



Board Meeting Minutes
Tuesday, May 19, 2020 at 7:30 a.m.
Virtual Meeting via Zoom
101 Queen City Park Rd, Burlington, VT 05401

Present:

Commissioner Waninger
Commissioner Chittenden
Commissioner Kaynor
Commissioner Davis
Commissioner Pouech
Commissioner Buermann
Commissioner Sharrow
Commissioner Bohne
Commissioner Spencer
Alt. Commissioner Polyte
Alt. Commissioner Gallagher
Alt. Commissioner Brewer
Alt. Commissioner Moore

Jon Moore, General Manager
Trish Redalieu, Director of Human Resources
Nick Foss, Director of Finance
Jamie Smith, Director of Marketing and Planning
Deb Coppola, Senior Accountant
Jenn Wood, Public Affair Coordinator
Matt Kimball, Capital Projects Manager
Matthew Young, HR Coordinator
Karen Plante, Payroll Administrator
Pam McDonald, Accounting Coordinator
Chris Damiani, Transit Planner
Ross McDonald, VTrans
Spencer Smith, Public

- 1 1. Commissioner Waninger opened the meeting at 7:31 a.m.
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- 3 2. Adjustment of the Agenda – None.
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- 5 Matt Kimball joined at 7:32 a.m.
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- 7 3. Public Comment – Spencer Smith stated that she received a complaint from a driver
- 8 about some passengers riding the bus are being disrespectful to the bus drivers.
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- 10 Mr. Moore responded that there are always a few difficult passengers whom staff
- 11 have to deal with.
- 12
- 13 4. Consent Agenda- Commissioner Sharrow requested that the maintenance and
- 14 expenditure reports be pulled from the consent agenda for discussion. **A motion**
- 15 **was made to approve the consent agenda excluding the maintenance report and**
- 16 **check register by Commissioner Dimitruk, the motion was seconded by**
- 17 **Commissioner Chittenden. All were in favor, and the motion passed.**

Commissioner Spencer joined at 7:34 a.m.

Commissioner Sharrow asked what the \$2,500.00 expenditure for the Stowe mountain garage was for.

Mr. Moore stated that it was not the newest building and the funds were used to replace most of the lighting including the ballasts.

Commissioner Sharrow asked why the road calls have increased when we are providing less service.

Mr. Moore stated replied that due to the reduced service there are extra buses available to swap for road calls. Whereas during peak service it would be diagnosed over the radio and looked at when it returned to the garage if it was safe to do so.

There was discussion.

Commissioner Kaynor joined at 7:37 a.m.

A motion was made by Commissioner Sharrow to accept the maintenance report and check register. The motion was seconded by Commissioner Buermann. All were in favor, and the motion passed.

5. VTrans Update & FY19 Route Performance Report Presentation- Mr. McDonald gave an overview of the FY19 Performance Report.

There was discussion.

Mr. McDonald stated that there is currently an RFP issued for smaller electric cutaway type vehicles, and if awarded it would bring the number of public transit electric vehicle in the state to the double digits.

There was discussion.

6. GM Update- Mr. Moore stated that pre-COVID-19, GMT was working on increasing the number of volunteer driver providing non-emergency medical transportation but at this time, it is difficult. Once this has passed, staff will work diligently to recruit more volunteer drivers.

Mr. Moore informed the Board that VPTA in partnership with CTAA is preparing a submission to GMT's Medicaid transportation RFP.

1 Mr. Moore informed the Board that due to the executive order being extended, all
2 staff that are able, are teleworking. Starting 5-20-2020, daily temperature scanning
3 and a self-screening questionnaire will be completed by every employee prior to
4 starting a shift, per the executive order.

5
6 Mr. Moore stated that GMT is still planning to continue the RFP process for the
7 microtransit pilot in the Capital region.

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9 There was discussion.

10
11 Mr. Moore stated his goals for FY21 included: improving company culture, company
12 image, internal performance reporting and management, and become more
13 efficient on budgeting.

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15
16 7. Finance Report- Mr. Foss presented the finance report that was included in this
17 month's board packet.

18
19 There was discussion.

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21 Mr. Foss requested that the Board authorize him to open a line of credit in the
22 future if needed.

