



Board Meeting Minutes
Tuesday, June 16, 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
Alt. Commissioner Emery

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
Susan Spencer Smith, Public

- 1 1. Commissioner Waninger opened the meeting at 7:32 a.m.
- 2
- 3 2. Adjustment of the Agenda – None.
- 4
- 5 3. Public Comment – None
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- 7 4. Consent Agenda- Commissioner Spencer requested the April meeting minutes be
- 8 pulled for changes.
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- 10 Commissioner Kaynor requested the May meeting minutes also be pulled for
- 11 changes.
- 12
- 13 **Commissioner Sharrow made a motion to approve the consent agenda excluding**
- 14 **the April and May Minutes. Commissioner Dimitruk seconded the motion. All were**
- 15 **in favor and the motion passed.**
- 16
- 17 Commissioner Spencer suggested edits to the April minutes.

Commissioner Kaynor suggested edits to the April and May minutes.

Commissioner Kaynor made a motion to approve the April and May minutes with suggested changes. Commissioner Spencer seconded the motion. All were in favor and the motion passed.

5. Resolution for Commissioner Chittenden – Commissioner Waninger presented a board resolution for Commissioner Chittenden, which was included in this month’s board packet.

Commissioner Spencer made a motion to approve the presented resolution with minor edits as discussed. Commissioner Bohne seconded the motion. All were in favor and the motion passed.

6. Introduction of Commissioner Emery - Mr. Moore introduced Meaghan Emery who is going to be a new Commissioner from South Burlington.

7. VTrans Update – Mr. McDonald stated that VTrans received approval for initial grant awards and are awaiting signatures now. This is earlier than scheduled for FY21. Also VTrans received a grant for four more electric vehicles two will go to Saint Johnsbury and two will go to Bennington. VTrans did not receive the mobility for all grant.

Mr. McDonald informed the Board that Tyler Austin from GMT’s Berlin office has been very helpful in receiving and tracking PPE inventory from VTrans. He is also helping to coordinate PPE pickups with other providers.

Mr. McDonald stated that VTrans is asking providers and RPCs to look at the E and D program, which runs similar to the Medicaid transportation program, and seek additional partnerships and funding. On July 10th 2020 VTrans will hold a two hour summit that will discuss the E and D program.

Susan Spencer Smith asked how big the four electric vehicles are.

Mr. McDonald stated that they are 16-20 passenger with one or two wheelchair securements.

8. GM Update- Mr. Moore stated that GMT was not awarded the NOLOW grant.

Mr. Moore informed the Board that GMT is producing a bi monthly employee new letter starting this week. Also staff is working on a new employee hall of fame at the Burlington office.

1 Mr. Moore informed the Board that Starting July 6th we will transition the Lamoille
2 County and US 2 commuter service to RCT. Along with this the most senior driver
3 from the rural area Pam Belknap will also be moving to RCT after 16 years of service
4 at GMT. Staff is starting to develop a timeline for the Washington county operations
5 and maintenance facility.

6
7 Mr. Moore stated that GMT's non-emergency Medicaid contract is expiring on
8 December 31 2020. There is an active RFP for this contract which is two years
9 contract with up to two additional annual extensions. Submissions are due 6-19-
10 2020.

11
12 There was discussion.

13
14 Commissioner Kaynor asked about the implicit bias training that was started prior to
15 COVID19.

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17 Mr. Moore stated that at this time about 2/3 employees have completed this
18 training and due to COVID19 training has been paused.

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20 There was discussion.

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22 9. Finance Report- Mr. Foss presented the finance report that was included in this
23 month's board packet.

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25 Mr. Foss stated that letters have been sent out to members about not increasing the
26 urban fixed route assessments over FY21.

27
28 There was discussion.

29
30 10. Interim General Manager Performance Bonus – Commissioner Waninger stated that
31 during the GM hiring process the board discussed a performance bonus for the
32 interim general manager. Given that Jon was the interim for ten months also during
33 this time had to navigate the organization through a pandemic. Commissioner
34 Waninger suggested a performance bonus in the amount of \$3000.00.
35 Commissioner Waninger opened this up for discussion.

36
37 There was discussion.

38
39 **Commissioner Dimitruk made a motion to approve a performance bonus in the**
40 **amount of \$3000.00 for Mr. Moore's time as Interim General Manager.**
41 **Commissioner Polyte Seconded the motion. All were in favor and the motion**
42 **passed.**

1 11. Board Committee Reports –

2
3 Leadership – Commissioner Waninger stated that the committee discussed the
4 board agenda as well how will GMTs future look with ridership and other items and
5 discussing what that looks likes from a strategy perspective and finance perspective
6 and how we might use committees to work towards this future.

