

## GMT Board Minutes

Date: January 17, 2017

Time: 7:30 AM

Place: GMT

15 Industrial Parkway  
Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston

Tom Chittenden, Vice Chair, South Burlington

Denis Barton, Secretary, Shelburne

Marti Powers, Treasurer, Essex

Catherine Dimitruk, Commissioner, Franklin County

Chapin Spencer, Commissioner, Burlington

Rob Moore, Commissioner, Lamoille County (Via Phone)

Bob Buermann, Commissioner, Grand Isle County

Harold Garabedian, Commissioner, Washington County (Via Phone)

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

Paul Pouech, Commissioner, Hinesburg

Mark Sousa, Assistant General Manager

Jon Moore, Director of Urban Operations

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administrative & Support Services

Steve Carlson, Project Development Manager

Bill McCarty, Director of Maintenance

Donna Rae Decatur, Director of Rural Operations

David Armstrong, Planning Manager

Alain Hirsch, Transit Planner

John Robinson, Human Resources Coordinator

### **Members of the Public:**

Ron Smith, RHR Smith and Company, CPA's (Via Phone)

Bonnie Waninger, Alternate, Washington County

### **Not Present:**

Karen Walton, General Manager

### **1. Open Meeting**

Chair Kaynor opened the meeting at 7:32 AM. A quorum of the Board was present.

### **2. Adjustment of the Agenda**

There were no adjustments to the agenda.

### **3. Public Comment**

There was no public comment.

### **4. Consent Agenda**

A motion to approve the Consent Agenda was made by Commissioner Dimitruk and seconded by Commissioner Buermann. All were in favor and the Consent Agenda was approved.

## **5. FY16 Audit Results Approval (Goal 1)**

Michele Daley, Director of Finance and Ron Smith, CPA of RHR Smith and Company, reviewed the Federal Compliance Audit handed out in the Board packet. Mr. Smith spoke on the success of the staff of GMT through what was a busy year. He expressed that the finances have been stabilized. He also stated that keeping the bottom line in balance was a very impressive accomplishment.

The Board spoke on the recommendation of a review of GMT's current purchasing policies and procedures and what Committee would be part of the process. After discussion the Board agreed that it would be best if the Finance Committee be part of the review of the policies and procedures to ensure compliance with GMT staff. The Board recognized the Finance staff in their excellent work on yet another successful audit.

Treasurer Powers made a motion, with the support of the Finance Committee, to accept the management letter and audit report as presented with the follow up of the Finance Committee reviewing current purchasing procedures and adjusting them within accordance to federal and local standards. Commissioner Dimitruk seconded the motion. All were in favor and management letter and audit report was accepted.

Alternate Waninger entered at 7:37 AM.

Secretary Barton entered at 7:41 AM.

## **6. DTC Update (Goal 2)**

Steve Carlson, Project Development Manager, spoke on the DTC and its current standing. P.C. Construction is working on about twenty or so minor projects to complete. The Budget is still on track with a possible small surplus. The soil disposal is still a large factor in the final budget. With only the background study complete GMT still awaits the final regulations on the proper soil disposal. Route Match is still working on a solution to intermingle the overhead signs at the DTC with the bus signs to better communicate where each bus is located, departing, and heading at the DTC terminal. Route Match believes it will be completed within the first quarter of 2017. Mr. Carlson requested that he wait to address the Board with any more updates until the completion of the project since the majority of the work is performed. He anticipates the project to be complete by April.

## **7. UMall/Airport Route (#12) Service Changes Approval (Goal 6)**

Alain Hirsch, Transit Planner, reviewed the proposed service changes to the bus route numbers 12(UMall/Airport) and 1(Williston). Currently the routes overlap while servicing the same area, Mr. Hirsch was seeking approval to cancel the overlapping service between the UMall and the Burlington DTC. The change would be implemented in the new Bus Map and Guide effective February 27, 2017. The cancellation does not eliminate service but only reduces the amount of service to the affected area. GMT held a public hearing, where the one member of the public in attendance was in support of the change after clarification of the effected time points.

The Board discussed the process on informing the public of route changes and requested that along with the normal practices they use the Route Shout app as well, with notifications of some sort. Jon Moore, Director of Urban Operations, explained they can post notices through the app for the change in service.

Secretary Barton made a motion to accept the recommended route change and was seconded by Vice Chair Chittenden. All were in favor and the service changes were approved.

