



1                   **Green Mountain Transit Board of Commissioners Minutes**  
2                                   **October 18, 2022 - 7:30 AM**  
3                                   **101 Queen City Road, Burlington VT 05401**

---

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

---

10           **Present:**

- 11  
12   Commissioner Tasha Wallis, Lamoille County  
13   Commissioner Phil Pouech, Hinesburg  
14   Commissioner Paul Bohne, Essex  
15   Commissioner Amy Brewer, Williston  
16   Commissioner Bob Buermann, Grand Isle County  
17   Commissioner Chapin Spencer, Burlington  
18   Commissioner Austin Davis, Winooski  
19   Commissioner Matt Cota, South Burlington  
20   Commissioner Catherine Dimitruk, Franklin County  
21   Commissioner Dennis Barton, Shelburne  
22   Commissioner Henry Bonges, Milton  
23   Commissioner Christian Meyer, Washington County  
24   Alternate Commissioner Marcie Gallagher, Burlington  
25   Alternate Commissioner Elisabeth Nance, Grand Isle County  
26   Alternate Commissioner Eric Covey, Winooski  
27   Alternate Commissioner Tom Derenthal, Burlington  
28   Alternate Commissioner Chapin Kaynor, Williston  
29   Jon Moore, General Manager  
30   Jamie Smith, Director of Planning & Marketing  
31   Nick Foss, Director of Finance  
32   Stephanie Reid, Director of Human Resources  
33   Tim Bradshaw, VTrans  
34   Christopher Damiani, Senior Transit Planner  
35   Ashley LaBombard, Marketing and Outreach Coordinator  
36   Matt Kimball, Grants and Capital Projects Manager  
37   Gordon Shaw, LSC Transportation Consultants  
38   Charlie Rutkowski, CTAA

40           **Open Meeting**

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

43           **Adjustment of the Agenda**



45 GM Moore asked to do a round of introductions as new GMT Board members were present.

46

## 47 **Public Comment**

48 None

49

## 50 **Consent Agenda**

51 Commissioner Bohne asked a question about some of the routes that have low ridership  
52 and if GMT will continue operating them. Bohne also asked about why the daily average for  
53 the Northfield Community Shuttle does not result in a higher monthly total. GM Moore stated  
54 that the Northfield Community Shuttle is a once-a-week shopping shuttle and that staff will  
55 take a look at underperforming routes during the FY 24 budget in conjunction with the  
56 VTrans Route Performance report.

57

58 Commissioner Kaynor noted that he was on the phone for the first hour from 7:30-8:30 for  
59 the September Board Meeting. Commissioner Spencer stated that he was present at the  
60 last meeting and was omitted in the minutes. Commissioner Nance added that  
61 Commissioner Cota's name was misspelled on pg. 5 of the Board packet.

62

63 Commissioner Pouech made a motion to approve the consent agenda with the corrections  
64 stated, Commissioner Dimitruk seconded. All were in favor and the motion carried.

65 Commissioner Nance abstained.

66

## 67 **Vtrans Update**

68

69 Tim Bradshaw updated the board about mid-year budget adjustment items which include the  
70 LONO awards specifically around training for the New Flyer buses. Vtrans was onsite with  
71 GMT Finance staff to discuss outstanding invoices and other items to wrap up the fiscal  
72 year. Vtrans staff, GM Moore and Captstone Community Action met recently to discuss the  
73 Community Rides program and Vtrans asked Capstone for a business plan, organizational  
74 chart, estimated budget, and timeline for implementation.

75

## 76 **GM Update**

77

78 GM Moore updated the board on two recent staff departures, Pam MacDonald Accounting  
79 Coordinator and David Hamblin, IT Manager. Staff has been working on short-term systems  
80 to continue payroll and IT functions. GM Moore credited the HR department with stepping up  
81 and helping with some of the payroll functions including personnel changes, cafeteria plans,  
82 and low-tech IT Management. For IT management, staff has a meeting scheduled with a  
83 third-party company GMT already works with to assist with IT program support.

84

85 GM Moore highlighted the first check-in meeting with Chair Davis as well as Michelle  
86 Boomhower, Ross MacDonald, and Tim Bradshaw from Vtrans with standing meetings  
87 scheduled for the future.

