continue service on the northern leg of the Montpelier Circulator – North Branch Nature Center

NextGen Burlington Public Meeting Minutes
Green Mountain Transit
Monday, June 4th 2018 - 6:00 PM
Green Mountain Transit, 15 Industrial Parkway
Burlington, VT 05401

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Members of the Public: Julie Wahlin, Andrew Guertin, Erin Baker, Ita Meno, Betsy Hardy, Lawrence Houston, Jason Bradley

Meeting came to order at 6:05.

Agenda

- **Introductions**
- **Presentation**
 - What is NextGen?
 - Recommended Changes by Service Area and Type
 - Route Level Changes:
- **Discussion Session**

Discussion:

Question: Will this provide for service from Winooski to hook up with LINK service?

Answer: Yes. GMT is increasing service hours for Winooski... But not on Middlebury – that leaves at 6:05.

Question: How is GMT planning on improving the timing? Customer from Williston has had issues with consistency.

Answer: In the past GMT has emphasized Frequency over reliability. We are now eliminating variances, going to 20m headways, and interlining routes. Outside of the NextGen plan GMT is also focusing on having standby buses.

Comment: With so much new growth in Williston Village does it make sense to remove the route? Customer from Williston doesn't take bus because it leaves at 7 or 8 and is often LATE. The pickup is a really poor time. If GMT increases frequency GMT will have more customers.

Advocate for continued operation of Williston 1V route.

Requests:

Express route through Williston

Request for service in Richmond Village

A bus that runs down route 2 to from Burlington to Montpelier

Waldorf:

Advocate for continued service to the Waldorf school.

Advocate for continued service to the Waldorf school.

Advocate for continued service to the Waldorf school.

Comment: What are the other options for providing service?

Answer: Several options, GMT will work to find a solution with Waldorf

Advocate for continued service to the Waldorf school.

Question: Daughter takes it every day. What is the metric for determining ridership?

Answer: Productivity in terms of fare box recovery, we are looking for %25.

In regards to the students being dropped off on route 7 distance isn't issue, it's the timing of the bus. Bus arrives at 8:15 sometimes 8:20

Question: Waldorf is doing outreach in Middlebury, can we push the Middlebury runs earlier?

Answer: GMT is planning on pushing one of the runs earlier since ridership at runs that leave in the 4 – 4:30 times have higher ridership.

Question: What is the benefit of interlining? – resident from Essex

Answer: Right now we are inefficient in how we do our lunch breaks. It's more efficient to do a car relief. I.e. bus following the route rather than the driver following the route.

Comment: Frustration with inconsistencies in scheduling, example Ethan Allen running a route that is still running a route that said it was running until May 2

Answer: NextGen would remove inconsistent service

Concern about not being able to put a bike on the college shuttle route – reduction in frequency would hurt this. Support for keeping the college street shuttle the way it is. Not the right route to take to the airport – because it doesn't go down to the DTC. Also route might be confusing for people taking the bus from the airport. But agreement that it is better to do this combination than extend Williston to airport.

DRAFT

NextGen Winooski Public Meeting Minutes

Green Mountain Transit

Tuesday, June 5th 2018 – 9:00AM

CCRPC, 110 W Canal St #202

Winooski, VT 05404

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Partners: Chapin Kaynor, Board of Commissioners: Williston Representative

Members of the Public: Sharon Beebe, Jennifer Townley, Edward Lincoln, Meghan Cope, Luke Valentine, Bob Henneberger, Brian Bigelow, Joss Besse, Megan Rigoni, Carl Fowler, Richard Hosking, Lucille Malaney, Andrea Todd

The session opened at 9:10AM

Agenda

- **Introductions**
- **Presentation**
 - What is NextGen?
 - Recommended Changes by Service Area and Type
 - Route Level Changes:
- **Discussion Session**

Discussion:

Comment: Lack of sidewalks in Williston make using transit challenging/dangerous

Route 1V – Williston doesn't run frequently enough/have enough service hours to gain ridership

Advocate to continue operating Route 1V - Williston

Request to run Route 1 - Williston up to Essex Junction

Request to run Route 10 – more and later

Answer: this is included in the NextGen Plan

Advocate to continue operating Route 1V – Williston: UVM employee

Comment that GMT should tweak schedule before eliminating service: need early afternoon service not two buses close together in late afternoon.

Request that GMT look at ridership when UVM is in session

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Request that GMT reach out to Elm Brook and other local schools to see if GMT is service is aligning with their schedules.

Request for signs at DTC to be fixed

Answer: we are working with the vendor to address these issues

Comment on dangerous drop-off across from the Ski-Rack

Answer: this will be addressed in NextGen

Advocate to continue operating Route 1V - Williston

Comment: If we run Williston 1V out and back rather than as a 'lollipop' would better serve non-commuters.

Advocate to continue operating Route 1V - Williston

Importance of providing service to those who can't drive.

Question: How are we doing outreach to senior centers and attracting riders/teaching people use the service

Answer: GMT has a program called Bus Buddies that will go out to communities and do presentations

Comment: Untapped market of riders who work at UVM, GMT should do targeted mailing, especially in light of UVM losing 400 parking spots next year.

DRAFT

NextGen Advisory Committee

Green Mountain Transit

Minutes

Tuesday, June 12, 2018

10:00 AM

15 Industrial Parkway, Burlington, VT

Staff: Jon Moore, GMT Director of Maintenance & Planning; Rachel Kennedy, GMT Senior Transit Planner

Committee: Catherine Dimitruk, NWRPC (via phone); Bob Buermann, GMT Commissioner; Bonnie Waninger, CVRPC; Catherine Miles, GMT Commissioner; Ross McDonald, VTRANS

The meeting opened at 10:03 AM.

Adjustment to Agenda: There was no adjustment to the agenda.

Public Comment: Don McDonald recommended having more streamlined service to the UVM Redstone campus, with the possibility of public service availability on the CATS shuttle.

Approval of April Meeting Minutes: Jon Moore made a motion to approve the April minutes, Peter Keating seconded the motion and the April minutes were approved.

Notes on Public Hearings and Outreach:

Staff held 6 public meetings in May and June, and received comments via the online blog and email. Public comment was summarized in the Public Outreach document.

Discussion on Outreach and Plan:

Bonnie Waninger asked GMT to consider if the changes to the Montpelier Circulator would benefit capture riders or choice riders.

There was discussion on what GMT can do to address limited bike capacity on buses. GMT is unable to add capacity to the outside of the bus. Adding bike capacity to the inside would mean losing passenger capacity. The Advisory Committee concluded that working to form partnerships with town in regards to bike racks and bike shares may be the best direction.

Don McDonald brought up that he has seen an increase in walkers over the last ten years, and that these take up space as well.

Jon Moore stated that GMT is looking carefully at its fleet capacity, and what choices are being made with new purchases to address capacity issues.

Rob Moore stated that from the Public Feedback Report it seemed that riders were asking for more service, not necessarily better service – something to keep in mind during this process.

DRAFT

Jon Moore brought up the future possibility of micro-transit making more versus better an easier choice. Ross McDonald stated that VTRANS is also exploring the micro-transit model; and that funding may be available in the future.

