



**Green Mountain Transit Board of Commissioners Meeting**  
**September 17, 2024 – 7:30 a.m.**  
**101 Queen City Road, Burlington VT 05401**

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*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.*

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**Attendees may join in-person or remotely via Zoom.**

**To join the meeting via Zoom:**

Video Conference: <https://us02web.zoom.us/j/7507551826>

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:45 a.m. 4. **Action:** Consent Agenda
  - a. August 27, 2024, Meeting Minutes **Pages 3-5**
  - b. Check Register **Pages 6-11**
- 7:50 a.m. 5. **Action:** Capital Budget Adjustment - Matt Kimball **Pages 12-19**
- 8:00 a.m. 6. **Discussion:** Draft Service Reduction Plan
- 8:20 a.m. 7. **Discussion:** Legislative Report Outline **Pages 20-21**
- 8:30 a.m. 8. **Presentation:** Rural Transit Financial Study - Stephen Falbel **Pages 22-26**



8:50 a.m. 9. **Action:** Approve Articles of Incorporation and Bylaws for GMT

Affiliated Non-Profit **Pages 27-35**

9:00 a.m. 10. Executive Session to discuss labor relations agreement

9:10 a.m. 11. **Action:** Approval Maintenance Collective Bargaining Agreement

9:15 a.m. 12. **Information:** Committee Reports

9:20 a.m. 13. Commissioner Comments

9:30 a.m. 14. Adjourn

Next GMT Board of Commissioners Meeting Date: October 1, 2024

#### NOTES

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie Smith at 802-540-1098 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.



1 **Green Mountain Transit Board of Commissioners Meeting**

2 **August 27, 2024 – 7:30 a.m.**

3 **101 Queen City Road, Burlington VT 05401 and via Zoom Meetings**

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5 *The mission of GMT is to promote and operate safe, convenient, accessible,*  
6 *innovative, and sustainable public transportation services in northwest and central*  
7 *Vermont that reduce congestion and pollution, encourage transit-oriented*  
8 *development, and enhance the quality of life for all.*  
9 

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10 **Present:**

- 11 Commissioner Bob Buermann, Grand Isle County  
12 Commissioner Phil Pouech, Hinesburg  
13 Commissioner Amy Brewer, Williston  
14 Commissioner Christian Meyer, Washington County  
15 Commissioner Catherine Dimitruk, Franklin County  
16 Commissioner Tasha Wallis, Lamoille County  
17 Commissioner Chapin Spencer, Burlington  
18 Commissioner Raj Chawla, Essex Junction  
19 Commissioner Andrea Suozzo, Burlington  
20 Commissioner Susan Grasso, Shelburne  
21 Commissioner Henry Bonges, Milton  
22 Commissioner Austin Davis, Winooski  
23 Commissioner Michael Scanlan, South Burlington  
24 Alt. Commissioner Will Anderson, Burlington  
25 Alt. Commissioner Judy Rosenstreich, Shelburne  
26 Alt. Commissioner Alec Jones, Lamoille County  
27 Alt. Commissioner Chapin Kaynor, Williston  
28 Monica White, Director of Central VT Services  
29 Nick Foss, Director of Finance  
30 Tammy Masse, Controller  
31 Connor Smith, Capital Projects Manager  
32 Tim Bradshaw, Director of Grants  
33 Jamie Smith, Director of Rider Experience  
34 Clayton Clark, General Manager  
35 Jon Moore, Assistant General Manager  
36 Chris Damiani, Director of Planning  
37 Stephanie Reid, Director of Human Resources



38 Matt Kimball, Director of Transit Infrastructure

39 Ross MacDonald, VTrans

40 Dan Currier, VTrans

41

42 **Members of the public**

43 Mary

44 Evan Litwin

45

46

47 **Open Meeting**

48 Chair Brewer opened the meeting at 7:30 AM

49

50 **Adjustment of the Agenda**

51 None

52

53 **Public Comment**

54 None

55

56 **Action: Consent Agenda**

57 Commissioner Dimitruk made a motion to approve the consent agenda and

58 Commissioner Spencer seconded. All were in favor and the motion carried.

59

60 **Action: Review and Approve for Release of a Draft Service Reduction Plan to Start  
61 the Public Hearing Process**

62 GM Clark reviewed the draft service reduction plan and the process for public  
63 meetings and additional input.

64

65 Commissioner Dimitruk made a motion authorizing the GMT staff to release the  
66 potential service reductions reviewed and to begin the public hearing process. In  
67 addition, we authorize the GMT staff to conduct public hearings regarding a potential  
68 increase of the ADA fare from \$3.00 to \$4.00 and Commissioner Scanlan seconded.

69 All were in favor and the motion carried.

70

71 **Information: Review of Board Sustainability Actions through February 2025**

72 GM Clark walked through the Sustainability Roadmap.

73

74 **Information: General Manager's Report**



75 GM Clark gave an overview of some updated items not related to service reductions  
76 such as the start of the FY26 budget work.

77

78 **Information: Committee Reports**

79 • Performance Committee: Commissioner Wallis reported the committee had  
80 been focused on performance indicators and data and EV strategy.

81 • Workforce Committee: The committee didn't have a quorum.

82 • Finance Committee: did not meet

83 • Leadership Committee: did not meet

84 • Governance Committee: will meet this week.

85

86 **Commissioner Comments**

87 • Commissioner Suozzo gave kudos to staff who have been working on the  
88 reduction strategy.

89 • Alt. Commissioner Kaynor thanked staff for talking about the soft parts of the  
90 reductions along with the harder ones.

