



AGENDA

Green Mountain Transit Board of Commissioners

February 21, 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*
 - January 17, 2017 Board Meeting Minutes (pages 3-6)
 - February 7, 2017 Board Meeting Minutes (pages 7-8)
 - Check Register (pages 9-19)
 - Finance Report (pages 20-26)
 - Maintenance Report (page 27)
 - Operations Report (pages 28-29)
 - Performance Report (page 30)
 - Planning Report (page 31)
 - Marketing, IT Support, & Human Resources Report (page 32)
 - Project Development Report (pages 33-34)
 - Ridership Reports (pages 35-37)
 - ADA
 - GMT Urban
 - GMT Rural
- 7:45 a.m. 5. GM Job Description (pages 38-39)
- 7:50 a.m. 6. GM Transition (possible executive session)
- 8:05 a.m. 7. Jeffersonville Update
- 8:20 a.m. 8. Marketing Update

8:40 a.m. 9. Nelson Nygard Presentation

9:00 a.m. 10. GM & Committee reports (pages 40-46)
(Including Quarterly Strategic Goals update)

- *Leadership Committee: Next scheduled meeting Thursday, March 6th @9am*
- *Strategy Committee: Next scheduled meeting is Monday, March 13th @ 9:30am*
- *Operations Committee: Next scheduled meeting Monday, March 13th @9:30am*
- *Finance Committee: Next scheduled meeting Tuesday, March 14th @8:30am*

9:30 a.m. 11. Adjourn

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 802-864-CCTA or 802-864-2282.
- 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: January 17, 2017
 Time: 7:30 AM
 Place: GMT
 15 Industrial Parkway
 Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston
 Tom Chittenden, Vice Chair, South Burlington
 Denis Barton, Secretary, Shelburne
 Marti Powers, Treasurer, Essex
 Catherine Dimitruk, Commissioner, Franklin County
 Chapin Spencer, Commissioner, Burlington
 Rob Moore, Commissioner, Lamoille County (Via Phone)
 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

Mark Sousa, Assistant General Manager
 Jon Moore, Director of Urban Operations
 Michelle Daley, Director of Finance
 Trish Redalieu, Director of Administrative & Support Services
 Steve Carlson, Project Development Manager
 Bill McCarty, Director of Maintenance
 Donna Rae Decatur, Director of Rural Operations
 David Armstrong, Planning Manager
 Alain Hirsch, Transit Planner
 John Robinson, Human Resources Coordinator

Members of the Public:

Ron Smith, RHR Smith and Company, CPA's (Via Phone)
 Bonnie Waninger, Alternate, Washington County

Not Present:

Karen Walton, General Manager

1. Open Meeting

Chair Kaynor opened the meeting at 7:32 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

There was no public comment.

4. Consent Agenda

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

5. FY16 Audit Results Approval (Goal 1)

Michele Daley, Director of Finance and Ron Smith, CPA of RHR Smith and Company, reviewed the Federal Compliance Audit handed out in the Board packet. Mr. Smith spoke on the success of the staff of GMT through what was a busy year. He expressed that the finances have been stable. He also stated that keeping the bottom line in balance was a very impressive accomplishment.

The Board spoke on his recommendation for a review of GMT's current purchasing policies and procedures; and which Committee would be part of the process. After discussion, the Board agreed that it would be best if the Finance Committee review policies and procedures to ensure compliance with GMT staff. The Board recognized the finance staff for their excellent work on yet another successful audit.

Treasurer Powers made a motion, with the support of the Finance Committee, to accept the management letter and audit report as presented, with the follow-up of the Finance Committee for current purchasing procedures; and adjusting them in accordance with federal and local standards. Commissioner Dimitruk seconded the motion. All were in favor and the management letter and audit report were accepted.

Alternate Waninger entered at 7:37 AM.

Secretary Barton entered at 7:41 AM.

6. DTC Update (Goal 2)

Steve Carlson, Project Development Manager, spoke on the DTC and its current standing. P.C. Construction is working on about twenty or so minor projects to complete. The budget is still on track with a possible small surplus. The soil disposal is still a large factor in the final budget. With only the background study complete, GMT still awaits the final regulations for proper soil disposal. Route Match is still working on a solution to intermingle the overhead signs at the DTC with the bus signs to better communicate where each bus is located, departing, and heading at the DTC terminal. Route Match believes it will be completed within the first quarter of 2017. Mr. Carlson requested that he wait to address the Board with any more updates until the completion of the project, since the majority of the work is completed. He anticipates the DTC project to be complete by April.

7. UMall/Airport Route (#12) Service Changes Approval (Goal 6)

Alain Hirsch, Transit Planner, reviewed the proposed service changes to the bus route numbers 12(UMall/Airport) and 1(Williston). Currently the routes overlap while servicing the same area, Mr. Hirsch was seeking approval to cancel the overlapping service between the UMall and the Burlington DTC. The change would be implemented in the new Bus Map and Guide effective February 27, 2017. The cancellation does not eliminate service but only reduces the amount of service to the affected area. GMT held a public hearing, where the one member of the public in attendance was in support of the change after clarification of the effected time points.

The Board discussed the process to inform the public of route changes and members requested that along with the normal practices, that the Route Shout app be used as well, with notifications to passengers.. Jon Moore, Director of Urban Operations, explained they can post notices through the app for change in service.

Secretary Barton made a motion to accept the recommended route change and was seconded by Vice Chair Chittenden. All were in favor and the service changes were approved.

8.FY 18 Capital and Operating Budget Approval (Goal 1)

Ms. Daley and Mark Sousa, Assistant General Manager, gave the update. GMT held a public hearing and only Ms. Daley and Treasurer Powers were in attendance. There are no changes from the last discussion at the December Board meeting. Treasurer Powers informed the Board that the Finance Committee does recommend the support of the proposed budget.

As recommended by the Finance Committee, Treasurer Powers made a motion to accept the FY18 Capital and Operating Budgets as presented. Vice Chair Chittenden seconded the motion. All were in favor and the FY18 Capital and Operating Budgets were accepted.

The Board spoke about the impact on the budget to support the idea of a fare free system and what thought has been put into that possibility, as well as how the CSA would play a role going forward. The Board also wanted to ensure that the approved annual capital budget tied into the long term capital plan. Commissioner Dimitruk requested that the Board receive the FY18 budget timeline for those new to the Board.

9. Safety and Security Manual Approval

The SSEP was sent out in a secure email. It will be changed as business needs change. Once approved, it will be shared with the Directors and outside partners. The weather plan in the back of the document will be updated regularly. Secretary Barton explained that the Operations Committee has had a chance to review the document and make adjustments. Mr. Sousa explained to the Board that the State has shown interest in exercising the plan in the fall.

Secretary Barton made a motion to accept the Safety, Security and Emergency Plan as presented. Vice Chair Chittenden seconded the motion. All were in favor and the SSEP was approved.

10. Drug and Alcohol Manual Approval

Mr. Sousa explained to the Board that it is federally mandated to have a Drug and Alcohol Policy. The policy is in front of the Board today to approve the changing of CCTA to GMT and the acting Drug and Alcohol Manager to Jonathan Mabee. Secretary Barton informed the Board that the Operations Committee did review the policy but made no recommendations since the approval is just for name changes. Secretary Barton did express he would like to see a section for mental health concerns. Mr. Sousa explained mental health for drivers is screened every day by management and supervisors.

Commissioner Dimitruk made a motion to accept the changes to the Drug and Alcohol Policy and was seconded by Vice Chair Chittenden. All were in favor and the changes were approved.

11. GM Transition, Possible Executive Session

Vice Chair Chittenden read a resolution recognizing Karen Walton's contributions to GMT during her years of service. Chair Kaynor asked that the second to last paragraph be changed to Green Mountain Transit, along with the suggestion to add to the end of paragraph one, throughout the region.

Commissioner Sharrow made a motion to accept the resolution with those two wording changes. Vice Chair Chittenden seconded the motion. All were in favor and the resolution was adopted with the two changes.

Commissioner Dimitruk made a motion to enter executive session to discuss the appointment of a public officer. Vice Chair Chittenden seconded the motion. The motion was amended to invite Alternate Commissioner Waninger in the inclusion of the executive session with Mr. Sousa joining the session in the latter part. All were in favor and the motion was approved and the Board entered executive session at 9:01 AM.

Commissioner Dimitruk made a motion to exit executive session and was seconded by Secretary Barton. The motion was approved and the Board exited executive session at 10:18 AM.

Chair Kaynor requested a special Board meeting be held to address personnel matters on the GM transition for February 7th at 7:30 AM here at the GMT office.

12. GM & Committee Report

Mr. Sousa gave the GM report. Nelson Nygaard has met with David Armstrong, Planning Manager, and his staff. They have visited both the Burlington location and Berlin location. Mr. Sousa expressed he feels it is very important to form the Ad Hoc Committee with outside stakeholders. Regional Planners should be involved to avoid miscommunication.

Also, at this time Mr. Sousa has recommended that the MTicketing process be placed on hold until the completion of the CSA to review what is found on their current fare process.

Leadership Committee informed the Board that Ms. Walton had given her resignation. Her last day will be January 20th, 2017. Mr. Sousa has accepted the position of Interim-General Manager starting January 21st, 2017.

Strategy Committee did not meet this month.

Operations Committee has begun to review the on time performance objective m. With the addition of Route Shout, it has allowed for a measurable platform to track the data. Secretary Barton also informed the Board that current PIP data indicates a reduction in regular maintenance checks and increased road calls. Staff have indicated challenges in the recruitment of mechanics due to the current labor market and the aging of some buses in the fleet.. The next meeting for the Operations Committee will be February 13 at 9:30AM.

Finance Committee met this month to review the GMT Audit. They will meet again in February to review current and future projects and their specific financial needs.

13. Adjourn

Vice Chair Chittenden made a motion to adjourn and was seconded by Commissioner Pouech. All were in favor and the meeting adjourned at 10:24 AM.

Respectfully Submitted,

Denis Barton, Secretary

Green Mountain Transit Board Minutes

Date: February 7, 2017
Time: 7:30 AM
Place: GMT
15 Industrial Parkway
Burlington, VT 05401

Present:

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

Mark Sousa, Interim General Manager
John Robinson, Human Resources Coordinator

Members of the Public:

Not Present:

Harold Garabedian, Commissioner, Washington County
Chapin Spencer, Commissioner, Burlington

1. Open Meeting

Chair Kaynor opened the meeting at 7:35 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

There was no public comment.

4. CSA Discussion and Board Involvement

Mark Sousa, Interim General Manager, addressed the Board looking for volunteers to join the CSA Advisory Committee. After discussion the Board believes it is best to have both rural and urban commissioners represented on the committee as well as a member of the Strategy committee. Chair Kaynor asked for volunteers and Commissioner Sharrow, Commissioner Miles and Commissioner Pouech offered their services. Chair Kaynor appointed them to the CSA Advisory Committee. The first meeting will follow the February Board meeting on the 21st. Nelson Nygaard will attend the Board meeting to answer questions and explain the process.

5. General Manager Job Description Review

Chair Kaynor explained to the Board that with the current opening for the General Manager position he believed it was a good time to review the job description. It was last reviewed before the hiring of Ms. Walton in August 2014. The Board spoke on possible changes in areas of responsibilities, requirements and the position summary. Chair Kaynor will work

with Trish Redalieu, Director of Administrative and Support Services, to draft an updated job description based on the Board's discussion. It will be presented at the upcoming February Board meeting.

6. Personnel Matter (possible executive session)

Commissioner Dimitruk made a motion to enter executive session to discuss the appointment of a public officer with Mr. Sousa joining the session in the latter part. Vice Chair Chittenden seconded the motion. All were in favor and the motion was approved and the Board entered executive session at 8:00 AM.

Secretary Barton made a motion to exit executive session and was seconded by Commissioner Dimitruk. The motion was approved and the Board exited executive session at 10:00 AM.

Commissioner Acharya entered the meeting via phone during executive session.

7. Adjourn

Commissioner Waninger made a motion to adjourn and was seconded by Commissioner Dimitruk. The motion carried and the meeting adjourned at 10:06 AM.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount
1/4/2017	V266	IRS - EFTPS	V266 2017 0104	189.25
1/6/2017	V1025	Alter, Charles	80544	307.80 Volunteer
1/6/2017	V966	Anderson, Evan	80545	35.64
1/6/2017	V1480	Andrews-Ford, Sheri	80546	90.18
1/6/2017	V156	Anthony, Peter	80547	485.46 Volunteer
1/6/2017	V1435	Besette, Greg	80548	97.56
1/6/2017	V1289	Blanchard, Anne	80549	190.08 Volunteer
1/6/2017	V1135	Blanchard, Thomas	80550	354.24 Volunteer
1/6/2017	V1436	Cameron, Darwin	80551	306.18 Volunteer
1/6/2017	V1426	Cameron, Karen	80552	31.32
1/6/2017	V1389	Carvalhosa, Fernando	80553	113.40 Volunteer
1/6/2017	V471	Constantine, Julia	80554	427.14 Volunteer
1/6/2017	V168	Fay, Carol	80555	34.02
1/6/2017	V1292	Fleming, Karen	80556	702.54 Volunteer
1/6/2017	V1325	Fonda, Leah	80557	158.40 Volunteer
1/6/2017	V1390	Garrison, Casey	80558	288.00 Volunteer
1/6/2017	V1400	Johnson, Sylvie	80559	90.72
1/6/2017	V175	LeBlanc, Richard	80560	173.34 Volunteer
1/6/2017	V1477	Longe, Melissa	80561	44.64
1/6/2017	V1397	McGinnis, Devan	80562	772.20 Volunteer
1/6/2017	V181	Owen, Helen	80563	1386.18 Volunteer
1/6/2017	V1138	Pease, Charles	80564	63.36
1/6/2017	V209	Pelkey, Linda	80565	76.68
1/6/2017	V165	Sanborn, Raeline	80566	83.52
1/6/2017	V1478	Starbuck, Pammella	80567	28.08
1/6/2017	V1324	Wales, David	80568	54.00
1/6/2017	V853	Wilson, Thomas	80569	60.48
1/6/2017	V944	Woodward, Patricia	80570	636.12 Volunteer
1/6/2017	V279	ABC Bus Companies-Muncie	80571	805.85
1/6/2017	V316	Able Paint, Glass & Flooring Co.	80572	239.58
1/6/2017	V742	AHC Corp	80573	619.40
1/6/2017	V214	AT&T Mobility	80574	168.67
1/6/2017	V399	Axle Tech International	80575	564.86
1/6/2017	V590	Barrett Trucking Co., Inc.	80576	567.60
1/6/2017	V1366	Berlinghoff Site Work LLC	80577	910.00
1/6/2017	V223	Bond Auto Parts	80578	737.30
1/6/2017	V1481	Blue Flame Gas	80579	1553.59 Propane
1/6/2017	V224	Burlington Communications	80580	594.75
1/6/2017	V225	Burlington Electric Department	80581	5473.75 7 Electric Invoices
1/6/2017	V362	Burlington Free Press	80582	1029.02 Advertising
1/6/2017	V226	Burlington Public Works-Water	80583	336.40
1/6/2017	V851	Champlain Medical	80584	495.00
1/6/2017	V159	Champlain Oil Company, Inc.	80585	15110.80 Fuel
1/6/2017	V220	Class C Solutions Group	80586	421.72
1/6/2017	V600	Cody Chevrolet	80587	565.33
1/6/2017	V1462	Comcast Spotlight, LP	80588	795.71
1/6/2017	V928	Conway Office Solutions	80589	1505.29 10 Office Supply Invoices
1/6/2017	V239	Cummins Northeast LLC	80590	1418.61 5 Parts Invoices
1/6/2017	V417	Dion Security, Inc.	80591	124.89
1/6/2017	V245	DRIVE	80592	63.00
1/6/2017	V250	Fisher Auto Parts	80593	1178.41 27 Parts Invoices

