



**Green Mountain Transit Board of Commissioners Meeting  
October 19, 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 may join in-person or remotely via Zoom.**

**To join the meeting via Zoom:**

Video Conferencing: <https://us02web.zoom.us/j/89305968523>

Audio Only: (646)-558-8656

Meeting ID: 893 0596 8523

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda (Action Item)
  - a. September 21, 2021 Board Meeting Minutes Pages 4-10
  - b. October 6, 2021 Special Board Meeting Minutes Pages 11-12
  - c. Check Register Pages 13-16
  - d. Finance Report Pages 17-21
  - e. Planning, Marketing and Public Affairs Report Pages 22-23
  - f. Operations, Maintenance, Training, IT and Customer Service Report Pages 24-28
  - g. Ridership Reports Pages 29-31
- 7:45 a.m. 5. VTrans Update
- 8:00 a.m. 6. General Manager Report – Updates and Opportunity for Questions on the Report Pages 32-34



- 8:10 a.m. 7. Board Committee Reports
- 8:20 a.m. 8. General Manager Contract (Action Item)
- 8:25 a.m. 9. COVID-19 Booster Shot Employee Payment (Action Item)
- 8:30 a.m. 10. Administrative Staff Combined Time-Off Policy (Action Item)
- 8:35 a.m. 11. Executive Session: 1 V.S.A. § 313(a)(1)(A), Contracts

*Is there a motion to find that premature public knowledge of a Contract would clearly put GMT at a substantial disadvantage?*

*Is there a motion to enter executive session to discuss a Contract under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont State Statutes inviting the General Manager, Jon Moore and the Director of Finance, Nick Foss?*

- 8:50 a.m. 12. Executive Session: 1 V.S.A. § 313(a)(1)(D), Arbitration or Mediation

*Is there a motion to find that premature public knowledge of a pending labor arbitration would clearly put GMT at a substantial disadvantage?*

*Is there a motion to enter executive session to discuss a pending labor related arbitration under the provisions of Title 1, Section 313(a)(1)(D) of the Vermont State Statutes inviting the General Manager, Jon Moore and Legal Counsel, Ed Adrian?*

- 9:05 a.m. 13. Executive Session: 1 VSA 313(a) (1) (b), labor relations agreements with employees.

*Is there a motion to find that premature public knowledge regarding Collective Bargaining negotiations would place GMT at a substantial disadvantage?*

*Is there a motion to enter executive session pursuant to 1 VSA 313(a) (1) (b) to discuss labor relations agreements with employees inviting the General Manager, Jon Moore, the Director of Finance, Nick Foss, and Legal Counsel, Ed Adrian?*

- 9:20 a.m. 14. FY23 Zero-Fare Policy Discussion
- 9:30 a.m. 15. General Commissioner Comments



9:35 a.m. 16. Adjourn

Next GMT Board of Commissioners Meeting Date: November 16, 2021

#### NOTES

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



**Green Mountain Transit Board of Commissioners Meeting  
September 21, 2021 - 7:30 a.m.  
101 Queen City Road, Burlington VT 05401**

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**Present:**

Jamie Smith, Director of Planning  
and Marketing  
Jon Moore, General Manager  
Commissioner Waninger  
Commissioner Pouech  
Commissioner Cota  
Connie Englert, Director of  
Transportation  
Skip Raymond  
Laura Raymond  
Ross MacDonald, VTrans  
Commissioner Wallis  
Nick Foss, Director of Finance  
Debbie Coppola, Senior  
Accountant  
Commissioner Davis  
Commissioner Bohne

Commissioner Buermann  
Commissioner Dimitruk  
Pam McDonald, Accounting  
Coordinator  
Commissioner Brewer  
AJ Capponi  
Matt Kimball, Grants Manager  
Karen Plante, HR and Payroll  
Administrator  
Commissioner Polyte  
Commissioner Gallagher  
Chris Damiani, Senior Transit  
Planner  
Charlie Baker, CCRPC  
Lee Kahn, Permitting Partners  
Chris Cole, CC Consulting  
Ed Adrian, Legal Counsel

1

2 **Open Meeting**

3 Chair Waninger opened the meeting at 7:31AM.

4

5 **Adjustment of the Agenda**

6 There were no adjustments to the agenda.

7

8 **Public Comment**

9 There was no public comment.

10

11 **Consent Agenda (Action Item)**



12 Chair Waninger asked to pull the Finance Report from the consent agenda.  
13 Commissioner Dimitruk made a motion to approve the consent agenda  
14 minus the Finance report, Commissioner Pouech seconded. All were in favor  
15 and the motion carried.

