



Board Meeting Minutes
Tuesday, December 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
Commissioner Dimitruk (Phone)
Commissioner Krohn
Commissioner Pouech
Commissioner Buermann
Commissioner Sharrow
Commissioner Bohne
Commissioner Wallis
Commissioner Spencer
Commissioner Davis (Phone)
Alt. Commissioner Polyte

Jon Moore, Interim General Manager
Trish Redalieu, Director of Human Resources
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
Christopher Damiani, Transit Planner
Matthew Young, HR Coordinator
Ross McDonald, VTrans (Phone)

1. Meeting started at 7:30 a.m.
2. Adjustment of the Agenda – Chair Chittenden requested agenda item 13 be moved before agenda item 9 due to time constraints for some Commissioners. There was no objections, agenda item 13 was moved before agenda item 9.
3. Public Comment – There were no public comments.
4. Consent Agenda-

Commissioner Krohn made two grammatical correction suggestions to the November 26 board meeting minutes.

A motion was made to approve the consent agenda with grammatical changes to the minutes Commissioner Krohn, the motion was seconded by Treasurer Bohne. All were in favor, and the motion passed.

Vice Chair Waninger and Commissioner Buermann entered at 7:33 am.



Commissioner Wallis asked parts purchasing procedure be discussed at the next Operations Committee meeting due to a large number of the monthly checks being issued for parts purchases.

Commissioner Polyte Entered at 7:35 am

5. GM Report- Mr. Moore informed the Board that the delivery of the two Proterra electric buses has been delayed again to early January due to exterior paint defects. Also the City of Burlington Energizer Permit for the chargers has been delayed to January 14th. Due to these delays we plan to have these buses in service by March 1, 2020.

There was discussion.

Mr. Moore stated that the FY21 Capital Budget will include two cutaway buses for the urban fleet. This is the first time these buses have been purchased for urban revenue and in addition to saving approximately \$40,000 per vehicle in local capital match they are also generally less expensive to maintain. These buses also have a faster production time and get about double the gas mileage compared to the larger Gillig buses.

There was discussion.

Mr. Moore informed the Board that we have a new employee working at the Montpelier Transit Center. She is currently working both the 6:00 am to 10:00 am and the 2:00 pm to 6:00 pm shifts until we hire another employee. The Transit center will be open to the public for the entire 6:00 am to 6:00 pm time span.

There was discussion.

Mr. Moore stated that GMT, working with Steadman Hill Consulting, has completed our annual NTD reporting requirements. This data submission is required by the FTA and GMT for the first time was required to combine urban and rural data for the reporting. The reporting takes a significant amount of staff time and coordination.

Mr. Moore informed the Board that GMT has been notified by VTrans that the Federal Highway Administration (FHWA) will allow the repurposing of the earmark designated to the Berlin facility for another facility located in Washington County. GMT will work with VTrans on identifying next steps including scoping work for a potential new Washington County Maintenance & Administrative facility.



Mr. McDonald stated that together we would need to find the alternative property within three years. Once approved a full break down of these funds will be provided to GMT staff.

There was discussion.

6. VTrans Update- Mr. McDonald informed the Board that a retirement party for Barbara Donovan will be held today 12/17/2019 from 2:00 pm to 3:00 pm in the Barre City board room.

Mr. McDonald stated that the Public Transit Policy is being wrapped up now and public comment closes 12/17/2019.

VTrans is looking at some scheduling and dispatching software to see if there is a better option than what we are currently using.

Mr. McDonald stated that he would like to present VTrans Route and Performance report to The Board at the January or February 2020 board meeting.

Chair Chittenden congratulated Mr. McDonald on his promotion.

7. Update on GM Search Process- Vice Chair Waninger informed the Board that we have received ten applications for the General Manager (GM) position. GovHR projects the new GM could start late April 15th 2020 to early May 11th, 2020.

GovHR thinks that GMT should meet the final candidates in person. GMT would be financially responsible for travel expenses for these candidates to come to interview with The Selection Committee, The Board, and then stakeholders. These meetings can be held in succession in one week, possibly the week of February 24th (the week before Town Meeting Day).

There was discussion.

The Board agreed that conducting these interviews the week of February 24, 2020, would work.