1/6/2017	V252	FleetPride, Inc	80594	147.60	
1/6/2017	V253	FleetWave Partners, LLP	80595	3096.00	Monthly Repeater
1/6/2017	V1347	Foley Distributing Corp.	80596	1311.64	5 Maint Supplies Invoices
1/6/2017	V257	Gillig Corp.	80597	2773.50	3 Parts Invoices
1/6/2017	V259	Grainger	80598	248.66	
1/6/2017	V260	Green Mountain Kenworth, Inc.	80599	1116.64	6 Parts Invoices
1/6/2017	V261	Green Mountain Power	80600	313.56	
1/6/2017	V1479	Holt-Gosselin, Daniel	80601	150.00	
1/6/2017	V426	Hulbert Supply Co., Inc.	80602	14.27	
1/6/2017	V264	IBF Solutions, Inc.	80603	1291.28	2 Uniform Invoices
1/6/2017	V472	Irving Energy Distribution	80604	821.94	
1/6/2017	V326	J&B International Trucks, Inc.	80605	25.63	
1/6/2017	V646	Keystone	80606	219.76	
1/6/2017	V328	Kirk's Automotive Inc.	80607	3621.00	2 Parts Invoices
1/6/2017	V267	Lincoln Financial Group	80608	10.21	
1/6/2017	V702	Lincoln National Life Insurance Company, The	80609	10820.81	Life Insurance
1/6/2017	V1476	Lowell's Moving & Delivery	80610	2122.50	2 Service Invoices
1/6/2017	V1446	M T Wallets, LLC	80611	121.57	
1/6/2017	V1455	Mag & Sons Clothing	80612	447.60	
1/6/2017	V273	MCI	80613	2641.37	3 Parts Invoices
1/6/2017	V1068	Midwest Bus Corporation	80614	177.25	
1/6/2017	V1475	Miller, Brian	80615	2450.00	Instruct Training
1/6/2017	V278	Mohawk Mfg. & Supply Co.	80616	873.08	
1/6/2017	V785	Montpelier Bridge, LLC	80617	251.25	
1/6/2017	V280	Mutual of Omaha Insurance Co.	80618	118.77	
1/6/2017	V792	Myers Container Service Corp.	80619	239.32	
1/6/2017	V283	Neopart LLC	80620	200.53	
1/6/2017	V284	New G.H. Berlin Oil Company	80621	2112.95	3 Parts Invoices
1/6/2017	V1305	Northern New England Benefit Trust	80622	200664.86	Insurance
1/6/2017	V325	Northern Tool & Equipment Catalog Company, Inc.	80623	152.28	
1/6/2017	V1132	Occupational Drug Testing, LLC	80624	1866.60	1 Invoice
1/6/2017	V594	Offset House The, Inc	80625	1023.00	Internal Signs
1/6/2017	V534	Omega Electric	80626	243.72	
1/6/2017	V863	P & P Septic Service, Inc	80627	4360.00	2 Service Invoices
1/6/2017	V1276	PC Construction Company	80628	111002.00	Downtown Bus Station
1/6/2017	V291	Prevost Parts	80629	754.84	
1/6/2017	V292	Professional Plaza LLC	80630	39.31	
1/6/2017	V295	Ribbon Recyclers	80631	143.80	
1/6/2017	V864	Rick's Towing & Repair, Inc.	80632	600.00	
1/6/2017	V296	Rouse Tire Sales	80633	1969.10	2 Tire Invoices
1/6/2017	V854	S2Technology	80634	101.25	
1/6/2017	V299	SB Collins, Inc.	80635	17058.24	Fuel
1/6/2017	V300	Seven Days	80636	510.00	
1/6/2017	V686	Shearer Chevrolet	80637	975.38	
1/6/2017	V301	Sovernet	80638	91.16	
1/6/2017	V302	Sports & Fitness Edge Inc.	80639	857.50	
1/6/2017	V303	SSTA	80640	1677.00	Tilley Nov
1/6/2017	V308	Steadman Hill Consulting, Inc.	80641	3735.19	Consulting
1/6/2017	V309	Stride Creative Group	80642	1485.00	2 Web Work Invoices
1/6/2017	V311	Teamsters Local 597	80643	7538.72	Union Dues
1/6/2017	V186	Tech Group, The	80644	5020.00	Flood Damage
1/6/2017	V734	Thermo King Northeast/Dattco	80645	1444.37	3 Parts Invoices

1/6/2017	V1030	UniFirst Corporation	80646	2245.20	6 Service Invoices
1/6/2017	V315	United Parcel Service	80647	99.66	
1/6/2017	V396	United Way	80648	93.00	
1/6/2017	V314	Unum Life Insurance	80649	381.79	
1/6/2017	V876	Vehicle Maintenance Program, Inc.	80650	202.32	
1/6/2017	V391	Verizon Wireless	80651	3331.80	4 Wireless Service Invoices
1/6/2017	V468	Vermont Department of Motor Vehicles	80652	120.00	
1/6/2017	V385	Vermont Offender Work Program	80653	10666.64	Work Program
1/6/2017	V336	W.B Mason Co., Inc.	80654	340.25	
1/6/2017	V251	Wex Fleet Universal	80655	6815.73	Fuel
1/6/2017	V352	Wiemann-Lamphere Architects Inc.	80656	2828.55	Consulting
1/6/2017	V433	Workplace Solutions, Inc.	80657	1450.00	1 Invoice
1/6/2017	V938	Wurth USA Inc.	80658	327.28	
1/6/2017	V99	Bergeron, Nathan	80659	94.01	
1/6/2017	V1066	Cassell, Robert Jr.	80660	250.00	Vision Reimb
1/6/2017	V857	Driver, Sandra	80661	134.89	FSA
1/6/2017	V1174	Eddy, Hunter	80662	178.50	Training Reimb
1/6/2017	V117	Guyette, Howard	80663	913.00	FSA
1/6/2017	V1413	Holm, Cody	80664	330.65	Shoe Reimb
1/6/2017	V122	Kerrigan, James	80665	63.19	
1/6/2017	V131	Luhrs, Terry	80666	100.00	Shoe Reimb
1/6/2017	V1384	Parrott, William	80667	99.97	
1/6/2017	V128	Redalieu, Patsy	80668	19.80	
1/6/2017	V1365	Robinson, John	80669	34.24	
1/6/2017	V868	Town, Justin	80670	238.96	Bus Registrations
1/6/2017	V153	Alburgh Taxi	EFT000000011595	1374.45	Volunteer
1/6/2017	V55	Boudreau, James	EFT000000011596	773.28	Volunteer
1/6/2017	V1007	Bova, Wendy	EFT000000011597	825.66	Volunteer
1/6/2017	V1448	Buckley, Barbara	EFT000000011598	361.26	Volunteer
1/6/2017	V548	Burnor, David	EFT000000011599	878.58	Volunteer
1/6/2017	V1291	Callan, Linda	EFT000000011600	714.42	Volunteer
1/6/2017	V196	Cheney, Lori	EFT000000011601	241.92	Volunteer
1/6/2017	V1377	Cleary, Diane	EFT000000011602	73.44	
1/6/2017	V60	Farr, Delores	EFT000000011603	393.66	Volunteer
1/6/2017	V1434	Giuffre, Martin	EFT000000011604	69.12	
1/6/2017	V1278	Gray, Richard	EFT000000011605	1125.36	Volunteer
1/6/2017	V1117	Hall, John	EFT000000011606	356.40	Volunteer
1/6/2017	V170	Hertz, Kenneth	EFT000000011607	240.30	Volunteer
1/6/2017	V67	Jewett, Sheryl	EFT000000011608	178.20	Volunteer
1/6/2017	V174	Langlois, Paulette	EFT000000011609	25.92	
1/6/2017	V1420	Lawyer, Ronald	EFT000000011610	264.60	Volunteer
1/6/2017	V70	LeClair, Raymond	EFT000000011611	593.46	Volunteer
1/6/2017	V71	Lightholder, Stephen	EFT000000011612	157.68	Volunteer
1/6/2017	V74	Markham, Laurel	EFT000000011613	319.14	Volunteer
1/6/2017	V75	Martin, Ronald	EFT000000011614	994.60	Volunteer
1/6/2017	V811	Mcmahon, Deborah	EFT000000011615	34.56	
1/6/2017	V829	Mcmahon, John	EFT000000011616	61.02	
1/6/2017	V1440	Menard, Leighanne	EFT000000011617	97.20	
1/6/2017	V1018	Metivier, Shelli	EFT000000011618	641.52	Volunteer
1/6/2017	V82	Parah, Donna	EFT000000011619	223.56	Volunteer
1/6/2017	V83	Parah, Maurice	EFT000000011620	922.32	Volunteer
1/6/2017	V86	Pike, Gail	EFT000000011621	669.60	Volunteer

1/6/2017	V1371	Riendeau, Donald	EFT000000011622	118.08	Volunteer
1/6/2017	V771	Sammons, Chandra	EFT000000011623	346.68	Volunteer
1/6/2017	V89	Sayers, Gail	EFT000000011624	221.94	Volunteer
1/6/2017	V1236	Sayers, James	EFT000000011625	91.26	
1/6/2017	V1253	Sprano, Sheila	EFT000000011626	154.98	Volunteer
1/6/2017	V1414	Thompson, Jennie	EFT000000011627	763.56	Volunteer
1/6/2017	V93	Timm, Marta	EFT000000011628	528.66	Volunteer
1/6/2017	V522	Turcotte, S Jeanette	EFT000000011629	163.08	Volunteer
1/6/2017	V397	White, Brian	EFT000000011630	751.68	Volunteer
1/6/2017	V97	Yandow, Dennis	EFT000000011631	533.52	Volunteer
1/6/2017	V1197	Young, Sylvia	EFT000000011632	37.26	
1/6/2017	V1182	Charissakis, John	EFT000000011633	39.89	
1/6/2017	V478	Chevrier, Armand	EFT000000011634	84.95	
1/6/2017	V111	Driver, Toney	EFT000000011635	44.07	
1/6/2017	V25	Frechette, Normand	EFT000000011636	100.00	Shoe Reimb
1/6/2017	V124	Kimball, Matt	EFT000000011637	267.76	Training Reimb
1/6/2017	V34	Maple, Walter	EFT000000011638	148.17	FSA/Uniform Reimb
1/6/2017	V36	McLaughlin, Timothy	EFT000000011639	606.69	FSA
1/6/2017	V38	Moore, Jon	EFT000000011640	192.25	DCAP
1/6/2017	V814	Nelle, Jordan	EFT000000011641	120.00	FSA
1/6/2017	V137	Plante, Karen	EFT000000011642	78.38	
1/6/2017	V141	Riley, Shawn	EFT000000011643	75.12	
1/6/2017	V17	Smith, Jamie L	EFT000000011644	192.31	DCAP
1/13/2017	V219	Aubuchon C/O Blue Tarp Financial, Inc.	80671	21.99	
1/13/2017	V227	Burlington Telecom	80672	4324.26	Phone Service
1/13/2017	V256	Genfare	80673	912.18	
1/13/2017	V261	Green Mountain Power	80674	219.14	
1/13/2017	V268	Loomis	80675	211.27	
1/13/2017	V294	RHR Smith & Company	80676	1100.00	Audit Fieldwork
1/13/2017	V301	Sovernet	80677	2157.95	Wi-Fi
1/13/2017	V186	Tech Group, The	80678	2618.75	2 Service Invoices
1/13/2017	V468	Vermont Department of Motor Vehicles	80679	60.00	
1/16/2017	V1484	Parsons Environment & Infrastructure Group Inc.	80680	3248.52	State Inspection Equipment
1/16/2017	V10	Vermont Office of Child Support	EFT000000011645	946.44	
1/16/2017	V1467	Charles Schwab	V1467 2017 0116	13645.37	Payroll Deferrals/Loan Repayments
1/16/2017	V265	ICMA	V265 2017 0116	1175.34	Retirement
1/16/2017	V266	IRS - EFTPS	V266 2017 0116	90652.80	Federal Tax
1/16/2017	V364	Vermont Dept of Taxes	V364 2017 0116	11096.30	State Tax
1/19/2017	V1467	Charles Schwab	V1467 2017 0119	543.91	
1/19/2017	V265	ICMA	V265 2017 0119	640.45	
1/19/2017	V266	IRS - EFTPS	V266 2017 0119	4859.52	Federal Tax
1/19/2017	V364	Vermont Dept of Taxes	V364 2017 0119	613.13	
1/20/2017	V1025	Alter, Charles	80681	148.95	Volunteer
1/20/2017	V156	Anthony, Peter	80682	212.45	Volunteer
1/20/2017	V1289	Blanchard, Anne	80683	120.96	Volunteer
1/20/2017	V1135	Blanchard, Thomas	80684	181.33	Volunteer
1/20/2017	V1436	Cameron, Darwin	80685	78.59	
1/20/2017	V1426	Cameron, Karen	80686	9.63	
1/20/2017	V1389	Carvalhosa, Fernando	80687	90.68	
1/20/2017	V471	Constantine, Julia	80688	403.35	Volunteer
1/20/2017	V554	Desarno, David	80689	116.41	Volunteer
1/20/2017	V1450	English, Leslie	80690	77.22	