16  
17 Chair Waninger noted that the HR roles have typically reported to the  
18 General Manager and asked if the structure had changed? Director Foss  
19 said that Karen Plante moved into the HR role and brought payroll as well, at  
20 this time that position does report to GM Moore.

21  
22 Chair Waninger asked about the Medicaid losses that began in February.  
23 Director Foss noted that the losses are a result of the formula VPTA uses to  
24 reallocate funds to agencies who experiencing losses. Gains are put into an  
25 escrow account.

26  
27 Lastly, Chair Waninger noted the FY21 Medicaid probability analysis chart is  
28 missing for September. Commissioner Dimitruk made a motion to approve  
29 the Finance Report, Commissioner Pouech seconded. All were in favor and  
30 the motion carried.

### 31 32 **VTrans Update**

33 Ross MacDonald gave an update on the management review; VTrans has all  
34 the information needed to complete the report. GMT has no findings.

35  
36 The fleet electrification plan is continuing forward. The finance report is the  
37 last step, and the report will be published once it is complete.

38  
39 VTrans has been presented a grant opportunity to receive additional funds  
40 for COVID related costs. Each provider has been asked to identify COVID  
41 funding needs to include in the grant application.

42  
43 Ross also gave an update on the Multimodal Connectivity report. Part of the  
44 focus is looking at Amtrak and bus service; where do they connect and  
45 where is there more opportunity to coordinate service.

46  
47 A zero-fare /transit financing study is being conducted by CCRPC with  
48 involvement from VTrans and GMT. The study will outline how transit if funded  
49 if providers continue to be zero fare and will identify options, like additional  
50 local match.

51



52 Commissioner Dimitruk asked if the Strategy Committee is involved in the  
53 study? GM Moore noted that there will be a presentation to Strategy  
54 Committee and the GMT Board of Commissioners in the near future.

55  
56 Ross updated the Board on the COVID-19 research study being conducted  
57 by Dartmouth; which looks at on-board air quality to determine the safest  
58 approach on-board. The study is considering UV and HEPA filter system, etc.

59  
60 VTrans just awarded MTL grant funds to 14 projects. There will be a press  
61 release announcing the projects.

62  
63 Commissioner Pouech noted that there has been little to no virus spread as a  
64 result of public transportation. Is this the same in other areas? Ross noted that  
65 Vermont is unique and not many places have the robust contact tracing that  
66 we have. In many places, agencies are losing drivers who feel they have  
67 contracted the virus as a result of on-board exposure.

68  
69 Commissioner Wallis asked if Ross had any insights on passenger behavior  
70 related to masking? Ross noted that Vermont is better than most, and that  
71 VTrans hasn't been made aware of any major issues surrounding masking. It  
72 boils down to Vermonters, in general, are more accepting of the virus. GM  
73 Moore noted that many passengers are great and adhere to the mask  
74 mandate without conflict, but we have had some very challenging situations  
75 with passengers who refuse to wear a mask. GMT is trying, wherever possible,  
76 to stocks masks, including on-board buses and with supervisors.

77  
78 **Andrew "A.J." Capponi and Kerry "Skip" Raymond Retirement Recognition**

79 GM Moore recognized two longstanding employees, AJ Capponi and Skip  
80 Raymond, for their dedication and service to GMT. Both drivers have been  
81 instrumental in the success of GMT, including work on hiring committees and  
82 scheduling committees.

83  
84 Both employees were given a Hall of Fame plaque in recognition of their  
85 retirement. Several board members congratulated and complimented AJ  
86 and Skip on their successful careers.

87  
88 **General Manager Report – Updates and Opportunity for Questions on the**  
89 **Report**

90 GM Moore highlight the e-bus program on the increased success of the fleet.  
91 Director Englert and Mechanic Bob Chagnon were specifically called out for



92 their efforts in the increased use of the electric vehicles. Director Englert  
93 commented that an issue with the bus chargers has come up recently, but  
94 staff is working with the vendor to correct the issue.

95  
96 GM Moore presented a new COVID ridership report. Staff will update the  
97 COVID ridership chart monthly for inclusion in the consent agenda.

98  
99 GM Moore gave an update on the on-site vaccine clinic held at GMT on  
100 Saturday, September 18<sup>th</sup>.

