



**AGENDA**  
**Green Mountain Transit Board of Commissioners**  
**January 16<sup>th</sup> 2018, 7:30 a.m.**  
**15 Industrial Pkwy, 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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- 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\*
- December 19<sup>th</sup>, 2017 Board Meeting Minutes (pages 3-6)
  - Check Register (pages 7-15)
  - Finance & Project Development Report (pages 16-24)
  - Maintenance & Planning Report (page 25)
  - Operations Report (page 26)
  - Marketing Report (page 27)
  - IT Support, HR & Training Report (page 28)
  - Ridership Reports (pages 29-31)
    - ADA
    - GMT
- 7:45 a.m. 5. NextGen Update
- 8:00 a.m. 6. GM Evaluation Process
- 8:15 a.m. 7. Jeffersonville Commuter Agenda
- 8:35 a.m. 8. Employee Survey
- 8:50 a.m. 9. VW Settlement Process

9:00 a.m. 10. GM & Committee Reports

(pages 32-35)

- *General Manager Update*
- *Finance Committee: Next scheduled meeting is February 13<sup>th</sup> @ 9 am.*
- *Leadership Committee: Next scheduled meeting is February 15<sup>th</sup> @ 9am.*
- *Operations Committee: Next scheduled meeting is February 12<sup>th</sup>, @ 9am.*
- *Strategy Committee: Next schedules meeting is February 12<sup>th</sup> @ 8:30 am.*
- *Commissioner Comments*

9:20 a.m. 11. Adjourn

Next GMT Board meeting date: February 20<sup>th</sup>, 2018 @ 7:30 am.

NOTES:

- \* Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact John Robinson at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-2282.
- 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: December 19<sup>th</sup>, 2017

Time: 7:30 am

Place: GMT Board Room

15 Industrial Parkway, Burlington, VT 05401

### **Present:**

Chapin Kaynor, Chair, Williston

Tom Chittenden, Vice Chair, South Burlington

Denis Barton, Secretary, Shelburne

Catherine Dimitruk, Treasurer, Franklin County

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Robert Moore, Commissioner, Lamoille County (via phone)

Bob Buermann, Commissioner, Grand Isle County

Phil Pouech, Commissioner, Hinesburg

Paul Bohne, Commissioner, Essex

Chapin Spencer, Commissioner, Burlington

Bonnie Waninger, Commissioner, Washington County

Raghu Acharya, Commissioner, Winooski (via phone)

Mark A. Sousa, General Manager

Bob Young, Director of Operations

Jon Moore, Director of Maintenance and Planning

Trish Redalieu, Director of Human Resources

Michelle Daley, Director of Finance

Jamie Smith, Marketing and Public Affairs Manager

Jordan Nelle, Controller

Kimberly Wall, Grants Manager

Alma Hebib, Executive Assistant

### **1. Open Meeting**

Chair Kaynor opened the meeting at 7:30 am. A quorum of the Board was present.

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

No adjustments were made to the Agenda.

### **3. Public Comment**

No public comment.

### **4. Consent Agenda**

Chair Kaynor requested an addition to the consent agenda to include "commissioner comments and announcements" to item #10 on the Consent Agenda.

Commissioner Miles made a correction to the HR report of "fur" to "four". Commissioner Bohne had questions regarding the Operations report in the Board packet. A motion to approve the consent agenda

with the adjust to the Human Resources report and the holding of the Operations Report was made by Commissioner Bohne and seconded by Commissioner Pouech. The consent agenda was approved.

Commissioner Bohne had questions regarding RouteMatch in the Operations report. Mr. Sousa, General Manager, discussed those issues, stating that GMT is continuously working on improvements to RouteMatch.

Commissioner Spencer made a motion to approve the consent agenda as amended with a request of updates from Operations regarding RouteMatch, and Commissioner Barton seconded. All were in favor and the Operations report was approved.

## **5. NextGen Update**

Jon Moore, Director of Maintenance, discussed the NextGen updates and progress with the Nelson Nygaard consultants. He stated that they have started the public meeting process and have held public meetings in all regions except Washington County, which had to be canceled due to weather conditions. The meeting has been rescheduled for January 11, at the Montpelier City Hall. Mr. Moore stated that they have received good feedback from the meetings.

There was a discussion about fares, fare media, service scenarios, fare analysis, increasing revenue, and feedback from all regions. He said that there will be more updates at the next Board meeting. He stated that we are focusing on municipal outreach.

Mr. Moore also discussed the implementation of the NextGen project stating that it will be implemented in February 2019, stating that staff will be researching the potential impacts of communities within the service scenarios.

Updated timeline to the NextGen project will include:

- December and January will consist of public outreach
- January will have the draft implementation
- February- Present draft to Advisory Committee
- March- final recommendation to Board for final implementation

In order to maximize the study, the timeline will be pushed back a month or two.

## **6. Strategic Goals**

Mr. Sousa discussed the strategic goals. He stated that staff has been working on the goals and making edits. The draft will continue to receive modifications from staff and Committee members. Secretary Barton stated that committees should review the strategic goals during their meetings to add more measure and possible modifications to their goals.

## **7. FY18 Operating and Capital Adjustment\***

Ms. Daley discussed the FY18 Operating and Capital Adjustment. She stated that the budget looks exactly as it did last month. She said that staff are looking and will continue to look at cost containment strategies for FY18 and FY19 budgets.

Mr. Sousa spoke about cost containment measures that include holding off benefits for employees during their probationary period. He stated that this could be a cost containment measure and staff will continue to research this method. Mr. Sousa stated that these are some of the cost containment measures that we are looking at and will get back to the Board next month with further findings.

Treasurer Dimitruk made a motion to approve the FY18 Operating and Capital Adjustment and was seconded by Commissioner Bohne. All were in favor and the budget was approved.

## **7. FY19 Operating and Capital Budget\***

The Board discussed the FY19 Operating and Capital Budget. Ms. Daley stated that a few changes were made to the budget. This included the change of assumption of recommendations of fare increase and the explanation under the passenger revenue on page 2 of the memo, we are not anticipating a fare increase but are finding ways to increase fare revenue.

Ms. Daley said that staff will continue to look at cost containment and recommendations for the FY19 Budget.

All were in favor of the FY19 Operating and Capital budget and was approved by the Board. The Board also discussed the extra dirt we have at our facility and the procedure to remove the dirt within the state regulations.

## **8. VW Settlement Process**

Mr. Sousa discussed the VW Settlement Process, stating that there was a public hearing, which he presented on behalf of GMT. He said that he would like to put together a memo of support for more buses from the staff and Board for an RFP. The letter would need to go out by January 15<sup>th</sup>.

## **10. GM & Committee Reports**

General Manager Update: Mr. Sousa, stated that our new buses are coming. We are expected to get all 12 by the end of the holidays.

Chair Kaynor had questions regarding the downtown transit center and the construction of the new mall. Bob Young, Director of Operations stated that everything is going well and there are no issues with the construction affecting our Downtown Transit Center.

The Finance Committee did not have any updates.

The Leadership Committee will begin the GM Evaluation in January. Chair Kaynor stated that the process will be the same as recent years.

The Operations Committee met in Berlin and discussed the facility, strategic goals, on time performance, staffing levels, recruitment, and toured Berlin facility.

The Strategy Committee met and discussed financial sustainability.

Commissioner Comments/Announcements:

Chair Kaynor stated that the assessment letters should be going out to town officials and encouraged the commissioner to follow up with their town members regarding local assessment information.

Commissioner Dimitruk thanked the staff for working during the Holidays on the new buses.

#### **11. Adjourn**

Chair Kaynor made a motion to adjourn and Commissioner Waniger seconded. All were in favor and the meeting was adjourned at 9:44 AM.

Respectfully Submitted,

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Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
11/28/2017	V1446	M T Wallets, LLC	EFT000000012686	2,700.00	Lease
12/1/2017	V217	Airgas USA, LLC	83578	58.54	
12/1/2017	V1481	Blue Flame Gas	83579	579.08	
12/1/2017	V225	Burlington Electric Department	83580	4,973.71	6 Utility Invoices
12/1/2017	V229	Camerota Truck Parts	83581	9,715.00	1 Part Invoice
12/1/2017	V159	Champlain Oil Company, Inc.	83582	14,097.42	Fuel
12/1/2017	V220	Class C Solutions Group	83583	2,075.04	3 Part Invoices
12/1/2017	V239	Cummins Northeast LLC	83584	3,790.12	3 Part Invoices
12/1/2017	V240	D & M Fire and Safety Equipment	83585	636.00	
12/1/2017	V242	Danform Shoes	83586	89.96	
12/1/2017	V401	Dell Business Credit	83587	3,808.99	1 It Invoice tv board room
12/1/2017	V243	Dinse, Knapp & McAndrew, P.C	83588	168.00	
12/1/2017	V246	Duffy Waste & Recycling	83589	57.52	
12/1/2017	V250	Fisher Auto Parts	83590	166.33	
12/1/2017	V1347	Foley Distributing Corp.	83591	431.75	
12/1/2017	V257	Gillig Corp.	83592	1,812.16	3 Part Invoices
12/1/2017	V259	Grainger	83593	329.80	
12/1/2017	V260	Green Mountain Kenworth, Inc.	83594	327.00	
12/1/2017	V1183	Harlaine D Miller Trust	83595	936.36	
12/1/2017	V426	Hulbert Supply Co., Inc.	83596	0.64	
12/1/2017	V264	IBF Solutions, Inc.	83597	117.82	
12/1/2017	V1204	Interstate Batteries	83598	549.76	
12/1/2017	V328	Kirk's Automotive Inc.	83599	2,145.00	2 Part Invoices
12/1/2017	V274	McMaster-Carr	83600	70.08	
12/1/2017	V1529	Nelson Nygaard	83601	20,533.53	Csa consulting invoice
12/1/2017	V284	New G.H. Berlin Oil Company	83602	2,699.35	2 Part Invoices
12/1/2017	V545	Pitney Bowes - Leasing	83603	126.27	
12/1/2017	V408	Pitney Bowes - Purchase Power	83604	150.00	
12/1/2017	V720	Power Washer Sales, LLC	83605	8,395.00	1 Tool Invoice
12/1/2017	V291	Prevost Parts	83606	1,146.29	3 Part Invoices
12/1/2017	V465	Queen City Printers, Ins.	83607	2,648.00	Marketing Invoice
12/1/2017	V296	Rouse Tire Sales	83608	4,079.05	2 Tire Invoices
12/1/2017	V299	SB Collins, Inc.	83609	20,512.57	Fuel
12/1/2017	V686	Shearer Chevrolet	83610	39.00	
12/1/2017	V303	SSTA	83611	928.80	
12/1/2017	V308	Steadman Hill Consulting, Inc.	83612	6,454.75	Consulting Invoice
12/1/2017	V734	Thermo King Northeast/Dattco	83613	4,308.42	1 Part Invoice
12/1/2017	V315	United Parcel Service	83614	30.14	
12/1/2017	V314	Unum Life Insurance	83615	370.84	
12/1/2017	V468	Vermont Department of Motor Vehic	83616	105.00	
12/1/2017	V410	Vermont Gas Systems, Inc.	83617	909.80	
12/1/2017	V1591	Vermont Training Solutions, Inc. dba	83618	11,475.00	2 Training Invoices
12/1/2017	V10	Office of child sup	EFT000000012687	746.44	
12/8/2017	V425	BSC Industries, Inc.	83646	19.18	
12/8/2017	V261	Green Mountain Power	83664	23.29	
12/8/2017	V35	McDonald, Pam	EFT000000012726	25.00	
12/8/2017	V1434	Giuffre, Martin	EFT000000012699	26.75	
12/8/2017	V1025	Alter, Charles	83620	33.18	
12/8/2017	V1182	Charissakis, John	EFT000000012722	35.00	