1/20/2017 V555	Ernst, Richard	80691	35.31
1/20/2017 V168	Fay, Carol	80692	19.98
1/20/2017 V1292	Fleming, Karen	80693	498.98 Volunteer
1/20/2017 V1325	Fonda, Leah	80694	138.60 Volunteer
1/20/2017 V1390	Garrison, Casey	80695	45.00
1/20/2017 V175	LeBlanc, Richard	80696	16.20
1/20/2017 V1397	McGinnis, Devan	80697	482.46 Volunteer
1/20/2017 V181	Owen, Helen	80698	1026.97 Volunteer
1/20/2017 V1275	Pepin, Bonnie	80699	51.84
1/20/2017 V1478	Starbuck, Pammella	80700	14.58
1/20/2017 V1052	White, Carolyn	80701	82.78
1/20/2017 V962	Williams, Kenneth	80702	54.00
1/20/2017 V944	Woodward, Patricia	80703	296.23 Volunteer
1/20/2017 V110	Dodge, Gordon	80704	88.16
1/20/2017 V857	Driver, Sandra	80705	100.01
1/20/2017 V1285	Loyer, Chris	80706	560.00 FSA
1/20/2017 V279	ABC Bus Companies-Muncie	80707	1050.40 VOID
1/20/2017 V316	Able Paint, Glass & Flooring Co.	80708	161.00
1/20/2017 V1483	Alliance Mechanical Inc.	80709	13840.00 Hot Water Heater Replacement
1/20/2017 V384	American General Life Insurance Company	80710	337.50
1/20/2017 V218	Atlantic Detroit Diesel - Allison LLC	80711	1048.18 2 Parts Invoices
1/20/2017 V1334	Background Investigation Bureau, LLC	80712	138.00
1/20/2017 V248	Bay State Elevator Company	80713	6521.60 Elevator Repair
1/20/2017 V425	Bearings Specialty Co, Inc.	80714	18.87
1/20/2017 V1481	Blue Flame Gas	80715	1724.32 2 Utility Invoices
1/20/2017 V223	Bond Auto Parts	80716	1642.63 3 Parts Invoices
1/20/2017 V342	Burlington Business Association	80717	165.00
1/20/2017 V224	Burlington Communications	80718	3905.50 3 Service Invoices
1/20/2017 V1358	Burlington Marble & Granite, Inc.	80719	476.71
1/20/2017 V226	Burlington Public Works-Water	80720	1545.27 2 Utility Invoices
1/20/2017 V1369	Capitol City Auto Mart Inc dba	80721	376.77
1/20/2017 V1038	Central Vermont Economic Development Corp	80722	110.00
1/20/2017 V851	Champlain Medical	80723	360.00
1/20/2017 V159	Champlain Oil Company, Inc.	80724	16190.07 Diesel Fuel
1/20/2017 V293	Charlebois, R.R Inc.	80725	182.44
1/20/2017 V235	Clark's Truck Center	80726	564.65
1/20/2017 V220	Class C Solutions Group	80727	841.36
1/20/2017 V1357	CleanPro, Inc	80728	568.98
1/20/2017 V1240	ClearChoiceMD	80729	1266.00 DOT Physicals
1/20/2017 V600	Cody Chevrolet	80730	3471.98 10 Parts Invoices
1/20/2017 V236	Colonial Supplemental Insurance	80731	34.95
1/20/2017 V390	Commons Associates	80732	750.00
1/20/2017 V928	Conway Office Solutions	80733	421.44
1/20/2017 V1346	Craig Bushey Enterprises, LLC dba Abba Fuels	80734	1618.00 1 Service Invoices
1/20/2017 V238	Crystal Rock Bottled Water	80735	338.00
1/20/2017 V239	Cummins Northeast LLC	80736	245.24
1/20/2017 V652	Cummins-Allison Corp.	80737	12375.28 Money Machine
1/20/2017 V241	D & W Diesel, Inc.	80738	876.83
1/20/2017 V242	Danform Shoes	80739	509.85
1/20/2017 V319	Diesel Radiator Co.	80740	2439.00 1 Parts Invoice
1/20/2017 V913	Evergreen Roofing LLC	80741	1115.28 2 Service Invoices
1/20/2017 V250	Fisher Auto Parts	80742	1601.82 21 Parts Invoices

1/20/2017 V252	FleetPride, Inc	80743	127.50
1/20/2017 V1347	Foley Distributing Corp.	80744	968.87
1/20/2017 V799	Gauthier Trucking Company, Inc.	80745	292.04
1/20/2017 V257	Gillig Corp.	80746	247.92
1/20/2017 V259	Grainger	80747	791.69
1/20/2017 V260	Green Mountain Kenworth, Inc.	80748	3278.89 8 Parts Invoices
1/20/2017 V261	Green Mountain Power	80749	1800.48 VOID
1/20/2017 V1183	Harlaine D Miller Trust	80750	918.00
1/20/2017 V264	IBF Solutions, Inc.	80751	1895.54 8 Uniform Invoices
1/20/2017 V1204	Interstate Batteries	80752	227.44
1/20/2017 V472	Irving Energy Distribution	80753	1190.22 Fuel
1/20/2017 V326	J&B International Trucks, Inc.	80754	73.76
1/20/2017 V446	Janek Corporation, The	80755	240.00
1/20/2017 V267	Lincoln Financial Group	80756	10.21
1/20/2017 V270	Lowe's	80757	57.84
1/20/2017 V1446	M T Wallets, LLC	80758	2600.00 Lease
1/20/2017 V272	Mageeop Office Plus	80759	173.00
1/20/2017 V273	MCI	80760	78.45
1/20/2017 V275	McNeil Leddy & Sheahan	80761	1417.76 Legal Work
1/20/2017 V276	Metalworks	80762	352.17
1/20/2017 V278	Mohawk Mfg. & Supply Co.	80763	222.87
1/20/2017 V283	Neopart LLC	80764	34.57
1/20/2017 V996	New England Air Systems	80765	4255.33 2 Service Invoices
1/20/2017 V284	New G.H. Berlin Oil Company	80766	5348.51 4 Parts Invoices
1/20/2017 V285	New York Life	80767	43.32
1/20/2017 V1192	NS Corporation	80768	278.07
1/20/2017 V1399	NuCo2, Inc	80769	37736.00 Claim Reimbursement (Re-Location)
1/20/2017 V1132	Occupational Drug Testing, LLC	80770	1447.15 Drug Testing
1/20/2017 V534	Omega Electric	80771	2635.91 2 Service Invoices
1/20/2017 V700	Panama Supplies & Equipment	80772	1650.00 1 Parts Invoice
1/20/2017 V993	Paws Trucking, LLC	80773	405.00
1/20/2017 V290	Peterson Consulting, Inc.	80774	2025.00 Project Management
1/20/2017 V232	Petty Cash	80775	54.91
1/20/2017 V291	Prevost Parts	80776	3373.38 3 Parts Invoices
1/20/2017 V492	R&J Trucking	80777	760.00
1/20/2017 V295	Ribbon Recyclers	80778	109.88
1/20/2017 V864	Rick's Towing & Repair, Inc.	80779	525.00
1/20/2017 V1388	Rodd Roofing	80780	645.43
1/20/2017 V296	Rouse Tire Sales	80781	9532.18 8 Tire Invoices
1/20/2017 V1251	RouteMatch Software, Inc.	80782	290886.00 6 Invoices License Fees/Implementation
1/20/2017 V297	Safety-Kleen Systems, Inc.	80783	700.84
1/20/2017 V298	Sanel Auto Parts Co.	80784	68.64
1/20/2017 V299	SB Collins, Inc.	80785	16705.04 Fuel
1/20/2017 V686	Shearer Chevrolet	80786	89.40
1/20/2017 V303	SSTA	80787	84542.00 Tilley & ADA 2016 DEC, Punch Pass
1/20/2017 V528	Staples Copy & Print Shop	80788	1378.02 1 Invoice
1/20/2017 V312	Stowe, Town of	80789	722.93
1/20/2017 V451	Stowe, Town of Electric Department	80790	262.98
1/20/2017 V310	Swish White River, LTD	80791	57.00
1/20/2017 V793	SYN-TECH Systems	80792	168.75
1/20/2017 V734	Thermo King Northeast/Dattco	80793	318.12
1/20/2017 V1030	UniFirst Corporation	80794	743.71

1/20/2017 V315	United Parcel Service	80795	74.34
1/20/2017 V529	Valley Reporter, The	80796	186.31
1/20/2017 V876	Vehicle Maintenance Program, Inc.	80797	637.00
1/20/2017 V335	Vermont Department of Labor	80798	11193.12 Quarterly Invoice
1/20/2017 V1459	Vermont Information Consortium LLC	80799	1500.00 Background Checks
1/20/2017 V537	Vermont Public Transportation Association	80800	5770.00 Dues
1/20/2017 V892	VOX AM/FM, LLC	80801	1600.00 2 Marketing Invoices
1/20/2017 V336	W.B Mason Co., Inc.	80802	535.91
1/20/2017 V251	Wex Fleet Universal	80803	5210.55 Fuel
1/20/2017 V352	Wiemann-Lamphere Architects Inc.	80804	614.88
1/20/2017 V938	Wurth USA Inc.	80805	357.86
1/20/2017 V796	Yipes Auto Accessories	80806	4758.00 4 Labor/Graphics Invoices
1/20/2017 V153	Alburgh Taxi	EFT000000011646	1068.15 Volunteer
1/20/2017 V55	Boudreau, James	EFT000000011647	842.53 Volunteer
1/20/2017 V1007	Bova, Wendy	EFT000000011648	648.93 Volunteer
1/20/2017 V1448	Buckley, Barbara	EFT000000011649	199.02 Volunteer
1/20/2017 V548	Burnor, David	EFT000000011650	670.13 Volunteer
1/20/2017 V1291	Callan, Linda	EFT000000011651	507.78 Volunteer
1/20/2017 V196	Cheney, Lori	EFT000000011652	186.52 Volunteer
1/20/2017 V60	Farr, Delores	EFT000000011653	215.02 Volunteer
1/20/2017 V1278	Gray, Richard	EFT000000011654	952.80 Volunteer
1/20/2017 V1117	Hall, John	EFT000000011655	562.24 Volunteer
1/20/2017 V170	Hertz, Kenneth	EFT000000011656	103.18 Volunteer
1/20/2017 V67	Jewett, Sheryl	EFT000000011657	67.19
1/20/2017 V1420	Lawyer, Ronald	EFT000000011658	251.93 Volunteer
1/20/2017 V70	LeClair, Raymond	EFT000000011659	494.88 Volunteer
1/20/2017 V71	Lightholder, Stephen	EFT000000011660	29.70
1/20/2017 V74	Markham, Laurel	EFT000000011661	230.25 Volunteer
1/20/2017 V75	Martin, Ronald	EFT000000011662	396.64 Volunteer
1/20/2017 V829	Mcmahon, John	EFT000000011663	165.85 Volunteer
1/20/2017 V1440	Menard, Leighanne	EFT000000011664	0.54
1/20/2017 V1018	Metivier, Shelli	EFT000000011665	567.60 Volunteer
1/20/2017 V82	Parah, Donna	EFT000000011666	414.65 Volunteer
1/20/2017 V83	Parah, Maurice	EFT000000011667	854.72 Volunteer
1/20/2017 V86	Pike, Gail	EFT000000011668	200.23 Volunteer
1/20/2017 V1371	Riendeau, Donald	EFT000000011669	55.44
1/20/2017 V691	Rogers, Robert	EFT000000011670	152.28 Volunteer
1/20/2017 V771	Sammons, Chandra	EFT000000011671	331.07 Volunteer
1/20/2017 V89	Sayers, Gail	EFT000000011672	354.88 Volunteer
1/20/2017 V1236	Sayers, James	EFT000000011673	34.56
1/20/2017 V1253	Sprano, Sheila	EFT000000011674	100.95 Volunteer
1/20/2017 V1414	Thompson, Jennie	EFT000000011675	706.45 Volunteer
1/20/2017 V93	Timm, Marta	EFT000000011676	435.30 Volunteer
1/20/2017 V522	Turcotte, S Jeanette	EFT000000011677	11.88
1/20/2017 V397	White, Brian	EFT000000011678	301.89 Volunteer
1/20/2017 V97	Yandow, Dennis	EFT000000011679	507.70 Volunteer
1/20/2017 V1197	Young, Sylvia	EFT000000011680	173.18 Volunteer
1/20/2017 V59	Armstrong, David	EFT000000011681	154.90 DCAP
1/20/2017 V11	Asper, Sheryl	EFT000000011682	321.62 FSA
1/20/2017 V103	Carlson, Stephen	EFT000000011683	153.00 FSA
1/20/2017 V25	Frechette, Normand	EFT000000011684	1025.80 FSA
1/20/2017 V36	McLaughlin, Timothy	EFT000000011685	25.00

1/20/2017 V814	Nelle, Jordan	EFT000000011686	53.34
1/26/2017 V581	Costco	80814	106.54
1/27/2017 V261	Green Mountain Power	80807	1693.32 3 Utility Invoices
1/27/2017 V1446	M T Wallets, LLC	80808	2730.56 1 Rent/1 Utility Invoice
1/27/2017 V996	New England Air Systems	80809	3189.01 2 Service Invoices
1/27/2017 V284	New G.H. Berlin Oil Company	80810	1617.57 2 Parts Invoices
1/27/2017 V1305	Northern New England Benefit Trust	80811	200284.79 Insurance
1/27/2017 V306	Staples Credit Plan	80812	116.49
1/27/2017 V313	Travelers	80813	144676.00 Insurance
1/27/2017 V415	Amazon	80815	53.51
1/27/2017 V289	People's United Businesscard Services	80816	5388.40 Credit Cards
1/27/2017 V10	Vermont Office of Child Support	EFT000000011687	816.70
1/27/2017 V1467	Charles Schwab	V1467 2017 0127	14777.57 Payroll Deferrals/Loan Repayments
1/27/2017 V265	ICMA	V265 2017 0127	1141.01 Retirement
1/27/2017 V266	IRS - EFTPS	V266 2017 0127	98462.55 Federal Tax
1/27/2017 V364	Vermont Dept of Taxes	V364 2017 0127	12440.89 State Tax
1/31/2017 V153	Alburgh Taxi	EFT000000011688	1595.65 Volunteer
1/31/2017 V55	Boudreau, James	EFT000000011689	873.13 Volunteer
1/31/2017 V1007	Bova, Wendy	EFT000000011690	692.84 Volunteer
1/31/2017 V1448	Buckley, Barbara	EFT000000011691	415.22 Volunteer
1/31/2017 V548	Burnor, David	EFT000000011692	376.65 Volunteer
1/31/2017 V1291	Callan, Linda	EFT000000011693	549.99 Volunteer
1/31/2017 V196	Cheney, Lori	EFT000000011694	269.64 Volunteer
1/31/2017 V60	Farr, Delores	EFT000000011695	611.62 Volunteer
1/31/2017 V1434	Giuffre, Martin	EFT000000011696	54.57
1/31/2017 V1278	Gray, Richard	EFT000000011697	249.87 Volunteer
1/31/2017 V1117	Hall, John	EFT000000011698	1076.42 Volunteer
1/31/2017 V170	Hertz, Kenneth	EFT000000011699	310.89 Volunteer
1/31/2017 V67	Jewett, Sheryl	EFT000000011700	295.35 Volunteer
1/31/2017 V174	Langlois, Paulette	EFT000000011701	80.25
1/31/2017 V1420	Lawyer, Ronald	EFT000000011702	399.12 Volunteer
1/31/2017 V70	LeClair, Raymond	EFT000000011703	537.68 Volunteer
1/31/2017 V71	Lightholder, Stephen	EFT000000011704	176.56 Volunteer
1/31/2017 V74	Markham, Laurel	EFT000000011705	315.73 Volunteer
1/31/2017 V75	Martin, Ronald	EFT000000011706	528.59 Volunteer
1/31/2017 V811	Mcmahon, Deborah	EFT000000011707	135.89 Volunteer
1/31/2017 V829	Mcmahon, John	EFT000000011708	160.51 Volunteer
1/31/2017 V1440	Menard, Leighanne	EFT000000011709	287.34 Volunteer
1/31/2017 V1018	Metivier, Shelli	EFT000000011710	706.20 Volunteer
1/31/2017 V82	Parah, Donna	EFT000000011711	548.92 Volunteer
1/31/2017 V83	Parah, Maurice	EFT000000011712	1056.64 Volunteer
1/31/2017 V86	Pike, Gail	EFT000000011713	578.87 Volunteer
1/31/2017 V1371	Riendeau, Donald	EFT000000011714	72.00
1/31/2017 V771	Sammons, Chandra	EFT000000011715	638.88 Volunteer
1/31/2017 V89	Sayers, Gail	EFT000000011716	688.60 Volunteer
1/31/2017 V1236	Sayers, James	EFT000000011717	111.28 Volunteer
1/31/2017 V1253	Sprano, Sheila	EFT000000011718	80.25
1/31/2017 V1414	Thompson, Jennie	EFT000000011719	124.67 Volunteer
1/31/2017 V93	Timm, Marta	EFT000000011720	559.09 Volunteer
1/31/2017 V522	Turcotte, S Jeanette	EFT000000011721	160.50 Volunteer
1/31/2017 V397	White, Brian	EFT000000011722	681.06 Volunteer
1/31/2017 V97	Yandow, Dennis	EFT000000011723	540.36 Volunteer

