



1 **Green Mountain Transit Board of Commissioners Meeting Minutes**
2 **August 16, 2022 - 7:30 a.m.**
3 **101 Queen City Road, Burlington VT 05401**

4
5 *The mission of GMT is to promote and operate safe, convenient,*
6 *accessible, innovative, and sustainable public transportation services in*
7 *northwest and central Vermont that reduce congestion and pollution,*
8 *encourage transit-oriented development, and enhance the quality of life*
9 *for all.*

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11
12 **Present:**

13 Commissioner Phil Pouech, Hinesburg
14 Commissioner Denis Barton, Shelburne
15 Commissioner Matt Cota, South Burlington
16 Commissioner Austin Davis, Winooski
17 Commissioner Bob Buermann, Grand Isle County
18 Commissioner Paul Bohne, Essex
19 Commissioner Catherine Dimitruk, Franklin County
20 Commissioner Bonnie Waninger, Washington County
21 Alternate Commissioner Chapin Kaynor, Williston
22 Alternate Commissioner Rob Moore, Lamoille County
23 Alternate Commissioner Tom Derenthal, Burlington
24 Jon Moore, General Manager
25 Stephanie Reid, Director of Human Resources
26 Chris Damiani, Senior Transit Planner
27 Nick Foss, Director of Finance
28 Matt Kimball, Grants and Capital Projects Manager
29 Ashley LaBombard, Marketing Coordinator
30 Pam McDonald, Accounting Coordinator
31 Tim Bradshaw, VTrans

32
33 **Open Meeting**

34 Chair Davis opened the meeting at 7:30AM.

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36 **Adjustment of the Agenda**

37 None



38

39 **Public Comment**

40 None

41

42 **Consent Agenda**

43 Commissioner Dimitruk made a motion to approve the consent agenda,
44 Commissioner Barton seconded. Commissioner Barton asked about
45 Marketing and how GMT is advertising fare free service? GM Moore
46 noted the Marketing staff has conducted a number of outreach efforts
47 promoting fare free service. After a vote, the motion carried.

48 Commissioners Pouech and Buermann abstained from voting due to
49 absences at the last meeting.

50

51 **VTrans Update**

52 Tim Bradshaw updated the Board the upfronts were signed and would
53 be going out to GMT this week. VTrans signed a commitment letter to
54 provide additional funding in the midyear amendment that covers
55 increased unit costs for New Flyer buses that will be delivered in FY23.

56 Tim Bradshaw and Matt Kimball are working on contract amendments
57 for two joint procurements, one for combustion engine buses and one for
58 battery electric buses.

59

60 **General Manager Report**

61 GM Moore thanked GMT staff for a successful triennial audit, which
62 produced three findings that staff has begun to address.

63

64 GM Moore also highlighted the new format of the ridership reports,
65 noting the route ranking, and average weekly daily ridership.

66

67 GM Moore updated the Board on the vandalism that occurred at the
68 Downtown Transit Center, which resulted in \$16,000 in damage.

69

70 Commissioner Barton asked if there is a security camera system in
71 place? GM Moore noted that we do and we have the same at our other
72 facilities. Alternate Commissioner Derenthal asked if the meetings of
73 note list was typical of a GM month? GM Moore said that is a snapshot
74 list.



75

76 **Board Committee Reports**

77 **Finance Committee:** Commissioner Bohne noted that the committee
78 did not meet.

79 **Strategy Committee:** Commissioner Buermann reported that they
80 committee did meet. One topic was the rural microtransit feasibility study
81 and the Transit Strategic Plan update.

82 **Operations Committee:** This committee didn't meet. Commissioner
83 Cota agreed to step into the Chair role for Operations committee.

84 **JEDI Committee:** This committee did not meet.

85 **GM Search Committee:** Commissioner Bohne reported the committee
86 is meeting weekly at the moment, and has met three times. Interim
87 candidate interviews are hopefully scheduled next week. Chair Davis
88 encouraged staff and Board members to reach out if they are interested
89 in being part of the hiring committee process.

90

91 Commissioner Dimitruk asked what the plan was for the JEDI
92 Committee with Commissioner Polyte's absence? GM Moore noted that
93 Commissioner Polyte may be back in October; GMT is hoping to not
94 lose momentum. One area of focus is an after-action meeting post
95 training, which received mixed reviews internally. GM Moore was hoping
96 that Commissioner Polyte's facilitation skills could be valuable in that
97 after-action plan. If Commissioner Polyte is unable to come back in
98 October, GM Moore will work with Chair Davis on a plan forward.

99

100 **Essex Junction GMT Membership Vote Authorization Resolution**

101 GM Moore said effective July 1st, the town and Village of Essex Junction
102 have separated. The Village became the City of Essex Junction. FY23's
103 assessment is unaffected as the entities have agreed to continue billing
104 the Town of Essex. The City of Essex Junction has expressed interest in
105 becoming a member, which would require the GMT Board of
106 Commissioners to pass an authorization to initiate a public vote and the
107 public vote would need to pass. The City of Essex Junction would
108 become a member which would open them to a seat on the Board and
109 GMT would assess them accordingly.

