

Green Mountain Transit Board Minutes

Date: March 21, 2017

Time: 7:30 AM

Place: GMT

15 Industrial Parkway

Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston

Tom Chittenden, Vice Chair, South Burlington

Denis Barton, Secretary, Shelburne

Marti Powers, Treasurer, Essex

Catherine Dimitruk, Commissioner, Franklin County (Via Phone)

Chapin Spencer, Commissioner, Burlington

Rob Moore, Commissioner, Lamoille County (Via Phone)

Bob Buermann, Commissioner, Grand Isle County

Bonnie Waninger, Alternate, Washington County (Via Phone)

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

Phil Pouech, Commissioner, Hinesburg

Mark Sousa, General Manager

Jon Moore, Director of Operations and Planning

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administrative & Support Services

David Armstrong, Planning Manager

John Robinson, Human Resources Coordinator

Members of the Public:

Amy Brewer, Alternate, Williston

George S. Putnam, Cambridge Select Board

Michael Oman, Underhill

Sara Lourie, Cambridge Conservation Commission

Not Present:

Harold Garabedian, Commissioner, Washington County

1. Open Meeting

Chair Kaynor opened the meeting at 7:31 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

Michael Oman, resident of Underhill, spoke on the Jeffersonville Commuter. He explained he was there with the support of others to keep the service and learn more information on the next steps to bring it back to his Select Board. He would like to keep enough of the service alive while building on it to make it much more of a contribution to the community.

Commissioner Acharya entered at 7:32 am.

Alt. Waninger called in at 7:33 am

Secretary Barton entered at 7:34 am.

4. Consent Agenda

A motion to approve the Consent Agenda was made by Commissioner Sharrow and seconded by Commissioner Miles. All were in favor and the Consent Agenda was approved.

5. Employee Satisfaction Survey Update

Trish Redalieu, Director of Administrative & Support Services, reviewed the 2016 employee survey results. The same survey was used in 2015 with the removal of a few questions. The results were very consistent with the prior year. Ms. Redalieu expressed a concern for the total number of responses but does believe the lack of responses were due to the time it was administered; around the holidays. The Board discussed alternate survey options to increase responses and agreed that a smaller survey administered three to four times a year could help increase the overall responses along with better collected information. Although the board agreed that the responses would be most helpful if broken down into divisions or departments, they also do not wish to remove or jeopardize them being anonymous. Both Mark Sousa, General Manager and Ms. Redalieu believe that once they get the survey results out to the employees it will spark more feedback which can lead to better responses.

6. Jeffersonville Update

David Armstrong, Planning Manager, spoke on the memo attached in the Board packet. He reviewed the three current options and the financial obligations it would have for each town based on the current local match. Jericho has voted to fund its full portion of the local match in the amount of \$14,000. Underhill passed a floor amendment but in the amount of \$5,000. Cambridge currently has not passed any funding past June 2017. After Board discussion they agree it would be a shame to end the service before the results of the CSA study come in. The Board also requested to know what cost per ride figure should they consider when discussing the reduction or elimination of service. They also spoke on the idea of reallocation of rural funds towards the continuation of the service. With interest still very alive in keeping the service to Cambridge, Mr. Sousa explained that they would be able to push back the deadline of April 18th's meeting, however, they would need to make a decision no later than May's Board meeting.

Sara Lourie, Cambridge Conservation Commission, spoke to the Board and explained she was at the Cambridge town meeting and it is not a closed deal regarding the funding for the service. The Select Board asked the Conservation Commission to take this on as an issue. They have conducted a survey and over 80 responded to the survey with 75% favoring Cambridge's financial support of the service. This item has been added to the Select Board meeting agenda for April 17th.

George Putnam, Cambridge Select Board, explained to the Board that during the town meeting, Cambridge was not sure where Underhill was on funding it's portion. Cambridge was aware that Underhill had zeroed out their portion of the funding. Mr. Putnam explained he was attending today's meeting to understand what options were available and would relay it back to the Select Board.

