



AGENDA
Green Mountain Transit Board of Commissioners
August 15th 2017, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- July 18th, 2017 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-12)
 - Finance Report (pages 13-14)
 - Maintenance Report (page 15)
 - Operations Report (page 16)
 - Planning Report (pages 17-18)
 - Marketing (page 19)
 - IT Support, & Human Resources Report (page 20)
 - Ridership Reports (pages 21-23)
 - ADA
 - GMT
- 7:43 a.m. 5. Staff Recognition
- 7:45 a.m. 6. NextGen Update (page 24)
- 8:00 a.m. 7. Teamsters Discussion
- 8:20 a.m. 8. Updated Marketing Plan (pages 25-30)
- 8:50 a.m. 9. Employer Paid Pass Discount Policy

9:00 a.m. 10. Medicaid Update

(page 31)

9:20 a.m. 11. GM & Committee reports

- *Finance Committee: Next scheduled meeting is Tuesday September 12th @ 9am*
- *Leadership Committee: Next scheduled meeting is TBD*
- *Operations Committee: Next scheduled meeting is TBD*
- *Strategy Committee: Next schedules meeting is Monday October 16th @ 8:00 am*

9:30 a.m. 12. Adjourn

Next GMT Board meeting date: Board Retreat @ Gallery at the Main Street Landing Performing Arts Center September 19th, 2017 @ 8:30 am.

NOTES:

- * Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact John Robinson at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

Green Mountain Transit Board Minutes

Date: July 18, 2017

Time: 4:30 PM

Place: Vermont State Police Barracks
140 Fisher Pond Rd.
Saint 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:

Amy Brewer, Alternate Commissioner, Williston
Karen Trombley, Alternate Commissioner, Milton

Not Present:

Harold Garabedian, Commissioner, Washington County
Catherine Dimitruk, Commissioner, Franklin County

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 Strategy 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 is 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.

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 other potential routes.

The NextGen website currently has a blog running and outreach has been done and continues to be done to receive input from the community. There has been a good number 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 and bids. Ideally, Mr. Sousa sees the project being completed by July 1st, 2018.

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 user is different than the customer. The person who purchases the ticket 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 legislature in the Fall.

7. September 19th Board Retreat

Chair Kaynor explained that the Leadership Committee has put together a draft Retreat Agenda. Jamie 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 natural gas 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 document. 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 10th issue. The July 3rd 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 Chapin 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,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
6/26/2017	V243	Dinse, Knapp & McAndrew, P.C	82182	723.00
6/26/2017	V256	Genfare	82183	5,462.49 2 Ticket Invoices
6/26/2017	V408	Pitney Bowes - Purchase Power	82184	32.87
6/26/2017	V299	SB Collins, Inc.	82185	14,313.60 Fuel
6/29/2017	V581	Costco	82189	121.34
6/30/2017	V1467	Charles Schwab	V1467 2017 0630	14,629.84 Retirement
6/30/2017	V265	ICMA	V265 2017 0630	1,101.77 Retirement
6/30/2017	V266	IRS - EFTPS	V266 2017 0630	85,793.30 Taxes
6/30/2017	V364	Vermont Dept of Taxes	V364 2017 0630	10,378.48 Taxes
7/1/2017	V1446	M T Wallets, LLC	82186	2,600.00 Lease
7/1/2017	V545	Pitney Bowes - Leasing	82187	253.17
7/1/2017	V904	SunTrust Equipment Finance & Leasing C	82188	46,442.51 Lease Loan
7/5/2017	V10	Vermont Office of Child Support	EFT000000012206	769.52
7/6/2017	V279	ABC Bus Companies-Muncie	82222	2,060.52 1 Part Invoice
7/6/2017	V727	Addison County Transit Resources	82223	903.31
7/6/2017	V1546	Alpine SnowGuards	82224	184.42
7/6/2017	V384	American General Life Insurance Compan	82225	675.00
7/6/2017	V214	AT&T Mobility	82226	71.62
7/6/2017	V399	Axle Tech International	82227	397.53
7/6/2017	V223	Bond Auto Parts	82228	2,067.47 2 Part Invoices
7/6/2017	V226	Burlington Public Works-Water	82229	206.31
7/6/2017	V228	C.I.D.E.R., Inc.	82230	20,847.88 E and D
7/6/2017	V159	Champlain Oil Company, Inc.	82231	11,962.50 Fuel
7/6/2017	V220	Class C Solutions Group	82232	2,294.60 5 Part Invoices
7/6/2017	V1240	ClearChoiceMD	82233	1,140.00 5 physical Invoices
7/6/2017	V600	Cody Chevrolet	82234	3,829.26 8 Part Invoices
7/6/2017	V389	Collins-Perley Sports Arena	82235	955.47
7/6/2017	V390	Commons Associates	82236	750.00
7/6/2017	V245	DRIVE	82237	63.00
7/6/2017	V320	EM Cahill Company, Inc.	82238	193.72
7/6/2017	V321	Empire Janitorial Supply Company	82239	342.18
7/6/2017	V250	Fisher Auto Parts	82240	1,769.00 17 Part Invoices
7/6/2017	V257	Gillig Corp.	82241	3,371.39 2 Part Invoices
7/6/2017	V258	Gordon Stamp & Engraving	82242	100.60
7/6/2017	V259	Grainger	82243	45.06
7/6/2017	V260	Green Mountain Kenworth, Inc.	82244	796.91
7/6/2017	V1183	Harlaine D Miller Trust	82245	936.36
7/6/2017	V264	IBF Solutions, Inc.	82246	1,058.83 4 Uniform Invoices
7/6/2017	V328	Kirk's Automotive Inc.	82247	377.24
7/6/2017	V1509	Lawson Products, Inc	82248	147.48
7/6/2017	V702	Lincoln National Life Insurance Company,	82249	12,229.94 Insurance
7/6/2017	V273	MCI	82250	2,470.24 3 Part Invoices
7/6/2017	V276	Metalworks	82251	70.02
7/6/2017	V278	Mohawk Mfg. & Supply Co.	82252	88.28
7/6/2017	V280	Mutual of Omaha Insurance Co.	82253	118.77
7/6/2017	V792	Myers Container Service Corp.	82254	119.66
7/6/2017	V283	Neopart LLC	82255	4.28
7/6/2017	V996	New England Air Systems	82256	1,565.16 1 repair invoice
7/6/2017	V290	Peterson Consulting, Inc.	82257	248.50
7/6/2017	V350	Point, The	82258	2,000.00 Adverstising 2 invoices
7/6/2017	V1368	Prime Middlebury LLC	82259	550.00
7/6/2017	V296	Rouse Tire Sales	82260	5,209.23 4 Tire Invoices
7/6/2017	V299	SB Collins, Inc.	82261	11,874.08 Fuel
7/6/2017	V686	Shearer Chevrolet	82262	235.20