91

92 **Adjourn**

93 Alt. Commissioner Kaynor made a motion to adjourn, and Commissioner Dimitruk  
94 seconded. All were in favor and the meeting adjourned at 9:05 AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1446	M T Wallets, LLC	7/2/24	EFT000000017849	3,300.00	Lease
V1825	Ride Your Bike LLC	7/2/24	EFT000000017850	955.09	
V316	Able Paint, Glass & Flooring Co.	7/5/24	101906	202.47	
V1305	Allegiant Care	7/5/24	101907	264,711.00	Health Insurance
V1334	Background Investigation Bureau, LLC	7/5/24	101908	176.00	
V2196	Brady Industries	7/5/24	101909	1,623.40	5 Maintenance Supply Invoices
V284	Brenntag Lubricants Northeast	7/5/24	101910	3,476.74	Part Invoice
V220	Class C Solutions Group	7/5/24	101911	1,852.06	6 Part Invoices
V2104	Community Rides Vermont, Inc.	7/5/24	101912	15,191.05	E&D and Medicaid rides
V242	Danform Shoes	7/5/24	101913	412.00	
V321	Empire Janitorial Supply Company	7/5/24	101914	195.43	
V525	Enseicom Inc.	7/5/24	101915	8,045.00	2 Shelter Install Invoices
V250	Fisher Auto Parts	7/5/24	101916	227.00	
V252	FleetPride, Inc	7/5/24	101917	353.40	
V256	Genfare	7/5/24	101918	1,834.78	3 Part Invoices
V2027	Goss Dodge	7/5/24	101919	60.60	
V264	IBF Solutions, Inc.	7/5/24	101920	85.83	
V792	Myers Container Service Corp.	7/5/24	101921	407.90	
V223	O'Reilly Auto Enterprises, LLC	7/5/24	101922	282.23	
V297	Safety-Kleen Systems, Inc.	7/5/24	101923	36.99	
V637	Snap-on Equipment	7/5/24	101924	138.00	
V2195	Speedcor Industries, Inc.	7/5/24	101925	77,400.00	Lift Replacement Invoice
V1560	State Industrial Products Corporation	7/5/24	101926	329.51	
V186	Tech Group, The	7/5/24	101927	55,430.03	14 Computer Tech Invoices
V313	Travelers	7/5/24	101928	7,661.10	Legal invoice
V1030	UniFirst Corporation	7/5/24	101929	42.75	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount
V1423	Alling, Andrew	7/12/24	101930	49.58
V1025	Alter, Charles	7/12/24	101931	83.75
V1694	Hebda, Jerome	7/12/24	101932	58.96
V2032	Merrill John	7/12/24	101933	188.94 Volunteer
V1911	O'Donnell Kathleen	7/12/24	101934	46.23
V181	Owen, Helen	7/12/24	101935	1,583.21 Volunteer
V2158	Richardson Martha	7/12/24	101936	28.14
V2163	Stone Rebekah	7/12/24	101937	250.58 Volunteer
V2058	Vassar Carol	7/12/24	101938	273.79 Volunteer
V962	Williams, Kenneth	7/12/24	101939	182.28 Volunteer
V2175	Woods Barbara	7/12/24	101940	473.69 Volunteer
V217	Airgas USA, LLC	7/12/24	101941	171.1
V856	Arnuco, Erwin	7/12/24	101942	94.96
V2172	Behar Consulting LLC	7/12/24	101943	700
V284	Brenntag Lubricants Northeast	7/12/24	101944	2,109.97 2 Part Invoices
V1227	Burlington Public Works-NON Water!!!	7/12/24	101945	84
V226	Burlington Public Works-Water	7/12/24	101946	779.61
V1487	Chamberlin, Justin	7/12/24	101947	267.81 Tool Allowance
V851	Champlain Medical	7/12/24	101948	691.38
V2081	Clark Clayton	7/12/24	101949	538.23 Meal Reimbursements
V220	Class C Solutions Group	7/12/24	101950	897.14
V242	Danform Shoes	7/12/24	101951	1,154.96 5 Boot Allowance Invoices
V321	Empire Janitorial Supply Company	7/12/24	101952	20.54
V250	Fisher Auto Parts	7/12/24	101953	626.01 65 Invoices and Credits
V252	FleetPride, Inc	7/12/24	101954	1,210.59 Part Invoice
V253	FleetWave Partners, LLP	7/12/24	101955	3,824.10 3 Radio Repeaters Invoices
V799	Gauthier Trucking Company, Inc.	7/12/24	101956	548.02
V257	Gillig Corp.	7/12/24	101957	71.38
V2027	Goss Dodge	7/12/24	101958	896.07
V261	Green Mountain Power	7/12/24	101959	24.25
V1797	Gurung Parsu	7/12/24	101960	69.99
V2197	Halford Motors Inc	7/12/24	101961	693.67
V2145	Harrington Deana	7/12/24	101962	20.94
V426	Hulbert Supply Co., Inc.	7/12/24	101963	13.87
V472	Irving Energy Distribution	7/12/24	101964	1,502.05 Fuel Oil Berlin
V2094	Josephson Taylor	7/12/24	101965	2,524.34 Yard Work Invoice
V1283	Kelley Bros of NE, LLC	7/12/24	101966	13,295.28 Repair Invoice DTC
V1779	Key Motors of South Burlington	7/12/24	101967	526.64
V328	Kirk's Automotive Inc.	7/12/24	101968	363.28
V1433	Lamm, Dave	7/12/24	101969	120 Shoe Reimbursement
V270	Lowe's	7/12/24	101970	465.67
V1191	Lucky's Trailer Sales Inc.	7/12/24	101971	5,491.96 5 Part and Repair Invoices
V2013	Luneau Brothers Glass LLC	7/12/24	101972	1,194.42 2 Glass Replacement Invoices
V1004	Marcu, Daniel	7/12/24	101973	62
V1923	Mcgee Ford Of Montpelier	7/12/24	101974	77.22
V276	Metalworks	7/12/24	101975	305
V278	Mohawk Mfg. & Supply Co.	7/12/24	101976	319.42
V1709	Monaghan Safar Ducham PLLC	7/12/24	101977	4,342.50 2 Legal Invoices
V996	New England Air Systems	7/12/24	101978	1,180.30 2 Repair Invoices
V1484	Parsons Environment & Infrastructure Group Inc.	7/12/24	101979	45.2
V2218	Pelchat Melissa	7/12/24	101980	103.18 Mileage Reimbursement
V1906	Pete's Tire Barns Inc	7/12/24	101981	1,838.82 Tire Invoice
V1165	Posner, Jordan	7/12/24	101982	845
V2087	Rai Indra	7/12/24	101983	97
V294	RHR Smith & Company	7/12/24	101984	10,200.00 Auditor Invoice
V864	Rick's Towing & Repair, Inc.	7/12/24	101985	175
V637	Snap-on Equipment	7/12/24	101986	69
V1883	TDI Repair Facility LLC	7/12/24	101987	695
V1559	Tiwari, Indra	7/12/24	101988	100 Shoe Reimbursement
V1030	UniFirst Corporation	7/12/24	101989	465.13
V876	Vehicle Maintenance Program, Inc.	7/12/24	101990	706

V2133	Vital Delivery Solutions LLC	7/12/24	101991	107.12
V2182	White Monica	7/12/24	101992	72.22
V2186	Barabe James	7/12/24	EFT000000017851	632.48 Volunteer
V1150	Bruley SR, Mark	7/12/24	EFT000000017852	1,869.30 Volunteer
V548	Burnor, David	7/12/24	EFT000000017853	860.28 Volunteer
V1707	Chase, Betty	7/12/24	EFT000000017854	705.51 Volunteer
V1676	Croteau, William	7/12/24	EFT000000017855	1,260.94 Volunteer
V1575	Dudley, Myron	7/12/24	EFT000000017856	192.29 Volunteer
V1121	Fitzgerald, Terry	7/12/24	EFT000000017857	91.12
V1820	Franklin County Transportation	7/12/24	EFT000000017858	6,750.00 Cab Service
V170	Hertz, Kenneth	7/12/24	EFT000000017859	963.46 Volunteer
V70	LeClair Raymond	7/12/24	EFT000000017860	1,165.80 Volunteer
V86	Pike, Gail	7/12/24	EFT000000017861	1,695.10 Volunteer
V771	Sammons Chandra	7/12/24	EFT000000017862	535.33 Volunteer
V1725	Utton, Debra	7/12/24	EFT000000017863	1,065.97 Volunteer
V14	Bruce, Judith	7/12/24	EFT000000017864	81.02
V1751	Foss, Nicholas	7/12/24	EFT000000017865	351.57 FSA Reimbursement
V2088	Gilbert Cynthia	7/12/24	EFT000000017866	246.56 Mileage Reimbursement
V38	Moore, Jon	7/12/24	EFT000000017867	440 FSA Reimbursement
V1994	Reid Stephanie	7/12/24	EFT000000017868	554.36 Travel and FSA Reimbursement



Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1575	Dudley, Myron	7/16/24	101993	192.29	
V1804	Absolute Spill Response LLC	7/19/24	101994	3,183.13	2 Hazardous waste Removal Invoices
V217	Airgas USA, LLC	7/19/24	101995	900	
V415	Amazon Capital Services	7/19/24	101996	8,402.21	31 Office, Maintenance supplies,Parts, Invoices
V219	Aubuchon C/O Blue Tarp Financial, Inc.	7/19/24	101997	48.94	
V563	Bank Supplies	7/19/24	101998	159.97	
V228	C.I.D.E.R., Inc.	7/19/24	101999	38,790.33	E&D and Medicaid Rides
V851	Champlain Medical	7/19/24	102000	466	
V652	Cummins-Allison Corp.	7/19/24	102001	100	
V417	Dion Security, Inc.	7/19/24	102002	199.92	
V1622	Environmental Systems Research Institute, Inc.	7/19/24	102003	460	
V2127	EZ Container Services, Inc.	7/19/24	102004	99	
V250	Fisher Auto Parts	7/19/24	102005	25.5	
V2197	Halford Motors Inc	7/19/24	102006	175.3	
V264	IBF Solutions, Inc.	7/19/24	102007	1,215.93	2 Uniform Invoices
V1880	Kyle Bellavance	7/19/24	102008	1,793.18	Shelter Removal Invoice
V755	Letter Publications	7/19/24	102009	349	
V1891	Minuteman Security Technologies	7/19/24	102010	288.75	
V1761	Montpelier City of	7/19/24	102011	5,152.03	Utilities Bills for MTC
V2010	Nucar Automall of Saint Albans	7/19/24	102012	921.37	
V545	Pitney Bowes - Leasing	7/19/24	102013	75	
V1883	TDI Repair Facility LLC	7/19/24	102014	590	
V1030	UniFirst Corporation	7/19/24	102015	397.37	
V396	United Way	7/19/24	102016	50	
V335	Vermont Department of Labor	7/19/24	102017	974.32	
V796	Yipes Auto Accessories	7/19/24	102018	644	
V2015	M&T Bank	7/19/24	102019	13,898.79	Travel, meals, Marketing and Part Invoices
V315	United Parcel	7/18/24	102020	551.49	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1099	Barnett, Wendy	7/22/24	102022	812.04	Volunteer
V1025	Alter, Charles	7/26/24	102023	152.76	Volunteer
V2210	Dion Maureen	7/26/24	102024	41.54	
V2032	Merrill John	7/26/24	102025	368.5	Volunteer
V2177	Morrisette Dave	7/26/24	102026	88.44	
V181	Owen, Helen	7/26/24	102027	1,644.85	Volunteer
V1932	Sheridan Megan	7/26/24	102028	21.42	
V2033	Ward Leslie	7/26/24	102029	52.26	
V2175	Woods Barbara	7/26/24	102030	434.83	Volunteer
V279	ABC Bus Companies-Muncie	7/26/24	102031	2,623.28	6 Part Invoices
V284	Brenntag Lubricants Northeast	7/26/24	102032	2,710.40	2 Part Invoices
V225	Burlington Electric Department	7/26/24	102033	1,142.33	Electric Bill DTC
V1227	Burlington Public Works-NON Water!!!	7/26/24	102034	28	
V226	Burlington Public Works-Water	7/26/24	102035	6,145.79	2 Water and Sewer Invoices
V227	Burlington Telecom	7/26/24	102036	2,306.31	IT Invoice
V102	Capponi, Andrew	7/26/24	102037	100	Shoe Reimbursement
V237	Comcast	7/26/24	102038	137.89	
V2084	Consolidated Communications	7/26/24	102039	129.21	
V928	Conway Office Solutions	7/26/24	102040	228.38	
V417	Dion Security, Inc.	7/26/24	102041	16.2	
V250	Fisher Auto Parts	7/26/24	102042	2,485.05	44 Part and Credit Invoices
V257	Gillig Corp.	7/26/24	102043	3,218.62	6 Part Invoices
V2027	Goss Dodge	7/26/24	102044	258.12	
V261	Green Mountain Power	7/26/24	102045	1,469.68	Electric Bill Berlin
V826	LaRoche Towing & Recovery	7/26/24	102046	550	
V473	Limoge & Sons Garage Doors, Inc.	7/26/24	102047	580.1	
V2203	McGee Chrysler Jeep Dodge	7/26/24	102048	422.2	
V1923	Mcgee Ford Of Montpelier	7/26/24	102049	3,752.50	7 Part Invoices
V278	Mohawk Mfg. & Supply Co.	7/26/24	102050	1,168.18	3 Part Invoices
V996	New England Air Systems	7/26/24	102051	536	
V1576	New England Auto Glass LLC	7/26/24	102052	750	
V223	O'Reilly Auto Enterprises, LLC	7/26/24	102053	844.59	
V1906	Pete's Tire Barns Inc	7/26/24	102054	9,926.88	9 Tire Invoices
V2220	Pierce Kylee	7/26/24	102055	130	DOT Reimbursement
V408	Pitney Bowes - Purchase Power	7/26/24	102056	273.45	
V2093	Polli Construction, Inc.	7/26/24	102057	29,307.00	Shelter Replacement Invoice
V2219	Portland Glass-Barre	7/26/24	102058	1,268.82	Glass Replacement
V2059	Remix Technologies LLC	7/26/24	102059	39,400.00	Route Planning Software
V1449	Robinson, Alec	7/26/24	102060	196.65	FSA Reimbursement
V1903	RTN Publishing vt Maturity mag	7/26/24	102061	599	
V198	Smoren, Randolph	7/26/24	102062	100	Shoe Reimbursement
V301	Sovernet	7/26/24	102063	1,862.18	2 IT Invoices
V1839	Spatial Networks, Inc	7/26/24	102064	432	
V451	Stowe, Town of Electric Department	7/26/24	102065	96.9	
V309	Stride Creative Group	7/26/24	102066	136.95	
V2107	Sylvester Gary	7/26/24	102067	330.61	FSA Reimbursement
V1883	TDI Repair Facility LLC	7/26/24	102068	4,511.50	4 Tow Invoices
V158	Thomas Stacy	7/26/24	102069	400	
V273	Transit Holding, Inc.	7/26/24	102070	180.2	
V1030	UniFirst Corporation	7/26/24	102071	1,045.03	4 Uniform Invoices
V876	Vehicle Maintenance Program, Inc.	7/26/24	102072	79.12	
V689	Vermont Elevator Inspection Services Inc.	7/26/24	102073	200	
V410	Vermont Gas Systems, Inc.	7/26/24	102074	98.97	
V336	W.B Mason Co., Inc.	7/26/24	102075	419.72	
V2182	White Monica	7/26/24	102076	213.34	Meal Reimbursements
V2186	Barabe James	7/26/24	EFT000000017869	514.56	Volunteer
V1150	Bruley SR, Mark	7/26/24	EFT000000017870	1,452.56	Volunteer
V548	Burnor, David	7/26/24	EFT000000017871	880.38	Volunteer