88



89 GMT will be moving forward with five battery-electric buses from New Flyer. GM Moore said  
90 that New Flyer will be assisting with infrastructure solutions. Through Vtrans technical  
91 assistance contract with VEIC, GMT may be able to provide GMT some project  
92 management assistance on electrification. In addition, GMT just signed a purchase order for  
93 four New Flyer clean diesel buses. GM Moore highlighted that these buses will help the  
94 organization meet its short-term service needs with the delivery of these buses slated for  
95 mid-January 2023 with two housed in Burlington and two for Stowe Mountain Road Shuttle  
96 expansion service.  
97

98 GM Moore welcomed Elaine Haytko from VPTA onsite last week to meet with staff and  
99 check that GMT is in compliance with the Medicaid program. DVHA has expressed some  
100 concern about staff capacity as well as providing Medicaid eligible transportation for the  
101 unhoused population. GM Moore stated that all agencies across the state are experiencing  
102 similar issues and that DVHA has provided training materials to VPTA as Elaine visits the  
103 various public transit providers.  
104

105 Commissioner Bohne asked if the new Stowe buses will be used outside of the ski season.  
106 GM Moore said the buses are designed for seasonal service as well as regular fixed route  
107 service and that these buses will be housed in Berlin outside of seasonal to be run on either  
108 the Montpelier LINK or City Commuter.  
109

110 Commissioner Pouech asked if the new electric bus chargers are able to be used for other  
111 systems or if it is specific to the New Flyer fleet. GM Moore stated that they will be  
112 compatible with the Proterra buses and other buses we bring into the fleet.  
113

114 Commissioner Dimitruk asked that staff let Board members know if we are going to any of  
115 their communities and for the county representatives to let staff know if there are particular  
116 towns staff is looking to target. GM Moore responded that staff will be going to all urban  
117 municipalities with the assessment information and staff presented to the strategy committee  
118 last week with the full board getting the presentation on a plan for outreach to rural  
119 communities.  
120

121 Commissioner Derenthal asked about the IT contracted services and if payroll will fold into  
122 that as well as the timeline for making a decision. GM Moore mentioned that GMT payroll  
123 processing is outsourced to third-party payroll software vendor which has been an efficient  
124 and cost-effective system.  
125

## 126 **Board Committee Reports**

127

128 **Finance Committee:** Commissioner Bohne stated that the Finance Committee did not meet  
129 but the Board should be prepared as the committee works on the budget in November with  
130 a preliminary presentation and approval in December with a public hearing in January and  
131 final adoption in February.  
132



133 **Operations Committee:** Commissioner Cota reported that the committee discussed the 4  
134 New Flyer buses and the partnership with Marble Valley Transportation as well as a  
135 seasonal service update.

136  
137 **Strategy Committee:** Commissioner Buermann noted that the committee covered the  
138 MyRide feasibility study prioritization with the committee recommending that St. Albans be  
139 the next community. The committee also discussed the rural funding strategy.

140  
141 **Leadership Committee:** Chair Davis reported that the Leadership committee met about  
142 items that will be discussed under executive session.

143  
144 **JEDI Committee-** Chair Davis mentioned that the committee will be undertaking training  
145 provided by the Vermont Human Rights Commission. Davis also mentioned that there is  
146 currently not a chair for the committee but in the interim there is still work that can be done  
147 to move items forward.

148

#### 149 **Microtransit Feasibility Study**

150  
151 Director Smith reviewed the memo provided in the packet which is a continuation of the  
152 agenda item from the September Board meeting with a focus on the second study from the  
153 VPTA statewide feasibility study. Smith stated that while there wasn't a quorum at the last  
154 Strategy Committee meeting, the board members present supported staff's recommendation  
155 for St. Albans as the next location for a feasibility study. Director Smith outlined the criteria  
156 that staff used to select another community in GMT's service area. Those criteria were:

157  
158 Connection: Microtransit connection to other fixed route services and other multi-modal  
159 options.

160  
161 Geographic Equity: Choose a community in a service area that hasn't been considered  
162 Rural: Due to the funding source from the VPTA study, the chosen community must be a  
163 rural community.

164  
165 Opportunity for Efficiency: The study should prioritize mixing as many different transportation  
166 programs as possible to ensure the most efficient use of the microtransit technology similar  
167 to the Montpelier MyRide program.

168  
169 Director Smith stated that once the Boards decides on the second GMT community for the  
170 VPTA study, staff will work on the scope of work for a larger systemwide microtransit  
171 feasibility study looking at communities in both the urban and rural areas.

172  
173 Commissioner Dimitruk stated her appreciation for the St. Albans study as well as the  
174 transparent process that was outlined by staff in selecting this second community. Dimitruk  
175 also noted that in the study it is important to incorporate not just St. Albans City and Town  
176 but also how other surrounding communities feed into it.