12/8/2017 V1592	Stiles, Janet	83631	38.52	
12/8/2017 V1566	Wisell, David	83633	39.59	
12/8/2017 V589	Ronald McDonald House-All	83679	40.00	
12/8/2017 V168	Fay, Carol	83625	57.25	
12/8/2017 V1491	Gamelin, Roger	EFT000000012698	69.57	
12/8/2017 V1562	Roberts, Carrie	83630	70.66	
12/8/2017 V1593	Zebic, Branko	83638	72.00	
12/8/2017 V1474	Whitaker, Cheryl	EFT000000012732	78.43	
12/8/2017 V522	Turcotte, S Jeanette	EFT000000012719	80.81	
12/8/2017 V471	Constantine, Julia	83624	94.71	
12/8/2017 V36	McLaughlin, Timothy	EFT000000012727	96.42	
12/8/2017 V1590	Maddox, Stephen	83636	99.99	
12/8/2017 V964	Campbell, Arthur	EFT000000012721	100.00	Shoe Reimbursement
12/8/2017 V915	Puzic, Aid	83637	100.00	Shoe Reimbursement
12/8/2017 V689	Vermont Elevator Inspection Services	83692	100.00	
12/8/2017 V298	Sanel Auto Parts Co.	83682	107.26	
12/8/2017 V141	Riley, Shawn	EFT000000012730	109.43	FSA reimbursement
12/8/2017 V410	Vermont Gas Systems, Inc.	83693	110.60	
12/8/2017 V137	Plante, Karen	EFT000000012729	115.00	FSA reimbursement
12/8/2017 V1560	State Industrial Products Corporation	83685	117.70	
12/8/2017 V1440	Menard, Leighanne	EFT000000012710	118.24	Volunteer
12/8/2017 V1575	Dudley, Myron	EFT000000012696	124.15	Volunteer
12/8/2017 V71	Lightholder, Stephen	EFT000000012707	127.89	Volunteer
12/8/2017 V1156	Gove, Gail	83626	136.43	Volunteer
12/8/2017 V223	Bond Auto Parts	83645	137.70	
12/8/2017 V67	Jewett, Sheryl	EFT000000012704	141.26	Volunteer
12/8/2017 V468	Vermont Department of Motor Vehic	83691	150.00	
12/8/2017 V1482	Cady, Duane	83622	156.80	Volunteer
12/8/2017 V74	Markham, Laurel	EFT000000012708	162.14	Volunteer
12/8/2017 V1549	Ware, Michael	83632	168.01	Volunteer
12/8/2017 V1397	McGinnis, Devan	83628	171.25	Volunteer
12/8/2017 V1068	Midwest Bus Corporation	83671	172.00	
12/8/2017 V19	Delphia, Pam	EFT000000012723	174.34	FSA reimbursement
12/8/2017 V283	Neopart LLC	83673	178.94	
12/8/2017 V17	Smith, Jamie L	EFT000000012731	192.30	Dcap Reimbursement
12/8/2017 V38	Moore, Jon	EFT000000012728	192.31	Dcap Reimbursement
12/8/2017 V70	LeClair, Raymond	EFT000000012706	195.30	Volunteer
12/8/2017 V224	Burlington Communications	83647	198.25	
12/8/2017 V473	Limoge & Sons Garage Doors, Inc.	83668	200.90	
12/8/2017 V1570	Murphy Sandra	EFT000000012712	205.47	Volunteer
12/8/2017 V273	MCI	83670	206.06	
12/8/2017 V175	LeBlanc, Richard	83627	213.51	Volunteer
12/8/2017 V374	Clear Choice Auto Glass, A	83651	220.00	
12/8/2017 V974	Baker, Kristina	EFT000000012689	220.47	Volunteer
12/8/2017 V1448	Buckley, Barbara	EFT000000012693	241.86	Volunteer
12/8/2017 V336	W.B Mason Co., Inc.	83694	259.48	
12/8/2017 V1436	Cameron, Darwin	83623	276.10	Volunteer
12/8/2017 V1117	Hall, John	EFT000000012702	290.02	Volunteer
12/8/2017 V799	Gauthier Trucking Company, Inc.	83660	297.96	
12/8/2017 V796	Yipes Auto Accessories	83695	307.08	



12/8/2017 V312	Stowe, Town of	83686	314.97
12/8/2017 V1379	Paw Prints Press Inc.	83677	332.96
12/8/2017 V414	Seon Systems Sales Inc.	83683	340.00
12/8/2017 V97	Yandow, Dennis	EFT000000012720	344.59 Volunteer
12/8/2017 V278	Mohawk Mfg. & Supply Co.	83672	362.49
12/8/2017 V252	FleetPride, Inc	83656	363.32
12/8/2017 V1291	Callan, Linda	EFT000000012695	391.15 Volunteer
12/8/2017 V82	Parah, Donna	EFT000000012713	392.74 Volunteer
12/8/2017 V1487	Chamberlin, Justin	83635	399.92 Dcap and Fsa Reimbursement
12/8/2017 V75	Martin, Ronald	EFT000000012709	407.72 Volunteer
12/8/2017 V944	Woodward, Patricia	83634	413.08 Volunteer
12/8/2017 V1347	Foley Distributing Corp.	83658	415.56
12/8/2017 V297	Safety-Kleen Systems, Inc.	83681	438.16
12/8/2017 V548	Burnor, David	EFT000000012694	445.74 Volunteer
12/8/2017 V170	Hertz, Kenneth	EFT000000012703	447.87 Volunteer
12/8/2017 V248	Bay State Elevator Company	83643	449.79
12/8/2017 V733	Acme Glass Co	83641	471.00
12/8/2017 V29	Hirsch, Alain	EFT000000012725	477.41 FSA reimbursement
12/8/2017 V1007	Bova, Wendy	EFT000000012691	481.54 Volunteer
12/8/2017 V93	Timm, Marta	EFT000000012718	505.13 Volunteer
12/8/2017 V1586	Gross, Robert	EFT000000012701	508.82 Volunteer
12/8/2017 V291	Prevost Parts	83678	511.92
12/8/2017 V656	Zhu, Michael	83639	530.00 FSA reimbursement
12/8/2017 V1150	Bruley SR, Mark	EFT000000012692	532.97 Volunteer
12/8/2017 V1018	Metivier, Shelli	EFT000000012711	564.96 Volunteer
12/8/2017 V60	Farr, Delores	EFT000000012697	576.27 Volunteer
12/8/2017 V55	Boudreau, James	EFT000000012690	577.36 Volunteer
12/8/2017 V156	Anthony, Peter	83621	599.83 Volunteer
12/8/2017 V1236	Sayers, James	EFT000000012717	615.36 Volunteer
12/8/2017 V86	Pike, Gail	EFT000000012715	686.48 Volunteer
12/8/2017 V89	Sayers, Gail	EFT000000012716	738.88 Volunteer
12/8/2017 V83	Parah, Maurice	EFT000000012714	782.81 Volunteer
12/8/2017 V174	Langlois, Paulette	EFT000000012705	801.53 Volunteer
12/8/2017 V1097	Graham JR., Lewis	EFT000000012700	883.97 Volunteer
12/8/2017 V259	Grainger	83662	911.03
12/8/2017 V1030	UniFirst Corporation	83689	912.46
12/8/2017 V534	Omega Electric	83676	958.82
12/8/2017 V302	Sports & Fitness Edge Inc.	83684	1,024.25
12/8/2017 V279	ABC Bus Companies-Muncie	83640	1,030.09 3 Part Invoices
12/8/2017 V1473	Hawes, Karen	EFT000000012724	1,036.11 FSA reimbursement
12/8/2017 V296	Rouse Tire Sales	83680	1,044.07 3 Tire Invoices
12/8/2017 V876	Vehicle Maintenance Program, Inc.	83690	1,085.17 4 Part Invoices
12/8/2017 V394	Formula Ford Inc.	83659	1,089.63 2 Part Invoices
12/8/2017 V600	Cody Chevrolet	83652	1,105.78 4 Part Invoices
12/8/2017 V472	Irving Energy Distribution	83665	1,336.99 Fuel
12/8/2017 V996	New England Air Systems	83674	1,423.56 1 Repair Invoice
12/8/2017 V250	Fisher Auto Parts	83655	1,443.36 23 Part Invoices
12/8/2017 V220	Class C Solutions Group	83650	1,448.49 3 Part Invoices
12/8/2017 V235	Clark's Truck Center	83649	1,472.21 2 Part Invoices
12/8/2017 V1509	Lawson Products, Inc	83667	1,505.71 7 Part Invoices

12/8/2017 V734	Thermo King Northeast/Dattco	83688	1,523.96	2 Part Invoices
12/4/2017 V265	ICMA	V265 2017 1204	1,628.19	Retirement
12/8/2017 V257	Gillig Corp.	83661	1,665.02	3 Part Invoices
12/8/2017 V260	Green Mountain Kenworth, Inc.	83663	1,996.56	5 Part Invoices
12/8/2017 V446	Jane Corporation, The	83666	2,000.00	1 Part Invoice
12/8/2017 V912	Maple Leaf Carpet & Tile Cleaning	83669	2,000.00	1 Cleaning Invoice
12/8/2017 V181	Owen, Helen	83629	2,034.31	Volunteer
12/8/2017 V153	Alburgh Taxi	EFT000000012688	2,163.56	Volunteer
12/8/2017 V1481	Blue Flame Gas	83644	2,212.08	1 Utility Invoice
12/8/2017 V226	Burlington Public Works-Water	83648	2,406.40	4 Utility Invoices
12/8/2017 V239	Cummins Northeast LLC	83653	2,854.94	6 part Invoices
12/8/2017 V742	AHC Corp	83642	2,990.00	1 Part Invoice
12/8/2017 V253	FleetWave Partners, LLP	83657	3,168.00	3 Radio Invoices
12/8/2017 V284	New G.H. Berlin Oil Company	83675	5,184.12	5 Part Invoices
12/8/2017 V241	D & W Diesel, Inc.	83654	6,283.69	7 Part Invoices
12/8/2017 V311	Teamsters Local 597	83687	7,896.00	Union Dues
12/2/2017 V702	Lincoln National Life Insurance Comp	83619	11,859.37	Insurance
12/4/2017 V364	Vermont Dept of Taxes	V364 2017 1204	14,346.84	State Taxes
12/4/2017 V1467	Charles Schwab	V1467 2017 1204	18,830.18	Retirement
12/4/2017 V266	IRS - EFTPS	V266 2017 1204	117,793.50	Federal Taxes
12/15/2017 V279	ABC Bus Companies-Muncie	83697	505.89	
12/15/2017 V696	BANG	83698	4,103.16	5 Marketing Invoices
12/15/2017 V224	Burlington Communications	83699	160.00	
12/15/2017 V235	Clark's Truck Center	83700	177.62	
12/15/2017 V1357	CleanPro, Inc	83701	599.46	
12/15/2017 V600	Cody Chevrolet	83702	2,943.33	4 part Invoices
12/15/2017 V239	Cummins Northeast LLC	83703	873.26	
12/15/2017 V250	Fisher Auto Parts	83704	2,458.62	11 Part Invoices
12/15/2017 V1347	Foley Distributing Corp.	83705	981.45	
12/15/2017 V256	Genfare	83706	605.99	
12/15/2017 V257	Gillig Corp.	83707	132.76	
12/15/2017 V259	Grainger	83708	430.06	
12/15/2017 V261	Green Mountain Power	83709	1,609.72	1 Utility Invoice
12/15/2017 V1509	Lawson Products, Inc	83710	245.85	
12/15/2017 V473	Limoge & Sons Garage Doors, Inc.	83711	706.00	
12/15/2017 V273	MCI	83712	464.71	
12/15/2017 V329	Minuteman Press	83713	279.82	
12/15/2017 V278	Mohawk Mfg. & Supply Co.	83714	97.83	
12/15/2017 V284	New G.H. Berlin Oil Company	83715	3,510.50	3 part Invoices
12/15/2017 V628	Overhead Door Co. of Burlington Inc.	83716	2,527.73	1 repair Invoice
12/15/2017 V1484	Parsons Environment & Infrastructure	83717	39.78	
12/15/2017 V720	Power Washer Sales, LLC	83718	613.14	
12/15/2017 V465	Queen City Printers, Ins.	83719	1,451.00	1 Marketing Invoice
12/15/2017 V294	RHR Smith & Company	83720	1,400.00	Auditor Invoice
12/15/2017 V589	Ronald McDonald House-All	83721	40.00	
12/15/2017 V296	Rouse Tire Sales	83722	3,834.47	2 tire Invoices
12/15/2017 V297	Safety-Kleen Systems, Inc.	83723	679.16	
12/15/2017 V298	Sanel Auto Parts Co.	83724	255.36	
12/15/2017 V686	Shearer Chevrolet	83725	378.38	
12/15/2017 V303	SSTA	83726	127,619.92	ADA , E and D Invoices

