



Operations Committee Meeting Agenda
November 4, 2019 9:30 AM
101 Queen City Road, Burlington VT 05401

Present:

Commissioner Chittenden
Commissioner Waninger
Commissioner Wallis (phone)
Commissioner Kaynor
Commissioner Krohn (phone)

Jon Moore, Interim General Manager
Milia Bell, Marketing Coordinator
Jenn Wood, Public Affairs and Community Relations Manager
Nick Foss, Grants and Finance Director
Chad Farrell, Encore Solar

1. Open Meeting – Meeting was called to order at 9:33AM by Commissioner Chittenden.
2. Adjustment of the Agenda – No adjustments.
3. Public Comment – No comments.
4. Approval of October Committee Minutes – Commissioner Waninger moved to approve the minutes; Commissioner Wallis seconded. All others were in favor, and the minutes were approved.
5. Encore Solar Presentation – Chad Farrell from Encore Solar gave a presentation regarding the option of installing solar panels on the roof of 101 Queen City Park Road, Burlington. Mr. Farrell reviewed all of the expenses and profits to be generated from the installation. Next steps include securing more information on the procurement end of things, as well as reviewing the contracts.
6. Electric Bus Update – Mr. Moore gave a quick update about the electric busses, stating that the new arrival date is now December 12, 2019. Mr. Moore also updated the committee on the installation of the charging station, indicating that it will be installed and ready by the time the new buses are delivered.
7. Facilities Updates-
 - Montpelier Transit Center – Mr. Moore gave a brief update about the MTC opening, stating that it was successful and well attended; 550 people attended the event. Mr. Moore informed the committee that GMT service out of the MTC is to begin December 2, 2019.
 - Berlin – Mr. Moore gave a very brief update about the Berlin facility. The Committee agreed that it may be time to contact a commercial relator and perhaps look at potential new sites. Further discussion is needed on this issue, weighing the pros and cons of either continuing with the current facility, or investing in a new one. Commissioner Waninger informed the Committee that she has a conflict of interest concerning the Berlin facility, and therefore would be recusing herself from any decisions made regarding the property.
 - 31 Queen City Park Road – Mr. Moore gave a brief update stating that electric bus charging installation is underway.
8. Payroll Software – Mr. Moore gave an update, stating that GMT will move forward with using PayData as a new vendor for payroll services. Commissioners Waninger and Wallis inquired about the efficiency of PayData in terms of accounting for grant coding. Mr. Foss said that it would save time and resources.
9. Next Meeting Date – Next meet is December 9, 2019; time TBD by Commissioner Sharrow.
9. Adjourn – Commissioner Chittenden entertained a motion to adjourn; Commissioner Waninger moved to adjourn; Commissioner Wallis seconded. All others were in favor and the meeting adjourned at 10:05AM.