



Operations Committee Meeting Minutes
Monday, March 11, 2019 at 9:30am, GMT Board Room
15 Industrial Parkway, Burlington

Present:

Commissioner Chittenden

Commissioner Waninger (phone & in person)

Commissioner Barton

Commissioner Sharrow

Mark A. Sousa, General Manager

Patricia Redalieu, Director of Human Resources

Cari Whittemore, Executive Assistant

Meeting started 9:33 am

1. Adjustment of the Agenda – None
2. Public Comment- None
3. Approval of December 2019 Meeting Minutes – A motion was made to approve the December minutes by Commissioner Chittenden, seconded by Commissioner Sparrow. All were in favor and the minutes were approved as presented.
4. Update Discussion of Performance Improvement Plan (PIP) – There was discussion regarding reviewing the PIP and determining what information should still be tracked and what information no longer needs to be tracked. The committee requested staff evaluate the most cumbersome metrics to collect, update goals, objectives, and strategies.
5. Energy Efficiency- Mr. Sousa stated that he would contact VEIC regarding a possible energy audit. There was much discussion on ways to make our building more energy efficient. Commissioner Barton asked that the staff do some research on how to implement an energy efficiency audit and how GMT would implement the audit's results..

9:53 a.m. Commissioner Waninger entered.

6. GMT Recruiting and Hiring Process- Ms. Redalieu presented a PowerPoint to the committee. Commissioner Waninger asked if other employees had knowledge of this hiring process. Ms. Redalieu stated that GMT is currently working on an HR manual. There was discussion regarding GMT's time frames for open positions.



Commissioner Barton asked if the offers for employment were written or verbal. Ms. Redalieu explained the process. Mr. Sousa stated that he signs every offer letter. Commissioner Chittenden suggested adding more time to the board agenda to accommodate for questions regarding the power point presentation.

7. GM Facilities and Strategic Plan Update – Commissioner Barton asked if this update could be deferred. Mr. Sousa stated that the update could be deferred to a later date.
8. Next Meeting Date- The next Operations Committee meeting will be on Monday, May 13, 2019 at 9:30 AM at 15 Industrial Parkway Burlington.
9. Adjourn- Commissioner Sharrow made a motion to adjourn, Commissioner Waninger seconded the motion. All were in favor and the meeting adjourned at 10:32 am.