



**Green Mountain Transit Board of Commissioners  
July 16, 2019 - 7:30 a.m.  
101 Queen City Road, Burlington VT 05401**

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*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.*

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**This meeting will take place at the South Burlington  
Police Department, 19 Gregory Drive, South  
Burlington, VT**

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda\*
- May 21, 2019 Board Meeting Minutes
  - June 18, 2019 Board Meeting Minutes
  - Check Register
  - GM Report
  - Finance Report
  - Maintenance Report
  - Operations Report
  - Planning Report
  - Marketing and Public Affairs Report
  - IT Support, Administrative Support, Training and HR Report
  - Ridership Report
- 7:38 a.m. 5. Route 14 New Service Planning & Implementation Process\*
- 7:50 a.m. 6. Nextgen Update
- 8:00 a.m. 7. 101 Queen City Road Roof Replacement Contract Award\*
- 8:05 a.m. 8. FY20 Capital Budget Amendment\*



8:10 a.m. 9. State Grant Application Process & Update

8:20 a.m. 10. Resolution for Check Signing Authority\*

8:25 a.m. 11. Board Retreat Meeting Date & Topics

8:35 a.m. 12. Committee Assignments

8:40 a.m. 13. Committee Reports

- Leadership Committee: Next meeting TBD
- Strategy Committee: Next meeting TBD
- Finance Committee Next meeting TBD
- Operations Committee: August 12<sup>th</sup>, 9:30 a.m.
- Commissioner Comments & Announcements

8:45 a.m. 14. Possible Executive Session to discuss Personnel Matter

9:10 a.m. 15. Possible Action by the Board Related to a Personnel Matter

9:15 a.m. 16. Adjourn

**Conference call in number: 802-264-4923**

Next GMT Board of Commissioners Meeting Date: TBD

#### 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 Cari Whittemore at 802-540-1746 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 802-540-2468.
- 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 21, 2019

Time: 7:30AM

Place: **15 Industrial Parkway  
Burlington, VT 05401**

### **Present:**

Tom Chittenden, Chair, South Burlington

Bonnie Waninger, Vice Chair, Washington County

Denis Barton, Secretary, Shelburne

Paul Bohne, Treasurer, Essex

Chapin Kaynor, Commissioner, Williston

Amanda Holland, Alt. Commissioner, Grand Isle County

John Sharrow, Commissioner, Milton

Phil Pouech, Commissioner, Hinesburg (via phone)

Tasha Wallis, Commissioner, Lamoille County (via phone)

Chapin Spencer, Commissioner, Burlington

Catherine Dimitruk, Commissioner, Franklin County

Mark A. Sousa, General Manager

Cari Whittemore, Executive Assistant

Jamie Smith, Marketing and Public Affairs Manager

Kimberly Wall, Grants Manager

Patricia Redalieu, Director of Human Resources

Deb Coppola, Senior Accountant

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

Ross McDonald, VTrans

**Open Meeting** –Chair Chittenden opened the meeting at 7:34 AM. A quorum of the Board was present.

**Adjustment to the Agenda-** None

**Public Comment** – None



**Approval of the April 2019 Board Meeting Minutes** - Commissioner Barton made a motion to approve April meeting minutes with changes to the Executive Session language and adding Commissioner Holland as present. Commissioner Bohne seconded the motion. All were in favor and the minutes were approved.

**GM Update-** Mr. Sousa stated that the Swiftly app implementation has been pushed to possibly mid-July. Token Transit app will launch June 17. Mr. Sousa stated that he and Mr. Kimball have met with a local solar panel company to gather information for adding panels to the maintenance portion of 15 Industrial Parkway. GMT is working with VEIC regarding the electric busses that will be delivered in August.

**Financial Update** – Kimberly Wall and Debbie Coppola- Ms. Wall and Ms. Coppola presented the financial documents. Ms. Coppola explained that the transit rate has gone from \$74 to \$70 per hour. Ms. Wall stated that currently the trend shows GMT would end the fiscal year in the area of \$70-\$72 per hour. There was much discussion and questions regarding the transit rate. Medicaid is not taken into effect, but GMT is not expecting a deficit. There were additional a conversations regarding the memo. Jamie Smith gave an overview of the advertisement budget. GMT’s new Finance Director starts May 28, 2019.

**Token Transit Memo\***- Jamie Smith presented the Token Transit memo. At the April board meeting Commissioner Spencer mentioned he would like the memo as a voting item. Ms. Smith discussed GMT procurement policy. Token Transit app should launch with the June 17 fare increase. The contract with Token Transit is a one year pilot. Commissioner Bohne proposed a motion that GMT approve Token Transit’s 1 year pilot software and subscription. Commissioner Sharrow seconded the Token Transit memo passed unanimously.

**VTrans Update** – Ross MacDonald- Mr. MacDonald gave an overview regarding where VTrans is with both the Token Transit and Swiftly apps. VTrans have been testing the Swiftly app with favorable results. Go VT will spend \$30,000.00 marketing these apps, in addition to what GMT will be spending.

Mr. MacDonald gave a grant overview and status.

Berlin facility- The UST storage tank is being removed. VTrans is working with GMT to install a 2 inch sewer line.



**Hiring Practices at GMT** – Trish Redalieu- Ms. Redalieu presented the GMT hiring process power point that was previously presented to the Operations committee. It was suggested that due to time constraints, suggestions would be brought to the separate committees.

**Board of Commissioners Terms-** Chair Chittenden gave notice that he will be stepping down as the Chair but will continue to be a member of the board. Also, Commissioner Barton will be leaving.

**Committee reports-**

- Strategy Committee: Next scheduled meeting is June 10<sup>th</sup> at 8:30 am. Discussed looking forward to July and where the committee is with strategic goals and how to proceed for the remainder of the year.
- Operations Committee: Next scheduled meeting is June 10<sup>th</sup> @ 9:30 am. The PIP is in good shape went over the strategic goals and ADA metrics. Trying to find ways to measure the ADA program.
- Leadership Committee: Next scheduled meeting is June 10<sup>th</sup> @ 10:30 am. Basically the same as Strategy. Discussed looking forward to July and where the committee is with strategic goals and how to proceed for the remainder of the year.
- Finance Committee: Next scheduled meeting is June 11<sup>th</sup> @ 8:30 am. Thanked staff for doing a great job digging in.

Commissioner Comments and Announcements- Chapin Kaynor sat in on a round table with CCRPC. There were a lot of helpful comments addressing issues regarding rural transit.

**Other Business** - There was no other business.

**Executive Session-** Commissioner Waninger moved to find that premature general public knowledge of the General Manager’s contract would clearly place GMT at a substantial disadvantage; Commissioner Bohne seconded. Motion carried.

Commissioner Waninger moved to enter Executive Session at 9:14 am; Commissioner Spencer seconded. Motion carried.

Commissioner Dimitruk moved to leave Executive Session at 9:45 am; Commissioner Spencer seconded. Motion carried.



**Adjourn** – Commissioner Dimitruk moved to adjourn; Commission Waninger seconded.  
Motion carried at 9:52 am.

**Next GMT meeting date:** June 18, 2019 @ 7:30 am at GMT 15 Industrial Parkway,  
Burlington, VT

Respectfully Submitted,

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Denis Barton, Secretary



## GMT Board Minutes

Date: June 18, 2019

Time: 7:30AM

Place: **15 Industrial Parkway  
Burlington, VT 05401**

### **Present:**

Tom Chittenden, Chair, South Burlington

Bonnie Waninger, Vice Chair, Washington County

Denis Barton, Secretary, Shelburne

Paul Bohne, Treasurer, Essex

Chapin Kaynor, Commissioner, Williston (phone)

John Sharrow, Commissioner, Milton

Phil Pouech, Commissioner, Hinesburg (phone)

Tasha Wallis, Commissioner, Lamoille County (phone)

Chapin Spencer, Commissioner, Burlington

Catherine Dimitruk, Commissioner, Franklin County (phone)

Bob Buermann, Commissioner, Grand Isle County

Commissioner Kirkland, Williston

Mark A. Sousa, General Manager

Cari Whittemore, Executive Assistant

Jamie Smith, Marketing and Public Affairs Manager

Kimberly Wall, Grants Manager

Nicholas Foss, Director of Finance

Deb Coppola, Senior Accountant

Jon Moore, Director of Transportation

Matthew Kimball, Capital Projects Manager

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

Erin Starr-Hughes

**Open Meeting** –Chair Chittenden opened the meeting at 7:32 AM. A quorum of the Board was present.



**Adjustment to the Agenda-** None

**Public Comment** – Erin Starr-Hughes- Stated that she is a parent in the community and that she does not allow her children to ride the Burlington transit. She stated that she has known of issues with Burlington transit.

**Approval of the May 2019 Board Meeting Minutes** – There were questions regarding the May minutes. It was decided that Cari Whittemore would listen to the recording and report back to the board.

**Check register Discussion-** There was a question regarding a paid amount to VOSHA. Mr. Sousa described the charge.

**May 23 Incident** - Sousa offered a printed copy of the passenger Code of Conduct and showed the “School district’s expectations” on the screens. Mr. Sousa spoke about a conversation he had with Captain Gary Scott. A few times a year GMT offers training to their drivers, VSP has offered to have a 3<sup>rd</sup> party come in to train operators on Diversity and De-escalation trainings. Mr. Sousa also stated that GMT plans to meet with the school and offer a code of conduct training using one of GMTs buses. Commissioner Sharrow asked what GMT’s policy was to remove a child permanently from the bus. Mr. Sousa gave an overview of that process. He also added that the school district has in the past contacted GMT to let them know of issues with their students. Commissioner Spencer complimented Mr. Sousa for his conversations at the Burlington town meeting discussing this incident.

Jamie Smith enters 7:55 am

**GM Update** - Mr. Sousa stated that the NextGen and Swiftly app rolled out a soft pilot yesterday, there were a couple of issues but he felt the roll out went smoothly. Mr. Sousa stated that GMT’s workers compensation numbers are down from .193 to .84, this will lower GMT’s premiums and costs. Commissioner Sharrow commented the drop may have to do with employee morale. Mr. Sousa agreed.

Commissioner Coffey enters via phone: 8:10am

Commissioner Kirkland enters 8:10 am





**Financial Update** – Nick Foss/Kimberly Wall/Debbie Coppola- Mr. Foss gave an introduction of himself. He stated that March ended in a surplus position in both the Urban and Rural sides. Mr. Foss discussed the useful life of GMT's fleet, which effects the maintenance budget. He discussed the marketing budget and the transit rate. The transit rate historically peaks in December due to seasonal service and recruiting. He stated that he is hopeful that GMT will end the year in the black. Mr. Foss stated that updating the budging software is paramount for GMT. There was further discussion regarding documenting processes.

**Humanizing the Transit Experience** – Commissioner Kirkland gave an overview of her perception of being a board member. She also played a rider interview that she created from her phone. The audience could only hear audio and not see the video being played. Commissioner Kirkland verbally stepped down from her Commissioner position.

**NextGen Update** - Jamie Cram gave an overview of day one with the new NextGen implementations. Ms. Cram stated that GMT employees have been out on the DTC platform to talk with the public and answer any questions. Ms. Cram feels that one of the biggest hurdles will be riders getting into a new routine. Next is rural implementation and GMT will be scheduling public meetings. There was further discussion regarding the roll out and how to best address the riders.

Mr. Sousa thanked staff for doing an "incredible job" with the roll out. Chair Chittenden also stated that he was impressed with how GMT rolled out the new apps.

**GMT Board Elections-** After receiving feedback from the board, Chair Chittenden suggested the following:

Tom Chittenden would continue as Chair for 6 months

Bonnie Waninger -Vice-Chair

Paul Bohne-Treasurer

Chapin Kanor-Secretary

Commissioner Barton proposed a motion that the slate of commissioners listed above go into effect July 1, 2019. The Motion was seconded by Commissioner Sharow. The motion passes unanimously.

Commissioner Buermann left the meeting at 9:33 am



## Committee reports-

- *Strategy Committee: Nothing new was added from the Strategy Committee. Next meeting TBD.*
- *Operations Committee: There was discussion regarding the trending charts and PIP trend lines. Discussion on how to track ADA metrics. Also energy efficiency plan. Vermont electric audit in the works. Next meeting TBD.*
- *Leadership Committee: Nothing updated from Leadership. Next scheduled meeting is July 8<sup>th</sup> @ 10:30 am.*
- *Finance Committee: Nothing new to add to finance. Next scheduled meeting is July 9<sup>th</sup> @ 8:30 am.*

The board discussed a full day retreat on Tuesday, August. 3<sup>rd</sup>, 2019

**Adjourn** – Commissioner Waninger moved to adjourn; Commission Bohne seconded. Motion carried at 9:43 am.

**Next GMT meeting date:** July 16 @ 7:30 am. Location TBD.

Respectfully Submitted,

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Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
5/31/19	V10	Vt Offoce of Child support	EFT0000000014329	401.50	
5/31/19	V1467	Charles Schwab	V1457 2019 0531	16,696.80	Retirement
5/31/19	V265	ICMA	V265 2019 0531	1,285.77	Retirement
5/31/19	V266	IRS-EFTPS	V266 2019 0531	90,518.39	Federal Payroll Taxes
5/31/19	V364	Vt Dept Of Taxes	V364 2019 0531	12,334.68	Vt Payroll Taxes
6/1/19	V1446	M T Wallets, LLC	EFT000000014329	2,800.00	Lease
6/7/19	V1723	Abare, Ronald	88581	861.88	Volunteer
6/7/19	V1025	Alter, Charles	88582	76.56	
6/7/19	V1480	Andrews-Ford, Sheri	88583	316.68	Volunteer
6/7/19	V1708	Bigelow, Ashley	88584	95.68	
6/7/19	V975	Busch, Greta	88585	11.60	
6/7/19	V1482	Cady, Duane	88586	276.66	Volunteer
6/7/19	V471	Constantine, Julia	88587	214.60	Volunteer
6/7/19	V1743	Delorme, Karen	88588	81.20	
6/7/19	V554	Desarno, David	88589	45.24	
6/7/19	V1450	English, Leslie	88590	9.28	
6/7/19	V555	Ernst, Richard	88591	23.20	
6/7/19	V1573	Fairbanks, Dori	88592	229.10	Volunteer
6/7/19	V1084	Fisher, Allan	88593	140.94	Volunteer
6/7/19	V1687	Houghton, Gregory	88594	888.56	Volunteer
6/7/19	V203	Ladd, Joyce	88595	127.60	Volunteer
6/7/19	V605	Murphy, Sidney	88596	42.34	
6/7/19	V181	Owen, Helen	88597	1,724.34	Volunteer
6/7/19	V1719	Pelletier, Charles	88598	78.30	
6/7/19	V1720	Schmitt, Karlyn	88599	120.06	Volunteer
6/7/19	V1655	Sciria, Andrew	88600	508.08	Volunteer
6/7/19	V1733	Slack, Robert	88601	54.52	
6/7/19	V1614	Vermont Ride Network, Inc.	88602	461.50	Volunteer
6/7/19	V1595	Waller, Marlys	88603	24.94	
6/7/19	V1549	Ware, Michael	88604	73.08	
6/7/19	V944	Woodward, Patricia	88605	694.84	Volunteer
6/7/19	V1535	Allen, Michael D.	88606	99.95	
6/7/19	V1685	Barnes, Thomas	88607	108.60	FSA Reimbursement
6/7/19	V964	Campbell, Arthur	88608	192.31	DCAP Reimbursement
6/7/19	V1044	Draper, Scott	88609	524.29	Phone Reimbursement
6/7/19	V1174	Eddy, Hunter	88610	53.42	
6/7/19	V1639	Gratton, Yancey	88611	197.74	FSA Reimbursement
6/7/19	V681	Iseric, Miralem	88612	100.00	Shoe Reimbursement
6/7/19	V1082	Jusupovic, Mustafa	88613	100.00	Shoe Reimbursement
6/7/19	V1165	Posner, Jordan	88614	35.72	
6/7/19	V279	ABC Bus Companies-Muncie	88615	1,853.25	Part Invoice
6/7/19	V1630	Admiral Consulting Group	88616	8,743.00	GP Software License
6/7/19	V214	AT&T Mobility	88617	74.64	