1/31/2017 V1197	Young, Sylvia	EFT000000011724	176.56 Volunteer
1/31/2017 V1182	Charissakis, John	EFT000000011725	87.99
1/31/2017 V108	Daley, Michelle	EFT000000011726	786.00 FSA
1/31/2017 V111	Driver, Toney	EFT000000011727	15.00
1/31/2017 V42	Duma, William	EFT000000011728	226.00 FSA
1/31/2017 V583	Griffith, Tom	EFT000000011729	330.40 FSA
1/31/2017 V29	Hirsch, Alain	EFT000000011730	105.00 FSA
1/31/2017 V1332	McCarty, William	EFT000000011731	22.23
1/31/2017 V35	McDonald, Pam	EFT000000011732	80.00
1/31/2017 V38	Moore, Jon	EFT000000011733	384.62 DCAP
1/31/2017 V1474	Whitaker, Cheryl	EFT000000011734	175.00 FSA
2/3/2017 V1487	Chamberlin, Justin	80817	303.11 Tool Reimbursement
2/3/2017 V1352	Decatur, Donna Rae	80818	211.99 Mileage
2/3/2017 V857	Driver, Sandra	80819	22.14
2/3/2017 V117	Guyette, Howard	80820	535.00 FSA
2/3/2017 V1045	Mead, Christopher	80821	58.00
2/3/2017 V1449	Robinson, Alec	80822	24.50
2/3/2017 V906	Wright, Eugene	80823	441.36 FSA
2/3/2017 V1025	Alter, Charles	80824	248.78 Volunteer
2/3/2017 V1480	Andrews-Ford, Sheri	80825	51.36
2/3/2017 V156	Anthony, Peter	80826	750.71 Volunteer
2/3/2017 V1309	Arthur, Alan	80827	129.47 Volunteer
2/3/2017 V1099	Barnett, Wendy	80828	216.00 Volunteer
2/3/2017 V1289	Blanchard, Anne	80829	68.48
2/3/2017 V1135	Blanchard, Thomas	80830	187.25 Volunteer
2/3/2017 V1436	Cameron, Darwin	80831	253.60 Volunteer
2/3/2017 V1389	Carvalhosa, Fernando	80832	233.83 Volunteer
2/3/2017 V471	Constantine, Julia	80833	518.97 Volunteer
2/3/2017 V554	Desarno, David	80834	82.93
2/3/2017 V1450	English, Leslie	80835	12.84
2/3/2017 V168	Fay, Carol	80836	9.64
2/3/2017 V1292	Fleming, Karen	80837	957.76 Volunteer
2/3/2017 V1325	Fonda, Leah	80838	158.40 Volunteer
2/3/2017 V1390	Garrison, Casey	80839	117.00 Volunteer
2/3/2017 V1156	Gove, Gail	80840	50.30
2/3/2017 V947	Howland, Anne	80841	59.92
2/3/2017 V1400	Johnson, Sylvie	80842	90.54
2/3/2017 V203	Ladd, Joyce	80843	79.19
2/3/2017 V1310	Lavigne, Michelle	80844	65.80
2/3/2017 V205	LeBlanc, Alice	80845	94.16
2/3/2017 V175	LeBlanc, Richard	80846	26.46
2/3/2017 V1397	McGinnis, Devan	80847	862.61 Volunteer
2/3/2017 V181	Owen, Helen	80848	1811.28 Volunteer
2/3/2017 V1138	Pease, Charles	80849	221.76 Volunteer
2/3/2017 V1451	Sonensein, Tatiana	80850	69.48
2/3/2017 V922	Waring, Russel	80851	33.17
2/3/2017 V1052	White, Carolyn	80852	81.86
2/3/2017 V944	Woodward, Patricia	80853	554.80 Volunteer
2/3/2017 V279	ABC Bus Companies-Muncie	80854	2264.19 5 Parts Invoices
2/3/2017 V316	Able Paint, Glass & Flooring Co.	80855	53.00
2/3/2017 V1431	Aftermarket Parts Company, LLC, The dba New Flyer Pa	80856	211.20
2/3/2017 V332	Alliance Bus Group Inc	80857	718131.67 10 New Bus Invoices

2/3/2017	V214	AT&T Mobility	80858	168.53	
2/3/2017	V218	Atlantic Detroit Diesel - Allison LLC	80859	809.83	
2/3/2017	V399	Axle Tech International	80860	920.30	
2/3/2017	V1062	Bailey Spring & Chassis	80861	569.94	
2/3/2017	V590	Barrett Trucking Co., Inc.	80862	374.53	
2/3/2017	V1486	Berby, Anthony J.	80863	152.81	1 Service Invoice
2/3/2017	V1481	Blue Flame Gas	80864	2161.48	4 Utility Invoices
2/3/2017	V223	Bond Auto Parts	80865	463.97	
2/3/2017	V225	Burlington Electric Department	80866	7744.89	8 Utility Invoices
2/3/2017	V362	Burlington Free Press	80867	214.50	
2/3/2017	V226	Burlington Public Works-Water	80868	346.10	
2/3/2017	V228	C.I.D.E.R., Inc.	80869	22511.19	DEC MED/DEC E&D/DEC E&D VAN
2/3/2017	V229	Camerota Truck Parts	80870	5784.00	4 Parts Invoices
2/3/2017	V293	Charlebois, R.R Inc.	80871	875.00	
2/3/2017	V235	Clark's Truck Center	80872	970.60	
2/3/2017	V220	Class C Solutions Group	80873	2467.86	8 Supply Invoices
2/3/2017	V374	Clear Choice Auto Glass, A	80874	260.00	
2/3/2017	V1240	ClearChoiceMD	80875	190.00	
2/3/2017	V600	Cody Chevrolet	80876	1868.05	9 Parts Invoices
2/3/2017	V238	Crystal Rock Bottled Water	80877	49.38	
2/3/2017	V239	Cummins Northeast LLC	80878	1378.87	3 Parts Invoices
2/3/2017	V241	D & W Diesel, Inc.	80879	1284.66	1 P arts Invoice
2/3/2017	V242	Danform Shoes	80880	119.95	
2/3/2017	V243	Dinse, Knapp & McAndrew, P.C	80881	1732.00	1 Service Invoice
2/3/2017	V245	DRIVE	80882	42.00	
2/3/2017	V1398	DS Graphics Inc	80883	5520.00	2 Invoices
2/3/2017	V246	Duffy Waste & Recycling	80884	54.00	
2/3/2017	V713	Euclid Products Co., Inc.	80885	1337.00	1 Parts Invoice
2/3/2017	V913	Evergreen Roofing LLC	80886	300.00	
2/3/2017	V250	Fisher Auto Parts	80887	1926.66	18 Parts Invoices
2/3/2017	V252	FleetPride, Inc	80888	203.68	
2/3/2017	V1347	Foley Distributing Corp.	80889	3901.22	4 Parts Invoices
2/3/2017	V394	Formula Ford Inc.	80890	2435.87	3 Parts Invoices
2/3/2017	V202	Franklin County I Chamber of Commerce	80891	89.00	
2/3/2017	V257	Gillig Corp.	80892	5888.52	9 Parts Invoices
2/3/2017	V259	Grainger	80893	88.74	
2/3/2017	V715	Green Mountain Electric Supply	80894	180.19	
2/3/2017	V260	Green Mountain Kenworth, Inc.	80895	910.81	
2/3/2017	V457	Green Mountain Payroll Association	80896	35.00	
2/3/2017	V261	Green Mountain Power	80897	435.09	
2/3/2017	V263	Heritage Ford	80898	10.35	
2/3/2017	V426	Hulbert Supply Co., Inc.	80899	0.90	
2/3/2017	V264	IBF Solutions, Inc.	80900	1773.93	8 Uniform Invoices
2/3/2017	V654	IBP Industries, Inc	80901	355.00	
2/3/2017	V446	Janek Corporation, The	80902	825.00	
2/3/2017	V1488	Lajeunesse Interiors, Inc.	80903	125.00	
2/3/2017	V647	Lake Street Auto Sales & Service	80904	38.77	
2/3/2017	V620	Lamson's Property Services	80905	2520.00	1 Service Invoice
2/3/2017	V702	Lincoln National Life Insurance Company, The	80906	10857.08	Insurance
2/3/2017	V268	Loomis	80907	182.18	
2/3/2017	V272	Magee Office Plus	80908	25.95	
2/3/2017	V912	Maple Leaf Carpet & Tile Cleaning	80909	2000.00	1 Service Invoice

2/3/2017 V273	MCI	80910	1794.40	2 Parts Invoices
2/3/2017 V274	McMaster-Carr	80911	687.81	
2/3/2017 V1068	Midwest Bus Corporation	80912	1089.55	5 Parts Invoices
2/3/2017 V278	Mohawk Mfg. & Supply Co.	80913	326.08	
2/3/2017 V280	Mutual of Omaha Insurance Co.	80914	118.77	
2/3/2017 V792	Myers Container Service Corp.	80915	119.66	
2/3/2017 V282	NABI Parts	80916	89.66	
2/3/2017 V283	Neopart LLC	80917	377.21	
2/3/2017 V284	New G.H. Berlin Oil Company	80918	3425.09	8 Parts Invoices
2/3/2017 V1490	New Horizons Embroidery & Screenprinting	80919	74.00	
2/3/2017 V288	Occupational Health Centers of the Southwest, P.A	80920	114.00	
2/3/2017 V628	Overhead Door Co. of Burlington Inc.	80921	4083.36	2 Service Invoices
2/3/2017 V863	P & P Septic Service, Inc	80922	150.00	
2/3/2017 V290	Peterson Consulting, Inc.	80923	3880.50	Project Management
2/3/2017 V720	Power Washer Sales, LLC	80924	672.00	
2/3/2017 V291	Prevost Parts	80925	1277.97	4 Parts Invoices
2/3/2017 V294	RHR Smith & Company	80926	100.00	
2/3/2017 V864	Rick's Towing & Repair, Inc.	80927	500.00	
2/3/2017 V296	Rouse Tire Sales	80928	8918.97	9 Tire Invoices
2/3/2017 V1489	Rutgers University/Nat'l Transit Institute	80929	2095.00	Training Conference
2/3/2017 V297	Safety-Kleen Systems, Inc.	80930	176.11	
2/3/2017 V298	Sanel Auto Parts Co.	80931	510.71	
2/3/2017 V299	SB Collins, Inc.	80932	48163.98	Fuel
2/3/2017 V300	Seven Days	80933	1793.75	2 Advertising Invoices
2/3/2017 V686	Shearer Chevrolet	80934	3133.18	6 Parts Invoices
2/3/2017 V302	Sports & Fitness Edge Inc.	80935	907.50	
2/3/2017 V311	Teamsters Local 597	80936	7843.08	Union Dues
2/3/2017 V186	Tech Group, The	80937	150.00	
2/3/2017 V734	Thermo King Northeast/Dattco	80938	290.75	
2/3/2017 V1030	UniFirst Corporation	80939	1092.61	5 Service Invoices
2/3/2017 V314	Unum Life Insurance	80940	381.79	
2/3/2017 V334	Vanasse Hangen Brustlin, Inc.	80941	3041.09	1 Service Invoice
2/3/2017 V391	Verizon Wireless	80942	892.40	
2/3/2017 V410	Vermont Gas Systems, Inc.	80943	9091.25	7 Utility Invoices
2/3/2017 V385	Vermont Offender Work Program	80944	719.25	
2/3/2017 V336	W.B Mason Co., Inc.	80945	647.73	
2/3/2017 V938	Wurth USA Inc.	80946	407.05	
2/3/2017 V1446	M T Wallets, LLC	80947	507.41	

To: CCTA Board of Commissioners
From: Michelle Daley, Director of Finance and Jordan Nellé, Controller
Date: February 16, 2017
RE: Financial Monthly Report

The State Grant Amendment was signed by the General Manager on January 18, 2017 and executed by the Secretary of Transportation on February 9, 2017. Next month we will have a Capital and Operating budget adjustment for the Board to approve.

Staff has completed the quarterly Federal Financial, Milestone and Charter reporting. On January 19th the FTA published partial FY17 5307 apportionments (7 months of funding), which we will be applying for through TraMS. Staff has also been working with VTRANS to provide supporting documentation for the earmark bus grant.

Staff has met with Thingtech for the initial kickoff meeting to implement the transit asset management software. FTA is requiring all transit agencies have a Transit Asset Management Plan in place by October, 2017. This software will not only assist in that requirement, but will also help us create some long range planning for capital maintenance and replacement.

Additionally, we have been facilitating the replacement of vehicles for SSTA and CIDER, assisting the Maintenance Department with vehicle dispositions and preparing a procurement for replacement of bus lifts in the garage. Staff is also assisting with the preparation of a new vehicle lease for the Winooski Senior Center.

CCTA's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY17 is 9.55%, for comparison in FY16 the rate was 9.29% and the closeout rate for FY18 is 9.86%.

Attached are the December 31, 2016 financials for your review. The total reconciled balance of the operating cash balance for the month ended December 31, 2016 is \$2,344,080. Of this amount, the Urban balance is \$69,975.

The aged trade Accounts Receivable balance for December 31, 2016 was \$1,992,918. This balance is broken out as \$1,677,016 attributable to the Urban Program and \$315,902 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 10/31/16 was \$2,202,693.) The combined aging details are as follows:

	Current Month
Current	\$1,736,497
30-60 Days	15,127
61-90 Days	14,585
91 and Over	226,708

Of the \$226,708 in the 91 and Over category, \$221,320 is due from VTRANS. Of the remaining balances due in the 61 and over category not including the VTRANS balance we have collected 56% of the balances owed. There are not currently any amounts due we have concerns for collections.

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grants which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year. A true up is done to "catch up" to actuals for the year when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months, **therefore we would expect to see budgets at 50% for the Fiscal Year to date December 31, 2016.**

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues for the Urban system. The rural E&D grant revenue has been consistently behind at least a month, but with the transition to RouteMatch this lag time has increased by several months. It will be caught up to the budgeted amount subsequent to the end of the fiscal year. State grants on the Rural side are recognized as earned based on trends from prior years. The trend has typically been lower earnings at the beginning of the fiscal year, with higher earnings in the winter months, so this is expected to catch up to projections in due course. Current financials are projecting the Federal 5307 earnings to be faster than projected. We will keep watching this closely in the coming months so not to overspend.

