



**Green Mountain Transit Board of Commissioners  
May 21, 2019 - 7:30 a.m.  
15 Industrial Parkway, 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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- 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\*
- April 16, 2019 Board Meeting Minutes
  - Check Register
  - ADA and Broker Services 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. GM Update
- 7:45 a.m. 6. Financial Update – Kimberly Wall/Debbie Coppola
- 8:00 am 7. Token Transit Memo\*
- 8:10 a.m. 8. VTrans Update – Ross MacDonald
- 8:25 a.m. 9. Hiring Practices at GMT – Trish Redalieu
- 8:45 a.m. 10. Board of Commissioners Terms

9:00 a.m. 11. GM & Committee reports

- *Strategy Committee: Next scheduled meeting is June 10<sup>th</sup> at 8:30 am*
- *Operations Committee: Next scheduled meeting is June 10<sup>th</sup> @ 9:30 am.*
- *Leadership Committee: Next scheduled meeting is June 10<sup>th</sup> @ 10:30 am.*
- *Finance Committee: Next scheduled meeting is June 11<sup>th</sup> @ 8:30 am.*
- *Commissioner Comments and Announcements*

9:10 a.m. 12. Executive Session - GM Contract

9:20 a.m. 13. GM Contract Approval\*

9:30 a.m. 14. Adjourn

Next GMT meeting date: June 18<sup>th</sup>, 2019 @ 7:30 am at GMT.

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 Whitemore 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.

**Conference call in number: 540-2449 (guests id#11591)**



## GMT Board Minutes

Date: April 16, 2019

Time: 4:30 PM

Place: **GMT Conference Room**  
**6088 Route 12, Berlin, VT**

### **Present:**

Tom Chittenden, Chair, South Burlington  
Bonnie Waninger, Vice Chair, Washington County  
Denis Barton, Secretary, Shelburne  
Paul Bohne, Treasurer, Essex  
Chapin Kaynor, Commissioner, Williston  
Bob Buermann, Commissioner, Grand Isle County  
John Sharrow, Commissioner, Milton  
Phil Pouech, Commissioner, Hinesburg  
Tasha Wallis, Commissioner, Lamoille County  
Chapin Spencer, Commissioner, Burlington (via phone)

Mark A. Sousa, General Manager  
Cari Whittemore, Executive Assistant  
Michelle Daley, Director of Finance and Grants  
Jon Moore, Director of Transportation  
Jamie Smith, Marketing and Public Affairs Manager  
Kimberly Wall, Grants Manager

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

Ross McDonald, VTrans  
Elaine Haney, Essex Select Board  
Brian Waters

**Open Meeting** - Commissioner Waninger opened the meeting at 4:30 PM. A quorum of the Board was present.

Chair Chittenden enters- 4:41 PM  
Commissioner Bohne enters- 4:41 PM  
Commissioner Pouech enters- 4:41 PM

**Adjustment to the Agenda-** Mr. Sousa requested that the NextGen presentation be moved and discussed after the Token Transit presentation. The board agreed.

**Public Comment** – Elaine Haney submitted a letter to the board and read the same letter to the board regarding the Saxon Hill and River Road routes. Brian Waters also submitted a petition to the board regarding the Saxon Hill and Sand Hill routes. Both letters are attached to these minutes.

**Approval of the March 2019 Board Meeting Minutes** - Commissioner Waninger made a motion to approve all meeting minutes. Commissioner Bohne seconded the motion. All were in favor and the minutes were approved.

**GM Update-** Mr. Sousa stated that the new electric buses are on track to be delivered August/September time frame. On Monday, April 10<sup>th</sup> GMT had an end of the season party for the season drivers which included feedback from the drivers on how the year went. MR. Sousa explained that GMT has been approached by a solar company about the possibility of bringing solar to the 15 Industrial Parkway building. Mr. Sousa stated that he and Matt Kimball will be meeting with the solar company and will bring the information to the board. Mr. Sousa gave an update on hiring of the new Director of Finance.

**Token Transit Memo\***- This topic was tabled until the next board meeting.

**NextGen Service Plan & Implementation\*** - Jon Moore and Jamie Smith presented the NextGen power point that they have been showing at the public meetings. There was much discussion regarding the power point. Commissioner Spencer proposed the motion as: moved to approve NextGen service plan as presented for the urban system to take effect June 17, 2019 and direct staff to make best effort to launch the real time bus arrival app and the mobile ticketing app by the NextGen implementation date. The motion was seconded by Commissioner Bohne. The motion passed unanimously.

**Fare Increase\***- Jon Moore presented a slide showing the breakdown of the 2 fare increase options. Mr. Moore stated that staff recommends option 2. A motion to pass the option 2 fare increase was proposed by Commissioner Barton, Commissioner Pouech seconded the motion. The motion passed unanimously. The fare increase will begin June 17, 2019.



**Continuous Improvement-** Ross MacDonald from VTrans presented a power point regarding continuous improvement. There was discussion regarding the presentation. Commissioner Barton stated that GMT is currently doing something very similar with the Performance Improvement Plan.

**Financial Update** – Michelle Daley gave a financial update referring to the memo she offered at the previous finance committee meeting. Ms. Daley stated that the NextGen implementation along with the new cutaways will reduce costs. There was discussion regarding the urban grants process.

**Committee reports-** Committee reports were tabled until the next board meeting.

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

**Executive Session-** GM Contract & Personnel Update. Motion to go into executive session for issues related to personnel. Approved on a motion by Commissioner Buerman and seconded by Commissioner Spencer.

Executive session ended with no recommendation for action at 8:25PM.

Motion to adjourn approved at 8:30PM on a motion by Commissioner Kaynor and seconded by Commissioner Barton.

