



Board Meeting Minutes  
Tuesday, September 17, 2019 at 7:30 a.m. GMT Board Room  
101 Queen City Park Road, Burlington VT 05401

Present:

Commissioner Chittenden  
Commissioner Waninger  
Commissioner Kaynor (Phone)  
Commissioner Dimitruk  
Commissioner Davis  
Commissioner Pouech (Phone)  
Commissioner Buermann  
Commissioner Sharrow  
Commissioner Bohne  
Commissioner Wallis  
Commissioner Spencer  
Alt. Commissioner Brewer  
Alt. Commissioner Megan Polyte

Jon Moore, Interim General Manager  
Nick Foss, Director of Finance  
Kim Wall, Grants Manager  
Debbie Coppola, Senior Accountant  
Jamie Smith, Director of Marketing and Planning  
Milia Bell, Marketing Coordinator  
Jenn Wood, Public Affairs Coordinator  
Matthew Young, HR Coordinator  
Molly Walsh, Seven days  
Don McDonald, Public

1. Meeting started at 7:32 a.m.
2. Adjustment of the Agenda – There were no adjustments to the agenda
3. Public Comment – Chair Chittenden presented Secretary Kaynor’s email about adding more context to his statement in the August 2019 board meeting minutes about fleet electrification.

Alt. Commissioner Polyte entered at 7:34 a.m.



7:34 am - The conference phone had to be restarted due to technical difficulties. Conference phone having problems had to restart it.

7:36 am - The issues with the conference phone was fixed.

Commissioner Wallis entered at 7:38 am.

4. Consent Agenda- Commissioner Kaynor made some comments on the consent agenda and thanked staff for their hard work.

Don McDonald and Molly Walsh entered at 7:38 am

**A motion was made to approve the consent agenda by Commissioner Dimitruk, the motion was seconded by Commissioner Buermann. All were in favor, and the consent agenda was approved.**

Secretary Kaynor exited at 7:41 am.

5. General Manager Report- Mr. Moore informed the Board that the NextGen Implementation has not increased ridership as much as expected, some of this is due to incorrect transfer counts. Mr. Moore stated that there was 20 minutes added back to the Blue Line for on time performance reasons. Mr. Moore informed the Board that the Essex Center route was also added back to service after public meetings, this added about \$80,000 of service back onto the operating budget.

Mr. Moore stated that he and staff have been meeting with the Burlington School District in order to be proactive on communicating student rider behavior expectations.

Commissioner Wallis inquired about implicit bias training for GMT employees.

Mr. Moore stated that GMT has gotten two quotes for this training and both were cost prohibitive. Mr. Moore also stated that all of GMT employees would take part in this training, not just drivers.

6. Electric Bus Update- Mr. Moore informed the Board that the quotes for the electric bus charging stations are due in September. In addition, Burlington Electric Department (BED) is paying GMT up to \$65,000.00 per electric bus. To keep this \$65,000 each electric bus must run at least 30,000 miles. If these mileage targets are not reached GMT will have to repay a pro-rated amount of the grant to BED.



Mr. Moore stated that GMT has been deemed qualified for the VEIC Volkswagen settlement money. VEIC was on site and will provide the difference in the price of two electric buses compared to two diesel buses. GMT has not been awarded these funds yet, but we have applied for the grant. These funds will be awarded to two school bus companies, as well as one transit company.

There was discussion on the electric buses.

7. Montpelier Transit Center (MTC) Update- Mr. Moore stated that the opening of the MTC has been pushed back to November 4<sup>th</sup> 2019. Mr. Moore informed the Board that we will be tabling at a celebration event at the MTC on October 9<sup>th</sup>.

Mr. Moore informed the Board that VTrans has provided GMT with roughly \$30,000 per year for a total of 3 years, towards staffing at the MTC. The hours of the MTC are yet to be decided and will depend on possible additional funding from the city of Montpelier.

There was discussion on the MTC.

8. Update on GM Search Process (Action Item) – Vice Chair Waninger informed the Board that the quotes for an executive search firm came in higher than expected, which was due to the amount of time needed to vet candidates.

