



Operations Committee Meeting Minutes  
Monday, November 12, 2018 at 9:30am, GMT Board Room  
15 Industrial Parkway, Burlington

Present:

Commissioner Chittenden  
Commissioner Waninger  
Commissioner Barton

Mark A. Sousa, General Manager  
Michelle Daley, Director of Finance and  
Compliance  
Matthew Young, Admin Support Specialist

Meeting started 9:43 am

1. Adjustment of the Agenda – None
2. Public Comment- None
3. Approval of October 2018 Meeting Minutes – A motion was made to approve the October minutes with grammatical changes by Commissioner Chittenden, seconded by Commissioner Waninger. All were in favor and the minutes were approved with grammatical changes.
4. Discussion of Performance Improvement Plan (PIP) – Mr. Sousa presented the new PIP test charts to the Committee and noted that staff has added notes into the charts as requested by commissioners. There was discussion on the Charts.

Commissioner Barton asked about adding industry standards to the charts.

Mr. Sousa informed the committee that Mrs. Redalieu is looking into which industry standards to use for comparison because there are so many available it is hard to decide which ones are best to use.

Commissioner Waninger asked about a timeline for the Strategic plan in the new format. As well as aligning the PIP with the strategic goals.

Mr. Sousa stated that he will have a timeline for this ready for the November 2018 Board Meeting.

5. Transit Asset Management Plan Discussion- - Mr. Sousa explained to the committee that a Transit Asset Management (TAM) plan is required by the FTA. GMT was granted a due date extension of November 30, 2018.



Mrs. Daley presented an overview of the TAM plan and informed the committee that this is a draft and some minor edits will still need to be made. Mrs. Daley stated that the benefits of having this plan are:

- Improved transparency and accountability for safety, maintenance, asset use, and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and
- System safety & Performance outcomes.

Mrs. Daley informed the committee that GMT is a tier 2 agency meaning that during peak operating times we have less than 100 fixed route vehicles in operation. Mrs. Daley stated that 60% of our cutaway fleet is past its useful life of 5 years and 100,000 miles. This is why we have had higher maintenance costs. The TAM plan includes all vehicles that GMT has a vested interest in, including vehicles leased to other agencies: CIDER, SSTA, and Essex. Mrs. Daley informed the committee that this plan once adopted by the board will be reviewed on an annual basis to update and check the progress of goals. This plan was also one of the finance committees' strategic goals.

Commissioner Barton commented that this plan was like an assessment.

Mrs. Daley stated that is kind of like an assessment and that the plan will help to set up a replacement schedule.

Commissioner Waninger asked that before the November 2018 board meeting a memo be sent explaining the changes that are made to the TAM plan and ask for commissioner feedback.

Commissioner Chittenden asked that some information about the Downtown Transit Center be added to the bio in the beginning of the plan.

6. Staff Review of Ongoing Projects- Mr. Sousa updated the committee on the progress of the Montpelier Transit Center.

Mr. Sousa informed the committee that GMT and the union are looking into installing driver barriers in some busses. These barriers have been ordered for three new Gillig buses that are scheduled for delivery in June 2019.

Commissioner Barton asked that driver barriers be an agenda item at the December 2018 operations committee meeting.



Mr. Sousa informed the committee that GMT is still working with BED on the electric buses.

7. Next Meeting Date- The next Operations Committee meeting will be on Monday December 10<sup>th</sup>, 2018 at 9:30 AM at 15 Industrial Parkway Burlington.
8. Adjourn- Commissioner Waninger made a motion to adjourn, Commissioner Chittenden seconded the motion. All were in favor and the meeting adjourned at 10:31 am.