Catherine Dimitruk submitted a comment on behalf of her mother, who teaches ESL: that her students will be well served by the plans to make the system easier to understand. Catherine Dimitruk stated concerns that the Swanton meeting was poorly attended and asked if GMT has reached out to Highgate to discuss the proposed service elimination. GMT has reached out to Highgate on several occasions, but has been unable to set up a meeting – Catherine will follow up.

Catherine Dimitruk asked if any changes have been made to the 115 and 116 commuter routes to ensure roundtrip connectivity with the rest of the system. Jon Moore proposed that each route have 1 am and 2 pm trips. The committee supported.

What will the next TDP roll out look like?

Bob Buermann stated that with unemployment under %3 there might be more incentive for employers to subsidize routes.

Ross McDonald stated that with a list of prioritized improvements over a 3-5-year period, VTRANS may be able to supply incremental funding over that time period.

Discussion on what GMT's role is in Transit Oriented Development – the importance of having these conversations with our partners.

Bob Buermann made a motion for the Advisory Committee to recommend the NextGen plan be adopted by the GMT Board.

Peter Keating seconded the motion and the motion was approved.

Next Steps:

June-July: Implementation Planning

Meeting Close:

Peter Keating made a motion to close the meeting. Bob Beurmann seconded the motion and the motion was approved.



CAPITAL PROJECTS



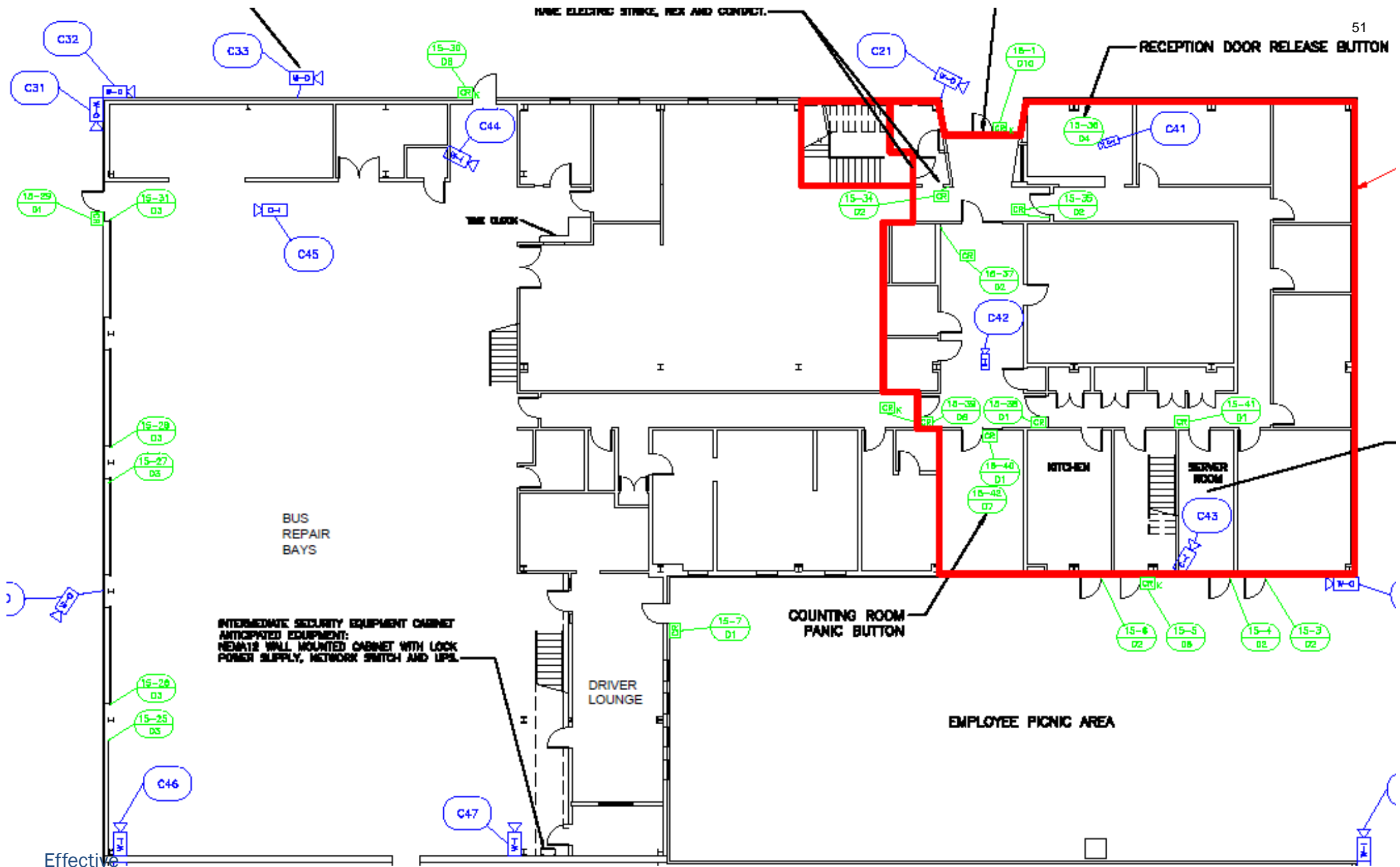
Current Projects

- Security System Installation at 15 Industrial Pkwy
- Berlin Facility Renovation
- Berlin Maintenance Garage
- Connection Ramp between 1 Industrial Pkwy and 15 Industrial Pkwy
- 1 Industrial Pkwy Site Improvements
- 1 Industrial Pkwy Building Renovation
- Montpelier Transit Center

1.5 Industrial Security System

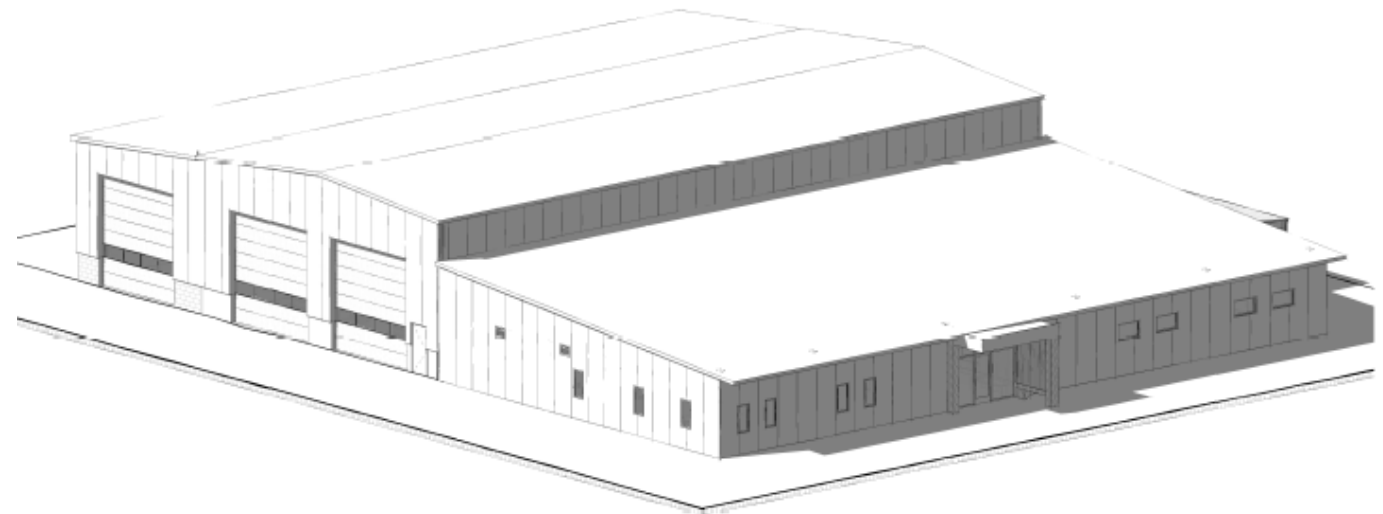
- Current system has five cameras, not all in working order
- Current system has no access control or intrusion alerts
- New system will have 26 cameras and 13 card reader doors
- Same system currently used at DTC
- Possibility for expansion to other GMT locations
- Allows for management of all locations under a single system