**Adjourn** – The Executive Session adjourned at approximately 8:30PM

**Next GMT meeting date:** May 21, 2019 @ 7:30 am at GMT 15 Industrial Parkway, Burlington, VT

Respectfully Submitted,

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Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
4/5/2019	V279	ABC Bus Companies-Muncie	88007	\$ 476.38	
4/5/2019	V217	Airgas USA, LLC	88008	\$ 190.63	
4/5/2019	V415	Amazon	88009	\$ 946.74	
4/5/2019	V219	Abuchon C/O Blue Tarp Financial, Inc	88010	\$ 103.01	
4/5/2019	V399	Axle Tech International	88011	\$ 1,521.97	Part Invoice
4/5/2019	V1334	Background Investigation Bureau, LLC	88012	\$ 92.00	
4/5/2019	V248	Bay State Elevator Company	88013	\$ 464.54	
4/5/2019	V1481	Blue Flame Gas	88014	\$ 436.73	
4/5/2019	V284	Brenntag Lubricants Northeast	88015	\$ 2,201.19	3 Part Invoices
4/5/2019	V224	Burlington Communications	88016	\$ 198.25	
4/5/2019	V226	Burlington Public Works-Water	88017	\$ 142.07	
4/5/2019	V851	Champlain Medical	88018	\$ 785.00	
4/5/2019	V235	Clark's Truck Center	88019	\$ 925.00	
4/5/2019	V220	Class C Solutions Group	88020	\$ 1,028.30	2 Part Invoices
4/5/2019	V1240	ClearChoiceMD	88021	\$ 95.00	
4/5/2019	V600	Cody Chevrolet	88022	\$ 352.15	
4/5/2019	V236	Colonial Supplemental Insurance	88023	\$ 34.95	
4/5/2019	V928	Conway Office Solutions	88024	\$ 157.58	
4/5/2019	V815	Curved Glass Distributors	88025	\$ 942.00	
4/5/2019	V241	D & W Diesel, Inc.	88026	\$ 2,235.38	2 Part Invoices
4/5/2019	V250	Fisher Auto Parts	88027	\$ 2,308.57	22 Part Invoices
4/5/2019	V253	FleetWave Partners, LLP	88028	\$ 4,716.00	3 Radio Invoices
4/5/2019	V394	Formula Ford Inc.	88029	\$ 262.87	
4/5/2019	V257	Gillig Corp.	88030	\$ 2,078.19	5 Part Invoices
4/5/2019	V259	Grainger	88031	\$ 1,031.71	3 Part Invoices
4/5/2019	V260	Green Mountain Kenworth, Inc.	88032	\$ 1,643.59	5 Part Invoices
4/5/2019	V261	Green Mountain Power	88033	\$ 40.51	
4/5/2019	V262	Hall Communication, Inc.	88034	\$ 1,248.00	Recruiting Invoice
4/5/2019	V263	Heritage Ford	88035	\$ 62.59	
4/5/2019	V328	Kirk's Automotive Inc.	88036	\$ 1,894.95	5 Part Invoices
4/5/2019	V1509	Lawson Products, Inc	88037	\$ 86.89	
4/5/2019	V702	Lin National Life Insurance Company	88038	\$ 12,052.11	Insurance
4/5/2019	V1191	Lucky's Trailer Sales Inc.	88039	\$ 8.29	
4/5/2019	V1455	Mag & Sons Clothing	88040	\$ 499.54	
4/5/2019	V272	Magee Office Plus	88041	\$ 182.52	
4/5/2019	V276	Metalworks	88042	\$ 106.25	
4/5/2019	V1068	Midwest Bus Corporation	88043	\$ 1,230.00	Part Invoice
4/5/2019	V278	Mohawk Mfg. & Supply Co.	88044	\$ 152.79	
4/5/2019	V223	O'Reilly Auto Enterprises, LLC	88045	\$ 139.90	
4/5/2019	V288	Regional Health Centers of the South	88046	\$ 123.00	
4/5/2019	V1726	Pinnacle Promotions	88047	\$ 486.67	
4/5/2019	V291	Prevost Parts	88048	\$ 327.46	
4/5/2019	V465	Queen City Printers, Ins.	88049	\$ 1,806.00	Marketing Invoice
4/5/2019	V296	Rouse Tire Sales	88050	\$ 928.00	
4/5/2019	V297	Safety-Kleen Systems, Inc.	88051	\$ 372.51	
4/5/2019	V302	Sports & Fitness Edge Inc.	88052	\$ 824.50	
4/5/2019	V1678	Tera Office Solutions	88053	\$ 285.90	
4/5/2019	V273	Transit Holding, Inc.	88054	\$ 557.84	

4/5/2019	V1030	UniFirst Corporation	88055	\$ 402.76	
4/5/2019	V410	Vermont Gas Systems, Inc.	88056	\$ 575.98	
4/5/2019	V1683	VHV Company	88057	\$ 785.27	
4/5/2019	V336	W.B Mason Co., Inc.	88058	\$ 289.00	
4/5/2019	V433	Workplace Solutions, Inc.	88059	\$ 1,450.00	EAP
4/5/2019	V796	Yipes Auto Accessories	88060	\$ 783.75	
4/8/2019	V10	Vt Office of Child	EFT000000014166	2/4/1901	
4/12/2019	V1723	Abare, Ronald	88063	6/22/1901	Volunteer
4/12/2019	V1423	Alling, Andrew	88064	3/18/1900	
4/12/2019	V1025	Alter, Charles	88065	9/23/1900	Volunteer
4/12/2019	V1714	Bigelow, Ashley	88066	2/15/1900	
4/12/2019	V1724	Bonnell Marlene	88067	9/21/1900	Volunteer
4/12/2019	V1482	Cady, Duane	88068	4/4/1900	
4/12/2019	V471	Constantine, Julia	88069	10/10/1900	Volunteer
4/12/2019	V555	Ernst, Richard	88070	3/29/1900	
4/12/2019	V1573	Fairbanks, Dori	88071	6/23/1900	Volunteer
4/12/2019	V1516	Gagnon, Chaz	88072	9/4/1900	Volunteer
4/12/2019	V1687	Houghton, Gregory	88073	4/30/1902	Volunteer
4/12/2019	V203	Ladd, Joyce	88074	11/22/1900	Volunteer
4/12/2019	V205	LeBlanc, Alice	88075	1/31/1900	
4/12/2019	V1718	Luke, Norma	88076	5/14/1900	Volunteer
4/12/2019	V605	Murphy, Sidney	88077	4/5/1900	
4/12/2019	V181	Owen, Helen	88078	5/15/1904	Volunteer
4/12/2019	V1138	Pease, Charles	88079	7/8/1900	Volunteer
4/12/2019	V1719	Pelletier, Charles	88080	3/12/1901	Volunteer
4/12/2019	V1611	Russin, Tina	88081	3/30/1900	
4/12/2019	V1720	Schmitt, Karlyn	88082	4/29/1900	Volunteer
4/12/2019	V1655	Sciria, Andrew	88083	8/31/1900	Volunteer
4/12/2019	V1592	Stiles, Janet	88084	2/8/1900	
4/12/2019	V1725	Utton, Debra	88085	6/28/1900	Volunteer
4/12/2019	V1614	Vermont Ride Network, Inc.	88086	10/7/1900	Volunteer
4/12/2019	V1595	Waller, Marlys	88087	5/31/1900	Volunteer
4/12/2019	V962	Williams, Kenneth	88088	2/20/1900	
4/12/2019	V944	Woodward, Patricia	88089	8/13/1901	Volunteer
4/12/2019	V279	ABC Bus Companies-Muncie	88090	7/22/1905	3 Part Invoices
4/12/2019	V214	AT&T Mobility	88091	3/22/1900	
4/12/2019	V284	Brenntag Lubricants Northeast	88092	3/11/1903	2 Part Invoices
4/12/2019	V224	Burlington Communications	88093	9/16/1900	
4/12/2019	V226	Burlington Public Works-Water	88094	8/8/1906	2 Water Bills
4/12/2019	V227	Burlington Telecom	88095	9/9/1905	IT Invoice
4/12/2019	V964	Campbell, Arthur	88096	7/10/1900	DCAP Reimbursement
4/12/2019	V220	Class C Solutions Group	88097	7/14/1904	4 Part Invoices
4/12/2019	V1357	CleanPro, Inc	88098	10/15/1902	Monthly Cleaning
4/12/2019	V600	Cody Chevrolet	88099	12/4/1902	5 Part Invoices
4/12/2019	V1728	Dalmer, Brian	88100	3/19/1900	
4/12/2019	V242	Danform Shoes	88101	7/7/1900	
4/12/2019	V250	Fisher Auto Parts	88102	10/2/1901	
4/12/2019	V1729	Garrett's Properties	88103	8/7/1901	
4/12/2019	V799	Gauthier Trucking Company, Inc.	88104	1/9/1901	