7/6/2017	V301	Sovernet	82263	1,029.53	Internet and phone Stowe
7/6/2017	V303	SSTA	82264	32,412.49	E and D
7/6/2017	V312	Stowe, Town of	82265	107.05	
7/6/2017	V311	Teamsters Local 597	82266	7,689.52	Union Dues
7/6/2017	V734	Thermo King Northeast/Dattco	82267	1,035.52	1 Part Invoice
7/6/2017	V1030	UniFirst Corporation	82268	495.63	
7/6/2017	V315	United Parcel Service	82269	14.53	
7/6/2017	V334	Vanasse Hangen Brustlin, Inc.	82270	1,686.49	1 Professional Service Invoice
7/6/2017	V876	Vehicle Maintenance Program, Inc.	82271	196.04	
7/6/2017	V391	Verizon Wireless	82272	2,579.14	3 Phone Invoices
7/6/2017	V68	Vermont Agency of Transportation	82273	4,897.20	3 refund Invoices
7/6/2017	V232	Petty Cash	82274	78.35	
7/7/2017	V1423	Alling, Andrew	82190	60.46	
7/7/2017	V1025	Alter, Charles	82191	154.11	Volunteer
7/7/2017	V1480	Andrews-Ford, Sheri	82192	237.58	Volunteer
7/7/2017	V156	Anthony, Peter	82193	1,017.15	Volunteer
7/7/2017	V1289	Blanchard, Anne	82194	171.20	Volunteer
7/7/2017	V1482	Cady, Duane	82195	59.93	
7/7/2017	V1436	Cameron, Darwin	82196	157.85	Volunteer
7/7/2017	V471	Constantine, Julia	82197	553.28	Volunteer
7/7/2017	V168	Fay, Carol	82198	20.34	
7/7/2017	V1292	Fleming, Karen	82199	496.53	Volunteer
7/7/2017	V1325	Fonda, Leah	82200	59.40	
7/7/2017	V1516	Gagnon, Chaz	82201	328.32	Volunteer
7/7/2017	V1156	Gove, Gail	82202	126.28	Volunteer
7/7/2017	V1524	Graham, Martha	82203	167.00	Volunteer
7/7/2017	V175	LeBlanc, Richard	82204	233.88	Volunteer
7/7/2017	V1397	McGinnis, Devan	82205	218.84	Volunteer
7/7/2017	V181	Owen, Helen	82206	1,472.06	Volunteer
7/7/2017	V165	Sanborn, Raeline	82207	93.96	
7/7/2017	V881	Wakefield, Richard	82208	107.04	
7/7/2017	V1324	Wales, David	82209	26.76	
7/7/2017	V944	Woodward, Patricia	82210	575.19	Volunteer
7/7/2017	V1066	Cassell, Robert Jr.	82211	100.00	Shoe Reimbursement
7/7/2017	V1487	Chamberlin, Justin	82212	2,717.05	Tool and Dcap
7/7/2017	V114	Fajobi, Adeleke	82213	220.00	FSA
7/7/2017	V1413	Holm, Cody	82214	116.63	Mileage Reimbursement
7/7/2017	V122	Kerrigan, James	82215	58.58	
7/7/2017	V129	Lawrence, Richard	82216	291.75	FSA and Shoe reimburse
7/7/2017	V340	Mayville, Michael	82217	627.49	FSA
7/7/2017	V825	Pendleton, Steve	82218	115.00	Shoe Reimbursement
7/7/2017	V1146	Sousa, Mark	82219	1,290.42	Mileage Reimbursement
7/7/2017	V868	Town, Justin	82220	128.40	Mileage Reimbursement
7/7/2017	V1233	Winnicki, Eugene	82221	1,870.83	Travel meals and milage and Parking
7/7/2017	V153	Alburgh Taxi	EFT000000012207	1,973.85	Volunteer
7/7/2017	V55	Boudreau, James	EFT000000012208	1,008.64	Volunteer
7/7/2017	V1007	Bova, Wendy	EFT000000012209	460.71	Volunteer
7/7/2017	V1150	Bruley SR, Mark	EFT000000012210	457.49	Volunteer
7/7/2017	V1448	Buckley, Barbara	EFT000000012211	268.61	Volunteer
7/7/2017	V548	Burnor, David	EFT000000012212	827.74	Volunteer
7/7/2017	V1291	Callan, Linda	EFT000000012213	119.94	Volunteer
7/7/2017	V196	Cheney, Lori	EFT000000012214	269.64	Volunteer
7/7/2017	V1377	Cleary, Diane	EFT000000012215	148.21	Volunteer
7/7/2017	V1491	Gamelin, Roger	EFT000000012216	309.26	Volunteer
7/7/2017	V1434	Giuffre, Martin	EFT000000012217	33.71	

7/7/2017	V1117	Hall, John	EFT000000012218	315.68	Volunteer
7/7/2017	V170	Hertz, Kenneth	EFT000000012219	450.01	Volunteer
7/7/2017	V174	Langlois, Paulette	EFT000000012220	436.03	Volunteer
7/7/2017	V1420	Lawyer, Ronald	EFT000000012221	451.09	Volunteer
7/7/2017	V70	LeClair, Raymond	EFT000000012222	545.25	Volunteer
7/7/2017	V71	Lightholder, Stephen	EFT000000012223	175.50	Volunteer
7/7/2017	V74	Markham, Laurel	EFT000000012224	325.37	Volunteer
7/7/2017	V75	Martin, Ronald	EFT000000012225	724.99	Volunteer
7/7/2017	V1018	Metivier, Shelli	EFT000000012226	706.20	Volunteer
7/7/2017	V82	Parah, Donna	EFT000000012227	957.82	Volunteer
7/7/2017	V83	Parah, Maurice	EFT000000012228	1,131.68	Volunteer
7/7/2017	V86	Pike, Gail	EFT000000012229	376.64	Volunteer
7/7/2017	V771	Sammons, Chandra	EFT000000012230	817.04	Volunteer
7/7/2017	V89	Sayers, Gail	EFT000000012231	717.03	Volunteer
7/7/2017	V1236	Sayers, James	EFT000000012232	179.25	Volunteer
7/7/2017	V1523	Smith, Erika	EFT000000012233	238.70	Volunteer
7/7/2017	V93	Timm, Marta	EFT000000012234	770.53	Volunteer
7/7/2017	V522	Turcotte, S Jeanette	EFT000000012235	172.83	Volunteer
7/7/2017	V397	White, Brian	EFT000000012236	692.89	Volunteer
7/7/2017	V97	Yandow, Dennis	EFT000000012237	799.95	Volunteer
7/7/2017	V370	Ballou, Philip	EFT000000012238	119.92	Shoe Reimbursement
7/7/2017	V19	Delphia, Pam	EFT000000012239	425.89	SHOE FSA AND VISION
7/7/2017	V29	Hirsch, Alain	EFT000000012240	80.00	
7/7/2017	V124	Kimball, Matt	EFT000000012241	635.39	Travel meals and milage and Parking
7/7/2017	V49	Lyford, Frank	EFT000000012242	288.90	FSA
7/7/2017	V36	McLaughlin, Timothy	EFT000000012243	89.95	
7/7/2017	V37	Meigs, Dale	EFT000000012244	96.98	
7/7/2017	V38	Moore, Jon	EFT000000012245	192.31	Dcap
7/7/2017	V137	Plante, Karen	EFT000000012246	15.00	
7/7/2017	V145	Smith, James P	EFT000000012247	177.09	Mileage Reimbursement
7/7/2017	V17	Smith, Jamie L	EFT000000012248	192.30	Dcap
7/10/2017	V313	Travelers	V313 2017 0710	149,483.50	Insurance
7/14/2017	V10	Vermont Office of Child Support	EFT000000012249	769.52	
7/14/2017	V1467	Charles Schwab	V1467 2017 0714	15,750.90	Payroll Deferrals and Loan Repayment
7/14/2017	V266	IRS - EFTPS	V266 2017 0714	101,915.74	Federal Taxes
7/14/2017	V364	Vermont Dept of Taxes	V364 2017 0714	12,498.26	State Payroll Taxes
7/17/2017	V232	Petty Cash	82276	69.65	
7/17/2017	V232	Petty Cash	82277	51.32	
7/17/2017	V1467	Charles Schwab	V1467 2017 0717	86,338.18	Retirement
7/18/2017	V265	ICMA	V265 2017 0718	1,791.26	Retirement
7/18/2017	V266	IRS - EFTPS	V266 2017 0718	139.76	Federal Taxes
7/18/2017	V364	Vermont Dept of Taxes	V364 2017 0718	12.88	
7/21/2017	V1423	Alling, Andrew	82278	66.88	
7/21/2017	V1025	Alter, Charles	82279	265.38	Volunteer
7/21/2017	V156	Anthony, Peter	82280	965.26	Volunteer
7/21/2017	V1289	Blanchard, Anne	82281	85.60	
7/21/2017	V1135	Blanchard, Thomas	82282	49.22	
7/21/2017	V935	Bourbeau, Brittany	82283	86.76	
7/21/2017	V1482	Cady, Duane	82284	91.51	
7/21/2017	V1436	Cameron, Darwin	82285	104.35	Volunteer
7/21/2017	V471	Constantine, Julia	82286	520.11	Volunteer
7/21/2017	V1084	Fisher, Allan	82287	35.32	
7/21/2017	V1527	Godin, Kitty	82288	230.40	Volunteer
7/21/2017	V1156	Gove, Gail	82289	53.50	
7/21/2017	V985	Hill, Jackie	82290	31.04	