## **8. FY 18 Capital and Operating Budget Approval (Goal 1)**

Ms. Daley and Mark Sousa, Assistant General Manager, gave the update. GMT held a public hearing and only Ms. Daley and Treasurer Powers were in attendance. There are no changes from the last discussion from December's Board meeting. Treasurer Powers informed the Board that the Finance Committee does recommend the support of the Budget.

As recommended by the Finance Committee, Treasurer Powers made a motion to accept the FY18 Capital and Operating Budget as presented. Vice Chair Chittenden seconded the motion. All were in favor and the FY18 Capital and Operating budget was accepted.

The Board spoke about the impact on the budget supporting the operations around the idea of a fare free system and what thought has been put into it so far as well as how the CSA plays a role going forward. The Board also wanted to ensure that the Budget tied into the long term capital plan. Commissioner Dimitruk requested that the Board receive the FY18 budget timeline for those new to the Board.

### **9. Safety and Security Manual Approval**

The SSEP was sent out in a secure email. It will be changed as the business needs change. Once approved it will be shared with the Directors and outside partners. The weather plan in the back of the document will be updated regularly. Secretary Barton explained that the Operations Committee has had a chance to review the document and make adjustments. Mr. Sousa explained to the Board that the State has shown interest in exercising the plan in the fall.

Secretary Barton made a motion to accept the Safety, Security and Emergency Plan as presented. Vice Chair Chittenden seconded the motion. All were in favor and the SSEP was approved.

### **10. Drug and Alcohol Manual Approval**

Mr. Sousa explained to the Board that it is federally mandated to have a Drug and Alcohol Policy. The policy is in front of the Board today to approve the changing of CCTA to GMT and the acting Drug and Alcohol Manager to Jonathan Mabee. Secretary Barton informed the Board that the Operations Committee did review the policy but made no recommendations since the approval is just for name changes. Secretary Barton did express he would like to see a section for mental health and Mr. Sousa explained mental health is assessed daily through the management and supervisors.

Commissioner Dimitruk made a motion to accept the changes to the Drug and Alcohol Policy and was seconded by Vice Chair Chittenden. All were in favor and the changes were approved.

### **11. GM Transition Possible Executive Session**

Vice Chair Chittenden read a resolution recognizing Karen Walton's contributions to GMT during her years of service. Chair Kaynor asked that the second to last paragraph be changed to Green Mountain Transit Agency, along with the suggestion to add to the end of paragraph one, throughout the region.

Commissioner Sharrow made a motion to accept the resolution with those two wording changes. Vice Chair Chittenden seconded the motion. All were in favor and the resolution was adopted with the two changes.

Commissioner Dimitruk made a motion to enter executive session to discuss the appointment of a public officer. Vice Chair Chittenden seconded the motion. The motion was amended to invite Alternate Commissioner Waninger in the inclusion of the executive session with Mr. Sousa joining the session in the latter part. All were in favor and the motion was approved and the Board entered executive session at 9:01 AM.

Commissioner Dimitruk made a motion to exit executive session and was seconded by Secretary Barton. The motion was approved and the Board exited executive session at 10:18 AM.

Chair Kaynor requested a special Board meeting be held to address personnel matters on the GM transition for February 7<sup>th</sup> at 7:30 AM here at the GMT office.

### **12. GM & Committee Report**

Mr. Sousa gave the GM report. Nelson Nygaard has met with David Armstrong, Planning Manager, and his staff. They have visited both the Burlington location and Berlin location. Mr. Sousa expressed he feels it is very important to form the Ad Hoc Committee with outside stakeholders. Regional Planners should be involved to avoid miscommunication.

Also, at this time Mr. Sousa has recommended that the MTicketing process be placed on hold until the completion of the CSA to review what is found on their current fare process.

Leadership Committee informed the Board that Ms. Walton had given her resignation. Her last day will be January 20<sup>th</sup>, 2017. Mr. Sousa has accepted the position of Interim-General Manager starting January 21<sup>st</sup>, 2017.

Strategy Committee did not meet this month.

Operations Committee has begun to review on time performance. With the edition of Route Shout, it has allowed for a measurable platform to track the data. Secretary Barton also informed the Board of the current struggles in the recruitments of Mechanics due to the market and the effect it has had on regular maintenance along with the age of the buses.

Finance Committee met this month to review the Audit. They will meet again in February to review current and future projects and their independent financial needs.

### **13. Adjourn**

Vice Chair Chittenden made a motion to adjourn and was seconded by Commissioner Pouech. All were in favor and the meeting adjourned at 10:24 AM.

Respectfully Submitted,

---

Denis Barton, Secretary