



GMT Board Minutes

Date: May 15, 2018, 2018
Time: 7:30 AM
Place: GMT Board Room
15 Industrial Parkway
Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
Tom Chittenden, Vice Chair, South Burlington
Denis Barton, Secretary, Shelburne
Paul Bohne, Treasurer, Essex
Katherine Miles, Commissioner, Burlington
Bob Buermann, Commissioner, Grand Isle County
Chapin Spencer, Commissioner, Burlington (via phone)
Bonnie Waninger, Commissioner, Washington County
Phil Pouech, Commissioner, Hinesburg
Catherine Dimitruk, Commissioner, Franklin County
Robert Moore, Commissioner, Lamoille County (via phone)
Ebony Nyoni Commissioner Winooski

Mark A. Sousa, General Manager
Bob Young, Director of Operations
Jon Moore, Director of Maintenance
Trish Reddieu, Director of Human Resources
Michelle Daley, Director of Finance and Grants
Jamie Smith, Marketing and Public Affairs Manager
Kimberly Wall, Grants Manager
Matt Kimball, Capital Projects Manager
Rachel Kennedy, Senior Transit Planner
John Robinson, Human Resources Coordinator
Matthew Young, Administrative Support Specialist

Members of the Public:

Amy Brewer Alt. Commissioner Williston
Ray Coffey Alt. Commissioner Winooski
Tom Coogan. VP of RouteMatch Software

Not Present:

John Sharrow, Commissioner, Milton

1. Open Meeting

Chair Kaynor opened the meeting at 7:34 AM. A quorum of the Board was present.

2. Adjustment to the Agenda- There were no adjustments to the agenda.



3. Public Comment-

There were no public comments.

4. Consent Agenda-

Commissioner Miles made a motion to approve the consent agenda and Secretary Barton seconded the motion. All were in favor and the consent agenda was approved.

5. NextGen Update-

Mr. Moore informed the Board that today's discussion is an overview of the NextGen report and the full report is available in this month's Board packet. This report is in draft form and will be presented at five public meetings and at the NextGen Advisory Committee meeting to solicit public comment during the month of June. Final recommendations will be presented to the GMT Board for adoption at the June 19th, 2018 Board meeting.

7:50 am Commissioners Ebony Nyoni and Ray Coffey were introduced to the Board.

6. Title VI Plan-

Mr. Sousa informed the Board that Title VI is a civil right document GMT is required to provide by the FTA. GMT's Title VI plan was approved by the FTA in September 2017. Title VI plans must be re approved every three years.

Commissioner Waninger asked why the rural area was not covered in this document.

Mr. Moore informed the Board that the rural areas of GMT are covered by VTRANS, because GMT Urban is a direct recipient of federal funds it has to have its own Title VI plan.

A motion to approve the Title VI Plan as presented was made by Secretary Barton, Vice Chair Chittenden seconded the motion. All were in favor the Title VI plan was approved.

7. Credit Line Increase-

Ms. Daley informed the Board that GMT currently has a combined \$20,000.00 limit available on credit cards. Mrs. Daley is requesting a \$10,000.00 credit limit increase for a total of \$30,000.00 in available credit. The reasoning behind this is to make sure we have enough available funds to support Medicaid travel and lodging outside of the area. Ms. Daley gave Boston as one example of where she currently has passengers traveling each week.

A motion to approve the credit line increase as presented was made by Vice Chair Chittenden and Commissioner Dimitruk seconded the motion. Commissioner Moore Abstained from the vote. All others were in favor and the request to increase the credit line was approved.

8. Capital Budget Adjustment-

Ms. Daley informed the Board of the requested Capital Budget increase of \$6,250.00, for the Berlin Facility project to finalize the plan work to get the IFP out for June; this request was supported by the Finance Committee on 5-8-2018.



A motion to approve the Capital budget increase of \$6,250.00 was made by Treasurer Bohne and Commissioner Waninger seconded the motion. Commissioner Moore Abstained from vote. All others were in favor and the Capital budget increase was approved.