V1707	Chase, Betty	7/26/24	EFT000000017872	954.75	Volunteer
V1676	Croteau, William	7/26/24	EFT000000017873	1,264.29	Volunteer
V1820	Franklin County Transportation	7/26/24	EFT000000017874	5,649.00	Cab Service
V170	Hertz, Kenneth	7/26/24	EFT000000017875	667.32	Volunteer
V70	LeClair Raymond	7/26/24	EFT000000017876	1,130.29	Volunteer
V2118	Marsh Donald	7/26/24	EFT000000017877	14.07	
V86	Pike, Gail	7/26/24	EFT000000017878	757.77	Volunteer
V771	Sammons Chandra	7/26/24	EFT000000017879	290.78	Volunteer
V1725	Utton, Debra	7/26/24	EFT000000017880	507.86	Volunteer
V101	Bradshaw, Tim	7/26/24	EFT000000017881	659.58	Travel Reimbursement
V1770	Damiani Christopher	7/26/24	EFT000000017882	142.99	Meal Imbursement
V2088	Gilbert Cynthia	7/26/24	EFT000000017883	99.16	
V583	Griffith, Tom	7/26/24	EFT000000017884	100	Shoe Reimbursement
V38	Moore, Jon	7/26/24	EFT000000017885	220	FSA Reimbursement
V303	SSTA	7/26/24	EFT000000017886	203,615.94	ADA and E&D Invoices
V308	Steadman Hill Consulting, Inc.	7/26/24	EFT000000017887	23,429.25	4 Consulting Invoices
V1899	Swiftly, Inc.	7/26/24	EFT000000017888	5,990.55	3 IT Invoices
V1528	Csched	7/25/24	102077	61,075.00	Planning Software



To: GMT Board of Commissioners

From: Matt Kimball, Director of Transit Infrastructure  
Nicholas Foss, Director of Finance  
Jon Moore, Assistant General Manager  
Clayton Clark, General Manager

CC: GMT Finance Committee

Date: September 17, 2024

RE: FY25 Capital Budget Adjustment

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Attached is an amended Capital Budget for approval by the Board of Commissioners. The attached capital budget adjustment includes updates to multiple project line items to reflect staff's capital request to VTrans. Non-carryforward capital is not yet in an executed grant agreement with VTrans, however expected capital funding has been discussed between GMT staff and VTrans and the adjusted capital budget reflects these discussions.

### **FY25 Urban Capital**

Due to funding constraints, the following line items have been removed from the FY25 Capital Budget:

- Line D - 1 - Replacement Essex Cutaway @ \$121,247
- Line H - 1 - Replacement Shop Truck (One Ton) @ \$65,000
- Line J - Upgrade garage doors to rapid-rise door system @ \$137,750
- Line N - Install Networked Building Climate Control System @ \$40,000
- Line Q - Replace Three Building Make-Up Air Units (MAU) @ \$1,800,000

The removal of these projects has reduced the total capital budget by \$2,163,997 and has reduced GMT's local capital match from FY25 by \$204,275.

Additionally, the following adjustments have been made to existing line items since the approved capital budget on 11/23/2023:

- Line A "6 - Replacement 35' Heavy-Duty Buses (Electric)" has been increased from \$7,681,086 to \$8,026,735. This is to account for an estimated unit price increase of \$57,608 per bus, largely tied to Producer Price Index changes since the date of the New Flyer partnership proposal, which is part of GMT and VTrans' LONO award for these buses. No change is made to GMT local capital match as matching funds are provided through Burlington Electric Department Tier III incentive funding.
- Line B has been renamed from "1 - Replacement 35' Heavy-Duty Buses (Hybrid)" to "Third Party Inspection and Post-Delivery Audit for BEB purchase" and this line item has been reduced from \$750,000 to \$10,850. GMT is unable to purchase an additional hybrid heavy-duty bus at the current funding level and has removed this line from the budget.



Funding is being included for the completion of third-party inspection services as well as the completion of a post-delivery Buy America audit for the electric bus purchase in Line Item A.

- Line C has been renamed from “11 - Replacement SSTA Vehicles” to “2 - Replacement SSTA Cutaways (FY24 Carryforward)”. Due to funding constraints, all of GMT’s vehicle capital in FY25 is coming from existing LONO awards and Carbon Reduction funding available from the State of Vermont. GMT is unable to accommodate additional vehicle replacements for SSTA with this funding structure, so this line item is being replaced with the SSTA vehicle purchase that is carried forward from FY24 and has been reduced from \$1,270,000 to \$223,903.
- Line E “Facility PM (Fuel system replacement, carpet/tile flooring replacement, roof-top unit replacement, etc.)” has been renamed to “Facility PM (Man door replacement, building envelope repairs, staff kitchen overhaul, new break room corridor)” to more accurately reflect the anticipated facility maintenance items in the upcoming year. Additionally, this line item has been reduced from \$105,000 to \$75,000.
- Line F “Spare parts, miscellaneous support equipment” has been increased from \$273,645 to \$306,270.
- Line G “Engine and Transmission PM” has been decreased from \$94,099 to \$60,000
- Line I “Phase 2 Electric Bus Charging Infrastructure (90% Fed/9% State/1% Local)” has been increased from \$1,328,400 to \$1,955,000
- The priority for Line L “Replace radiant tube heaters in shop and garage” and Line M “101 QCP Building LED Lighting Upgrade” has been increased from 2 to 1. This is to put these projects at equal priority with Line E “Facility PM”, which will provide staff with additional flexibility to move funding across these three line items as necessary.
- Line P “Upgrade Fire Suppression System at 101 QCP Bus Storage Area” has been decreased from \$1,000,000 to \$567,691. The previous budget predated GMT’s application for funding for this project, which had a lower estimated cost than the placeholder amount included in the original FY25 capital budget.
- Federal/State/Local funding splits have been adjusted for Line R “Electric Bus Diagnostic Equipment, Special Tools, and PPE” to match the splits in the LONO award budget to VTrans. Additionally, the board approved capital budget indicated that local match for this line would be sourced from non-GMT funds (in this case, BED Tier III incentive funds). As the full Tier III incentive will be applied to the local match for the bus purchase, local match of \$1,036 for this line item will come from FY25 local capital match.
- Related to the above, local capital match of \$21,370 for Line S “Electric Bus Deployment Workforce Development” is programmed from GMT’s FY25 local capital match instead of “Non-GMT Local Funds” as indicated in the original approved capital budget

Adjustments to these projects have reduced the total capital budget by \$1,276,331 and has reduced GMT’s local capital match from FY25 by \$106,676.