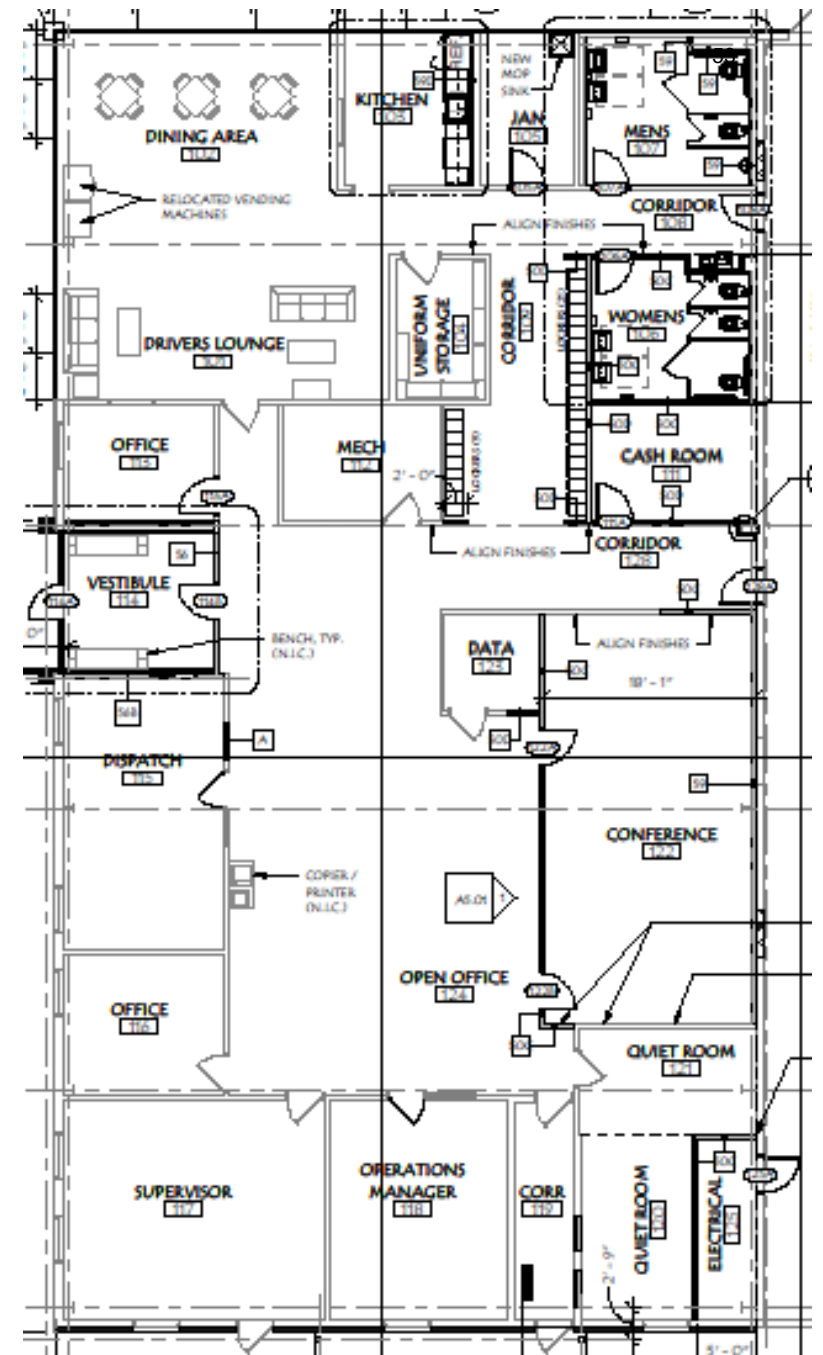
Berlin Facility Renovation

- One of the oldest transit facilities in the state
- Crumbling stucco exterior
- Insufficient indoor bus parking
- Small maintenance area with uneven floors
- No quiet rooms for operators



Berlin Office Renovation

- New front entrance
- New employee lounge and dining area
- Completely remodeled bathrooms
- New conference room with glass storefront
- Large quiet room with space for partitioning
- All new flooring with carpet and luxury vinyl tile
- Major overhaul of HVAC system
- Stucco exterior replaced with new insulated metal panel