7/21/2017	V1310	Lavigne, Michelle	82291	47.08	
7/21/2017	V175	LeBlanc, Richard	82292	155.16	Volunteer
7/21/2017	V1297	Lund, Theresa	82293	51.48	
7/21/2017	V1397	McGinnis, Devan	82294	539.36	Volunteer
7/21/2017	V181	Owen, Helen	82295	1,448.48	Volunteer
7/21/2017	V1548	Robitaille, Jill	82296	111.24	Volunteer
7/21/2017	V1324	Wales, David	82297	53.52	
7/21/2017	V1549	Ware, Michael	82298	111.83	Volunteer
7/21/2017	V962	Williams, Kenneth	82299	65.88	
7/21/2017	V944	Woodward, Patricia	82300	416.81	Volunteer
7/21/2017	V1454	Wooton, Ashlee	82301	193.41	Volunteer
7/21/2017	V1487	Chamberlin, Justin	82302	192.32	DCAP Reimbursement
7/21/2017	V354	Devarney, Rodney	82303	1,100.00	Tool Reimbursement
7/21/2017	V117	Guyette, Howard	82304	1,217.00	Tool and Shoe reimbursement
7/21/2017	V358	Kilburn, Shawn	82305	1,100.00	Tool Reimbursement
7/21/2017	V359	Lorrain, Derek	82306	64.99	
7/21/2017	V1285	Loyer, Chris	82307	33.28	
7/21/2017	V515	McKenzie, David	82308	89.95	
7/21/2017	V1547	Mohamud, Adan	82309	1,100.00	Tool Reimbursement
7/21/2017	V144	Slingerland, Michael	82310	1,100.00	Tool Reimbursement
7/21/2017	V1304	Sorrell, Ed	82311	125.00	Shoe reimbursement
7/21/2017	V1233	Winnicki, Eugene	82312	24.00	
7/21/2017	V279	ABC Bus Companies-Muncie	82313	162.94	
7/21/2017	V316	Able Paint, Glass & Flooring Co.	82314	972.93	
7/21/2017	V1248	Abolox LLC	82315	641.05	
7/21/2017	V158	Action Towing Service	82316	200.00	
7/21/2017	V1550	Adobe Systems Incorporated	82317	1,679.76	2 IT Invoices
7/21/2017	V1431	Aftermarket Parts Company, LLC, The dba	82318	1,428.72	1 Part Invoice
7/21/2017	V742	AHC Corp	82319	7,821.02	3 Lift Maintance Invoices
7/21/2017	V933	AICPA	82320	265.00	Volunteer
7/21/2017	V217	Airgas USA, LLC	82321	171.40	
7/21/2017	V1305	Allegiant Care	82322	212,912.00	Insurance
7/21/2017	V332	Alliance Bus Group Inc	82323	2,124.31	2 Part Invoices
7/21/2017	V415	Amazon	82324	5,041.54	Desks ,chairs It Equipment
7/21/2017	V353	American Public Transportation Associati	82325	20,304.00	Annual Dues
7/21/2017	V219	Aubuchon C/O Blue Tarp Financial, Inc.	82326	219.41	
7/21/2017	V1334	Background Investigation Bureau, LLC	82327	253.00	
7/21/2017	V1366	Berlinghoff Site Work LLC	82328	1,634.80	Planning and Consulting
7/21/2017	V223	Bond Auto Parts	82329	637.25	
7/21/2017	V342	Burlington Business Association	82330	250.00	
7/21/2017	V224	Burlington Communications	82331	101.00	
7/21/2017	V362	Burlington Free Press	82332	860.00	
7/21/2017	V226	Burlington Public Works-Water	82333	1,761.76	3 Utility Invoices
7/21/2017	V227	Burlington Telecom	82334	2,332.68	Telephone Invoice
7/21/2017	V235	Clark's Truck Center	82335	4,497.66	5 Part Invoices
7/21/2017	V220	Class C Solutions Group	82336	1,999.92	6 Part Invoices
7/21/2017	V1240	ClearChoiceMD	82337	285.00	
7/21/2017	V600	Cody Chevrolet	82338	5,841.08	13 Part Invoices
7/21/2017	V236	Colonial Supplemental Insurance	82339	34.95	
7/21/2017	V669	Community Transportation Association	82340	795.00	
7/21/2017	V928	Conway Office Solutions	82341	463.55	
7/21/2017	V241	D & W Diesel, Inc.	82342	439.26	
7/21/2017	V242	Danform Shoes	82343	556.81	
7/21/2017	V525	Enseicom Inc.	82344	12,730.00	Bus Shelters
7/21/2017	V403	Firetech Sprinkler Corp.	82345	290.00	