177



178 Director Smith responded that the scope of work for the St. Albans study will be similar to  
179 the Barre study where three different scenarios including the surrounding area were looked  
180 at and that staff will include Commissioner Dimitruk and Commissioner Buermann in scope  
181 development meetings.

182  
183 Commissioner Wallis asked about the FreeWheelin program that is in the Mad River Valley  
184 and if GMT has any connection with that program.

185  
186 Director Smith stated that the MRV valley reached out about E&D service for in and around  
187 the valley. In that process as funding considerations were discussed, the MRV Senior  
188 Center fundraised and got their own vehicle and volunteers who manage it.

189 Commissioner Wallis motioned to select St. Albans as the second community for GMT's  
190 microtransit feasibility study under the VPTA contract. Commissioner Buermann seconded.  
191 All were in favor and the motion carried.

192  
193 **FY 23 Operating Budget Adjustment**

194  
195 Director Foss reviewed the memo in the Board packet. Foss also noted the budget  
196 adjustment and presentation that was given to the Finance Committee last month. Director  
197 Foss that there was roughly a 7% increase in revenues and expenses which is mostly  
198 attributed to fuel, CBA, salaries and wages which has changed from when the budget was  
199 built over a year ago.

200  
201 Commissioner Spencer summarized that we are needing to use more 5307 funding which  
202 will create difficulties for the authority in FY 24. Director Foss highlighted page 37 as the  
203 most important slide of the budget adjustment presentation which highlights the difference in  
204 5307 funding as a percentage of GMT's revenues.

205  
206 Commissioner Spencer said that being at the CATMA conference provides an opportunity to  
207 speak about regional and state funding.

208  
209 Director Foss brought up the future local match challenges that agency will face which  
210 prompted GMT to not spend all the COVID funds all at once and switch the approach to  
211 draw down formula funds using as much local match as possible and push ARPA funds for  
212 future fiscal years.

213  
214 Commissioner Dimitruk motioned to adopt the proposed adjusted FY 23 Operating Budget  
215 totaling \$ 25,304.183. Commissioner Pouech seconded the motion. All voted in favor and  
216 the motion passed.

217  
218 **FTA Triennial Review Final Report**

219  
220 GM Moore reviewed the findings from the FTA's review. One was around our disadvantaged  
221 enterprise program with the other two around the Equal Employment Opportunity areas.  
222 Within that area, GMT must ensure that supervisors are trained on the EEO program and  
223 SSTA oversight as our contractor as it relates to ADA and E&D services in Chittenden



224 County. GM Moore highlighted the corrective action timeline and that staff has already  
225 started working on internal procedures and plans with follow-up scheduled to inform the FTA  
226 that GMT is following these new plans.

227  
228 Commissioner Dimitruk highlighted that GMT had an enhanced review around the  
229 procurement area and that FTA found no issues. Dimitruk complimented the staff on their  
230 work in this area given its challenges.

231  
232 **Washington County Site Selection**

233  
234 GM Moore set up the agenda item by introducing Charlie Rutkowski from CTAA and Gordon  
235 Shaw from LSC Transportation whom GMT has contracted with for the Washington County  
236 Site Selection project.

237  
238 Rutkowski provided an overview of the study which started with a look at the existing  
239 conditions of the current site and then compared it with a wish list for what the agency would  
240 want in a future site. In the review of the current challenges, Charlie highlighted the lack of  
241 space for existing employees, inadequate indoor parking for the bus fleet, and its location in  
242 the floodplain. The ideal size of a future facility includes a larger administrative and  
243 operational space with a min of 3 acres.

244  
245 Gordon Shaw from LSC Transportation noted the siting criteria for the future facility was  
246 calculated with an increase in vehicle fleet, nearby land uses, and focus on minimizing  
247 operating costs. Shaw mentioned that the study started with 5 different sites in the Berlin  
248 and Montpelier area with an additional three sites being identified after a stakeholder  
249 meeting. After scoring all the potential locations, three of them rose to the top for future  
250 study. Shaw mentioned that site 5 on Paine Turnpike is recommended as the preferable site  
251 and walked through the conceptual site plan. Rutkowski noted that the tract of land adjacent  
252 to the proposed site has plans for future development.

253  
254 Commissioner Meyer asked about how involved the Town of Berlin was and their awareness  
255 of the site selection process. GM Moore said that the Town of Berlin is aware of the study  
256 with multiple meetings and presentations to the Select board. Given one of the locations  
257 was Town property, GMT was interested in the partnership but due to the lack of access and  
258 prohibitive costs of infrastructure improvements did not move forward with that site. GM  
259 Moore will reach out to the Town after the Board votes on this action item to follow up.