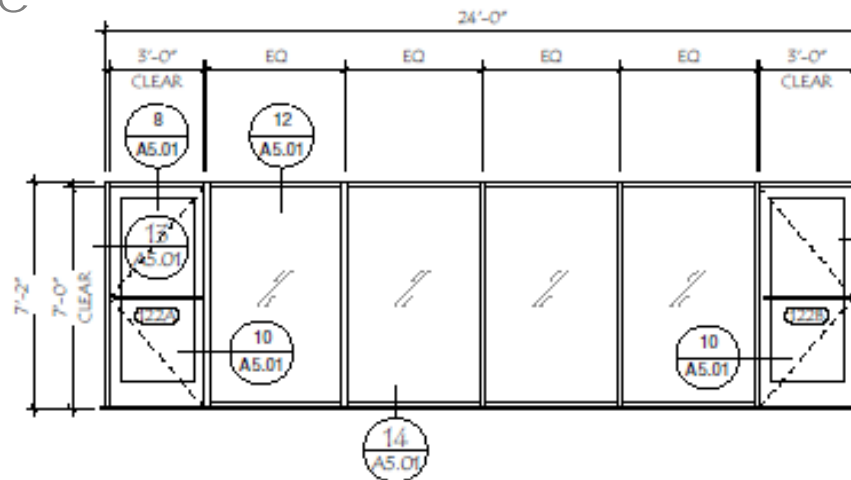
New Office Front Entrance



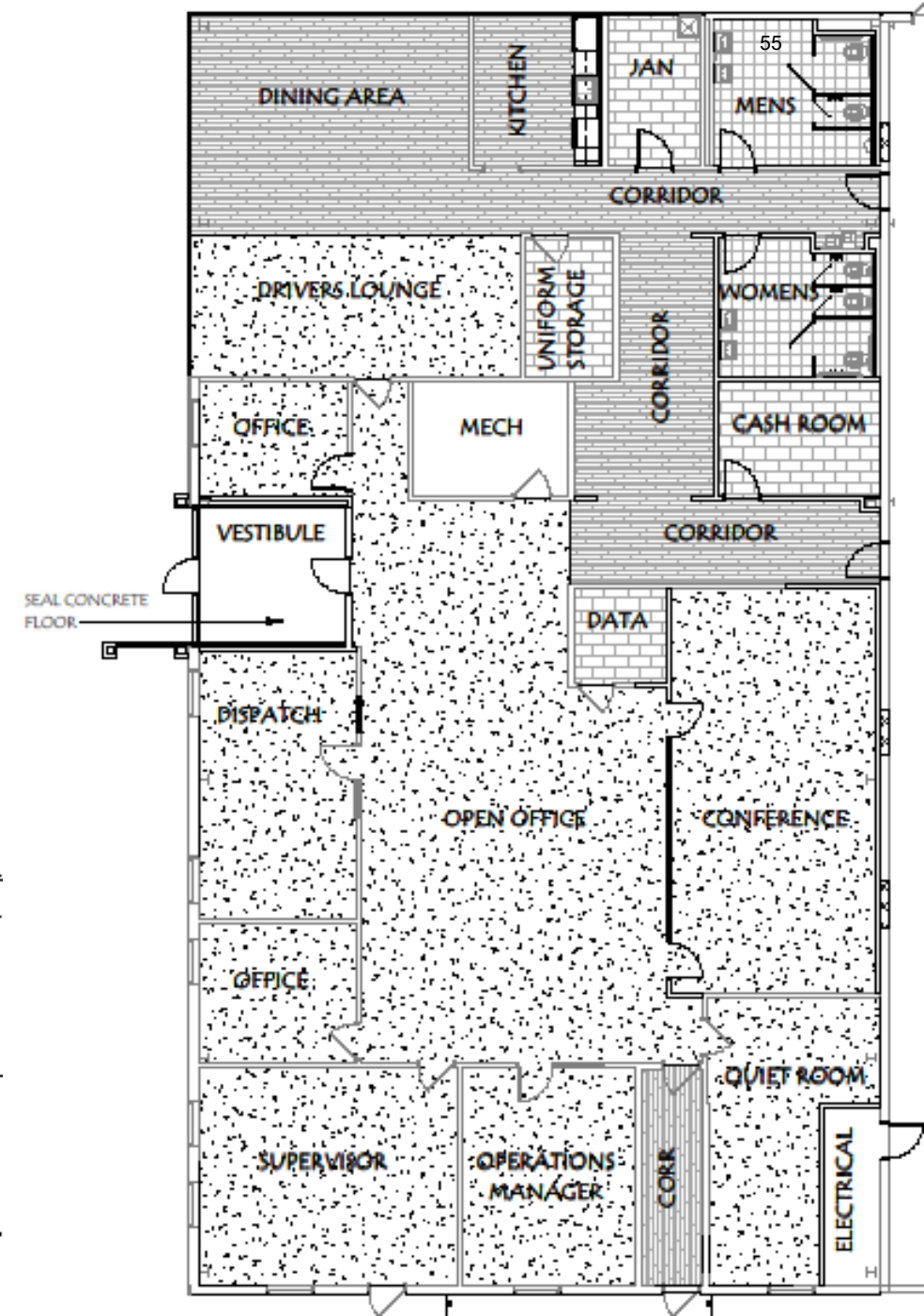
Effective
5/2/2018

Interior Improvements

- New carpet in offices and employee lounge
- New tile in corridors, kitchen, dining area, bathrooms, cash room, and storage rooms
- Luxury vinyl tile offers lots of design possibilities
- Storefront glass brings light into conference room and generates a more spacious atmosphere