Finally, the following line items have been added to the FY25 capital budget since the approved capital budget on 11/23/2023:

- Line T “1 - Non-Revenue Driver Relief Vehicle (Hybrid)” for \$36,500
- Line U “31 QCP Facility Improvements + Master Plan Study” for \$70,000



- Line V "Design/Consulting Assistance for 5339 Grant Application" for \$40,000
- Line X "101 QCP Lift Replacement (FY24 Carryforward)" for \$153,505
- Line Y "Phase 1 Electric Bus Charging Infrastructure (FY24 Carryforward)" for \$1,851,801
- Line Z "Fare Collection System Upgrades (FY24 Carryforward)" for \$132,974

The addition of these line items have increased the total capital budget by \$2,284,780 and has increased GMT's local capital match from FY25 by \$14,650. \$65,512 is being programmed from GMT's local capital match fund to match the three carryforward projects from FY24.

**The urban capital budget has decreased by \$1,155,548. The following explains the changes to the urban capital budget approved in November 2023.**

Line item # and Description (Removed Line Items in RED)	100% Budget Change Inc/(Dec)	LCM Change Inc/(Dec)
Line A "6 - Replacement 35' Heavy-Duty Buses (Electric)"	\$345,649	\$0
Line B "Third Party Inspection and Post-Delivery Audit for BEB purchase"	(\$739,150)	(\$73,915)
Line C "2 - Replacement SSTA Cutaways (FY24 Carryforward)"	(\$1,046,097)	\$0
Line D "1 - Replacement Essex Cutaway"	(\$121,247)	\$0
Line E "Facility PM (Man door replacement, building envelope repairs, staff kitchen overhaul, new break room corridor)"	(\$30,000)	(\$3,000)
Line F "Spare parts, miscellaneous support equipment"	\$33,075	\$3,308
Line G "Engine and Transmission PM - 2 reman engines"	(\$34,099)	(\$3,410)
Line H "1 - Replacement Shop Truck (One Ton)"	(\$65,000)	(\$6,500)
Line I "Phase 2 Electric Bus Charging Infrastructure"	\$626,600	\$19,550
Line J "Upgrade garage doors to rapid-rise door system"	(\$137,750)	(\$13,775)
Line N "Install Networked Building Climate Control System"	(\$40,000)	(\$4,000)
Line P "Upgrade Fire Suppression System at 101 QCP Bus Storage Area"	(\$432,309)	(\$71,615)
Line Q "Replace Three Building Make-Up Air Units (MAU)"	(\$1,800,000)	(\$180,000)
Line R "Electric Bus Diagnostic Equipment, Special Tools, and PPE"	\$0	\$1,036
Line S "Electric Bus Deployment Workforce Development"	\$0	\$21,370
Line T "1 - Non-Revenue Driver Relief Vehicle (Hybrid)"	\$36,500	\$3,650
Line U "31 QCP Facility Improvements + Master Plan Study"	\$70,000	\$7,000
Line V "Design/Consulting Assistance for 5339 Grant Application"	\$40,000	\$4,000
Line X "101 QCP Lift Replacement (FY24 Carryforward)"	\$153,505	\$15,351
Line Y "Phase 1 Electric Bus Charging Infrastructure (FY24 Carryforward)"	\$1,851,801	\$31,911



Line Z "Fare Collection System Upgrades (FY24 Carryforward)"	\$132,974	\$18,251
<b>Total Budget Change</b>		<b>(\$1,155,548) (\$230,789)</b>

### FY25 Rural Capital

Due to funding constraints, the following line items have been removed from the FY25 Capital Budget:

- Line AB "Replacement <30' non-CDL Cutaways - 3 Replacements" @ \$250,000
- Line AC "Replacement <30' Low-Floor non-CDL Cutaways - 3 Replacements" @ \$495,000
- Line AE "Replacement GMT Minivans (EV/Plug Hybrid) - 2 replacements" @201,000
- Line AG "Spare Parts, Misc. Support Equipment, etc" @ \$33,075
- Line AH "Facility PM - Rural Facilities" @ \$33,075
- Line AI "1 - Replacement Non-Revenue Vehicle (Hybrid)" @ \$36,500
- Line AJ "Passenger Amenity Improvements (Refurbish/Install one shelter)" @ \$40,000

The removal of these projects has reduced the total capital budget by \$1,088,650 and has reduced GMT's local capital match from FY25 by \$108,865.

Additionally, the following adjustments have been made to existing line items since the approved capital budget on 11/23/2023:

- Line AA has been renamed from "Replacement <30' CDL Cutaways - 4 Replacements" to "Replacement <30' CDL Cutaways Carbon Reduction Funding (LPG or EV)" and the line item has been increased by \$270,800. Due to an 80/20 Federal/State split associated with State of Vermont Carbon Reduction funding, local capital match from GMT for this line item has decreased by \$52,920.
- Line AD has been renamed from "Replacement GMT Minivans (Gas) - 3 Replacements" to "Replacement GMT Minivans (Gas) - 4 Replacements" and this line item has increased from \$232,500 to \$280,000. Additionally, funding for this line item will be 100% local to enable staff to purchase a particular ADA-equipped minivan that is available for expedited delivery but does not meet the eligibility requirements for FTA funding. This change increases the total local capital match by \$256,750, with \$140,000 of local capital match being programmed from GMT's local capital match fund.
- Line AF has been renamed from "Electric Vehicle Charging Infrastructure" to "Carbon Reduction Funding Vehicle Infrastructure (LPG or EV)" and this line item has increased from \$22,635 to \$124,000. Due to an 80/20 Federal/State split associated with State of Vermont Carbon Reduction funding, local capital match from GMT for this line item has decreased by \$2,264.

Adjustments to these projects have increased the total capital budget by \$148,865 and have increased GMT's local capital match from FY25 by \$92,500. In addition, \$140,000 has been programmed from GMT's local capital match fund for Line AD.

Finally, the following line items have been added to the FY25 capital budget since the approved capital budget on 11/23/2023:



- Line AL "Rural Share of GMT Bus Lift Replacement Project (FY24 Carryforward)" for \$75,000
- Line AM "Property Acquisition Activities & Design for New Wash County Facility (FY24 Carryforward)" for \$50,000
- Line AN "Six (6) Replacement < 30' Cutaways\*\* - (2) Non-CDL + (4) CDL (FY24 Carryforward)" for \$735,344
- Line AO "Four (4) Replacement < 30' Cutaways - (3) Non-CDL + (1) CDL (FY24 Carryforward)" for \$485,836
- Line AP "2 - Replacement Battery-Electric Ford E-Transit Vans (FY24 Carryforward)" for \$314,000
- Line AQ "Electric Cutaway Charging Infrastructure (FY24 Carryforward)" for \$20,000
- Line AR "Berlin Facility Workstations (FY24 Carryforward)" for \$9,434.13

The addition of these line items increased the total capital budget by \$1,689,614 and has increased GMT's local capital match from FY25 by \$146,961. Local capital match for these projects is programmed from the prior year local capital match fund as all of these projects are carried forward from FY24.