260  
261 Commissioner Kaynor stated that in approximately 25 years most if not all of the fleet will be  
262 electrified with a majority of the charging happening in the indoor bus bays with mid-day  
263 high speed recharging. Kaynor asked the study team to consider the future need of battery  
264 storage onsite in partnership with the utility company and dedicating space for battery  
265 storage and associated transformers. Rutkowski stated that the study team considered  
266 future electrification needs and noted that technology has changed drastically and very  
267 quickly and will probably change even more in terms of space needs in the future. Matt  
268 Kimball added that staff will be in contact with the utility company early in the design process  
269 for near and long term electrification planning.



270  
271 Commissioner Wallis asked how many acres of impermeable surface will this project have  
272 and will GMT have to complete 3 acre storm water work? Gordon Shaw said there is  
273 approximately one acre of impervious surface. There is space on site for storm water  
274 retention and bush wash systems utilize entirely recycled water. Shaw also noted that given  
275 the preferred sites proximity to the mall, utility access should not be a large cost factor. Matt  
276 Kimball added that town water and sewer runs along property.

277  
278 Commissioner Dimitruk asked what the process is after the Board approves a preferred  
279 site?

280  
281 Matt Kimball summarized that immediately after approval, staff will begin work on the NEPA  
282 process before an appraisal for just compensation for the property owner. Kimball added  
283 that through our architect's and engineers' retainer contract, they will be an integral part of  
284 the process.

285  
286 Commissioner Wallis asked how will the agency manage to implement this project given the  
287 current financial challenges? GM Moore responded that GMT will partner with Vtrans on  
288 grant opportunities with the FTA. GMT has capital funds budgeted for the initial design work  
289 but will need to seek federal assistance for property purchase and construction cost. Matt  
290 Kimball reported that the Finance Department has discussed the future local capital match  
291 impacts of this project and have included it in future financial planning.

292  
293 Tim Bradshaw asked if this would be part of the FY 24 grant application process? GM Moore  
294 responded that it would happen no sooner than the FY 24 grant process. Matt Kimball  
295 added that a mid-year amendment could potentially be needed for land acquisition but FY  
296 24 is most likely when that would occur.

297  
298 Commissioner Bohne moved to accept the conclusions outlined in the study to select the  
299 Paine Turnpike site as the preferable location for a new Washington County Operations  
300 Facility. Commissioner Bonges seconded. All voted in favor and the motion carried.

301  
302 **Executive Session: 1 VSA 313(a)(3), Personnel**

303  
304 Commissioner Pouech made a motion to enter executive session pursuant 205 to 1 VSA  
305 313(a)(3) to discuss a personnel matter inviting Stephanie Reid, Director of Human  
306 Resources and General Manager, Jon Moore. Commissioner Dimitruk seconded the motion.  
307 All were in favor and the motion carried.

308  
309 The Board entered executive session at 8:50 AM.

310  
311 The Board exited executive session at 9:37 AM with no action taken.

312  
313 Commissioner Dimitruk made a motion to authorize Chair Austin Davis in consultation with  
314 the GMT Leadership Committee to work expeditiously with General Manager Jon Moore to  
315 execute the hiring of an Assistant General Manager, complete an operational assessment to



316 support staff and the organization so that staff can be successful and the organization can  
317 thrive, to implement a retention bonus strategy for our admin staff, implement a strategy of  
318 outreach to our staff to ensure staff feel a part of the organization and a sense of agency in  
319 their work. Commissioner Pouech seconded the motion. Commissioner Dimitruk noted that  
320 GMT is in a unique position as typically many of the actions are within the full authority of  
321 the General Manager to implement but given the unique situation of the interim position and  
322 hiring of a General Manager, the Board needs to take specific action. Chair Davis added  
323 that the Board understands that staff feels overworked, underpaid, and undervalued. Davis  
324 expressed that the Board hopes the four steps outlined not only help in the short term but  
325 also provide a roadmap for the next year to sixteen months as the Board hopes to retain  
326 staff, reevaluate staff workload, and build a very deliberate organization. All voted in favor  
327 and the motion carried.

328

329 **General Commissioner Comments**

330

331 Commissioner Dimitruk gave a shout-out to Bus Operator Alice Baker as her mom is a  
332 regular GMT bus rider and regularly compliments Alice and her customer service. GM  
333 Moore noted that Alice is a customer service superstar and staff will pass that along.

334

335 **Adjourn**

336 Commissioner Wallis made a motion to adjourn. Commissioner Pouech seconded the  
337 motion. All voted in favor and the motion carried. The meeting adjourned at 9:42 AM.