4/12/2019	V257	Gillig Corp.	88105	10/24/1909	7 Part Invoices
4/12/2019	V1129	Global Montello Group Corp	88106	9/12/2036	Fuel
4/12/2019	V1639	Gratton, Yancey	88107	2/16/1900	
4/12/2019	V260	Green Mountain Kenworth, Inc.	88108	9/23/1903	4 Part Invoices
4/12/2019	V263	Heritage Ford	88109	1/22/1900	
4/12/2019	V1204	Interstate Batteries	88110	6/26/1900	
4/12/2019	V472	Irving Energy Distribution	88111	7/14/1904	Fuel Oil Invoice
4/12/2019	V1703	ohn G. French & Sons Trucking, Inc	88112	2/23/1901	
4/12/2019	V122	Kerrigan, James	88113	4/9/1900	Shoe Reimbursement
4/12/2019	V1354	Lavallee, Katie	88114	1/15/1900	
4/12/2019	V1509	Lawson Products, Inc	88115	5/5/1900	
4/12/2019	V270	Lowe's	88116	2/14/1900	
4/12/2019	V278	Mohawk Mfg. & Supply Co.	88117	1/18/1900	
4/12/2019	V345	North, Kevin	88118	4/9/1900	Shoe Reimbursement
4/12/2019	V223	O'Reilly Auto Enterprises, LLC	88119	4/27/1903	3 Part Invoices
4/12/2019	V1484	s Environment & Infrastructure Gro	88120	2/6/1900	
4/12/2019	V993	Paws Trucking, LLC	88121	2/29/1900	
4/12/2019	V545	Pitney Bowes - Leasing	88122	3/15/1900	
4/12/2019	V291	Prevost Parts	88123	3/3/1900	
4/12/2019	V1195	Rounds Construction Inc.	88124	7/18/1900	
4/12/2019	V298	Sanel Auto Parts Co.	88125	3/23/1900	
4/12/2019	V299	SB Collins, Inc.	88126	5/11/1912	Fuel
4/12/2019	V300	Seven Days	88127	12/12/1902	Employment Ads
4/12/2019	V686	Shearer Chevrolet	88128	6/5/1901	
4/12/2019	V301	Sovernet	88129	11/28/1902	IT Invoice
4/12/2019	V308	Steadman Hill Consulting, Inc.	88130	9/14/1931	Consulting Invoice
4/12/2019	V312	Stowe, Town of	88131	10/1/1903	2 fuel Oil Invoices
4/12/2019	V309	Stride Creative Group	88132	12/1/1900	
4/12/2019	V734	Thermo King Northeast/Dattco	88133	2/12/1904	Part Invoice
4/12/2019	V452	Times Argus, The	88134	9/22/1900	
4/12/2019	V1030	UniFirst Corporation	88135	4/24/1900	
4/12/2019	V385	Vermont Offender Work Program	88136	2/3/1901	
4/12/2019	V336	W.B Mason Co., Inc.	88137	9/15/1900	
4/12/2019	V1722	Wolcott, Corey	88138	4/8/1900	
4/12/2019	V153	Alburgh Taxi	EFT000000014167	1/31/1906	Volunteer
4/12/2019	V55	Boudreau, James	EFT000000014168	10/26/1902	Volunteer
4/12/2019	V1150	Bruley SR, Mark	EFT000000014169	8/29/1903	Volunteer
4/12/2019	V548	Burnor, David	EFT000000014170	4/30/1900	Volunteer
4/12/2019	V1291	Callan, Linda	EFT000000014171	1/26/1901	Volunteer
4/12/2019	V1707	Chase, Betty	EFT000000014172	5/17/1901	Volunteer
4/12/2019	V1676	Croteau, William	EFT000000014173	10/26/1900	Volunteer
4/12/2019	V1117	Hall, John	EFT000000014174	6/19/1901	Volunteer
4/12/2019	V170	Hertz, Kenneth	EFT000000014175	8/8/1901	Volunteer
4/12/2019	V67	Jewett, Sheryl	EFT000000014176	10/23/1900	Volunteer
4/12/2019	V174	Langlois, Paulette	EFT000000014177	11/4/1902	Volunteer
4/12/2019	V1420	Lawyer, Ronald	EFT000000014178	7/30/1901	Volunteer
4/12/2019	V70	LeClair, Raymond	EFT000000014179	3/17/1901	Volunteer
4/12/2019	V71	Lightholder, Stephen	EFT000000014180	1/8/1900	
4/12/2019	V74	Markham, Laurel	EFT000000014181	4/29/1901	Volunteer



4/12/2019	V75	Martin, Ronald	EFT000000014182	4/21/1902	Volunteer
4/12/2019	V1018	Metivier, Shelli	EFT000000014183	11/19/1901	Volunteer
4/12/2019	V82	Parah, Donna	EFT000000014184	12/9/1901	Volunteer
4/12/2019	V83	Parah, Maurice	EFT000000014185	12/3/1902	Volunteer
4/12/2019	V86	Pike, Gail	EFT000000014186	8/24/1904	Volunteer
4/12/2019	V771	Sammons, Chandra	EFT000000014187	7/21/1901	Volunteer
4/12/2019	V89	Sayers, Gail	EFT000000014188	4/24/1902	Volunteer
4/12/2019	V1236	Sayers, James	EFT000000014189	8/9/1901	Volunteer
4/12/2019	V741	Steiner, Timothy	EFT000000014190	2/28/1900	
4/12/2019	V93	Timm, Marta	EFT000000014191	12/3/1901	Volunteer
4/12/2019	V1715	Toulis, Christine	EFT000000014192	3/16/1900	
4/12/2019	V522	Turcotte, S Jeanette	EFT000000014193	5/27/1900	Volunteer
4/12/2019	V1654	Vargas, Pearl	EFT000000014194	11/15/1900	Volunteer
4/12/2019	V14	Bruce, Judith	EFT000000014195	1/12/1901	FSA Reimbursement
4/12/2019	V108	Daley, Michelle	EFT000000014196	11/30/1903	FSA Reimbursement
4/12/2019	V19	Delphia, Pam	EFT000000014197	1/9/1901	FSA Reimbursement
4/12/2019	V25	Frechette, Normand	EFT000000014198	11/6/1900	FSA Reimbursement
4/12/2019	V61	Gaudette, Timothy	EFT000000014199	2/5/1900	
4/12/2019	V29	Hirsch, Alain	EFT000000014200	4/9/1900	Shoe Reimbursement
4/12/2019	V49	Lyford, Frank	EFT000000014201	12/14/1900	FSA Reimbursement
4/12/2019	V437	Maric, Branko	EFT000000014202	4/9/1900	Shoe Reimbursement
4/12/2019	V38	Moore, Jon	EFT000000014203	7/10/1900	DCAP Reimbursement
4/12/2019	V17	Smith, Jamie L	EFT000000014204	9/7/1903	DCAP Reimbursement
4/12/2019	V39	Sweeney, Cecil	EFT000000014205	9/22/1900	Volunteer
4/12/2019	V1626	Whiting, Jeremy	EFT000000014206	7/10/1900	DCAP Reimbursement
4/12/2019	V303	SSTA	EFT000000014207	1/25/1900	
4/1/2019	V1467	Charles Schwab	V1467 2019 0408	12/18/2125	Quarterly Employer Match
4/5/2019	V581	Costco	2/5/2141	4/6/1901	
4/5/2019	V265	ICMA	V265 2019 0408	6/2/1903	Retirement
4/5/2019	V364	Vt Dept Of Taxes	V364 2019 0408	11/13/1935	State Payroll Taxes
4/5/2019	V1467	Charles Schwab	V1467 2019 0408	10/3/1945	Retirement
4/5/2019	V266	IRS	V266 209 0408	4/13/2164	Federal Payroll Taxes
4/16/2019	V581	Costco	4/24/2141	3/4/1900	
4/17/2019	V225	Burlington Electric Department	4/25/2141	7/18/1900	
4/17/2019	V232	Petty Cash	4/26/2141	3/30/1900	
4/19/2019	V279	ABC Bus Companies-Muncie	4/27/2141	7/31/1905	Part Invoice
4/19/2019	V1334	background Investigation Bureau, LL	4/28/2141	3/9/1900	
4/19/2019	V872	Bellwether Craftsmen, LLC	4/29/2141	10/26/1900	
4/19/2019	V1481	Blue Flame Gas	4/30/2141	3/4/1902	
4/19/2019	V284	Brenntag Lubricants Northeast	5/1/2141	4/25/1909	4 Part Invoices
4/19/2019	V224	Burlington Communications	5/2/2141	4/25/1900	
4/19/2019	V1510	Burlington Police Department	5/3/2141	1/15/1900	
4/19/2019	V228	C.I.D.E.R., Inc.	5/4/2141	9/1/1975	E AND D and Medicaid
4/19/2019	V1369	Capitol City Auto Mart Inc dba	5/5/2141	11/16/1900	
4/19/2019	V1357	CleanPro, Inc	5/6/2141	8/21/1901	
4/19/2019	V600	Cody Chevrolet	5/7/2141	7/18/1901	
4/19/2019	V1731	Doktor Enterprises Inc.	5/8/2141	7/18/1900	
4/19/2019	V250	Fisher Auto Parts	5/9/2141	6/27/1909	30 Part Invoices
4/19/2019	V252	FleetPride, Inc	5/10/2141	5/13/1902	