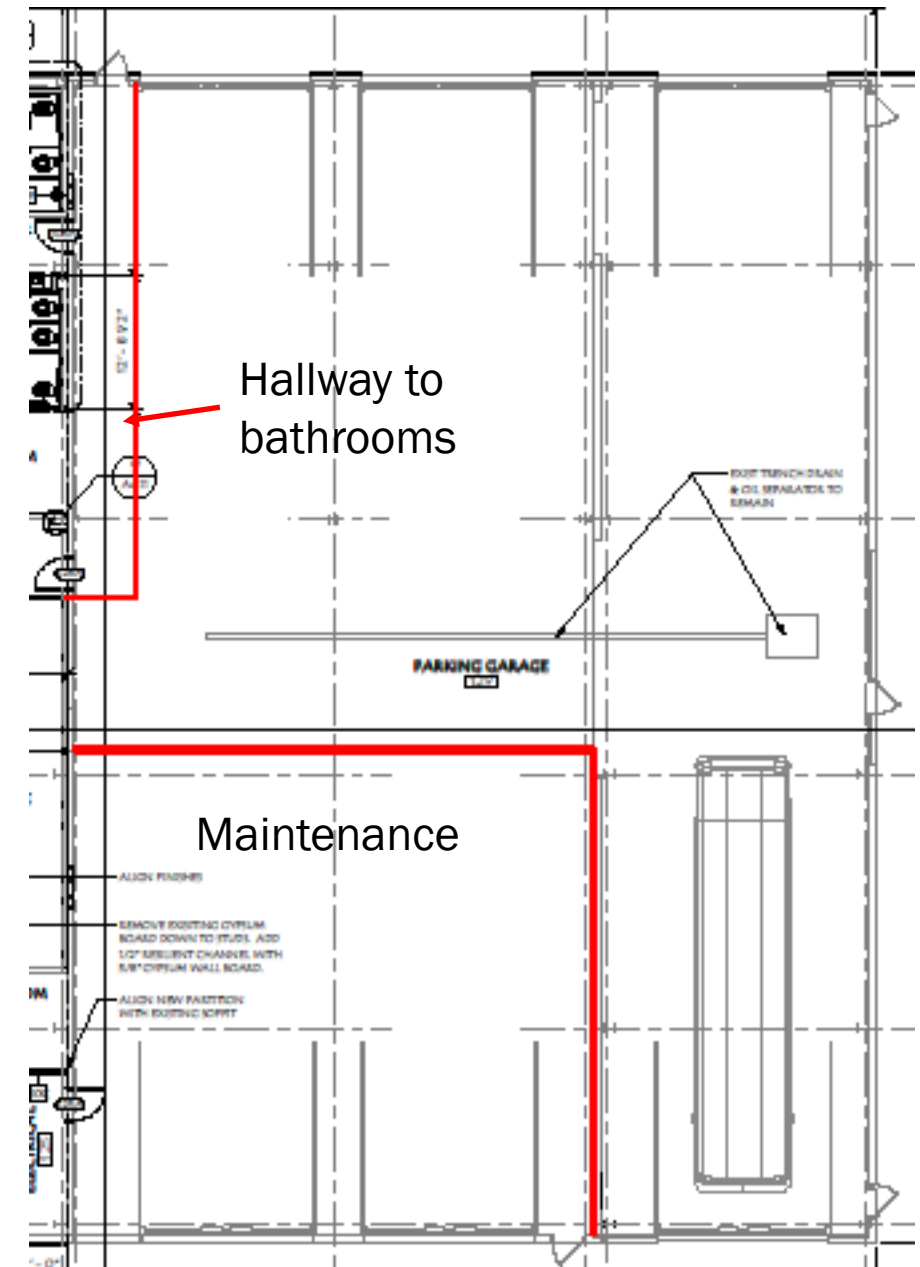


Effective
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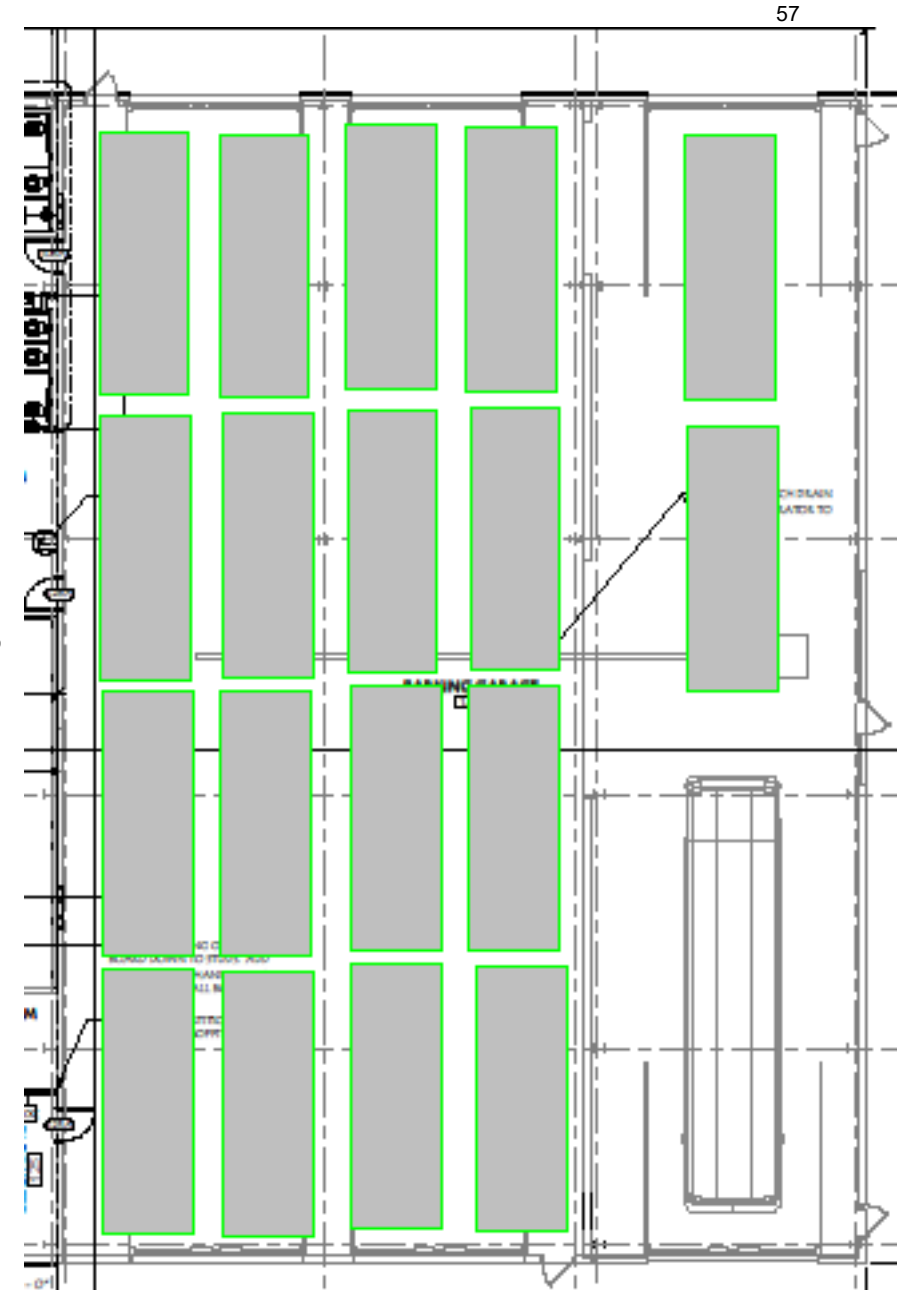
Indoor Bus Storage

- Garage currently has insufficient space for parking
- Limited pull-through capability
- Most of the morning pull-out is parked outside
- Many buses are parked in unpaved section of the parking lot, which gets hazardous in the winter/spring



