

## **GMT Board Minutes**

**Date:** December 20, 2016

**Time:** 7:30 AM

**Place:** GMT

15 Industrial Parkway  
Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston

Rob Moore, Vice Chair, Lamoille County (Via Phone)

Denis Barton, Secretary, Shelburne

Marti Powers, Treasurer, Essex

Catherine Dimitruk, Commissioner, Franklin County (Via Phone)

Chapin Spencer, Commissioner, Burlington

Tom Chittenden, Commissioner, South Burlington

Bob Buermann, Commissioner, Grand Isle County

Harold Garabedian, Commissioner, Washington County (Via Phone)

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

Phil Pouech, Commissioner, Hinesburg

Bonnie Waninger, Alternate, Washington County

Robert Millar, Alternate, Winooski

Karen Walton, General Manager

Mark Sousa, Assistant General Manager

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administrative & Support Services

Bill McCarty, Director of Maintenance

Donna Rae Decatur, Director of Rural Operations

Steve Carlson, Project Development Manager

David Armstrong, Planning Manager

Alain Hirsch, Transit Planner

John Robinson, Human Resources Coordinator

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

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

Chair Kaynor opened the meeting at 7:30 AM. A quorum of the Board was present. The Board and staff in attendance introduced themselves for the newly appointed Commissioner of Hinesburg, Phil Pouech.

Commissioner Acharya entered at 7:32 m.

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

There were no adjustments to the agenda.

#### **3. Public Comment**

There was no public comment.

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

Commissioner Garabedian stated that the minutes did not reflect he attended via phone.

A motion to approve the Consent Agenda was made by Commissioner Chittenden and seconded by Commissioner Buermann. All were in favor and the Consent Agenda was approved.

Commissioner Spencer entered at 7:36 AM.

#### **5. Vice Chair Nomination and Vote**

Chair Kaynor explained that many names were submitted to the Leadership Committee for the position of Vice Chair. Tom Chittenden's name stood out because he also expressed his desire to serve,

Secretary Barton nominated Commissioner Chittenden for the seat of Vice Chair and was seconded by Commissioner Sharrow. Commissioner Pouech abstained and all others were in favor with the nomination of Commissioner Chittenden as Vice Chair.

#### **6. DTC Update (Goal 2)**

Steve Carlson, Project Development Manager, gave an update on the DTC. He is still finalizing the budget. There are still a couple of invoices from PC Construction along with some significant credits from the allowances to be applied to the budget. The key factor in the budget will be the disposal of the soil. The new DEC regulation background study came out yesterday afternoon which may help explain how GMT will move forward with the disposal of the soil. Work has continued on follow up issues at the DTC. Most recently, on Sunday morning work was performed on a waste line located under the driver lounge room. Part of the floor had to be removed to correct the issue. Platform heaters also are being worked on to increase the heat output. Even with those issues the overall feedback has been positive. A recent story was done by a local news station on the DTC as well.

Vice Chair, Rob Moore called in at 7:41 AM.

#### **7. FGI Shopping Shuttle Route Change (Goal 3)**

David Armstrong, Planning Manager, reviewed the route change discussion in last month's Board meeting. He presented the information on ridership. There has been positive interest within the community on the proposed route change. The stops that would be removed from the route will still have daily access to the buses through another route. The change in the route will be cost neutral. He requested approval to eliminate Willard Mill Apartments and Lake Street Housing while adding Brookside Housing to the FGI Shopping Shuttle with a new Bus Map and Guide to be printed.

Commissioner Buermann made a motion to accept the changes to the FGI Shopping Shuttle and was seconded by Commissioner Chittenden. All were in favor and the route change was approved.

Alternate Waninger entered at 7:46 AM.

#### **8.FY 18 Draft Operations and Capital Budget (Goal 1)**

Michelle Daley, Director of Finance, talked on the proposed draft for the operational and capital budget for fiscal year 2018. Ms. Daley reviewed the handout within the Board packet. The Board discussed possible scenarios such as gas increases, or State funding loss in the rural operations. Ms. Daley was seeking the approval to move forward with the draft budget to hold the public hearing.

Treasurer Powers made a motion to approve Ms. Daley to move ahead with the budget as presented and hold the public hearing and Commissioner Acharya seconded the motion. All were in favor and the motion to move ahead with the public hearing was approved.

Commissioner Dimitruk called in at 8:05 AM.

#### **9. Tilly Drive Shuttle extension (Goal 6)**

Karen Walton, General Manager, spoke on the Tilley Driver extension. She explained that the biggest thing she's heard, since she came to GMT, was a desire for more robust service to the medical centers on Tilly Drive. Currently, it is run on demand response service Monday through Friday with a 24-hour notice. The pickup for this shuttle is located at the

University Mall. After brain storming with Mr. Armstrong, they created three options. After presenting the three options to the Tilley Drive Principals and South Burlington City Council most agree extending out the demand response loop to include the DTC is the best choice pending the outcome of the CSA. Ms. Walton requested that the Board approve extending the shuttle to the DTC, while working with SSTA and UVM Medical to keep GMT's costs neutral. The Board discussed the positive possibilities that could arise from such service and the support they felt for the extended service.