4/19/2019	V1347	Foley Distributing Corp.	5/11/2141	8/10/1902	
4/19/2019	V394	Formula Ford Inc.	5/12/2141	7/12/1901	
4/19/2019	V256	Genfare	5/13/2141	2/18/1906	Bus Passes
4/19/2019	V257	Gillig Corp.	5/14/2141	2/16/1912	6 Part Invoices
4/19/2019	V1129	Global Montello Group Corp	5/15/2141	12/27/1945	Fuel
4/19/2019	V258	Gordon Stamp & Engraving	5/16/2141	3/27/1900	
4/19/2019	V259	Grainger	5/17/2141	4/25/1900	
4/19/2019	V260	Green Mountain Kenworth, Inc.	5/18/2141	10/1/1919	6 Part Invoices
4/19/2019	V262	Hall Communication, Inc.	5/19/2141	10/5/1903	Recruitment
4/19/2019	V264	IBF Solutions, Inc.	5/20/2141	6/23/1901	
4/19/2019	V1509	Lawson Products, Inc	5/21/2141	8/4/1900	
4/19/2019	V268	Loomis	5/22/2141	7/26/1900	
4/19/2019	V1191	Lucky's Trailer Sales Inc.	5/23/2141	11/1/1905	2 Part Invoices
4/19/2019	V1148	McRae Truck & Auto	5/24/2141	10/26/1900	
4/19/2019	V276	Metalworks	5/25/2141	2/13/1900	
4/19/2019	V278	Mohawk Mfg. & Supply Co.	5/26/2141	8/15/1900	
4/19/2019	V280	Mutual of Omaha Insurance Co.	5/27/2141	1/28/1900	
4/19/2019	V283	Neopart LLC	5/28/2141	4/6/1900	
4/19/2019	V1576	New England Auto Glass LLC	5/29/2141	3/20/1901	
4/19/2019	V1645	Norris, Inc.	5/30/2141	3/7/1906	Security Invoice
4/19/2019	V223	O'Reilly Auto Enterprises, LLC	5/31/2141	9/12/1902	
4/19/2019	V290	Peterson Consulting, Inc.	6/1/2141	7/25/1902	
4/19/2019	V232	Petty Cash	6/2/2141	3/26/1900	
4/19/2019	V294	RHR Smith & Company	6/3/2141	11/25/1921	Auditor Invoice
4/19/2019	V298	Sanel Auto Parts Co.	6/4/2141	4/21/1900	
4/19/2019	V299	SB Collins, Inc.	6/5/2141	2/21/1904	Fuel
4/19/2019	V300	Seven Days	6/6/2141	12/12/1902	Recruitment
4/19/2019	V686	Shearer Chevrolet	6/7/2141	9/11/1901	
4/19/2019	V1686	Stowe Pest Control	6/8/2141	3/10/1900	
4/19/2019	V273	Transit Holding, Inc.	6/9/2141	7/6/1904	10 Part Invoices
4/19/2019	V313	Travelers	6/10/2141	3/28/2786	Insurance
4/19/2019	V1030	UniFirst Corporation	6/11/2141	1/27/1902	
4/19/2019	V315	United Parcel Service	6/12/2141	1/14/1900	
4/19/2019	V334	Vanasse Hangen Brustlin, Inc.	6/13/2141	7/28/1900	
4/19/2019	V335	Vermont Department of Labor	6/14/2141	8/10/1918	Quarterly Umemployment
4/19/2019	V1459	ermont Information Consortium LL	6/15/2141	5/23/1900	
4/19/2019	V251	Wex Fleet Universal	6/16/2141	11/28/1961	Fuel
4/19/2019	V1349	Wrist-Band.Com/WB Promotion	6/17/2141	3/12/1900	
4/19/2019	V1732	Yarder Manufacturing Company	6/18/2141	7/6/1900	
4/22/2019	V265	ICMA	V265 2019 0422	5/20/1903	Retirement
4/22/2019	V364	Vermont Dept of Taxes	V364 2019 0422	2/14/1934	State Payroll Taxes
4/22/2019	V1467	Charles Schwab	V1467 2019 0422	5/1/1944	Retirement
4/22/2019	V266	IRS - EFTPS	V266 2019 0422	3/16/2152	Federal Payroll Taxes
4/26/2019	V205	LeBlanc, Alice	6/29/2141	1/30/1900	
4/26/2019	V1592	Stiles, Janet	7/8/2141	2/4/1900	
4/26/2019	V1669	Kriss, Bonnie	6/27/2141	2/7/1900	
4/26/2019	V1628	Andrews, Nancy	EFT000000014210	2/8/1900	
4/26/2019	V1730	Staab, John	8/24/2141	2/9/1900	
4/26/2019	V245	DRIVE	7/29/2141	2/11/1900	