The Operating revenues are just slightly below our projected revenues. Areas of note include:

- Fares continue to report just slightly under budget. The authority has already sponsored two "free ride days this year, September 30, 2016 was during Way to Go Week, and November 26, 2016 was for Small Business Saturday. Both events were run in the previous fiscal year as well.
- Rural Advertising Revenue is slightly below budget at this time on both the Urban and Rural side. Per discussions with the Marketing Department, November and December are typically slow months in Bus Advertising and their projections and scheduled advertisements are expected to come in line with our bench marks in the coming months.
- Sale of Equipment Revenue on the Urban side is well over the anticipated budget for the year. GMT has disposed of two service vehicles so far in FY17. One of the bids came in much higher than anticipated and higher than any of the other bids on that vehicle.
- Warranty revenue is better than budget for the urban system and under budget for the rural system. Revenue in this account is made up of insurance reimbursements for work done on our vehicles that have been damaged in accidents. This revenue is variable and difficult to budget.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. Since the 50% benchmark assumes that expenses will be spent evenly over the course of twelve months we can only use this as a loose guideline to evaluate line items. Below are just a few of the expenses that warrant some additional explanation. Total expenses for the urban system are right at 50%, while the rural system is about 5% underspending.

- Unemployment Tax Expense – These expenses are variable and depend on how many former employees are receiving unemployment during the year. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Dues and Subscriptions – Many of our dues for the Urban program are paid at the beginning of the fiscal year, including our largest dues payment to the American Public Transportation Association, with is approximately 70% of the budgeted expense. The Rural program's dues are historically paid mainly in February and later, so this is expected to remain well under budget until that time.
- Travel and Meetings – These expenses are variable and difficult to define as they depend on the number of meetings held and attended, as well as the number of conferences attended. These accounts will be reviewed in the coming months by staff for billing to our RTAP grant and we are expecting to make some adjustments that will reduce the extreme budget overage on the Urban side.
- Legal Fees/Consulting Fees – These expenses are variable and depend strictly on the organizations need for legal services or consultant services. Therefore this expense is difficult to budget for and is not expected to perform evenly with the budget benchmark over the course of the year.
- Audit Fees – These expenses are mainly billed in the beginning of the fiscal year due to the timing of our audit fieldwork. Therefore we expect these expenses to come in line with budget benchmarks as the year progresses.

- Background Checks – These expenses depend on the hiring needs of the organization. The more hiring we do, the more background checks we will need to perform. It is difficult to budget for this expense as it is based largely on need. There was an increase in these costs on the rural side as we geared up for the seasonal service.
- Employment Recruitment Program – This is a bonus program for employee referrals that become new hires. This expense will fluctuate based on hiring needs and the number of referrals received.
- Safety Expense – This category is used for rewards, such as pizza lunches, when we go a certain number of days without a preventable accident. The expense in this category is a moving target and hard to define as it depends on several factors.
- Misc. Operating Expenses – this is a category where we account for the bid printings, driver pre-trip sheets, text alert costs and the annual donation to Howard Services. The expenses in this category are not expected to align with the budget benchmark as the timing of the purchases are variable based on need throughout the year.
- Planning Expenses – The amount budgeted in these accounts for FY17 will be used to help pay for the Service Analysis the Planning Department is working on with a contracted organization. The Analysis is beginning in January so expenses will soon be incurred.
- Passenger Facility Expenses – Expenses to these line items are incurred as needed and therefore they cannot be expected to be incurred evenly. The majority of the expenses for passenger facilities are incurred in the winter months as this line includes clearing access to shelters.
- Cleaning expenses – this budget item is over budget on the urban system since we have been utilizing the Vermont Offender Program to assist with facility and shelter maintenance cleaning.
- Light, Heat and Water – The majority of this category is for heating costs, which are highest in the winter. We expect this line to come in line with the benchmark over the next few months.
- Maintenance Tools/Supplies/Uniforms – Mechanics are reimbursed a certain amount per year for tools that they purchase to use in the shop. The majority of the mechanics make these purchases at the beginning of the fiscal year, which drives the expenses in this area up above the benchmark at the beginning of the year. These expenses are anticipated to come in line with the benchmark over the next several months.
- Contracted Functional Assessment Costs – Functional Assessments are no longer being contracted out. They are now being performed in-house by our ADA Management Coordinator. However, we will have continued expenses for the travel accommodations of clients to CCTA for the functional assessments performed by Jordan Posner.
- Debt Service is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY17 payment is the fourth payment on this lease. This expense is a component of the Member Assessment formula.

Chittenden County Transportation Authority
Statement of Net Assets
As of 12/31/2016

	As Of 2016	As Of 2015
ASSETS		
Current Assets:		
Cash and Investments	2,363,886.09	3,271,878.67
Receivables:		
Grant	3,939,434.44	1,961,550.09
Other	1,839,596.08	2,132,599.06
Deferred Cost Pool	(88,643.31)	51,210.48
Inventories	637,717.72	668,515.63
Prepaid Expenses	257,053.48	194,600.14
Total Current Assets	8,949,044.50	8,280,354.07
Noncurrent Assets:		
Land, Structures And Equipment - net of accumulated depreciation	28,380,635.16	25,702,224.95
TOTAL ASSETS	37,329,679.66	33,982,579.02
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	1,003,695.05	888,642.03
Accrued Payroll Expenses	335,499.91	286,398.35
Other Accrued Expenses	107,708.44	104,479.22
Deferred Revenue	4,161,922.64	3,932,810.00
Total Current Liabilities	5,608,826.04	5,212,329.60
Long-Term Liabilities:		
Accrued Compensated Absences	730,601.30	507,023.18
Retirement Benefits Accrued		3,359.87
Total Long-Term Liabilities	730,601.30	510,383.05
Total Liabilities	6,339,427.34	5,722,712.65
Fund Equity:		
Invested in capital assets, net of related debt	29,537,091.88	22,520,044.34
Restricted	1,484,414.58	1,979,110.43
Unrestricted	1,999,581.05	4,804,684.08
Current Year Change in Net Assets	(2,030,835.19)	(1,043,972.48)
Total Fund Equity	30,990,252.32	28,259,866.37
TOTAL LIABILITIES AND FUND EQUITY	37,329,679.66	33,982,579.02

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved Sept 2016			Budget Variance			
REVENUES										
FEDERAL, STATE AND LOCAL REVENUE										
Municipal Member Assessments	1,091,090.10	0.00	\$1,091,090.10	2,182,180.00	0.00	\$2,182,180.00	50%	0%	50%	\$1,064,047.44
Municipal Paratransit Assessments	345,615.54	0.00	345,615.54	691,229.00	0.00	691,229.00	50%	0%	50%	339,373.98
Local Operating Assistance	42,899.52	174,020.98	216,920.50	74,799.00	408,038.00	482,837.00	57%	43%	45%	207,000.54
Federal Urban Formula Grant	1,443,084.81	0.00	1,443,084.81	2,565,822.00	0.00	2,565,822.00	56%	0%	56%	1,145,374.02
Federal Rural Operating Grant	0.00	570,780.00	570,780.00	0.00	1,326,000.00	1,326,000.00	0%	43%	43%	565,500.00
State Regular Subsidy Operating Grant	1,168,590.00	387,000.00	1,555,590.00	2,337,179.00	900,000.00	3,237,179.00	50%	43%	48%	1,419,942.50
E&D Grants and Local Match	0.00	272,877.78	272,877.78	0.00	1,237,022.00	1,237,022.00	0%	22%	22%	460,091.64
Other State Grants	37,591.48	47.75	37,639.23	89,050.00	18,000.00	107,050.00	42%	0%	35%	46,628.50
Other Federal Grants	1,347,181.30	168,079.42	1,515,260.72	2,629,330.00	389,994.00	3,019,324.00	51%	43%	50%	1,406,083.93
Capital Reserve Revenue	155,335.50	0.00	155,335.50	310,671.00	0.00	310,671.00	50%	0%	50%	0.00
Total Federal, State and Local Revenues	5,631,388.25	1,572,805.93	7,204,194.18	10,880,260.00	4,279,054.00	15,159,314.00	52%	37%	48%	6,654,042.55
OPERATING REVENUE										
Passenger Revenue	1,122,622.13	60,458.41	1,183,080.54	2,632,049.00	178,352.00	2,810,401.00	43%	34%	42%	1,315,427.44
Paratransit Passenger Fares	49,432.50	0.00	49,432.50	115,000.00	0.00	115,000.00	43%	0%	43%	57,934.75
Advertising Revenue	75,618.00	13,800.00	89,418.00	200,000.00	50,000.00	250,000.00	38%	28%	36%	95,001.60
Planning Revenue	124,309.46	0.00	124,309.46	362,106.00	0.00	362,106.00	34%	0%	34%	159,512.90
Interest Earnings	931.06	1,746.23	2,677.29	1,600.00	4,000.00	5,600.00	58%	44%	48%	2,745.52
Miscellaneous Revenue	11,348.29	60.02	11,408.31	19,000.00	0.00	19,000.00	60%	0%	60%	72,631.92
Sales Of Equipment	5,778.00	0.00	5,778.00	5,000.00	3,000.00	8,000.00	116%	0%	72%	14,318.84
Medicaid Purchase Of Svc	0.00	697,595.92	697,595.92	0.00	1,827,061.00	1,827,061.00	0%	38%	38%	904,222.56
Purchase of Service	28,432.82	96,383.50	124,816.32	43,844.00	209,000.00	252,844.00	65%	46%	49%	154,650.19
Warranty Revenue	1,911.39	0.00	1,911.39	2,500.00	11,000.00	13,500.00	76%	0%	14%	4,458.86
Operating Revenue	1,420,383.65	870,044.08	2,290,427.73	3,381,099.00	2,282,413.00	5,663,512.00	42%	38%	40%	2,780,904.58
Total Revenue	7,051,771.90	2,442,850.01	9,494,621.91	14,261,359.00	6,561,467.00	20,822,826.00	49%	37%	46%	9,434,947.13
EXPENSES										
SALARIES AND WAGES										
Other Wages	971,710.39	436,955.05	1,408,665.44	1,731,101.00	917,119.00	2,648,220.00	56%	48%	53%	1,227,993.32
Driver/Operator Wages	2,100,342.72	661,833.69	2,762,176.41	4,109,898.00	1,354,162.00	5,464,060.00	51%	49%	51%	2,704,623.99
Vehicle Repair Wages	451,071.44	64,309.60	515,381.04	918,692.00	130,171.00	1,048,863.00	49%	49%	49%	480,928.30
Salaries and Wages	3,523,124.55	1,163,098.34	4,686,222.89	6,759,691.00	2,401,452.00	9,161,143.00	52%	48%	51%	4,413,545.61
PERSONNEL TAXES AND BENEFITS										
Payroll Taxes (FICA/MC)	267,983.71	88,215.46	356,199.17	517,116.00	183,711.00	700,827.00	52%	48%	51%	333,913.71
Unemployment Tax Exp	8,200.38	17,218.38	25,418.76	33,336.00	57,000.00	90,336.00	25%	30%	28%	12,727.43
Medical Insurance/HRA	725,057.44	255,339.77	980,397.21	1,430,436.00	516,762.00	1,947,198.00	51%	49%	50%	942,124.15
Pension Plan Expenses	148,605.49	29,105.42	177,710.91	274,714.00	72,044.00	346,758.00	54%	40%	51%	163,479.52
Other Employee Benefits	152,161.31	59,987.36	212,148.67	302,925.00	114,256.00	417,181.00	50%	53%	51%	195,568.26
Personnel Taxes and Benefits	1,302,008.33	449,866.39	1,751,874.72	2,558,527.00	943,773.00	3,502,300.00	51%	48%	50%	1,647,813.07
GENERAL AND ADMIN EXPENSES										
Admin Supplies and Expenses	20,975.76	9,725.77	30,701.53	42,240.00	16,800.00	59,040.00	50%	58%	52%	31,766.38
Recruiting Expenses	5,935.75	6,637.37	12,573.12	18,400.00	8,500.00	26,900.00	32%	78%	47%	11,550.43
Dues and Subscriptions	27,594.93	3,524.75	31,119.68	27,788.00	8,928.00	36,716.00	99%	39%	85%	25,597.09
Travel and Meetings	1,748.46	1,999.67	3,748.13	3,500.00	3,500.00	7,000.00	50%	57%	54%	1,602.92
Communications	26,270.94	15,174.82	41,445.76	44,721.00	29,868.00	74,589.00	59%	51%	56%	30,915.62
Computer Service Exp	27,296.51	11,550.85	38,847.36	58,552.00	18,592.00	77,144.00	47%	62%	50%	63,399.57
Legal Fees	2,205.44	1,330.00	3,535.44	20,000.00	3,000.00	23,000.00	11%	44%	15%	16,843.52
Insurance	446,397.60	176,490.30	622,887.90	1,020,937.00	426,471.00	1,447,408.00	44%	41%	43%	505,293.39
Audit Fees	10,220.00	4,380.00	14,600.00	17,850.00	7,650.00	25,500.00	57%	57%	57%	15,450.00

