

## **Green Mountain Transit Board Minutes**

Date: July 18, 2017

Time: 4:30 PM

Place: Vermont State Police Barracks  
140 Fisher Pond Rd  
St. Albans, VT 05478

### **Present:**

Chapin Kaynor, Chair, Williston  
Tom Chittenden, Vice Chair, South Burlington  
Denis Barton, Secretary, Shelburne  
Rob Moore, Commissioner, Lamoille County  
Paul Bohne, Commissioner, Essex Junction  
John Sharrow, Commissioner, Milton  
Chapin Spencer, Commissioner, Burlington  
Katherine Miles, Commissioner, Burlington  
Bonnie Waninger, Alternate Commissioner, Washington County  
Raghu Acharya, Commissioner, Winooski  
Amanda Holland, Alternate Commissioner, Franklin County  
Bob Buermann, Commissioner, Grand Isle County  
Phil Pouech, Commissioner, Hinesburg (Via Phone)

Mark Sousa, General Manager  
Michelle Daley, Director of Finance  
Jon Robinson, Human Resources Coordinator  
Trish Redalieu, Director of Human Resources  
Jamie Smith, Marketing and Public Affairs Manager  
Jon Moore, Director of Maintenance  
Kaitlin McCarthy, Executive Assistant

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

### **Not Present:**

#### **1. Open Meeting**

Chair Kaynor opened the meeting at 4:35 PM. A quorum of the Board was present.

#### **2. Adjustment of the Agenda**

Chair Kaynor ensured that #7 was just discussing the agenda, not discussing those items. He corrected the meeting time for the next Leadership Meeting to 8:00 AM and the meeting time for the next Board Meeting to 7:30 AM.

### **3. Public Comment**

There was no public comment.

### **4. Consent Agenda**

A motion to approve the minutes with a few amendments was made by Commissioner Barton and was seconded by Commissioner Sharrow. All were in favor and the Consent Agenda was approved.

### **5. Annual Meeting**

Chair Kaynor reviewed changes and improvements that had been started or completed in the last fiscal year: the DTC opened and began operating with multiple adjustments to the services, the Maintenance contract was reached for a 4 year term, RouteShout was established and multiple issues were resolved, there was a GM change, the CSA/NextGen study started and is now at the halfway point, diesel buses were ordered, there was a consolidation of trip planners at the Burlington site, there were changes made to financial procedures, and the Board kept strategic goals active and updated.

The Leadership Committee recommended a Slate of Officers but any other nominations are welcome. The recommended slate is as follows: Commissioner Kaynor to remain Chair, Commissioner Chittenden to remain Vice Chair, Commissioner Barton to remain Secretary, and Commissioner Dimitruk to move into the Treasurer role. Commissioner Beurmann moves to have the secretary move to make one vote for the Slate as there are no other nominations. A motion to approve this slate was made by Commissioner Bohne and seconded by Commissioner Waninger. All approve and the Slate of Officers was approved.

Chair Chapin has been in contact with most of the commissioners about committee assignments, but is not ready to announce memberships at this time. He will have an official list next week. Committee chairs are remaining the same except Finance.

### **6. NextGen Update & Exercise**

Mr. Moore presented a PowerPoint on the Market Analysis Preview. All route profiles are available on the NextGen website and each profile is about 6 or 7 pages of research. Ridership data comes from Ride Check where temporary workers are hired to ride the bus for a day with a palm pilot. They track every passenger that comes on and gets off at each stop. Commissioner Kaynor wanted clarification on the use of RouteMatch. He was under the impression that it was going to be used to analyze where the best places for routes should be, but it looks like it's being used to analyze current routes and tweaking them. Mr. Moore ensures it is being used for both as there is a separate analysis being completed for looking into other potential routes.

The NextGen website currently has a blog running and outreach and continues to receive input from the community. There has been a good bit of feedback already. Chair Kaynor commented that it's nice seeing the Facebook conversations between the community and GMT. Secretary Barton inquired as to the outreach and expected timeline. He wanted to ensure that significant shareholder groups have been contacted and that GMT is receiving their input. Mr. Moore explained that there are two parts to the current outreach plan. Part one is public outreach and part two is coordination with RPCs to contact larger stakeholders and make sure they are involved. Both of these are being run by Mrs. Smith. Mr. Sousa reminded the Board that there are stakeholders that were interviewed at the beginning of the project. Mr. Moore expects the study to be completed by January 1st, 2018. The Board will then take the recommendations and choose what to implement followed by public hearings.