4/26/2019	V1720	Schmitt, Karlyn	7/5/2141	2/11/1900	
4/26/2019	V605	Murphy, Sidney	6/30/2141	2/13/1900	
4/26/2019	V1686	Stowe Pest Control	8/27/2141	2/19/1900	
4/26/2019	V306	Staples Credit Plan	8/25/2141	2/20/1900	
4/26/2019	V1733	Slack, Robert	7/7/2141	2/27/1900	
4/26/2019	V876	Vehicle Maintenance Program, Inc.	9/3/2141	3/5/1900	
4/26/2019	V1566	Wisell, David	7/11/2141	3/16/1900	
4/26/2019	V1482	Cady, Duane	6/23/2141	3/18/1900	
4/26/2019	V522	Turcotte, S Jeanette	EFT000000014237	3/22/1900	
4/26/2019	V1685	Barnes, Thomas	7/16/2141	3/25/1900	
4/26/2019	V1354	Lavallee, Katie	8/12/2141	3/26/1900	
4/26/2019	V1688	Clayton, Brandy	6/24/2141	4/6/1900	
4/26/2019	V1573	Fairbanks, Dori	6/25/2141	4/7/1900	
4/26/2019	V241	D & W Diesel, Inc.	7/27/2141	4/9/1900	
4/26/2019	V141	Riley, Shawn	EFT000000014242	4/10/1900	FSA Reibursement
4/26/2019	V793	SYN-TECH Systems	8/30/2141	4/10/1900	
4/26/2019	V1675	Carkeet, David	EFT000000014215	4/11/1900	Volunteer
4/26/2019	V548	Burnor, David	EFT000000014213	4/17/1900	Volunteer
4/26/2019	V165	Sanborn, Raeline	7/4/2141	4/20/1900	Volunteer
4/26/2019	V1560	tate Industrial Products Corporatio	8/26/2141	5/2/1900	
4/26/2019	V223	O'Reilly Auto Enterprises, LLC	8/19/2141	5/3/1900	
4/26/2019	V321	Empire Janitorial Supply Company	7/30/2141	5/4/1900	
4/26/2019	V1595	Waller, Marlys	7/10/2141	5/7/1900	Volunteer
4/26/2019	V186	Tech Group, The	9/1/2141	5/9/1900	
4/26/2019	V29	Hirsch, Alain	EFT000000014240	5/14/1900	FSA Reibursement
4/26/2019	V1715	Toulis, Christine	EFT000000014236	5/17/1900	Volunteer
4/26/2019	V425	BSC Industries, Inc.	7/20/2141	5/23/1900	
4/26/2019	V1654	Vargas, Pearl	EFT000000014238	5/27/1900	Volunteer
4/26/2019	V1394	Rolland-Forkey, Erin	7/3/2141	5/27/1900	Volunteer
4/26/2019	V792	Myers Container Service Corp.	8/18/2141	5/28/1900	
4/26/2019	V1734	La Rose's Inc.	8/11/2141	5/29/1900	
4/26/2019	V284	Brenntag Lubricants Northeast	7/19/2141	6/12/1900	
4/26/2019	V278	Mohawk Mfg. & Supply Co.	8/17/2141	6/15/1900	
4/26/2019	V71	Lightholder, Stephen	EFT000000014225	6/20/1900	Volunteer
4/26/2019	V1480	Andrews-Ford, Sheri	6/21/2141	6/28/1900	Volunteer
4/26/2019	V203	Ladd, Joyce	6/28/2141	6/30/1900	Volunteer
4/26/2019	V1723	Abare, Ronald	6/19/2141	7/8/1900	Volunteer
4/26/2019	V17	Smith, Jamie L	EFT000000014243	7/10/1900	Dcap Reimbursement
4/26/2019	V1626	Whiting, Jeremy	EFT000000014244	7/10/1900	Dcap Reimbursement
4/26/2019	V964	Campbell, Arthur	7/22/2141	7/10/1900	Dcap Reimbursement
4/26/2019	V67	Jewett, Sheryl	EFT000000014221	7/12/1900	Volunteer
4/26/2019	V336	W.B Mason Co., Inc.	9/6/2141	7/13/1900	
4/26/2019	V19	Delphia, Pam	EFT000000014239	7/18/1900	FSA Reibursement
4/26/2019	V238	Crystal Rock Bottled Water	7/26/2141	7/18/1900	
4/26/2019	V1725	Utton, Debra	7/9/2141	8/3/1900	Volunteer
4/26/2019	V1025	Alter, Charles	6/20/2141	8/5/1900	Volunteer
4/26/2019	V328	Kirk's Automotive Inc.	8/10/2141	9/2/1900	
4/26/2019	V38	Moore, Jon	EFT000000014241	9/10/1900	PCAP and FSA Reimbursement
4/26/2019	V117	Guyette, Howard	8/8/2141	9/13/1900	Loan Reimbursement

4/26/2019	V82	Parah, Donna	EFT000000014229	9/28/1900	Volunteer
4/26/2019	V1204	Interstate Batteries	8/9/2141	10/9/1900	
4/26/2019	V1664	Endeavor Business Media, LLC.	7/31/2141	10/21/1900	
4/26/2019	V312	Stowe, Town of	8/28/2141	10/25/1900	
4/26/2019	V451	Stowe, Town of Electric Department	8/29/2141	11/13/1900	
4/26/2019	V242	Danform Shoes	7/28/2141	11/28/1900	
4/26/2019	V70	LeClair, Raymond	EFT000000014224	12/26/1900	Volunteer
4/26/2019	V1719	Pelletier, Charles	7/2/2141	1/9/1901	Volunteer
4/26/2019	V170	Hertz, Kenneth	EFT000000014220	2/17/1901	Volunteer
4/26/2019	V298	Sanel Auto Parts Co.	8/22/2141	2/18/1901	
4/26/2019	V1707	Chase, Betty	EFT000000014216	3/2/1901	Volunteer
4/26/2019	V1481	Blue Flame Gas	7/17/2141	3/14/1901	
4/26/2019	V1610	Bolduc Auto Salvage, Inc.	7/18/2141	3/25/1901	
4/26/2019	V1570	Murphy Sandra	EFT000000014228	4/13/1901	Volunteer
4/26/2019	V1655	Sciria, Andrew	7/6/2141	4/16/1901	Volunteer
4/26/2019	V1420	Lawyer, Ronald	EFT000000014223	7/2/1901	Volunteer
4/26/2019	V1018	Metivier, Shelli	EFT000000014227	9/3/1901	Volunteer
4/26/2019	V1117	Hall, John	EFT000000014219	9/5/1901	Volunteer
4/26/2019	V944	Woodward, Patricia	7/12/2141	9/26/1901	Volunteer
4/26/2019	V89	Sayers, Gail	EFT000000014233	10/26/1901	Volunteer
4/26/2019	V771	Sammons, Chandra	EFT000000014232	11/5/1901	Volunteer
4/26/2019	V289	People's United Businesscard Service	8/20/2141	11/25/1901	
4/26/2019	V279	ABC Bus Companies-Muncie	7/13/2141	12/10/1901	
4/26/2019	V55	Boudreau, James	EFT000000014211	12/13/1901	Volunteer
4/26/2019	V60	Farr, Delores	EFT000000014218	12/16/1901	Volunteer
4/26/2019	V1687	Houghton, Gregory	6/26/2141	12/16/1901	Volunteer
4/26/2019	V93	Timm, Marta	EFT000000014235	1/12/1902	Volunteer
4/26/2019	V1291	Callan, Linda	EFT000000014214	2/17/1902	Volunteer
4/26/2019	V1735	The Stickey Brand LLC	9/2/2141	3/10/1902	
4/26/2019	V1236	Sayers, James	EFT000000014234	3/24/1902	Volunteer
4/26/2019	V174	Langlois, Paulette	EFT000000014222	4/17/1902	Volunteer
4/26/2019	V75	Martin, Ronald	EFT000000014226	5/22/1902	Volunteer
4/26/2019	V1599	Holly & Bob 2017 Charitable Lead	8/16/2141	8/12/1902	
4/26/2019	V1676	Croteau, William	EFT000000014217	8/23/1902	Volunteer
4/26/2019	V250	Fisher Auto Parts	8/1/2141	10/27/1902	7 Part Invoices
4/26/2019	V83	Parah, Maurice	EFT000000014230	5/13/1903	Volunteer
4/26/2019	V260	Green Mountain Kenworth, Inc.	8/6/2141	6/18/1903	3 Part Invoice
4/26/2019	V235	Clark's Truck Center	7/23/2141	7/14/1903	2 Part Invoices
4/26/2019	V1150	Bruley SR, Mark	EFT000000014212	7/19/1903	Volunteer
4/26/2019	V299	SB Collins, Inc.	8/23/2141	7/27/1903	Fuel
4/26/2019	V86	Pike, Gail	EFT000000014231	11/8/1903	Volunteer
4/26/2019	V291	Prevost Parts	8/21/2141	1/30/1904	5 Part Invoices
4/26/2019	V928	Conway Office Solutions	7/25/2141	4/20/1904	Office Supplies
4/26/2019	V181	Owen, Helen	7/1/2141	6/10/1904	Volunteer
4/26/2019	V220	Class C Solutions Group	7/24/2141	8/26/1904	2 Part Invoices
4/26/2019	V153	Alburgh Taxi	EFT000000014209	4/23/1905	Volunteer
4/26/2019	V261	Green Mountain Power	8/7/2141	5/8/1905	3 Power Bills
4/26/2019	V1099	Barnett, Wendy	6/22/2141	6/21/1905	Volunteer
4/26/2019	V473	Limoge & Sons Garage Doors, Inc.	8/13/2141	4/24/1907	Garage Door Maintenance