101  
102 GM Moore said that GMT has entered into an agreement with a third-party  
103 HR firm to recruit and hire a new Director of Human Resources. The firm will  
104 conduct pre-screening and present GMT with a list of qualified applicants.  
105 GM Moore said that a hiring committee will be convened internally and  
106 asked if any Board members would be interested in participating?  
107 Commissioner Polyte volunteered to be on the hiring committee.

108  
109 Commissioner Bohne asked what percentage of employees have been  
110 vaccinated? GM Moore said that we believe roughly 50% of frontline  
111 employees have been, but some employees have been hesitant to share  
112 their vaccine status. GMT is trying to get clarification on President Biden's  
113 mask mandate to understand which category of employer GMT falls into;  
114 weekly testing or mandatory vaccines. Chair Waninger asked if GMT has  
115 done any formal surveying to understand folk's hesitation or barriers to  
116 accessing the vaccine? GM Moore said that there hasn't been a survey.

117  
118 Commissioner Cota asked if GMT is subject to weekly testing, who is  
119 responsible for paying for the testing? GM Moore said that GMT doesn't know  
120 at this time. We should find out more with the upcoming OSHA/VOSHA  
121 guidance. Chair Waninger said it would be interesting to estimate what  
122 percentage of our workforce we might lose in the event of a vaccine  
123 mandate. GM Moore said staff should have some additional information by  
124 the next meeting.

125

## 126 **Board Committee Reports**

127 **JEDI Committee-** Commissioner Polyte reported the committee is doing well  
128 in general and acknowledged this is a hard time to work on this issue; it  
129 requires resources that are lacking, time and trust from employees. Talitha is  
130 in the process of reviewing internal documents through a JEDI lens, such as  
131 the employee handbook and policies, and will make recommendations from





132 there. Requires resources that we are lacking, time and trust. The Committee  
133 is working on shared definitions for the next meeting and determining the  
134 best way to get this information for general staff.

135

136 **Strategy Committee-** Commissioner Buermann reported that the Strategy  
137 Committee did not meet.

138

139 **Finance Committee-** Commissioner Bohne deferred to Director Foss and  
140 noted that a number of items from the committee meeting are on today's  
141 agenda.

142

143 **Operations Committee-** Chair Waninger reported that the committee  
144 reviewed the Performance Dashboard and reviewed additional metrics  
145 suggested by Director Englert. There was a discussion about DTC challenges  
146 stemming from consistent use of the building, electric bus performance, and  
147 staffing challenges.

148

149 **Leadership- Chair** Waninger reported that the committee reviewed the  
150 board agenda, had an executive session to discuss Collective Bargaining  
151 Agreement, and the unique challenge of public versus private entity and the  
152 challenges that come from being a public entity.

153

#### 154 **General Manager Contract Extension (Action Item)**

155 Chair Waninger said that the GM Evaluation is not yet complete and asked  
156 for an extension through October 31, 2021. The Board was also asked if it is  
157 appropriate to offer GM Moore a wage increase, to align with other staff  
158 increases, in the contract extension with an effective date of July 1, 2021.

159

160 Commissioner Spencer made a motion to approve the GM contract  
161 extension and to approve a 1.5% wage increase retroactive to July 1, 2021.  
162 Commissioner Buermann seconded. All were in favor and the motion carried.

163

#### 164 **Year-end FY21 Financials Presentation**

165 Director Foss gave an update on the end of year financials, including  
166 benchmarks for Operations and Capital budgets.

167

#### 168 **Check Signing Authority (Action Item)**

169 Director Foss presented a memo asking for Matt Kimball to be added as a  
170 check signer. Having a third check signer is important in the event that GM  
171 Moore or Director Foss are unavailable. Commissioner Buermann made the





172 motion to approve the authorized signers in the People's United bank  
173 business account certified resolution, Commissioner Bohne seconded. All in  
174 favor and the motion carried.

175

176 **DATCO Purchase Award (Action Item)**

177 Matt Kimball gave an overview of the DATCO purchase award and the  
178 process conducted with VPTA. Commissioner Bohne made a motion to  
179 prepare a contract award to DATCO for the purchase of two (2) Battery  
180 Electric Cutaway Buses under the existing VPTA procurement award.  
181 Commissioner Spencer seconded. All were in favor and the motion carried.

