



GMT LEADERSHIP COMMITTEE MEETING  
THURSDAY MARCH 16<sup>TH</sup>, 2017  
9:00 A.M.  
GMT BOARD ROOM  
15 INDUSTRIAL PARKWAY  
AGENDA

- 9:00 1. Adjustment to the agenda
- 9:01 2. Public Comment
- 9:10 3. Approval of the February 16<sup>th</sup>, 2016 committee minutes
- 9:15 4. Transition Update
- 9:30 5. Personnel Matter (Possible Executive Session)
- 9:45 6. Draft Board Agenda
  - A. Employee Satisfaction Survey Update
  - B. Jeffersonville Commuter Update – Town votes
  - C. CSA Update
  - D. FY 18 Budget Item
  - E. Medicaid Update
- 10:00 7. GM Report
  - A. Maintenance Contract Update
  - B. Services Rendered and GMT
  - C. St. Albans route
  - D. DTC Update
  - E. Town of Stowe Meeting
- 10:15 8. Next meeting date (April 14<sup>th</sup> @9am)
- 10:20 9. Adjourn



**Leadership Committee  
Green Mountain Transit**

Meeting Notes  
Wednesday, February 16<sup>th</sup>, 2017  
9:00 am  
15 Industrial Parkway, Burlington, VT

**Present:**

Chair Kaynor, Secretary Barton, Past Chair Dimitruk (phone), Vice-Chair Chittenden and Treasurer Powers (phone).

**GMT Staff:** Mark A. Sousa, IGM

**Meeting started at 9:01 am.**

**Public Comment**

Several speakers were recognized to speak about an item on the agenda. The speakers were as follows;

Cheryl Asper

Bill Duma – Driver & Dispatcher

Rob Slingerland – Chief Steward Teamsters local 597

Bob Chagnon – Former steward and current mechanic

Kim Wall – GMT Finance Department

Everyone who spoke in public input spoke in favor of Mark Sousa being hired as GM. They also delivered a petition in support of Mark Sousa signed by 83 employees of GMT.

**Adjustment to Agenda**

Add 3.5 – Changes to the GM job description

**Approval of the minutes**

Motion by Secretary Barton to approve the minutes of January 12<sup>th</sup>, 2016. Vice Chair Chittenden second. Passed

**GM job description.**

Chair Kaynor discussed the job description with the committee. Changes to the qualifications section as well as the essential functions were made. Secretary Barton asked to have the Operations Committee review these changes on 02-20-17 and report to the full board on 02-21-17.

Motion by Vice Chair Chittenden to go into Executive Session to discuss hiring an employee. Motion was amended to allow IGM Sousa to attend the session at some point. Seconded by Secretary Barton. Vote was unanimous and the session started at 9:22am.

Secretary Barton moved to come out of Executive Session at 10:07am. Seconded by Vice- Chair Chittenden. Passed

**Quarterly Strategic Goals Plan Review**

Chair Kaynor discussed the goals with the Committee. The language was worked on and will be presented to the Board on 02-21-17. Other topics included adding items to the website, the UIPT Summit in Montreal in May 2017, APTA Conference in October of 2017.



### **Board Meeting Agenda**

There was discussion on the upcoming Board Agenda items to include an update of the GM transition, Jeffersonville Commuter, Marketing update, Quarterly Strategic Goals and the Nelson Nygard presentation. GM job description was added to the agenda.

### **IGM Report**

IGM Sousa updated the committee on the 1 Industrial project, BED meeting on electric buses and the CSA kickoff meeting.

### **Other Business**

Secretary Barton discussed that since Town meetings are upon us, Commissioners should be looking for the local shares in their Towns budgets. There was also a discussion on the Commissioners appointment dates, end of May he believes and if they want to continue to serve.

**Next Meeting: Thursday March 16<sup>th</sup>, 2017 at 9:00 a.m.**

Treasurer Powers made a motion to adjourn. The motion was seconded by Secretary Barton; approved unanimously.

Meeting adjourned at 10:53 am.





Date: March 13, 2017  
To: Mark Sousa, General Manager  
Jon Moore, Director of Operations and Planning  
From: David Armstrong, Planning Manager  
Re: GMT Next Gen Transit Study Update

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The GMT Next Gen Transit Study, (formerly known as comprehensive service analysis, or CSA), is well under way, most notably with a project logo, above.

An initial Advisory Committee meeting was held on 2/21. Future Advisory Committee meetings will occur approximately every 6-8 weeks to review deliverables and help guide the Plan. As of today, the Plan has not generated any other deliverables. GMT staff and the Nelson Nygaard team continue to gather relevant data and discuss project timeline(s). Several important aspects and milestones of the Plan are listed below:

- The Plan's website is being developed by the GMT marketing department, and should have a "homepage" available by 3/20/17.
- Stakeholders have been identified and confidential one-on-one interviews between NN staff and stakeholders will be conducted late-March – April.
- Existing conditions: service area maps, demographics info, current route stats, etc., are being built/compiled. This data is critical to understanding existing strengths and weaknesses of current services.
- Public outreach will and/or may include items such as:
  - internal bus flyers/placards
  - project bus/taled events
    - UVM Medical Ctr
    - DTC
    - National Life
    - Food City
    - foodshelves ?
  - bus wrap ?
  - Survey Monkey ?
  - project website survey ?
  - public hearing(s) ? (though these tend to be sparsely attended, so will be used sparingly)
  - project posters

Questions and/or input may be directed to David Armstrong, [darmstrong@ridegmt.com](mailto:darmstrong@ridegmt.com)



Date: March 16, 2017  
To: Mark Sousa, General Manager  
Jon Moore, Director of Operations and Planning  
From: David Armstrong, Planning Manager  
Re: Jeffersonville Commuter Update

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The Jeffersonville Commuter is now past its 100% funding timeline. Consequently, the towns of Jericho, Underhill and Cambridge are responsible for the 20% local match cost of the route, or \$42,000, divided equally. The local match for FY17 has been funded, however, funding for FY18 is incomplete:

- Jericho voted to fund its portion of the local match - \$14,000
- Underhill passed a *floor amendment* to fund only 36% of its portion - \$5,000
- Cambridge has not passed any funding for June 2017 – Dec 2017, or beyond (Cambridge operates on calendar FY)

Given this partial funding of the local match portion of the route, GMT staff presents the following three options for Board consideration, ALL of which reduce the number of daily round trips from four to two:

1. Operate half of the existing service to Jericho only, with only Jericho funds
  - a. Two round trips per day local match required - \$19,000
  - b. How fund shortage?
  - c. How account for Underhill residents' ridership despite no funding commitment?
2. Operate half of the existing service to Jericho only with Jericho AND Underhill funds
  - a. Two round trips per day local match required - \$19,000
  - b. Disparate funding levels
    - i. Underhill funds don't "buy" extra service as we can not extend the route past Jericho/Underhill town line "Underhill Flats" stop, (no turnaround further east in Underhill)
3. Operate half of the existing service all the way to Cambridge with funds from all three towns
  - a. Two round trips per day local match required - \$21,000
  - b. Ask Cambridge to specially fund \$7,000
  - c. Increase Underhill funding somehow?
  - d. Credit Jericho \$7,000?
  - e. Disparate funding levels?