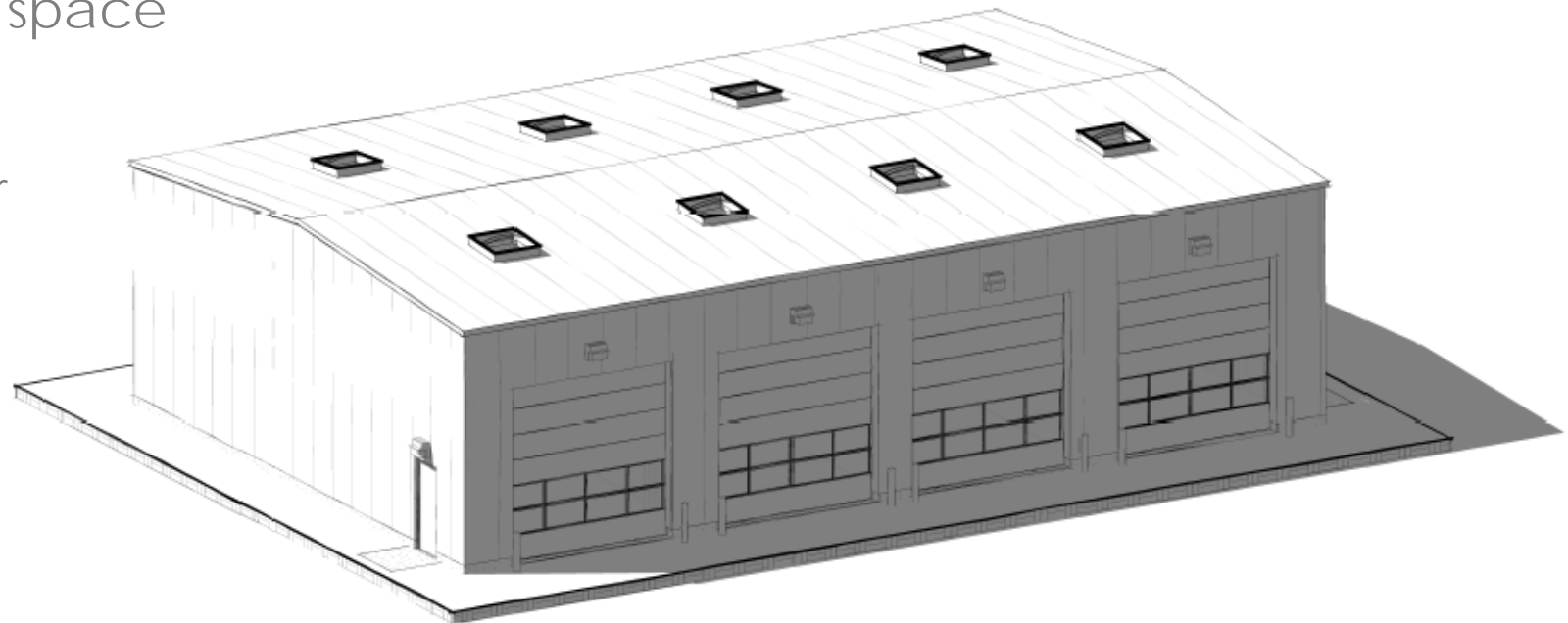
Increase Bus Parking Capacity

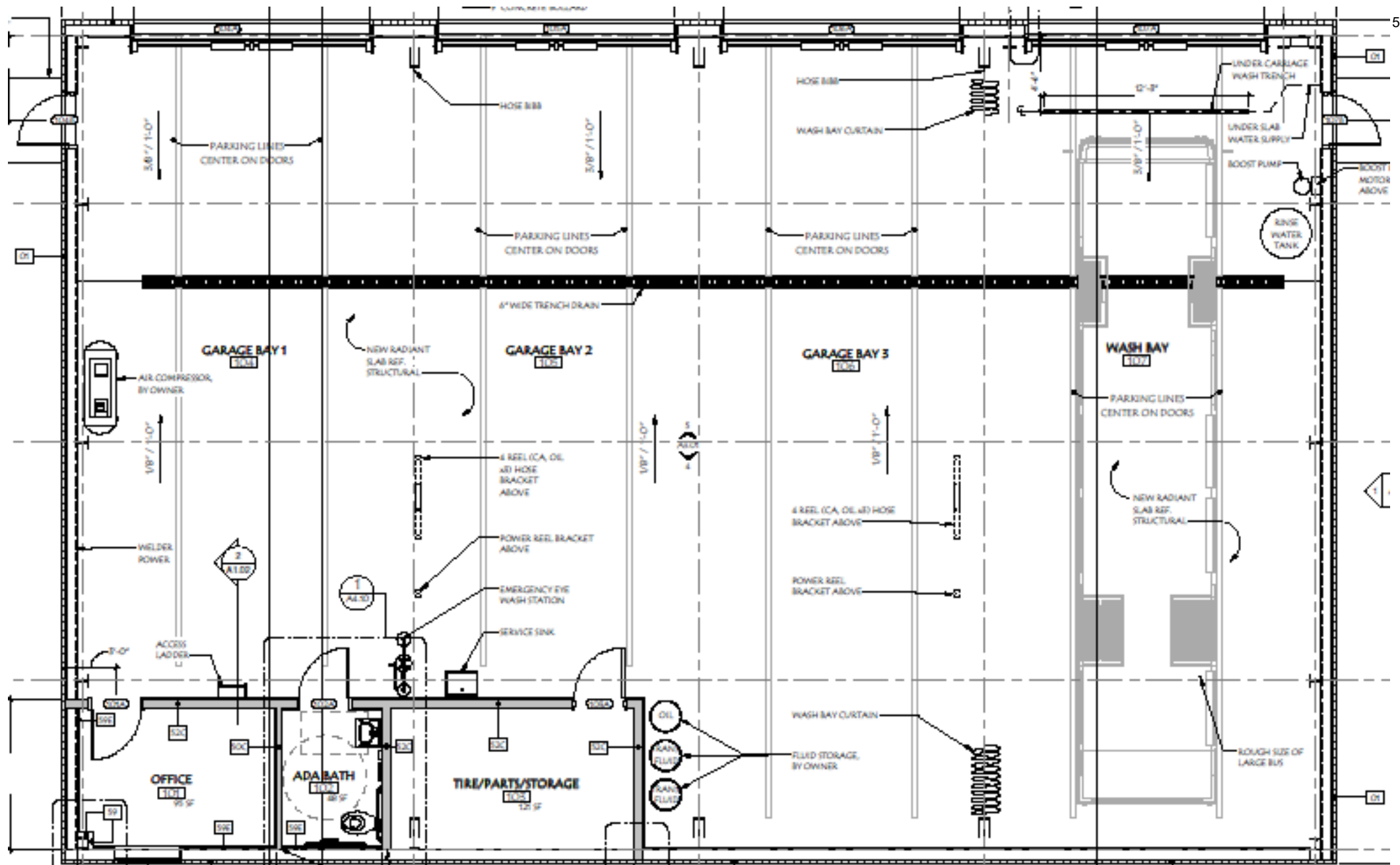
- Demolition of hallway and maintenance shop will dramatically increase parking space
- Entire morning pull-out fleet could be parked indoors
- All bays would have pull-through capability
- Additional buses could be parked in new maintenance garage overnight



New 4-Bay Maintenance Garage

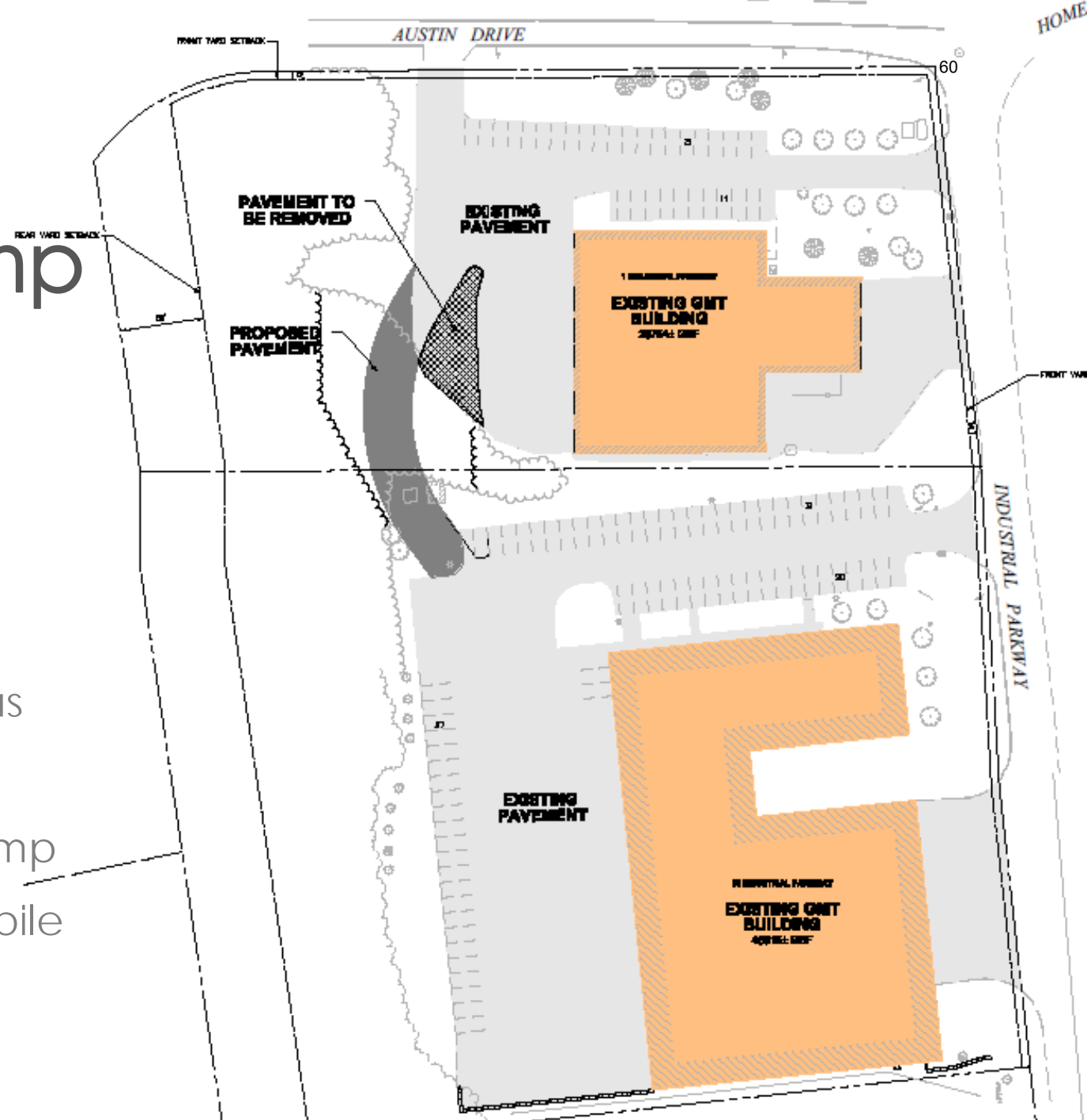
- Dedicated wash bay with undercarriage wash
- Third maintenance bay large enough to perform service on Gillig or MCI bus
- Larger parts/storage space
- Radiant slab
- New waste oil burner
- New bathroom