There was discussion on the search process.

**A motion was made by Commissioner Sharrow to increase the spending limit for an executive search firm engagement to \$24,000. The motion was seconded by Commissioner Spencer. All were in favor and the motion passed.**

New Alternate Commissioner for Burlington Megan Polyte was introduced to the Board.

9. Committee Assignments- Chair Chittenden went over the changes to the Committee Assignments and invited any alternates that are interested in participating on a committee to let him know.
10. Planning & Technical Assistance RFP Award (Action Item) - Mrs. Smith presented the FY20-FY24 Transit Planning Assistance RFP that was included in this month's board packet to the Board.

There was discussion on the plan.



Commissioner Dimitruk asked how the award contract is structured (timeframe and total amount).

Agenda item was suspended until further contract language was provided.

11. Finance Report- Mr. Foss presented the Finance/Grants/Capital projects memo and financials that were included in this month's board packet.

Mr. Foss informed the Board that both systems continue to operate at a loss, and that major changes will need to be implemented to reverse course. Mr. Foss stated that GMT cannot continue to operate in its current funding/expense structure.

There was discussion on the presented financials.

Mr. Foss informed the Board that he will have an adjusted FY20 budget for the October Board meeting and a proposed FY21 budget for the November Board meeting.

Commissioner Wallis inquired about having a LEAN assessment done.

Mr. Moore stated that he thinks it would be best to wait until a GM is selected and allow them to start this process.

12. FY20 Capital Budget Amendment (Action Item) – Mr. Kimball presented the FY20 Capital Budget Adjustment memo that was included in this month's board packet to the Board.

There was discussion on the adjustments.

**A motion to adopt the FY20 Capital budget adjustments as presented in the memo was made by Commissioner Bohne. The motion was seconded by Vice Chair Waninger. Alternate Commissioner Polyte abstained, all others were in favor and the motion passed.**

10. Planning & Technical Assistance RFP Award (Action Item) Continuation- Mrs. Smith presented the language form the RFP to the Board.

There was discussion on the award.

**A motion was made by Commissioner Dimitruk to offer Steadman Hill the contract award for one year with up to four additional one year renewals, up to the**



**maximum amount stated in the RFP. The motion was seconded by Commissioner Wallis. All were in favor and the motion passed.**

13. Committee Reports-

Leadership Committee – Commissioner Chittenden stated that the October meetings will be earlier in the month due to October 1<sup>st</sup> being a Tuesday. Other than that everything has been discussed today. The next Leadership Committee Meeting date is October 7, 2019 at 10:30 a.m.

Strategy Committee – Commissioner Buermann informed the Board that strategy did not meet in September. The next Strategy Committee Meeting date is October 7, 2019 at 8:30 a.m.

Finance Committee – Commissioner Bohne stated that everything that was discussed at the finance meeting was discussed today. The next Finance Committee Meeting date is October 8, 2019 at 8:30 a.m.

Operations Committee: Commissioner Sharrow informed the Board that the PIP was updated. The next Operations Committee Meeting date is October 7, 2019 at 9:30 a.m.

14. Commissioner Comments and Announcements- Commissioner Buermann asked about the Annual Board Retreat.

Chair Chittenden stated that leadership was thinking of November or December 2019 for the retreat.

**15. Possible Executive Session regarding pending civil litigation or a prosecution, and confidential attorney client communications – Vice Chair Waninger made a finding motion to enter executive session to discuss pending civil litigation or a prosecution, and associated confidential attorney client communications and would put the Board at a substantial disadvantage in negotiations. The motion was seconded by Commissioner Wallis.**

**Vice Chair Waninger made a motion to enter executive session with the inclusion of Mr. Moore. The motion was seconded by Commissioner Bohne. All were in favor and the Board entered executive session at 9:02 am.**

The board exited executive session at 9:26 am.



**16. Adjourn- Commissioner Waninger made a motion to adjourn, Commissioner Bohne seconded the motion. All were in favor, and the meeting adjourned at 9:27 a.m.**