4/26/2019	V259	Grainger	8/5/2141	5/6/1907	5 Part Invoices
4/26/2019	V415	Amazon	7/15/2141	5/21/1907	22 Office supply and IT Inv
4/26/2019	V391	Verizon Wireless	9/4/2141	4/23/1908	4 It Bills
4/26/2019	V311	Teamsters Local 597	8/31/2141	7/4/1920	Union Dues
4/26/2019	V225	Burlington Electric Department	7/21/2141	11/2/1920	7 Electric Bills
4/26/2019	V410	Vermont Gas Systems, Inc.	9/5/2141	1/8/1921	6 Gas Bills
4/26/2019	V257	Gillig Corp.	8/3/2141	3/3/1922	6 Part Invoices
4/26/2019	V702	In National Life Insurance Company	8/14/2141	8/16/1932	Insurance
4/26/2019	V1191	Lucky's Trailer Sales Inc.	8/15/2141	7/29/1947	Engine
4/26/2019	V1129	Global Montello Group Corp	8/4/2141	1/31/1950	Fuel
4/26/2019	V303	SSTA	EFT000000014245	4/29/2183	ADA And Tilley Drive
4/26/2019	V1305	Allegiant Care	7/14/2141	6/10/2465	
4/26/2019	V253	VOID	8/2/2141		

Month: <i>April 2019</i>		
Urban Data	Data	Notes
Miles Operated:	<b>167,395</b>	Revenue Vehicles
Major Road Calls:	<b>6</b>	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	<b>3.59</b>	
Minor Road Calls:	<b>6</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>3.59</b>	
"C" PM's Completed:	<b>29</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>90%</b>	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	<b>8.74 years</b>	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	<b>90,055</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>0.44</b>	
Minor Road Calls:	<b>2</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>0.22</b>	
"C" PM's Completed:	<b>23</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>91%</b>	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	<b>5.88 years</b>	Cut-away buses have a 5 year life expectancy

Date: May 14<sup>th</sup>, 2019  
To: GMT Board of Commissioners  
From: Rachel Kennedy, Sr. Transit Planner  
Re: April Planning Report

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## **Transit Service & Operations Planning**

### *NextGen*

**Urban Implementation** – Service changes in the Urban Region will be implemented on June 17<sup>th</sup>. Educational tabling sessions are being scheduled prior to and following implementation.

**Commuter Time-point Surveys** – Commuter Surveys will remain open with potential changes taking place in September.

**Rural Public Comment** – Public comment period for rural changes will be in late June and early 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 received remote training on the SWIFTLY dashboard on April 24<sup>th</sup>, and hosted two training sessions in Burlington for statewide transit organizations on April 29<sup>th</sup> and 30<sup>th</sup>.

### *Bus Map and Guides*

Staff have completed the Bus Map and Guide redesigns. The new BM&Gs will reflect NextGen changes, and provide additional details and context for bus riders.

**Outreach:**

- Staff attended a RAMP into the future event at the Twinfield Highschool.

**Public Meetings:**

- Staff presented on NextGen to the CCRPC TAC
- Staff presented on NextGen in Williston
- Staff presented on NextGen in Winooski
- Staff presented on NextGen in South Burlington
- Staff presented on NextGen in Essex
- Staff presented on NextGen in Milton
- Staff presented on NextGen in Burlington



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: May 21, 2019

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

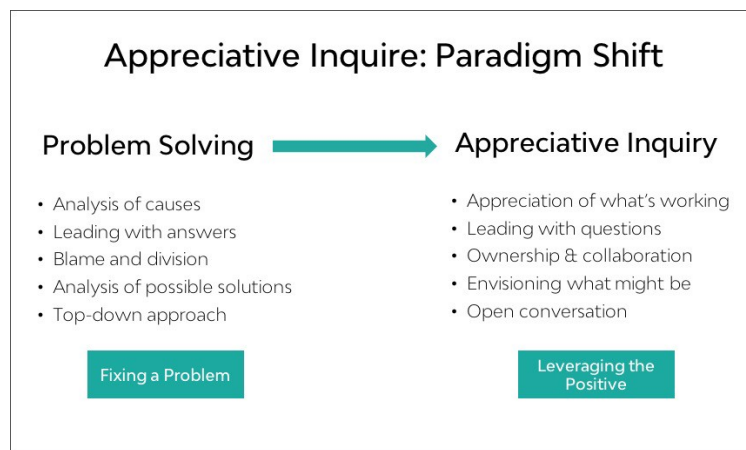
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Budda Subba has joined GMT as a full-time Bus Operator in Burlington, in addition to Budda Adem Ademi and Dzemaal Mahmutovic have been hired as part-time Bus Operators in Burlington. A warm welcome to all!

Shawn Kilburn, Master Mechanic attending the first in a four-part MCI training series on the HVAC system in Louisville KY. Seon Camera Systems conducted an on-site technical training for the Mechanics in the Berlin office.

GMT Burlington hosted training for the new Swiftly platform. Out transit partners as well as GMT staff members were in attendance. IT has created a program to enable Dispatch to reformat and export the data needed for upload for Swiftly to use.

HR continues introducing the concepts of Appreciative Inquiry (AI) to staff. Change is the lifeblood of an organization — it's the catalyst for progress, innovation, and growth. Appreciative Inquiry is an affirming way to create change; it seeks what is right in an organization. AI offers a life-centric approach to energizing people and moving them in the direction of positive change.



To: GMT Board of Commissioners  
From: Jamie L. Smith, Director of Marketing and Planning  
Date: May 14, 2019  
Re: Marketing and Public Affairs Report

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- We have begun our next phase of outreach as we lead up to Urban NextGen implementation. Advertising begins May 16 in a handful of local newspapers, additional papers to start the following week. Ads will lead to a new webpage that is being populated currently: [RideGMT.com/service-changes](http://RideGMT.com/service-changes). This new page will include a guide to understanding new services.

In addition to traditional ads, we will post frequently on FPF, social media, fliers on buses, media screens at the DTC. Marketing and Planning staff is currently looking for opportunities to table at or host “learn sessions” where riders and potential riders can interact and ask questions about their individual trips.

- We have begun outreach for the fare increase as well. All NG ads include information about the fare increase. In addition, we will have small handouts that drivers will give to passengers, bus signs, on-board fliers, DTC screens, and social media. We are currently reaching out to area stakeholders for a second round of communication.
- Rural public meetings will begin in June. As we plan dates and times, staff will be in touch with Commissioners in each service area.
- We have begun to see an increase in bus advertising revenue! Beginning July 1, we will increase our bus advertising rates.
- I was recently asked how the board can assist in NextGen implementation; below is a timeline of events and I would welcome any participation.
  - **May:** Messaging will begin in full force. We would welcome any Commissioner to use our messaging on your own social platforms, FPF, websites, etc. Please contact Jamie Smith for information.
  - **June:** Messaging continues. We will begin hosting “learning sessions” the week of June 3<sup>rd</sup>. If Commissioners have ideas on when and where to host an event, please let Jamie Smith or Rachel Kennedy know.
  - **On June 10,** GMT will host a rolling press conference. We will invite media outlets to join us on a full interlined bus run. If Commissioners would like to speak, or if you have a suggestion for a speaker, please let Jamie know.