**The rural capital budget has increased by \$1,020,629. The following explains the changes to the urban capital budget approved in November 2023.**

Line item # and Description ( <b>Removed Line Items in RED</b> )	100% Budget Change Inc/(Dec)	LCM Change Inc/(Dec)
Line AA "Replacement <30' CDL Cutaways Carbon Reduction Funding (LPG or EV)"	\$270,800	(\$52,920)
<b>Line AB "Replacement &lt;30' non-CDL Cutaways - 3 Replacements"</b>	<b>(\$250,000)</b>	<b>(\$25,000)</b>
<b>Line AC "Replacement &lt;30' Low-Floor non-CDL Cutaways - 3 Replacements"</b>	<b>(\$495,000)</b>	<b>(\$49,500)</b>
Line AD "Replacement GMT Minivans (Gas) - 4 Replacements"	\$47,500	\$256,750
<b>Line AE "Replacement GMT Minivans (EV/Plug Hybrid) - 2 replacements"</b>	<b>(\$201,000)</b>	<b>(\$20,100)</b>
Line AF "Carbon Reduction Funding Vehicle Infrastructure (LPG or EV)"	\$101,365	(\$2,264)
<b>Line AG "Spare Parts, Misc. Support Equipment, etc"</b>	<b>(\$33,075)</b>	<b>(\$3,308)</b>
<b>Line AH "Facility PM - Rural Facilities"</b>	<b>(\$33,075)</b>	<b>(\$3,308)</b>
<b>Line AI "1 - Replacement Non-Revenue Vehicle (Hybrid)"</b>	<b>(\$36,500)</b>	<b>(\$3,650)</b>
<b>Line AJ "Passenger Amenity Improvements (Refurbish/Install one shelter)"</b>	<b>(\$40,000)</b>	<b>(\$4,000)</b>
Line AK "Replacement Office Equipment (Computers, monitors, etc.)"	\$0	\$0
Line AL "Rural Share of GMT Bus Lift Replacement Project (FY24 Carryforward)"	\$75,000	\$7,500
Line AM "Property Acquisition Activities & Design for New Wash County Facility (FY24 Carryforward)"	\$50,000	\$5,000





Line AN "Six (6) Replacement < 30' Cutaways - (2) Non-CDL + (4) CDL (FY24 Carryforward)"	\$735,344	\$73,534
Line AO "Four (4) Replacement < 30' Cutaways** - (3) Non-CDL + (1) CDL (FY24 Carryforward)"	\$485,836	\$48,584
Line AP "2 - Replacement Battery-Electric Ford E-Transit Vans (FY24 Carryforward)"	\$314,000	\$11,400
Line AQ "Electric Cutaway Charging Infrastructure (FY24 Carryforward)"	\$20,000	\$0
Line AR "Berlin Facility Workstations (FY24 Carryforward)"	\$9,434	\$943
<b>Total Budget Change</b>	<b>\$1,020,629</b>	<b>\$239,663</b>

It is worth noting that the local capital match from FY25 is decreased by \$47,299 in the proposed adjustment and that \$146,961 in added local capital match is associated with FY24 carryforward projects.

### Capital Purchase Approval

In conjunction with the approval of the FY25 capital budget adjustment, staff is requesting that the GMT Board of Commissioners authorize the General Manager to enter into agreements for the following vehicle purchases:

- Agreement with New Flyer of America for the purchase of six (6) 35' heavy-duty electric buses for an anticipated total purchase price not to exceed \$8,026,735. Federal procurement requirements have been satisfied for this purchase through the FTA partnership provision for awards under the FTA Low and No Emissions (Low-No) grant program.
- Agreement with Model 1 Commercial Vehicles for the purchase of four (4) BraunAbility Toyota Sienna ADA-accessible minivans for a total not to exceed price of \$280,000. As local funds are to be allocated for this purchase, it is not subject to FTA requirements.
- Purchase orders utilizing active contracts awarded by the Vermont Public Transportation Association (VPTA) in connection with a joint procurement consisting of all members of the VPTA, including GMT. Contract awards were issued to multiple vendors for a range of vehicle types and sizes. Staff requests authorization to the General Manager to issue purchase orders from these existing contracts for vehicle purchases within the budget limits established in the adjusted FY25 capital budget.

The proposed capital budget adjustment was presented to the GMT Finance Committee on September 12, 2024. The Committee voted in favor of recommending approval from the GMT Board of Commissioners for both the proposed capital budget and the capital purchase approval contained herein.

**Staff is recommending approval from the GMT Board of Commissioners to amend the FY25 capital budget to incorporate the changes outlined above and to authorize the General Manager to enter into agreements for vehicle purchases as outlined above.**

Green Mountain Transit  
9-17-24 Proposed

FY25 Proposed Urban Capital											
Priority	Item	Description	100%	Federal*	State*	Local*	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non-GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	6 - Replacement 35' Heavy-Duty Buses (Electric) @ \$1,337,789 each (85% Fed/11% State/4% Local)	\$ 8,026,735	\$6,822,725	\$874,010	\$ 330,000	\$ -	\$ -	\$ 330,000	\$6,822,725	
1	B	Third Party Inspection and Post-Delivery Audit for BEB purchase	\$ 10,850	\$8,680	\$1,085	\$ 1,085	\$ 1,085	\$ -			
CF-1	C	2 - Replacement SSTA** Cutaways (FY24 Carryforward)	\$ 223,903	\$190,318	\$11,195	\$ 22,390	\$ -	\$ -	\$ 22,390	\$190,318	
1	E	Facility PM (Man door replacement, building envelope repairs, staff kitchen overhaul, new break room corridor)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 7,500	\$ -		\$60,000	
1	F	Spare parts, miscellaneous support equipment	\$ 306,720	\$245,376	\$30,672	\$ 30,672	\$ 30,672	\$ -		\$245,376	
1	G	Engine and Transmission PM - 2 reman engines	\$ 60,000	\$48,000	\$6,000	\$ 6,000	\$ 6,000	\$ -		\$48,000	
1	I	Phase 2 Electric Bus Charging Infrastructure (90% Fed/9% State/1% Local)	\$ 1,955,000	\$1,759,500	\$175,950	\$ 19,550	\$ 19,550	\$ -		\$1,759,500	
2	K	Passenger Amenities (shelters, benches and bike racks)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ 5,000	\$ -		\$0	\$40,000
1	L	Replace radiant tube heaters in shop and garage	\$ 56,500	\$45,200	\$5,650	\$ 5,650	\$ 5,650	\$ -		\$45,200	
1	M	101 QCP Building LED Lighting Upgrade	\$ 135,000	\$108,000	\$13,500	\$ 13,500	\$ 13,500	\$ -		\$108,000	
3	O	Replacement Office Equipment for Main Office and DTC	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500	\$ -		\$4,310	\$23,690
1	P	Upgrade Fire Suppression System at 101 QCP Bus Storage Area (90% Fed/5% State/5% Local)	\$ 567,691	\$510,922	\$28,385	\$ 28,385	\$ 28,385	\$ -		\$510,922	
1	R	Electric Bus Diagnostic Equipment, Special Tools, and PPE (90% Federal/8% State/2% Local)	\$ 51,823	\$46,641	\$4,146	\$ 1,036	\$ 1,036	\$ -		\$46,641	
1	S	Electric Bus Deployment Workforce Development (80% Federal/6% State/14% Local)	\$ 148,850	\$119,080	\$8,400	\$ 21,370	\$ 21,370	\$ -		\$119,080	
2	T	1 - Non-Revenue Driver Relief Vehicle (Hybrid) @ \$36,500	\$ 36,500	\$29,200	\$3,650	\$ 3,650	\$ 3,650	\$ -		\$29,200	
1	U	31 QCP Facility Improvements + Master Plan Study	\$ 70,000	\$56,000	\$7,000	\$ 7,000	\$ 7,000	\$ -			\$56,000
2	V	Design/Consulting Assistance for 5339 Grant Application	\$ 40,000	\$32,000	\$4,000	\$ 4,000	\$ 4,000	\$ -		\$32,000	
CF-1	X	101 QCP Lift Replacement (FY24 Carryforward)	\$ 153,505	\$122,804	\$15,351	\$ 15,351	\$ -	\$ 15,351			\$122,804
CF-1	Y	Phase 1 Electric Bus Charging Infrastructure (89% Fed/9% State/2% Local) (FY24 Carryforward)	\$ 1,851,801	\$1,651,740	\$168,150	\$ 31,911	\$ -	\$ 31,911		\$1,651,740	
CF-1	Z	Fare Collection System Upgrades (FY24 Carryforward)	\$132,974	\$101,976	\$12,747	\$ 18,251	\$ -	\$ 18,251			\$101,976
<b>Total</b>			<b>\$ 13,987,852</b>	<b>\$ 12,026,161</b>	<b>\$ 1,385,890</b>	<b>\$ 575,801</b>	<b>\$ 157,898</b>	<b>\$ 65,512</b>	<b>\$ 352,390</b>	<b>\$ 11,673,011</b>	<b>\$ 344,470</b>
							Total Local Match		\$ 223,410		

\*80% Federal, 10% State, and 10% Local unless otherwise stated.

