

## GMT Board Minutes

Date: January 16, 2018  
Time: 7:30 AM  
Place: GMT Board Room  
15 Industrial Parkway  
Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston  
Thomas Chittenden, Vice Chair, South Burlington  
Robert Moore, Commissioner, Lamoille County (via phone)  
Bob Buermann, Commissioner, Grand Isle County  
Katherine Miles, Commissioner, Burlington  
John Sharrow, Commissioner, Milton  
Phil Pouech, Commissioner, Hinesburg (via phone)  
Bonnie Waninger, Commissioner, Washington County (via phone)  
Paul Bohne, Commissioner, Essex  
Chapin Spencer, Commissioner, Burlington (via phone)  
Amanda Holland, Alternate Commissioner, Franklin County  
Robert Millar, Alternate Commissioner, Winooski

Mark A. Sousa, General Manager  
Michelle Daley, Director of Finance and Grants  
Trish Redalieu, Director of Human Resources  
Jon Moore, Director of Maintenance and Planning  
Jamie L. Smith, Marketing and Public Affairs Manager  
Jordan Nellé, Controller  
Katie Mischke, Marketing Coordinator  
John Robinson, Human Resources Coordinator

### **Not Present:**

Denis Barton, Secretary, Shelburne  
Catherine Dimitruk, Treasurer, Franklin County

### **Members of the Public:**

Ross McDonald, VTrans  
Amy Brewer, Alternate Commissioner, Williston

### **1. Open Meeting**

Chair Kaynor opened the meeting at 7:33 AM. A quorum of the Board was present.

*Commissioner Bauerman entered at 7:34 AM.*

### **2. Adjustment to the Agenda**

There were no adjustments to the agenda.

### **3. Public Comment**

There was no public comment.

#### **4. Consent Agenda**

Mr. Sousa, GMT General Manager, asked to have the FY18 and FY19 operating and capital budget amounts added to the December 19, 2017 GMT Board Minutes. Commissioner Bohne made a motion to accept the Consent Agenda with the holding of the minutes, seconded by Commissioner Sharrow and all were in favor.

Commissioner Bohne congratulated Ms. Redalieu, Director of Human Resources, on the Vermont Department of Economic Development grant.

Chair Kaynor asked that under item #10, Commissioner Comments, "Consent" be removed from under the Consent Agenda and moved to Adjustment to the Agenda in the December 19, 2017 GMT Board Minutes. In addition, please change title of #10 subtitle to "Commissioner Comments and Announcements".

Clarification was asked about the NextGen implementation timeline in the December 19, 2017 Board Minutes. Mr. Moore, Director of Maintenance and Planning, said low hanging fruit can be tackled initially, but the earliest the large changes can be implemented is February 2019, in conjunction with the urban operators' bid.

Chair Kaynor also asked that December's minutes reflect that he expressed gratitude for the hard work by operators and staff during the challenging weather.

Commissioner Buermann made a motion to accept the December 19, 2017 GMT Board Minutes as amended, seconded by Commissioner Sharrow and all were in favor.

#### **5. NextGen Update**

Mr. Moore and Mr. Sousa met with and are in ongoing talks with the Town of Shelburne and its business community with regards to providing bus service that matches both need and efficiency.

*Commissioner Miles and Alternate Commissioner Holland entered at 7:43 AM.*

Mr. Moore presented Nelson Nygard's fare structure analysis. Industry standard analysis methodology was employed. Fare free considerations were discussed: most often found in small rural communities, resort areas, and regions dominated by college ridership (75%+). Five fare structure alternatives were presented and how each would potentially impact ridership and annual revenue.

Members of the Board discussed the validity of the numbers presented by Mr. Moore. They requested that Nelson Nygard include the operating costs and overhead savings that is associated with fare free service (fare box cost and maintenance, administrative and operator costs for cash handling, and time savings for route speed). The Board also requested that the alternatives for the fare structure take into account the different funding individual routes receive. Lastly, the Board requested that the three regions may require different fare structures and all options should be reviewed.