7/21/2017	V250	Fisher Auto Parts	82346	1,624.86	12 Part Invoices
7/21/2017	V252	FleetPride, Inc	82347	302.24	
7/21/2017	V1543	Gang, Matthew dba Grey Owl Design	82348	592.00	
7/21/2017	V799	Gauthier Trucking Company, Inc.	82349	297.96	
7/21/2017	V256	Genfare	82350	589.30	
7/21/2017	V257	Gillig Corp.	82351	2,526.29	3 part Invoices
7/21/2017	V259	Grainger	82352	923.54	
7/21/2017	V260	Green Mountain Kenworth, Inc.	82353	2,399.96	10 Part Invoices
7/21/2017	V261	Green Mountain Power	82354	23.53	
7/21/2017	V1266	Greenshades	82355	1,607.25	Payroll Software
7/21/2017	V1183	Harlaine D Miller Trust	82356	936.36	
7/21/2017	V446	Janek Corporation, The	82357	500.00	
7/21/2017	V1509	Lawson Products, Inc	82358	591.33	
7/21/2017	V268	Loomis	82359	181.64	
7/21/2017	V359	Lorrain, Derek	82360	55.81	
7/21/2017	V270	Lowe's	82361	103.55	
7/21/2017	V912	Maple Leaf Carpet & Tile Cleaning	82362	500.00	
7/21/2017	V273	MCI	82363	5,838.25	8 Part Invoices
7/21/2017	V649	McLeod's Inc ,Lowell	82364	909.69	
7/21/2017	V274	McMaster-Carr	82365	137.35	
7/21/2017	V276	Metalworks	82366	39.38	
7/21/2017	V278	Mohawk Mfg. & Supply Co.	82367	230.26	
7/21/2017	V284	New G.H. Berlin Oil Company	82368	3,237.46	3 part Invoices
7/21/2017	V1132	Occupational Drug Testing, LLC	82369	1,240.80	Drug testing
7/21/2017	V534	Omega Electric	82370	118.50	
7/21/2017	V1484	Parsons Environment & Infrastructure Gr	82371	39.78	
7/21/2017	V289	People's United Businesscard Services	82372	2,732.14	Credit cards
7/21/2017	V232	Petty Cash	82373	61.94	
7/21/2017	V976	PrintTech	82374	823.72	
7/21/2017	V294	RHR Smith & Company	82375	3,000.00	Auditors
7/21/2017	V864	Rick's Towing & Repair, Inc.	82376	700.00	
7/21/2017	V296	Rouse Tire Sales	82377	10,718.12	& Tire Invoices
7/21/2017	V1251	RouteMatch Software, Inc.	82378	74,226.20	Scheduling/Dispatch software
7/21/2017	V854	S2Technology	82379	243.75	
7/21/2017	V297	Safety-Kleen Systems, Inc.	82380	966.39	
7/21/2017	V299	SB Collins, Inc.	82381	27,290.78	6 Fuel Invoices
7/21/2017	V686	Shearer Chevrolet	82382	828.28	
7/21/2017	V303	SSTA	82383	84,645.48	ADA June
7/21/2017	V308	Steadman Hill Consulting, Inc.	82384	5,966.95	Planning and Consulting
7/21/2017	V451	Stowe, Town of Electric Department	82385	102.68	
7/21/2017	V310	Swish White River, LTD	82386	177.20	
7/21/2017	V1503	Thingtech, LLC	82387	4,070.00	Service and Consulting
7/21/2017	V1030	UniFirst Corporation	82388	1,162.04	
7/21/2017	V334	Vanasse Hangen Brustlin, Inc.	82389	642.61	
7/21/2017	V335	Vermont Department of Labor	82390	9,770.46	Quarterly Taxes
7/21/2017	V410	Vermont Gas Systems, Inc.	82391	36.14	
7/21/2017	V1459	Vermont Information Consortium LLC	82392	540.00	
7/21/2017	V385	Vermont Offender Work Program	82393	2,600.00	Workcrew
7/21/2017	V336	W.B Mason Co., Inc.	82394	694.37	
7/21/2017	V251	Wex Fleet Universal	82395	9,238.37	Fuel
7/21/2017	V395	Williston Publishing & Promotions	82396	250.00	
7/21/2017	V938	Wurth USA Inc.	82397	273.52	
7/21/2017	V153	Alburgh Taxi	EFT000000012250	1,405.45	Volunteer
7/21/2017	V55	Boudreau, James	EFT000000012251	916.63	Volunteer
7/21/2017	V1007	Bova, Wendy	EFT000000012252	294.84	Volunteer

7/21/2017	V1150	Bruley SR, Mark	EFT000000012253	885.58	Volunteer
7/21/2017	V1448	Buckley, Barbara	EFT000000012254	270.24	Volunteer
7/21/2017	V548	Burnor, David	EFT000000012255	703.08	Volunteer
7/21/2017	V1291	Callan, Linda	EFT000000012256	81.34	
7/21/2017	V196	Cheney, Lori	EFT000000012257	89.88	
7/21/2017	V60	Farr, Delores	EFT000000012258	439.33	Volunteer
7/21/2017	V1491	Gamelin, Roger	EFT000000012259	709.01	Volunteer
7/21/2017	V1097	Graham JR., Lewis	EFT000000012260	221.52	Volunteer
7/21/2017	V1117	Hall, John	EFT000000012261	128.44	Volunteer
7/21/2017	V67	Jewett, Sheryl	EFT000000012262	70.10	
7/21/2017	V174	Langlois, Paulette	EFT000000012263	945.35	Volunteer
7/21/2017	V1420	Lawyer, Ronald	EFT000000012264	390.65	Volunteer
7/21/2017	V70	LeClair, Raymond	EFT000000012265	466.10	Volunteer
7/21/2017	V71	Lightholder, Stephen	EFT000000012266	212.98	Volunteer
7/21/2017	V74	Markham, Laurel	EFT000000012267	336.59	Volunteer
7/21/2017	V75	Martin, Ronald	EFT000000012268	433.95	Volunteer
7/21/2017	V1018	Metivier, Shelli	EFT000000012269	635.58	Volunteer
7/21/2017	V82	Parah, Donna	EFT000000012270	153.04	Volunteer
7/21/2017	V83	Parah, Maurice	EFT000000012271	569.87	Volunteer
7/21/2017	V86	Pike, Gail	EFT000000012272	896.70	Volunteer
7/21/2017	V1371	Riendeau, Donald	EFT000000012273	76.32	
7/21/2017	V691	Rogers, Robert	EFT000000012274	69.30	
7/21/2017	V771	Sammons, Chandra	EFT000000012275	544.16	Volunteer
7/21/2017	V1523	Smith, Erika	EFT000000012276	84.18	
7/21/2017	V93	Timm, Marta	EFT000000012277	661.33	Volunteer
7/21/2017	V522	Turcotte, S Jeanette	EFT000000012278	90.43	
7/21/2017	V397	White, Brian	EFT000000012279	759.22	Volunteer
7/21/2017	V97	Yandow, Dennis	EFT000000012280	549.52	Volunteer
7/21/2017	V104	Chagnon, Robert	EFT000000012281	1,100.00	Tool Reimbursement
7/21/2017	V1182	Charissakis, John	EFT000000012282	45.00	
7/21/2017	V111	Driver, Toney	EFT000000012283	25.00	
7/21/2017	V356	Freeman, Earl	EFT000000012284	1,100.00	Tool Reimbursement
7/21/2017	V583	Griffith, Tom	EFT000000012285	193.00	FSA
7/21/2017	V29	Hirsch, Alain	EFT000000012286	113.88	FSA And Mat reimbursement
7/21/2017	V34	Maple, Walter	EFT000000012287	1,100.00	Tool Reimbursement
7/21/2017	V35	McDonald, Pam	EFT000000012288	115.00	FSA reimbursement
7/21/2017	V38	Moore, Jon	EFT000000012289	192.31	DCAP Reimbursement
7/21/2017	V1464	Nold-Laurendeau, Phil	EFT000000012290	142.47	FSA reimbursement
7/21/2017	V141	Riley, Shawn	EFT000000012291	217.31	FSA And Vision
7/21/2017	V17	Smith, Jamie L	EFT000000012292	192.30	DCAP Reimbursement
7/21/2017	V1377	Cleary, Diane	EFT000000012293	135.36	Volunteer

To: GMT Board of Commissioners
 Fr: Michelle Daley, Director of Finance
 Jordan Nelle, Controller
 Kim Wall, Grants Manager
 Matt Kimball, Capital Projects Manager



Date: August 9, 2017
 RE: Finance and Grants Report

The Finance Department is in its busy season. We officially closed down the fiscal year on 7/31/17 so that we can start the process of closing the books and preparing for the yearend audit. As is the case every year at this time, we do not have any financials to present. However, based on a cursory review of the general ledger there is not anything that stands out at this time that is drastically different than in previous years.