The Board completed an exercise to gauge where the Board stands on what the focus of the NextGen project should be. Secretary Barton pointed out that often the purchaser is different than the rider. The organization that supports GMT is not the same as the person riding the bus. Commissioner Buermann asked if there will be data to present if we go to legislature. Representatives from NextGen should come to the August meeting so data is ready for the legislature in the Fall.

#### **7. September 19<sup>th</sup> Board Retreat**

Chair Kaynor explained that the Leadership Committee has put together a draft Retreat Agenda. Jamie Freehan will be a guest speaker for the legislative discussion. There will be a potential speaker for the fleet composition needs discussion. It's important to get a better idea of the size of vehicles used on certain routes or on portions of routes. The strategic plan has been kept current and updated, but there will be time to ensure the Board is looking at all goals and objectives. Mr. Sousa would like to add officially changing the organization's name to Green Mountain Transit in the legislative agenda. Commissioner Spencer suggested moving the strategic discussion to earlier in the agenda as it has to do with a lot of the other discussion points. Secretary Barton commented that the Board may learn things that can be added to the strategic process after looking at funding and fleet composition. The legislation discussion is moved to follow strategic discussion.

#### **8. GM & Committee Reports**

Mr. Sousa announced that Mr. Moore is now the Director of Maintenance and Bob Young has been promoted to the Director of Operations. Mr. Young has previous experience in a director position. Two foremen, one for day shift and one for night shift, have been permanently promoted and will work directly with the new Maintenance Manager, Justin Town. Mr. Moore said the average experience in the Maintenance Department is 20-22 years so the experience is there but has been missing leadership and compliance. He is excited to take on the role of Director of Maintenance to rectify these issues. Chair Kaynor inquired as to how the new diesel buses will effect maintenance. Mr. Moore ensures it will be a positive change for maintenance as the new buses coming in means 12 older buses will be taken off the road. There will be time and opportunities for training and learning the new buses. Secretary Barton asked if the personnel changes will affect the budget and organizational structure. Mr. Sousa answered that the changes help the budget and the organizational structure is remaining the same.

Mr. Sousa stated RouteShout is up and running. Currently, the rural piece is being finalized to complete the implementation. GMT submitted an electric bus grant and are the only ones in the running. We will likely not get a response until September. Mass Transit Magazine highlighted GMT's DTC in their last issue and will have an article about GMT in the August 10<sup>th</sup> issue. The July 3<sup>rd</sup> Fireworks went well as there were 2000 more boardings than last year. The police department will be having a debrief on issues on their end to make changes for next year. Bloomfire, the organization's new intranet, was released and everyone should have a log in account. All documents will soon be updated and Miss McCarthy will be taking over running the site from Mrs. Smith.

Chair Kaynor said at this point it looks like most Board Members will be staying on the same committees but will have the completed list next week. The Finance, Operations, and Strategy committees did not meet in July. Leadership spent most of their time creating the Retreat Agenda and discussing issues that have occurred over the summer. The rest of their business was discussed earlier in the meeting. Chair Kaynor commented that he would like the staff to be a part of the strategic goal process and encouraged alternate commissioners to attend the Retreat.

**9. Contract Negotiations (Executive Session)**

Vice Chair Chittenden moved to find that the Board should go into Executive Session to discuss contracts that affect personal matters and was seconded by Commissioner Spencer. All are in favor.

Vice Chair Chittenden moved to go into Executive Session with Mr. Sousa, Mrs. Daley, and the Alternate Commissioners remaining. Commissioner Miles seconded the motion. All in favor and the Board entered Executive Session at 6:04 PM.

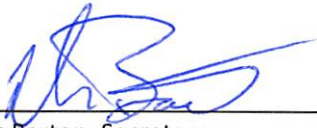
Commissioner Buermann moved to come out of Executive Session and was seconded by Secretary Barton. All are in favor and the Board exits Executive Session at 6:47 PM.

Chair Kaynor motions to allow Mr. Sousa to sign the VPTA subcontract and was seconded by Commissioner Miles. All are in favor and the motion passes.

**10. Adjourn**

Commissioner Waninger made a motion to adjourn and is seconded by Secretary Barton. All are in favor and the meeting adjourned at 6:49 PM.

Respectfully submitted,



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Denis Barton, Secretary