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24 Commissioner Waninger suggested that this be an agenda item for the next month's
25 meeting.

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27 Commissioner Spencer requested that the Finance Committee discuss this and
28 prepare the motion that will be requested at the next board meeting.

29
30 There was discussion.

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32 8. FY21 Urban Assessments- Mr. Moore stated that after discussion at the finance
33 committee, it was recommended that GMT member town assessments stay level
34 and not increase by the anticipated 4% from FY20, as shown on p. 35 of the board
35 packet.

36
37 There was discussion.

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39 Commissioner Spencer asked why ADA assessments were not decreased as well.

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41 Mr. Moore stated that ADA assessments are based on usage for the previous year so
42 any cost savings on ADA would not be recognized until the following year.

Commissioners Spencer suggested that finance committee consider decreases in assessments and continue working on the best use of the CARES ACT funding.

Commissioner Bohne stated that all options will be considered but stated GMT has been running in the red for a while, and the amount of work it took to balance the FY20 budget.

Commissioner Kaynor stated that with the reduction of service, staff should look at using CARES ACT funding to help support towns.

There was discussion.

Commissioner Sharrow made a motion to reduce the FY21 urban fixed route assessments from the previously budgeted 4% increase over FY20 amounts to a 0% increase. Commissioner Buermann seconded the motion. All were in favor and the motion passed.

9. Paratransit Fare increase- Mr. Foss stated that the maximum amount that can be charged for ADA service is two times the fixed service rate.

Mr. Foss presented the memo on ADA fares included in this month's board packet.

There was discussion.

In order to bring paratransit fares in Chittenden County in line with federal guidance and guidelines, Commissioner Spencer made a motion to approve raising Paratransit fares to \$3.00. This increase will not go into effect until GMT resumes collecting fares service wide. Commissioner Polyte seconded the motion. All were in favor and the motion passed.

10. Title VI Plan Presentation- Stephen Falbel presented the updated Title VI Program that was included in this month's board packet and highlighted changes from the previous version.

There was discussion.

Commissioner Dimitruk made a motion to approve the updated plan with addition of a committee section if determined necessary. The motion was seconded by Commissioner Moore. All were in favor and the motion passed.

11. Premium Pay Extension- Mr. Moore stated that the premium pay expired on May 15th 2020. With the extension of the stay home stay safe order until June 15th 2020, Mr. Moore requested extending the premium pay until that date as well.

Commissioner Moore made a motion to extend the premium pay as presented by Mr. Moore. The motion was seconded by Commissioner Kaynor. All were in favor and the motion passed.

12. No Smoking Policy- Mr. Moore stated that the current no smoking policy is from 2010 and a lot has changed since then. Mr. Moore proposed the changes to the policy shown in red in the policy that was included in this month's board packet.

There was Discussion and Alternate Commissioner Brewer made several suggested changes.

The no smoking policy was tabled until next month's board meeting.

13. Idling Policy Amendment – Mr. Moore presented the proposed changes to the idling policy shown in red in this month's board packet.

Ed Adrian joined at 9:13am.

Commissioner Kaynor made a motion to adopt the policy changes as presented. Commissioner Chittenden seconded the motion. All were in favor and the motion passed.

14. Executive Session: 1 V.S.A. § 313(a)(1)(f), Confidential attorney-client communications made for purpose of providing professional legal services to the body- **Commissioner Sharrow made a motion to enter executive session to discuss legal matters, with Alternate Commissioners, General Manager Jon Moore and attorney Ed Adrian invited to participate. Commissioner Pouech seconded the motion. All were in favor.**

The Board entered executive session at 9:16 am.

A motion to exit executive session was made by Commissioner Spencer. The motion was seconded by Commissioner Buermann. All were in favor.

The Board exited executive session at 10:19 am, no action was taken in executive session.

- 1 15. Human Rights Commission Mediation Settlement- **Commissioner Spencer moved to**
- 2 **approve the Human Rights Commission Mediation Settlement. Commissioner**
- 3 **Bohne seconded the motion. All were in favor and the motion passed.**
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- 5 16. Adjourn – **A motion to adjourn was made by Commissioner Dimitruk, seconded by**
- 6 **Commissioner Spencer. The meeting adjourned at 10:21 am**