We executed our FY18 grant agreement with VTrans on August 2, 2017. I have spoken with Ross MacDonald our coordinator and he has assured me that the pre-payments are being processed right away. We have also executed our transfer grants in TraAms and have started drawing down funds that were due for FY17. This week we processed the repayment of the Medicaid overpayment that we were notified about on July 12, 2017.

We have started the process of reviewing the FY18 Operating and Capital budgets based on the final grant agreements. Finance will present those adjustments at the upcoming Finance Committee meeting on September 12, 2017 and then again to the full board at the September annual meeting for board approval. Over the next couple of weeks, we will be working with VTRANS on prioritizing our capital needs. It is not clear at this time if we will know about the capital award in time for the budget adjustment in September.

An update of our on going capital projects are as follows:

Passenger Shelters:

Urban:

Solar Shelter Lighting: Contractor has taken possession of the solar lighting kits and will begin installing solar lighting units at designated shelters. Delivery of additional units will take place later this month. Installation is still expected to be completed by September 30, 2017.

Identification of new shelter locations: Continuing to identify and assess potential shelter locations in the area. Recently visited a potential location on North Avenue. Will reach out to property owner to inquire about interest in having a shelter on their property.

Maple Street Shelter: There has been no activity on the installation of a shelter on Maple Street. We continue to wait for guidance from DPW on this.

Rural:

Solar lighting to be installed at Plainfield and Marshfield shelters as part of solar lighting project outlined above. Received an edited license agreement from Walmart corporate office which will be passed along to legal consultant for review.

Downtown Transit Center:

The shelter repaired by ECI has been accepted and is awaiting installation at a location to be determined. Awaiting an invoice from PC Construction for the final \$15,000 of retainage that was withheld pending acceptance of the shelter. There has been a recurring issue with breakers for the platform signs tripping. The breakers have been replaced and will be monitored to determine if the issue has been resolved. Still working on scheduling a walk-through of the facility with Maintenance and PC Construction. Continuing to work with VHB on disposal of the soil from St. Paul Street and reusing a portion of the soil for a ramp connecting 15 and 1 Industrial Pkwy. Plan to have a load of soil transported to Clinton county within the next couple of months.

GMTA Facility Renovation:

A task order for design of a new maintenance garage in place of the existing 3-Bay garage has been executed and design is in progress. A task order for main building renovation design has been received and should be executed soon. Goal is to have an IFB for construction issued during this construction season. Will pursue demolition of the current 3-Bay garage once existing conditions work has been completed. Will also pursue security upgrades that integrate with the security system in use at Burlington DTC and in development at Burlington main office.

Decommissioning of Former Cherry Street Terminal:

The contractor that submitted a quote for the remaining work has become unresponsive. Working with Peterson Consulting to find another firm to complete the work.

Facility Security Upgrades:

30% design documents have been submitted for acceptance. Reviewing with Maintenance staff to ensure that all desired upgrades have been captured. Preparing procurement documents in conjunction with the design work.

Montpelier Transit Center:

Have had discussions with staff on desired furnishings and equipment. Will pursue integration of security system at Burlington facilities into design of Transit Center. Met with staff to discuss furnishings and equipment at future transit center and will meet with design team to incorporate staff requests.

Big Bus Buy:

Received a color sample from Gillig to compare with newly painted buses. Bus build is on schedule and all requested changes have been incorporated. Developing a procurement for a bus line inspector.

The Broker Services department has been working with VPTA and Routematch to meet the new reporting requirements established by the new contract and updated NEMT manual effective 7/1/17. The new contract has added additional background checks to be performed on an annual basis, with three types needing to be done monthly. The HR department is assisting us to get these done for staff/drivers and volunteers.

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Justin Town, Maintenance Supervisor
Date: August 15, 2017
Re: GMT Maintenance Report

- The Burlington location provided 235 hours of rural maintenance services for the month of July.
- The Burlington location performed 46 urban Preventative Maintenance “B” brake inspections in the month of July.
- The Burlington location performed 10 rural and 26 urban Preventive Maintenance “C” inspections in the month of July.
- The Berlin location performed 12 “C” inspections and 2 “D” inspections in the month of July.
- The Burlington location performed 3 road calls in the month of July
- There were zero non-preventable or preventable accidents in the maintenance department in the month of July.
- Maintenance management staff and Bob Chagnon, the AM Foreman, and Shawn Riley, the PM Foreman, have begun weekly meetings to discuss department issues, needs and solutions.
- We are working on scheduling a training with Motor Coach Industries (MCI) for our mechanics to go over corrective maintenance procedures.

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
From: Bob Young, Director of Operations
Jamie Smith, Berlin Operations Manager
Rich Gorton, FGI Operations Manager
Date: 08/08/17
Re: GMT Operations Report

Operations objective is to always be safe and professional!

Personnel Matters: Our goal is to be fully staffed at all locations to minimize overtime for cost containment and operator forcing to improve job satisfaction. Our HR Department is working diligently in this process with operations. We will continue to analyze staffing needs and continue operator recruitment and retention as necessary:

- Urban and Rural operations have all the latest trainees ready for revenue trips.
- In the process of setting up another class of new recruits with HR and Training

Local Emergency Planning Committee: Attended the annual LEPC for Chittenden County. Discussed planning for large evacuations if there was a Hazardous Materials type of incident. Also, Berlin Operation Manager Jamie is involved with LEPC in Montpelier area, and we will be working with them on a large scale table exercise in September.

Howard Center: Attended the Street Outreach Meeting last week. The Street Outreach Team provides a range of services for persons in and around the Burlington Business District. Services are focused on assisting persons with psychiatric disabilities and mental health and substance use issues, including assessment, monitoring, support and active referral to needed services with a focus on unmet social needs. The meeting gives us a chance to work closer together with State of Vermont Department of Mental Health, UVM Medical Center, United Way of Northwest VT, City of Burlington Mayor's Office, Burlington Police Department, Church Street Market Place, and Burlington Business Association.

Also, working with Howard Center on their evacuation plan as GMT being the place to send personnel if an evacuation was to take place. The plan should be completed by next month.

Operator Bids: The next Burlington bid takes effect on 8/28. We will have to restart a partial bid as soon as this one is complete. Because of a driver retiring we will have to restart the bidding again from his bid location according to the contract.