182

183 **Alliance Bus Group Purchase Award (Action Item)**

184 Matt Kimball gave an overview of the group purchase award, led by SEVT.

185

186 Commissioner Bohne made a motion to prepare contract awards to Alliance  
187 Bus Group for the purchase of four (4) Ford Transit 350HD vehicles under the  
188 existing joint procurement award with SEVT. Commissioner Polyte seconded.  
189 All were in favor and the motion carried.

190

191

192 **Lakeside Avenue Intermodal Facility Planning Presentation by the Chittenden  
193 County Regional Planning Commission (CCRPC)**

194 Charlie Baker, Chris Cole, and Lee Kahn gave a presentation on the Lakeside  
195 Avenue Intermodal Facility (HULA campus).

196

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

199

200 Commissioner Buermann made a motion to find that premature public  
201 knowledge regarding Collective Bargaining negotiations would place GMT  
202 at a substantial disadvantage, Commissioner Pouech seconded. All were in  
203 favor and the motion carried.

204

205 Commissioner Bohne made a motion to enter executive session pursuant to 1  
206 VSA 313(a) (1) (b) to discuss labor relations agreements with employees  
207 inviting the General Manager, Jon Moore, the Director of Finance, Nick Foss,  
208 the Director of Transportation, Connie Englert and Legal Counsel, Ed Adrian.  
209 Commissioner Polyte seconded. All were in favor and the motion carried.

210

211 The Board of Commissioners entered executive session at 9:10AM.



212

213 Commissioner Bohne made a motion to exit executive session, Commissioner  
214 Pouech seconded. All were in favor and the Board of Commissioners exited  
215 executive session at 9:24AM. No action was taken as a result of the executive  
216 session.

217

218 **Executive Session: 1 VSA 313(a) (1) (e), pending or probable civil litigation or**  
219 **prosecution, to which the public body is or may be a party.**

220

221 Commissioner Dimitruk made a motion to find that premature public  
222 knowledge of a pending civil litigation to which GMT is a party would place  
223 GMT at a substantial disadvantage, Commissioner Pouech seconded. All  
224 were in favor and the motion carried.

225

226 Commissioner Buermann made a motion to enter executive session pursuant  
227 to 1 VSA 313(a) (1) (e) to discuss a pending civil litigation inviting the General  
228 Manager, Jon Moore. Commissioner Davis seconded. All were in favor and  
229 the motion carried. The Board of Commissioners entered executive session at  
230 9:26AM.

231

232 Commissioner Bohne made a motion to exit executive session, Commissioner  
233 Davis seconded. All were in favor and the motion carried. The Board of  
234 Commissioners exited executive session at 9:37AM. No action was taken as a  
235 result of the executive session.

236

### 237 **General Commissioner Comments**

238 Commissioner Polyte mentioned again that the Board of Commissioners  
239 should be more engaged with staff and doesn't believe this will be effective  
240 unless specific expectations are set. Chair Waninger asked the full Board if  
241 this is the strategy we should pursue. Commissioner Pouech agreed and liked  
242 that strategy. Commissioner Buermann asked for clarification of the role of  
243 the Board and felt that the General Manager was hired to manage GMT,  
244 and was unsure how involved the Board of Commissioners should be with the  
245 staff. Commissioner Spencer asked if this could be a work item on the next  
246 board agenda. Chair Waninger asked if this could be added to the  
247 Leadership Committee agenda.

248

### 249 **Adjourn**

250 Commissioner Spencer made a motion to adjourn, Commissioner Davis  
251 seconded. All were in favor and the meeting adjourned at 9:44AM.



1 **Green Mountain Transit Special Board of Commissioners Meeting**  
2 **October 6, 2021, 2021 - 8:30 a.m.**  
3 **101 Queen City Road, Burlington VT 05401**  
4

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

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10  
11 **Present:**

12 Commissioner Buermann	20 Commissioner Derenthal
13 Commissioner Kaynor	21 Commissioner Brewer
14 Commissioner Davis	22 Jon Moore, General Manager
15 Commissioner Sharrow	23 Jamie Smith, Director of Planning
16 Commissioner Cota	24 and Marketing
17 Commissioner Waninger	25 Connie Englert, Director of
18 Commissioner Bohne	26 Transportation
19 Commissioner Spencer	

27  
28 **Open Meeting**

29 Chair Waninger opened the meeting at 8:32AM.

30  
31 **Adjustment of the Agenda**

32 None

33  
34 **Public Comment**

35 None

36  
37 **Urban Operator Collective Bargaining Agreement (CBA) Approval (Action Item)**

38 GM Moore gave an update on the CBA including the highlights; wages, one-  
39 time bonuses, long-term disability insurance, and CTO policy changes. The Union  
40 voted 30-3 to ratify the contract on Sunday, October 3, 2021.