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr
	Current Fiscal Year To Date			FY17 Budget Approved Sept 2016			Budget Variance			Actuals Total
Consulting Fees	350.00	712.50	1,062.50	3,000.00	3,000.00	6,000.00	12%	24%	18%	0.00
General and Admin Expenses	568,995.39	231,526.03	800,521.42	1,256,988.00	526,309.00	1,783,297.00	45%	44%	45%	702,418.92
OPERATIONS EXPENSES										
Background Checks	868.50	6,346.80	7,215.30	1,900.00	8,325.00	10,225.00	46%	76%	71%	4,256.72
Drug & Alcohol Testing	7,913.05	3,994.95	11,908.00	13,755.00	7,898.00	21,653.00	58%	51%	55%	8,330.20
DOT Testing	3,223.23	3,571.00	6,794.23	5,850.00	5,120.00	10,970.00	55%	70%	62%	3,942.00
Employment Recruitment Program	600.00	0.00	600.00	2,000.00	2,000.00	4,000.00	30%	0%	15%	200.00
Driver's Uniforms	33,644.96	18,405.95	52,050.91	58,960.00	37,206.00	96,166.00	57%	49%	54%	32,387.58
Safety Expense	800.00	249.62	1,049.62	4,900.00	3,700.00	8,600.00	16%	7%	12%	787.20
Misc. Operating Exp	1,698.93	840.50	2,539.43	6,775.00	2,675.00	9,450.00	25%	31%	27%	6,437.78
Operations Expenses	48,748.67	33,408.82	82,157.49	94,140.00	66,924.00	161,064.00	52%	50%	51%	56,341.48
PLANNING EXPENSES										
Other Planning Expenses	0.00	1,738.00	1,738.00	0.00	25,000.00	25,000.00	0%	7%	7%	3,971.57
MPO Planning Expenses	12,360.69	0.00	12,360.69	100,000.00	0.00	100,000.00	12%	0%	12%	10,892.00
Planning Expenses	12,360.69	1,738.00	14,098.69	100,000.00	25,000.00	125,000.00	12%	7%	11%	14,863.57
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)										
Parts Expense - Non-Revenue Vehicles	0.00	0.00	0.00	11,000.00	9,500.00	20,500.00	0%	0%	0%	673.31
Parts Expense - Revenue Vehicles	251,220.23	129,801.97	381,022.20	424,064.00	185,844.00	609,908.00	59%	70%	62%	293,005.60
Tires	43,230.12	21,433.13	64,663.25	76,646.00	39,718.00	116,364.00	56%	54%	56%	62,883.27
Facility Maintenance	41,491.97	47,524.94	89,016.91	114,500.00	50,350.00	164,850.00	36%	94%	54%	72,020.48
Passenger Facility Expenses	15,539.33	0.00	15,539.33	50,988.00	2,000.00	52,988.00	30%	0%	29%	15,666.55
Cleaning Expense	15,999.96	5,623.63	21,623.59	13,100.00	15,137.00	28,237.00	122%	37%	77%	11,768.17
Repeater Fees	10,422.00	8,100.00	18,522.00	20,736.00	15,552.00	36,288.00	50%	52%	51%	18,216.50
Light, Heat and Water	58,887.51	16,219.49	75,107.00	115,000.00	55,000.00	170,000.00	51%	29%	44%	64,600.84
Fuel - Vehicles	351,196.89	119,596.08	470,792.97	803,414.00	399,636.00	1,203,050.00	44%	30%	39%	501,879.08
Maintenance Tools/Supplies/Uniforms	47,279.00	2,802.03	50,081.03	61,283.00	12,600.00	73,883.00	77%	22%	68%	45,668.93
Misc Maint Expenses and fees	3,150.96	159.90	3,310.86	3,876.00	3,500.00	7,376.00	81%	5%	45%	34,851.50
Vehicle/Building Maintenance Exp	838,417.97	351,261.17	1,189,679.14	1,694,607.00	788,837.00	2,483,444.00	49%	45%	48%	1,121,234.23
CONTRACTOR EXPENSES										
ADA/SSTA Paratransit	555,802.84	0.00	555,802.84	1,312,021.00	0.00	1,312,021.00	42%	0%	42%	650,604.19
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0%	0%	0%	0.00
Functional Assessment Costs	4,601.33	0.00	4,601.33	25,000.00	0.00	25,000.00	18%	0%	18%	15,382.32
Volunteer Drivers	0.00	306,461.22	306,461.22	0.00	621,500.00	621,500.00	0%	49%	49%	341,834.83
Other Transportation (incl Cabs)	8,952.60	249,090.24	258,042.84	21,331.00	735,150.00	756,481.00	42%	34%	34%	273,187.09
Contractor Expenses	569,356.77	555,551.46	1,124,908.23	1,378,185.00	1,356,650.00	2,734,835.00	41%	41%	41%	1,281,008.43
MARKETING EXPENSE										
Bus Tickets/Fare Media	7,105.00	299.96	7,404.96	20,000.00	2,400.00	22,400.00	36%	12%	33%	12,356.16
Marketing Expense	20,885.79	13,609.14	34,494.93	52,000.00	40,840.00	92,840.00	40%	33%	37%	36,783.68
Public Information	17,536.71	9,999.47	27,536.18	40,000.00	32,000.00	72,000.00	44%	31%	38%	13,976.53
Marketing Expense	45,527.50	23,908.57	69,436.07	112,000.00	75,240.00	187,240.00	41%	32%	37%	63,116.37
OTHER EXPENSES										
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%	0%	530.00
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	93%	0%	93%	46,442.51
Capital Match	303,610.00	13,641.00	317,251.00	607,220.00	27,282.00	634,502.00	50%	50%	50%	140,095.00
Other Expenses	350,052.51	13,641.00	363,693.51	657,220.00	27,282.00	684,502.00	53%	50%	53%	187,067.51
TOTAL EXPENSES	7,258,592.38	2,823,999.78	10,082,592.16	14,611,358.00	6,211,467.00	20,822,825.00	50%	45%	48%	9,487,409.19

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17 Budget Approved Sept 2016			Budget Variance			
Current Year Deferred Costs	30,821.00	0.00	30,821.00	0.00	0.00	0.00	0%	0%	0%	96,646.41
ALLOCATIONS BETWEEN PROGRAMS	175,999.48	(175,999.48)	0.00	350,000.00	(350,000.00)	0.00	50%	50%	0%	0.00
Balance Of Operating Budget	0.00	(557,149.25)	(557,149.25)	1.00	0.00	1.00				44,184.35
Capital Revenue										
Federal Revenue	547,976.00	39,396.28	587,372.28	0.00	0.00	0.00	0%	0%	0%	777,027.24
State Revenue	6,773.39	5,009.38	11,782.77	0.00	0.00	0.00	0%	0%	0%	146,711.78
Paratransit Lease Revenue	43,319.89	0.00	43,319.89	0.00	0.00	0.00	0%	0%	0%	12,862.94
Local Match Revenue	148,274.50	13,641.00	161,915.50	0.00	0.00	0.00	0%	0%	0%	140,095.00
Total Capital Revenue	746,343.78	58,046.66	804,390.44	0.00	0.00	0.00	0%	0%	0%	1,076,696.96
Capital Expenses										
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0%	0%	0%	208,970.56
Maintenance Parts and Equipment	96,254.28	463.52	96,717.80	0.00	0.00	0.00	0%	0%	0%	182,693.71
Passenger Amenities	93,842.15	5,113.38	98,955.53	0.00	0.00	0.00	0%	0%	0%	74,940.77
Facility Repairs and Improvements	806,789.66	119,176.67	925,966.33	0.00	0.00	0.00	0%	0%	0%	2,283,726.90
Total Capital Expenses	996,886.09	124,753.57	1,121,639.66	0.00	0.00	0.00	0%	0%	0%	2,750,331.94
Balance of Capital Budget	(250,542.31)	(66,706.91)	(317,249.22)	0.00	0.00	0.00	0%	0%	0%	(1,673,634.98)
Transfer of Purchases to Fixed Assets	420,468.57	37,778.36	458,246.93	0.00	0.00	0.00	0%	0%	0%	2,358,877.86
Depreciation Expense	(1,185,761.97)	(428,921.68)	(1,614,683.65)	0.00	0.00	0.00	0%	0%	0%	(1,773,399.71)
Subtotal	(765,293.40)	(391,143.32)	(1,156,436.72)	0.00	0.00	0.00	0%	0%	0%	585,478.15
Current Change in Net Assets	(1,015,835.71)	(1,014,999.48)	(2,030,835.19)	1.00	0.00	1.00				(1,043,972.48)

To: Chapin Kaynor, Board Chair, and GMT Board of Commissioners

From: Bill McCarty, Director of Maintenance

RE: Green Mountain Transit Maintenance Report

Date: February 9, 2017

NEW HIRES

Gum Tiwari started working with us as a Burlington Custodian.

BURLINGTON PROVIDED RURAL MAINTENANCE

The Burlington location provided 280.5 hours in Rural maintenance services for the month of January.

PREVENTATIVE MAINTENANCE

The Preventive Maintenance categories are consolidated to Rural and Urban, rather than detailing the B, C, and D levels.

Rural PM performance: 83% of the 33 PMs were completed on-time.

Urban PM performance: 98% of the 79 PMs were completed on-time.

MAINTENANCE ACCIDENTS

The Maintenance department didn't have any preventable or non-preventable accidents.

ROAD CALLS

We categorize Road Calls by "Major" breakdowns, indicating the bus cannot continue due to significant failure; the alternate category is "Other", indicating a bus that could continue to operate, however was switched out due to a non-critical component failure.

ROAD CALLS TYPE	URBAN		RURAL	
	MAJOR	OTHER	MAJOR	OTHER
TRANSIT	5	17	4	4
Rate per 100,000 miles	3.76	12.79	3.09	3.09
LINK	1	0		
Rate per 100,000 miles	7.14	0		
TOTAL	6	17	4	4

Date: February 21, 2017
To: Board Chair Chapin Kaynor and the CCTA Board of Commissioners
From: Jon Moore, Director of Operations
Re: GMT Urban Operations Report

- The next Driver Bid takes effect on Monday, February 27th. This bid has efficiencies over previous bids that should lead to reduced overtime and forced assignments while reducing full time short-of-forty bids.
- In conjunction with the new bid all RouteMatch data will be imported from the HASTUS scheduling software. This will reduce data errors and inconsistencies between the Driver Paddle and RouteMatch as they will share the same data source. The current data in RouteMatch is from our Google Transit Feed (GTFS) which is updated and maintained separately from the Driver Paddle scheduling software. The other big advantage of importing data from HASTUS is that more routes will show the directional travel of buses (inbound or outbound) in the RouteShout app and Web Portal.
- RouteMatch is in the process of creating customized on-time reports for GMT at our request. These updated reports will be invaluable for GMT to analyze on-time performance and schedule adherence so that we can make passenger and driver scheduling changes to ensure that our service is reliable as possible.
- Effective with the new bid the #5 & #6 routes will travel from the DTC outbound via South Winooski Avenue instead of the current routing via Battery Street. This routing change will improve on-time performance and transfer reliability while offering additional bus stops in the downtown core. Flyers notifying passengers of this change will be posted the week of 2/20 at the affected bus stops and on the digital boards at the DTC.
- There are currently two full-time driver trainees in Burlington and we continue to actively recruit for full and part-time drivers.



DATE: February 8, 2017

TO: GMT Board of Directors

FROM: Donna Rae Decatur, Director of Rural Operations

RE: GMT Rural January 2017 Operations Report

Attended Legislative Breakfast on January 27 at the State House. Vermont Transportation Efficiency Network (VTEN-a network of transportation planners, providers and advocates) hosted the breakfast where public transportation providers, Go!Vermont and VTrans representatives spoke with legislators and lobbyists.

This year's Bus Roadeo for rural transportation providers in Vermont will be on Saturday, May 6 at the Barre Auditorium and is hosted again by GMT. We are looking for judges and other volunteers!

If you are interested in attending the 2017 Worksite Wellness Conference on March 23 at the Sheraton Hotel & Conference Center, register online before March 1 to get an early bird rate! Go!Vermont will be tabling and GMT will be promoting commuter and local bus services.

GMTA Franklin Grand Isle

- FGI has reached 51 days accident free.
- We are still trying to hire at least two more part-time Drivers.
- We are meeting with the BAART and Medicaid representatives on February 9 to discuss when the new BAART center will open in St. Albans.

GMTA Berlin / Sugarbush / Stowe

- Attended Mad River TAC meeting on January 11. Ridership trends are up over last year and we are hopeful this continues. Participated in rolling Chamber event (participants rode on the Valley Floor shuttle between locations!) on January 18.
- On January 10, met with Deb Sacs (Go!Vermont) and Janell Perry (AnotherWay) about updating the Central Vermont transportation guide as well as some of the GMT maps for Washington County.
- On January 11, met with Barre City Manager, Barre City Police and Barre City DPW to facilitate communication with GMT regarding road closures, public works projects, etc.
- Safety Meeting with drivers and maintenance was held on January 18 in Berlin.
- Met with RouteMatch Project Manager to begin design of AVL launch for rural buses.
- Participated in meeting with Planning Department and UVM/CVMC representatives to discuss the successes and continued funding of the Barre/CVMC Health Shuttle.

FY17 Monthly Performance Report

CCTA - December 2016

Category/Measure	December-to-December Comparison			Year-to-Date Comparison		
	FY 2017	FY 2016	% Change	FY 2017	FY 2016	% Change
SERVICE PROVIDED						
Total Bus Trips	9,447	9,400	1%	56,256	56,561	-1%
Total Vehicle Revenue Hours (VRH)	9,439	9,286	2%	55,585	55,372	0%
Total Vehicle Revenue Miles (VRM)	137,865	135,849	1%	806,386	803,616	0%
Total Vehicle Miles	147,298	144,890	2%	871,279	849,828	3%
MEASURES OF EFFECTIVENESS						
Ridership						
Total Transit Boardings	181,995	206,062	-12%	1,172,212	1,286,703	-9%
Reliability						
No. of Missed Trips	11	4	175%	45	35	29%
No. of Road calls	5	7	-29%	44	62	-29%
Passenger Satisfaction						
Compliments	3	3	0%	9	16	-44%
Complaints	3	4	-25%	22	24	-8%
Community Satisfaction						
Compliments	0	0	0%	3	1	200%
Complaints	1	3	-67%	5	11	-55%
Safety						
Preventable Accidents-Operations	1	1	0%	5	11	-55%
Preventable Accidents-Maintenance	0	1	0%	2	5	-60%
MEASURES OF EFFICIENCY						
Utilization - Local Routes						
Passengers/Vehicle Revenue Hour	21.5	24.6	-13%	23.5	25.7	-9%
Passengers/Vehicle Revenue Mile	1.83	2.06	-11%	2.02	2.17	-7%

Date: February 21, 2016
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: David Armstrong, Planning Manager
 Re: Planning Report

Urban Planning:

- **Ridership:** Urban ridership is holding steady at 8% down over FY16. The largest losses are to the #1 Williston/Walmart (-22,341 rides) and the #2 Essex Junction (-18,359 rides). Combined, these two routes account for approximately 34% of the system's YTD ridership loss. The #6 Shelburne Rd (-11,033 rides) and #11 College St Shuttle (-13,173 rides) then account for another 20% of the system's YTD losses. The Montpelier Link is maintaining its performance, at just a 1% (778 rides) loss over FY16.
- **GMT Comprehensive Service Analysis:** Nelson Nygaard (NN) will be at the February Board meeting for an introduction and discussion of the "GMT Next Gen Transit Plan", and will be meeting with the Plan's Advisory Committee after the Board meeting at GMT. The Advisory Committee membership includes all four RPCs, GMT Board members and GMT staff.
- **Route updates:** Staff has learned that Underhill has elected to terminate its participation in the Jeffersonville Commuter. Jericho maintains its position of support, and has included GMT's original FY18 funding request of \$14,000 in the town's general budget. Cambridge is committed to funding the route through June 2017, though their FY18 involvement is at risk. GMT is therefore in the position of having local match through FY17 (June 2017), yet will be short in FY18 regardless of what happens in Cambridge, as Underhill has withdrawn. A worst-case scenario for the route is that Cambridge elects to withdraw from the route at the conclusion of FY17, leaving a shortened route (Burlington to a Jericho termination). Reducing travel time and mileage would reduce costs and likely some percentage of ridership, but more importantly would place the entire local match burden on Jericho. Staff has met with both Cambridge and Jericho, and awaits the results of Town Meeting Day.

Community and/or RPC Involvement:

Staff presented GMT's FY17 UPWP (planning funds from CCRPC) progress to date and its application for FY18 UPWP funding. Staff also serves on the UPWP application review committee.

Rural Planning:

- **Ridership:** Rural ridership is down 3.4% YTD. The seasonal routes have made up a lot of slack over last year, up 7,700 rides, due to the better snow this year.
- **GMT System Redesign RFP:** The system redesign will examine Rural routes as well as Urban, (see above).
- **Route updates:** Seasonal services are all up and running, including both mountain resorts and the Capital Shuttle. As alluded to above, the higher snowfall totals and cooler temperatures this winter have driven this ridership growth. The Mountain Rd Shuttle continues to struggle with traffic congestion along Rt 108, the "Mountain Rd". This has been a source of frustration for passengers and Stowe Mountain Resort, however being the only road up and down the mountain we are at the mercy of the congestion.

To: Chapin Kaynor, Board Chair, and CCTA Board of Commissioners

From: Trish Redalieu, Director of Administrative and Support Services

RE: Marketing, IT Support, Administrative Support, and HR

Date: February 21, 2017

Human Resources

We have recruited and hired two new FT drivers in Burlington.