FY19 GMT Rural Ridership by Month

Number of Service Days													FY19 YTD	FY18 YTD	FY17 YTD
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	39	40	39
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	40	39	39
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	190	190	193
School Days	0	3	19	22	17	15	21	16	17	17	22	8	130	133	134

#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY19 YTD	Difference (FY19-FY18)			Difference (FY19-FY17)		
															FY18 YTD	Riders	%	FY17 YTD	Riders	%
80	City Route Mid-day	2,013	2,319	2,106	2,261	2,084	1,845	1,869	1,869	2,089				18,455	16,092	2,363	14.7%	18,421	34	0.2%
81	Barre Hospital Hill	2,824	3,134	2,727	3,124	3,185	3,051	2,660	2,473	2,884				26,062	20,725	5,337	25.8%	19,061	7,001	36.7%
82	Montpelier Hospital Hill	2,084	2,181	1,815	2,136	1,945	1,718	1,822	1,718	1,897				17,316	15,830	1,486	9.4%	15,930	1,386	8.7%
83	Waterbury Commuter	830	888	923	970	934	785	964	778	873				7,945	8,201	(256)	-3.1%	8,232	(287)	-3.5%
84	US 2 Commuter	595	633	597	827	681	589	657	668	795				6,042	5,506	536	9.7%	6,047	(5)	-0.1%
85	Hannaford Shopping Special	193	190	96	127	125	170	103	112	108				1,224	2,073	(849)	-41.0%	2,124	(900)	-42.4%
87	Northfield Shuttle	48	89	95	84	62	73	65	52	59				627	857	(230)	-26.8%	724	(97)	-13.4%
88	Capital Shuttle	532	405	347	390	467	419	1,764	2,063	1,539				7,926	4,623	3,303	71.4%	4,027	3,899	0.0%
89	City Commuter	3,170	3,319	2,745	3,173	2,885	2,687	2,681	2,640	2,740				26,040	26,626	(586)	-2.2%	27,815	(1,775)	-6.4%
90	Plainfield Shuttle	44	69	53	58	26	31	37	64	48				430	544	(114)	-21.0%	590	(160)	-27.1%
91	Hospital Hill Demand Response	95	121	86	112	57	86	69	103	91				820	780	40	5.1%	544	276	50.7%
92	Montpelier Circulator	1,061	1,145	1,237	1,497	1,335	1,216	1,545	1,558	1,686				12,280	12,743	(463)	-3.6%	13,469	(1,189)	-8.8%
93	Northfield Commuter	613	692	696	753	740	565	535	595	559				5,748	5,290	458	8.7%	5,067	681	13.4%
100	Route 100 Commuter	586	647	815	819	773	676	1,007	772	856				6,951	6,433	518	8.1%	8,003	(1,052)	-13.1%
108	Mountain Road Shuttle	0	0	0	0	455	14,888	19,917	17,906	14,398				67,564	60,513	7,051	11.7%	55,027	12,537	22.8%
102	Morrisville Loop	359	409	310	287	284	288	385	154	368				2,844	3,332	(488)	-14.6%	3,502	(658)	-18.8%
103	Morrisville Shopping Shuttle	257	301	334	409	309	393	555	411	473				3,442	3,449	(7)	-0.2%	3,999	(557)	-13.9%
109	Tuesday Shopping Shuttle (FGI)	73	64	58	76	55	90	75	57	69				617	580	37	6.4%	561	56	10.0%
110	St.Albans DT Shuttle	1,940	2,075	1,802	1,927	1,737	1,859	1,792	1,834	1,811				16,777	15,863	914	5.8%	16,268	509	3.1%
115	Alburg-Georgia Commuter	592	715	528	701	512	572	679	654	692				5,645	4,097	1,548	37.8%	5,142	503	9.8%
116	Richford-St.Albans Commuter	574	649	495	618	529	445	613	598	565				5,086	5,623	(537)	-9.6%	5,084	2	0.0%
120	Valley Floor	0	0	0	0	0	776	2,389	2,014	1,302				6,481	7,561	(1,080)	-14.3%	6,914	(433)	-6.3%
121	Valley Evening Service	0	0	0	0	0	406	580	500	351				1,837	2,341	(504)	-21.5%	1,852	(15)	-0.8%
122	Mount Ellen	0	0	0	0	0	2,572	9,731	10,541	9,052				31,896	21,811	10,085	46.2%	18,633	13,263	71.2%
124	Mountain Condos	0	0	0	0	0	1,650	2,360	2,980	2,074				9,064	10,684	(1,620)	-15.2%	12,935	(3,871)	-29.9%
125	Access Road	0	0	0	0	0	0	0	0	0				0	10,759	(10,759)	-100.0%	12,135	(12,135)	-100.0%
99	Special Services	1,472	0	0	0	0	0	0	0	0				1,472	2384	(912)	-38.3%	1,702	(230)	-13.5%
SUBTOTAL		19,955	20,045	17,865	20,349	19,180	37,850	54,854	53,114	47,379	0	0	0	290,591	275,320	15,271	5.5%	273,808	16,783	6.1%

Capital District	15,304	16,542	14,982	17,027	15,892	14,592	16,718	16,030	17,065	0	0	0	144,152	133,104	11,048	8.3%	137,555	6,597	4.8%
Franklin/Grand Isle	3,179	3,503	2,883	3,322	2,833	2,966	3,159	3,143	3,137	0	0	0	28,125	26,163	1,962	7.5%	27,055	1,070	4.0%
Seasonal Service	0	0	0	0	455	20,292	34,977	33,941	27,177	0	0	0	116,842	116,053	789	0.7%	109,198	7,644	7.0%