Date: August 15, 2017
To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
From: David Armstrong, Planning Manager
Re: Planning Report

Urban Planning:

- **Ridership:** Urban ridership has begun FY18 down 4.3%. The biggest loss was experienced on the College Street Shuttle, with 2,800 fewer rides this July over last July.
- **GMT Comprehensive Service Analysis:** The GMT Next Gen Transit Plan is on schedule. The website www.ridegmt.com/nextgen/ is up and running and the public continues to utilize the live blog feature. Draft reports are being placed on the website as they come in from Nelson Nygaard, of particular note are existing route evaluations, which examine current routings, span-of-service, trip variants, ridership, etc., and make recommendations for improving that *individual route*. It is important to note that these recommendations may suit the individual route, but will be considered in relation to the *entire system* later in the study. The Plan Advisory Group met on August 8 and were briefed on two draft service improvement *scenarios* for the urban routes. The crux of the scenarios lies in their improvements to GMT's existing services through increased frequencies, reduced route/trip variants, and expanded weekend service. The Advisory Committee did point out some missing potential routes, which Staff and NN will work on including in future scenarios. NN will continue to work on pricing these scenarios, as well as forming rural route evaluations. Meeting minutes will be on the NextGen website within the week. The next Advisory Group meeting will be held August 8.
- **Route updates:** Staff has been working on trip-time changes to the second PM St Albans Link. Ridership northbound is just over 6 per day, with nearly zero on the return. Staff will work with CATMA, UVMCC, Peerless Clothing and current passengers to better understand if an earlier trip could better serve existing and potential passengers.
As a reminder, the GMT Board approved use of \$4,000 internal funds to support the local match requirement of the Jeffersonville Commuter in FY18. Ridership in July was 11% higher than FY17.

Rural Planning:

- **Ridership:** Rural ridership is up 5.8% YTD. Nearly all of this growth is attributable to July 4th service in Warren. Larger Gilligs were run this year which added capacity to the service, thereby expanding ridership.
- **Route updates:** Through ongoing discussions and assessments of GMT's Mad River Valley services with the Mad River Valley TAC and Sugarbush Resort, GMT has recommended discontinuing Snowcap Commuter service between Montpelier and Sugarbush Resort, and altering the first three trips of the Valley Floor trip. Snowcap ridership has been dwindling for years, and fails to meet VTrans metrics of cost per passenger and boardings per hour. Additionally, Montpelier has begun to run its own "ski bus". The trimming of Rt. 17 and German Flats Rd on the first three AM Valley Floor trips will allow better employee access to Sugarbush Resort at Lincoln Peak, with little to no impact to other riders. Staff will be holding public hearings to present these

recommendations on September 5 and 7 in Waitsfield and Montpelier, respectively. The GMT Board will be required to approve/disapprove of these recommendations at the September Board meeting, for implementation this winter ('17/'18).

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: August 7, 2017
Re: Marketing and Public Affairs Report

- Marketing and Operations Staff worked to update the passenger code of conduct. As early as next week, new internal bus plaques will be installed on urban buses. Rural buses will also receive new vinyl code of conduct inserts.
- Installation of new bus vinyl begins this week! In addition to the new paint color, the vinyl mountain theme is being updated. The plan is to give the bus a fresh new look without derailing the brand recognition.
- Bus sign installation will begin early next week. All bus signs in our system will receive a high quality vinyl wrap to update with new branding.
- Marketing staff recently presented the seasonal marketing strategy in the Mad River Valley. We hope to implement some interesting ideas in the Valley this year, including bus advertising. We are partnering with the Chamber of Commerce to continue the punch card program from last year and we're hopeful the program will gain some traction this year.

The Marketing Staff has completed the FY18 Marketing and Public Affairs Plan (see attachment). We presented it to the Strategy Committee on Monday. The attached is an overview, please let me know if you need more detail or have additional questions

To: GMT Board of Commissioners
From: Trish Redalieu, Director of Human Resources
Date: August 15, 2017
RE: IT Support, Administrative Support, and HR

Human Resources

Burlington is in the process of hiring five new full-time operators. Anticipated start dates are August 14th and the 21st. Recruiting for the seasonal mountain service has begun and interviews are underway. We welcomed a new customer service representative for the Call Center, Marie Priest, on August 7, 2017.

The Training Supervisors have embraced their new roles, enhancing our operator training program. The new program will be implemented on August 14th.

Our new performance management system, Quarterly Check-ins, was implemented in July. The first segment of the program lays the foundation and is the most time intensive. We anticipate completion of this phase by September 1st.

IT Support

Renovations were completed in the Board Room; these include installation of an interactive SmartScreen with a monitor on the opposite wall that mirrors the SmartScreen. The replacement of the old and outdated overhead projector was long overdue. Staff is excited about the functionality and look forward to the improving the quality of meetings/presentations in the Burlington office.

Administrative Support

New forms are in use for compliments, complaints, and lost and found items at the DTC to help facilitate customer service.

FY18 GMTA Total Ridership by Month

Number of Service Days														FY18 YTD	FY17 YTD	FY16 YTD				
Saturday	5													5	5	3				
Sunday	5													5	5	4				
Weekday	20													20	20	23				
School Days	0													0	0	0				
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Difference (FY18-FY17)				Difference (FY17-FY16)		
														FY18 YTD	FY17 YTD	Riders	%	FY16 YTD	Riders	%
79	CVMC Barre Health Shuttle													0	179	(179)	-100.0%	n/a	n/a	n/a
80	City Route Mid-day	2,105												2,105	1,970	135	6.9%	2,048	57	2.8%
81	Barre Hospital Hill	2,337												2,337	2,086	251	12.0%	2,788	(451)	-16.2%
82	Montpelier Hospital Hill	1,725												1,725	1,888	(163)	-8.6%	1,842	(117)	-6.4%
83	Waterbury Commuter	945												945	1,014	(69)	-6.8%	824	121	14.7%
84	US 2 Commuter	617												617	507	110	21.7%	778	(161)	-20.7%
85	Hannaford Shopping Special	207												207	223	(16)	-7.2%	205	2	1.0%
87	Northfield Shuttle	81												81	62	19	30.6%	171	(90)	-52.6%
88	Capital Shuttle	0												0	0	0	0.0%	0	0	0.0%
89	City Commuter	2,886												2,886	3,019	(133)	-4.4%	2,525	361	14.3%
90	Plainfield Shuttle													0	63	(63)	-100.0%	78	(78)	-100.0%
91	Hospital Hill Demand Response													0	60	(60)	-100.0%	158	(158)	-100.0%
92	Montpelier Circulator	1,392												1,392	1,295	97	7.5%	2,070	(678)	-32.8%
93	Northfield Commuter	529												529	437	92	21.1%	575	(46)	-8.0%
100	Route 100 Commuter	568												568	616	(48)	-7.8%	956	(388)	-40.6%
108	Mountain Road Shuttle	0												0	0	0	0.0%	0	0	0.0%
102	Morrisville Loop	340												340	334	6	1.8%	436	(96)	-22.0%
103	Morrisville Shopping Shuttle	218												218	218	0	0.0%	203	15	7.4%
109	Tuesday Shopping Shuttle (FGI)	26												26	69	(43)	-62.3%	72	(46)	-63.9%
110	St.Albans DT Shuttle	1,838												1,838	1,703	135	7.9%	1,832	6	0.3%
115	Alburg-Georgia Commuter	467												467	485	(18)	-3.7%	676	(209)	-30.9%
116	Richford-St.Albans Commuter	488												488	515	(27)	-5.2%	782	(294)	-37.6%
120	Valley Floor	0												0	0	0	0.0%	0	0	0.0%
121	Valley Evening Service	0												0	0	0	0.0%	0	0	0.0%
122	Mount Ellen	0												0	0	0	0.0%	0	0	0.0%
124	Mountain Condos	0												0	0	0	0.0%	0	0	0.0%
125	Access Road	0												0	0	0	0.0%	0	0	0.0%
126	SnowCap Commuter	0												0	0	0	0.0%	0	0	0.0%
99	Special Services	2,384												2,384	1,354	1,030	76.1%	2,169	215	9.9%
SUBTOTAL		19,153	0	0	0	0	0	0	0	0	0	0	0	19,153	18,097	1,056	5.8%	21,188	(2,035)	-9.6%
Program Trips:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	21,339	(21,339)	-100.0%
TOTAL		19,153	0	0	0	0	0	0	0	0	0	0	0	19,153	18,097	1,056	5.8%	42,527	(23,374)	-55.0%