Marketing

Volunteer Driver Recruitment + Times Argus
radio ads with Froggy, Maifesto, volunteer drivers, recruitment,
Advertising in
BM&G in Burlington

IT Support

GMT has secured a number, 540-2468. This will be the main number for the Burlington office and we plan to have one number for the entire organization. GMT's administrative hours in Burlington will now be 7:30 am – 4:30 pm. The change was made so that all offices are open to the public at the same times. Provides continuity of service.

Date: February 15, 2017
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: Stephen Carlson, Project Development Manager
 Re: January Project Development/Management Report

Passenger Shelters:

Urban:

Solar Shelter Lighting: A list of shelters scheduled to receive solar lights is now being prepared. We expect that approximately ten additional shelters will have solar lights installed over the next several months.

Maple Street Shelter: In 2007, CCTA installed a shelter in the public ROW along Maple Street adjacent to the property at 216 South Willard (side of property fronts on Maple). About a year ago, the property owner indicated she wanted to develop the back half of her property and asked the City to have the shelter removed as it was blocking access to where she wanted to install a new driveway. Accordingly, DPW asked that we remove that shelter, which was done in November of 2015. Working with DPW, a new location was identified further west on Maple Street and an Encumbrance Permit was obtained from the City Council. A new shelter pad was poured and we were ready to replace the shelter when the same homeowner raised new objections. The City Engineer has now asked that we hold off installing the shelter on Maple Street until this is resolved. At the request of the City, we have prepared a review of how the proposed new location was determined. We are now waiting on DPW for guidance on how to proceed.

Rural FY14/15:

Now that we have a solar lighting system selected, we will install solar lighting at both the Plainfield and the Marshfield shelters. There has been no progress this month on getting approval from Walmart for a shelter at their St. Albans store. Once approval is received from Walmart, it is likely that we will have to get approval from the Town of St. Albans and from the Act 250 Commission, further extending the process.

Downtown Transit Center:

Since the Grand Opening, we have continued to work with PC Construction to complete a number of follow up issues. The most significant of these issues was a flat section of pipe in the sub-floor waste line as it exits the south end of the building. On December 18th, a section of concrete floor in the drivers lounge area was removed to expose the pipe. Since then, the flat section of pipe has been corrected; however, the backwater valve (prevents sewage from backing up into the building), located outside the building wall, is still not working as we had anticipated. PC Construction is ordering a new backwater valve so it can be evaluated for proper operation. Bus operations at the DTC continue to work well; both our customers and drivers are enjoying the comfort of this new facility.

GMTA Rehabilitation of three-bay storage garage:

Currently, it appears that VTrans will provide additional funding and manage the upgrade design on its own. It looks like GMT will be responsible for soliciting bids and overseeing construction.

Call Center (1 Industrial Parkway) and Dispatch Center (15 Industrial Parkway):

An Invitation for Bids (IFB) was issued on September 22 and a pre-bid meeting took place on September 30. Bids were received on October 21. A decision has been made to indefinitely postpone the call-center segment of this project due to funding constraints. However, we continue working with the low bidder to see if it is possible to move forward with the Dispatch Center segment of the project.

Decommissioning of former Cherry Street Terminal:

Work has begun on the decommissioning of the former Cherry Street Terminal. An Invitation for Bids was issued on January 16, 2017 and a pre-bid meeting held on January 23rd. Bids are due on Friday, February 24, 2017. It is anticipated that the structure will be removed and fully decommissioned later this spring. A “Bill of Sale” has been drafted by the City’s legal department and reviewed by GMT for the transfer of ownership of the Kiosk from GMT to the City. This should be signed in the near future.

ADA Ridership Report (by Town) : FY17

CITY/TOWN	July	August	September	October	November	December	January	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	1,047	1,142	8,446
COLCHESTER	62	88	68	73	82	83	114	570
ESSEX	242	309	362	357	291	321	317	2,199
OTHER	24	31	13	16	9	7	15	115
SHELBURNE	257	266	216	247	259	293	290	1,828
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	1,137	1,130	7,746
WILLISTON	122	110	129	92	95	82	93	723
WINOOSKI	446	514	506	431	476	520	527	3,420
TOTAL	3,396	3,735	3,658	3,747	3,393	3,490	3,628	25,047
Cost to Members	\$ 80,299.80	\$ 88,904.37	\$ 86,344.40	\$ 88,315.98	\$ 79,696.38	\$ 82,809.42	\$ 85,298.84	\$ 591,669.19
Cost/Trip	\$ 23.65	\$ 23.80	\$ 23.60	\$ 23.56978383	\$ 23.48847038	\$ 23.73	\$ 23.51	\$ 23.62

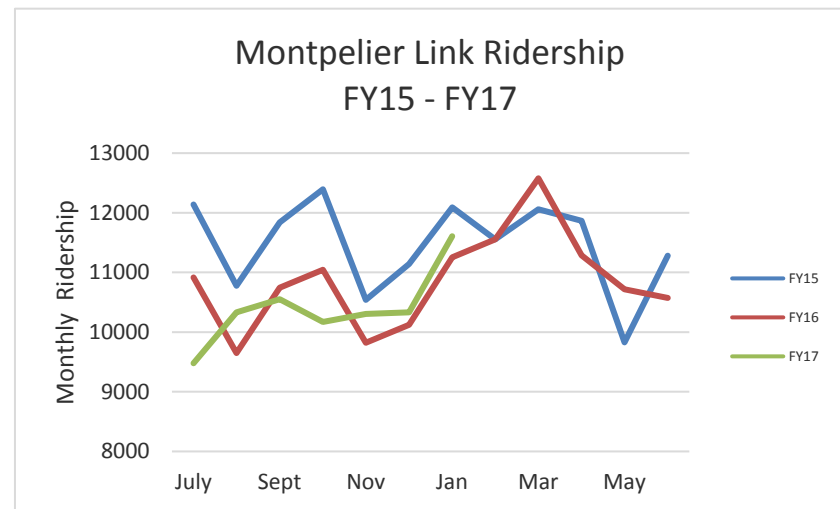
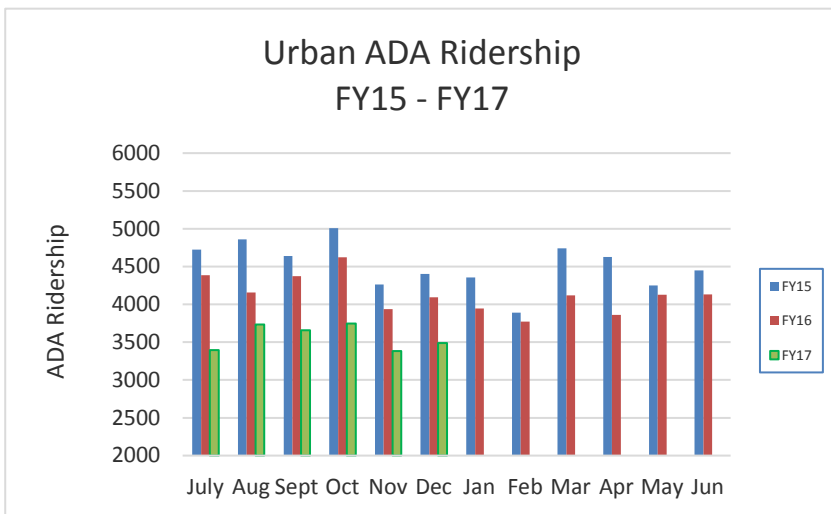
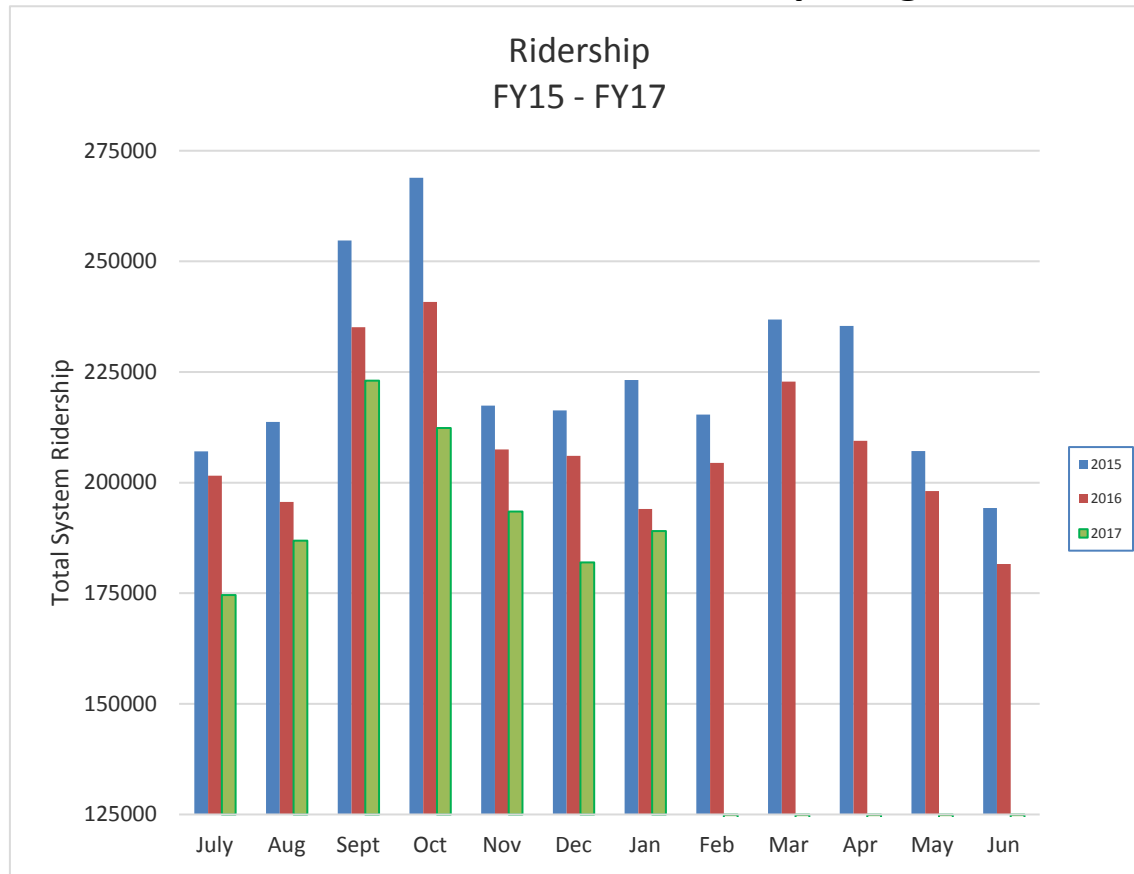
ADA Ridership Report (by Town) : change from FY 15 to date to FY16 to date

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Totals
BURLINGTON	(362)	(222)	(444)	(463)	(337)	(424)	(232)	(2,484)
	-21.86%	-13.77%	-26.51%	-26.79%	-23.83%	-28.82%	-16.89%	-22.73%
COLCHESTER	(21)	(4)	(35)	(56)	(1)	13	3	(101)
	-25.30%	-4.35%	-33.98%	-43.41%	-1.20%	18.57%	2.70%	-15.05%
ESSEX	(212)	(122)	(134)	(146)	(97)	(98)	(60)	(869)
	-46.70%	-28.31%	-27.02%	-29.03%	-25.00%	-23.39%	-15.92%	-28.32%
OTHER	12	16	(19)	(9)	(16)	(18)	(14)	(48)
	100.00%	106.67%	-59.38%	-36.00%	-64.00%	-72.00%	-48.28%	-29.45%
SHELBURNE	(22)	(30)	(49)	(79)	(38)	(8)	5	(221)
	-7.89%	-10.14%	-18.49%	-24.23%	-12.79%	-2.66%	1.75%	-10.79%
SO. BURLINGTON	(135)	23	106	132	40	10	58	234
	-12.45%	2.29%	10.32%	11.64%	3.76%	0.89%	5.41%	3.12%
WILLISTON	(65)	(80)	(49)	(104)	(105)	(61)	(112)	(576)
	-34.76%	-42.11%	-27.53%	-53.06%	-52.50%	-42.66%	-54.63%	-44.34%
WINOOSKI	(185)	(3)	(96)	(150)	11	(17)	34	(406)
	-29.3%	-0.6%	-15.9%	-25.8%	2.4%	-3.2%	6.9%	-10.61%
TOTAL	(990)	(422)	(720)	(875)	(543)	(603)	(318)	(4,471)
	-22.57%	-10.15%	-16.45%	-18.93%	-13.80%	-14.73%	-8.06%	-15.15%