\*\* Special Services Transportation Agency

<b>FY25 Proposed Rural Capital</b>											
Priority	Item	Description	100%	Federal*	State*	Local*	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AA	Replacement <30' CDL Cutaways** Carbon Reduction Funding (LPG or EV) (80% Federal/20% State)	\$ 800,000	\$640,000	\$160,000	\$ -	\$ -			\$640,000	
1	AD	Replacement GMT Minivans (Gas) - 4 Replacements @ \$70,000 each	\$ 280,000	\$0	\$0	\$ 280,000	\$ 140,000	\$ 140,000		\$0	
1	AF	Carbon Reduction Funding Vehicle Infrastructure (LPG or EV) (80% Federal/20% State)	\$ 124,000	\$99,200	\$24,800	\$ -	\$ -			\$99,200	
3	AK	Replacement Office Equipment (Computers, monitors, etc.)	\$ 7,000	\$5,600	\$700	\$ 700	\$ 700	\$ -		\$5,600	
CF-1	AL	Rural Share of GMT Bus Lift Replacement Project (FY24 Carryforward)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ -	\$ 7,500		\$60,000	
CF-1	AM	Property Acquisition Activities & Design for New Wash County Facility (FY24 Carryforward)	\$ 50,000	\$40,000	\$5,000	\$ 5,000	\$ -	\$ 5,000		\$40,000	
CF-1	AN	Six (6) Replacement < 30' Cutaways** - (2) Non-CDL + (4) CDL (85% Fed/5% State/10% Local) (FY24 Carryforward)	\$ 735,344	\$625,042	\$36,767	\$ 73,534	\$ -	\$ 73,534			
CF-1	AO	Four (4) Replacement < 30' Cutaways** - (3) Non-CDL + (1) CDL (85% Fed/5% State/10% Local) (FY24 Carryforward)	\$ 485,836	\$412,960	\$24,292	\$ 48,584	\$ -	\$ 48,584		\$412,960	
CF-1	AP	2 - Replacement Battery-Electric Ford E-Transit Vans @ \$157,000 per vehicle (85% Federal) (FY24 Carryforward)	\$ 314,000	\$266,900	\$15,700	\$ 31,400	\$ -	\$ 11,400	\$20,000	\$266,900	
CF-1	AQ	Electric Cutaway Charging Infrastructure (FY24 Carryforward)	\$ 20,000	\$16,000	\$0	\$ 4,000	\$ -	\$ -	\$4,000	\$16,000	
CF-2	AR	Berlin Facility Workstations (FY24 Carryforward)	\$ 9,434.13	\$ 7,547.30	\$ 943.41	\$ 943.41	\$ -	\$ 943.41		\$7,547	
<b>Total</b>			<b>\$ 2,900,614</b>	<b>\$ 2,173,250</b>	<b>\$ 275,702</b>	<b>\$ 451,661</b>	<b>\$ 140,700</b>	<b>\$ 286,961</b>	<b>\$ 24,000</b>	<b>\$ 1,548,207</b>	<b>\$ -</b>
								Total Local Match		\$ 427,661	

\*80% Federal, 10% State, and 10% Local unless otherwise stated.

\*\* Cutaway Bus = Truck/Van Front/Bus Body

# **Outline of GMT Interim Legislative Plan to Legislature**

*Interim plan due November 15, 2024. Final plan due February 1, 2025.*

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## MEMORANDUM

**To:** Clayton Clark  
**From:** Stephen Falbel  
**Re:** Financial Analysis of Rural Service  
**Date:** September 10, 2024

This memorandum presents a summary of the financial analysis conducted as part of the study of GMT's rural service requested by the Vermont Legislature in its 2024 session. The financial analysis is one component of the overall evaluation of options for providing service in GMT's rural regions. Some implications of the analysis are presented at the end of this memorandum, but a full treatment of the options will be included in the interim draft report, due no later than November 15.

### **Summary**

Annual operating costs were estimated for the following potential operating scenarios:

- GMT operation of all year-round service based in Berlin
- GMT operation of all year-round service based in St. Albans
- GMT operation of fixed-route service based in St. Albans
- GMT operation of Sugarbush seasonal service
- GMT operation of Stowe seasonal service
- TVT operation of all year-round service based in Berlin
- TVT operation of Sugarbush seasonal service
- RCT operation of all year-round service based in Berlin
- RCT operation of Stowe seasonal service
- RCT operation of demand-response service based in St. Albans
- SSTA operation of demand-response service based in St. Albans

In general, GMT operation of these services was more expensive than the alternatives, mainly because of higher rates paid to drivers and supervisory personnel, higher insurance rates, and higher maintenance costs. It must be noted that GMT has a lower indirect (administrative overhead) rate than the other providers, mainly because it operates so much more service. If rural service were transferred from GMT to other providers, GMT's indirect rate would rise a bit and those of the other agencies would drop slightly. The degree of these changes was not calculated.

### **Methodology**

The estimated annual operating cost for each of the operating scenarios (other than the seasonal services) was calculated in two ways: by applying cost factors per vehicle hour or vehicle revenue hour to the amount of service operated by GMT, and by using staffing estimates from each of the

agencies' directors to estimate staff costs directly, rather than using a per-vehicle-hour rate. TVT's cost allocation spreadsheet provided the template for the cost factors, as TVT separates direct costs for vehicle service and volunteer service and breaks them into the following categories:

- Driver wages
- Operations supervisors and managers
- Trainer wages
- Dispatcher/call center wages
- Regional director wages
- Marketing wages and expenses
- Fringe benefits
- Vehicle maintenance
- Fuel and tires
- Services (other than vehicle maintenance)
- Supplies (other than fuel and maintenance)
- Utilities
- Insurance
- Miscellaneous

Values per vehicle hour of service were calculated for TVT. Then analogous values were calculated for the other providers to the extent they were available. In some cases, an agency did not break down expenses in the same way, and several items were wrapped up in one value. The figures for RCT and SSTA were calculated per revenue hour rather than per vehicle hour, because RCT did not track vehicle hours separately from revenue hours. (Revenue hours are time that a bus/van is in service carrying passengers, and vehicle hours are revenue hours plus deadhead hours – time spent traveling to and from the garage from where service starts and ends.) Note that the driver wage per vehicle hour is not equal to the drivers' hourly wage. The wage per vehicle hour comprises all driver pay—including holiday, vacation, sick and other time off (usually called PTO for paid time off or CTO for combined time off) plus overtime wages—divided by the number of vehicle hours operated. Thus the driver wage per vehicle hour is substantially higher than the hourly wage in the union contract (or other employment agreement).

Adding up all of the costs for each agency, and then applying its indirect (administrative overhead) rate to the direct costs yielded the following fully allocated cost per hour of service:

- GMT - \$120.63 (per vehicle hour)
- TVT - \$100.57 (per vehicle hour)
- RCT - \$90.06 (per revenue hour)
- SSTA - \$87.41 (per revenue hour)

For any given agency, the rate per revenue hour will be higher than the rate per vehicle hour because there are always more vehicle hours than revenue hours, and so the denominator is larger when vehicle hours are used, causing the rate to be lower. So if vehicle hours were available for RCT and SSTA, those rates would be somewhat lower than what is shown above. Note that the figures above are often referred to as the “transit rate.” All of these figures are based on FY2024 data. For the calculations in this memorandum, a higher rate (\$104.42) was used for TVT, in order to equalize the base driver pay rate to what is currently in the GMT union contract with rural drivers.

The second method of cost estimation relied on staffing forecasts (or existing staffing in the case of GMT) for operating the service currently offered by GMT in each rural region. TVT based its estimate on its current operating model, in which the Addison and Orange-North Windsor divisions are each headed by a regional director and most of the operations management is self contained. RCT followed a similar method, though its estimate for Washington County included a new regional director for its existing operations in the Northeast Kingdom, since Washington County would be a major increase in the amount of fixed route and agency-operated demand response service compared to its existing operation. (RCT's Franklin County estimate did not include regional directors.) SSTA estimated full staffing needs, including drivers, to be able to serve the current demand in Franklin County. Because of an insufficient number of volunteer drivers in Franklin County, GMT has had to make extensive use of taxicabs to carry passengers. Both SSTA and RCT intend to avoid the use of taxicabs if they were to operate Franklin County service.<sup>1</sup>

While most of the analysis assumed a steady state of service operated and no major impacts on existing operations, in a few cases, explicit assumptions were made about “ripple effects” of another agency taking over some GMT rural service. For TVT, this assumption included salary increases for existing regional directors to bring them in line with the salary of GMT's Berlin regional director. For RCT, this included hiring a new regional director for its existing service area in the Northeast Kingdom in addition to having one in Washington County were it to take over service there. These assumptions are figured into the figures shown below. There would be other ripple effects, but they are not explicitly accounted for in this phase of the analysis.

## Results

The results of the financial analysis are shown in the table below. Staffing-based estimates were not prepared for five of the scenarios because they represent partial service or seasonal service and it is difficult to isolate the number of staff members associated with these portions of the service.

Operating Scenario	Service-based Estimate	Staffing-based Estimate
GMT operation of all year-round service based in Berlin	\$3,680,000	\$3,587,000
TVT operation of all year-round service based in Berlin	\$3,298,000	\$3,399,000
RCT operation of all year-round service based in Berlin	\$2,431,000	\$3,036,000
GMT operation of fixed-route service based in St. Albans	\$669,000	n/a
GMT operation of demand-response service based in St. Albans	\$1,981,000	\$1,954,000
RCT operation of demand-response service based in St. Albans	\$1,360,000	\$1,329,000
SSTA operation of demand-response service based in St. Albans	\$1,431,000	\$1,398,000
GMT operation of Sugarbush seasonal service	\$472,000	n/a
TVT operation of Sugarbush seasonal service	\$407,000	n/a
GMT operation of Stowe seasonal service	\$595,000	n/a
RCT operation of Stowe seasonal service	\$420,000	n/a

<sup>1</sup> It should be noted that GMT also “intends to avoid the use of taxicabs” but has been unable to do so for the past three years, and so it is assumed that GMT would continue to use taxicabs in the future.