Driveway Connection Ramp

- Unites the two properties into a single campus.
- Improve bus flow between properties.
- Assist with management of bus washing queue during night shift.
- Additional soils needed for ramp are obtained from DTC soil stockpile



1 Industrial Pkwy Site Improvements

Dry swale for storm water offset

New parking lot lights

Possibility to add Underground fiber line for future connection to 15 Industrial

Complete re-paving of back lot

Complete re-paving of front lot



1 Industrial Parkway Facility

- Purchased in 2015
- GMT occupied in 2016
- Currently being used for storage and bus body repair.
- Lots of rehab needed



Rehab Needs

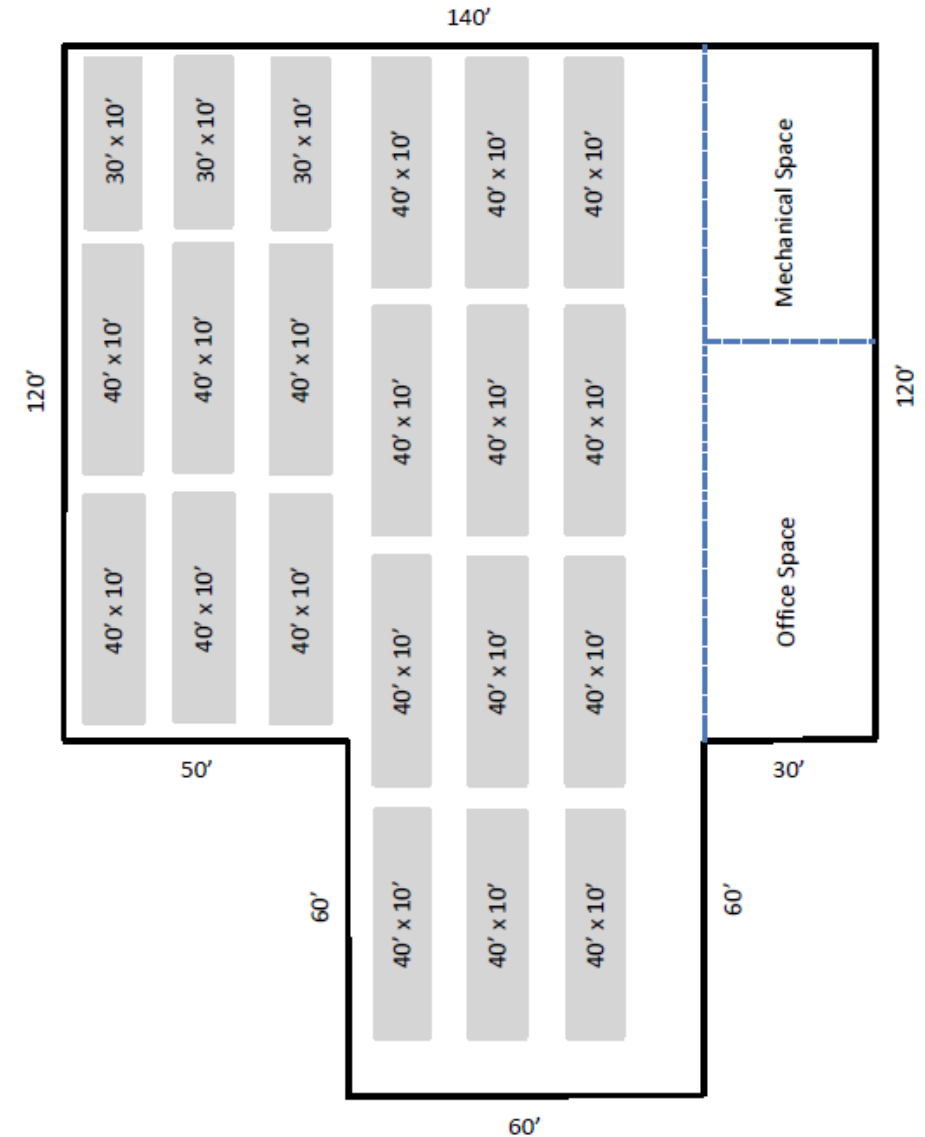


- Roof membrane application is several years past the warranty period. Insulation is in poor condition.
- Majority of garage doors in need of repair or replacement.
- Multiple sections of exterior siding and insulation in need of replacement
- New concrete slab needed in southeast expansion
- Main HVAC system is red-tagged

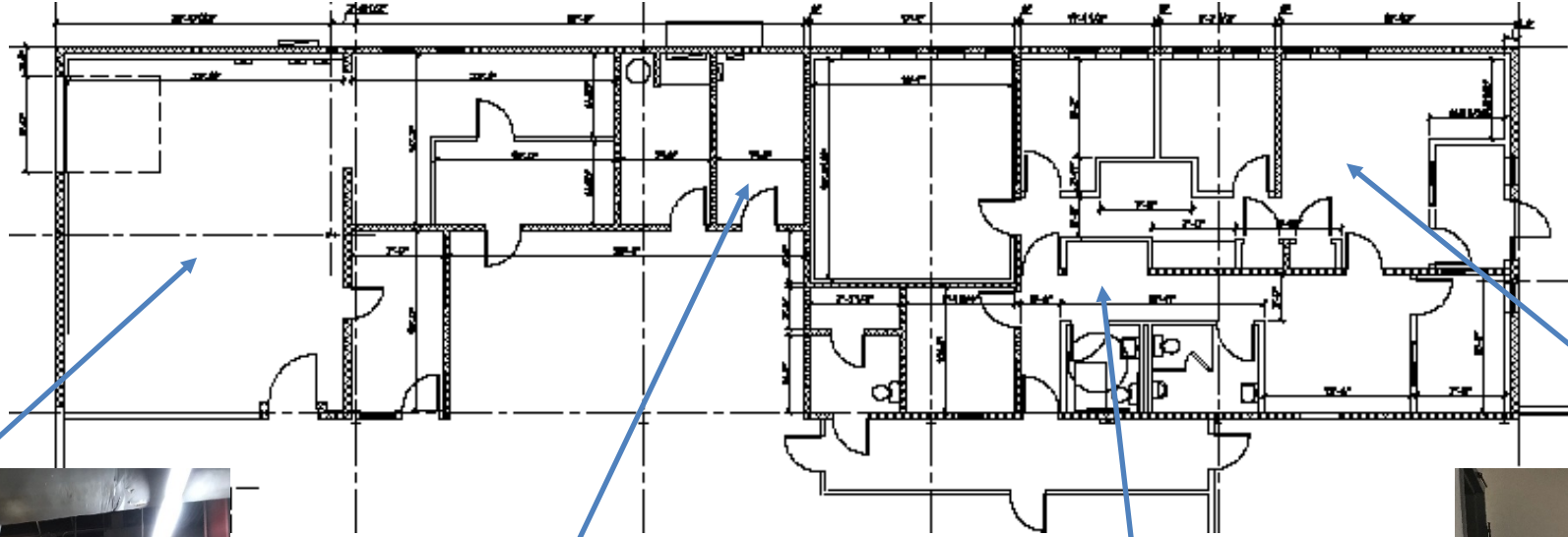


What is next for One Industrial?

