



Finance Committee Meeting Minutes
Tuesday, November 13th, 2018 at 8:00am GMT Board Room
15 Industrial Parkway, Burlington

Present:	Mark A. Sousa, General Manager
Commissioner Bohne (Chair)	Michelle Daley, Director of Finance and Compliance
Commissioner Brewer (phone)	Kim Wall, Grants Manager
Commissioner Powers (phone)	Jon Moore, Director of Maintenance and Planning
Commissioner Dimitruk (phone)	Matthew Young, Admin Support Specialist
Commissioner Wallis(phone)	

Meeting started at 8:01 AM.

1. Adjustment of the Agenda-

Mrs. Daley requested that the Transit Asset Management Plan discussion be moved before the FY20 Budget Discussion. There were no objections to this.

Commissioners Dimitruk and Wallis asked that some time in today's meeting be used for more discussion on FY18 yearend financials presentation to the board.

Commissioner Brewer entered at 8:07 am (via Phone)

2. Public Comment –

There were no members of the public present.

3. Approval of the minutes from October 30, 2018 –

Commissioner Dimitruk asked that more information be added to the October 30th meeting minutes.

There was discussion on what to add to the minutes. Chair Bohne suggested tabling the October minutes for more discussion at the December Finance Committee meeting.

A motion was made to table the minutes until December by Commissioner Brewer, seconded by Commissioner Wallis. All were in favor and the minutes were tabled.



4. 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 to The Committee. She stated that after presenting this plan to other committees she added information.

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. Part of this plan required the purchase of an asset management software which GMT purchased two years ago knowing that this plan was going to be required.

There was discussion on the tables included in the plan.

Chair Bohne stated that this seems to be time consuming will this take time away from other projects?

Mrs. Daley responded that it is time consuming to set up but once everything is set up it is easy to maintain. Mrs. Daley informed the Committee that the software vendor created all the NTD required reports making the annual filing process more streamlined.

Commissioner Dimitruk stated that this was a great and that the committee has been asking for this for a while. She said it will be a good capital budget planning tool.



Mrs. Daley asked the Committee for a recommendation from this committee to adopt this plan.

A motion to recommend the Transit Asset Management Plan to the GMT Board of Commissioners was made by Commissioner Powers. The motion was seconded by Commissioner Dimitruk. All were in favor and the motion to recommend this plan be adopted by the GTM Board of commissioners was approved.

5. FY20 Operating and Capital Budget Discussion-

Mrs. Daley presented the FY20 Operating and Capital Budget to the Committee.

Mrs. Daley went through each line item category in the capital budget as well as the operating budget so the committee would better understand.

Chair Bohne asked about the progress of the electric buses GMT will be purchasing. There was discussion on the electric bus contract status.

Chair Bohne asked if we have been overspending our spare parts budget. Mr. Moore answered that we have been exhausting all capital and operating funds for parts.

Mrs. Daley stated that based on these budget numbers Urban will be at a deficit of \$654,000 and Rural will be at a deficit of \$246,000.

Commissioner Powers made a motion to enter Executive Session to discuss the FY20 Budget options, as discussing this outside of Executive Session would provide premature general public knowledge of labor issues and place GMT at a substantial disadvantage. The motion was seconded by Commissioner Brewer. All were in favor and the motion was approved to enter Executive Session.

A motion to enter Executive Session with the inclusion of; Mr. Sousa, Ms. Daley and Mr. Moore was made by Commissioner Powers. The motion was seconded by Commissioner Brewer. All were in favor and the Committee entered Executive Session at 9:33 am.

Commissioner Powers moved to exit Executive Session, the motion was seconded by Commissioner Brewer. All were in favor and the Board exited Executive Session at 10:01 am. No action was taken.



The Committee discussed presentation of the FY 18 details to the Board. Ms. Daley noted she would prepare a written memo with the details and the committee agreed with that approach.

6. Next meeting date and location - Next Finance Committee meeting is Tuesday December 11th, 2018 at 8:00 AM at 15 Industrial Parkway Burlington.
7. Adjourn- Commissioner Wallis made a motion to adjourn, Commissioner Dimitruk seconded the motion. All were in favor the meeting adjourned at 10:02 am.