For the most part, the service-based estimate was roughly consistent with the staffing-based estimate for each scenario, with the exception of RCT operation in Berlin. In this case, the staffing-based estimate is more realistic, as the hours-based model did not fully reflect the changes in pay and benefits that would apply to RCT if it were to take over Berlin operations. Indeed, as will be discussed in more detail in the report, RCT assumption of Berlin service would be a challenge, with significant ripple effects, since RCT drivers are not currently union members while GMT and TVT drivers are, and thus there is a significant gap in pay and benefits.

The table does not show a scenario of either RCT or SSTA taking over all St. Albans operations (including fixed route). The preference of both agencies is to focus on demand-response service in Franklin County and have GMT continue to operate fixed-route service there. The GMT figure for fixed-route service includes the St. Albans Downtown Shuttle and the Price Chopper Shuttle. A recent microtransit feasibility study suggests that these services could be subsumed into a new microtransit service covering St. Albans and Swanton, or else reconfigured with a microtransit overlay. If the bus service is converted to microtransit, any of GMT, SSTA or RCT could operate it. For now, this microtransit service is excluded from the analysis.

The figures in the table suggest that if TVT were to take over Berlin-based operations, there would be a savings of between \$188,000 and \$382,000. The lower end of this range is likely more realistic than the upper end. Savings would be greater if RCT were to take over Berlin, but as mentioned above, there would be significant challenges in establishing relations with the Teamsters Union (which TVT would not face, as they already have this relationship) and significant ripple effects affecting the cost of service for RCT's existing operations in the Northeast Kingdom and Lamoille County. Cost increases for RCT would likely push the savings into the same range as TVT.

The level of savings is potentially greater in Franklin County, with RCT operations potentially saving around \$620,000 and SSTA operations potentially saving around \$550,000. Some of these savings are attributable to avoiding the cost of taxicabs (\$359,000 in FY24); van or volunteer trips were assumed to increase to account for these trips. It was assumed that RCT would be able to find volunteers to operate these trips, and that SSTA would operate them mostly with their own drivers in vans and sedans. These assumptions are based on past history, in which RCT has had one of the largest and most successful volunteer programs in the state, while SSTA has had only a minimal volunteer driver program. That is not to say that SSTA would have no volunteer trips in Franklin County, but rather that it would have the same number that GMT currently has.

It is likely that money could also be saved by transferring seasonal service in Sugarbush and Stowe to TVT and RCT, respectively. These would not need to occur at the same time as other transitions. For instance, RCT could begin operating Stowe service as soon as November 2025, with or without a transition in Franklin County. Likewise, if a transition of Berlin service to TVT occurs in July 2026, the transition of Sugarbush service could happen a year after that to allow TVT time to absorb all of the new service

## Conclusions

This memo does not contain any recommendations on the transfer of GMT rural service to other agencies; such recommendations are forthcoming in the full report, due in November. There are, of course, many other considerations beyond the bottom line cost of operations. It is also the case that the cost figures presented above are just estimates based on past performance and staffing forecasts made by agency leaders. All of that is subject to change for unforeseen reasons.

The report will address many other aspects of this policy question, including the following:

- Potential cost impacts on GMT's urban service
- The role of the Teamsters Union for Berlin and St. Albans operations
- Potential timing of service transitions
- The impact of service transitions on the GMT board and legislative changes required
- The impact of service transitions on GMT staff in Burlington
- The status of GMT's regional commuter services and potential transition to rural entities.

# General Manager's Report to the Green Mountain Transit Board of Commissioners

## ***THE FUTURE***

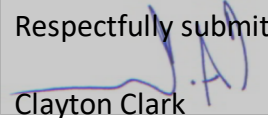
Distinguished Board of Commissioners,

Fake news is bad! Except when it is fake news to help create a new GMT affiliated non profit.

The Governance Committee has recommended the full board adopt the draft articles of incorporation and bylaws they reviewed and approved which would create an affiliated non-profit organization. Governance Committee member Phil Pouech suggested providing examples of how this new entity could be used.

Below are potential newsworthy items from ***THE FUTURE!*** The items range from highly probably to a bit out there but help demonstrate the range of new options.

Also... think about names. Our lawyer, who suffers from long term Latin exposure, has suggested Viridis Montis Transportation Corporation. A rose by any other name would still smell as sweet.

Respectfully submitted,  
  
Clayton Clark

### **GMT Awarded SAMHSA Grant**

The Substance Abuse and Mental Health Services Administration (SAMHSA), which provides grants to non-profit organizations providing services, awarded Green Mountain Transit with a three-year, \$360,000 grant to hire a Harm Reduction Specialist to work out of the Downtown Transit Center. The specialist will work with existing GMT staff to create an operational environment that supports riders with substance abuse and/or mental health diagnoses, both in responding to crises in real time and in setting up systems to limit conflict. Grant goals are to reduce the number of no trespass orders overall and to improve the overall rider and employee experience.

### **Ongoing Fundraising Hitting Revenue Targets**

GMT's non-profit arm is hitting most revenue targets in support of vulnerable riders who use ADA and O&D programs. After creating a non-profit, GMT set up an ongoing fundraising effort through a website that allows targeted donations to municipalities. Donors select which municipality will receive their funds, with the donations working to offset the local costs for

helping older and disabled riders. In our urban operations area, proceeds are split between ADA and O&D programs. In our rural areas, donations augment O&D funding. For the most recent year, donations covered 10% of overall urban ADA costs and added 15% in additional funding for O&D programs.

### **Annual Capital Campaign - Electric Vehicle Match Achieved**

GMT's affiliated non-profit completed a capital campaign to generate local match purchase of an additional electric battery bus. The campaign focused on how \$1 given to GMT would generate \$9 in federal capital funds, allowing the municipality to purchase an environmentally friendly \$1.1M bus for only \$110K in local contributions. Part of the campaign was an auction of the naming rights for the bus, with local celebrities Ben and Jerry winning the naming rights. The bus will be named the Cricket Crunch Mobile after their most recent ice cream flavor venturing into edible insects.

### **3<sup>rd</sup> Annual Texas Hold'em Tournament Builds Morale and Employee Engagement Fund**

Last Saturday was the GMT 3<sup>rd</sup> Annual Texas Hold'em Tournament. Vermont non-profits are allowed to hold gambling events for fundraisers, and this employee and family tournament raised \$4,267 for the GMT Employee Engagement Fund, which supports a variety of morale boosting activities. Austin Davis was once again crowned GMT's Poker Champion, taking home the \$2,000 first prize, which he promised to spend on his daughter.

### **JEDI Transit Collaborators Conference a Success**

The JEDI Committee had their first conference last week at the U.U. Church in Burlington. Folks may recall that our fabulous non-profit organization provided a new home for the committee. Since the transition the committee has received community development grant funding to help establish open lines of communication with the various service and advocacy organizations that support our riders.

### **Charter Service Taking Off!**

GMT routinely receives requests for charter service, to include charter service for charitable organizations performing services for communities. GMT transferred several non-CDL cutaways to the non-profit after they fulfilled their public transit service obligation, and private funds were used to rehab the buses. The non-profit provides GMT a legal entity to accept and register vehicles.

**ARTICLES OF INCORPORATION**

VIRDIS MONTIS TRANSPORTATION CORPORATION

NOW COME Edward G. Adrian and Kristen Shamis, respectively residents of Burlington and Ferrisburgh, Vermont, Incorporators, and form a non-profit corporation under Chapter 2 of Title 11B of the Vermont Statutes Incorporated.

1. The name of the Corporation is Virdis Montis Transportation for the Public Good (DBA “VMTC”).
2. The Corporation is a public benefit corporation.
3. The Corporation’s duration shall be perpetual.
4. The Corporation shall have members.
5. The Corporation is organized for the following purpose:
  - a. To promote the development of community and public transportation in the State of Vermont.
  - b. To supplement the public and non-profits transportation agencies of Vermont.
  - c. To provide resources to enhance the transportation services available to Vermont residents.
  - d. Any such funds received by the Corporation shall be utilized exclusively for these purposes within the State of Vermont, which are regarded as eligible transportation initiatives by the United States Agency of Transportation.
  - e. To provide assistance to the Green Mountain Transit Authority.
6. The address of the corporation’s initial registered office shall be the Green Mountain Transit Offices located at 101 Queen City Park Road, Burlington, Vermont 05401.
7. The initial Board of Directors of the Corporation shall be three in number, and the names and address of the Incorporators are as follows:
  - a. Amy Brewer
  - b. Paul Bohne
  - c. Clayton Clark

IN WITNESS WHEREOF, the above Articles of Association are hereby signed by the Incorporators as of this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
[NAME]

\_\_\_\_\_  
[NAME]

## **BYLAWS OF VIRDIS MONTIS TRANSPORTATION CORPORATION**

### **ARTICLE I: NAME**

The name of the Non-Profit Corporation shall be Virdis Montis Transportation Corporation (DBA "VMTC").

### **ARTICLE II: MISSION**

The mission of VMTC is to preserve, promote, and enhance access to transportation in the state of Vermont for residents, businesses, and visitors alike.