9. Security System Contract Award -

Mr. Kimball reviewed the information pertaining to the Security System Contract that was included in this Month's Board packet. The security system for 15 Industrial Pkwy will add interior and exterior cameras, as well as door access controls. This will be the same system that is currently being used at the DTC. GMT Issued an IFP in April 2018 with a due date of May 1, 2018. There were 2 bids. Norris Inc. was the only bid that was complete and the lowest bid. Mr. Kimball requested a motion to approve the contract to Norris in the amount of \$191,819, for the total project.

A motion to approve the Security System Contract Award to Norris was made by Vice Chair Chittenden and Commissioner Miles seconded the motion. All were in favor, and the request was approved.

10. Capital Projects Update -

A motion to table the Capital Projects Update until 6-19-2018, to allow each committee to review, was made by Vice Chair Chittenden and Treasurer Bohne seconded the motion. All were in favor, and the tabling was approved until 6-19-2018.

Commissioner Dimitruk exited at 9:14 am.

11. GM & Committee Reports –

General Manager Report

- A. Mr. Sousa informed the Board that RouteMatch(RM) has stepped up their customer service and have been working hard to fix some issues. By the end of this week Mr.Sousa should have a progress report from RM and will update Commissioners then. No action needed at this time from the Board or the public. Mr. Sousa introduced Tom Coogan, VP of RouteMatch Software, to the Board.
- B. Rural Operators Contract Negotiations- Mr. Sousa informed the committee that the date for Rural Operators contract negotiations has been set for May 21-25.
- C. Appreciative Inquiry- Mr. Sousa informed the committee that the Executive Leadership team will attend an introduction to Appreciative Inquiry(AI) seminar on May 17th at Champlain College.

Finance Committee Report

Treasurer Bohne discussed that there was no quorum at the May 8th 2018 Finance Committee Meeting, but the committee still went over the budget. Urban looks to be on budget. Rural looks to be over budget still but the increase in the medicaid costs will help to balance this out. Mr. Daley commented that even with the rise in fuel prices this year will be on target FY18 because of low cost of fuel in the beginning of FY18. There was a discussion on the E & D program.



Leadership Committee Report

Chair Kaynor Informed the Board that Leadership Committee reviewed goals from the strategic plan; #5 being engaged and #8 being an asset to the community. He suggested the Board become more engaged, recommend increasing the number of times per year commissioners ride the bus.

Chair Kaynor informed the Board that a comprehensive report on paratransit will be available for all Committees in June and will be discussed at the June Board Meeting.

Chair Kaynor informed the Board that Secretary Flynn will meet with Leadership Committee June 14, 2018 at 9:30 am and will be open to all Board Members.

Chair Kaynor discussed Board Officer changes happening in July, unless he receives interest from other commissioners the slate is set: Vice Chair Chittenden- Chair, Commissioner Waninger, - Vice Chair, Treasurer Bohne- Treasure, Secretary Barton- Secretary, Chair Kaynor- Immediate past Chair.

Operations Committee Report

Secretary Barton Informed the Board that the Performance Improvement Plan (PIP) should be brought back to the full Board now that we have three years of data. Data looks good overall. The main areas of concern are road calls due to staff turnover and age of the fleet, not from operational deficiencies. Preventive maintenance in both urban and rural locations are now up to standards.

Strategy Committee Report

Strategy Committee has not meet since the last Board Meeting, However Commissioner Buermann discussed the three main topics of the next Strategy Committee meeting June 11, 2018 at 8:30 am will be:

1. Strategic goals
2. Capital projects
3. Future finance Strategy

Commissioner Comments and Announcements

Chair Kaynor commented that if any Board member does not like the committee they are on or would like to join a second committee this would be the time to let him know.

Commissioner Waninger thinks the new Strategic Plan format makes the document much easier to follow.

12. Adjourn –

Vice Chair Chittenden made a motion to adjourn, Secretary Barton seconded the motion to adjourn. All were in favor, the meeting adjourned at 9:46 am.

Respectfully Submitted,

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

Denis Barton, Secretary