



**Green Mountain Transit Board of Commissioners Meeting**  
**February 16, 2021 - 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**

Commissioner Waninger, Chair	Debbie Coppola, Senior Accountant – GMT
Commissioner Davis, Vice-Chair	Chris Damiani, Transit Planner – GMT
Commissioner Baker	Nick Foss, Director of Finance – GMT
Commissioner Bohn	Matt Kimball, Capital Projects Manager – GMT
Commissioner Brewer	Ross MacDonald, VTrans
Commissioner Buermann	Devin Mason, Transit Planner – GMT
Commissioner Derenthal	Pam McDonald, Accounting Coordinator – GMT
Commissioner Dimitruk	Jon Moore, General Manager – GMT
Commissioner Kaynor	Karen Plante, Staff Accountant – GMT
Commissioner Krohn	Kim Wall, Grant Manager – GMT
Commissioner Polyte	Trish Redalieu, Director of Human Resources – GMT
Commissioner Pouech	Jamie Smith, Director of Planning and Marketing – GMT
Commissioner Sharrow	Spencer Smith, Member of the Public
Commissioner Sharrow	Joshua Quinn, RHR Smith & Company
Commissioner Spencer	
Commissioner Wallis	

**Open Meeting**

Commissioner and Chair Waninger opened the meeting at 7:31 AM.

**Adjustment of Agenda**

No adjustments.

**Public Comment**

**Spencer Smith:** Present to hear VTrans Update and Purchasing Policy Update.

**Consent Agenda (Action Item)**

- **Commissioner Krohn** motioned to approve the consent agenda. **Commissioner Pouech** seconded. The motion passed without objection, abstention, or discussion.



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43 **VTrans Update**

- 44 • Ross MacDonald indicated that there currently do not exist electric cutaway buses that  
45 would meet requirements set forth by the Federal Transit Administration (FTA).  
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47 **General Manager Report – Updates and Opportunity for Questions on the Report**

48 **Jon Moore** reported that GMT and Tri-Valley Transit have had preliminary discussion on  
49 transferring the Middlebury LINK to Tri-Valley Transit, in Addison County. There would be  
50 passenger schedule benefits and possible cost benefits to GMT.  
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- 52 • **Commissioner Sharrow:** Would 76 use motor coaches? **Jon Moore:** Potentially.  
53 Transition details would be worked out at a future date.  
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- 55 • **Commissioner Pouech:** Any updates on 46 restoration? **Jon Moore:** Service may  
56 resume in FY22, depending on COVID vaccine rollout. Tri-Valley Transit's service  
57 continues.  
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- 59 • **Commissioner Pouech:** Local employer is hiring additional employees. Does there exist  
60 potential for ensuring that GMT's schedule for this route works well for them? **Jon Moore:**  
61 Potentially.  
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64 **Board Committee Reports**

65 **Finance**

- 66 • No significant updates.  
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68 **Operations**

- 69 • Working on performance dashboard.  
70 • Discussed paid time-off agreement, supported by board.  
71 • Updating face-mask policy.  
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73 **Justice, Equity, Diversity & Inclusion**

- 74 • Drafted and reviewed standing committee document, which will likely need approval by  
75 the Board of Commissioners.  
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84 **Justice, Equity, Diversity & Inclusion (JEDI) Standing Committee Policy (Action Item)**

85 All proposed policy below, pertaining to the JEDI Standing Committee, is proposed until  
86 approved by the Board of Commissioners.

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- 88 • Committee Chair to be appointed by the Board Chair.
  - 89 • Committee members to be appointed by the Committee Chair, at the recommendation of  
90 administrative or union staff.
  - 91 • Advisory Committee members to be appointed by the Board Chair, at the recommendation  
92 of Standing Committee members.
  - 93 • Terms not limited in number, but members may only serve three consecutive terms.
  - 94 • **Commissioner Bohn:** Has there been consideration regarding staggering of terms for  
95 initial members, so as to prevent simultaneous conclusion of all members' terms?  
96 **Commissioner Polyte:** We may stagger terms at a later date. **Commissioner Davis:**  
97 Term-staggering may occur naturally, for the first group of members, as some prematurely  
98 conclude their term.
  - 99 • **Commissioner Spencer:** How will the Committee's work be communicated to the Board  
100 and to the Public? **Commissioner Polyte:** As a standing committee, its work would be  
101 discussed in monthly board meetings and have a subsection on GMT's website.  
102 Additionally, the Committee would periodically hold open-house events for the public to  
103 provide feedback and ask questions. The public-meeting portion would be required per the  
104 GMT committee charge.
  - 105 • **Commissioner Dimitruk:** Would GMT need to amend bylaws to officiate the committee?  
106 **Jon Moore:** Unsure, but will look into it.
  - 107 • **Commissioner Dimitruk** provided a motion to adopt the JEDI Standing Committee policy  
108 and update bylaws as needed, as well as replacing the word "shall" with "may" in relation  
109 to which individuals should serve as Committee Secretary. **Commissioner Bohn**  
110 seconded, and the motion passed without opposition, abstention, or further discussion.