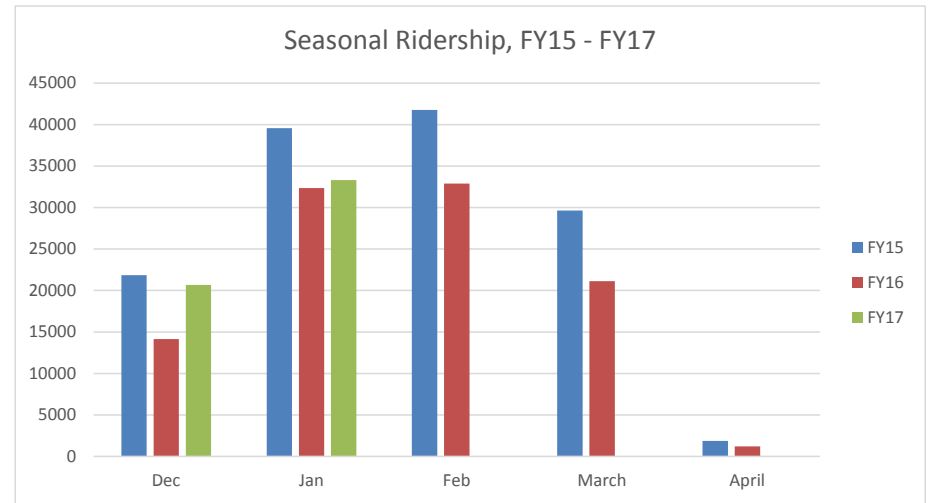
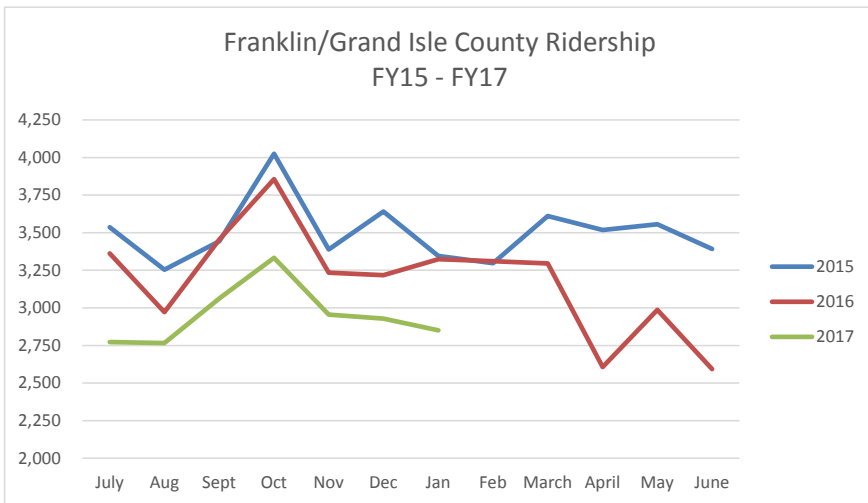
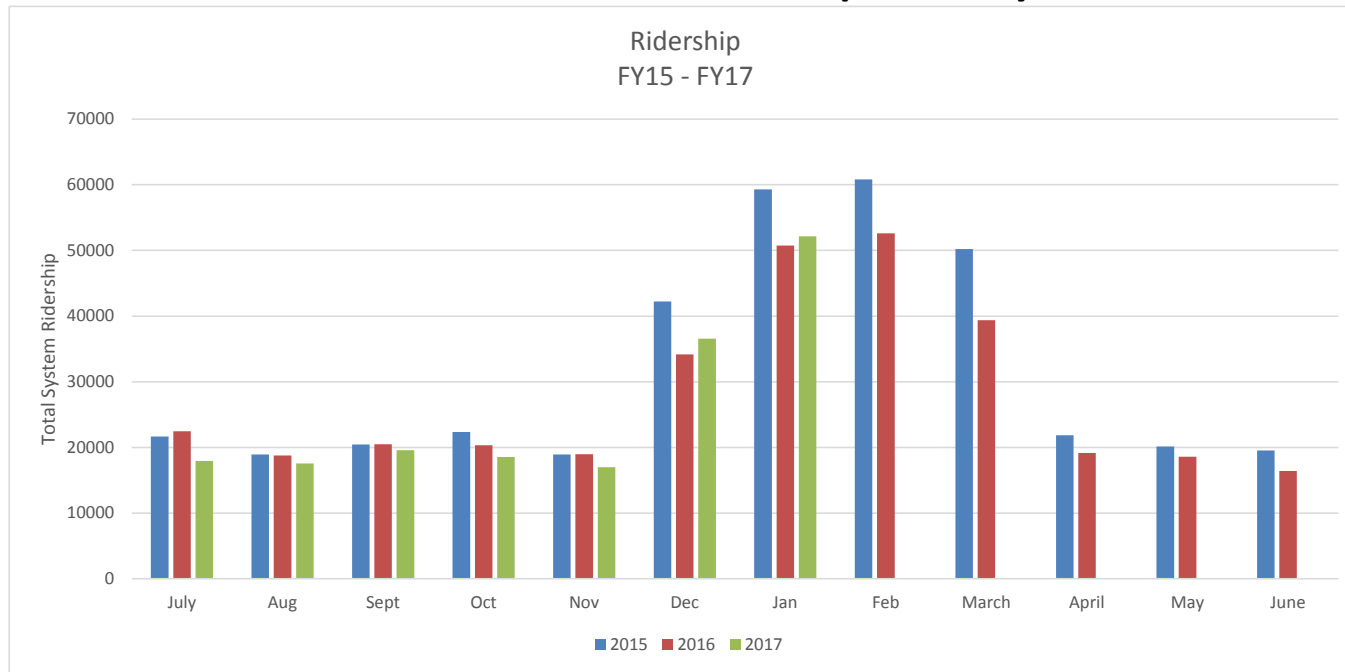
ADA Ridership Report (by Town): FY16

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Totals
BURLINGTON	1,656	1,612	1,675	1,728	1,414	1,471	1,374	17,922
COLCHESTER	83	92	103	129	83	70	111	1,060
ESSEX	454	431	496	503	388	419	377	4,904
OTHER	12	15	32	25	25	25	29	313
SHELBURNE	279	296	265	326	297	301	285	3,390
SO. BURLINGTON	1,084	1,004	1,027	1,134	1,064	1,127	1,072	12,791
WILLISTON	187	190	178	196	200	143	205	1,999
WINOOSKI	631	517	602	581	465	537	493	6,369
TOTAL	4,386	4,157	4,378	4,622	3,936	4,093	3,946	48,748

Green Mountain Transit Urban Ridership, August 2016



Green Mountain Rural Ridership, January 2016





Green Mountain Transit

15 Industrial Parkway
Burlington, VT 05401
802-864-2282 | RideGMT.com

Reports To:

**Board Chairman, GMT Board
of Commissioners**

Effective Date:

February 15, 2017

Direct Reports:

**Directors of the
Organization**

Job Title: **General Manager**

Description and Essential Functions:

Serves as Green Mountain Transit's (GMT's) chief executive officer and leader; oversight of a regional transit organization that in fiscal year 2017 has a \$21M operating budget and a \$6.7M capital budget.

- Forwards the mission of GMT by carrying out all policies and directives established by the Board of Commissioners
- Responsible for assisting the Board in developing and meeting their goals and objectives, including facilitating organizational support of Board committee work
- Engage in strategic planning in conjunction with the Board and implementation of such plan
- Responsible for fostering a high-performance and professional culture throughout the organization
- Responsible for organizational management and structure
- Supervises, evaluates and directs all members of the Senior Management team
- Develops and manages GMT's annual budget in conjunction with senior staff and the Finance Committee
- Works with senior staff to manage all risk management functions within the organization
- Responsible for managing legal issues affecting the Authority
- Primary responsibility for relationships with member communities and state and local and federal partners
- Models inclusive and collaborative style of management
- Manages communications and public affairs
- Manages labor relations productively and collaboratively
- Promotes and supports an inclusive and diverse workforce

Other Duties:

- Recommends and implements organizational changes
- Recommends policy changes
- Oversees independent contractors
- Other duties as required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Green Mountain Transit

15 Industrial Parkway
Burlington, VT 05401
802-864-2282 | RideGMT.com

Qualifications: A degree in Business Administration, Public Administration or a related field, or equivalent experience is required. Must have five years of management experience, including working with a Board. Must possess excellent financial management, leadership, analytical, organizational, public speaking and internal and external communication skills.

Work Conditions: operates in a professional office environment; and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Frequent computer use and sitting are required. Requires long hours, and evening and occasional weekend work.

Requires up to 50% travel, frequently within the five-county service area and occasional out of state travel. Must be able to perform the essential functions and physical requirements of the job with or without reasonable accommodations.

FLSA Status: Exempt

GMT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, GMT complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

GMT is committed to providing a workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. GMT believes that an inclusive and diverse workplace culture enhances the performance of our organization and our ability to fulfill the agency's mission.

Approved By: _____ Date Approved: _____ Last Review: _____

GMT Board Chair: _____ Employee: _____

**GREEN MOUNTAIN TRANSIT GOALS & OBJECTIVES
FISCAL YEAR 2017
DRAFT**

GOAL 1: Enhance Financial Security (Finance Committee)

A. OBJECTIVE: Complete a new long range Capital Plan by February 2016.

a. STRATEGIES:

a.i. Implement asset management plan.

b.MEASUREMENTS:

b.i. Plan is complete and approved.

B. OBJECTIVE: Analyze and diversify current & future funding streams.

a. STRATEGIES:

a.i. Manage budgets and grants in a sustainable manner.

a.ii. Research and analyze state's summer study results.

a.iii. Implement new revenue streams, such as fees or surcharges.

a.iv. Complete analysis of fares and collection methods to improve ridership and financial sustainability.

b.MEASUREMENTS:

b.i. Fairbox Recovery Rate

b.ii. Revenue stream course of action recommended

b.iii. Boardings per vehicle hour/revenue hour

GOAL 2: Enhance User Friendliness (Strategy Committee)

A. OBJECTIVE: Evaluate and encourage digital signage along and in our transit system

a. STRATEGIES:

a.i. Indoor digital signage displaying GMT real time location in public gathering spaces with rider amenities (facilities, convenience items, seats, power outlets..)

- a.ii.* In cabin digital displays for bus location, next stop informational and promotions
- b. MEASUREMENTS:**
 - b.i.* Inventory and survey of likely candidate organizations for possible indoor bus stops
 - b.ii.* Feasibility analysis of on board cabin facing digital signage

B. OBJECTIVE: Expand wireless connectivity along routes and near stops

a. STRATEGIES:

- a.i.* Inventory of WiFi coverage available near all transit stops
- a.ii.* Inventory cellular coverage along all GMT routes (for RouteShout and customer connectivity)

b. MEASUREMENTS:

- b.i.* Percentage of transit stops with free WiFi within 50 Yards of every bus stop
- b.ii.* Percentage of GMT route cellular coverage

C. OBJECTIVE: Support and plan for amenity oriented transit centers and stops

a. STRATEGIES:

- a.i.* Support Montpelier Transit Center
- a.ii.* Develop long range plan for other centers (St Albans, Milton, Waterbury, Morrisville....)
- a.iii.* Explore park and ride strategies designed around available passenger amenities

D. Improve public communication with Phase II ITS

a. STRATEGIES:

- a.i.* Voice Annunciators
- a.ii.* MTicketing
- a.iii.* APC's
- a.iv.* Signal Prioritization

GOAL 3: Operational Excellence (Operations Committee)

A. OBJECTIVE: Complete comprehensive SSEP Plan (Safety Security Emergency Plan).

a. STRATEGIES:

- a.i.* Negotiate MOUs with Local and State agencies

- a.ii.* Complete risk assessment
 - a.iii.* Engage local and state officials
 - b. **MEASUREMENTS:**
 - b.i.* MOU with State
 - b.ii.* Final completion, approval & implementation of plan

- B. **OBJECTIVE: Complete negotiations with maintenance workers.**
 - a. **STRATEGIES:**
 - a.i.* Research peer comparisons
 - a.ii.* Complete negotiations and sign contract by July 2017

- C. **OBJECTIVE: Utilize currently collected measures to set goals and objectives to improve GMT performance.**
 - a. **Strategy**
 - a.i.* Using the PIP, report results to the Board

- D. **OBJECTIVE: Complete planning and evaluation process with BRIDJ for pilot program.**
 - a. **Strategy**
 - a.i.* Implementation by July 1, 2017

- E. **OBJECTIVE: Implement fuel changes as recommended by energy studies and best practices.**
 - a. **Strategy**
 - a.i.* Implement CNG Ad Hoc recommendations

- F. **OBJECTIVE: Complete renovation of 1 Industrial Avenue for operational use.**

- G. **OBJECTIVE: Complete system analysis and determine plan for implementation of recommendations.**
 - a.i.* Research economies of scale with partner agencies.

- H. **OBJECTIVE: Assess measures and cost efficiencies and Integrate Data sources**

GOAL 4: Use Sustainable Energy to minimize environmental footprint (Strategy Committee)

A. OBJECTIVE: Research and complete a plan to reduce carbon footprint in facility and by agency.

a. STRATEGIES:

- a. i.* Complete at least one sustainability initiative per fiscal year
- a. ii.* Review trends in electricity and fuel consumption
- a. iii.* Develop Carbon Footprint measurement
- a. iv.* Develop plan for 1 & 15 Industrial Avenue campus for LEED certification.
- a. v.* Consider pilots for alternative fuels and power generation

b. MEASUREMENTS:

- b. i.* The measurements of energy use

B. OBJECTIVE: Develop a plan in concert with Vtrans and CCRPC in order to meet states energy goals by 2017.

a. STRATEGIES:

- a. i.* Ensure Transit Oriented Development's (TOD) through outreach to RPCs and local planning & zoning boards
- a. ii.* Work with private providers to extend service to rural towns
- a. iii.* Develop Park & Rides with amenities – stores / bathrooms

b. MEASUREMENTS:

- b. i.* Plan is complete

GOAL 5: GMT will be a leader for Integrated Transportations Systems (Strategy Committee)

A. OBJECTIVE: Conduct a feasibility study regarding the connectivity to other NW VT public transportation agencies

a. STRATEGIES:

- a.i.* Communicate with and assess Amtrak service.
- a.ii.* Communicate with and assess ferry service.

- (include discussion with NY State/Plattsburgh representatives)
- a.iii.* Communicate with and assess airport service.
- a.iv.* Communicate with and assess ACTR service.
- a.v.* Communicate with inter-city services
- a.vi.* Car share and Go Vermont
- b. MEASUREMENTS:**
- b. i.* Feasibility and action plan completed

B. OBJECTIVE: Engage in external stakeholders, **partners and organization with similar objectives**

a. STRATEGIES:

- a.i.* Develop MOU's where appropriate with key stakeholders.
- a.ii.* Develop robust public outreach process.
- a.iii.* **Strengthen the integration of rural services.**
- a.iv.* **Develop collaborative relationships with VTrans and union representatives that provide information and public policies that support public transit in Vermont.**
- a.v.* **Continue to build relationships with our subcontractors like SSTA and CIDER.**

b. MEASUREMENTS:

- b.i.* Board and Staff involvement on non-profit boards.
- b.ii.* Board / Staff involvement with local, state, and federal organizations.
- b.iii.* Number and type of MOU's.
- b.iv.* Joint involvement at stakeholders meetings
- b.v.* Participation in Summer and subsequent improvement in regional coordination

GOAL 6: Increase Ridership by 3% annually (Operations Committee)

A. OBJECTIVE: Identify mobility needs

a. STRATEGIES:

- a. i.* Develop Park & Ride Opportunities
- a. ii.* Adapt bus routes to maximize access as feasible
- a. iii.* Implement ADA Advisory recommendations.

B. OBJECTIVE: Actively Implement Marketing Campaigns

a. STRATEGIES:

- a. i.* Create campaigns for other individual communities
- a. ii.* Actively market "Try Transit" programs
- a. iii.* Develop New Rider Day pass
- a. iv.* Expand marketing of Kids' Summer Fun Pass
- a. v.* Increase customer and public access to understandable, accurate and transparent information

b. MEASUREMENTS:

- b. i.* Ridership numbers across all modes
- b. ii.* Ridership numbers across all demographics
- b. iii.* Annual ridership growth equals or exceeds 3%
- b. iv.* Ridership growth with a quarter-mile of a transit stop or a two-mile drive to a park & ride
- b. v.* Percentage of households in low-income census tracts within a quarter-mile walk to a transit stop or 2-miles to a P&R
- b. vi.* Number of jobs within a quarter mile walk of a bus stop
- b. vii.* Number of accessible bus stops

GOAL 7: Improve Board Development (Leadership Committee)

A. OBJECTIVE: Board will be knowledgeable on industry policy and be productively engaged.

a. STRATEGIES:

- a.i.* Identify and disseminate information resources
- a.ii.* Look into the UITP Montreal conference in May of 2017 & APTA conference in October 2017.

b. MEASUREMENTS:

- b.i.* Board attendance at transportation conferences

- b.ii.* Board attendance at training events
- b.iii.* Board to receive industry periodicals

**GOAL 8: GMT will be viewed as an important asset in the community
(Leadership Committee)**

**a. OBJECTIVE: Develop and implement a
Public Affairs Plan by December 2017**

STRATEGIES:

- a.i.* Create and develop coalitions with other human/
environmental / transportation agencies
- a.ii.* Empower communities to play an active role in shaping
service
- a.iii.* Improve public perception of transit system
- a.iv.* Increase awareness of transit's capital and operating
needs and its impact on the region
- a.v.* Develop government and public policy priorities

b. MEASUREMENTS:

- b.i.* Customer Service Surveys
- b.ii.* ADA Customer Service Surveys
- b.iii.* Individual users on website
- b.iv.* Increased viewings on social media platforms