FY18 CCTA Total Ridership by Month

Number of Service Days														FY18 YTD	FY17 YTD	FY16 YTD				
Saturday	5													5	5	3				
Sunday	5													5	5	4				
Weekday	20													20	20	23				
School Days	0													0	0	0				
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY18 YTD	FY17 YTD	Difference (FY18-FY17)		FY16 YTD	Difference (FY18-FY16)	
																riders	%		riders	%
1	Williston-Wal-Mart	29,831												29,831	31,873	-2,042	-6.41%	36,210	-6,379	-17.62%
1V	Williston Village	1,365												1,365	1,133	232	20.48%	1,270	95	7.48%
10	Williston-Amtrak	1,618												1,618	1,588	30	1.89%	3,779	-2,161	-57.18%
2	Essex Junction	34,294												34,294	34,294	0	0.00%	39,516	-5,222	-13.21%
3	Lakeside Commuter	127												127	157	-30	-19.11%	166	-39	-23.49%
4	Essex Center	1,207												1,207	1,382	-175	-12.66%	2,107	-900	-42.71%
5	Pine Street	8,708												8,708	8,605	103	1.20%	10,379	-1,671	-16.10%
6	Shelburne Rd.	19,641												19,641	19,310	331	1.71%	21,885	-2,244	-10.25%
7	North Avenue	17,665												17,665	17,391	274	1.58%	22,115	-4,450	-20.12%
8	City Loop	4,638												4,638	5,044	-406	-8.05%	4,979	-341	-6.85%
9	Riverside/Winooski	8,808												8,808	9,499	-691	-7.27%	12,062	-3,254	-26.98%
11	College Street Shuttle	16,832												16,832	19,679	-2,847	-14.47%	19,171	-2,339	-12.20%
12	UMall/Airport	4,466												4,466	5,833	-1,367	-23.44%	7,400	-2,934	-39.65%
16	Hannaford's	108												108	198	-90	-45.45%	196	-88	-44.90%
19	Price Chopper #1	200												200	264	-64	-24.24%	314	-114	-36.31%
20	Price Chopper #2	98												98	150	-52	-34.67%	190	-92	-48.42%
21	School Trippers	0												0	0	0	0.00%	0	0	0.00%
18	Sunday Service	495												495	590	-95	-16.10%	410	85	20.73%
26	Other	7,856												7,856	7,674	182	2.37%	5,818	2,038	35.03%
56	Milton Commuter	1,120												1,120	1,247	-127	-10.18%	1,642	-522	-31.79%
76	Middlebury Link	1,010												1,010	1,056	-46	-4.36%	1,361	-351	-25.79%
86	Montpelier Link	8,545												8,545	9,478	-933	-9.84%	10,914	-2,369	-21.71%
96	St. Albans Link	1,172												1,172	1,233	-61	-4.95%	1,360	-188	-13.82%
46	116 Commuter	277												277	282	-5	-1.77%	312	-35	-11.22%
36	Jeffersonville Commuter	716												716	643	73	11.35%	927	-211	-22.76%
SUBTOTAL		170,797	0	0	0	0	0	0	0	0	0	0	0	170,797	178,603	-7,806	-4.37%	204,483	-33,686	-16.47%
ADA Paratransit		3,444												3,444	3,396	48	1.41%	4,386	-942	-21.48%
TOTAL		174,241	0	0	0	0	0	0	0	0	0	0	0	174,241	181,999	-7,758	-4.26%	208,869	-34,628	-16.58%

ADA Ridership Report (by Town) : FY18

Update 8/10/17

CITY/TOWN	July	Totals
BURLINGTON	116	116
COLCHESTER	288	288
ESSEX	9	9
OTHER	252	252
SHELBURNE	963	963
SO. BURLINGTON	96	96
WILLISTON	392	392
WINOOSKI		0
	3,398	
TOTAL		0
Cost to Members	84,904	\$ 84,904.23
Cost/Trip	\$ 24.99	\$ 24.99

ADA Ridership Report (by Town) : change from FY 17 to date to FY18 to date

	July	Totals
BURLINGTON	(12)	(12)
	-0.93%	-0.08%
COLCHESTER	54	54
	87.10%	5.21%
ESSEX	46	46
	19.01%	1.23%
OTHER	(15)	(15)
	-62.50%	-7.25%
SHELBURNE	(5)	(5)
	-1.95%	-0.15%
SO. BURLINGTON	14	14
	1.48%	0.10%
WILLISTON	(26)	(26)
	-21.31%	-2.31%
WINOOSKI	(54)	(54)
	-12.1%	-0.94%
TOTAL	2	2
	0.06%	0.00%

ADA Ridership Report (by Town): FY16

CITY/TOWN	July	Totals
BURLINGTON	1,294	14,398
COLCHESTER	62	1,037
ESSEX	242	3,751
OTHER	24	207
SHELBURNE	257	3,271
SO. BURLINGTON	949	13,829
WILLISTON	122	1,126
WINOOSKI	446	5,761
TOTAL	3,396	43,380

To: GMT Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Date: August 15, 2017
RE: NextGen Update

The NextGen Advisory Committee met on Tuesday August 8. The primary agenda item was the presentation of draft service proposals for the urban area. To date all of the urban local route profiles have been completed and listed on the Nextgen webpage (<http://ridegmt.com/route-profiles/>). These individual route profiles were utilized to develop the draft urban system service change proposals in conjunction with the Market Analysis (<http://ridegmt.com/advisory-committee-documents/>) completed by Nelson Nygaard (NN) that estimates transit demand based on employment & residential density, socio-economic factors and travel flow data.

The service proposals presented to the committee largely centered on making service improvements to existing routes as the current routes are located where transit demand is the highest and there is the most potential for increasing ridership. These proposals were designed with the goal of being cost-neutral with our existing services. These draft service proposals will be presented at the September Board retreat in addition to a third proposal which will include services to areas that are not currently served by GMT (i.e. Tilley Drive, Grand Isle Ferry, etc.). In general the service proposals include twenty minute base headways on the four (#1, #2, #6 & #7) “major local” routes per the Service Guidelines Document (<http://ridegmt.com/advisory-committee-documents/>), and improved evening and weekend (including Sunday) service on the majority of the urban routes.

The next Advisory Committee will be on September 12 and service proposals will be presented for the rural based regions. Will Rodman from NN who is their para-transit expert will be on hand for these meetings and is working on developing the ADA analysis for the overall project.

NN and staff are in the process of scheduling presentations to the RPC’s starting with the CCRPC Transportation Advisory Committee (TAC) in September. NN will also be reaching out to attendees of the GMT Transportation Summit to drive people to the project webpage, answer any questions regarding the project and setting up meetings as requested.



The Bus has *Arrived.*



Green Mountain Transit
FY18 Marketing and Public Affairs Plan

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Key Staff

Mark A. Sousa, General Manager
 Jamie L Smith, Marketing and Public Affairs Manager
 Katie Mischke, Marketing Coordinator
 Chris Loyer, Public Affairs Coordinator

The Marketing/Public Affairs department works in collaboration with all departments, in all locations.