*Commissioner Waninger entered at 7:51 AM.*

#### **6. GM Evaluation Process**

Chair Kaynor discussed Mr. Sousa's upcoming 360° evaluation. A Survey Monkey will be sent out to all Board Members and a sampling of union employees and staff. Data will be

compiled prior to the February GMT Board Meeting. Adjustments to salary will be made on Mr. Sousa's anniversary date.

## **7. Jeffersonville Commuter Agenda**

Chair Kaynor explained Underhill is putting their local match funding on Australian Ballot again, which raises the chances it will not pass. He is concerned we once again may be faced with partial funding. Working with Mr. Moore and Mr. Sousa, Chair Kaynor has spoken with Select Board members in both Underhill and Cambridge and believes the funding will pass in Jericho and has a good chance of passing in Cambridge. It does not appear that Underhill will change how it is voting, therefore Chair Kaynor alerted the Board that GMT may be faced with the same situation as last year: the route will have to be funded from reserves if we are to continue operating it.

Ridership this past year was acceptable by the state's rural commuter route criteria, but a 50% increase in ridership would reach the benchmark for a successful route. To understand the level of citizen support, Chair Kaynor, Vice Chair Chittenden and Mr. Loyer, GMT Public Affairs Coordinator, attended an "Alternative Transportation" meeting in Underhill last week. The meeting included presentations by CATMA and the Mount Mansfield Village Community organization. It was a well-attended meeting with great interest in making the Jeffersonville Commuter work better.

Chair Kaynor has volunteered to attend the Cambridge Town meeting and will attend the Underhill Town meeting as well, if possible. Staff will be stretched thin on Town Meeting Day and if any other commissioners are interested in attending either of these town meetings, it would be valuable.

## **8. Employee Survey**

Ms. Redalieu is redesigning the employee survey. It will be more concise, frequent and endeavor data on three topics: communication, employee engagement and job satisfaction. Ms. Redalieu is working on increasing Bloomfire participation in the process.

## **9. VW Settlement Process**

Mr. Sousa shared GMT's letter of written support for the Volkswagen settlement funds to be allocated to electric transit vehicles. Once funds are allocated, the distribution will be transparent and organizations will have ten years to utilize awarded funds.

## **10. GM & Committee Reports**

### General Manager Report

Route Shout 2.0 continues to experience occasional technical issues. Route Match stated the beacons that talk to buses at the Downtown Transit Center will be operational by this Friday, January 19, 2018.

Elderly and Disabled grant funding is trending towards running out prior to the conclusion of the FY18.

Leadership Vermont is at its half way point. The last meeting focused on systems and the next meeting will be at the Vermont State House.

Rep. Curtis McCormack has submitted the name change request (H.604) from Chittenden County Transportation Authority to Green Mountain Transit Authority. It is not yet scheduled.

Executive and union leadership will be attending Relationship by Objective (RBO) training in February.

Some reorganization will be taking place: Mr. Moore will shift to focusing 100% on Maintenance and GMT will be looking to hire a Senior Planner whom will be a direct report to Mr. Sousa.

#### Finance Committee Report

The Finance Committee has not met since the last GMT Board Meeting.

#### Leadership Committee Report

Raghu Acharya, Commissioner, Winooski, has resigned. Mr. Sousa has initiated the conversation with Jessie Baker, Winooski City Manager, on getting a new Winooski representative.

Chair Kaynor provided a reminder that Officers of the Board are up for election, effective July 1, 2018.

#### Operations Committee Report

The Operations Committee has not met since the last Board Meeting. They are scheduled to meet again in February.

#### Strategy Committee Report

Commissioner Buermann shared that Strategy Committee has continued the discussion on funding mechanisms for transportation. They will be setting up meetings with Planning Districts very soon to help direct this.

#### Commissioner Comments and Announcements

Commissioner Waninger and Chair Kaynor shared gratitude for staff whom worked First Night Burlington.

### **11. Adjourn**

Commissioner Chittenden made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:25 am.

Respectfully Submitted,

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Denis Barton, Secretary