8. FY20 and FY21 Budget Discussion- Mr. Foss presented the Finance documents included in this month's board packet on pages 27-33.

There was discussion.



Mr. Foss stated that the FY19 audit should be available soon and he is planning on having Ron Smith present the FY19 audit to the Board at the retreat in February 2020.

Mr. Foss also stated that he has spoken to a number of references for Encore Renewable Energy, the solar company to whom GMT may lease roof space.

There was discussion.

Commissioner Spencer requested a written document be provided to the board with explaining the FTA guidance GMT received on this project.

There was discussion on the budget.

9. **A. FY21 Member Municipality Assessment Increase** - Mr. Moore presented the F21 budget memo. Urban projecting a deficit of \$400,000 and a deficit of \$373,000 on the rural side.

There was discussion on the budget.

Commissioner Wallis stated that she supports decisions Mr. Moore needs to make to accomplish this balanced budget as he is the Interim General Manager. These changes should not wait for a new General Manager to start.

There was discussion on possible budget saving measures.

Mr. Moore stated that the urban assessment is currently budgeted for a 4% increase but if it was increased to 5% it would be a \$21,000 increase in local funding.

There was discussion.

This agenda item was tabled until after agenda item 13. FY21 Budget executive session.

13. Possible Executive Session Related to the FY21 Budget- **A motion was made to enter executive session to discuss personnel matters was made by Commissioner Pouech, the motion was seconded by Commissioner Sharrow. All were in favor and The Board entered executive session at 8:48 am.**

Vice Chair Waninger made a motion to exit executive session at 9:32 am.

Commissioner Davis exited.



The Board exited executive session at 9:32 am, no action was taken.

9. B. **A motion was made to increase the urban member assessment by 4% for FY21 by Commissioner Pouech, the motion was seconded by Treasurer Bohne. Commissioner Kaynor voted nay (1), Commissioner Wallis abstained (1), all others (11) were in favor, and the motion passed.**

Commissioner Krohn and Commissioner Buermann exited at 9:35 am

10. Service Guidelines Policy Discussion- Mrs. Smith and Mr. Damiani presented the Service Guidelines Policy document that was included in this month's board packet.

Mrs. Smith stated that this policy is in draft form and Commissioner Spencer and Commissioner Wallis have suggested edits that are not yet in this draft policy.

Mrs. Smith stated that we have ask twelve rural communities for a 5% increase in local funding for FY21.

Commissioner Dimitruk asked that the Commissioner of the area that Mrs. Wood is visiting be informed so they can help spread GMTs message.

Mr. Moore stated that this policy does not need to be approved by The Board today but it will need to be approved at the January 2020 board meeting to begin the public process.

There was discussion on the policy.

11. Colchester Service Agreement (Action Item) - Mr. Moore presented the Colchester Service Agreement Summary that was included in this month's board packet to the Board.

There was discussion.

A motion to approve the draft service agreement with a three year term and \$40,512.00 paid to GMT over two years, and our expectation is that Colchester will join GMT as a member municipality within the 3 years or renegotiate another service agreement, was made by Commissioner Pouech. The motion was seconded by Treasurer Bohne. All were in favor and the motion passed.

12. Committee Reports-



Leadership Committee – Chair Chittenden stated that the annual board retreat will be February 11th 2020 and the FY21 budget will be approved then. Also Chair Chittenden has resigned and Vice Chair Waninger will be taking over starting in January; the next Leadership Committee Meeting date is January 13, 2020 at 11:00AM.

Strategy Committee – The next Strategy Committee Meeting date is January 13, 2020 at 8:30AM.

Finance Committee – Treasurer Bohne stated that the committee will be changing to the second Thursday of the month going forward. The next Finance Committee Meeting date is TBD.

Operations Committee: Commissioner Sharrow informed the Board that the committee discussed on time performance and the PIP will be ready to present in January 2020. The next Operations Committee Meeting date is January 13, 2020 at 10:00AM

Commissioner Comments & Announcements: Commissioner Spencer thanked Chair Chittenden for his service as GMT Board Chair. He also thanked staff for all of their hard work.

14. Adjourn- **Vice Chair Waninger made a motion to adjourn. All were in favor, and the meeting adjourned at 10:38 am.**