Executive Summary

The Green Mountain Transit (GMT) Marketing and Public Affairs Plan provides a strategic approach to marketing transit services. It identifies objectives, target markets, market segmentation and strategies, developed by Green Mountain Transit's Board of Commissioners.

The plan is dynamic and will be modified along with the needs of the organization. The core objectives will remain the same:

- Create a strong brand as one unified organization
- Increase ridership
- Increase user friendliness
- Maintain strong positive relationships within the organization
- Promote sustainability
- Be viewed as an important asset in the communities we serve

GMT will continue to strengthen our partnerships with community organizations as well as with social service agencies and departments within the State of Vermont. This can be accomplished by continuing and furthering our collaborations with Regional Planning Commissions, Regional Transportation Advisory Committees, Regional Chamber of Commerce mixers and meetings, Local collaborative groups, and Regional Partnership Collaboratives, which are organized and facilitated by Agency of Human Services regional Field Directors.

Overview

Chittenden County Transportation Authority and Green Mountain Transit Agency came together in 2011 with a singular unified mission to promote and operate safe, convenient, accessible, innovate, and sustainable public transportation services. The two names refer to the different geographical segments that we serve. The organization is actively working on re-branding under the singular name. The new name will unify the two agencies into one dynamic organization.

Service in Chittenden County offers fixed routes, local commuter routes, LINK Express routes, and ADA paratransit services. It also provides shuttles from senior housing complexes to local supermarkets and school trippers for student transportation to Burlington schools.

Service in Central and Northern Vermont provides public transportation for Washington, Lamoille, Mad River Valley, Franklin and Grand Isle Counties and the towns of Williamstown, Washington and Orange, with connecting services to Chittenden and Caledonia counties. An array of public transportation services are offered, including fixed route, deviated fixed route, demand response, commuter, health care and shopping shuttles, community shuttles, winter seasonal service and special individual service for those who qualify. All services are available to the general public and are ADA accessible.

Mission

The mission of Green Mountain Transit is to promote and operate safe, convenient, accessible, innovative and sustainable public transportation services in the northwest and central Vermont regions that reduces congestion and pollution, encourages transit oriented development and enhances the quality of life for all.

Marketing Strategy

Social media strategy (to be utilized in conjunction with all marketing strategies listed below):

- Identify ways to have key staff contribute to content (Ops Supervisors, GM Live, etc)
- Content calendar with daily theme for consistency
- Developing a customer service plan that works within our current complaint/compliment system
- Develop a "real voice" to engage passengers and that doesn't deny issues or put passengers on the defense.

Re-brand

In FY18, we will continue the rebrand process with the main focus being:

- Rolling out the new bus theme
- Changing over remaining assets
- Continuing to push for a consistent message across all platforms, which includes working with other departments to achieve this goal.

NextGen

Over the next several months, Marketing and Public Affairs will assist in identifying and attending public outreach events. Additional strategies:

- Bus advertising wraps in all regions
- Attending events to promote project, and when applicable, the proposed scenerios.
- Creation of project materials for use by staff and the Board of Commissioners

The Bus Advertising program is a large source of revenue for the agency. Program strategies include:

- Develop a combined region rate and media kit
- Advertising outreach for seasonal service
- Downtown Transit Center ads
- Implementing a new install/removal process

- We have a trade contract in place with Fox44, our trade value is \$12,500 to be used throughout the FY.
- Local ads in community papers
- Reactive advertising as need arises
- Seasonal/student marketing

Bus Advertising

Media Plan

Public Affairs Plan:

The goals and objectives of the Public Affairs team will be aligned with the Marketing Goals for the GMT with an emphasis on community and local engagement. Our plan is to continue to support the communities that we serve by engaging County, City, and Town Governments as well as local organizations to ensure that GMT is an active member of the community, and forwarding the priorities set by those communities.

Promotion

Actively promote new technologies and infrastructure improvements:

- RouteShout 2.0 once intergrated with the rural database
- Seasonal Service, especially changes in Stowe
- Continue press releases promoting innovations and achievement within GMT.

Volunteer Driver

Create a robust Volunteer Driver Program by:

- Utilizing bus advertising
- Creating a “canned” presentation and a letter to organizations
- Continuing to use resources such as Front Porch Forum, social media, senior center blotters, community newsletters, and advertising.

Community

Be actively present in the community and continue to form, foster, identify, and promote partnerships:

- Way to Go
- Small Business Saturday
- Unlimited Access
- SEABA/Art Hop shelter concert
- Summer Fun Wristband

Utilize partnerships to get messaging and campaigns out via cross promotion.

Here is an example of some of our partners:

C.I.D.E.R., Mad River Valley TAC, Burlington Business Association, Vermont Lake Monsters, Area colleges and Universities, UVM Medical Center, Central VT Medical Center, Northwestern VT Medical Center, USCRI Refugee Resettlement Program

Conclusion



August 11, 2017 VPTA Member Payment Distribution

DHVA Payment **\$228,088.10**
 Minus VPTA Office \$3,000.00
 Remaining to be split \$225,088.10

	Old PMPW	#Undupe	what we would have been paid under the old system	%Total	Weekly Payment	
RCT	\$31.80	1,697	\$53,965	23.99%	\$52,650.32	this week's RCT payment
MVRTD	\$21.81	689	\$15,027	6.51%	\$14,661.11	this week's MVRTD payment
ACTR	\$40.04	343	\$13,734	5.95%	\$13,399.24	this week's ACTR payment
STSI	\$36.91	229	\$8,452	3.66%	\$8,246.54	this week's Stagecoach payment excluding Orange County
Orange County	\$36.91	259	\$9,560	4.14%	\$9,326.87	this is what Orange County's payment would be if it was computed at the Stagecoach PMPW rate of \$36.91
GMGN	\$25.58	663	\$16,960	7.35%	\$16,546.50	this week's GMGN payment
GMT	\$21.68	1,297	\$28,119	12.19%	\$27,434.14	this week's GMT payment
SSTA	\$26.50	1,400	\$37,100	16.08%	\$36,196.45	this week's SSTA payment
SEVT	\$35.96	1,329	\$47,791	20.71%	\$46,626.92	this week's SEVT payment
Total		7,906	\$230,707	100.00%	\$225,088.10	

	Old PMPW	#Undupe	what we would have been paid under the old system	%Total	Weekly Payment	
RCT	\$31.80	1,697	\$53,965	23.53%	\$52,954.10	
MVRTD	\$21.81	689	\$15,027	6.55%	\$14,745.71	
ACTR	\$40.04	343	\$13,734	5.99%	\$13,476.55	
STSI	\$36.91	229	\$8,452	3.68%	\$8,294.12	
Orange County	\$31.80	259	\$8,236	3.59%	\$8,081.98	this is what Orange County's payment would be if it was computed at the RCT PMPW rate of \$31.80
GMGN	\$25.58	663	\$16,960	7.39%	\$16,641.97	
GMT	\$21.68	1,297	\$28,119	12.26%	\$27,592.43	
SSTA	\$26.50	1,400	\$37,100	16.17%	\$36,405.30	
SEVT	\$35.96	1,329	\$47,791	20.83%	\$46,895.95	
Total		7,906	\$229,383	100.00%	\$225,088.10	

Orange County's payment computed at the Stagecoach PMPW \$9,326.87
 Orange County's payment computed at the RCT PMPW, which is the actual payment to Stagecoach this week \$8,081.98
 The difference, which is escrowed until the next VPTA meeting \$1,244.89