6/7/19	V696	BANG	88618	955.58	
6/7/19	V1481	Blue Flame Gas	88619	1,381.39	2 Propane Invoices
6/7/19	V284	Brenntag Lubricants Northeast	88620	2,517.78	2 Part Invoices
6/7/19	V224	Burlington Communications	88621	990.25	
6/7/19	V226	Burlington Public Works-Water	88622	163.04	
6/7/19	V220	Class C Solutions Group	88623	579.44	
6/7/19	V239	Cummins Northeast LLC	88624	587.25	
6/7/19	V417	Dion Security, Inc.	88625	5.97	
6/7/19	V245	DRIVE	88626	63.00	
6/7/19	V1622	Environmental Systems Research Institute, Inc	88627	400.00	
6/7/19	V250	Fisher Auto Parts	88628	666.33	
6/7/19	V253	FleetWave Partners, LLP	88629	3,042.00	2 Radio Invoices
6/7/19	V394	Formula Ford Inc.	88630	78.30	
6/7/19	V256	Genfare	88631	1,061.74	Ticket Invoice
6/7/19	V257	Gillig Corp.	88632	3,440.41	2 Part Invoices
6/7/19	V1129	Global Montello Group Corp	88633	16,380.75	Fuel
6/7/19	V260	Green Mountain Kenworth, Inc.	88634	1,619.86	7 Part Invoices
6/7/19	V261	Green Mountain Power	88635	21.96	
6/7/19	V1744	Hine Bros. Inc.	88636	566.15	
6/7/19	V695	Home Security & Mgmt Co	88637	225.00	
6/7/19	V264	IBF Solutions, Inc.	88638	1,697.97	Uniform Invoices
6/7/19	V1204	Interstate Batteries	88639	255.50	
6/7/19	V328	Kirk's Automotive Inc.	88640	1,002.63	Part Invoice
6/7/19	V1509	Lawson Products, Inc	88641	500.69	
6/7/19	V702	Lincoln National Life Insurance Company, The	88642	11,625.15	Insurance
6/7/19	V693	MacMan Inc.	88643	360.98	
6/7/19	V1455	Mag & Sons Clothing	88644	5,391.19	Uniform Invoice
6/7/19	V329	Minuteman Press	88645	156.70	
6/7/19	V280	Mutual of Omaha Insurance Co.	88646	56.80	
6/7/19	V996	New England Air Systems	88647	192.00	
6/7/19	V223	O'Reilly Auto Enterprises, LLC	88648	13.27	
6/7/19	V296	Rouse Tire Sales	88649	946.56	
6/7/19	V301	Sovernet	88650	1,076.14	IT Invoice
6/7/19	V186	Tech Group, The	88651	2,715.00	Antivirus License
6/7/19	V1030	UniFirst Corporation	88652	75.85	
6/7/19	V315	United Parcel Service	88653	14.85	
6/7/19	V682	Vermont State	88654	200.00	
6/7/19	V153	Alburgh Taxi	EFT000000014331	1,685.95	Volunteer
6/7/19	V55	Boudreau, James	EFT000000014332	865.94	Volunteer
6/7/19	V1150	Bruley SR, Mark	EFT000000014333	1,288.18	Volunteer
6/7/19	V548	Burnor, David	EFT000000014334	142.68	Volunteer
6/7/19	V1291	Callan, Linda	EFT000000014335	386.28	Volunteer
6/7/19	V1675	Carkeet, David	EFT000000014336	99.18	
6/7/19	V1707	Chase, Betty	EFT000000014337	657.14	Volunteer

6/7/19	V1676	Croteau, William	EFT000000014338	1,009.20	Volunteer
6/7/19	V60	Farr, Delores	EFT000000014339	671.06	Volunteer
6/7/19	V1117	Hall, John	EFT000000014340	417.60	Volunteer
6/7/19	V170	Hertz, Kenneth	EFT000000014341	467.48	Volunteer
6/7/19	V67	Jewett, Sheryl	EFT000000014342	121.22	Volunteer
6/7/19	V174	Langlois, Paulette	EFT000000014343	1,437.24	Volunteer
6/7/19	V1420	Lawyer, Ronald	EFT000000014344	546.36	Volunteer
6/7/19	V70	LeClair, Raymond	EFT000000014345	762.12	Volunteer
6/7/19	V71	Lightholder, Stephen	EFT000000014346	219.24	Volunteer
6/7/19	V74	Markham, Laurel	EFT000000014347	617.70	Volunteer
6/7/19	V75	Martin, Ronald	EFT000000014348	834.62	Volunteer
6/7/19	V1018	Metivier, Shelli	EFT000000014349	689.04	Volunteer
6/7/19	V1570	Murphy Sandra	EFT000000014350	513.88	Volunteer
6/7/19	V82	Parah, Donna	EFT000000014351	449.50	Volunteer
6/7/19	V83	Parah, Maurice	EFT000000014352	1,148.40	Volunteer
6/7/19	V86	Pike, Gail	EFT000000014353	1,509.16	Volunteer
6/7/19	V771	Sammons, Chandra	EFT000000014354	627.56	Volunteer
6/7/19	V89	Sayers, Gail	EFT000000014355	795.76	Volunteer
6/7/19	V1236	Sayers, James	EFT000000014356	325.38	Volunteer
6/7/19	V1523	Smith, Erika	EFT000000014357	157.75	Volunteer
6/7/19	V741	Steiner, Timothy	EFT000000014358	71.92	
6/7/19	V93	Timm, Marta	EFT000000014359	796.34	Volunteer
6/7/19	V522	Turcotte, S Jeanette	EFT000000014360	116.58	Volunteer
6/7/19	V1725	Utton, Debra	EFT000000014361	522.58	Volunteer
6/7/19	V14	Bruce, Judith	EFT000000014362	378.08	FSA Reimbursement
6/7/19	V1225	Camdzic, Hamed	EFT000000014363	100.00	Shoe Reimbursement
6/7/19	V1182	Charissakis, John	EFT000000014364	40.00	
6/7/19	V29	Hirsch, Alain	EFT000000014365	108.96	FSA Reimbursement
6/7/19	V35	McDonald, Pam	EFT000000014366	75.00	
6/7/19	V38	Moore, Jon	EFT000000014367	218.11	DCAP Reimbursement
6/7/19	V17	Smith, Jamie L	EFT000000014368	192.30	DCAP Reimbursement
6/7/19	V39	Sweeney, Cecil	EFT000000014369	190.96	FSA Reimbursement
6/7/19	V1626	Whiting, Jeremy	EFT000000014370	192.31	DCAP Reimbursement

Document Date	Vendor ID	Vendor Name	Document	Document Amount	
6/14/19	V217	Airgas USA, LLC	88655	958.29	
6/14/19	V1305	Allegiant Care	88656	207,769.00	Insurance
6/14/19	V696	BANG	88657	477.79	
6/14/19	V248	Bay State Elevator Com	88658	464.54	
6/14/19	V226	Burlington Public Works-	88659	2,486.33	2 Water and Sewer Bills
6/14/19	V851	Champlain Medical	88660	420	
6/14/19	V220	Class C Solutions Group	88661	1,682.27	4 Part Invoices
6/14/19	V1357	CleanPro, Inc	88662	235.35	
6/14/19	V928	Conway Office Solution:	88663	157.58	
6/14/19	V1246	Da Capo Publishing dba	88664	1,300.00	Marketing Invoice
6/14/19	V242	Danform Shoes	88665	686.82	
6/14/19	V417	Dion Security, Inc.	88666	10.7	
6/14/19	V321	Empire Janitorial Supply	88667	68.95	
6/14/19	V402	Fastenal Company	88668	30.76	
6/14/19	V799	Gauthier Trucking Comp	88669	384.14	
6/14/19	V258	Gordon Stamp & Engrav	88670	14.51	
6/14/19	V261	Green Mountain Power	88671	1,275.74	Electric Bill
6/14/19	V262	Hall Communication, Inc	88672	1,500.00	Recruitment Invoice
6/14/19	V1314	Leonardo's Pizza Inc.	88673	214.12	
6/14/19	V473	Limoge & Sons Garage	88674	422.5	
6/14/19	V270	Lowe's	88675	45.94	
6/14/19	V276	Metalworks	88676	192.5	
6/14/19	V950	Northern ToyotaLift	88677	169.86	
6/14/19	V863	P & P Septic Service, Inc	88678	1,120.00	Pumped the Sand trap
6/14/19	V545	Pitney Bowes - Leasing	88679	253.17	
6/14/19	V465	Queen City Printers, Ins.	88680	2,619.00	Marketing Invoice
6/14/19	V1251	RouteMatch Software, ll	88681	92,187.50	Software Support
6/14/19	V297	Safety-Kleen Systems, ll	88682	226.51	
6/14/19	V302	Sports & Fitness Edge In	88683	857.75	
6/14/19	V308	Steadman Hill Consultin	88684	814.64	
6/14/19	V451	Stowe, Town of Electric	88685	130.87	
6/14/19	V1030	UniFirst Corporation	88686	666.72	
6/14/19	V315	United Parcel Service	88687	14.28	
6/14/19	V410	Vermont Gas Systems, l	88688	108.83	
6/14/19	V1459	Vermont Information Cc	88689	96	
6/14/19	V385	Vermont Offender Worl	88690	2,500.00	Work Crew Invoice
6/14/19	V336	W.B Mason Co., Inc.	88691	289	
6/14/19	V796	Yipes Auto Accessories	88692	462	

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
6/14/19		Transportation Safety Institut	88693	1,740.00	Training Invoice
6/14/19	V10	Vt Office of Child Support	EFT00000001437	555.77	
6/18/19	V1679	Shelbure, Town of	88694	void	Void
6/18/19	V225	Burlington Electric Departmer	88695	13,392.07	Telephone Pole
6/18/19	V1679	Shelbure, Town of	88696	60	
6/18/19	V1467	Charles Schwab	V1467 2019 0618	16,610.03	Retirement
6/18/19	V265	ICMA	V265 2019 0618	1,300.04	Retirement
6/18/19	V266	IRS - EFTPS	V266 2019 0618	89,566.14	Federal Payroll Taxes
6/18/19	V364	Vermont Dept of Taxes	V364 2019 0618	12,111.60	State Payroll Taxes
6/21/19	V1423	Alling, Andrew	88697	15.08	
6/21/19	V1025	Alter, Charles	88698	193.72	Volunteer
6/21/19	V1412	Andrews, Mary	88699	42.92	
6/21/19	V1480	Andrews-Ford, Sheri	88700	227.36	Volunteer
6/21/19	V1099	Barnett, Wendy	88701	861.88	Volunteer
6/21/19	V1708	Bigelow, Ashley	88702	55.08	
6/21/19	V935	Bourbeau, Brittany	88703	140.48	Volunteer
6/21/19	V1625	Bousquet, Jeanne	88704	31.32	
6/21/19	V1482	Cady, Duane	88705	349.16	Volunteer
6/21/19	V471	Constantine, Julia	88706	103.24	Volunteer
6/21/19	V554	Desarno, David	88707	12.76	
6/21/19	V1277	Dixon-Boles, Jade	88708	68.44	
6/21/19	V1573	Fairbanks, Dori	88709	215.76	Volunteer
6/21/19	V1516	Gagnon, Chaz	88710	223.56	Volunteer
6/21/19	V1694	Hebda, Jerome	88711	136.88	Volunteer
6/21/19	V1687	Houghton, Gregory	88712	801.56	Volunteer
6/21/19	V1581	Hubbard, Lisa	88713	41.76	
6/21/19	V203	Ladd, Joyce	88714	45.24	
6/21/19	V1704	Larrow, Michael	88715	48.24	
6/21/19	V1718	Luke, Norma	88716	101.5	Volunteer
6/21/19	V1745	Mead, Brean	88717	88.2	
6/21/19	V605	Murphy, Sidney	88718	98.6	
6/21/19	V181	Owen, Helen	88719	1,554.40	Volunteer
6/21/19	V1138	Pease, Charles	88720	221.76	Volunteer
6/21/19	V1719	Pelletier, Charles	88721	40.6	
6/21/19	V1588	Provost, Meaghan	88722	72.9	
6/21/19	V1394	Rolland-Forkey, Erin	88723	132.24	Volunteer
6/21/19	V165	Sanborn, Raeline	88724	100.44	Volunteer
6/21/19	V1720	Schmitt, Karlyn	88725	93.96	
6/21/19	V1655	Sciria, Andrew	88726	306.24	Volunteer
6/21/19	V1733	Slack, Robert	88727	149.06	Volunteer
6/21/19	V1747	Stetson, Nicole	88728	64.38	
6/21/19	V1614	Vermont Ride Network, Inc.	88729	660	
6/21/19	V1699	Wade, Judith	88730	47.56	
6/21/19	V881	Wakefield, Richard	88731	263.9	Volunteer
6/21/19	V1595	Waller, Marllys	88732	84.1	
6/21/19	V1549	Ware, Michael	88733	145.58	Volunteer
6/21/19	V962	Williams, Kenneth	88734	100.44	Volunteer
6/21/19	V944	Woodward, Patricia	88735	682.66	Volunteer
6/21/19	V1685	Barnes, Thomas	88736	93.01	
6/21/19	V1218	Benabe, Tyrone	88737	95.3	
6/21/19	V964	Campbell, Arthur	88738	192.31	DCAP Reimbursement
6/21/19	V1627	Cummings, Eva	88739	99.96	

6/21/19	V1639	Gratton, Yancey	88740	145	FSA Reimbursement
6/21/19	V1337	McDougal, Rick	88741	600.08	FSA Reimbursement
6/21/19	V656	Zhu, Michael	88742	160.93	Travel Reimbursement
6/21/19	V279	ABC Bus Companies-Muncie	88743	908.26	
6/21/19	V742	AHC Corp	88744	2,769.00	2 Lift Inspection Invoices
6/21/19	V217	Airgas USA, LLC	88745	136.8	
6/21/19	V332	Alliance Bus Group Inc	88746	947.4	
6/21/19	V218	Atlantic Detroit Diesel - Alliso	88747	1,477.36	Part
6/21/19	V219	Aubuchon C/O Blue Tarp Fin	88748	102.14	
6/21/19	V284	Brenntag Lubricants Northea:	88749	1,688.50	4 Part Invoices
6/21/19	V225	Burlington Electric Departmer	88750	1,089.72	Electric Bill
6/21/19	V229	Camerota Truck Parts	88751	4,392.00	Transmission
6/21/19	V235	Clark's Truck Center	88752	654	
6/21/19	V220	Class C Solutions Group	88753	841.47	
6/21/19	V1357	CleanPro, Inc	88754	599.46	
6/21/19	V389	Collins-Perley Sports Arena	88755	4,054.62	Yearly Lease
6/21/19	V239	Cummins Northeast LLC	88756	82.62	
6/21/19	V321	Empire Janitorial Supply Com	88757	67.44	
6/21/19	V250	Fisher Auto Parts	88758	1,233.76	14 Part Invoices
6/21/19	V252	FleetPride, Inc	88759	1,734.30	2 Part Invoices
6/21/19	V1347	Foley Distributing Corp.	88760	395.15	
6/21/19	V394	Formula Ford Inc.	88761	790.28	
6/21/19	V362	Gannett Vermont Publishing I	88762	174	
6/21/19	V256	Genfare	88763	1,585.98	2 Part Invoices
6/21/19	V257	Gillig Corp.	88764	3,390.30	3 Part Invoices
6/21/19	V260	Green Mountain Kenworth, In	88765	2,104.66	8 Part Invoices
6/21/19	V261	Green Mountain Power	88766	170.28	
6/21/19	V1744	Hine Bros. Inc.	88767	618.97	
6/21/19	V1204	Interstate Batteries	88768	437.33	
6/21/19	V446	Janek Corporation, The	88769	2,125.00	2 Part Invoices
6/21/19	V328	Kirk's Automotive Inc.	88770	232.45	
6/21/19	V1509	Lawson Products, Inc	88771	278.24	
6/21/19	V1455	Mag & Sons Clothing	88772	495.66	
6/21/19	V1068	Midwest Bus Corporation	88773	512	
6/21/19	V278	Mohawk Mfg. & Supply Co.	88774	3,194.09	3 Part Invoices
6/21/19	V283	Neopart LLC	88775	146.92	
6/21/19	V223	O'Reilly Auto Enterprises, LLC	88776	1,486.24	5 Part Invoices
6/21/19	V534	Omega Electric	88777	275.28	
6/21/19	V863	P & P Septic Service, Inc	88778	1,562.50	Pumped Drain in Bus Storage
6/21/19	V660	Panurgy, Vermont Inc.	88779	716	
6/21/19	V291	Prevost Parts	88780	1,662.38	4 Part Invoices
6/21/19	V976	PrintTech	88781	986.3	
6/21/19	V299	SB Collins, Inc.	88782	4,129.86	Fuel
6/21/19	V686	Shearer Chevrolet	88783	121.86	
6/21/19	V304	St. Albans Messenger	88784	495	
6/21/19	V734	Thermo King Northeast/Datt	88785	250.32	
6/21/19	V273	Transit Holding, Inc.	88786	5,714.72	9 Part Invoices
6/21/19	V1030	UniFirst Corporation	88787	384.96	
6/21/19	V535	VAS Tools, LLC	88788	107	
6/21/19	V410	Vermont Gas Systems, Inc.	88789	1,660.03	6 Gas Bills
6/21/19	V1723	Abare, Ronald	EFT00000001437	548.68	Volunteer
6/21/19	V153	Alburgh Taxi	EFT00000001437	1,421.30	Volunteer
6/21/19	V55	Boudreau, James	EFT00000001437	672.22	Volunteer