12/15/2017 V451	Stowe, Town of Electric Department	83727	177.92	
12/15/2017 V309	Stride Creative Group	83728	750.00	
12/15/2017 V1030	UniFirst Corporation	83729	432.97	
12/15/2017 V385	Vermont Offender Work Program	83730	280.00	
12/15/2017 V10	Office Child Support	EFT000000012733	746.44	
12/18/2017 V581	Costco	83731	366.83	
12/18/2017 V1467	Charles Schwab	V1467 2017 1218	15,165.25	Retirement
12/18/2017 V265	ICMA	V265 2017 1218	1,493.48	Retirement
12/18/2017 V266	IRS - EFTPS	V266 2017 1218	94,625.79	Federal Taxes
12/18/2017 V364	Vermont Dept of Taxes	V364 2017 1218	11,322.33	State Taxes
12/19/2017 V1596	Applebee's	83733	752.27	
12/20/2017 V1533	Bluebird Barbecue	83732	2,016.00	Holiday Lunch
12/22/2017 V1025	Alter, Charles	83734	265.94	Volunteer
12/22/2017 V1480	Andrews-Ford, Sheri	83735	108.64	Volunteer
12/22/2017 V156	Anthony, Peter	83736	587.53	Volunteer
12/22/2017 V1099	Barnett, Wendy	83737	231.84	Volunteer
12/22/2017 V1135	Blanchard, Thomas	83738	29.96	
12/22/2017 V1482	Cady, Duane	83739	10.17	
12/22/2017 V471	Constantine, Julia	83740	349.94	Volunteer
12/22/2017 V554	Desarno, David	83741	73.84	
12/22/2017 V1573	Fairbanks, Dori	83742	96.30	
12/22/2017 V168	Fay, Carol	83743	47.08	
12/22/2017 V1516	Gagnon, Chaz	83744	240.12	Volunteer
12/22/2017 V1581	Hubbard, Lisa	83745	39.60	
12/22/2017 V175	LeBlanc, Richard	83746	339.26	Volunteer
12/22/2017 V1297	Lund, Theresa	83747	56.16	
12/22/2017 V1397	McGinnis, Devan	83748	313.58	Volunteer
12/22/2017 V1594	McHugh, Daniel	83749	154.11	Volunteer
12/22/2017 V1597	Morgan, Sabrina	83750	118.34	Volunteer
12/22/2017 V181	Owen, Helen	83751	1,579.49	Volunteer
12/22/2017 V1138	Pease, Charles	83752	205.92	Volunteer
12/22/2017 V1588	Provost, Meaghan	83753	52.52	
12/22/2017 V1592	Stiles, Janet	83754	103.80	Volunteer
12/22/2017 V1595	Waller, Marlys	83755	52.44	
12/22/2017 V1549	Ware, Michael	83756	194.24	Volunteer
12/22/2017 V1052	White, Carolyn	83757	59.92	
12/22/2017 V962	Williams, Kenneth	83758	123.12	Volunteer
12/22/2017 V944	Woodward, Patricia	83759	514.73	Volunteer
12/22/2017 V1454	Wooton, Ashlee	83760	200.60	Volunteer
12/22/2017 V1066	Cassell, Robert Jr.	83761	360.00	FSA reimbursement
12/22/2017 V1487	Chamberlin, Justin	83762	192.32	DCAP reimbursement
12/22/2017 V107	Costes, Chris	83763	55.95	
12/22/2017 V1136	Gurung, Damber	83764	305.00	FSA reimbursement
12/22/2017 V117	Guyette, Howard	83765	667.47	FSA reimbursement
12/22/2017 V1354	Mischke, Katie	83766	30.00	
12/22/2017 V1249	Petrosyan, Oleg	83767	40.00	
12/22/2017 V1449	Robinson, Alec	83768	170.00	Shoe Reimbursement
12/22/2017 V1365	Robinson, John	83769	47.00	
12/22/2017 V332	Alliance Bus Group Inc	83770	477.79	
12/22/2017 V1334	Background Investigation Bureau, LLC	83771	759.00	

12/22/2017 V590	Barrett Trucking Co., Inc.	83772	574.98	
12/22/2017 V1481	Blue Flame Gas	83773	1,333.06	1 Utility Invoice
12/22/2017 V223	Bond Auto Parts	83774	1,841.75	4 Part Invoices
12/22/2017 V224	Burlington Communications	83775	1,473.45	2 repair invoices
12/22/2017 V225	Burlington Electric Department	83776	6,606.54	7 Utility Bills
12/22/2017 V941	Burlington Muffler & Brake	83777	252.00	
12/22/2017 V228	C.I.D.E.R., Inc.	83778	21,927.02	E and D
12/22/2017 V220	Class C Solutions Group	83779	658.00	
12/22/2017 V1240	ClearChoiceMD	83780	155.00	
12/22/2017 V239	Cummins Northeast LLC	83781	5,744.99	2 Part Invoices
12/22/2017 V241	D & W Diesel, Inc.	83782	5,024.28	1 Part Invoices
12/22/2017 V246	Duffy Waste & Recycling	83783	57.52	
12/22/2017 V250	Fisher Auto Parts	83784	959.28	
12/22/2017 V257	Gillig Corp.	83785	3,072.43	5 part Invoices
12/22/2017 V261	Green Mountain Power	83786	387.36	
12/22/2017 V1266	Greenshades	83787	31.92	
12/22/2017 V1319	Hale, Kerry	83788	330.00	
12/22/2017 V264	IBF Solutions, Inc.	83789	419.23	
12/22/2017 V1598	Joint Urban Ministry Project, Inc.	83790	400.00	
12/22/2017 V328	Kirk's Automotive Inc.	83791	1,945.95	2 Part Invoices
12/22/2017 V473	Limoge & Sons Garage Doors, Inc.	83792	806.00	
12/22/2017 V268	Loomis	83793	180.82	
12/22/2017 V427	Lynn Publications	83794	474.00	
12/22/2017 V273	MCI	83795	993.88	
12/22/2017 V276	Metalworks	83796	60.60	
12/22/2017 V278	Mohawk Mfg. & Supply Co.	83797	420.82	
12/22/2017 V792	Myers Container Service Corp.	83798	134.66	
12/22/2017 V996	New England Air Systems	83799	459.94	
12/22/2017 V1192	NS Corporation	83800	3,336.42	1 Part Invoices
12/22/2017 V534	Omega Electric	83801	205.35	
12/22/2017 V289	People's United Businesscard Service	83802	10,059.15	5 Credit cards Training and holiday gifts
12/22/2017 V290	Peterson Consulting, Inc.	83803	1,508.75	2 Consulting Invoices
12/22/2017 V545	Pitney Bowes - Leasing	83804	253.17	
12/22/2017 V291	Prevost Parts	83805	402.00	
12/22/2017 V1368	Prime Middlebury LLC	83806	550.00	
12/22/2017 V465	Queen City Printers, Ins.	83807	1,297.00	1 Marketing Invoice
12/22/2017 V296	Rouse Tire Sales	83808	3,605.95	1 Tire Invoice
12/22/2017 V298	Sanel Auto Parts Co.	83809	226.01	
12/22/2017 V299	SB Collins, Inc.	83810	55,007.50	8 Fuel Invoices Nov and Dec
12/22/2017 V686	Shearer Chevrolet	83811	2,007.64	3 Part Invoices
12/22/2017 V303	SSTA	83812	670.80	
12/22/2017 V793	SYN-TECH Systems	83813	33.75	
12/22/2017 V1030	UniFirst Corporation	83814	31.42	
12/22/2017 V391	Verizon Wireless	83815	2,571.33	1 Utility Invoice Plus new tablets
12/22/2017 V410	Vermont Gas Systems, Inc.	83816	2,669.92	5 Utility Invoices
12/22/2017 V537	Vermont Public Transportation Assoc	83817	6,590.00	membership Dues
12/22/2017 V361	Vermont, State of - Agency of Natur	83818	340.80	
12/22/2017 V251	Wex Fleet Universal	83819	14,168.87	Fuel
12/22/2017 V1536	Glaeser, H & Company	83820	8,886.00	Sign Invoice
12/22/2017 V153	Alburgh Taxi	EFT000000012734	1,385.80	Volunteer

12/22/2017 V974	Baker, Kristina	EFT000000012735	107.54	Volunteer
12/22/2017 V55	Boudreau, James	EFT000000012736	813.31	Volunteer
12/22/2017 V1007	Bova, Wendy	EFT000000012737	544.71	Volunteer
12/22/2017 V1150	Bruley SR, Mark	EFT000000012738	476.23	Volunteer
12/22/2017 V548	Burnor, David	EFT000000012739	635.13	Volunteer
12/22/2017 V1291	Callan, Linda	EFT000000012740	348.36	Volunteer
12/22/2017 V1575	Dudley, Myron	EFT000000012741	144.46	Volunteer
12/22/2017 V60	Farr, Delores	EFT000000012742	690.26	Volunteer
12/22/2017 V1097	Graham JR., Lewis	EFT000000012743	797.87	Volunteer
12/22/2017 V1586	Gross, Robert	EFT000000012744	181.90	Volunteer
12/22/2017 V1117	Hall, John	EFT000000012745	195.82	Volunteer
12/22/2017 V170	Hertz, Kenneth	EFT000000012746	308.77	Volunteer
12/22/2017 V67	Jewett, Sheryl	EFT000000012747	65.28	
12/22/2017 V174	Langlois, Paulette	EFT000000012748	864.66	Volunteer
12/22/2017 V1420	Lawyer, Ronald	EFT000000012749	192.67	Volunteer
12/22/2017 V70	LeClair, Raymond	EFT000000012750	333.88	Volunteer
12/22/2017 V71	Lightholder, Stephen	EFT000000012751	136.99	Volunteer
12/22/2017 V74	Markham, Laurel	EFT000000012752	372.43	Volunteer
12/22/2017 V75	Martin, Ronald	EFT000000012753	777.43	Volunteer
12/22/2017 V1018	Metivier, Shelli	EFT000000012754	635.58	Volunteer
12/22/2017 V1570	Murphy Sandra	EFT000000012755	153.56	Volunteer
12/22/2017 V82	Parah, Donna	EFT000000012756	375.09	Volunteer
12/22/2017 V83	Parah, Maurice	EFT000000012757	881.75	Volunteer
12/22/2017 V86	Pike, Gail	EFT000000012758	772.64	Volunteer
12/22/2017 V691	Rogers, Robert	EFT000000012759	143.64	Volunteer
12/22/2017 V89	Sayers, Gail	EFT000000012760	746.90	Volunteer
12/22/2017 V1236	Sayers, James	EFT000000012761	565.57	Volunteer
12/22/2017 V1523	Smith, Erika	EFT000000012762	25.20	
12/22/2017 V93	Timm, Marta	EFT000000012763	800.97	Volunteer
12/22/2017 V522	Turcotte, S Jeanette	EFT000000012764	122.00	Volunteer
12/22/2017 V97	Yandow, Dennis	EFT000000012765	357.98	Volunteer
12/22/2017 V11	Asper, Sheryl	EFT000000012766	80.00	
12/22/2017 V1182	Charissakis, John	EFT000000012767	455.00	FSA reimbursement
12/22/2017 V108	Daley, Michelle	EFT000000012768	1,056.16	Training Reimbursement
12/22/2017 V25	Frechette, Normand	EFT000000012769	155.26	FSA reimbursement
12/22/2017 V35	McDonald, Pam	EFT000000012770	25.00	
12/22/2017 V36	McLaughlin, Timothy	EFT000000012771	218.47	FSA reimbursement
12/22/2017 V38	Moore, Jon	EFT000000012772	1,390.93	Training and FSA AND DCAP reimburse
12/22/2017 V814	Nelle, Jordan	EFT000000012773	210.23	Training Reimbursement
12/22/2017 V137	Plante, Karen	EFT000000012774	100.00	FSA
12/22/2017 V141	Riley, Shawn	EFT000000012775	20.00	
12/22/2017 V17	Smith, Jamie L	EFT000000012776	192.30	DCAP reimbursement
12/26/2017 V1025	Alter, Charles	83821	91.49	
12/26/2017 V1482	Cady, Duane	83822	9.64	
12/26/2017 V1117	Hall, John	EFT000000012777	194.21	Volunteer
12/29/2017 V316	Able Paint, Glass & Flooring Co.	83823	171.00	
12/29/2017 V1248	Abolox LLC	83824	1,701.64	2 Safety Vest Invoices
12/29/2017 V1558	Aella Consulting Group, Inc.	83825	1,585.00	1 Consulting Invoice
12/29/2017 V1305	Allegiant Care	83826	216,793.25	Health Insurance
12/29/2017 V214	AT&T Mobility	83827	53.21	