Commissioner Moore accepted the role of Board liaison to help keep all parties informed. Mr. Sousa will reach out to other Board members and committees to seek volunteers to help with this ongoing situation.

7. CSA Update

Mr. Armstrong reviewed the CSA memo update. The new name for the study is GMT Next Gen Transit Plan. Currently, the Plan's website is under development. The projected date for the home page has been pushed to March 25, 2017. Stakeholders have been identified and one-on-one interviews will be conducted through April. Public outreach is very important to the study and Mr. Armstrong went over many ideas on how the information will reach the public. The Board requested that the study review any of the most recent and relevant studies that have been performed regarding the service.

8. FY 17 Capital & Operating Budget Adjustment

Michelle Daley, Director of Finance, reviewed the adjustments to Fiscal Year '17 for both Capital and Operating budgets. Ms. Daley made the adjustments based on current trends and the recent grant amendment from VTrans. Treasurer Powers informed the Board that the Finance Committee has reviewed each line item and believes it is a fair break down.

The Committee was also very pleased that the review was done and they now have a more accurate budget, which better reflects the current position and allows for more accurate forecasting.

Secretary Barton made a motion to approve the Fiscal Year '17 adjustments to the Capital Budget in the amount of \$6,753,155 along with the Operating budget in the amount of \$20,734,209. Treasurer Powers seconded the motion and all were in favor and the motion was approved.

9. Medicaid Update

Mr. Sousa and Ms. Daley spoke on the current Medicaid update. With the contract being awarded to VPTA negotiations began. Now with the old administration out of office and new members being assigned, this has led to talks of new negotiations. This may help their current rate of \$21.28 per member per month. Currently they have the lowest rate within the State. As it stands now the continuation of the service could not go on into FY18 under the current rate. It would also cause an impact on staffing with the cancelation of the service. Mr. Sousa will continue to update the Board as progress is made.

10. GM & Committee reports

Mr. Sousa reminded the Board that the Maintenance contract will be under negotiations in the coming weeks. Bill Kelly, Union Agent, has begun meeting with the maintenance staff. They will meet an additional time before sitting down with GMT.

An agreement was made with PC Construction to warranty the sewer line under the DTC for five years. The hole will be repaired and the drivers will have access again to the lounge area.

Mr. Sousa was very pleased with how the staff handled the second largest winter storm in Vermont's history. The weather plan was followed and executed well.

Mr. Sousa informed the Board of the passing of Adam Michael Ploof, Customer Service Representative. Mr. Sousa explained the huge impact Adam had in such a small time of being employed. He will be greatly missed.

Leadership Committee was covered and will meet again on April 14th.

Strategy Committee was covered and will meet again on April 10th.

Operations Committee has been reviewing the new absentee policy. They hope to bring it to the Board for April's meeting. They have also begun to review the latest job descriptions based on the organizational chart.

Finance Committee addressed a previous concern from the past Board meeting regarding check registry review. Treasurer Powers assured the Board she reviews it every week and a half. She also responds with many questions regarding odd numbers or out of line expenses. Finance has postponed the purchasing policy until the latest regulations come down in April.

11. Personnel Matter (Possible Executive Session)

Vice Chair Chittenden made a motion to enter executive session to discuss personnel matters with the inclusion of Mark Sousa and was seconded by Commissioner Miles. All were in favor and the motion was approved and the Board entered executive session at 9:30 AM.

Secretary Barton made a motion to exit executive session and was seconded by Commissioner Buermann. The motion was approved and the Board exited executive session at 9:58 AM.

13. Adjourn

Commissioner Buermann made a motion to adjourn and was seconded by Commissioner Pouech. All were in favor and the meeting adjourned at 10:00 AM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Denis Barton', written over a horizontal line.

Denis Barton, Secretary