6/21/19	V1150	Bruley SR, Mark	EFT00000001437	1,271.36	Volunteer
6/21/19	V548	Burnor, David	EFT00000001437	215.76	Volunteer
6/21/19	V1291	Callan, Linda	EFT00000001437	236.06	Volunteer
6/21/19	V1675	Carkeet, David	EFT00000001437	175.74	Volunteer
6/21/19	V1707	Chase, Betty	EFT00000001437	544.04	Volunteer
6/21/19	V1676	Croteau, William	EFT00000001438	842.74	Volunteer
6/21/19	V60	Farr, Delores	EFT00000001438	667	Volunteer
6/21/19	V1117	Hall, John	EFT00000001438	312.62	Volunteer
6/21/19	V170	Hertz, Kenneth	EFT00000001438	107.88	Volunteer
6/21/19	V174	Langlois, Paulette	EFT00000001438	593.92	Volunteer
6/21/19	V1420	Lawyer, Ronald	EFT00000001438	530.12	Volunteer
6/21/19	V70	LeClair, Raymond	EFT00000001438	951.78	Volunteer
6/21/19	V71	Lightholder, Stephen	EFT00000001438	215.76	Volunteer
6/21/19	V74	Markham, Laurel	EFT00000001438	564.34	Volunteer
6/21/19	V75	Martin, Ronald	EFT00000001438	886.24	Volunteer
6/21/19	V1018	Metivier, Shelli	EFT00000001439	612.48	Volunteer
6/21/19	V1570	Murphy Sandra	EFT00000001439	383.96	Volunteer
6/21/19	V82	Parah, Donna	EFT00000001439	448.34	Volunteer
6/21/19	V83	Parah, Maurice	EFT00000001439	1,057.92	Volunteer
6/21/19	V86	Pike, Gail	EFT00000001439	1,477.84	Volunteer
6/21/19	V771	Sammons, Chandra	EFT00000001439	557.96	Volunteer
6/21/19	V89	Sayers, Gail	EFT00000001439	766.18	Volunteer
6/21/19	V93	Timm, Marta	EFT00000001439	819.54	Volunteer
6/21/19	V522	Turcotte, S Jeanette	EFT00000001439	191.98	Volunteer
6/21/19	V1725	Utton, Debra	EFT00000001439	700.64	Volunteer
6/21/19	V1623	Wells, Roy	EFT00000001440	265.06	Volunteer
6/21/19	V370	Ballou, Philip	EFT00000001440	99.98	
6/21/19	V19	Delphia, Pam	EFT00000001440	206.32	FSA Reimbursement
6/21/19	V25	Frechette, Normand	EFT00000001440	344.86	FSA Reimbursement
6/21/19	V35	McDonald, Pam	EFT00000001440	100	FSA Reimbursement
6/21/19	V38	Moore, Jon	EFT00000001440	192.31	DCAP Reimbursement
6/21/19	V17	Smith, Jamie L	EFT00000001440	192.3	DCAP Reimbursement
6/21/19	V1474	Whitaker, Cheryl	EFT00000001440	404.97	FSA Reimbursement
6/21/19	V1626	Whiting, Jeremy	EFT00000001440	192.31	DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V303	SSTA	6/25/19	EFT00000 0014409	183,162.74	ADA, E AND D, Tilley Drive
V279	ABC Bus Companies-Muncie	6/28/19	88790	549.78	
V316	Able Paint, Glass & Flooring Co.	6/28/19	88791	1,410.00	Bus Windows
V415	Amazon	6/28/19	88792	1,582.72	10 Part Invoices
V696	BANG	6/28/19	88793	955.58	
V1481	Blue Flame Gas	6/28/19	88794	27.26	
V225	Burlington Electric Department	6/28/19	88795	5,180.01	6 Electric Bills
V226	Burlington Public Works-Water	6/28/19	88796	171.62	
V227	Burlington Telecom	6/28/19	88797	2,057.95	IT Invoice
V228	C.I.D.E.R., Inc.	6/28/19	88798	23,410.49	E And D and Medicaid
V1369	Capitol City Auto Mart Inc dba	6/28/19	88799	136.45	
V220	Class C Solutions Group	6/28/19	88800	1,645.00	2 Part Invoices
V374	Clear Choice Auto Glass, A	6/28/19	88801	290	
V390	Commons Associates	6/28/19	88802	750	
V238	Crystal Rock Bottled Water	6/28/19	88803	233.98	
V239	Cummins Northeast LLC	6/28/19	88804	1,625.02	2 Part Invoices
V240	U & M Fire and Safety Equipment	6/28/19	88805	350	
V241	D & W Diesel, Inc.	6/28/19	88806	2,024.36	3 Part Invoices
V242	Danform Shoes	6/28/19	88807	139.5	
V401	Dell Business Credit	6/28/19	88808	6,449.78	3 Computer Invoices
V246	Duffy Waste & Recycling	6/28/19	88809	121.52	
V913	Evergreen Roofing LLC	6/28/19	88810	375	
V250	Fisher Auto Parts	6/28/19	88811	1,205.32	12 Part Invoices
V252	FleetPride, Inc	6/28/19	88812	162.15	
V1347	Foley Distributing Corp.	6/28/19	88813	67.44	
V394	Formula Ford Inc.	6/28/19	88814	415.47	
V257	Gillig Corp.	6/28/19	88815	1,134.55	3 Part Invoices
V1129	Global Montello Group Corp	6/28/19	88816	29,617.70	Fuel
V258	Gordon Stamp & Engraving	6/28/19	88817	23.36	
V259	Grainger	6/28/19	88818	642.8	
V260	Green Mountain Kenworth, Inc.	6/28/19	88819	2,389.31	5 Part Invoices
V424	House on Autumn Street	6/28/19	88820	30	
V1204	Interstate Batteries	6/28/19	88821	865	
V1283	Kelley Bros of NE, LLC	6/28/19	88822	1,029.24	Repairs at the DTC
V1509	Lawson Products, Inc	6/28/19	88823	62.29	
V473	Limage & Sons Garage Doors, Inc.	6/28/19	88824	179.8	
V268	Loomis	6/28/19	88825	209.17	
V272	Magee Office Plus	6/28/19	88826	182.52	
V276	Metalworks	6/28/19	88827	110	
V278	Mohawk Mfg. & Supply Co.	6/28/19	88828	138.65	

V1484	Parsons Environment & Infrastructure Group Inc.	6/28/19	88829	57.46	
V289	People's United Businesscard Services	6/28/19	88830	5,237.48	4 Credit Cards Travel Meals Rooms
V408	Pitney Bowes - Purchase Power	6/28/19	88831	301.5	
V350	Point, The	6/28/19	88832	1,000.00	Marketing
V291	Prevost Parts	6/28/19	88833	854.2	
V294	RHR Smith & Company	6/28/19	88834	4,500.00	Auditor Invoice
V200	Roto-Rooter	6/28/19	88835	325	
V296	Rouse Tire Sales	6/28/19	88836	4,087.18	3 Tire Invoices
V854	S2Technology	6/28/19	88837	67.5	
V297	Safety-Kleen Systems, Inc.	6/28/19	88838	949.1	
V299	SB Collins, Inc.	6/28/19	88839	15,523.70	Fuel
V686	Shearer Chevrolet	6/28/19	88840	1,116.95	11 Part Invoices
V1560	State Industrial Products Corporation	6/28/19	88841	123.59	
V308	Steadman Hill Consulting, Inc.	6/28/19	88842	4,589.03	Consulting
V273	Transit Holding, Inc.	6/28/19	88843	2,611.89	5 Part Invoices
V1030	UniFirst Corporation	6/28/19	88844	422.21	
V535	VAS Tools, LLC	6/28/19	88845	85.5	
V1683	VHV Company	6/28/19	88846	267.72	
V336	W.B Mason Co., Inc.	6/28/19	88847	137.97	
V395	Whiston Publishing & Promotions	6/28/19	88848	995	



To: GMT Board of Commissioners  
From: Jon Moore, Acting General Manager  
Date: July 16, 2019  
RE: General Manager Report

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**New Bus Delivery:** As of July 10th GMT has received eight new cutaway buses and three new Gillig (two 40' & one 35') buses that are currently being in-fleeted for revenue service. GMT will be receiving an additional ten cutaway buses by the end of July. The new cutaways will greatly help the rural maintenance budget which has been strained by maintaining buses past their useful life for revenue service.

**Electric Buses:** The two Proterra electric 40' buses are scheduled for delivery in September. Matt Kimball is working on the procurement for the installation of the charging stations that will be installed at One Industrial. As we get closer to the delivery date staff will engage stakeholders to schedule an event to promote the new electric buses.

Staff is also working with VEIC, GMP and Vtrans on an electric small bus procurement with the goal of issuing an RFP by September 1.

**UST:** The underground diesel storage tank at the Berlin facility will be removed in August. This removal is being funded by Vtrans and staff is working with Vtrans to install above ground diesel and gasoline tanks as quickly as possible. In the meantime all vehicles will be fueled off site. I have had conversations with Vtrans about a past agreement made by GMT that we would take ownership of the Berlin facility prior to receiving FY20 state capital funding for improvements to the property. This will be discussed further with the Board in the future once an MOU is drafted for review.

**Montpelier Transit Center MOU:** Staff is working on finalizing an operating MOU with the city of Montpelier for the Montpelier Transit Center and will bring this to the Board at a future meeting when available.

**VOSHA Project Worksafe:** Staff has scheduled a Project Worksafe audit at the Burlington facility on July 17<sup>th</sup>. This audit includes a tour of the entire facility or a particular portion; whatever you would like to have checked out. Any serious hazard identified will be requested to be corrected within a mutually agreed time frame, typically around 45 days. Potential serious hazards



could include anything from damaged electrical equipment, missing safety guards on tools or unlabeled containers of hazardous products as required under the HAZCOM standard, etc. This is a good opportunity for staff to ensure we are meeting all compliance standards and providing a safe work place for all employees.



To: GMT Finance Committee

From: Nick Foss, Director of Finance  
Kim Wall, Grants Manager  
Debbie Coppola, Senior Accountant  
Matt Kimball, Capital Projects Manager

Date: July 5, 2019

RE: Finance/Grants/Capital Projects

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During the month, I held meetings with VPTA, SSTA, VTRANS, Arthur J. Gallagher & Co., Greenshades and Future Planning Associates, as well as have scheduled meetings with People's United Bank and Antoine Williams & Associates in the coming week. These meetings so far have been helpful in allowing me to better understand all of GMT's external vendors and partnerships, which I share a responsibility in managing and maintaining.

The FY20 State Grant Application process is moving along. At this time we remain in the process of negotiating the award details with VTRANS, but I can inform the Board that we are in the final stages. Currently I am hesitant to give any additional details until the grant is finalized, as anything and everything is subject to change despite my certainty of where we stand in the process. However, I strongly believe we will finalize the award in the coming weeks, which should allow both me and my team to give a full presentation to the Board at the August meeting.

Ron Smith and his audit team were on site from June 13 -14, and much to my benefit were gracious enough to hold a day long review of the financials with my entire team. This review has reinforced my belief that one of the strategic goals of GMT must be to fund and implement an updated accounting and budgeting software system that is better matched to meet the needs of an organization of GMT's size and importance. The Return on Investment (ROI) if both of these initiatives were executed properly would be worthwhile, as it would allow the Board to make better financial decisions, and give staff the ability to develop and present more accurate budgets. However, because both of these projects will take time and funding, the Finance Department must operate with what it currently has (Great Plains). One of my first observations here at GMT was that staff has not been fully trained in our accounting software. To resolve this, and with the support of David Hamblin – GMT's I.T. Manager, a live in-house training session has been scheduled for the entire Finance Department at the end of this month.

As I am sure many of you are aware July is a payroll tax filing month for employers. GMT is not sheltered from this obligation, nor is this responsibility outsourced, so it is reliant upon staff to prepare and submit them. With no previous experience in this responsibility, two of my staff members took the initiative to learn the process, and were able to submit GMT's payroll tax filings on time. Great job Karen and Debbie!



Some closing items, staff finally heard back from the FTA on GMT's name change, which was preventing us from applying for new grants and would have certainly led to liquidity issues if not resolved. This change was submitted to the FTA back in February, and we have been patiently waiting since, so we are happy to finally have this item closed out. Lastly, as I briefly mentioned at my first Board Meeting, I have asked all Finance Department staff to begin developing a Job Manual for their position. Once complete these manuals will help reduce key-person risk in the department, and lastly make training future new hires easier.

**Financial Summary**

Our fiscal year ended June 30. Finance staff are working to get all FY19 expenses in to close the year. Once the expenses are closed, grant staff will do their final billing and reconciliations. The FY19 audit is scheduled for the week of October 7-11.

Attached are the April 30, 2019 financials for your review. The May Financials are not fully closed, however expenses have all been recorded. Staff is working on the final grant billing for May, which is expected to be done by July 31, 2019.

The April financials currently show a total surplus of \$129.4K, \$2.2K for Urban and \$127.2K for Rural. The rural transit rate is trending higher than originally expected. The year-to-date rate had been at \$70 for the last two months, but it jumped to \$72 after May. This was due to May containing three pay dates. Staff costs are booked based on the pay date, therefore three pay dates instead of two results in staff costs being approximately 50% higher for the month.

Grant	FY18 Remaining balance	FY19 Estimated Remaining balance	FY20 Estimated Remaining balance
Federal 5307 Operating	1,530,610	1,040,143	964,247
Preventative Maintenance	724,470	724,470	724,470

The expenses for the month ending May 31, 2019 have been posted and closed. For May the benchmark for spending is 92% of budget; the benchmark for April is 83%. The following are explanations for specific areas of interest.

Revenues were reviewed based on the activity through April 30<sup>th</sup>.....

