



Operations Committee Meeting Minutes
Monday, October 7, 2019 at 10:00AM, GMT Board Room
101 Queen City Park Rd, Burlington, VT 05401



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Present:

Commissioner Chittenden	Jon Moore, Interim General Manager
Commissioner Waninger (phone until 10:19AM)	Milia Bell, Marketing Coordinator
Commissioner Sharrow	Matt Kimball, Capital Projects Manager
Commissioner Wallis (phone)	Ross MacDonald, VTrans (phone)
Commissioner Kaynor	

1. Open Meeting – Meeting was called to order at 10:03AM by Commissioner Sharrow.
2. Adjustment of the Agenda – No Adjustments.
3. Public Comment – No comments.
4. Approval of September Committee Minutes – Commissioner Waninger requested that metrics from items #6 be added, and that the motion in item #10 be corrected. A motion was made to approve the minutes (with amendments) by Commissioner Chittenden; seconded by Commissioner Waninger. All others were in favor, and the minutes (with amendments) were approved.
5. Electric Bus Update – Mr. Moore gave an update; the buses will be delayed 1-2 weeks, pushing delivery back to November 1, 2019. GMT is still waiting on responses from the RFP regarding the charging station installation; 1-2 responses are expected this week.
6. Facilities Updates – Mr. Moore gave an update on the Montpelier Transit Center, Berlin, 31 Queen City Park Road, and 101 Queen City Park Road. Mr. MacDonald from VTrans gave an update on the Berlin facility. The Committee discussed the viability of the Berlin space, suggesting that an alternative property should perhaps be considered at this point, given all the complications and roadblocks.
7. CAD/AVL System – Mr. Moore presented an overview of GMT's Computer Aided Dispatch and Automatic Vehicle Location System; the current dispatch process is very timely and prone to mistakes. Mr. Moore will review a demo of dispatch module that is provided through GMT's scheduling software.
8. Payroll Software – Mr. Moore gave an update on selecting a vendor for GMT's payroll software service, helping to improve time-tracking and processing payroll. GMT is slated for a January 1, 2020 start date.
9. Next Meeting Date – November 4, 2019 at 9:30AM
10. Adjourn - Commissioner Chittenden made a motion to adjourn, Commissioner Waninger seconded the motion. All were in favor the meeting adjourned at 11:02AM.