FY19 GMT Urban Ridership by Month

Number of Service Days													FY19 YTD	FY18 YTD	FY17 YTD					
Saturday	4	4	5	4	4	5	4	4	5	4	4	5	43	44	44	41	213	145		
Sunday	5	4	5	4	4	5	4	4	5	4	4	5	44	44						
Weekday	21	23	19	23	21	20	22	20	21	22	22	20	212	211						
School Days	0	3	19	22	17	15	21	16	17	17	22	8	147	149						
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY19 YTD	FY18 YTD	Difference (FY19-FY18)		Difference (FY19-FY17)		
																riders	%	riders	%	
1	Williston-Wal-Mart	32,362	38,140	40,296	45,786	41,594	35,614	35,511	36,583	38,923	40,924			385,733	360,720	25,013	6.93%	351,408	34,325	9.77%
1V	Williston Village	907	1,050	1,119	1,379	1,385	1,162	1,190	1,138	1,291	1,408			12,030	13,662	-1,632	-11.94%	12,204	-174	-1.42%
10	Williston-Amtrak	1,435	1,783	1,608	1,828	1,662	1,463	1,241	1,318	1,561	1,571			15,469	14,687	782	5.32%	13,448	2,021	15.03%
2	Essex Junction	33,417	38,888	41,589	46,525	41,130	33,459	36,318	36,235	39,647	41,165			388,373	375,446	12,927	3.44%	380,305	8,068	2.12%
3	Lakeside Commuter	283	217	149	141	110	38	62	313	119	254			1,686	1,649	37	2.26%	1,476	210	14.24%
4	Essex Center	1,544	1,801	2,735	3,327	2,772	2,003	2,406	2,508	2,592	2,581			24,269	16,438	7,831	47.64%	15,448	8,821	57.10%
5	Pine Street	8,405	9,684	9,300	10,221	8,939	8,455	9,550	9,409	10,330	9,952			94,246	92,986	1,260	1.36%	95,542	-1,296	-1.36%
6	Shelburne Rd.	19,094	20,559	19,330	21,938	20,357	18,681	19,251	18,340	20,136	20,691			198,377	190,312	8,065	4.24%	189,237	9,140	4.83%
7	North Avenue	18,148	18,961	21,792	24,560	20,573	19,358	21,205	18,559	21,233	22,295			206,685	203,692	2,993	1.47%	208,918	-2,233	-1.07%
8	City Loop	4,202	4,399	5,279	6,185	6,101	4,903	5,902	6,343	5,944	6,478			55,736	58,117	-2,381	-4.10%	54,760	976	1.78%
9	Riverside/Winooski	9,534	9,991	10,113	10,950	9,985	8,991	10,156	10,106	10,175	10,022			100,023	97,952	2,071	2.11%	105,131	-5,108	-4.86%
11	College Street Shuttle	16,073	15,356	12,506	10,419	6,969	5,440	7,470	7,808	7,437	8,323			97,801	114,377	-16,576	-14.49%	116,613	-18,812	-16.13%
12	UMall/Airport	5,989	6,632	6,671	8,533	7,248	6,270	6,272	6,206	6,865	6,617			67,303	56,350	10,953	19.44%	60,310	6,993	11.59%
16	Hannaford's	210	157	158	175	250	290	206	270	320	228			2,264	1,606	658	40.97%	1,926	338	17.55%
19	Price Chopper #1	157	248	210	248	206	208	308	236	230	202			2,253	2,492	-239	-9.59%	2,534	-281	-11.09%
20	Price Chopper #2	103	210	138	150	268	266	314	232	236	120			2,037	1,372	665	48.47%	1,262	775	61.41%
21	School Trippers	37	2,435	19,093	21,424	17,549	17,815	22,229	15,330	16,745	14,689			147,346	127,763	19,583	15.33%	129,497	17,849	0.00%
18	Sunday Service	735	443	537	440	437	559	396	508	681	234			4,970	4,362	608	13.94%	4,502	468	10.40%
26	Other	4,286	-	-	-	-	317	-	-	-	-			4,603	7,856	-3,253	-41.41%	9,272	-4,669	-50.36%
56	Milton Commuter	1,558	1,679	1,403	1,692	1,420	1,152	1,318	1,285	1,500	1,441			14,449	12,820	1,629	12.70%	12,947	1,502	11.60%
76	Middlebury Link	1,321	1,342	1,312	1,496	1,362	979	1,144	1,189	1,332	1,208			12,685	11,141	1,544	13.86%	11,567	1,118	9.67%
86	Montpelier Link	10,015	10,162	9,357	11,211	10,598	8,721	12,194	10,858	10,748	11,463			105,327	100,432	4,895	4.87%	104,491	836	0.80%
96	St. Albans Link	1,231	1,570	1,433	1,740	1,639	1,282	1,871	1,653	1,469	1,655			15,543	13,320	2,223	16.69%	13,594	1,949	14.34%
46	116 Commuter	353	396	384	421	340	311	432	371	370	391			3,770	3,104	666	21.45%	3,272	498	15.21%
36	Jeffersonville Commuter	580	730	821	1,157	971	888	892	819	818	933			8,608	7,405	1,203	16.25%	7,209	1,399	19.41%
97	Barre LINK	-	-	-	-	-	-	-	-	63	288			351	0	351	NA	0	351	NA
<b>SUBTOTAL</b>		<b>171,979</b>	<b>186,833</b>	<b>207,335</b>	<b>231,947</b>	<b>203,865</b>	<b>178,623</b>	<b>197,840</b>	<b>187,617</b>	<b>200,767</b>	<b>205,133</b>	<b>0</b>	<b>0</b>	<b>1,971,938</b>	<b>1,890,061</b>	<b>81,877</b>	<b>4.33%</b>	<b>1,906,873</b>	<b>65,065</b>	<b>3.41%</b>
	Local	156,921	170,954	192,624	214,230	187,535	165,290	179,989	171,442	184,466	187,754	0	0	1,811,205	1,741,839	69,366	3.98%	1,753,793	57,412	3.27%
	Commuter	2,491	2,805	2,608	3,270	2,731	2,351	2,642	2,475	2,688	2,765	0	0	26,827	23,329	3,498	14.99%	23,428	3,399	14.51%
	LINK	12,567	13,074	12,102	14,447	13,599	10,982	15,209	13,699	13,549	14,326	0	0	133,555	124,893	8,662	6.94%	129,652	3,903	3.01%

## Mobile Ticketing with Token Transit

### RECOMMENDATION:

**For the GMT Board of Commissioners to approve an** agreement between Green Mountain Transit Authority and Token Transit, Inc. for a Pilot Software and Subscription Services program.

### Summary:

Staff is requesting authorization from the GMT Board of Commissioners to enter into an agreement with Token Transit for a one-year pilot program to offer a mobile ticketing fare option for GMT riders. The availability of mobile ticketing for GMT would:

- address technology requests for the ability to buy fare media online
- give passengers the ability to pay fares electronically
- provides more places to buy fare media, removing barriers to our service
- address public comments captured during the public outreach portion of the NextGen plans and in our non-passenger surveys

### Financial Considerations:

To cover costs, including credit card processing fees, Token Transit charges 10% of the final transaction value for each fare purchased through their app over \$2.00. For all transactions less than \$2.00, the fee is \$.06 + 7%. *GMT will not incur any costs for app development, software updates, marketing asset designs, and basic data reporting and integration.*

Based on FY19 financials through February, assuming we see 25% of current ridership convert to mobile ticketing, we estimate the fees to be between \$10,000 and \$13,000 (combined urban and rural). **Again, this is based on current ridership, and doesn't consider potential new ridership gained by implementing mobile ticketing.**

### Other Considerations:

- Token Transit is able to integrate with "Transit", the new AVL app, providing a single app experience for passengers using our system
- Would reduce staff time counting money, maintenance costs associated with firebox repairs, and allows GMT to implement a mobile platform without a capital investment to upgrade our fareboxes.
- Pilot project has been approved by the FTA and wouldn't violate any procurement processes.\*

\* GMT originally published a request for proposals for Mobile Ticketing in June 2016. Five firms submitted proposals. The difference in the proposed price structures made evaluation very difficult. Four of the five proposals had upfront costs for fees and/or equipment ranging from \$50,000 to \$300,000. Some firms had fixed monthly fees and some had fees based on a percentage of the transactions. The actual cost of the program would have been very hard to predict. Ultimately, GMT did not award the procurement.

The pilot program with Token Transit will have no upfront costs or fixed monthly fees. Given how challenging it will be to predict the costs of the program, it would be advantageous to GMT to use Token Transit.

This pilot program is in compliance with federal regulations and GMT's policies. The fees for Token Transit are paid from the fares they receive; therefore, no federal funds are involved in this program. We have received confirmation from FTA that the federal purchasing regulations do not apply. Additionally GMT's purchasing policy states that it only applies to purchases that use federal funding.