- **Federal urban operating grant is at 80%** of the budgeted amount, as a reminder this grant is the last grant we bill since it basically allows us to breakeven. This is the big indicator for the urban system, so long as this percentage is at or below benchmark that is good. If it starts to creep above the benchmark that would indicate we will dip into the carryover balances in the table above at a higher amount than we already budgeted.
- **Other State Grants is at 39%** of the budgeted amount. This category is all other state grants, the largest in this section is the mobility management grant which is billed based on expenses. For the rural system, we had anticipated launching the complimentary paratransit program in January. This has been delayed until FY20.



- **Passenger revenues are slightly under budget for the urban system, however rural is over the targeted benchmark.** Staff attributes this increase to moving away from the GFI fare boxes to manual fare boxes on the rural buses. On the Urban side, a majority of the fare boxes are old and often break down for periods of time causing a loss in fares. This could be one of the reasons for the variance in budget-to-actual. *As we review the urban passenger fare trends this year, it is unlikely we will meet the budget projections. The budget projections average \$188K per month, we are averaging \$181.69K.*
- The warranty revenue has already exceeded the anticipated budget amount, upon review of the detail this is labor reimbursement we received from insurance proceeds.
- ★ Advertising revenue continues to track below budget targets at 63% and 50% for urban and rural respectively. Based on the recent activity, we are currently not expecting this revenue will meet budget expectations

Advertising revenue (cont'd)

	Budget FY19	Monthly Average Earned to date	Average needed per month May – June to meet Budget
<b>Urban</b>	200,000	12,637	36,811
<b>Rural</b>	50,000	2,510	12,450

- Miscellaneous Revenue is down this year. We complete the PM's on the Essex vans, and this is where that revenue is recorded. The records show that Essex has been bringing in the vehicles for regular checks.
- Purchase of services for our rural services revenues are down this year. It is not likely that the category of "special trips" will meet the estimated revenue projections. Without an in depth review, it is likely this decrease is related to the Medicaid increase of trips.

Expenses were reviewed based on the activity through May 31, 2019, the benchmark of 92% was used for review and analysis.....

- ★ Unemployment tax spent is at 75.7% of the combined budget. The urban system has gone over budget by \$4,026, while the rural system is way under. Since we are a reimbursable employer, this is an expense that is difficult to predict from year to year. On the urban side this is largely due to just 2 past employees. *For the rural system, we see expenses in the last quarter of the fiscal year, typically attributable to the conclusion of the seasonal services.*
- Rural Health Insurance is over budget by \$28K thru May. After analyzing the budget and the general ledger it was found that the assumptions used to build the budget proved incorrect in the mix of coverage types (i.e. single, family, 2-person).





- Rural Communications is over budget by \$1,738. We are waiting for a credit from Verizon for the cancelled service for the tablets.
- Legal fees are also over budget on the urban side due to some unforeseen events.
- Insurance has spent 98% of the budget. This is the result of wages being underestimated for workers comp insurance during the FY19 budget build.
- Consulting Fees are over budget due to services at the State House, as well as Primmer, Pipper and Eggleston invoices
- Background checks are over budget in rural and under budget on the urban side. This directly correlates to hiring and is hard to predict year to year.
- Uniforms are showing under budget on the rural side and this should result in some much needed savings for FY19.

Vehicle/Building Maintenance – this section is an area of concern. With the condition of our fleet we are experiencing higher maintenance costs. In total the urban system is under budget, however for the rural system in total this area is at 114.5% of the budget through May.



- Parts Expenses is now over budget for both systems through May. The Urban and Rural system is \$137.4K and \$87.5K over budget respectively. Some commentary as to what is driving these budget variances are:
  - We had anticipated the arrival of new cutaways much sooner than June this year, which is impacting maintenance of the vehicles and budgets. We have at least one vehicle slated for replacement which needs a new engine sitting; we do not plan to fix.
  - In the rural system we have done 4 transmission replacements, and have 4 cutaways out of commission.
  - An engine was replaced in a cutaway over the summer, each replacement is approximately \$20K.
  - The new mini-vans received and now in service should help to alleviate the current pressures.
  - The rural fleet is well beyond its useful life in total with 70% of our rural cutaways beyond their useful life.
- Tires expense for the rural system is over budget through May (\$5,816). The urban system is trending under benchmark at this time, which we believe is the result of all new bus purchases including an additional set of new tires in its purchase price.
- Cleaning expense for the rural system is **over budget through May by \$3,514**. This is due to the VT Offender Program which does landscaping and shelter snow removal. This program will be changing in FY20 and be more cost effective.
- Fuel is at 80% and 100% urban and rural respectively of budget. Unfortunately a large percentage of the rural fleet must fill at the pump in Berlin, and the entire fleet in St. Albans, which is cost prohibitive.



- Debt Service/Capital Reserve, this is the account where the annual lease payment is recorded, there will not be any more activity in this account for the fiscal year.

## **Capital Projects**

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

- ☆ **Passenger Shelters:**
  - Awaiting response from Enseicom to schedule installation of a glass shelter at the Larkin Terrace property as construction winds down. VTrans 1111 permit for the installation of a shelter near Harrington Ave has been received, working with Peterson Consulting to comply with special conditions of the permit. Will work with Planning over the summer to identify bus stops that are in need of upgraded amenities.
- ☆ **Industrial Parkway Driveway Ramp:**
  - All contract documents have been received and release of retainage is being processed.
  - Continuing to work with VHB to finalize planting plan for trees along the berm.
- ☆ **GMTA Facility Renovation:**
  - Continuing to work with VTrans to secure all of the required permits along Route 12 for the sewer project. Working with VTrans and Wiemann-Lamphere to update the budget estimate for the sewer project.
  - Preparing bid documents for release sometime this summer.
  - Working with Wiemann-Lamphere to advance construction of an above-ground fuel tank as soon as possible.
- ☆ **Facility Security Upgrades:**
  - All contract requirements have been met and release of retainage is being processed.
- ☆ **Electric Bus Buy/Charging Station Installation:**
  - Continuing to work with Proterra on key build items as they come up during production. The buses are on schedule for delivery in Fall 2019.
  - Continuing to work with Wiemann-Lamphere and Burlington Electric to prepare construction documents for the installation of two chargers for the vehicles as well as electrical infrastructure improvements. New service applications have been completed and Burlington Electric is anticipated to install new transformers at 1 Industrial within the next 2 months. Working to have electricians lined up by the end of the month for the installation of the charging stations.
- ☆ **1 Industrial Parkway**
  - Reviewing design proposal from Wiemann-Lamphere for the design of a new body shop and additional renovations in the garage and office areas of the building.
- ☆ **Cutaway Bus Buy:**
  - Four cutaways were received in June for the rural area and more came in after July 1<sup>st</sup>. Continuing to work with Maintenance to complete all of the paperwork requirements and get the new buses into service.
- ☆ **Montpelier Transit Center:**



- Working with GMT staff and City of Montpelier to develop the Operating Agreement for GMT's operation of the Transit Center.
  - Preliminary design documents with equipment locations have been provided to the construction team so that cabling can be installed by the electrical subcontractor. Working to advance design as quickly as possible so that equipment installation can coincide with construction activities.
- ☆ **15 Industrial Pkwy Roof Replacement:**
- Bids were received on 6/28 and a scope review has been scheduled with the apparent low bidder. An award recommendation is anticipated to be made at the July board meeting.

Chittenden County Transportation Authority  
Statement of Net Assets  
As of 4/30/2019

ASSETS	<u>As Of Apr 2019</u>
Current Assets:	
Cash and Investments	2,343,277.32
Receivables:	
Grant	95,274.90
Other	2,814,191.11
Deferred Cost Pool	(420,373.66)
Inventories	663,022.99
Prepaid Expenses	569,851.24
Total Current Assets	<u>6,065,243.90</u>
Noncurrent Assets:	
Land, Structures And	
Equipment - net of accumulated depreciation	<u>28,429,212.68</u>
TOTAL ASSETS	<u><u>34,494,456.58</u></u>
LIABILITIES AND FUND EQUITY	
Current Liabilities:	
Accounts Payable	472,371.91
Accrued Payroll Expenses	182,826.84
Other Accrued Expenses	37,128.00
Deferred Revenue	1,568,542.30
Total Current Liabilities	<u>2,260,869.05</u>
Long-Term Liabilities:	
Accrued Compensated Absences	<u>871,144.78</u>
Total Long-Term Liabilities	<u>871,144.78</u>
Total Liabilities	<u>3,132,013.83</u>
Fund Equity:	
Invested in capital assets, net of related debt	30,628,967.23
Restricted	957,675.08
Unrestricted	1,739,609.27
Current Year Change in Net Assets	(1,963,808.83)
Total Fund Equity	<u>31,362,442.75</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>34,494,456.58</u></u>

	Current Fiscal Year To Date			FY19H2 BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2018	
	Urban	Combined	Rural	Urban	Combined	Rural	Urban	Combined	Rural	Urban	Rural
<b>REVENUES</b>											
<b>FEDERAL, STATE AND LOCAL REVENUE</b>											
Municipal Member Assessments	1,917,475.10	\$1,917,475.10		2,300,970.00	\$2,300,970.00		83.33%	0.00%	0.00%	1,899,764.00	
Municipal Paratransit Assessments	531,472.50	531,472.50		637,765.00	637,765.00		83.33%	0.00%	0.00%	523,256.60	
Local Operating Assistance	77,550.90	465,041.02	387,490.12	96,661.00	518,386.00	421,725.00	80.23%	91.88%	91.88%	69,208.40	385,474.52
Federal Urban Formula Grant	2,450,278.00	2,450,278.00		3,062,532.00	3,062,532.00		80.01%	0.00%	0.00%	2,503,721.11	
Federal Rural Operating Grant	1,068,629.37	1,068,629.37		1,180,000.00	1,180,000.00		0.00%	90.56%	90.56%	1,058,290.88	
State Regular Subsidy Operating Grant	1,873,155.00	2,718,895.56		2,247,786.00	3,347,786.00		83.33%	76.89%	81.21%	2,031,343.00	765,000.00
E&D Grants and Local Match	24,837.91	1,003,633.18		1,100,000.00	1,117,698.00		0.00%	89.79%	89.79%	912,513.50	
Other State Grants	35,224.81	60,062.72		78,750.00	153,000.00		31.54%	47.44%	39.26%	22,774.50	33,712.66
Other Federal Grants	2,446,399.85	3,302,108.77		2,730,306.00	3,608,806.00		89.60%	97.41%	91.50%	2,145,603.55	831,156.90
Fund Balance Reserves							0.00%	0.00%	0.00%		
Capital Reserve Revenue							0.00%	0.00%	0.00%	146,916.66	16,666.66
<b>Total Federal, State and Local Revenues</b>	<b>9,321,169.26</b>	<b>13,517,596.22</b>	<b>4,196,426.96</b>	<b>11,154,770.00</b>	<b>15,926,943.00</b>	<b>4,772,173.00</b>	<b>83.56%</b>	<b>87.94%</b>	<b>84.87%</b>	<b>9,342,587.82</b>	<b>4,002,815.12</b>

Operating Revenue	2,370,406.97	1,986,086.29	4,356,493.26	2,998,650.00	5,397,332.00	2,398,682.00	79.05%	82.80%	80.72%	2,300,162.31	1,489,233.29
<b>Total Revenue</b>	<b>11,691,576.23</b>	<b>6,182,513.25</b>	<b>17,874,089.48</b>	<b>14,153,420.00</b>	<b>21,324,275.00</b>	<b>7,170,855.00</b>	<b>82.61%</b>	<b>86.22%</b>	<b>83.82%</b>	<b>11,642,750.13</b>	<b>5,492,048.41</b>

	Urban	Combined	Rural	Urban	Combined	Rural	Urban	Combined	Rural	Urban	Rural
<b>EXPENSES</b>											
<b>SALARIES AND WAGES</b>											
Other Wages	1,351,579.79	677,546.17	2,029,125.96	1,611,945.00	2,585,565.00	973,620.00	83.85%	69.59%	78.48%	1,379,218.76	765,017.51
Driver/Operator Wages	3,421,992.58	1,637,238.30	5,059,230.88	4,232,344.00	6,165,241.00	1,932,897.00	80.85%	84.70%	82.06%	3,367,869.27	1,210,924.94
Vehicle Repair Wages	696,521.93	125,155.01	821,676.94	934,095.00	1,120,419.00	186,324.00	74.57%	67.17%	73.34%	717,342.05	115,599.78
<b>Salaries and Wages</b>	<b>5,470,094.30</b>	<b>2,439,939.48</b>	<b>7,910,033.78</b>	<b>6,778,384.00</b>	<b>9,871,225.00</b>	<b>3,092,841.00</b>	<b>80.70%</b>	<b>78.89%</b>	<b>80.13%</b>	<b>5,464,430.08</b>	<b>2,091,542.23</b>

Personnel Taxes (FICA/MC)	420,437.47	178,679.02	599,116.49	518,546.00	735,148.00	216,602.00	81.08%	82.49%	81.50%	422,043.61	159,676.82
Unemployment Tax Exp	24,049.39	6,405.16	30,454.55	20,000.00	42,000.00	22,000.00	120.25%	29.11%	72.51%	11,852.18	10,510.80
Medical Insurance/HRA	1,452,166.95	413,843.06	1,866,010.01	1,745,723.00	2,171,888.00	426,165.00	83.18%	97.11%	85.92%	1,386,036.73	550,037.53
Pension Plan Expenses	228,333.68	53,808.38	282,142.06	281,981.00	353,116.00	71,135.00	80.97%	75.64%	79.90%	222,031.92	52,301.75
Employee Development	27,286.51	14,562.39	41,848.90	31,000.00	59,000.00	28,000.00	88.02%	52.01%	70.93%	41,429.09	14,869.30
Other Employee Benefits	207,536.60	63,486.68	271,023.28	245,894.00	320,968.00	75,074.00	84.40%	84.57%	84.44%	211,528.28	83,467.69
<b>Personnel Taxes and Benefits</b>	<b>2,359,810.60</b>	<b>730,784.69</b>	<b>3,090,595.29</b>	<b>2,843,144.00</b>	<b>3,682,120.00</b>	<b>838,976.00</b>	<b>83.00%</b>	<b>87.10%</b>	<b>83.94%</b>	<b>2,294,921.81</b>	<b>870,863.89</b>

Admin Supplies and Expenses	31,478.18	15,573.60	47,051.78	43,740.00	65,340.00	21,600.00	71.97%	72.10%	72.01%	37,577.10	11,248.05
Recruiting Expenses	10,182.18	11,116.31	21,298.49	18,400.00	30,400.00	12,000.00	55.34%	92.64%	70.06%	15,873.18	9,084.52
Dues and Subscriptions	24,446.00	5,569.50	30,015.50	27,838.00	37,871.00	10,033.00	77.82%	55.51%	79.26%	26,932.02	4,885.25
Travel and Meetings	2,059.57	945.12	3,004.69	3,500.00	7,000.00	3,500.00	58.84%	27.00%	42.92%	1,681.50	2,498.09
Board Development	37,946.75	29,191.82	67,138.57	59,360.00	88,176.00	28,816.00	63.93%	101.30%	76.14%	39,656.53	25,510.22
Communications	90,753.72	37,288.58	128,042.30	124,320.00	181,484.00	57,164.00	73.00%	65.23%	70.55%	42,944.73	15,212.34
Computer Service Exp	26,873.00	26,873.00	26,873.00	25,000.00	28,000.00	3,000.00	107.49%	0.00%	95.98%	10,153.33	327.90
Legal Fees	812,876.45	352,330.29	1,165,206.74	906,451.00	1,308,907.00	402,456.00	89.68%	87.55%	89.02%	702,980.65	296,596.31
Insurance	18,270.00	7,830.00	26,100.00	19,425.00	27,750.00	8,325.00	94.05%	94.05%	94.05%	7,245.00	3,105.00
Audit Fees	6,529.00	5,681.00	12,210.00	6,000.00	12,000.00	6,000.00	108.82%	94.68%	101.75%	885,044.04	368,467.68
Consulting Fees											
<b>General and Admin Expenses</b>	<b>1,061,414.85</b>	<b>465,526.22</b>	<b>1,526,941.07</b>	<b>1,234,034.00</b>	<b>1,786,928.00</b>	<b>552,894.00</b>	<b>86.01%</b>	<b>84.20%</b>	<b>85.45%</b>	<b>885,044.04</b>	<b>368,467.68</b>