### **ARTICLE III: PURPOSE**

VMTC is organized to operate exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 and more specifically to:

- To enhance the transportation opportunities in the State of Vermont;
- To enhance the efforts of government in meeting community needs by helping to expand the transportation infrastructure, conserve the environment, augment the local tax base, and protect the public's investment in infrastructure;
- Promote or encourage transportation initiatives or partnerships that improve the livability and character of Vermont;
- Solicit, receive, and administer funds for charitable and educational purposes as allowed by applicable law;
- Provide transportation opportunities on the open market;
- Organize, preserve, promote, encourage, support, enhance, and maintain the continued vitality of transportation in Vermont;
- Undertake or assist in plans or projects designed to accomplish the foregoing purposes;
- Aid, work with, and participate in the activities of other organizations, individuals, and public and private entities located within Vermont engaged in similar purposes.

### **ARTICLE IV: MEMBERS**

- A. Membership is available to any individual, business, firm, corporation, or organization that resides, has a place of business, or an interest in Vermont and its transportation infrastructure, or any employee of a business, firm, corporation, or organization with an interest in or place of business in Vermont.

- B. Members must pay an annual membership due fixed by the Board of Directors. A Member who fails to pay dues within ninety (90) days of billing shall be deemed to have resigned from membership.
- C. Regular members are entitled to participate in all affairs of the Corporation including, but not limited to, voting at meetings and serving as an officer or Director.
- D. The Membership shall hold an annual meeting at a date and time to be determined by the Board of Directors.

**ARTICLE V: BOARD OF DIRECTORS**

- A. Members. The affairs of the Corporation shall be managed by the Board of Directors. There shall be five to nine directors, to include the following:
  - 1) Green Mountain Transit (“GMT”) General Manager
  - 2) Four Members of the Green Mountain Transit Board of Commissioners
  - 3) Additional members as appointed by the GMT Board of Commissioners.

The GMT General Manager is an *ex officio* member of the Board of Directors and may not hold an officer position on the Board of Directors.

- B. Duties. The Board of Directors shall have the powers and duties necessary and appropriate for the administration of the affairs of the corporation. All powers of the Corporation as set forth in the Articles of Association or these Bylaws shall be vested in the Board of Directors.
- C. Expenses. No Director shall be compensated for their duties on the Board of Directors. The Board may authorize reimbursement to a Board member for reasonable expenses incurred in the performance of their duties. Any reimbursable expense must be pre-approved by the Board of Directors.
- D. Term. The term for each Director (except for the GMT General Manager) shall be for three years from the date of appointment. GMT Commissioners who leave the GMT Board of Commission shall be permitted to serve out the remainder of their term if they so desire.

**ARTICLES VI: OFFICERS**

The officers of the Corporation shall include a Chair, Vice Chair, and Secretary/ Treasurer, each of whom shall be elected for a one-year term or until their successors are duly chosen and qualified by the Board of Directors at its regular Annual Meeting. An *ex officio* member of the Board of Directors may not hold a position of an officer.

- A. Chair. The Chair shall be the presiding officer at all meetings and shall exercise all duties and have all powers which customarily pertain to the office of President for a Vermont non-profit corporation, and shall have general and active supervision over the property, business, and affairs of the corporation. The Chair shall be the sole authorized spokesperson for the Board, but the Chair may delegate their authority as such to another Officer or Board member from time to time. The Chair shall submit a report in writing to the Membership at its Annual Meeting.
- B. Vice Chair. The Vice Chair shall keep advised of all corporation business and be prepared to preside in the absence of the Chair, and shall further perform any duties which may be prescribed by the Board. In the event of absence or disability of the Chair, the Vice Chair shall possess all powers and perform the duties of the Chair, until such time as the Board shall elect one of its members to fill the vacancy.
- C. The Secretary/Treasurer shall keep minutes of each meeting of the Corporation and shall provide notice of meetings of the Corporation and of any committee appointed by the Corporation. The Secretary/Treasurer shall have custody of the records, documents, and papers of the corporation. The Secretary/Treasurer shall have responsibility for the Corporation's finances, cause to be kept full and accurate accounts of receipts and disbursements and shall deposit, or cause to be deposited, all moneys of the Corporation in a depository designated by the Board, oversee the disbursement of funds of the Corporation, as approved by the Board, and shall render to the Board, whenever it may require it, an account of all transactions authorized and the financial condition of the Corporation .

Officers may be removed by a simple majority vote of the Board of Directors at any time whenever in its judgment the best interest of the Corporation would be served by such removal.

If the position of Chair becomes vacant, the Vice-Chair shall fill the position until the expiration of the term. For the Vice Chair and Secretary/Treasurer positions, the Board shall appoint a replacement for the remainder of the term at the next regular meeting or at a special meeting.

## **ARTICLE VII: MEETINGS**

- A. Board of Directors. Regular meetings of the Board shall be held a minimum of four times per year. Regular meetings shall be held at such time and place as may be designated from time to time by the Board. An annual meeting shall be held in the month of April each year for the purpose of electing officers, and transacting other business as necessary and another meeting shall be held in November for approving a budget. At any meeting, a quorum shall consist of a majority of the Directors. If a quorum is not present at any meeting, a majority of those members present may adjourn the meeting.



- B. Members of the Corporation. An annual meeting of the membership shall be held at a place and time determined by the Board of Directors.
- C. Conduct of Meetings. The procedure for all meetings of the Corporation shall be governed by *Roberts Rules of Order*, most recent edition, unless two-thirds of the Membership, present and voting, decide otherwise.

#### **ARTICLE VIII: EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary/Treasurer of the Board of Directors as well as *the ex officio* GMT General Manager.
- B. The Chair of the Board of Directors shall act as the Chair of the Executive Committee.
- C. The Executive Committee shall conduct the business of the Corporation at all times between meetings of the Board of Directors, subject to ratification by the Board.
- D. The Executive Committee shall hold regular meetings at a location within the State of Vermont, with participants having the option to participate virtually, as determined by the Chair and as deemed necessary by the Chair.
- E. The Executive Committee shall create an annual work plan for the Board of Directors.
- F. The Chair shall set the agenda for meetings of the Board of Directors.

#### **ARTICLE IX: BOARD COMMITTEES**

Committees. There shall be no standing committees. The Board, by majority vote, may appoint and dissolve ad hoc committees as needed.

The Chair of the Board shall name the Chairperson of each ad hoc committees and shall serve as an ex officio member of each ad hoc committee. Each ad hoc committee must also include a member of the Board of Directors.

#### **ARTICLE X: EXECUTIVE DIRECTOR AND STAFF**

The Executive Director of the Corporation, if any is chosen, shall be hired by the Board of Directors and shall serve at the pleasure of the Board. The functions of the Executive Director shall include responsibility for effecting the purposes of the Corporation as

specified by the Board, speaking for the Board during the period between meetings, preparing the agenda for Board meetings, and administering and coordinating the Corporation's responsibilities.

The GMT General Manager, or their designee, shall assist the Board of Directors with tasks including preparation of the agenda for Board meetings and administering and coordinating the Corporation's responsibilities.

## **ARTICLE XI: CONTRACTS AND FUNDS**

The Board of Directors may authorize any officer or agent of the corporation to enter into any contracts or to execute and deliver any instrument in the name of and on behalf of the corporation. All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the corporation shall be signed by whatever officer or agent of the corporation and in whatever manner shall be determined by resolution of the Board of Directors.

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

The fiscal year of the Corporation shall be the same as the fiscal year of GMT.

An annual audit in conformance with best accounting practices shall be performed by a duly qualified auditor.

## **ARTICLE XII: CONFLICT OF INTEREST**

All members of the Corporation shall be subject to the GMT Conflict of Interest Policy.

## **ARTICLE XIII: WAIVER**

Whenever notice is required by Vermont Statute, the Articles of Incorporation, or these Bylaws, a waiver signed by the person entitled to notice shall be considered notice. The attendance at any meeting by a Director shall constitute a waiver of notice by that Director of that meeting, except where a Director attends a meeting for the express purpose of objecting to transaction of business at the meeting because the Director believes the meeting is not lawfully called or convened.

## **ARTICLE XIV: MISCELLANEOUS**

- A. Bylaw Amendment. These Bylaws may be amended or repealed by a majority vote of the Board of Directors at any meeting warned for that purpose.

- B. Books and Records. The Corporation shall keep proper books of account and other records. Any Director, or Director's professional representative, may inspect the books and records of the Corporation for proper purpose at any reasonable time and on reasonable notice.
- C. If any term, covenant or condition of these Bylaws shall be determined invalid or unenforceable, such term, covenant, or conditions shall be deemed modified in a manner so as to make it valid and enforceable, but the remaining provisions shall be valid and enforced.

Dissolution. At a special meeting of the membership called for that purpose, the membership may dissolve the Corporation by a vote of two-thirds of the members present and voting. Upon dissolution, the Board shall dispose of all remaining assets of the Corporation by causing the same to be transferred, conveyed, distributed, or assigned to an organization operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of the Internal Revenue Law at the time of dissolution. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.