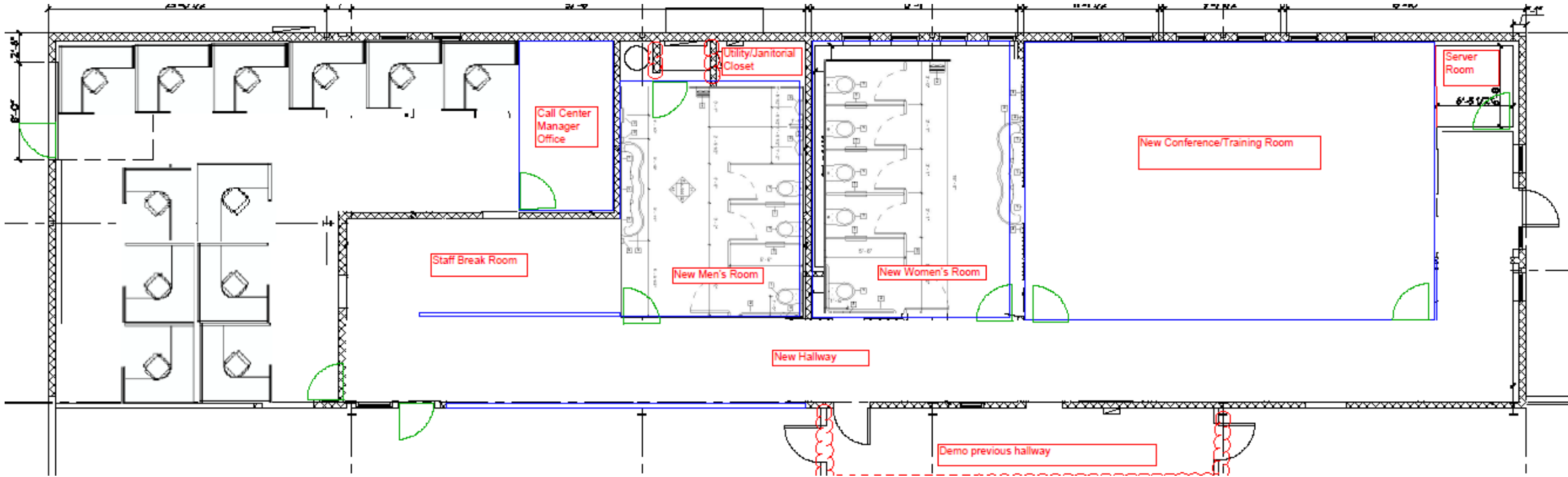
- Expand indoor bus storage – could fit up to 21 buses
- Repair overhead doors, garage floors, and demolish interior partitions
- Rehab roof, exterior, and major systems
- Renovate office and mechanical spaces into areas capable of accommodating future growth of the agency



Current Office and Mechanical Space



Call Center/Training Area



Montpelier Transit Center

- Located at One Taylor Street
- Main hub for Capitol District
- Multi-modal center with the ability to serve bike, bus, inter-city bus, and rail passengers
- Anticipated to open in late FY19 or early FY20



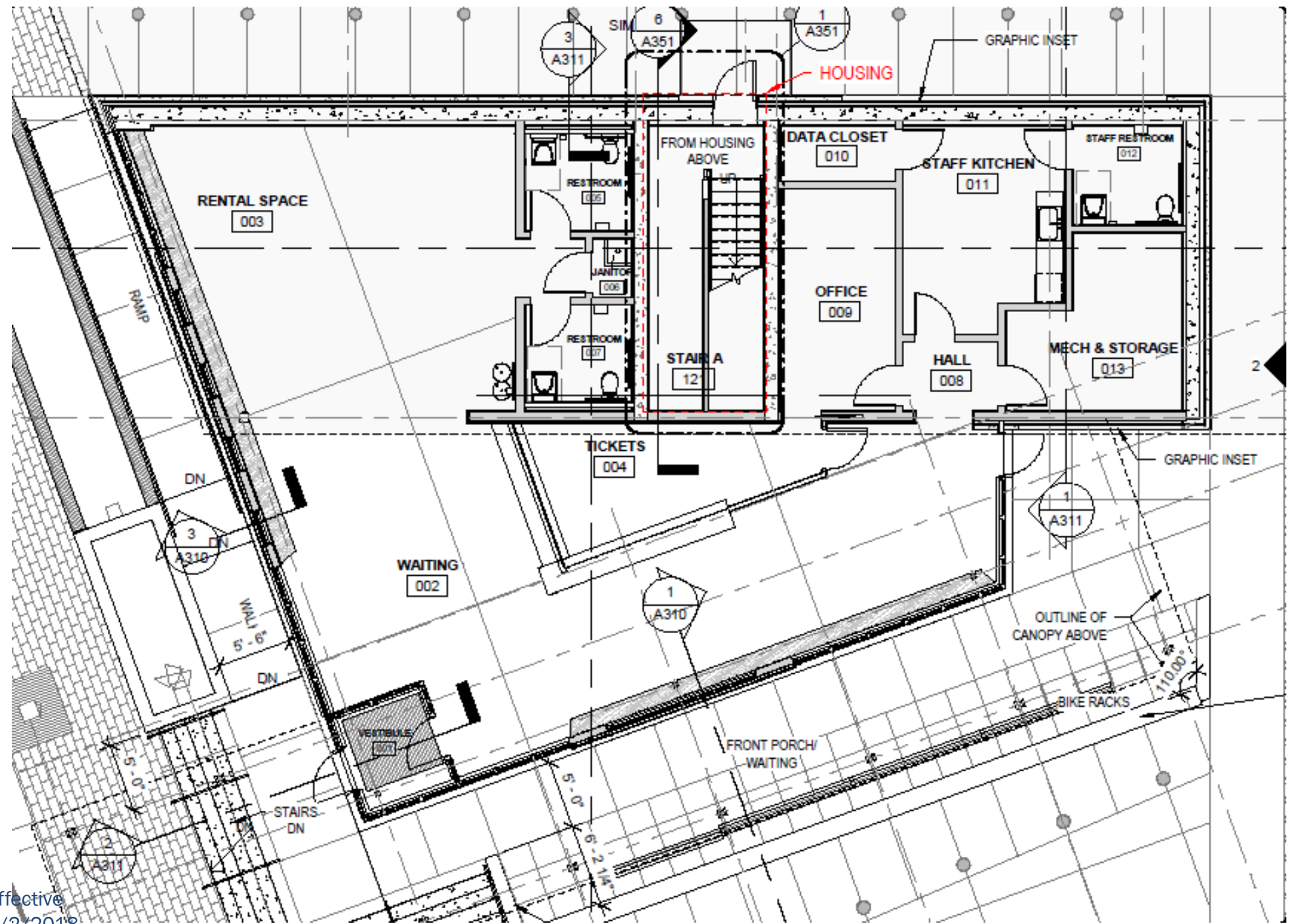




1 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



2 WEST ELEVATION
SCALE: 1/8" = 1'-0"



Questions?