12/29/2017 V590	Barrett Trucking Co., Inc.	83828	189.90	
12/29/2017 V1571	Bloomfire, Inc.	83829	900.00	
12/29/2017 V223	Bond Auto Parts	83830	595.77	
12/29/2017 V425	BSC Industries, Inc.	83831	109.34	
12/29/2017 V362	Burlington Free Press	83832	20.45	
12/29/2017 V226	Burlington Public Works-Water	83833	162.65	
12/29/2017 V227	Burlington Telecom	83834	2,034.08	Internet
12/29/2017 V1369	Capitol City Auto Mart Inc dba	83835	94.03	
12/29/2017 V851	Champlain Medical	83836	100.00	
12/29/2017 V595	Champlain Valley Equipment	83837	1,015.48	1 Part Invoice
12/29/2017 V293	Charlebois, R.R Inc.	83838	1,375.00	1 Towing Charge
12/29/2017 V220	Class C Solutions Group	83839	2,053.32	3 Part Invoices
12/29/2017 V1240	ClearChoiceMD	83840	285.00	
12/29/2017 V600	Cody Chevrolet	83841	1,217.96	4 Part Invoices
12/29/2017 V236	Colonial Supplemental Insurance	83842	34.95	
12/29/2017 V928	Conway Office Solutions	83843	145.68	
12/29/2017 V238	Crystal Rock Bottled Water	83844	293.02	
12/29/2017 V239	Cummins Northeast LLC	83845	2,058.05	4 Part Invoices
12/29/2017 V241	D & W Diesel, Inc.	83846	7,192.63	3 Part Invoices
12/29/2017 V250	Fisher Auto Parts	83847	1,469.81	18 Part Invoices
12/29/2017 V252	FleetPride, Inc	83848	1,334.08	2 Part Invoices
12/29/2017 V1347	Foley Distributing Corp.	83849	258.30	
12/29/2017 V256	Genfare	83850	59.09	
12/29/2017 V257	Gillig Corp.	83851	2,699.03	3 Part Invoices
12/29/2017 V259	Grainger	83852	595.29	
12/29/2017 V260	Green Mountain Kenworth, Inc.	83853	1,652.88	1 Part Invoice
12/29/2017 V1341	Iroquois Manufacturing Company	83854	354.09	
12/29/2017 V328	Kirk's Automotive Inc.	83855	1,715.89	4 Part Invoices
12/29/2017 V1509	Lawson Products, Inc	83856	485.92	
12/29/2017 V267	Lincoln Financial Group	83857	10.21	
12/29/2017 V702	Lincoln National Life Insurance Comp	83858	13,359.72	Insurance
12/29/2017 V270	Lowe's	83859	495.78	
12/29/2017 V275	McNeil Leddy & Sheahan	83860	203.50	
12/29/2017 V1475	Miller, Brian	83861	300.00	
12/29/2017 V278	Mohawk Mfg. & Supply Co.	83862	249.20	
12/29/2017 V280	Mutual of Omaha Insurance Co.	83863	118.77	
12/29/2017 V792	Myers Container Service Corp.	83864	119.66	
12/29/2017 V284	New G.H. Berlin Oil Company	83865	2,686.31	3 Part Invoices
12/29/2017 V1320	NorthEast Mailing Systems, LLC	83866	218.05	
12/29/2017 V993	Paws Trucking, LLC	83867	60.00	
12/29/2017 V232	Petty Cash	83868	97.64	
12/29/2017 V294	RHR Smith & Company	83869	100.00	
12/29/2017 V589	Ronald McDonald House-All	83870	60.00	
12/29/2017 V296	Rouse Tire Sales	83871	2,732.28	2 Tire Invoices
12/29/2017 V854	S2Technology	83872	406.25	
12/29/2017 V298	Sanel Auto Parts Co.	83873	102.56	
12/29/2017 V299	SB Collins, Inc.	83874	17,451.12	Fuel
12/29/2017 V686	Shearer Chevrolet	83875	3,503.95	3 Part Invoices
12/29/2017 V301	Sovernet	83876	1,092.21	Internet
12/29/2017 V308	Steadman Hill Consulting, Inc.	83877	12,611.00	1 Consulting Invoice

12/29/2017 V312	Stowe, Town of	83878	416.42	
12/29/2017 V1176	Summit Ventures (Sugrbush)	83879	115.00	
12/29/2017 V186	Tech Group, The	83880	202.00	
12/29/2017 V1030	UniFirst Corporation	83881	427.69	
12/29/2017 V314	Unum Life Insurance	83882	370.84	
12/29/2017 V535	VAS Tools, LLC	83883	749.95	
12/29/2017 V391	Verizon Wireless	83884	3,462.95	Tablet Invoices
12/29/2017 V468	Vermont Department of Motor Vehic	83885	35.00	
12/29/2017 V410	Vermont Gas Systems, Inc.	83886	4,688.40	1 Utility Bill
12/29/2017 V1564	Vt Back & Body Care dba VT CDL Exa	83887	475.00	
12/29/2017 V336	W.B Mason Co., Inc.	83888	433.80	
12/29/2017 V796	Yipes Auto Accessories	83889	55.00	
12/29/2017 V10	Vt Office of Child Support	EFT000000012778	746.44	

To: GMT Board of Commissioners  
 From: Michelle Daley, Director of Finance  
 Date: January 11, 2018  
 RE: Finance/Grants/Capital Projects/ADA/Broker Services



The finance team was busy at the end of the calendar year preparing section 125 packets to distribute to all employees to gather information on who wants to participate in the program and how much they want to set aside each pay period. Now that they are all received we have entered the information into our accounting software to integrate with the payroll process. Karen Plante was especially busy in the month of December with payroll processing as three bi-weekly paychecks were cut in December, our office was closed on Christmas day, giving her one less day to process payroll for the previous pay period and she cut several cash out checks that she had to process for the annual cash out of CTO time option that several employees took advantage of. Kudos to Karen!

The grants team has been diligently working preparing the information for the upcoming triennial review. We have held meetings with the other departments to go over the data needed from them as requested from the reviewers and have been compiling the documents for submission by the end of this month. The Triennial review looks at 19 areas, the request for information is lengthy and is due at the end January, with the site visit the second week of July. VTRANS is subjected to what is called The State Management Review, which is identical to the triennial review with the addition of oversight compliance for their sub-recipients. Since we are a sub-recipient we are also gathering data to send to VTRANS for their data collection which is due to their reviewer at the same time as ours.

The financial statements for the FY17 audit have been finalized and Ron Smith will be at the Finance Committee meeting in February to brief the Committee on the results of the audit. We have submitted GMT's FY19 indirect cost rate calculation for approval, which has been calculated as 9.15%. For comparison, our approved indirect cost rate for FY18 is 9.865% and in FY17 the rate was 9.55%.

Attached are the November 30, 2017 financials for your review. The total reconciled balance of the operating cash balance for the month ended November 30, 2017 is \$2,653,316. A large portion of this cash balance is directly attributable to several drawdowns and deposits from the State of Vermont for grant funding, as well as payments received from Member Community Assessments.

The aged trade Accounts Receivable balance for November 30, 2017 was \$2,024,141. This balance is broken out as \$1,520,978 attributable to the Urban Program and \$503,164 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 10/31/17 was \$2,609,177.) The combined aging details are as follows:

	<b>Current Month</b>	<b>As of 10/31/17</b>
Current	\$1,979,298	2,571,723
30-60 Days	19,752	23,605
61-90 Days	11,400	7,196
91 and Over	13,691	6,653

As of the date of this memo, we have collected 18.85% in subsequent payments on the aged receivables in the 61 days and over categories. Balances remaining in those categories, after taking these payments into consideration, are as follows:

Dealer.com	2,192.20
Villa Rehab*	5,427.72
VTrans	12,742.67



<b>Total due as of the          date of this memo          \$20,362.59</b>
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*\*Villa Rehab is a facility in St. Albans that has had some financial difficulties, we have been in touch with the Executive Director and assured that they will pay this balance in full, it will take them some time as they reorganize their business model. We have been receiving small payments periodically the last payment was on 12/1/2017 in the amount of \$1,225.*

As we review the revenues and expenses for the month ended November 30, 2017, we use a benchmark to determine how well we are following our budget. We calculate this benchmark as 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 41.67% for the Fiscal Year to date November 30, 2017.

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues. Other State grants for the Urban system appear low because GMT hadn't executed the grant with the State until mid-December and therefore had not had a chance to bill for FY18 prior to the date of execution. The Urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to our Federal Urban Formula Grant (5307) which, at best allows us to breakeven.

The Rural operating budget does not have a similar grant to break even, 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, "catching up" when the actual billing is reported. The trend for Rural grants has typically been lower earnings at the beginning of the fiscal year, with higher earnings in the winter months, which is perfectly aligned with what these statements are reflecting. We expect these revenues to come in line with the benchmark the closer we get to the end of the fiscal year.

The Rural system is currently showing deficit spending of \$261K, part of the issue here is that some of the revenues are behind in billing, however that being said we will be making reasonable estimates going forward to recognize this revenue to better reflect how the rural system is performing financially. Additionally, we have completed the analysis of the Medicaid PMPW unduplicated counts through December, and have determined, with agreement from VPTA, that we are owed approximately \$56K for errors in VPTA's records from September 2017 through December 2017 which will be paid to us shortly. These errors have been identified through extensive reconciliation and we will be monitoring VPTA's records for payment carefully as we move forward to ensure that they are accurately reporting our unduplicated counts and paying us correctly. Since we received the state grant amendment in December, we have been working on catching up on the state grant billing. The Rural Capital Shuttle expanded service and Rural planning has now been billed through October. Urban mobility management has been billed through September. Since the grant amendment was so late, we were not sure we'd get these funds, therefore the revenue is not reflected in the financials presented. This will be corrected for the December Financials.

Areas of note for the Operating Revenues include:

- Fares are trending slightly below the benchmark in both the Urban and Rural System. This is not considered unusual as warmer weather in the summer months mean more people going out on foot or using other recreational modes of transportations (bikes, etc.). Additionally, the national trend is lower ridership currently. With the 12 new buses going into service, we have experienced some hiccups with the new fareboxes. They were not able to read our fare media and therefore operated fare free for a number of days in December. We are still working with Genfare to get the CATcards readable. To this end, fares will likely be down all year.

- Advertising – Per conversation with the Marketing Department, this revenue is trending low due to lower interest in bus advertising this year. This is not a political year, and political signs are a large advertising revenue generator. Marketing is working on a mailer and some hand out information to give out at mixers, as well as expanding advertising opportunities to include spaces at the DTC to bolster more interest.
- Planning Revenue – For the Rural system this revenue is exceeding the benchmark due to requesting reimbursement for expenses related to the Comprehensive Service Analysis. During the financial review process we noticed that we had overbilled the planning grant to VTRANs and staff is working on correcting that error which will be reflected in December Financials.
- Interest and Miscellaneous revenue – These are all trending below the benchmark for the Urban system. This is due to timing issues and the unpredictability of these types of revenues.
- Medicaid Purchase of Service – This Rural revenue is below our budgeted benchmark due to a change in the way we are reimbursed for Medicaid rides. We are being reimbursed less per unduplicated ride than we were under the previous method. However, as mentioned above we are owed \$56K in revenue from VPTA and we will be getting more accurate payments based on true unduplicated counts going forward.
- Warranty Revenue is well exceeding its budget. This is due to losses sustained on Bus #282 and the insurance proceeds received.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. While we recognize that there are several variances from the benchmark of 41.67% in the expense categories of the attached report, our focus for explanations below will be those of note, rather than those solely due to timing:

- Admin Supplies and Expenses – This is high for the Urban system due to purchases of ergonomic office equipment for several staff members. Without the Capital funding from the state being in place, these purchases were coded here. Now that we have secured Capital funding for these types of purchases and other office equipment, we expect this to come more in line with budget expectations in the second half of the year.
- Recruiting Expenses – This is low for the Urban system and high for the Rural system. Urban drivers are fully staffed currently so our recruiting needs have been low. For the Rural system we actively recruit for the Mountain season during October and into November. Now that the season has begun, we expect to see this expense align more closely with the budget forecast.
- Travel and Meetings, Computer Services Expense and Legal Fees – These are as needed expenses and due to the nature of them they are difficult to budget and anticipate spending throughout the fiscal year.
- Background Checks – These expenses are tied to hiring, and with the seasonal hiring and the annual background checks needing to occur for the Medicaid contract, expenses are always higher in the beginning of the fiscal year.
- Drug & Alcohol Testing – Subsequent to setting the initial budget for this expense category we determined that there would be cost savings in joining the State of

Vermont's Drug & Alcohol Program. Our drivers are now tested as part of the larger State Driver Pool and the State incurs the expense. We were the only Transit Agency in the State of Vermont that was funding our own Drug & Alcohol Program. The approved budget is adjusted to reflect this change.