7
8 Commissioner Kaynor stated that the Committee also talked about Officers and
9 committee assignments.

10
11 Strategy – Commissioner Buermann stated that the Committee did not meet this
12 month.

13
14 Operations – Commissioner Sharrow stated that the committee reviewed the
15 proposed policies and that a union steward from Burlington Nate Bergeron attended
16 the meeting.

17
18 Finance – Commissioner Bohne stated the committee will be updating the work plan
19 at the July meeting and starting on the budget adjustment that will come back to the
20 board in September.

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22 12. Officers and Committee Membership Discussion- Commissioner Waninger stated
23 that in July the board will hold elections for officers. She also stated that she will be
24 asking for volunteers and nominations.

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26 There was discussion.

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28 Commissioner Dimitruk nominated Alternate Commissioner Polyte for the Vice Chair
29 Position.

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31 Commissioner Waninger nominated Commissioner Davis for the Vice Chair position
32 as well.

33
34 There was discussion.

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36 13. Fairness & Inclusion – Commissioner Waninger stated that in February the Board
37 had a panel discussion on fairness and inclusion. Due to COVID19 the board tabled
38 this until the time and money could be put into the program to make it successful.

39
40 There was discussion.

Commissioner Polyte volunteered to chair a committee, if it is formed, on fairness and inclusion and suggested the committee include commissioners, administrative staff as well as staff from operations. There was discussion.

14. Collective Bargaining Agreement (CBA) Education- Mr. Moore presented the – Progressive Discipline & Grievance Procedures presentation that was included in this month's board packet.
There was Discussion.

15. General Manager Contract– Commissioner Waninger presented the GM agreement that was included in this month's board packet.
There was discussion.

Commissioner Kaynor made a motion to accept the GM Agreement as presented. Commissioner Pouch seconded the motion. All were in favor and the motion passed.

16. FY21 General Manager Goals – Mr. Moore presented the FY21 General Manager Goals that was included in this month's board packet.
There was discussion.
Ed Adrian entered 9:31 am

17. Premium Pay Extension – Mr. Moore stated that staff recommends extending the hazard pay until July 15th as other agencies have.

Commissioner Sharrow made a motion to extend hazard pay to July 15, 2020. Commissioner Kaynor seconded the motion, stating his expectation is that it not be extended past July 15 2020. All were in favor and the motion passed.

18. No Smoking Policy Amendment – Mr. Moore presented the changes to the no smoking policy as suggested at the last meeting.

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

1 19. Micro Transit New Service Policy – Mrs. Smith presented the Micro Transit policy
2 that was included in this month’s board packet.

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4 Mrs. Smith stated that this pilot will require an additional \$200,000.00 in grant
5 funding, including a 20% local match.

6
7 There was discussion.

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9 **Commissioner Chittenden moved to approve seeking additional grant funds from**
10 **VTrans for the micro transit pilot project. Commissioner Moore seconded the**
11 **motion. All were in favor and the motion passed.**

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13 20. Executive Session: 1 V.S.A. § 313(a)(1)(f), Confidential attorney client
14 communications made for purpose of providing professional legal services to the
15 body.

16
17 **A motion to enter executive session with inclusion of Mr. Adrian, Mr. Moore and**
18 **Commissioner Emery, was made by Commissioner Chittenden. The motion was**
19 **seconded by Commissioner Moore. All were in favor.**

20
21 **The Board entered executive session at 9:52 am.**

22
23 **A motion to exit executive session was made by Commissioner Spencer. The**
24 **motion was seconded by Commissioner Davis. All were in favor.**

25
26 **The Board exited executive session at 10:40 am, no action was taken in executive**
27 **session.**

28
29 21. Human Rights Commission Mediation Settlement - **Commissioner Bohne moved to**
30 **approve the Human Rights Commission Mediation Settlement as reviewed in**
31 **executive session. Commissioner Pouech seconded and the motion passed**
32 **unanimously.**

33
34 22. Commissioner Comments – Commissioners introduced themselves to Meaghan
35 Emery, the incoming South Burlington Commissioner.

36
37 23. Adjourn - **A motion to adjourn was made by Commissioner Spencer, seconded by**
38 **Commissioner Polyte. The meeting adjourned at 10:45 am**
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