	Current Fiscal Year To Date			FY19#2 BUDGET (Approved Dec 2018)			Budget Variance			PYTD 2018		
	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined
<b>OPERATIONS EXPENSES</b>												
Background Checks	1,182.00	10,827.00	12,009.00	1,900.00	8,325.00	10,225.00	62.21%	130.05%	117.45%	2,136.00	10,765.00	
Drug & Alcohol Testing	316.00	93.00	409.00				0.00%	0.00%	0.00%	651.00	589.00	
DOT Testing	5,083.00	5,648.26	10,731.26	5,850.00	7,920.00	13,770.00	86.89%	71.32%	77.93%	6,112.00	4,920.00	
Employment Recruitment Program	200.00		200.00	800.00	400.00	1,200.00	25.00%	0.00%	16.67%	1,600.00		
Driver's Uniforms	16,463.71	7,946.89	24,410.60	22,546.00	20,170.00	42,716.00	73.02%	39.40%	57.15%	19,309.94	8,514.96	
Safety Expense	277.50		277.50	2,300.00	1,700.00	4,000.00	12.07%	0.00%	6.94%	936.53		
Bus Rodeo							0.00%	0.00%	0.00%			
Bus Operating Exp	1,706.92		1,706.92	7,100.00	2,675.00	9,775.00	24.04%	0.00%	17.46%	3,250.47	1,181.17	
<b>Operations Expenses</b>	<b>25,229.13</b>	<b>24,515.15</b>	<b>49,744.28</b>	<b>40,496.00</b>	<b>41,190.00</b>	<b>81,686.00</b>	<b>62.30%</b>	<b>59.52%</b>	<b>60.90%</b>	<b>33,995.94</b>	<b>25,970.13</b>	
<b>PLANNING EXPENSES</b>												
Other Planning Expenses		4,438.03	4,438.03			25,000.00	0.00%	17.75%	17.75%		75,428.32	
MPO Planning Expenses	80,795.18		80,795.18	100,000.00		100,000.00	80.80%	0.00%	80.80%	146,259.18		
<b>Planning Expenses</b>	<b>80,795.18</b>	<b>4,438.03</b>	<b>85,233.21</b>	<b>100,000.00</b>	<b>25,000.00</b>	<b>125,000.00</b>	<b>80.80%</b>	<b>17.75%</b>	<b>68.19%</b>	<b>146,259.18</b>	<b>75,428.32</b>	
<b>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</b>												
Parts Expense - Non-Revenue Vehicles	6,388.37	707.29	7,095.66	7,000.00	4,500.00	11,500.00	91.26%	15.72%	61.70%	6,482.94	1,042.61	
Parts Expense - Revenue Vehicles	473,642.64	268,005.22	741,647.86	408,394.00	190,000.00	598,394.00	115.98%	141.06%	123.94%	526,341.12	317,513.20	
Tires	34,904.35	28,450.67	63,355.02	90,000.00	25,000.00	115,000.00	38.78%	113.80%	55.09%	60,280.51	29,390.69	
Facility Maintenance	61,481.14	53,263.29	114,744.43	70,000.00	57,200.00	127,200.00	87.83%	93.12%	90.21%	83,602.39	56,895.50	
Passenger Facility Expenses	22,342.62		22,342.62	34,452.00		34,452.00	64.85%	0.00%	64.85%	25,883.52		
Security Expenses							0.00%	0.00%	0.00%			
Cleaning Expense	17,739.66	9,515.14	27,254.80	58,000.00	7,200.00	65,200.00	30.59%	132.15%	41.80%	12,500.00	11,735.60	
Repeater Fees	16,632.25	13,986.00	30,618.25	21,600.00	16,200.00	37,800.00	77.00%	86.33%	81.00%	21,672.00	16,200.00	
Light, Heat and Water	145,919.15	53,354.94	199,274.09	153,000.00	55,000.00	208,000.00	95.37%	97.01%	95.80%	140,170.93	49,044.28	
Fuel - Vehicles	761,083.75	295,062.62	1,056,146.37	1,036,308.00	333,235.00	1,369,543.00	73.44%	88.54%	77.12%	708,550.38	324,896.07	
Maintenance Tools/Supplies/Uniforms	67,933.90	11,844.96	79,778.86	88,975.00	15,944.00	104,919.00	76.35%	74.29%	76.04%	73,917.48	15,381.58	
Misc Maint Expenses and fees	3,567.72	121.55	3,689.27	6,000.00	2,000.00	8,000.00	59.46%	46.12%	60.88%	4,530.43	1,110.18	
<b>Vehicle/Building Maintenance Exp</b>	<b>1,611,635.55</b>	<b>734,311.68</b>	<b>2,345,947.23</b>	<b>1,973,729.00</b>	<b>706,279.00</b>	<b>2,680,008.00</b>	<b>81.65%</b>	<b>103.97%</b>	<b>87.54%</b>	<b>1,663,931.70</b>	<b>823,209.71</b>	
<b>CONTRACTOR EXPENSES</b>												
ADA/SSTA Paratransit	1,022,834.83		1,022,834.83	1,215,055.00		1,215,055.00	84.18%	0.00%	84.18%	976,731.10		
Partner Local Share				19,833.00		19,833.00	0.00%	0.00%	0.00%	9,916.50		
Functional Assessment Costs	7,142.90		7,142.90	8,500.00		8,500.00	84.03%	0.00%	84.03%	6,707.28		
Volunteer Drivers		434,261.16	434,261.16		520,000.00	520,000.00	0.00%	83.51%	83.51%		426,548.94	
Other Transportation (incl Cabs)	8,952.60	734,769.10	743,721.70	14,021.00	800,000.00	814,021.00	63.85%	91.85%	91.36%	9,558.90	659,199.01	
<b>Contractor Expenses</b>	<b>1,038,930.33</b>	<b>1,169,030.26</b>	<b>2,207,960.59</b>	<b>1,257,409.00</b>	<b>1,320,000.00</b>	<b>2,577,409.00</b>	<b>82.62%</b>	<b>88.56%</b>	<b>85.67%</b>	<b>1,002,913.78</b>	<b>1,085,747.95</b>	
<b>MARKETING EXPENSE</b>												
Bus Tickets/Fare Media	13,084.36	1,150.20	14,234.56	20,000.00	2,400.00	22,400.00	65.42%	47.93%	63.55%	17,438.25	1,994.54	
Marketing Expense	17,726.56	22,456.79	40,183.35	52,000.00	42,340.00	94,340.00	34.09%	53.04%	42.59%	14,777.55	14,311.51	
Public Information	12,952.00	7,395.76	20,347.76	29,000.00	19,500.00	48,500.00	44.66%	37.93%	41.95%	12,007.50	11,718.06	
<b>Marketing Expense</b>	<b>43,762.92</b>	<b>31,002.75</b>	<b>74,765.67</b>	<b>101,000.00</b>	<b>64,240.00</b>	<b>165,240.00</b>	<b>43.33%</b>	<b>48.26%</b>	<b>45.25%</b>	<b>44,223.30</b>	<b>28,024.11</b>	
<b>OTHER EXPENSES</b>												
Allowance for Doubtful Accounts				50,000.00		50,000.00	0.00%	0.00%	0.00%	46,442.51		
Debt Service/Capital Reserve	46,442.51		46,442.51				92.89%	0.00%	92.89%			
Bond Interest							0.00%	0.00%	0.00%			
Capital Match	78,520.00	175,362.50	253,882.50	94,224.00	210,435.00	304,659.00	83.33%	83.33%	83.33%	146,916.66	16,666.66	
<b>Other Expenses</b>	<b>124,962.51</b>	<b>175,362.50</b>	<b>300,325.01</b>	<b>144,224.00</b>	<b>210,435.00</b>	<b>354,659.00</b>	<b>86.64%</b>	<b>83.33%</b>	<b>84.68%</b>	<b>193,359.17</b>	<b>16,666.66</b>	
<b>TOTAL EXPENSES</b>	<b>11,816,635.37</b>	<b>5,774,910.76</b>	<b>17,591,546.13</b>	<b>14,472,420.00</b>	<b>6,851,855.00</b>	<b>21,324,275.00</b>	<b>81.65%</b>	<b>84.28%</b>	<b>82.50%</b>	<b>11,729,079.00</b>	<b>5,385,920.68</b>	
Current Year Deferred Costs	(153,110.95)		(153,110.95)				0.00%	0.00%	0.00%	(202,653.34)		
ALLOCATIONS BETWEEN PROGRAMS	280,395.51	(280,395.51)		319,000.00	(319,000.00)		87.90%	87.90%	0.00%	288,982.21	(288,982.21)	

**VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)**

Parts Expense - Non-Revenue Vehicles  
 Parts Expense - Revenue Vehicles  
 Tires  
 Facility Maintenance  
 Passenger Facility Expenses  
 Security Expenses  
 Cleaning Expense  
 Repeater Fees  
 Light, Heat and Water  
 Fuel - Vehicles  
 Maintenance Tools/Supplies/Uniforms  
 Misc Maint Expenses and fees  
**Vehicle/Building Maintenance Exp**

**CONTRACTOR EXPENSES**

ADA/SSTA Paratransit  
 Partner Local Share  
 Functional Assessment Costs  
 Volunteer Drivers  
 Other Transportation (incl Cabs)  
**Contractor Expenses**

**MARKETING EXPENSE**

Bus Tickets/Fare Media  
 Marketing Expense  
 Public Information  
**Marketing Expense**

**OTHER EXPENSES**

Allowance for Doubtful Accounts  
 Debt Service/Capital Reserve  
 Bond Interest  
 Capital Match  
**Other Expenses**

**TOTAL EXPENSES**

Current Year Deferred Costs  
 ALLOCATIONS BETWEEN PROGRAMS





Month:		<i>June 2019</i>
Urban Data	Data	Notes
Miles Operated:	<b>154,844</b>	Revenue Vehicles
Major Road Calls:	<b>11</b>	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	<b>7.14</b>	
Minor Road Calls:	<b>4</b>	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	<b>9.74</b>	
"C" PM's Completed:	<b>30</b>	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	<b>100%</b>	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	<b>9.01 years</b>	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	<b>78,687</b>	Revenue Vehicles
Major Road Calls:	<b>4</b>	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	<b>5.12</b>	
Minor Road Calls:	<b>3</b>	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	<b>8.97</b>	
"C" PM's Completed:	<b>12</b>	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	<b>92%</b>	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	<b>6.04 years</b>	Cut-away buses have a 5 year life expectancy





TO: GMT Board of Commissioners

FROM: Richard Gorton, Operations Manager  
John Charissakis, Operations Manager  
Mev Bahonjic, Operations Manager

RE: Operations

DATE: July 11, 2019

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### **Urban Operations:**

- Operations was busy during the Holiday week with extra coverage on July 3<sup>rd</sup> for the Burlington Fireworks as we transported people from UVM and the Waterfront. Our drivers, Supervisors, and all staff did a great job to insure the safety of the public during the Holiday weekend.
- Constructions Detours – It's that time of year, we are facing road construction all over Chittenden County on a daily basis. At this time we have three major detours in Winooski and Burlington that are having longer effects on our service.

Green Line Winooski – Pine, Hickock and West Lane bus stops will not be service until October. Bus will service the bus stop shelter on Mallets Bay Ave in front of the O'Brien Community Service

Green Line Burlington – 1) Outbound Pine Street not servicing 230 Saint Paul due to construction on Maple and Saint Paul 2) Buses traveling North on Pine Street between Flynn and Home have to utilize Shelburne road until road constructions on Pine Street is over.

- We have held two Scheduling Committee Meetings in the past few week to discuss the August drivers bid and any improvements we can make. The August bid is set to start on Monday, August 26<sup>th</sup>.

### **Rural Operations:**

Events,

- Warren / Sugarbush July 4th Annual Parade, Successfully transported 1621 passenger to and from the event and the parking area's
- Stowe Parade, Showcased a GMT Bus in the Annual Parade while promoting the Mountain Season Service and Seasonal Driver Recruitment
- Montpelier, Participated in the annual July 3rd Parade with a bus that was sponsored by National Life
- Montpelier, July 3rd bus shuttle was a success, we worked closely with the Event Organizers and the Montpelier Police dept to accommodate all the ADA transport request as closely as possible to the event

Detours,



- Waterbury Center, Road repairs along Main street are ongoing and delays are at times up to 15-20 minutes on the Waterbury Commuter.
- Stowe Village, Construction of relocating the powerlines underground and sidewalk expansions are ongoing and delays are at times up to 15-20 minutes.
- East Montpelier, Rt 2 and Rt14 new bridge and road project is complete
- Friday, July 12th to Sat. July 13th, Stowe St. in Waterbury will be closed to traffic. The link buses will be able to access the Park & Ride. The route 100 and Waterbury Commuter buses will have to go down Route 100 to Main St in Waterbury. When they drop off or pick up passengers at the train station / Green Mt. Coffee, they will have to go back out to Main St. to get back on route.

Training,

- TSI Supervisor Train the Trainer will be held in Burlington on the week of 7-15 to 7-19-19, Berlin Operation Supervisor Mark Stupik will attend this training.



Date: July 10<sup>th</sup>, 2019  
To: GMT Board of Commissioners  
From: Rachel Kennedy, Sr. Transit Planner  
Re: June Planning Report

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## **Transit Service & Operations Planning**

### *NextGen*

#### **Urban**

Was implemented on June 17<sup>th</sup>. Staff tabled at the DTC for three days following implementation, and helped passengers wayfind in the new system.

#### **Rural**

Public outreach meetings were held the first and second weeks in July.

### *Service Guidelines - Ongoing*

The planning department is drafting a service guideline document to define a transparent process using objective data that helps GMT prioritize decisions about adding, reducing, and changing transit service to deliver safe, accessible, and efficient service that meets the needs of the community.

## **Misc. Planning Activities**

### *SWIFTLY – Ongoing*

GMT and VTRANS are working together on an aggressive implementation timeline to coincide a soft launch with the June 17<sup>th</sup> implementation.

### *Bus Stop Audit*

As part of a comprehensive review that will lead to placement guidelines, GMT is completing an audit of our urban bus stops. This study will compare on the ground stop location with GMT's database, allow us to renumber stops internally, and lead to numbering at the stops, which has ADA benefits. Stops will be graded on ADA accessibility, amenities, and passenger safety – allowing GMT to prioritize stop upgrades based on need. The audit was started in June and will last into fall, with our highest ridership routes being prioritized.



***Bus Stop Placement Guidelines - Ongoing***

GMT is developing Bus Stop Placement Guidelines, which include best transit practices for placement based on population and road considerations, ridership thresholds for amenity development, and shelter and bus specs for developers and partner agencies.