- Employee Recruitment Program – This is a variable expense incurred as current employees recommend new employees who are hired and subsequently are retained for certain lengths of time. This has proven to be a valuable recruitment tool for GMT and difficult to predict.
- Driver's Uniforms – A large order for uniforms has been placed and payment for these will be reflected in the December financials. Large uniform orders are placed seasonally so this line is not expected to conform to monthly benchmarks.
- Other Planning Expenses and MPO Planning Expenses – These are high compared to their budgets due to the Comprehensive Service Analysis (CSA) discussed in the revenue section above. This project is carrying over from FY17 and is anticipated to be completed in FY18.
- Maintenance Expenses – The budget for maintenance accounts was heavily scrutinized for accuracy and represents the area of the approved adjusted budget with the most changes. In discussions with the Director of Maintenance our vehicle maintenance costs have been rising in recent years because of the inability to replace vehicles, especially in the rural area. We will be working closely with VTRANS for the FY19 grant application to ensure we receive replacement buses, until then we are having to manage our current fleet the best we can with what we have.
  - Parts Expense – These expenses are due to timing and need for parts, as well as mid-life engine overhauls required on aging buses. Since we have finally worked out our Capital grant award with the State and there are funds awarded to maintenance for parts invoices will begin to be coded to the capital line items until fully utilized.

Maintenance will be an area we watch closely in the coming months.

- Marketing Expenses – these are below the budget benchmark due to the focus of the marketing department at the end of FY17 and the beginning of FY18 being on our rebrand. We had capital funds set aside for the projects associated with the rebrand, so operating marketing expenses have not been the focus of their spending. These will come in line with the benchmark as new bus map & guides are issued and focus shifts to other marketing campaigns.
- Debt Service – This expense is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY18 payment is the fifth payment on this lease. This expense is a component of the Member Assessment formula.

The following is an update of the ongoing capital projects staff continue to work on:

☆ **Passenger Shelters:**

- Awaiting documentation of closed permits from solar light installer to process final payment. Continuing to work with the Town of Jericho to install a post and beam shelter in the spring. In the process of evaluating bus stops within the service area for the installation of shelters, benches, and bike racks during the spring and summer.

☆ **Downtown Transit Center:**

- Scheduling replacement of two platform heaters with higher BTU models sometime in the next couple of weeks. Continuing to work with Enseicom to update the bike storage shelter design.
- Working with VHB and Casella to schedule removal of soil to be disposed in Clinton County, NY. Removal will be dependent on weather and schedule constraints, but is being expedited as much as possible to improve access to the back bays at 1 Industrial.

☆ **Industrial Parkway Driveway Ramp:**

- This week, VHB submitted updated plans and permit documents for review by GMT. Currently in the process of reviewing these documents and will meet with senior staff for additional review of the design. Both the state stormwater and local permits are close to being finalized. Will begin preparing IFB documents in preparation of a procurement taking place in late winter/early spring.

☆ **GMTA Facility Renovation:**

- Scheduling issues have delayed completion of the budget estimates. Security design work still needs further development in order to generate comprehensive project budgets. Working with the security design contractor and A&E consultants to have this completed by the end of the month.

☆ **Decommissioning of Former Cherry Street Terminal:**

- No recent developments. Still planning to get someone secured to finish the prep work in early spring.

☆ **Facility Security Upgrades:**

- Procurement documents for the system installation were completed in mid-December and have been issued to qualified firms. A pre-quote meeting was held on January 9, 2018, with three firms in attendance. Quotes are due in a couple of weeks and a contractor is anticipated to be selected by the end of the month.

☆ **Big Bus Buy:**

- All twelve buses have been delivered. Working with Maintenance and Gillig to finalize all post-delivery documentation and process invoices.

☆ **Electric Bus Buy:**

- Working with staff and VEIC in the development of the electric bus specification and draft RFP. Working to have a finalized RFP to be issued at the end of January.

Chittenden County Transportation Authority  
Statement of Net Assets  
As of 11/30/2017

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	As Of 2017	As Of 2016
<b>ASSETS</b>		
Current Assets:		
Cash and Investments	3,152,175.13	3,493,636.99
Receivables:		
Grant	3,209,798.57	3,318,632.64
Other	2,032,634.36	2,241,634.13
Deferred Cost Pool	(267,750.78)	(89,620.23)
Inventories	639,422.15	638,378.37
Prepaid Expenses	351,686.46	334,013.78
Total Current Assets	<u>9,117,965.89</u>	<u>9,936,675.68</u>
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	<u>26,910,775.90</u>	<u>28,500,194.69</u>
<b>TOTAL ASSETS</b>	<u><u>36,028,741.79</u></u>	<u><u>38,436,870.37</u></u>
<b>LIABILITIES AND FUND EQUITY</b>		
Current Liabilities:		
Accounts Payable	393,484.02	381,419.90
Accrued Payroll Expenses	152,669.57	335,499.91
Other Accrued Expenses	84,333.67	68,220.07
Deferred Revenue	4,474,411.33	5,041,671.26
Total Current Liabilities	<u>5,104,898.59</u>	<u>5,826,811.14</u>
Long-Term Liabilities:		
Accrued Compensated Absences	<u>802,255.58</u>	<u>704,319.21</u>
Total Long-Term Liabilities	<u>802,255.58</u>	<u>704,319.21</u>
Total Liabilities	<u>5,907,154.17</u>	<u>6,531,130.35</u>
Fund Equity:		
Invested in capital assets, net of related debt	28,031,330.04	29,537,091.88
Restricted	1,547,481.95	1,484,414.58
Unrestricted	2,220,486.83	1,999,581.05
Current Year Change in Net Assets	<u>(1,677,711.20)</u>	<u>(1,115,347.49)</u>
Total Fund Equity	<u>30,121,587.62</u>	<u>31,905,740.02</u>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<u><u>36,028,741.79</u></u>	<u><u>38,436,870.37</u></u>

Chittenden County Transportation Authority  
and CCTA dba Green Mountain Transit  
Urban Rural Budget Vs. Actuals  
For the Five Months Ending Thursday, November 30, 2017

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**REVENUES**

**FEDERAL, STATE AND LOCAL REVENUE**

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY18 Adjusted Budget Approved Dec 2017			Budget Variance			
Municipal Member Assessments	971,162.00	0.00	\$971,162.00	2,279,715.00	0.00	\$2,279,715.00	42.60%	0.00%	42.60%	2,182,179.99
Municipal Paratransit Assessments	261,628.30	0.00	261,628.30	627,908.00	0.00	627,908.00	41.67%	0.00%	41.67%	691,231.00
Local Operating Assistance	34,604.20	127,068.24	161,672.44	78,050.00	421,725.00	499,775.00	44.34%	30.13%	32.35%	469,209.40
Federal Urban Formula Grant	1,150,312.76	0.00	1,150,312.76	2,706,098.00	0.00	2,706,098.00	42.51%	0.00%	42.51%	2,298,273.00
Federal Rural Operating Grant	0.00	389,400.00	389,400.00	0.00	1,180,000.00	1,180,000.00	0.00%	33.00%	33.00%	1,220,850.57
State Regular Subsidy Operating Grant	1,015,672.00	297,000.00	1,312,672.00	2,437,612.00	900,000.00	3,337,612.00	41.67%	33.00%	39.33%	3,237,179.00
E&D Grants and Local Match	0.00	452,714.43	452,714.43	0.00	1,117,698.00	1,117,698.00	0.00%	40.50%	40.50%	1,192,836.10
Other State Grants	9,933.11	3,266.79	13,199.90	72,122.00	18,000.00	90,122.00	13.77%	18.15%	14.65%	121,649.71
Other Federal Grants	1,073,208.39	299,819.79	1,373,028.18	2,536,427.00	853,118.00	3,389,545.00	42.31%	35.14%	40.51%	3,479,637.07
Fund Balance Reserves	0.00	0.00	0.00	0.00	148,614.00	148,614.00	0.00%	0.00%	0.00%	0.00
Capital Reserve Revenue	73,458.33	8,333.33	81,791.66	176,300.00	20,000.00	196,300.00	41.67%	41.67%	41.67%	310,671.00
<b>Total Federal, State and Local Revenues</b>	<b>4,589,979.09</b>	<b>1,577,602.58</b>	<b>6,167,581.67</b>	<b>10,914,232.00</b>	<b>4,659,155.00</b>	<b>15,573,387.00</b>	<b>42.05%</b>	<b>33.86%</b>	<b>39.60%</b>	<b>15,203,716.84</b>

**OPERATING REVENUE**

Passenger Revenue	920,843.16	42,983.55	963,826.71	2,320,000.00	123,000.00	2,443,000.00	39.69%	34.95%	39.45%	2,340,516.14
Paratransit Passenger Fares	40,600.00	0.00	40,600.00	115,000.00	0.00	115,000.00	35.30%	0.00%	35.30%	99,511.25
Advertising Revenue	23,869.00	0.00	23,869.00	200,000.00	50,000.00	250,000.00	11.93%	0.00%	9.55%	158,671.35
Planning Revenue	170,243.29	43,676.28	213,919.57	362,106.00	30,000.00	392,106.00	47.01%	145.59%	54.56%	371,918.18
Interest Earnings	342.22	1,723.19	2,065.41	3,000.00	4,000.00	7,000.00	11.41%	43.08%	29.51%	5,326.42
Miscellaneous Revenue	2,070.51	62.57	2,133.08	19,000.00	0.00	19,000.00	10.90%	0.00%	11.23%	14,886.24
Sales Of Equipment	481.00	0.00	481.00	11,000.00	3,000.00	14,000.00	4.37%	0.00%	3.44%	16,165.15
Medicaid Purchase Of Svc	0.00	489,528.87	489,528.87	0.00	1,540,000.00	1,540,000.00	0.00%	31.79%	31.79%	1,564,826.44
Purchase of Service	21,622.37	89,981.59	111,603.96	43,844.00	225,716.00	269,560.00	49.32%	39.86%	41.40%	252,992.12
Warranty Revenue	5,310.00	0.00	5,310.00	2,000.00	2,000.00	4,000.00	265.50%	0.00%	132.75%	1,911.39
<b>Operating Revenue</b>	<b>1,185,381.55</b>	<b>667,956.05</b>	<b>1,853,337.60</b>	<b>3,075,950.00</b>	<b>1,977,716.00</b>	<b>5,053,666.00</b>	<b>38.54%</b>	<b>33.77%</b>	<b>36.67%</b>	<b>4,826,724.68</b>

<b>Total Revenue</b>	<b>5,775,360.64</b>	<b>2,245,558.63</b>	<b>8,020,919.27</b>	<b>13,990,182.00</b>	<b>6,636,871.00</b>	<b>20,627,053.00</b>	<b>41.28%</b>	<b>33.83%</b>	<b>38.89%</b>	<b>20,030,441.52</b>
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**EXPENSES**

