



**Leadership Committee Meeting Minutes
November 9, 2020 11:00 AM
101 Queen City Road, Burlington VT 05401
Meeting held virtually via Zoom Meetings**

The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.

Present:

Commissioner Waninger
Commissioner Kaynor
Commissioner Sharrow
Commissioner Bohne
Commissioner Derenthal
Commissioner Davis
Commissioner Polyte

Jon Moore, General Manager
Jamie Smith, Director of Marketing and Planning

Absent:

Open Meeting

Commissioner Waninger opened the meeting at 11:01AM.

Adjustment of the Agenda

There were no adjustments to the agenda.

Public Comment

There were no members of the public present.

Approval of Committee Minutes (October 12, 2020)

Commissioner Bohne made a motion to approve the minutes, Commissioner Sharrow seconded. All were in favor and the motion carried.

General Manager Report – Updates and Opportunity for Questions

Mr. Moore added one update—COVID related service changes. The current urban schedule includes hours for commuter service that we are not currently operating, those drivers are reserve drivers. This format allows GMT the opportunity to restart those trips in the event that demand increases without having to re-bid. Mr. Moore said his impression from the March Board Meeting was that he was authorized to



make COVID-related service changes without approval from the full board. Mr. Moore said that GMT would like to start utilizing those drivers and hours to reinstate more frequent service on the Red and Blue lines due to some capacity concerns. Committee members were in support of this plan and believed this was a valuable use of resources.

Commissioner Waninger asked for an update on the site selection study for a new Central Vermont facility and asked is there an opportunity for the CVRCP to participate? Mr. Moore said he believes the kick-off meeting has been scheduled and we would gladly accept the support from the CVRCP in this process.

Fairness & Inclusion Committee Discussion

Commissioner Polyte said the committee hasn't had the opportunity to meet again. She is working to gather some more information and will circle back with Mr. Moore to determine the best path forward. Mr. Moore mentioned that he received information from the CCRPC and he will share that with Commissioner Polyte and the Fairness and Inclusion Committee. Mr. Moore also mentioned that the CCRPC has extended the offer to help identify opportunities for GMT staff to participate in CCRPC trainings.

Draft Board Agenda Review

Commissioner Waninger asked if the board would receive a full copy of the Safety Plan for review. Mr. Moore said they would along with a memo outlining the plan and the FTA requirements.

Mr. Moore spoke briefly about the initial FY22 budget and mentioned that there would be a presentation on fare free service. Commissioner Sharrow said he is not going to be at the Board Meeting but wanted to mention again that he is very against eliminating fares. He said having to reinstating fares later due to budget concerns would be awful after going fare free.

Commissioner Bohne mentioned that he thinks a board evaluation process is overdue, and he wanted to put that on the radar for members to consider. Commissioner Waninger asked if a calendar could be created for the Board Chair outlining when specific processes occur and what should the chair be making sure is fostered during what parts of the year.

Commissioner Waninger asked if we would need the Executive Session agenda item? Mr. Moore said that he wasn't sure at this time.

Six Month General Manager Job Performance Review Process

Commissioner Waninger said that Mr. Moore's contract indicates that he would receive a review after his first six months, putting the review in November. She



mentioned that this is unique timing because the GMT Board of Commissioners starts the GM Annual Review in December. Commissioner Waninger asked what the board is looking for in a six-month review process. In the past, the GMT Board of Commissioner has used a rating system and a process of looking at the goals identified by the General Manager.

Commissioner Kaynor said there should be a six-month review, but with COVID coming in right after Mr. Moore became GM, the land has shifted so much. He feels it's important to do the review to give Mr. Moore the confidence to go forward with things different than originally outlined.

Commissioner Davis asked if the December review would still happen if the November review was conducted? Commissioner Waninger said it would and said the annual review is a much more in-depth process and is more a 360 review.

The committee asked Mr. Moore if he felt like the six-month review would be beneficial? Mr. Moore said it would be because he would have information sooner for his benefit noting that the information gleaned from the annual review would take longer to reach him.

Commissioner Bohne supported the process of doing the six-month review in November and the annual review beginning in December.

Commissioner Davis asked if there are planned changes to annual review given that Mr. Moore spent the year prior to becoming GM as the Interim GM. Commissioner Waninger walked through the annual review process, noting that it pulls from the job description. Commissioner Bohne supported keeping the process the same as year's past.

Commissioner Waninger asked if committee members though the six-month review should be an online survey or more conversational with the full board? Commissioner Kaynor said in his experience, the six-month review was more informal.

Commissioner Kaynor apologized for being late to the meeting and asked to circle back to the GM Report to express his disappointment in the Proterra vehicles and the continued issues. Mr. Moore said he recently met with Proterra and they have been apologetic, but due to COVID restrictions, Proterra hasn't been able to address the issues in the way they would have hoped. Commissioner Bohne asked if we had a chance to put the electric buses through the paces when the weather was cold? Mr. Moore said we were able to use one bus and not for very long. Commissioner Sharrow asked what the current problems are? Mr. Moore said the major issue is with the door interlock. The bus will not go into gear if the sensor indicates that the



door is open (even if it is closed). Proterra indicated that they think it is a manufacturing issue. There is also an issue with the parking break sensor creating an issue with charging.

Adjourn

Commissioner Davis made a motion to adjourn, Commissioner Sharrow seconded. All were in favor and the meeting adjourned at 11:28AM.