**Public Engagement:**

- Staff attended the Winooski Avenue Transportation Open House
- Staff attended the Tilley Drive Round Table
- Staff attended CATMA's ETC annual meeting and presented on NextGen
- Staff attended East Allen Street Project's second Public Meeting
- Staff presented to the NNE NPA on NextGen
- Staff attended a Transportation Solutions discussion in Lamoille



To: GMT Board of Commissioners  
From: Jamie L. Smith, Director of Marketing and Planning  
Date: July 11, 2019  
Re: Marketing and Public Affairs Report

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- **Boosted social media:** Over that last month, the Marketing Department has worked hard to boost our social media presence. As a result, we are experiencing positive interaction with more passengers. Our hope is, the more folks who follow us on our social media, the larger our reach for future outreach needs. We are now utilizing Hootsuite to schedule our posts and to connect with businesses (by boosting their events accessible by public transit).
- **Developed a newsletter:** Due to some comments made by passengers expressing the need for more direct communication, we are developing a newsletter platform. Currently we have 170 people signed up. Again, this is meant to enhance the communication channels we use to reach passengers. The first edition of the newsletter will come out in August.
- **App advertising:** We have received great feedback on both "Transit" app and "Token Transit". After the first week of use, Token Transit had over 170 unique users, and that number has grown in the weeks following.
- **Jeffersonville Commuter:** Marketing staff met with two members of the Tri-Town Committee in late June. We have established a handful of ticket outlet locations along the route, and will work to create marketing materials for the participating businesses.
- **School bus safety campaign:** Marketing staff has started some initial research on school bus safety campaigns, and we are working with our Grants Manager to identify any grants to support such a campaign. Our hope is, at the start of the school year, we can host a school safety event.
- **Traffic map at the DTC:** In an effort to help passengers plan their trip better, we started to display the real-time traffic map on the screens at the DTC. Hopefully, this tool can help folks see where traffic is held up and understand why some buses may be running late.



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: July 16, 2019

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

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Jenn Wood, Public Affairs Coordinator, Katey Beaton, Energy Efficiency Intern, and Tammy Brady, Customer Service Representative – Call Center, joined the GMT team. A warm welcome to all!

GMT staff have attending several trainings over the past several months:

- Jamie Smith, Director of Marketing and Planning: Leadership Institute: Essentials for Supervisor
- Cheryl Whitaker, Grants and Procurement Coordinator: Procurement Series II: Risk Assessment and Basic Cost or Price Analysis
- Cari Whittemore, Executive Assistant: Excel I Training
- Newly hired bus operators: de-escalation training

GMT continues to promote and educate staff on the principles of Appreciative Inquiry: constructionist, simultaneity, anticipatory, poetic, and positive principles. The Simultaneity Principle, *Inquiry is change – the first question we ask is fateful*. The moment a question is asked, a reaction is initiated at many different levels of our consciousness. The language, tone and intention of the question determine the direction of the conversation. When creating questions, consider what you're really seeking to learn more about, and how you can encourage the respondent to reflect on what is valuable and important.









To: GMT Board of Commissioners  
From: Jamie L. Smith, Director of Marketing and Planning  
Date: July 10, 2019  
Re: Route 14 Commuter

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In April 2019, GMT and Rural Community Transit (RCT) were asked to provide VTrans with a quote to operate service from Hardwick to Barre along the Route 14 corridor. This route would provide vital connections from Harwick to Barre, Montpelier, and St. Johnsbury (and points in between). The new commuter would operate Monday-Friday, one roundtrip in the AM (provided by RCT) and one roundtrip in the evening (provided by GMT). The new route will operate fare free, and VTrans has asked that we allow free transfers to/from the US 2 Commuter. **This service (per conversation with RCT and VTrans) will be implemented in October 2019.**

Based on the GMT New Service Planning and Implementation Process Policy, the GMT Board of Commissioners needs to approve the steps below before we can implement new service:

- Approval to Design Service
- Approval to Implement
- Board Consideration of Public Comment on Service Design

VTrans is willing to commit 100% of the necessary funding for the new service, including foregone fares, at a planning meeting held on June 21, 2019. GMT staff is working to schedule a time to test the route with RCT at the end of July. Once that meeting has occurred, we will establish a draft timetable for review.

Staff is asking the Board for **Approval to Seek Funds and Approval to Implement** new Route 14 Commuter service at the July 16, 2019 meeting. It is important to note that one of the required activities under the implementation process is holding a public hearing to present service changes. If the Board grants approval to design and implement the above service changes at the July Board meeting, staff would schedule and hold a public meeting with RCT before the September Board meeting and final approval based on board consideration of public comments would be requested at the September Board meeting.

Please see below for the requirements to implement the new service:

Route 14 Commuter Pay Hour increase: 765 annual hours

Capital requirements: GMT has the available rolling stock to operate these trips.



To: GMT Board of Commissioners  
 From: Jamie L. Smith, Director of Marketing and Planning  
 Date: July 10, 2019  
 Re: NextGen Update

**NextGen Implementation Update:**

In an effort to streamline some of the many exciting transportation projects in Central VT, it is the recommendation of GMT staff that we move the implementation of the rural NextGen Service Plan to a later date. There are several factors contributing to this decision, including:

- GMT's commitment to work with VTrans during the microtransit feasibility study to determine how microtransit would change the transportation landscape in Central VT.
- The recent hire of Jenn Wood as our new Public Affairs Coordinator. Although we have worked to maintain relationships in Washington and Lamoille Counties, we believe Jenn will be able to push our messaging further, in turn strengthening our outreach leading up to implementation.
- GMT staff would like to re-assess if the cost saving assumption made, in the FY20 budget discussions, still hold true. See below:

Local Fixed Route								
Route		Level of Service					Cost	Difference
		Buses	SH	RH	WSH	WRH		
Montpelier Barre	PROP	2	35.78	28.50	28.42	23.00	\$ 752,747	
	CUR	2	27.93	22.25	20.08	16.25	\$ 579,860	\$ 172,887
Hospital Hill	PROP	2	25.94	23.00	22.09	22.00	\$ 551,361	
	CUR	2	25.47	22.58	22.09	20.00	\$ 542,787	\$ 8,574
Downtown	PROP	1	14.06	12.00	-	-	\$ 254,450	
	CUR	1	11.33	9.67	-	-	\$ 205,045	\$ 49,406
BHHDR	PROP	-	-	-	-	-	\$ -	
	CUR	1	6	5	-	-	\$ 64,125	\$ (64,125)
Capital Shuttle	PROP	-	-	-	-	-	\$ -	
	CUR	1	11.58	10.42	-	-	\$ 209,569	\$ (209,569)
<b>Totals</b>	PROP	<b>5</b>	<b>75.78</b>	<b>63.50</b>	<b>50.51</b>	<b>45.00</b>	<b>\$ 1,558,558</b>	
	CUR	<b>7</b>	<b>82.31</b>	<b>69.92</b>	<b>42.17</b>	<b>36.25</b>	<b>\$ 1,601,385</b>	<b>\$ (42,827)</b>



Commuter Fixed Route								
Route		Level of Service					Cost	Difference
		Buses	SH	RH	WSH	WRH		
83	PROP	1	6	5	-	-	\$ 111,531	
	CUR	1	7.42	6.02	-	-	\$ 134,283	\$ (22,752)
93	PROP	1	5	3	-	-	\$ 96,104	
	CUR	1	7.5	5.22	-	-	\$ 135,731	\$ (39,627)
84	PROP	1	10	5.46	-	-	\$ 172,692	
	CUR	1	11.58	6.63	-	-	\$ 209,569	\$ (36,877)
<b>Totals</b>	PROP	<b>3.0</b>	<b>21.0</b>	<b>13.5</b>	-	-	<b>\$ 380,327</b>	
	CUR	<b>3.0</b>	<b>26.5</b>	<b>17.9</b>	-	-	<b>\$ 479,584</b>	<b>\$ (99,257)</b>

Please Note: 86 not included, no suggested changes to level of service

- We feel a more in-depth analysis of Complimentary door-to-door service is warranted. Currently, anyone in the Central VT area is able to request a deviation, however there will be an eligibility process for folks using paratransit. This analysis will help us better evaluate the financial impacts of moving to this service model.
- Urban NextGen is still in the first phase of rollout, and there is a need to make some changes in August. The delay will allow staff to focus their attention on making these changes before rolling out new services.
- In addition to the above, staff feels the delay would give is the time to properly outreach the changes to the passengers, stakeholders, and any other affected parties through advertising, on-board messaging, social media, our website, etc.

We will work with our partners, stakeholders, etc. to ensure the messaging is clear and concise about delaying implementation.



July 11, 2019

From: Matt Kimball, Capital Projects Manager  
To: GMT Board of Commissioners, Procurement File  
RE: GMT HQ Roof Replacement Award Recommendation

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### **Background/Project Description**

GMT's main facility at 15 Industrial Parkway (now 101 Queen City Park Road) has a ballasted membrane roof which is original to the building completed in 1997. The roof carried a 15-year warranty which expired in 2012. The expected useful life of this type of roofing system is 20 years assuming good installation practice. In recent years, GMT has experienced periodic leaks from multiple sections of the roof. It is difficult to identify the source of the leaks on ballasted roof systems, particularly those with tapered insulation as water may enter the insulation in one section and flow to another section where the leak enters the finished office space. The ballast stones also create difficulty in identifying tears in the membrane.

GMT contracted with Peterson Consulting to assist with Project Management responsibilities for the project. Peterson Consulting has a great deal of experience with roofing projects through their work with the UVM Medical Center and the Winooski Housing Authority. Their responsibilities for the project include coordination with the project architect, technical assistance with the bid process, facilitating approval of required submissions from the selected contractor, and construction oversight as the Owner's Representative.

The Project Architect for the roof replacement is Hinge Architecture. Wiemann-Lamphere Architects is subcontracting services to Hinge under GMT's existing A&E contract due to capacity constraints with their current load of projects. Hinge's responsibilities include the development of construction documents and specifications, review and approval of submittals, and inspection of the completed work.

### **Procurement Process**

On May 17, 2019, an Invitation for Bids (IFB) was released for the roof replacement at the 15 Industrial Pkwy building. The scope of work includes a complete removal of the ballast, membrane, and insulation to the roof deck and replacement with new insulation and an adhered membrane roof system.

### **Advertisement**

The IFB was advertised in the May 17, 2019 issue of the Burlington Free Press and was posted on the Vermont Bid Registry. The advertisement was also posted on the GMT website. Twelve firms requested copies of the IFB.



## **Pre-Bid Meeting**

A Mandatory pre-bid meeting was held on Thursday, May 23, 2019. Six firms were in attendance at the meeting.

## **Plans and Specifications**

Plans and Specifications were developed by Hinge Architecture and were included as part of the IFB.

## **Addenda**

Four addenda were issued as part of the IFB. Addenda were issued to address questions from potential bidders, amend the procurement schedule, update the bid form, and to provide details of a roof core analysis performed on the roof.

## **Receipt of Bid Packages**

Three firms submitted sealed bid packages in response to the IFB. The bidders were A.C. Hathorne, Evergreen Roofing, and Monahan & Loughlin. All bids were received prior to the deadline of 2:00pm on Friday, June 28, 2019. At 2:00, bids were opened publicly with the bid price read aloud and recorded. Monahan & Loughlin had the apparent low base bid at the time of opening.

## **Bid Review**

The base bid prices received were \$641,000 from Monahan & Loughlin, \$683,109 from A.C. Hathorne, and \$724,600 from Evergreen Roofing. All three bidders included all of the required certifications with their bids. A price analysis was performed evaluating the base price from the three bids and comparing them with the construction estimate prepared by Peterson Consulting of \$711,200.

Bid forms also included an alternate price for a non-tapered roof solution, optional pricing for a 25-year warranty, and optional pricing for price per square foot of TPO walkway pads. As the roof cores were inconclusive on the type of insulation used (tapered or non-tapered), GMT elected to include an alternate bid price for the non-tapered solution. The alternate prices for non-tapered insulation systems were lower than the tapered solution requested in the base bid, however upon further review of the paper As-Built drawings from the original building construction, a tapered insulation on the roof is definitively shown.

Staff does not anticipate electing any of the alternates or optional prices that were submitted at this time.

## **Scope Review with Low Bidder**

On July 9, 2019, GMT, Peterson Consulting, and Hinge Architecture held a scope review with Sean Monahan of Monahan & Loughlin. Topics of discussion included permitting requirements,



submittal process, warranty, project schedule, scope of work, and quality assurance. It was clear from the scope review that Monahan & Loughlin had accounted for all items in their bid price and that there should be no unnecessary adds expected during the project. Monahan & Loughlin presented the requested certifications from the roofing material manufacturer as well as an insurance certificate in compliance with the requirements outlined in the IFB.

The bid forms requested a start date for construction, which Monahan & Loughlin proposed a start date of August 1, 2019. This was confirmed at the scope review and that they anticipate completing the project well ahead of the completion deadline of November 29, 2019.

### **Federal Compliance**

The Bid Review confirmed that Monahan & Loughlin completed all of the required certifications and submitted them with their bid. Matt Kimball performed a check of the SAM.gov database for “Monahan & Loughlin” and “Monahan” and found no active exclusions for Monahan & Loughlin or any of its key officers.

### **Source of Funding**

Staff has confirmed that there is sufficient federal, state, and local funding in place to cover the entire cost of the contract for installation. The source of funds for the project have been included in the board approved FY19 capital budget under Line Item E.

### **Conclusion**

Review of the bids and the subsequent scope review concluded that Monahan & Loughlin is the lowest responsible bidder and that the firm meets the criteria outlined in the IFB. GMT staff is requesting that the Board of Commissioners approve an award to Monahan & Loughlin in the amount of \$641,000.



To: GMT Board of Commissioners

From: Nicholas Foss, Director of Finance; Matt Kimball, Capital Projects Manager

Date: July 11, 2019

RE: FY20 Capital Budget Adjustment

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Attached is an amended Capital Budget for approval by the Board of Commissioners. Staff has been engaged with VTrans in negotiating a grant agreement for FY20. There are a couple of items on which Staff and Vtrans are in agreement which necessitates an adjustment to the FY20 capital budget at this time. This amended budget was presented to the finance committee on July 9, 2019.

Following is the detail regarding the changes in this amendment.

**The rural capital budget has decreased by \$194,000. The following explains the changes to the rural capital budget approved in February 2019.**

Line item description	Inc/(Dec)
Line AA – Eight (8) Replacement vehicles	(\$240,000)
Line AF – Montpelier Transit Center Equipment (security system, computers, furniture, video displays, etc.)	\$46,000
Change in budget 100% totals	(\$194,000)

The change to Line AA reflects the actual amount of vehicle replacements that were funded for Fixed Route service in the proposed FY20 grant agreement. The change to Line AF reflects the actual amount needed for equipment at the Montpelier Transit Center including security system installation, workstation desks and computers, break room furniture, video display screens, and LED platform clocks. The adjustment to the capital budget is needed at this time so that staff can begin procuring equipment and enter into a contract for the installation of the security system. As building construction is anticipated to be completed in mid-August, the adjustments are needed now to avoid delays in up-fitting the Transit Center for operation by GMT.

The changes result in a decrease in local capital match for FY20 of \$19,400.

**No changes are made to the urban capital budget at this time.**

Green Mountain Transit  
FY20 Capital Budget Proposed

**FY20 Capital Budget**

7/16/19 Proposed Adjustments

Awarded Urban Capital										
Priority Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1 A	2- Replacement Big Buses	\$ 1,002,000	\$601,600	\$100,200	\$ 100,200	\$ 100,200.00	\$ -	\$ -	\$1,603,200	
1 B	2- Electric Vehicles (expansion)	\$ 2,833,332	\$2,550,000	\$141,666	\$ 141,666	\$ -	\$ 141,666	\$ 170,000	\$2,550,000	
1 D	10 - Replacement SSTA Vehicles	\$ 788,700	\$630,960	\$78,870	\$ 78,870	\$ -	\$ -	\$78,870	\$630,960	
2 E	3 Non-Revenue Replacements (driver relief etc)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 7,500.00	\$ -	\$ -	\$40,000	
2 F	Facility PM (such as front steps/handicap entrance, replace tile flooring, etc)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000.00	\$ -	\$ -	\$272,000	
2 G	Spare parts, miscellaneous support equipment	\$ 340,000	\$272,000	\$34,000	\$ 34,000	\$ 34,000.00	\$ -	\$ -	\$20,000	
3 H	Passenger Amenities (shelters, benches and bike racks)	\$ 89,000	\$71,200	\$8,900	\$ 8,900	\$ 8,900.00	\$ -	\$ -	\$20,000	
3 I	Equipment replacement and upgrades (phone/tablets/computers/downstairs copier)	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500.00	\$ -	\$ -	\$20,000	
<b>Total</b>		<b>\$ 5,203,032</b>	<b>\$ 4,445,760</b>	<b>\$ 378,636</b>	<b>\$ 378,636</b>	<b>\$ 158,100</b>	<b>\$ 141,666</b>	<b>\$ 299,766</b>	<b>\$ 5,116,160</b>	<b>\$ -</b>

Estimated Balance of LCMF 6/30/19 247,340  
Estimated Balance of LCMF 6/30/20 105,674

\*\* Special Services Transportation Agency  
\*\*\* Elders and Persons With Disabilities Program.

