

## Green Mountain Transit Board Minutes

Date: September 19, 2017

Time: 9:00 am

Place: Gallery at the Main Street Landing Performing Arts Center  
60 Lake Street Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston  
Tom Chittenden, Vice Chair, South Burlington  
Denis Barton, Secretary, Shelburne  
Catherine Dimitruk, Treasurer, Franklin County  
John Sharron, Commissioner, Milton  
Chapin Spencer, Commissioner, Burlington  
Katherine Miles, Commissioner, Burlington  
Raghu Acharya, Commissioner, Winooski  
Robert Moore, Commissioner, Lamoille County  
Bob Buermann, Commissioner, Grand Isle County  
Phil Pouech, Commissioner, Hinesburg  
Bonnie Waninger, Commissioner, Washington County  
Amy Brewer, Alt. Commissioner, Williston  
Amanda Holland, Alt. Commissioner, Franklin County/Grand Isle  
Daniel Currier, Alt. Commissioner, Washington County

Mark Sousa, General Manager  
Trish Redalieu, Director of Human Resources  
Bob Young, Director of Operations  
Jon Moore, Director of Maintenance and Planning  
Michelle Daley, Director of Finance  
Jamie Smith, Marketing and Public Affairs Manager  
David Armstrong, Planning Manager  
John Robinson, Human Resource Coordinator  
Alma Hebib, Executive Assistant

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

Geoff Slater, Nelson Nygaard  
Erika Kimball, Senator Sanders Office  
James Freehan, Government Relations Director

### **Not Present:**

Paul Bohne, Commissioner, Essex Junction

### **1. Open Meeting**

Chair Kaynor opened the meeting at 9:08 am. A quorum of the Board was present.

### **2. Adjustment on the Agenda**

No Adjustments were made to the Agenda.

### **3. Public Comment**

Chair Kaynor congratulated GMT staff on the newly awarded grant for two electrical buses.

### **4. Consent Agenda**

A motion to approve the Consent Agenda was made by Secretary Barton and seconded by Commissioner Sharrow. Chair Kaynor noted that the minutes were missing a closed quotation. All were in favor and the Consent Agenda was approved.

### **5. NextGen Update**

Jeff Slater, Nylson Nygaard, presented a NextGen presentation to the Board. Review on the routes serviced and population surrounding the service area were discussed. There was also a review on possible modifications to the routes and how potential changes might look. With the idea of improved efficiency, Mr. Slater informed the Board that scenarios will be presented with options to be decided before moving ahead. The Board expressed concern about cost neutral changes to routes that serve multiple communities and the potential financial impact this may cause. Mr. Slater explained that the cost aspect will be broken down for the recommended changes to help in the discussion.

Treasurer Dimitruk entered at 10:19 am.

### **6. Financial Update**

Michelle Daley, Director of Finance, reviewed the financial update for the Board. This included a brief history on GMT, the fund balance and the future forecast.

Ms. Daley reviewed the funding balances GMT has received in the past few fiscal years. There was a discussion on the funding balance components that include the invested capital assets, restricted and unrestricted fund balances, revenues and expense categories. The Board reviewed the urban and rural fund balances. Lastly, there was a discussion on the future forecast. Mrs. Daley stated that, "this fiscal year 2018 has been the hardest year yet to get level funding for our operating budget."

### **7. GMT Funding & Assessments**

Ms. Daley discussed current funding. She stated GMT is attempting to obtain more funding, although it's a challenge. She went over membership assessments, paratransit transportation services, CCRPC, FTA and VTran's funds. A review of the current Local Fair Share formula used by GMT showed many communities are under committed for funding. There was discussion on petitions and how they are slowly decreasing in petition funds. The Board will continue to look into these matters to ensure it a sustainable option moving ahead.

Treasurer Dimitruk exited at 11:37 am.

Alternate Holland exited at 12:15 pm.

Commissioner Waninger entered at 12:30 pm.

### **8. Employer Paid Pass Discount Policy**

Mark Sousa, General Manager, spoke on the adjustments made to the Employer Paid Discount policy recommended by the Board. Mr. Sousa explained it was last utilized in February by CATMA. The proposed changes were reviewed with CATMA leadership and it would not affect their current programs. Secretary Barton made a motion to approve the proposed Employer Paid Pass Discount Policy and was seconded by Commissioner Spencer. All were in favor and the policy was adopted.

## **9. Capital Shuttle Service**

Jon Moore, Director of Maintenance and Planning, addressed the Board with potential changes to the Capital Service. It currently is a temporary service offered during the legislative sessions. Due to the construction on the Montpelier Transit Center, the Building and Grounds division within the State has lost their parking lot for the new site. This has caused a parking burden for the BGS division. BGS has asked GMT to run the Capital shuttle year round. Temporary increase in the shuttle has started, however, GMT is seeking approval to make the change final. Discussion took place on the route being awarded without a bid process and Mr. Moore responded by stating he is not aware of them violating any Charter rules. GMT staff will research the laws pertaining to this and bring it back for a vote for next the Board meeting

Commissioner Buermann made a motion that the Board supports the temporary increase in the route until more information is gathered. Vice Chair Chittenden seconded the motion.

## **10. Strategic Planning Process**

The Board reviewed and suggested changes to FY18 strategic goals. Both members of the Board and staff engaged in discussion in potential modifications to FY17 strategic goals to reflect FY18 goals and objectives. The discussion generated many conversations and Secretary Barton will continue efforts in completing the strategic goals for a potential draft for review in the October Board meeting.

## **11. Legislative Update**

James Feehan, Government Relations Director, addressed the Board with the current legislative updates. He also reviewed different options on how GMT can move forward with a legal name change. Mr. Freehan believes it should be a relatively simple process but encourages GMT to move ahead if they hope to have it completed this year. Mr. Freehan also spoke about financial grants and federal and state budgets. The Board received handouts with the graphs of ridership and VT Transit Investment.

## **12. Fleet Composition**

Due to time constraints, the Board agreed to discuss the fleet composition at the next board meeting.

## **13. GM & Committee Reports**

The finance committee met and previewed their FY18 work plan, and a brief discussion of the FY19 draft and Medicaid.

The leadership committee discussed the Board survey, Chair Kaynor and Mrs. Smith are providing a board survey (same as previous year's survey) to get feedback on how to improve Board meetings. Board members were emailed the survey to complete.

Mr. Sousa discussed that DVHA and VTPA has agreed to meet, more updates to come at the next meeting.

The operations committee met and discussed the Performance Improvement Plan, ADA Fare Free and the review of ongoing projects. Trish Redalieu, Director of Human Resources discussed the ESL program that is in place to help employees progress their English skills.

The strategy committee met and discussed the current goals and objectives, proposed changes for next year and the capital project timeline.

**14. Adjourn**

Chair Kaynor made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 3:21 pm.

Respectfully Submitted,

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Denis Barton, Secretary