**SALARIES AND WAGES**

Other Wages	638,712.37	368,495.09	1,007,207.46	1,714,621.00	984,255.00	2,698,876.00	37.25%	37.44%	37.32%	2,633,587.32
Driver/Operator Wages	1,657,941.33	484,219.40	2,142,160.73	4,226,302.00	1,499,979.00	5,726,281.00	39.23%	32.28%	37.41%	5,503,191.45
Vehicle Repair Wages	345,321.97	54,081.58	399,403.55	960,901.00	163,784.00	1,124,685.00	35.94%	33.02%	35.51%	998,243.36
<b>Salaries and Wages</b>	<b>2,641,975.67</b>	<b>906,796.07</b>	<b>3,548,771.74</b>	<b>6,901,824.00</b>	<b>2,648,018.00</b>	<b>9,549,842.00</b>	<b>38.28%</b>	<b>34.24%</b>	<b>37.16%</b>	<b>9,135,022.13</b>

**PERSONNEL TAXES AND BENEFITS**

Payroll Taxes (FICA/MC)	202,313.12	69,392.19	271,705.31	527,990.00	202,573.00	730,563.00	38.32%	34.26%	37.19%	688,868.02
Unemployment Tax Exp	6,178.47	4,763.65	10,942.12	22,000.00	20,000.00	42,000.00	28.08%	23.82%	26.05%	38,274.06
Medical Insurance/HRA	681,420.54	272,187.86	953,608.40	1,519,767.00	557,226.00	2,076,993.00	44.84%	48.85%	45.91%	2,050,012.08
Pension Plan Expenses	108,581.58	24,676.47	133,258.05	287,116.00	60,904.00	348,020.00	37.82%	40.52%	38.29%	334,839.35
Employee Development	21,496.96	9,691.04	31,188.00	35,500.00	32,500.00	68,000.00	60.55%	29.82%	45.86%	49,794.18
Other Employee Benefits	108,784.83	41,769.75	150,554.58	250,407.00	92,030.00	342,437.00	43.44%	45.39%	43.97%	349,990.34
<b>Personnel Taxes and Benefits</b>	<b>1,128,775.50</b>	<b>422,480.96</b>	<b>1,551,256.46</b>	<b>2,642,780.00</b>	<b>965,233.00</b>	<b>3,608,013.00</b>	<b>42.71%</b>	<b>43.77%</b>	<b>42.99%</b>	<b>3,511,778.03</b>

Chittenden County Transportation Authority  
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY18 Adjusted Budget Approved Dec 2017			Budget Variance			
<b><u>GENERAL AND ADMIN EXPENSES</u></b>										
Admin Supplies and Expenses	21,607.64	5,120.38	26,728.02	43,740.00	21,600.00	65,340.00	49.40%	23.71%	40.91%	62,382.75
Recruiting Expenses	3,094.92	6,742.28	9,837.20	18,400.00	12,000.00	30,400.00	16.82%	56.19%	32.36%	33,990.27
Dues and Subscriptions	21,563.00	636.00	22,199.00	27,838.00	10,033.00	37,871.00	77.46%	6.34%	58.62%	33,714.72
Travel and Meetings	1,069.14	384.57	1,453.71	3,500.00	3,500.00	7,000.00	30.55%	10.99%	20.77%	7,386.53
Board Development	0.00	0.00	0.00	2,000.00	2,000.00	4,000.00	0.00%	0.00%	0.00%	0.00
Communications	20,169.88	11,068.68	31,238.56	58,880.00	28,336.00	87,216.00	34.26%	39.06%	35.82%	77,450.70
Computer Service Exp	15,172.67	3,441.96	18,614.63	124,320.00	57,164.00	181,484.00	12.20%	6.02%	10.26%	72,851.40
Legal Fees	1,990.76	50.40	2,041.16	10,000.00	3,000.00	13,000.00	19.91%	1.68%	15.70%	7,987.44
Insurance	347,790.42	145,920.88	493,711.30	758,412.00	305,132.00	1,063,544.00	45.86%	47.82%	46.42%	1,221,595.65
Audit Fees	6,195.00	2,655.00	8,850.00	19,425.00	8,325.00	27,750.00	31.89%	31.89%	31.89%	27,750.00
Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	2,109.75
<b>General and Admin Expenses</b>	<b>438,653.43</b>	<b>176,020.15</b>	<b>614,673.58</b>	<b>1,066,515.00</b>	<b>451,090.00</b>	<b>1,517,605.00</b>	<b>41.13%</b>	<b>39.02%</b>	<b>40.50%</b>	<b>1,547,219.21</b>
<b><u>OPERATIONS EXPENSES</u></b>										
Background Checks	1,125.00	7,033.00	8,158.00	1,900.00	8,325.00	10,225.00	59.21%	84.48%	79.78%	11,028.60
Drug & Alcohol Testing	558.00	434.00	992.00	13,755.00	7,898.00	21,653.00	4.06%	5.50%	4.58%	19,884.25
DOT Testing	3,600.00	2,695.00	6,295.00	5,850.00	7,920.00	13,770.00	61.54%	34.03%	45.72%	12,454.70
Employment Recruitment Program	400.00	0.00	400.00	800.00	400.00	1,200.00	50.00%	0.00%	33.33%	600.00
Driver's Uniforms	4,475.32	2,057.63	6,532.95	24,996.00	20,170.00	45,166.00	17.90%	10.20%	14.46%	77,788.32
Safety Expense	936.53	0.00	936.53	2,050.00	1,700.00	3,750.00	45.68%	0.00%	24.97%	3,636.21
Misc. Operating Exp	1,139.71	56.17	1,195.88	7,100.00	2,675.00	9,775.00	16.05%	2.10%	12.23%	8,128.47
<b>Operations Expenses</b>	<b>12,234.56</b>	<b>12,275.80</b>	<b>24,510.36</b>	<b>56,451.00</b>	<b>49,088.00</b>	<b>105,539.00</b>	<b>21.67%</b>	<b>25.01%</b>	<b>23.22%</b>	<b>133,520.55</b>
<b><u>PLANNING EXPENSES</u></b>										
Other Planning Expenses	0.00	71,065.08	71,065.08	0.00	60,000.00	60,000.00	0.00%	118.44%	118.44%	53,666.06
MPO Planning Expenses	84,643.98	0.00	84,643.98	150,000.00	0.00	150,000.00	56.43%	0.00%	56.43%	96,577.94
<b>Planning Expenses</b>	<b>84,643.98</b>	<b>71,065.08</b>	<b>155,709.06</b>	<b>150,000.00</b>	<b>60,000.00</b>	<b>210,000.00</b>	<b>56.43%</b>	<b>118.44%</b>	<b>74.15%</b>	<b>150,244.00</b>
<b><u>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</u></b>										
Parts Expense - Non-Revenue Vehicles	2,600.89	787.46	3,388.35	7,000.00	4,800.00	11,800.00	37.16%	16.41%	28.71%	11,738.07
Parts Expense - Revenue Vehicles	330,937.84	146,405.98	477,343.82	408,394.00	191,000.00	599,394.00	81.03%	76.65%	79.64%	807,595.18
Tires	41,527.28	13,581.22	55,108.50	90,000.00	30,000.00	120,000.00	46.14%	45.27%	45.92%	117,176.85
Facility Maintenance	36,429.91	23,562.92	59,992.83	70,000.00	79,200.00	149,200.00	52.04%	29.75%	40.21%	151,435.35
Passenger Facility Expenses	10,331.72	0.00	10,331.72	42,988.00	1,000.00	43,988.00	24.03%	0.00%	23.49%	38,182.23
Cleaning Expense	7,500.00	3,496.34	10,996.34	58,000.00	7,200.00	65,200.00	12.93%	48.56%	16.87%	35,568.49
Repeater Fees	10,764.00	8,100.00	18,864.00	21,600.00	16,200.00	37,800.00	49.83%	50.00%	49.90%	34,074.00
Light, Heat and Water	46,978.76	12,713.23	59,691.99	115,000.00	55,000.00	170,000.00	40.85%	23.11%	35.11%	184,036.52
Fuel - Vehicles	316,854.16	106,502.89	423,357.05	971,584.00	313,408.00	1,284,992.00	32.61%	33.98%	32.95%	1,011,873.97
Maintenance Tools/Supplies/Uniforms	45,344.42	7,262.20	52,606.62	91,075.00	12,544.00	103,619.00	49.79%	57.89%	50.77%	90,163.85
Misc Maint Expenses and fees	3,615.40	755.77	4,371.17	5,000.00	1,350.00	6,350.00	72.31%	55.98%	68.84%	5,221.27
<b>Vehicle/Building Maintenance Exp</b>	<b>852,884.38</b>	<b>323,168.01</b>	<b>1,176,052.39</b>	<b>1,880,641.00</b>	<b>711,702.00</b>	<b>2,592,343.00</b>	<b>45.35%</b>	<b>45.41%</b>	<b>45.37%</b>	<b>2,487,065.78</b>
<b><u>CONTRACTOR EXPENSES</u></b>										
ADA/SSTA Paratransit	485,086.34	0.00	485,086.34	1,266,007.00	0.00	1,266,007.00	38.32%	0.00%	38.32%	1,156,939.31
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0.00%	0.00%	0.00%	19,833.00
Functional Assessment Costs	4,034.14	0.00	4,034.14	10,000.00	0.00	10,000.00	40.34%	0.00%	40.34%	9,274.56
Volunteer Drivers	0.00	223,378.06	223,378.06	0.00	600,000.00	600,000.00	0.00%	37.23%	37.23%	575,416.34
Other Transportation (incl Cabs)	5,082.60	197,477.29	202,559.89	21,331.00	700,000.00	721,331.00	23.83%	28.21%	28.08%	824,032.68
<b>Contractor Expenses</b>	<b>494,203.08</b>	<b>420,855.35</b>	<b>915,058.43</b>	<b>1,317,171.00</b>	<b>1,300,000.00</b>	<b>2,617,171.00</b>	<b>37.52%</b>	<b>32.37%</b>	<b>34.96%</b>	<b>2,585,495.89</b>

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY18 Adjusted Budget Approved Dec 2017			Budget Variance			
<b>MARKETING EXPENSE</b>										
Bus Tickets/Fare Media	5,628.74	726.58	6,355.32	20,000.00	2,400.00	22,400.00	28.14%	30.27%	28.37%	14,583.92
Marketing Expense	9,663.05	9,190.57	18,853.62	52,000.00	45,840.00	97,840.00	18.58%	20.05%	19.27%	50,567.84
Public Information	5,365.50	8,151.06	13,516.56	37,000.00	23,000.00	60,000.00	14.50%	35.44%	22.53%	63,836.36
<b>Marketing Expense</b>	<b>20,657.29</b>	<b>18,068.21</b>	<b>38,725.50</b>	<b>109,000.00</b>	<b>71,240.00</b>	<b>180,240.00</b>	<b>18.95%</b>	<b>25.36%</b>	<b>21.49%</b>	<b>128,988.12</b>
<b>OTHER EXPENSES</b>										
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	73,458.33	8,333.66	81,791.99	176,300.00	20,000.00	196,300.00	41.67%	41.67%	41.67%	651,542.00
<b>Other Expenses</b>	<b>119,900.84</b>	<b>8,333.66</b>	<b>128,234.50</b>	<b>226,300.00</b>	<b>20,000.00</b>	<b>246,300.00</b>	<b>52.98%</b>	<b>41.67%</b>	<b>52.06%</b>	<b>697,984.51</b>
<b>TOTAL EXPENSES</b>	<b>5,793,928.73</b>	<b>2,359,063.29</b>	<b>8,152,992.02</b>	<b>14,350,682.00</b>	<b>6,276,371.00</b>	<b>20,627,053.00</b>	<b>40.37%</b>	<b>37.59%</b>	<b>39.53%</b>	<b>20,377,318.22</b>
Current Year Deferred Costs	(87,231.89)	0.00	(87,231.89)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(61,937.58)
ALLOCATIONS BETWEEN PROGRAMS	105,799.98	(105,799.98)	0.00	360,500.00	(360,500.00)	0.00	29.35%	29.35%	0.00%	0.00
<b>Balance Of Operating Budget</b>	<b>0.00</b>	<b>(219,304.64)</b>	<b>(219,304.64)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>(408,814.28)</b>
<b>Capital Revenue</b>										
Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	3,154,183.69
State Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	460,196.29
Paratransit Lease Revenue	0.00	3,735.60	3,735.60	0.00	0.00	0.00	0.00%	0.00%	0.00%	55,056.77
Local Match Revenue	0.00	0.33	0.33	0.00	0.00	0.00	0.00%	0.00%	0.00%	340,871.00
<b>Total Capital Revenue</b>	<b>0.00</b>	<b>3,735.93</b>	<b>3,735.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>4,010,307.75</b>
<b>Capital Expenses</b>										
Vehicles	58,892.00	59,128.00	118,020.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	890,164.41
Maintenance Parts and Equipment	123,357.33	311.82	123,669.15	0.00	0.00	0.00	0.00%	0.00%	0.00%	347,679.83
Passenger Amenities	23,027.35	3,092.20	26,119.55	0.00	0.00	0.00	0.00%	0.00%	0.00%	373,703.52
Facility Repairs and Improvements	25,491.90	48,297.75	73,789.65	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,678,378.39
<b>Total Capital Expenses</b>	<b>230,768.58</b>	<b>110,829.77</b>	<b>341,598.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3,289,926.15</b>
Balance of Capital Budget	(230,768.58)	(107,093.84)	(337,862.42)	0.00	0.00	0.00	0.00%	0.00%	0.00%	720,381.60
Transfer of Purchases to Fixed Assets	65,583.80	109,068.06	174,651.86	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,795,589.03
Deferred Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	883.00
Depreciation Expense	(1,030,185.03)	(265,010.97)	(1,295,196.00)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(3,329,828.04)
Subtotal	(964,601.23)	(155,942.91)	(1,120,544.14)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,533,356.01)
<b>Current Change in Net Assets</b>	<b>(1,195,369.81)</b>	<b>(482,341.39)</b>	<b>(1,677,711.20)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>(1,221,788.69)</b>