Rural Capital										
Priority Item	Description	100%	80% Federal	10% State	10% Local	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1 AA	8 Replacement Vehicles	\$ 760,000	\$608,000	\$76,000	\$ 76,000	\$ 76,000	\$ -	\$ -	\$608,000	
1 AC	Spare Parts, Misc. Support Equip, etc	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$20,000	
2 AD	Facility PM - rural facilities	\$ 25,000	\$20,000	\$2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$20,000	
2 AE	Shelter/Passenger Amenities	\$ 20,000	\$16,000	\$2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$20,000	
2 AE	Renovations/upgrades to the Berlin Facility including maintenance	\$ 2,100,000	\$1,680,000	\$210,000	\$ 210,000	\$ 80,000	\$ 130,000	\$ -	\$1,680,000	
2 AF	Montpelier Transit Center Equipment (security system, computers, furniture, video displays, etc.)	\$ 136,000	\$108,800	\$13,600	\$ 13,600	\$ 13,600	\$ -	\$ -	\$108,800	
<b>Total</b>		<b>\$ 3,066,000</b>	<b>\$ 2,452,800</b>	<b>\$ 306,600</b>	<b>\$ 306,600</b>	<b>\$ 176,600</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ 2,436,800</b>	<b>\$ -</b>

Estimated Balance of LCMF 6/30/19 173,699  
Estimated Balance of LCMF 6/30/20 43,686

\* Cut Away Bus = Truck/Van Front/Bus Body  
\*\* Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.

**Changes:**

- Reduced Line Item AA from \$1,000,000 to \$760,000. Purchasing ADA conversion vans in FY19 reduced the number of vehicles that are needed in FY20. Vtrans has included these vehicles in the proposed grant agreement for FY20. This change results in savings of \$24,000 in local capital match.
- Increased Line Item AF from \$90,000 to \$136,000. The initial budget for the MTC security system did not include design fees, project contingency, and some necessary equipment. This will also cover office furniture, computers, video displays, and LED c on the outdoor platform. Vtrans has included these items in the proposed grant agreement for FY20. This change results in an increase of \$4,600 in local capital match, which is covered by the reduction in vehicle replacements outlined above





To: GMT Finance Committee

From: Kim Wall, Grants Manager  
Matt Kimball, Capital Projects Manager  
Nick Foss, Director of Finance

Date: July 11, 2019

RE: FY20 State Grant Application

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In April GMT staff submitted an application to the Vermont Agency of Transportation (VTrans) for urban and rural funding for FY20. Attached is the summary of the draft award compared to the funding we requested and to the FY19 grant. After the final FY20 grant is executed, we will amend the capital and operating budgets to reflect the actual grant funding.

### Urban

GMT receives State Operating, CMAQ, Preventive Maintenance, Mobility Management, 5307 operating (flexed from 5311), and capital funding from VTrans. An explanation of what we requested and what was awarded follows:

**State Operating** – In FY19 VTrans reduced the urban state operating by \$200,000. We requested the return of the \$200,000 plus a 3% increase. **We did not receive the requested funding.** The FY20 award is \$7,406 higher than the FY19 grant.

**Preventive Maintenance** – We requested \$1,730,000 for preventive maintenance. This is based on our projected costs and results in a 7% increase over the FY19 grant. **We were not awarded an increase in preventive maintenance.**

**CMAQ (existing routes)** – We requested funding for our ongoing FY12 CMAQ routes based on our projected costs. The combined requested funding for these routes is a 12% increase over FY19, but the grant has not increased since FY16. VTrans awarded GMT the full requested increase for CMAQ.

**CMAQ (new routes)** - We also requested funding for the new Barre City Link route based on our projected costs. VTrans awarded GMT the full request. This funding includes state matching funds so this route is 100% funded by VTrans.

**5311 Flexed to 5307** – This is funding transferred from 5311 to 5307 for operating. We requested a 3% increase of the FY19 amount plus an additional \$63,517 to cover the cost of the Waterbury Commuter, which is no longer eligible for CMAQ funding. VTrans did not award GMT the 3% increase, but they did award the requested replacement funding for the Waterbury Commuter.



**Mobility Management** – Mobility Management funds a portion of the Mobility Management Coordinator position. We requested level funding of \$70,000 in federal funds and \$8,750 of state match. VTrans awarded the requested federal funding, but they did not award the 10% match.

**Vehicle Capital** – Staff requested funding in the amount of \$1,026,000 for two (2) replacement 40' buses, \$496,500 for five (5) replacement cutaways to be leased to SSTA and one (1) replacement cutaway to be leased to the Town of Essex, and \$25,000 for a replacement driver relief vehicle. Additionally, staff requested \$4,000 in state funds to match GMT existing federal funds for the purchase of two (2) replacement support vehicles. The funding awarded for the cutaways was \$1,500 less than requested, but we should still be able to order six (6) vehicles. We were awarded funding for everything else except the \$25,000 for the driver relief vehicle.

**Non-Vehicle Capital** - Staff requested federal and state funds of \$50,000 for Facility PM; \$340,000 for Engine and Transmission PM, spare parts, and support equipment; and \$25,000 for replacement office equipment (phones, tablets, computers, and copier). Additionally, staff requested state funds in the amount of \$8,900 for bus shelters, \$66,350 for renovations to the 1 Industrial facility, and \$45,000 for the roof replacement at 15 Industrial Parkway. We were awarded the funding we requested.

## Rural

GMT receives State Operating, 5311, CMAQ, RTAP, Planning, Mobility Management, E&D, and capital funding from VTrans. An explanation of what we requested and what was awarded follows:

**State Operating** – Rural state operating had a \$200,000 increase in FY19 corresponding with the \$200,000 decrease of urban state operating. We requested level funding for FY20. VTrans awarded GMT the requested funding.

**5311** – We requested a combined increase of \$344,000 for 5311 operating, admin, and maintenance. VTrans awarded GMT an increase of \$234,000.

**CMAQ (existing routes)** – We requested an increase of \$44,000 for the US 2 Commuter and Stowe Expanded Service. This is based on our projected FY20 costs. FY19 funding was fully expended in April. We received the requested increase.

**CMAQ (new routes)** - We requested \$97,181 of CMAQ funding and state match for the new Hardwick route, which we were awarded \$97,500 in funding. This route is 100% funded by VTrans.

**CMAQ (Montpelier Transit Center)** - We requested \$76,317 of CMAQ funding for the operating costs of the Montpelier Transit Center. These costs include a full time staff person and projected utility expenses. VTrans awarded us \$39,680 to cover utility and operating costs, but did not provide funding for a staff person.



**RTAP** – This funding is for training. We requested an additional \$7,000 for FY20. We received level funding.

**Planning** – We requested \$25,000. This will fund planning for the complimentary paratransit implementation, as well as the ride check. VTrans awarded GMT \$25,000.

**Mobility Management** – This will fund new staff costs for the complimentary paratransit startup. We requested \$56,250 in FY20 including \$50,000 of federal funding plus \$6,250 of state match. VTrans awarded GMT the federal \$50,000, but not the state match.

**E&D** – We requested a 3% increase. E&D funding goes to the service providers so this request is based on their needs. We also requested E&D make-up funding to cover the shortfall in FY18. Following the arrangement with VTrans, we are requesting half the funding in FY20 and half in FY21. VTrans awarded us the funding we requested.

**Vehicle Capital** – Staff requested funding in the amount of \$950,000 for ten (10) replacement vehicles for use in rural fixed route service, and \$165,000 for two (2) replacement vehicles to be leased to CIDER. We were awarded funding for eight (8) replacement fixed route vehicles and two (2) CIDER vehicles.

**Non-Vehicle Capital** – Staff requested funding in the amount of \$25,000 for spare parts and miscellaneous support equipment; \$25,000 for facility PM; \$20,000 to install a bus shelter; \$25,000 for equipment and furniture at the Montpelier Transit Center; \$111,000 for a security system at the Montpelier Transit Center; \$100,000 for an above ground fuel island; and \$2,185,000 for renovations to the Berlin Facility. We are still in the process of working out the grant for the Berlin renovations and the fuel island, but everything else we requested was awarded.

**FY20 State Grant - Urban Operating Funding Award**

	FY19 Grant (midyear)	FY20 Request	FY20 Award	Award vs Request	FY20 vs FY19
<b>State Operating</b>					
State Operating (including Waterbury Link Match)	\$ 2,254,786	\$ 2,528,220	\$ 2,262,192	\$ (266,028)	\$ 7,406

	FY19 Grant (midyear)	FY20 Request	FY20 Award	Award vs Request	FY20 vs FY19
<b>Preventive Maintenance</b>					
PM	\$ 1,613,684	\$ 1,730,000	\$ 1,613,684	\$ (116,316)	\$ -

	FY19 Grant (midyear)	FY20 Request	FY20 Award	Award vs Request	FY20 vs FY19
<b>FY12 CMAQ</b>					
CMAQ Total	\$ 1,002,122	\$ 1,122,399	\$ 1,122,399	\$ 0	\$ 120,277

	FY19 Grant (midyear)	FY20 Request	FY20 Award	Award vs Request	FY20 vs FY19
<b>New CMAQ</b>					
CMAQ for new Barre Link Route	\$ 29,624	\$ 109,842	\$ 109,842	\$ 0	\$ 80,218
State Match for Barre Link Route	\$ 7,406	\$ 27,460	\$ 27,461	\$ 1	\$ 20,055
Total	\$ 37,030	\$ 137,302	\$ 137,303	\$ 1	\$ 100,273

	FY19 Grant (midyear)	FY20 Request	FY20 Award	Award vs Request	FY20 vs FY19
<b>Other Funding</b>					
5307 flexed from 5311	\$ 229,993	\$ 236,893	\$ 230,000	\$ (6,893)	\$ 7
5307 flexed from 5311 for Waterbury CMAQ Replacement	\$ -	\$ 63,517	\$ 63,517	\$ (0)	\$ 63,517
5310 Mobility Management	\$ 70,000	\$ 70,000	\$ 70,000	\$ -	\$ -
Mobility Management Match	\$ 8,750	\$ 8,750		\$ (8,750)	\$ (8,750)
Total	\$ 308,743	\$ 379,160	\$ 363,517	\$ (15,643)	\$ 54,774

**Overall Total**      \$ 5,216,365    \$ 5,897,081    \$ 5,499,095    \$ (397,986)    \$ 282,730

**FY20 State Grant - Rural Operating Funding Award**

Funding Type	FY19 Grant (midyear)	FY20 Request (with CMAQ update added)	FY20 Award	Award vs Request	FY20 vs FY19
State Operating	\$1,100,000	\$1,100,000	\$1,100,000	\$0	\$0
5311	\$1,730,000	\$2,074,000	\$1,964,000	(\$110,000)	\$234,000
CMAQ - US 2 Commuter & Stowe Expansion	\$214,000	\$258,000	\$258,000	\$0	\$44,000
CMAQ - Capital Shuttle (federal and state) - the CMAQ portion of this route ended in FY19	\$107,500	\$0	\$0	\$0	(\$107,500)
CMAQ - Hardwick	\$4,144	\$77,744	\$78,000	\$256	\$73,856
CMAQ Match - Hardwick	\$1,036	\$19,436	\$19,500	\$64	\$18,464
CMAQ - MTC	\$0	\$76,317	\$39,680	(\$36,637)	\$39,680
5311 RTAP	\$18,000	\$25,000	\$18,000	(\$7,000)	\$0
Planning	\$25,000	\$25,000	\$25,000	\$0	\$0
Mobility Management (federal and state)	\$56,250	\$56,250	\$50,000	(\$6,250)	(\$6,250)
<b>Subtotal</b>	<b>\$3,255,930</b>	<b>\$3,711,748</b>	<b>\$3,552,180</b>	<b>(\$159,568)</b>	<b>\$296,250</b>
E&D - Wash, FGI, CC (Rural)	\$1,140,000	\$1,174,200	\$1,180,000	\$5,800	\$40,000
E&D - Chittenden County (State)	\$101,784	\$104,838	\$101,784	(\$3,054)	\$0
FY18 E&D Makeup		\$37,500	\$35,602	(\$1,898)	\$35,602
<b>Total E&amp;D</b>	<b>\$1,241,784</b>	<b>\$1,316,538</b>	<b>\$1,317,386</b>	<b>\$848</b>	<b>\$75,602</b>
<b>Overall Total</b>	<b>\$4,497,714</b>	<b>\$5,028,285</b>	<b>\$4,869,566</b>	<b>(\$158,719)</b>	<b>\$371,852</b>



To: GMT Board of Commissioners

From: Nick Foss, Director of Finance

Date: July 11, 2019

RE: People's United Bank Resolutions

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Staff met with representatives of People's United Bank on July 10, 2019 to review services provided. During that meeting, and as a result of my hiring, People's United Bank requested the following Board resolutions be passed at the July 16<sup>th</sup> meeting:

- **Business Card Resolution:** This will remove Mark Sousa and Michelle Daley as authorized signers of company credit cards, and assign that role to me. This will provide me with the authority to assign credit cards, as well as distribute the credit limit balance among company cardholders. **This does not grant me the authority to increase the overall credit card limit, which is currently \$30,000.** The Board Secretary must sign the PUB Business Card Resolution document after passage of the resolution. *Please see attached PUB resolution document for reference.*
- **Business Deposit Account Resolution:** This will allow the following individuals to sign checks, request account information, and authorize other types of requests from PUB: Nick Foss, John Moore, Kim Wall. The Board Chair must sign the PUB Business Deposit Account Resolution document after passage of the resolution, and that signature must be notarized. *Please see attached PUB resolution document for reference.*

If there are any questions pertaining to this memo, please contact Nick Foss, Director of Finance at (802) 540-2455 or email [nfoss@ridegmt.com](mailto:nfoss@ridegmt.com)



Government Banking & Finance

Two Burlington Square  
Burlington, Vermont 05401

T: 802.660.1358 F: 844.885.3580 Toll Free: 800.367.6711

## BUSINESSCARD RESOLUTION FORM FOR THE GREEN MOUNTAIN TRANSIT AUTHORITY

### Officer's Certificate Regarding BusinessCard Agreement Authorization

The undersigned, the Board Clerk of the Green Mountain Transit Authority (the "Authority"), a municipality created under the laws of the State of Vermont, hereby certifies that the following resolutions were adopted by the Board of Commissioners of the Authority at a meeting duly called and held on the 16<sup>th</sup> day of July, 2019 at which a quorum was present and acting throughout, and that such resolutions are now in full force and effect:

RESOLVED, that the following officer(s) of this municipality:

<u>Name</u>	<u>Title</u>
Nicholas Foss	Director of Finance

is hereby authorized and empowered, for and in behalf and in the name of the Green Mountain Transit Authority (i) to execute and deliver to People's United Bank (the "Bank") a BusinessCard Application for business purposes (the "agreement") setting forth the conditions on which the Bank shall on request issue MasterCard ("Credit Cards") jointly in the names of this municipality and authorized employees or other persons, for use only in connections with the business of this municipality, and (ii) to perform any act and to execute and deliver all instruments and documents which may be deemed necessary to carry out the purposes of the Agreement and these resolutions.

