



Board Meeting Minutes
Tuesday, October 15, 2019 at 7:30 a.m. GMT Board Room
101 Queen City Park Road, Burlington VT 05401

Present:

Commissioner Chittenden
Commissioner Waninger
Commissioner Kaynor
Commissioner Dimitruk (Phone)
Commissioner Davis
Commissioner Pouech (Phone)
Commissioner Buermann
Commissioner Sharrow
Commissioner Bohne
Commissioner Wallis (Phone)
Commissioner Spencer
Alt. Commissioner Polyte

Jon Moore, Interim General Manager
Nick Foss, Director of Finance
Kim Wall, Grants Manager
Debbie Coppola, Senior Accountant
Jamie Smith, Director of Marketing and Planning
Jenn Wood, Public Affairs Coordinator
Christopher Damiani, Transit Planner
Matthew Young, HR Coordinator
Ross McDonald, VTrans
Derek Lorrain, GMT Bus Driver

1. Meeting started at 7:30 a.m.
2. Adjustment of the Agenda – Mr. Moore introduced GMT’s new Transit Planner Christopher Damiani to The Board.

Chair Chittenden informed the board that he and Mr. Moore have a meeting with an individual that sent a concern in an email after today’s meeting.

3. Public Comment – There were no public comments.



4. Consent Agenda-

Commissioner Wallis and Pouech entered via phone at 7:32 am

Treasurer Bohne and Commissioner Polyte Entered at 7:33 am

Secretary Kaynor commented on the consent agenda and thanked staff for their hard work.

A motion was made to approve the consent agenda with changes to the minutes and pulling the ridership report to discuss by Secretary Kaynor, the motion was seconded by Treasurer Bohne. All were in favor, and the motion passed.

Jordan Posner entered at 7:35 am

There was discussion on the ridership report.

Commissioner Dimitruk entered via phone at 7:38 am

A motion was made to accept the urban ridership report by Secretary Kaynor, the motion was seconded by Treasurer Bohne. All were in favor, and the motion passed.

Ed Adrian entered at 7:39 am

5. Possible Executive Session Related to Labor Relation- **Vice Chair Waninger made a motion to enter executive session with the inclusion of Mr. Moore and Ed Adrian. The motion was seconded by Commissioner Davis. All were in favor and the Board entered executive session at 7:40 am.**

The Board exited executive session at 8:07 am

6. GM Report- Mr. Moore informed the Board that the quotes for the electric bus charging stations were due in September. So far GMT has received one quote with the expectation of a second quote being received on October 18th. In addition, the delivery of the first two electric buses has been pushed back to November as a result of painting delays.

Mr. Moore stated that Burlington Electric Department (BED) is paying GMT up to \$65,000 per electric bus. To keep this \$65,000 each electric bus must run at least



30,000 miles. BED is flexible with the start date of the mileage count, allowing time for delivery and training.

Mr. Moore stated that GMT has applied for a grant that utilizes some of the VEIC Volkswagen settlement funds. The funds from this grant will be awarded to two school bus companies, as well as one transit company.

There was discussion on the electric buses.

Mr. Moore informed the Board that the grand opening celebration of the MTC has been scheduled for Friday, October 25, 2019. GMT will be tabling at this event. In addition, the Human Resources Department is working to recruit part-time Customer Service Representatives.

There was discussion on the MTC.

Mr. Moore informed the Board that GMT Staff has been in communication with two solar panel vendors on the possibility of leasing the rooftop at 101 Queen City Park Road for solar generation. This opportunity will be discussed further in sub-committees and could potentially provide revenue for the local match for an additional urban bus replacement in FY20.

Vice Chair Waninger asked if GMT has looked in to the Clean Energy Fund.

Ms. Wood stated that she has not, but that she would look into it.

Mr. Moore stated that staff has received a design quote for the relocation of the existing body shop to 31 Queen City Park Road, with the goal of maximizing indoor bus parking. The design estimates came in significantly higher than the amount in the capital budget. Staff is now starting a value engineering exercise to reduce the design costs of the project.

Secretary Kaynor cautioned sacrificing any energy savings measures proposed in the energy efficiency report completed by Katey Beaton.

There was discussion on the planned improvements.

Mr. Moore informed the Board that GMT has recently received service requests to multiple locations within our service area including, Central Vermont Medical Center (CVMC) facility on Rt.14 in Barre, Richmond Village, and the Bolton Valley ski resort. GMT has met with these groups requesting expanded service. The Board will be



notified if there is a staff recommendation to pursue new grant funds per the GMT New Service Planning & Implementation Process Policy.