111 **FY20 Audit Presentation & Discussion (Action Item)**

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- 113 • Joshua Quinn outlined findings from the audit performed for Fiscal Year 2020 (FY20).
  - 114 • Unrestricted liquidity is worth roughly 30 days' worth of operating expenses.
  - 115 • **Commissioner Waninger:** Why did SSTA lease payments rise? **Nick Foss:** Varies based  
116 on the number of lease vehicles to SSTA.
  - 117 • **Commissioner Bohn:** It may be difficult to raise unrestricted net position. **Nick Foss:**  
118 Agreed. Do not want it to be too large, because it may create local-match pushback.
  - 119 • **Ross MacDonald:** Much funding is provided up-front, which can help for 60-day period.
  - 120 • **Commissioner Bohn** motioned to approve FY20 Audit. **Commissioner Davis** seconded.  
121 The motion passed without opposition, abstention, or further discussion.  
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123 **Purchasing Policy Update Presentation & Discussion (Action Item)**

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- 125 • Matthew Kimball outlined proposed changes to GMT’s purchasing policy.
  - 126 • **Commissioner Dimitruk** motioned to adopt the proposed changes. **Commissioner**
  - 127 **Spencer** seconded, and the motion passed without objection, abstention, or further

128 **Paid Time-off (PTO) Policy Update Presentation & Discussion (Action Item)**

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- 130 • GM Moore outlined proposed changes to GMT’s paid time-off policy.
  - 131 • The changes are intended to prevent employees from accumulating large amounts of time-
  - 132 off to cash out at a later date. Rather, the policy encourages employees to use their paid
  - 133 time-off when they are sick, as well as to maintain a healthy work/life balance.
  - 134 • Up to 60 hours could be cashed out.
  - 135 • Potential cash-out restrictions for employees who do not leave in good standing.
  - 136 • The City of Burlington and Marble Valley Regional Transit District (Rutland) were peer
  - 137 agencies evaluated when determining potential policy changes.
  - 138 • **Commissioner Wallis** motioned to approve PTO policy update.
  - Commissioner Bohn** seconded.

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139 **Additional Discussion:**

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- 141 • What is the relation between accrued sick time versus disability insurance? **Trish Redalieu:**
  - 142 Employees become eligible for short-term disability eligible after using seven (7)
  - 143 consecutive days of sick leave. While using short-term disability insurance, employees may
  - 144 use PTO to backfill the 40% of their income not covered by short-term disability.
  - 145 • **Commissioner Dimitruk:** What happens if the time is not used? Can unused time be
  - 146 converted to sick time? **Jon Moore:** Cap of 240 hours for sick time conversion, which would
  - 147 have no cash value.
  - 148 • **Nick Foss** endorsed the plan.
  - 149 • **Commissioner Spencer:** Could Jon and Trish please update on staff-level conversations
  - 150 re: this proposal? **Jon Moore:** No staff concerns voiced thus far
  - 151 • **Commissioner Wallis:** When the board adopts changes to staff policies, does it notify staff
  - 152 afterwards, or is the process more interactive? **Jon Moore:** Notify staff after changes have
  - 153 been approved.
  - 154 • **Commissioner Spencer:** Should staff be provided with a time period in which to provide
  - 155 feedback on these proposed policy changes, before the board adopts them or requests
  - 156 modification. **Jon Moore:** Perhaps, though this proposal has been in the works for several
  - 157 years. The intended implementation date would be the start of Fiscal Year 2022, on July 1,
  - 158 2021.
  - 159 • **Commissioner Dimitruk:** Would it be more appropriate for the Board to endorse the
  - 160 proposed policy, rather than adopting it? **Jon Moore:** Currently, all employees are eligible
  - 161 for 120 hours of paid time-off per year. If the Board chose to endorse the policy instead of
  - 162 approving it, it should vote on the policy at March meeting.



163 **Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees.**

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- **Commissioner Dimitruk** motioned to find that premature public knowledge regarding the upcoming Collective Bargaining negotiations would place GMT at a substantial disadvantage. **Commissioner Davis** seconded. The motion passed without opposition, abstention, or discussion.
  - **Commissioner Bohn** motioned to enter executive session. **Commissioner Sharrow** seconded. The motion passed without opposition, abstention, or discussion.
  - **Commissioner Davis** motioned to invite Jon Moore into executive session. **Commissioner Krohn** seconded. The motion passed without opposition, abstention, or discussion.
  - Executive session began at 9:00 AM.
  - No action taken.
  - **Commissioner Bohn** motioned to adjourn first executive session at 9:40 AM. **Commissioner Krohn** seconded. The motion passed without opposition, abstention, or discussion.

178 **Executive Session: 1 VSA 313(a) (1) (e), pending or probable civil litigation or prosecution,**

179 **to which the public body is or may be a party.**

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- **Commissioner Bohn** motioned to find that premature public knowledge of a pending civil litigation to which GMT is a party would place GMT at a substantial disadvantage. This motion also invited Jon Moore into the executive session. **Commissioner Baker** seconded. The motion passed without opposition, abstention, or discussion.
  - **Commissioner Davis** motioned to enter executive session. **Commissioner Krohn** seconded. The motion passed without opposition, abstention, or discussion. Executive session began at 9:42 AM.

188 **Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (e) to discuss a**

189 **pending civil litigation?**

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- Motion to adjourn without action made by **Commissioner Polyte**, seconded by **Commissioner Sharrow**. The motion passed without opposition, abstention, or discussion, and executive session adjourned at 9:46 AM.

193 **General Commissioner Comments**

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- **Commissioner Bohn** asked about any pending arbitrations? **Jon Moore:** Two are scheduled, one pending mediation, and one pending scheduling.

197 **Adjourn**

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- **Commissioner Kaynor** motioned to adjourn. **Commissioner Spencer** seconded. The motion passed without opposition, or discussion, and the meeting adjourned at 9:48 AM.