### Monthly Maintenance Performance Report

Month: December 2017

Urban Data	Data	Notes
Miles Operated:	153,095	Revenue Vehicles
Major Road Calls:	19	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	12.4	
Minor Road Calls:	12	Vehicle physically able to continue in revenue service without creating a safety concern (i.e fare box, HVAC)
Total Road Calls/100,000 Miles:	20.2	
"C" PM's Completed:	23	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	100%	Within 10% of the scheduled mileage per the FTA
Dropped Runs	15	Due to mechanical reasons or lack of buses
Active Fleet Avg. Age	10.07 years	Transit buses have a 12 year life expectancy

Rural Data	Data	Notes
Miles Operated:	101,364	Revenue Vehicles
Major Road Calls:	N/A	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	N/A	
Minor Road Calls:	N/A	Vehicle physically able to continue in revenue service without creating a safety concern (i.e fare box, HVAC)
Total Road Calls/100,000 Miles:	N/A	
"C" PM's Completed:	20	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	95%	Within 10% of the scheduled mileage per the FTA
Dropped Runs	NA	Due to mechanical reasons or lack of buses
Cut-away Active Fleet Avg. Age	4.56	Cut-away buses have a 5 year life expectancy

– Please see the new monthly Maintenance Performance Report above. Not all data is currently available in the rural area but will be in the coming months.

- The Maintenance Department had a luncheon on 12/28 for Earl Freeman who retired on 12/29 after more than 41 years at CCTA/GMT. Earl retired as the longest tenured employee in company history and his dedication and experience will be missed.

- As of 1/12 nine of the twelve new buses received in Burlington have entered revenue service. The additional three buses will enter revenue service during the week of 1/15 once the mountain decals are installed on the bus livery.

To: GMT Board of Commissioners  
From: Bob Young, Director of Operations  
Date: 01/05/18  
RE: GMT Operations Report

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The Stowe Mountain Road Shuttle and Sugarbush \ Mad River Valley seasonal routes are now running at full operational use and with peak service as well. The weather has helped the ski areas to be busy. However, the quality service our team is providing helps them have a successful season.

We had numerous personnel working on the Holidays providing seasonal service. We have thanked all that worked on the Holidays and those that helped with the extra work and task involved for preparing and doing the trips from a great staff of drivers, dispatchers, and supervisors. It was a great effort of the whole operation team, and was greatly appreciated.

Our team is doing compelling amount of work with the weather conditions that we are receiving this winter. Weather like this causes multiple delays, but our team keeps finding ways to provide the best possible service for our customers.

We did provide extra service with the City of Burlington for “First Night.” We were a little busy in the afternoon, but evening was significantly slower because of the freezing conditions.

No matter what conditions we have to work with, we will always be safe and professional.

To: GMT Board of Commissioners  
From: Jamie L. Smith, Marketing and Public Affairs Manager  
Date: January 11, 2018  
Re: Marketing and Public Affairs Report

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- All funding letters for rural communities have been sent. Public Affairs staff is working on a plan for Town Meeting Day. Part of the plan is to determine towns that we can approach ahead of time, given the limited amount of staff available to attend meetings.
- Marketing staff has nearly completed the annual report one-sheet. This document is provided each year to all the GMT urban towns. It features an overview of ridership, funding, internal trainings, and capital projects.
- Marketing staff recently met with the Burlington Business Association to talk about the potential to implement a transportation program for BBA member businesses. The project, still in the early stages of development, would be part of BBA's goal to help manage parking in the Downtown Burlington area. We look forward to continuing to offer support and partnership as BBA develops this idea further.
- Sugarbush Resort is in the process of hiring an intern (or two) from the University of Vermont to conduct surveys on-board MRV bus service this ski season. Their ultimate goal is to find out more information that would help them market to potential skiers, however we have been asked to help craft the survey questions to help make the information as beneficial as possible for GMT.
- Bus Map and Guides are in production for both Chittenden County and Capital District. The new bid starts in each location on February 19, 2018.

To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: January, 16, 2018

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

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### **Human Resources and Training**

GMT celebrated our employees in December by distributing holiday gifts to all employees. We also hosted holiday luncheons in Berlin, St Albans, and Burlington providing food for our employees.

Berlin welcomed two new PT Operators: Dennis Giacobbe and Jeff Driscoll. Dennis will work in the mountains and the Berlin area, while Jeff will be a seasonal Stowe Operator.

HR applied for and received a grant totaling \$26,433.0 from the Vermont Department of Economic Development. This grant is specific to workforce development and the funds will be used to pay 50% of the wages for new full-time bus operators while in training. The grant will also cover the cost of 50% of third-party vendor training: MCI troubleshooting, Effective Conflict Management Skills, English Language Learning, and the Sparks Institute (leadership training). This is first grant HR has applied for and we are looking forward to exploring opportunities.

## ADA Ridership Report (by Town) : FY18

Update 1/11/18

CITY/TOWN	July	August	September	October	November	December	Totals
BURLINGTON	1,282	1,229	1,170	1,275	1,186	1,133	7,275
COLCHESTER	116	103	97	107	100	99	622
ESSEX	288	288	278	317	300	317	1,788
OTHER	9	9	4	6	12	9	49
SHELBURNE	252	276	229	261	250	226	1,494
SO. BURLINGTON	963	1,092	1,091	1,204	1,132	1,105	6,587
WILLISTON	96	101	75	62	76	100	510
WINOOSKI	392	456	449	439	448	442	2,626
TOTAL	3,398	3,554.00	3,393	3,671	3,504	3,431	20,951
Cost to Members	84,904.23	89,416.24	\$ 86,067.45	\$ 93,902.23	\$ 89,303.77	\$ 88,176.72	\$ 531,770.65
Cost/Trip	\$ 24.99	25.16	\$ 25.36617978	\$ 25.57946886	\$ 25.48623587	\$ 25.70	\$ 25.38

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

	July	August	Sept.	Oct.	Nov.	Dec.	Totals
BURLINGTON	(12)	(161)	(61)	10	109	86	(29)
	-0.93%	-11.58%	-4.96%	0.79%	10.12%	8.21%	-0.40%
COLCHESTER	54	15	29	34	18	16	0
	87.10%	17.05%	42.65%	46.58%	21.95%	19.28%	0.00%
ESSEX	46	(21)	(84)	(40)	9	(4)	(94)
	19.01%	-6.80%	-23.20%	-11.20%	3.09%	-1.25%	-4.99%
OTHER	(15)	(22)	(9)	(10)	3	2	(0)
	-62.50%	-70.97%	-69.23%	-62.50%	33.33%	28.57%	-0.20%
SHELBURNE	(5)	10	13	14	(9)	(67)	(44)
	-1.95%	3.76%	6.02%	5.67%	-3.47%	-22.87%	-2.86%
SO. BURLINGTON	14	65	(42)	(62)	28	(32)	(29)
	1.48%	6.33%	-3.71%	-4.90%	2.54%	-2.81%	-0.44%
WILLISTON	(26)	(9)	(54)	(30)	(19)	18	(120)
	-21.31%	-8.18%	-41.86%	-32.61%	-20.00%	21.95%	-19.05%
WINOOSKI	(54)	(58)	(57)	8	(28)	(78)	(267)
	-12.1%	-11.3%	-11.3%	1.9%	-5.9%	-15.0%	-9.23%
TOTAL	2	(181)	(265)	(76)	111	(59)	(468)
	0.06%	-4.85%	-7.24%	-2.03%	3.27%	-1.69%	-2.18%

## ADA Ridership Report (by Town): FY17

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	1,047	14,398
COLCHESTER	62	88	68	73	82	83	1,037
ESSEX	242	309	362	357	291	321	3,751
OTHER	24	31	13	16	9	7	207
SHELBURNE	257	266	216	247	259	293	3,271
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	1,137	13,829
WILLISTON	122	110	129	92	95	82	1,126
WINOOSKI	446	514	506	431	476	520	5,761
TOTAL	3,396	3,735	3,658	3,747	3,393	3,490	43,380

## FY18 GMT Urban Ridership by Month

Number of Service Days														FY18 YTD		FY17 YTD			FY16 YTD		
Saturday	5	4	5	4	4	5								27		27			25		
Sunday	5	4	4	5	4	5								27		25			26		
Weekday	20	23	20	22	21	20								126		128			129		
School Days	0	2	20	21	17	16								76		74			78		
															Difference (FY18-FY17)				Difference (FY18-FY16)		
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY18 YTD		FY17 YTD	riders	%	FY16 YTD	riders	%
1	Williston-Wal-Mart	29,831	35,096	39,027	40,942	38,236	34,005							217,137		218,009	-872	-0.40%	239,843	-22,706	-9.47%
1V	Williston Village	1,365	1,506	1,482	1,588	1,414	1,500							8,855		7,450	1,405	18.86%	8,574	281	3.28%
10	Williston-Amtrak	1,618	1,734	1,387	1,474	1,441	1,024							8,678		8,652	26	0.30%	14,364	-5,686	-39.59%
2	Essex Junction	34,294	38,164	40,729	43,229	38,433	31,844							226,693		235,473	-8,780	-3.73%	254,025	-27,332	-10.76%
3	Lakeside Commuter	127	150	164	208	114	114							877		952	-75	-7.88%	895	-18	-2.01%
4	Essex Center	1,207	1,464	1,537	1,666	1,722	1,380							8,976		9,474	-498	-5.26%	11,536	-2,560	-22.19%
5	Pine Street	8,708	8,992	8,914	10,184	8,509	8,066							53,373		55,566	-2,193	-3.95%	62,277	-8,904	-14.30%
6	Shelburne Rd.	19,641	20,337	19,741	20,749	19,339	14,658							114,465		117,006	-2,541	-2.17%	128,790	-14,325	-11.12%
7	North Avenue	17,665	18,518	21,141	24,047	22,424	16,841							120,636		124,853	-4,217	-3.38%	131,628	-10,992	-8.35%
8	City Loop	4,638	5,149	5,841	6,454	6,536	4,780							33,398		31,950	1,448	4.53%	34,139	-741	-2.17%
9	Riverside/Winooski	8,808	10,004	10,335	10,984	10,211	7,756							58,098		62,369	-4,271	-6.85%	70,929	-12,831	-18.09%
11	College Street Shuttle	16,832	18,605	16,120	13,289	10,443	7,755							83,044		85,972	-2,928	-3.41%	97,077	-14,033	-14.46%
12	UMall/Airport	4,466	4,351	5,477	6,287	6,017	4,932							31,530		37,632	-6,102	-16.21%	43,784	-12,254	-27.99%
16	Hannaford's	108	258	80	242	172	148							1,008		1,164	-156	-13.40%	1,242	-234	-18.84%
19	Price Chopper #1	200	288	248	310	310	138							1,494		1,510	-16	-1.06%	1,708	-214	-12.53%
20	Price Chopper #2	98	80	90	136	186	122							712		936	-224	-23.93%	1,018	-306	-30.06%
21	School Trippers	0	1,111	15,964	19,364	16,539	16,360							69,338		74,410	-5,072	-6.82%	80,131	-10,793	0.00%
18	Sunday Service	495	332	376	479	461	425							2,568		2,837	-269	-9.48%	3,071	-503	-16.38%
26	Other	7,856	0	0	0	0	0							7,856		9,272	-1,416	-15.27%	7,985	-129	-1.62%
56	Milton Commuter	1,120	1,466	1,361	1,438	1,385	1,191							7,961		8,267	-306	-3.70%	8,882	-921	-10.37%
76	Middlebury Link	1,010	1,183	1,148	1,136	1,107	957							6,541		7,055	-514	-7.29%	9,053	-2,512	-27.75%
86	Montpelier Link	8,545	10,024	9,444	10,671	10,216	8,990							57,890		61,166	-3,276	-5.36%	62,298	-4,408	-7.08%
96	St. Albans Link	1,172	1,302	1,284	1,397	1,281	1,222							7,658		8,168	-510	-6.24%	8,610	-952	-11.06%
46	116 Commuter	277	337	359	321	300	250							1,844		1,991	-147	-7.38%	2,076	-232	-11.18%
36	Jeffersonville Commuter	716	770	708	818	737	586							4,335		4,298	37	0.86%	5,659	-1,324	-23.40%
SUBTOTAL		170,797	181,221	202,957	217,413	197,533	165,044	0	0	0	0	0	0	1,134,965		1,176,432	-41,467	-3.52%	1,289,594	-154,629	-11.99%
ADA Paratransit		3,444	3,571	3,393	3,671	3,504								17,583		17,918	-335	-1.87%	21,473	-3,890	-18.12%
TOTAL		174,241	184,792	206,350	221,084	201,037	165,044	0	0	0	0	0	0	1,152,548		1,194,350	-41,802	-3.50%	1,311,067	-158,519	-12.09%