A motion to support the recommendation to extended the Tilley Drive Shuttle to the DTC was made by Commissioner Buermann and seconded by Commissioner Chittenden. All were in favor and the motion was approved.

#### **10. Medicaid update (Strategic Goal 1)**

Mark Sousa, Assistant General Manager, gave a review of the current Medicaid status. VPTA won the contract and has since hired an attorney to help in the negotiations with the State. The State left little room for negotiations in the proposed contract, however, VPTA was able to strike from the contract weekly reports and rather they will remain with their monthly reporting. On Sunday VPTA received an email explaining that the contract had to be signed by 1 PM Monday, December 19<sup>th</sup> or the State would move on to the seconded bidder. The contract was signed for a two-year period but a clause allows for VPTA to withdraw within 120 days. Mr. Sousa explained to the Board that although he does not support the contract it does not negatively affect GMT. It will be business as usual with the biggest change being that GMT will work under VPTA in accordance with the contract. Mr. Sousa will have more information to follow and will send out talking points for the Board's review.

#### **11. Jeffersonville Commuter update**

Ms. Walton, Mr. Armstrong and Chair Kaynor gave an update on the current status of the Jeffersonville Commuter. Since the route started it has been 100 percent funded by VTrans. At the end of the three-year funding by VTrans the combined local match to run the service would be \$42,000 or \$14,000 a piece per town. At the start of the service GMT asked the three communities of Jericho, Underhill and Cambridge to set aside \$3,000 a year as a good faith measure for future funding of the route. Within the last year Underhill has used all \$9,000 that was set aside, Jericho has used \$6,000 and Cambridge has not used any of the funds thus far. This has resulted in Underhill and Cambridge needing to bring it to town vote to secure the funds to run the service. Jericho has indicated that they wish to keep the service. GMT will be conducting a large marketing push on the service to try and increase ridership, which we hope will increase the likelihood of it passing the vote. The Board discussed options to increase ridership such as, discounted passes or a more rider friendly park and ride. Ms. Walton explained that the CSA study should help shine light on areas of opportunity within this service area. She will keep the Board up to date on any new information.

#### **12. 1 Industrial Pkwy Rehab (Goal 3)**

Mr. Sousa informed the Board that the RFP had gone out for 1 Industrial and the bids were received. GMT held a walk-thru and a few contractors showed up for a tour of the facility. Following the walk-thru only one firm, Breadloaf Construction submitted a bid. The bid was higher than what was proposed by the architects. GMT staff met with Breadloaf and attempted to find areas they could cut the cost down. They have continued conversations and are working on getting a price list to help bring the costs within our budget for this project. With the age and condition of the building it will take a fair amount of work to make it modern and safe for use. The current plan for the building is to bring it up to code for bus storage, a ten person work station/call center, server room and an ADA assessment facility. The current rough cost is \$175,000 - \$250,000 and Mr. Sousa hopes to have a contract for the Board to review by next month's meeting.

#### **13. MTicketing update (Goal 3)**

Ms. Walton informed the Board of the current status of the MTicketing process. There are two types of options; the first option is capital heavy with needed equipment and software to be purchased, while the other option requires a percentage of the fares. Ms. Walton requested that an Ad Hoc Committee be formed to review both options. Chair Kaynor asked that each Committee Chair help find volunteers from their committees to be part of the Ad Hoc Committee in hopes to hold the first meeting on January 9<sup>th</sup>.

#### **14. GM & Committee Reports**

Ms. Walton gave the GM report. South Burlington Hotels reached out asking for more information on GMT's transit system for those who stay in their hotels. After learning more of the hotel guests needs, a bus guide was created by Katie Mischke, Marketing Coordinator explaining key routes, costs and key destinations within the greater Burlington area. The Board was in strong support and requested that it be added to the website and potentially create one for each city/town hotel.

Mr. Sousa informed the Board that they held a conference call last week for the Rural AVL. There is now a projected start for testing come January. Ms. Walton informed the Board that the CSA kick off meeting will be held in January as well.

Leadership Committee met this month and both Mr. Sousa and Ms. Walton completed the Board survey. Their results were in line with the majority of Board responses. Chair Kaynor informed the Board that Ms. Walton's annual evaluation will be sent out within the next week or so. He also informed the Board that Commissioner Spencer noted the UITP conference will be held in Montreal this coming year. There is a possibility for attending this event.

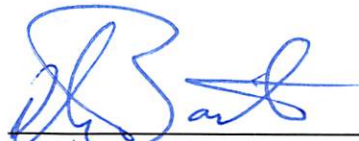
Strategy Committee met this month and all items were covered previously in the meeting.

Operations Committee met this month and reviewed the SSEP. They believe it will be ready for the Board review come January's meeting. Operations continue to work on the PIP for the quarterly committee update for next month's Board meeting.

#### **15. Adjourn**

Commissioner Chittenden made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:45 AM.

Respectfully Submitted,



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Denis Barton, Secretary