BE IT FURTHER RESOLVED, that each employee or other person designated in writing to the bank at any time for the purposes of the Agreement by any officer named in the immediately preceding resolution, is hereby authorized to use the Credit Card(s) issued pursuant to the Agreement in the joint names of such employee or other person and this municipality, and to charge purchases for the amount of this municipality by means of such Credit Card(s) and in connection therewith to sign sales drafts on behalf of this municipality evidencing such purchases.

BE IT FURTHER RESOLVED, that the bank be requested to extend credit to this municipality up to a maximum of \$30,000.00 any time outstanding with respect to charges for the account of this municipality pursuant to the provisions of the Agreement.

BE IT FURTHER RESOLVED, that these resolutions shall have force and effect of a continuing agreement between the Bank and this municipality, on which agreement the Bank may rely and this municipality shall be bound until the Bank is otherwise advised in writing by one of the above-named officers of this municipality.

I, the Board Clerk/Secretary of the Green Mountain Transit Authority certify that the above resolutions were approved by a majority of the Board of Commissioners on the 16<sup>th</sup> day of July, 2019.

Attest: \_\_\_\_\_  
Board Clerk/ Secretary



**BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS**

<b>Legal Name of Business (the "Depositor")</b>	Green Mountain Transit Authority
<b>Trade Names of Depositor, If Any (i.e. Doing Business As)</b>	
<b>Primary Address of Depositor</b>	101 Queen City Park Road Burlington, VT 05401
<b>Type of Legal Entity</b>	Public Funds
<b>Owner, President, Chairperson, General Partner, Authorized Officer, Managing Member or Principal (Specify Name &amp; Title)</b>	Board Chair
<b>Account Number</b>	

The Certified Resolutions that appear in this document have been duly adopted by the owner(s) or the governing body of the Depositor whose identifying information appears above and which the signers below certify as correct. When the phrase "Deposit Accounts" appears in these Resolutions, it means any or all of the following People's United Bank, N.A. deposit accounts: People's United Business Checking Accounts, People's United Business Savings Accounts, People's United Business Money Market Accounts, and People's United Commercial Certificates of Deposit or any additional accounts which may be established in the future.

When the phrase "Deposit Services" appears in these Resolutions, it means the following People's United Bank deposit services: People's United Business Debit Card, People's United Business ATM Card, Telephone Banking, and Online Banking, or any additional service which may be requested.

The Certified Resolutions authorize and direct the Depositor: (i) to establish the Deposit Accounts with People's United Bank and to obtain the Deposit Services from People's United Bank; and (ii) to enter into and to be bound by the People's United Bank Business Deposit Account Contract (including the People's United Bank Business Schedule of Deposit Account Charges), in its current form and as it may be modified from time to time (the "Business Deposit Account Contract"). People's United Bank will open and maintain the Deposit Accounts and provide the Deposit Services for the Depositor in reliance on these Certified Resolutions.

**Authorization of Deposit Accounts at People's United Bank**

RESOLVED, That People's United Bank, N.A. ("People's United Bank") an FDIC insured depository institution headquartered in Bridgeport, Connecticut, be, and it hereby is, designated a depository of funds of the Depositor, with authority to accept at any time for the credit of the Depositor deposits in the Deposit Accounts by any person or entity seeking to make such deposit and in whatever manner such deposit is endorsed or if unendorsed; and

RESOLVED, That the Depositor be, and it hereby is, authorized and directed to enter into and to be bound by the Business Deposit Account Contract and that all of the Deposit Accounts and Deposit Services shall be subject to such Business Deposit Account Contract, as modified from time to time and Depositor waives its right to jury trial in any action arising out of or connected with any account or service; and

**Authorized Signers**

RESOLVED, That each of the following named individuals, or persons from time to time holding the following offices of the Depositor, be, and each hereby is, designated as an Authorized Signer to act on behalf of the Depositor in accordance with these Certified Resolutions (fill in names and titles of individuals); and

<b>Please Print Name of Authorized Signer</b>	<b>Please Print Title of Authorized Signer</b>
Nicholas Foss	Director of Finance, Signer
Jon Moore	Acting General Manager, Signer
Kim Wall	Grants Manager, Signer





**BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS**

<b>Legal Name of Business (the "Depositor")</b>	Green Mountain Transit Authority
<b>Trade Names of Depositor, If Any (i.e. Doing Business As)</b>	
<b>Primary Address of Depositor</b>	101 Queen City Park Road Burlington, VT 05401
<b>Type of Legal Entity</b>	Public Funds
<b>Owner, President, Chairperson, General Partner, Authorized Officer, Managing Member or Principal (Specify Name &amp; Title)</b>	Board Chair
<b>Account Number</b>	

The Certified Resolutions that appear in this document have been duly adopted by the owner(s) or the governing body of the Depositor whose identifying information appears above and which the signers below certify as correct. When the phrase "Deposit Accounts" appears in these Resolutions, it means any or all of the following People's United Bank, N.A. deposit accounts: People's United Business Checking Accounts, People's United Business Savings Accounts, People's United Business Money Market Accounts, and People's United Commercial Certificates of Deposit or any additional accounts which may be established in the future.

When the phrase "Deposit Services" appears in these Resolutions, it means the following People's United Bank deposit services: People's United Business Debit Card, People's United Business ATM Card, Telephone Banking, and Online Banking, or any additional service which may be requested.

The Certified Resolutions authorize and direct the Depositor: (i) to establish the Deposit Accounts with People's United Bank and to obtain the Deposit Services from People's United Bank; and (ii) to enter into and to be bound by the People's United Bank Business Deposit Account Contract (including the People's United Bank Business Schedule of Deposit Account Charges), in its current form and as it may be modified from time to time (the "Business Deposit Account Contract"). People's United Bank will open and maintain the Deposit Accounts and provide the Deposit Services for the Depositor in reliance on these Certified Resolutions.

**Authorization of Deposit Accounts at People's United Bank**

RESOLVED, That People's United Bank, N.A. ("People's United Bank") an FDIC insured depository institution headquartered in Bridgeport, Connecticut, be, and it hereby is, designated a depository of funds of the Depositor, with authority to accept at any time for the credit of the Depositor deposits in the Deposit Accounts by any person or entity seeking to make such deposit and in whatever manner such deposit is endorsed or if unendorsed; and

RESOLVED, That the Depositor be, and it hereby is, authorized and directed to enter into and to be bound by the Business Deposit Account Contract and that all of the Deposit Accounts and Deposit Services shall be subject to such Business Deposit Account Contract, as modified from time to time and Depositor waives its right to jury trial in any action arising out of or connected with any account or service; and

**Authorized Signers**

RESOLVED, That each of the following named individuals, or persons from time to time holding the following offices of the Depositor, be, and each hereby is, designated as an Authorized Signer to act on behalf of the Depositor in accordance with these Certified Resolutions (fill in names and titles of individuals); and

<b>Please Print Name of Authorized Signer</b>	<b>Please Print Title of Authorized Signer</b>
Nicholas Foss	Director of Finance, Signer
Jon Moore	Acting General Manager, Signer
Kim Wall	Grants Manager, Signer

Branch:

Employee ID:

Date:

### Use of Deposit Accounts

RESOLVED, That People's United Bank be, and it hereby is, authorized and directed to certify, pay, or otherwise honor all checks, drafts, notes, bills of exchange, acceptances, and other instruments (collectively, "Instruments") or orders for the payment, transfer, or withdrawal of money, including electronic orders or transfers, for whatever purpose and to whomsoever payable when such Instruments and/or orders are made, signed, or endorsed by the signature, the facsimile or specimen signature (actual or purported), or the oral direction of any ONE of the Authorized Signers, including payments and/or transfers to any one or more Authorized Signers and even if such payment, transfer, or withdrawal will create or increase an overdraft in the account on which it is drawn, although any such payment shall be permitted in the sole discretion of People's United Bank; and

RESOLVED, That each Authorized Signer be, and hereby is, individually authorized on behalf of the Depositor to open and close the Deposit Accounts, to apply for and to obtain any services related to those accounts (including the Deposit Services), to update information on any Deposit Account, and to endorse, negotiate, and collect any and all Instruments; and

RESOLVED, That each Authorized Signer be, and hereby is, individually authorized on behalf of the Depositor to instruct, orally or by such other means as People's United Bank may make available to the Depositor, People's United Bank to initiate the transfer of funds between any Deposit Account and any other Deposit Account; and

RESOLVED, That People's United Bank may rely on the signature, endorsement, order, facsimile signature, specimen signature, or oral instruction reasonably believed by People's United Bank to be made by any ONE Authorized Signer, and that People's United Bank may act on any direction of any ONE Authorized Signer without inquiry and without regard to the application of the proceeds thereof, provided that People's United Bank acts in good faith; and

RESOLVED, That the Depositor hereby acknowledges that People's United Bank will assign the Depositor a Business Personal Security Number and/or a Business Identification Number that any Authorized Signer will be able to use to access one or more of the Deposit Accounts via telephone, on the Internet, or through the use of a Business Card, if such a Card is issued to the Depositor; and

RESOLVED, That, if the Depositor receives a Business ATM Card or Business Debit Card, the Depositor hereby authorizes each Authorized Signer to receive his or her own unique Personal Identification Number that will enable that Authorized Signer to utilize the Depositor's Business ATM card or Business Debit Card to access some or all of the Deposit Accounts on behalf of the Depositor; and

### Miscellaneous Resolutions

RESOLVED, That People's United Bank shall not be liable in connection with the collection of Instruments and/or orders that are handled by People's United Bank without gross negligence, and People's United Bank shall not be liable for the acts or failure to act of its agents or subagents, any networks, clearing houses, or other interchanges or devices used, or for any other casualty; and

RESOLVED, That the Depositor assumes full responsibility for and shall indemnify People's United Bank against all losses, costs, liabilities, and claims resulting from payments, withdrawals, transfers, or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon, these Resolutions; and

RESOLVED, That the Depositor shall notify People's United Bank promptly and in writing of any change in (a) these Resolutions; (b) the identity of the Authorized Signers; (c) the identity of persons authorized to obtain and use a Business ATM Card; (d) the identity of the persons authorized to use a Business Debit Card on behalf of the Depositor; (e) the ownership of the Depositor; or (f) the Depositor's legal structure or status, including the Depositor's dissolution or bankruptcy; and

RESOLVED, That People's United Bank may rely on these Certified Resolutions and on any certification by any ONE Authorized Signer or authorized representative of the Depositor as to the names and signatures of the Authorized Signers of the Depositor until People's United Bank has actually received written notice, facsimile or otherwise, of a change and has had a reasonable period of time to act on such notice; and

RESOLVED, That each of the persons listed at the end of the Certified Resolutions as a signer of the Certified Resolutions be, and each hereby is, designated a duly authorized representative of Depositor for all matters related to these Certified Resolutions, including the execution of this document on behalf of the Depositor, and the certification to People's United Bank (a) of the name, office (if any), and signature of each of the Authorized Signers, (b) that the Resolutions set forth herein have been adopted in accordance with all applicable governing documents, third party agreements, and laws applicable to the Depositor, and (c) of all other matters to be certified herein.

### Certifications

Each individual who signs this document hereby certifies and warrants to People's United Bank that:

- (a) The Resolutions set forth herein: (i) have been properly adopted by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties, and all laws applicable to the Depositor; (ii) have not been modified or rescinded; and (iii) are in full force and effect and binding on the Depositor.
- (b) He or she is the duly authorized representative of the Depositor, authorized to act on behalf of the Depositor in all matters pertaining to its rights, responsibilities, and activities in connection with these Certified Resolutions including but not limited to executing this document on behalf of the Depositor;
- (c) The Depositor is duly organized and in good standing in the jurisdiction in which it is organized;
- (d) A current and complete copy of the Depositor's organizational document (for example, its certificate of incorporation, its articles of organization, its partnership agreement, its charter, or other similar document) has been provided herewith to People's United Bank. Sole proprietorships are not required to submit an organizational document;
- (e) If the Depositor is a corporation owned by one shareholder, the undersigned certifies to People's United Bank that he/she is the sole shareholder and officer of such corporation;
- (f) If a trade name is used by Depositor, the undersigned certifies that a duly certified Trade Name or Doing Business As Certificate or the equivalent has been delivered to People's United Bank;

- (g) If the Depositor is a limited liability company or partnership, the undersigned are all of its members, managers, or partners, as the case may be;
- (h) He or she understands that People's United Bank will rely on the truth of these certifications in conducting business with the Depositor;
- (i) If the Depositor, or any one individual listed as an authorized signer, should direct People's United Bank to make preauthorized transfers, to combine or to electronically deliver account statements, or to establish an internet banking relationship including the designation of an Internal administrator that can entitle other individuals (who may or may not be signers) to view and have access to any and all accounts granted the right by People's United Bank at its sole discretion, the Depositor hereby agrees to be subject to the terms and conditions of the BDAC, the Business Deposit Account Schedule of Charges, the Business Electronic Banking Agreement, and any other agreements, as updated, with People's United Bank that apply to the depositor's accounts now or in the future;
- (j) The Depositor (and any current or future authorized signatories or otherwise designated individuals) hereby certifies that it does not, nor will it ever engage in restricted transactions, such as internet gambling. Such transactions are prohibited from being processed into or out of the Depositor's account(s) or relationship via any means, including but not limited to check or check collection systems, electronic money transmission, card-based transactions (ATM or Business Debit Card), ACH (Automated Clearing House), Wire Transfers, or third-party processors; and
- (k) Each signature below represents the true and accurate signature of the named person and that such person holds the corresponding title (if any);

IN WITNESS WHEREOF, I/we have signed these Certified Resolutions on the 16th day of July, 2019.

**SIGNING INSTRUCTIONS**

- **A Business Owned by Only One Person:** If the Depositor is owned by only one person, this document must be signed by the owner. In the case of a corporation that is owned by only one shareholder, this document must be signed by the president of the corporation.
- **Partnership:** If the Depositor is a partnership, this document must be signed by all of the general partners of the Depositor. This includes a business owned jointly by a husband and wife.
- **Limited Liability Company:** If the Depositor is a limited liability company with more than one member, this document must be signed by each of the members of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers rather than the member(s).
- **Limited Liability Partnership:** If the Depositor is a limited liability partnership with more than one partner, this document must be signed by each of the partners of the Depositor. If the Depositor is operated by one or more manager(s), this document may be signed by each of the managers, rather than the partner(s).
- **Corporation Owned by More than One Shareholder:** If the Depositor is a corporation that is owned by more than one shareholder, this document must be signed by the president of the corporation. If the president of the corporation is also an Authorized Signer (listed above), at least one additional person must also sign this document.
- **Corporation Owned by One Shareholder:** If the Depositor is a corporation that is owned by one shareholder, this document must be signed by the president.
- **Other Entity:** If the Depositor is an entity not listed above, this document must be signed by a person or persons authorized by the governing body of the Depositor to do so. If one of the persons signing this document is also an Authorized Signer (listed above), at least one additional person must also sign this document.

**IF ANY PERSON SIGNS THIS DOCUMENT OUTSIDE OF THE PRESENCE OF A PEOPLE'S UNITED BANK REPRESENTATIVE, THAT PERSON'S SIGNATURE MUST BE NOTARIZED.**

<p>Signature _____</p> <p>Printed Name <b>BOARD CHAIR</b></p> <p>Title _____</p> <p>Signature of People's United Bank Witness _____</p> <p>Printed Name of People's United Bank Witness _____</p>	<p style="text-align: center;"><b>Notary Acknowledgement</b></p> <p>(Notary is needed only if form is not signed before a People's United employee)</p> <p>State of _____ )</p> <p style="text-align: right;">)ss.: _____</p> <p>County of _____ )</p> <p>On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted, executed the instrument.</p> <p style="text-align: center;">STAMP</p> <p style="text-align: right;">_____ Notary Public, State of _____</p>
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Branch:

Employee ID:

Date:

People's United Bank, N.A. COM200 V8 5/2019

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Member FDIC