As previously discussed, a larger service expansion prioritization and process discussion may be valuable at the Board level.

There was discussion on service requests.

7. VTrans Update- Mr. McDonald informed the Board that the Business Manager has resigned, and they are looking to fill the position in the coming weeks. He also stated that Barbara Donovan will be retiring this December.

Mr. McDonald stated that the fund for the Berlin facility remodel are from a thirteen year-old earmark and it is one of the oldest in region one. The remodel is on hold due to the withdrawal from the sewer project by the mobile home park next door. Specifically, the mobile home park backed out of the 4-inch sewer pipe proposal, and the city of Berlin said that the 2-inch pipe was unallowable. Mr. McDonald noted that it may be time to look at other options. He also stated that the facility is in a flood plain which saw insurance coverage increase by roughly 20% in FY20.

There was discussion on the Berlin facility.

Mr. McDonald informed the Board that VTrans is conducting a study called, “The VTrans Section 20 Study”. This will “study methods to increase use of public transit in Vermont for both residents and visitors.” Taking advantage of the work currently being performed in the Public Transit Policy Plan, the study is intended to cast a wide net to find innovative methods of improving public transit service to make it more useful and attractive so that ridership increases. This could include new modes of travel to connect with traditional transit services, new ways to get information to potential riders to increase their awareness of and familiarity with transit services, and more flexible and cost efficient service models to expand the reach of transit in rural areas.

There was discussion on the study.

8. Update on GM Search Process- Vice Chair Waninger informed the Board that the executive search firm would like to meet and interview the whole Board. Once the Board is interviewed, the hiring process takes roughly 12 weeks.

The Board set the interview date for November 12th at 7:30 am.



9. FY20 Operating Budget Amendment-Mr. Foss presented the FY20 Operating Budget Amendment that was included in this month's board packet.

Mr. Moore stated that this budget was vetted by the Finance Committee prior to this meeting.

Commissioner Spencer expressed concerns on increase of wages by \$331,287 and decreasing non-labor expenses and how this would affect our cost saving measures.

There was discussion on the FY 20 budget amendment.

A motion to approve the FY20 Adjusted Operating Budget totaling \$21,922,562.00 by Treasurer Bohne. The motion was seconded by Secretary Kaynor. All were in favor and the motion passed.

10. Rural Funding Discussion- Mr. Moore stated that Ms. Wood will be taking the lead on these discussions to try to increase funding from the rural communities.

Ms. Wood stated that she has meet with many Board members about her plan to try to increase rural funding. That plan has three goals: outreach, get funding into these communities' budgets, and the short term goal of increasing local funding for FY21.

Ms. Wood stated that educating the communities will help as GMT is a municipality and should not have to go through the same process as a nonprofit to receive more funding from these communities.

Derek Lorrain entered at 9:12 am.

There was discussion about the rural funding.

11. Inclusion and Equitable Practices Training- Mr. Moore stated that there is two options for this training: a one-time implicit bias training and subsequent retraining every couple years, or use the program from Curtis Reed which is more of a culture change for the entire organization from the Board level downward (a 5-10 year commitment). If the seconded route is chosen, Mr. Reed would like to meet with the Board and present his plan.

Commissioner Buermann and Spencer and Polyte asked for more information on both options.

Chair Chittenden suggested inviting Mr. Reed to the Board Retreat.



12. Standing Committee Policy Discussion- Chair Chittenden stated that the standing committee policy documents are attached to this month's board packet and asked that commissioners review them.

Mr. Moore stated that the committee meetings tend to discuss the same issues repeatedly with little action. Because of this, he recommended that all committees look to assigning more specific charges in order to be more effective and efficient.

13. Committee Reports-

Leadership Committee – Commissioner Chittenden stated that everything has been discussed in today's meeting; the next Leadership Committee Meeting date is November 4, 2019 at 11:00 a.m.

Strategy Committee – Commissioner Buermann informed the Board that the committee discussed the Strategic Plan and spent some time on capital activities. The next Strategy Committee Meeting date is November 11, 2019 at 8:15 a.m.

Finance Committee – Commissioner Bohne stated that the committee will be working on the FY21 budget to be preliminarily adopted in December. The next Finance Committee Meeting date is TBD.

Operations Committee: Commissioner Sharrow informed the Board that the committee discussed the energy audit report which will be presented to the Board in November. The next Operations Committee Meeting date is November 4, 2019 at 9:30 a.m.

14. Adjourn- **Commissioner Waninger made a motion to adjourn, Commissioner Dimitruk seconded the motion. All were in favor, and the meeting adjourned at 9:30 a.m.**