110



111 GMT was asked what would happen if the public vote was
112 unsuccessful? GM Moore noted that would be a tough situation as the
113 Essex Junction route is the second most popular route in the urban
114 system. The worst-case scenario would be stopping the bus in Fort
115 Ethan Allen and not continuing on into the City of Essex Junction. If that
116 were the case, GMT and the City of Essex Junction could enter into a
117 service agreement similar to Colchester's agreement.

118
119 Commissioner Dimitruk made a motion to approve the Resolution of
120 Membership authorizing the City of Essex Junction to hold a
121 public vote for membership into the Green Mountain Transit Authority,
122 Commissioner Cota seconded. All were in favor and the motion carried.

123 124 **FY23 Capital Budget Adjustment**

125 Director Foss and Matt Kimball presented the FY23 Capital budget
126 adjustment. Director Foss noted that the Finance Committee voted to
127 recommend the Capital Budget adjustment as presented, however one
128 change has been made to the budget since that vote.

129
130 Matt Kimball presented the change in heavy duty bus unit costs from
131 \$577,500 to \$629,000 which results in an increase for \$10,300 in local
132 capital match for the urban budget, and \$550.00 in local match for the
133 rural budget. The rural increase is lower due to a commitment from
134 Stowe Mountain Resort for the capital match for two buses in the rural
135 area. VTrans has given a written commitment to fund the delta in the
136 mid-year amendment.

137
138 Commissioner Waninger made a motion to approve the adjustments to
139 the FY23 Capital Budget, Commissioner Cota seconded. All were in
140 favor and the motion carried.

141 142 **General Manager Search Timeline and Budget Discussion**

143 Commissioner Bohne said the intent of the GM Search Committee is to
144 hire an interim General Manager. Chair Davis will work on expanding
145 that committee to conduct the General Manager search. The committee
146 has identified seventeen potential candidates, two of which are
147 scheduled for interviews. The timeline is aggressive and will begin as



148 soon as this week, however there are a number of items that need to be
149 approved before that begins, including an approved job description, and
150 salary range. The recruitment budget that is being discussed is between
151 \$4,500 and \$8,000, which is mostly for advertising. Travel costs would
152 be needed as we identify candidates, if they are traveling from out of
153 state. Commissioner Bohne and Director Reid will be working together
154 on this process. If all goes well, there is a hope to have the process
155 conducted by December.

156
157 Chair Davis noted that the list of candidates for interim General Manager
158 is impressive, and the committee is working hard to wrap that process
159 up so the interim has as much time with GM Moore as possible. Chair
160 Davis thanked Commissioners Bohne and Derenthal for their hard work
161 on contacting candidates.

162

163 **Possible Executive Session: 1 VSA 313(a)(3), Personnel**

164 GM Moore said the need for executive session is related to the General
165 Manager search process.

166

167 Commissioner Cota made a motion to enter executive session pursuant
168 to 1 VSA 313(a)(3) to discuss a personal matter inviting the General
169 Manager, Jon Moore and the Director of Human Resources, Stephanie
170 Reid, Commissioner Waninger seconded. All were in favor and the
171 motion carried.

172

173 The Board of Commissioners entered executive session at 7:56AM.

174

175 Alternate Commissioner Kaynor made a motion to exit executive
176 session, Commissioner Buermann seconded. All were in favor and the
177 motion carried.

178

179 The Board exited executive session at 8:17AM with no action taken.

180

181 **General Manager FY23 Compensation**

182 GM Moore noted that the Board of Commissioners are responsible for
183 recommending or updating annual changes to the General Manager's
184 wages. This process has not occurred for FY23.



185 Chair Davis said the Leadership Committee met to discuss this item and
186 recommended the annual increase of 2.5%, retroactive to July 1, which
187 matches the staff increase budgeted in the FY23 budget.

188

189 Commissioner Dimitruk made a motion to approve the increase as
190 proposed, Commissioner Waninger seconded. All were in favor and the
191 motion carried.

192

193 **General Commissioner Comments**

194 Chair Davis thanked past and current leadership of the Board for
195 assistance as he steps into the role of Chair. Several new
196 commissioners will be joining Board, and if Commissioners are
197 interested in changing committees, please reach out.

198

199 Alternate Commissioner Kaynor thanked the hiring committee for the
200 quick work.

201

202 Commissioner Dimitruk asked for a quick check of by-laws to remove
203 him/her and a review of policies to remove pronouns. Commissioner
204 Dimitruk asked for a hard look at the Charter and how the rural areas
205 are represented (or not represented). The lack of rural representation
206 puts pressure on the four Commissioners representing rural locations
207 and forced them into multiple roles in order to have representation.

208

209 Commissioner Bohne agreed with Commissioner Dimitruk on the charter
210 review and noted that a charter committee might be in order for the
211 future.

212

213 **Adjourn**

214 Commissioner Waninger made a motion to adjourn, Commissioner
215 Derenthal seconded. All were in favor and the motion carried. The
216 meeting ended at 8:25AM.