## FY18 GMT Rural Ridership by Month

Number of Service Days													FY18 YTD	FY17 YTD	FY16 YTD					
Saturday		5	4	5	4	4	5							27	27	206				
Sunday		5	4	4	5	4	5							27	26	208				
Weekday		20	23	20	22	21	20							126	128	1024				
School Days		0	2	20	21	17	16							76	79	732				
													Difference (FY18-FY17)				Difference (FY18-FY16)			
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY18 YTD	FY17 YTD	Riders	%	FY16 YTD	Riders	%
79	CVMC Barre Health Shuttle	182	193	132	145	147	117							916	1,044	(128)	-12.3%	1,140	(224)	-19.6%
80	City Route Mid-day	2,105	2,366	2,249	2,167	2,127	1,854							12,868	12,771	97	0.8%	13,912	(1,044)	-7.5%
81	Barre Hospital Hill	2,337	2,579	2,536	2,470	2,136	2,013							14,071	12,257	1,814	14.8%	17,383	(3,312)	-19.1%
82	Montpelier Hospital Hill	1,725	1,930	1,853	1,962	1,570	1,620							10,660	10,550	110	1.0%	11,470	(810)	-7.1%
83	Waterbury Commuter	945	924	884	940	975	819							5,487	5,429	58	1.1%	5,033	454	9.0%
84	US 2 Commuter	617	712	616	670	593	450							3,658	3,932	(274)	-7.0%	4,637	(979)	-21.1%
85	Hannaford Shopping Special	207	255	228	245	200	158							1,293	1,409	(116)	-8.2%	1,448	(155)	-10.7%
87	Northfield Shuttle	81	122	65	113	120	68							569	492	77	15.7%	665	(96)	-14.4%
88	Capital Shuttle	0	0	150	290	231	291							962	0	962	0.0%	0	962	0.0%
89	City Commuter	2,886	3,439	3,089	3,507	3,173	2,574							18,668	18,708	(40)	-0.2%	19,422	(754)	-3.9%
90	Plainfield Shuttle	35	104	47	50	67	57							360	368	(8)	-2.2%	452	(92)	-20.4%
91	Hospital Hill Demand Response	106	146	89	117	63	50							571	335	236	70.4%	781	(210)	-26.9%
92	Montpelier Circulator	1,392	1,320	1,279	1,750	1,622	1,354							8,717	8,047	670	8.3%	8,970	(253)	-2.8%
93	Northfield Commuter	529	591	721	655	582	461							3,539	3,129	410	13.1%	3,059	480	15.7%
100	Route 100 Commuter	568	590	650	745	882	621							4,056	4,688	(632)	-13.5%	6,046	(1,990)	-32.9%
108	Mountain Road Shuttle	0	0	0	0	637	12,620							13,257	11,947	1,310	11.0%	10,438	2,819	27.0%
102	Morrisville Loop	340	392	339	413	415	332							2,231	2,357	(126)	-5.3%	2,637	(406)	-15.4%
103	Morrisville Shopping Shuttle	218	209	324	412	401	371							1,935	2,171	(236)	-10.9%	2,418	(483)	-20.0%
109	Tuesday Shopping Shuttle (FGI)	52	65	59	73	54	13							316	403	(87)	-21.6%	494	(178)	-36.0%
110	St.Albans DT Shuttle	1,838	1,989	1,917	1,759	1,719	1,515							10,737	10,788	(51)	-0.5%	10,759	(22)	-0.2%
115	Alburg-Georgia Commuter	467	606	446	431	401	399							2,750	3,313	(563)	-17.0%	4,429	(1,679)	-37.9%
116	Richford-St.Albans Commuter	488	742	642	673	547	614							3,706	3,313	393	11.9%	4,414	(708)	-16.0%
120	Valley Floor	0	0	0	0	0	900							900	748	152	20.3%	269	631	234.6%
121	Valley Evening Service	0	0	0	0	0	308							308	276	32	11.6%	203	105	51.7%
122	Mount Ellen	0	0	0	0	0	2,253							2,253	2,739	(486)	-17.7%	898	1,355	150.9%
124	Mountain Condos	0	0	0	0	0	1,474							1,474	3,338	(1,864)	-55.8%	1,482	(8)	-0.5%
125	Access Road	0	0	0	0	0	1,775							1,775	2,331	(556)	-23.9%	866	909	105.0%
126	SnowCap Commuter	0	0	0	0	0	0							0	59	(59)	0.0%	0	0	0.0%
99	Special Services	2,384	0	0	0	0	0							2,384	1,702	682	40.1%	2,242	142	6.3%
SUBTOTAL		19,320	19,081	18,183	19,442	18,515	34,964	0	0	0	0	0	0	130,421	128,644	1,777	1.4%	135,967	(5,546)	-4.1%

**Vermont Public Transit Local Funding  
Act 40 (2015)  
Section 10(b)**

January 15, 2016

Submitted by:

Vermont Agency of Transportation

For:

House Committee on Transportation

Senate Committee on Transportation



## 1.0 EXECUTIVE SUMMARY

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In Act 40 of the 2015 session, the Vermont Legislature directed the Vermont Agency of Transportation (VTrans) to study new funding mechanisms for transportation. This document considers new funding mechanisms for transit services, with a particular focus on local funding sources, and is meant to complement the overall funding study.

Vermont has a range of policies in place that are related to transportation and support increased efficiency and investment in public transportation service and infrastructure. These include legislation regarding land use and growth patterns (see VSA 24, Chapter 117), a statewide comprehensive energy plan, a statewide economic development plan, and an Executive Order integrating health considerations into all policies and programs. These policies generally support focused land use development and support transit in an effort to promote economic development while minimizing costs (environmental, emissions, land consumption, health or infrastructure).

Of the \$32 million currently spent annually statewide to operate Vermont's public transit systems, approximately half comes from the Federal Transit Administration (\$16.6 million). The federal role among the rural operations (excluding CCTA) is more prominent, with FTA money accounting for nearly two thirds of the \$21 million rural total. The State of Vermont funds about 20% of transit costs in both the state as a whole (\$6.4 million), and in the rural areas (\$4.1 million). The remaining (local) portion of transit funding, which is the focus of this study is \$5.8 million in Chittenden County and \$3.2 million in the rest of the state.

Over a five-year span, \$1.65 million in new urban local funding and nearly \$900,000 in new rural local funding would have to be obtained cumulatively over and above the current annual funding amounts to maintain existing levels of service. Additional funds would be required to achieve the increase in service to meet the energy plan goal of doubling ridership.

Various changes in the transit landscape are increasing pressure on transit providers to add service, including a growing emphasis on regional commuter connections, expanding demand among an aging population and a young generation more interested in alternatives to driving, and an historic reversal in the trend of vehicle miles of travel.

A literature review, presented in detail in Appendix B, revealed a wide range of potential funding mechanisms. Two summary reports, from the Transit Cooperative Research Program and the Victoria Transport Policy Institute, evaluated the available options and highlighted those that may be more applicable in an environment like Vermont.

At the statewide level, a large series of funding options were identified and their potential revenue yield was calculated. These are evaluated in detail in the broader transportation funding study. This study considers how revenue generation at the state level can be used to support the local share of transit operations. It also looks at regional funding mechanisms and local funding for public transit. Several specific options for local funding are considered.



FIGURE 8: EVALUATION OF TRANSIT FUNDING OPTIONS

Revenue Option	Revenue Stream Considerations	Implementation and Administration Considerations	Economic Efficiency and Impact Considerations	Equity Considerations
Set-aside for transit from new statewide revenue	+ Can be set at sufficient and sustainable level	+ Adds little admin burden to overall revenue collection	+ Promotes State goals of more transit usage	- Set aside could be seen by some as taking away funding from other transport priorities  + Addresses geographic & regional service equity issues associated with wealth & ability to pay
Carbon pricing policies	Note – this subject is discussed in the overall Section 10 Transportation Funding Study. It is included here for conversation purposes because funding of public transportation systems is a likely and suitable use for the revenues generated by such policies as they seek to address and mitigate the transportation systems' contribution to greenhouse gases.			
Member assessments from new regional transit authorities	0 Can be set at sufficient and sustainable level, but reduces tax capacity at local and state levels	0 Assessment formulas can be difficult to set up, but once in place adds little administrative burden	+ Promotes State goals of more transit usage while not having a direct impact on other services	0 Some towns would feel burden from new assessment but fairness should increase if assessments are set properly
Dedicated regional sales or payroll tax	0 Variable - depends on source chosen and rate	- Likely would entail new administrative resources unless collected by the State	0 Could have border impacts and be detrimental to some local economies	0 Could promote better equity within a region but inequities between regions
Local vehicle registration fees	+ If set high enough can provide stable and reliable source	0 Would need to establish mechanism to track fees by town and distribute funds	+ Would have little impact; small disincentive to owning a car	0 if fee is optional by town, it could result in inequities



Vermont Agency of Transportation  
Transit Local Funding Study

Revenue Option	Revenue Stream Considerations	Implementation and Administration Considerations	Economic Efficiency and Impact Considerations	Equity Considerations
Local mortgage recording tax	+ Potentially large source of revenue and relatively stable	- Would require new admin procedures and resources	0 Promotes transit use but a slight drag on the housing market	0 Homebuyers may perceive little connection between mortgages and public transit
Local development contributions	- Likely generates little revenue	0 Could be collected as part of permitting process, but no ready-made mechanism	+ Promotes transit and land use goals if structured properly	+ Logical connection between activity and transit use
Fare revenue	- Would have to be a large increase to general sufficient revenue	0 No new burden in regions that already have fares but substantial burden for fare-free providers	- Discourages transit use, contrary to State goals	0 Main beneficiaries of transit would pay more, but these are among the least able to pay
Employer UAP	- Generates little revenue and may be infeasible in fare-free areas	0 Requires agreements be set up between providers and employers	+ Encourages transit use	+ Beneficiaries of transit service would pay for it
Local Option Sales Tax	0 Generates sufficient revenue to maintain and potentially expand service	+ Adds little admin burden to overall revenue collection	0 Promotes transit service and use, but adds expense to local purchases of goods & services	+ Beneficiaries (municipalities with service) of transit service would pay for it