41 Commissioner Kaynor made a motion to approve the Urban Operator Collective  
42 Bargaining Agreement, Commissioner Buermann seconded.

43  
44 In discussion, Commissioner Kaynor thanked GM Moore and staff, and  
45 Commissioner Polyte for joining negotiations and said, given the current labor  
46 shortage and the challenging working conditions, the wage increase and bonus  
47 feels fair. Commissioner Kaynor did expressing disappointment that there was no  
48 progress made on insurance contributions and the CTO policy. Commissioner  
49 Kaynor urged other Board members to familiarize themselves more with the



50 working conditions faced by staff, and suggested that riding the bus is the best  
51 approach. This approach would help build confidence that the Board  
52 understands and doesn't disrupt the defined lines of communications, noting  
53 that the role of board members shouldn't be to open an avenue where staff  
54 goes around leadership to discuss job satisfaction, etc.

55  
56 Chair Waninger made a comment that many board members are pleased that  
57 drivers and staff were able to continue working in the challenging conditions,  
58 but showed concern with the long-term financial sustainability of supporting  
59 large wage increases.

60  
61 Commissioner Spencer asked for clarification on the track changes in the final  
62 document.

63  
64 All were in favor and the motion carried.

65  
66 Chair Waninger thanked the bargaining team and expressed appreciation for  
67 the union and the staff for coming together with some creative solutions.

68  
69 **General Commissioner Comments**

70 Commissioner Kaynor shared that GM Moore was present at the Williston select  
71 board meeting to discuss service and answer questions about the assessment.  
72 Commissioner Kaynor expressed concern that assessments will be questioned  
73 because the board hasn't yet come together to agree on the best formula  
74 moving forward.

75  
76 Commissioner Kaynor also announced that the select board is considering a  
77 change in roles (at Commissioner Kaynor's request) for both Commissioners  
78 Kaynor and Brewer. If approved, Commissioner Brewer will become the Williston  
79 Commissioner and Commissioner Kaynor will step back to become the  
80 alternate.

81  
82 Chair Waninger asked the board to be on the lookout for a link to the General  
83 Manager review.

84  
85 **Adjourn**

86 Commissioner Sharrow made a motion to adjourn, Commissioner Kaynor  
87 seconded. All were in favor and the motion carried. The meeting adjourned  
88 8:50AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V669	Community Transportation Association	8/30/21	94742	1,260.00	Consulting Invoice
V1713	Dattco Sales and Service	9/1/21	94743	128,577.83	Caaway urban
V279	ABC Bus Companies-Muncie	9/3/21	94744	468.62	
V316	Able Paint, Glass & Flooring Co.	9/3/21	94745	141.24	
V375	American Planning Association	9/3/21	94746	169.00	
V214	AT&T Mobility	9/3/21	94747	152.08	
V284	Brenntag Lubricants Northeast	9/3/21	94748	2,993.72	3 Part Invoice
V425	BSC Industries, Inc.	9/3/21	94749	46.18	
V1510	Burlington Police Department	9/3/21	94750	60.00	
V1227	Burlington Public Works-NON Water!!!	9/3/21	94751	80.00	
V227	Burlington Telecom	9/3/21	94752	2,093.35	IT Invoice
V851	Champlain Medical	9/3/21	94753	66.70	
V1240	ClearChoiceMD	9/3/21	94754	190.00	
V928	Conway Office Solutions	9/3/21	94755	7,301.04	Printer and Office supply Invoices
V241	D & W Diesel, Inc.	9/3/21	94756	4,679.37	2 Part Invoices
V252	FleetPride, Inc	9/3/21	94757	285.72	
V1347	Foley Distributing Corp.	9/3/21	94758	261.58	
V257	Gillig Corp.	9/3/21	94759	1,276.56	2 Part Invoices
V1129	Global Montello Group Corp	9/3/21	94760	47,718.31	Fuel
V259	Grainger	9/3/21	94761	401.50	
V260	Green Mountain Kenworth, Inc.	9/3/21	94762	2,393.01	3 Part Invoice
V261	Green Mountain Power	9/3/21	94763	21.86	
V702	Lincoln National Life Insurance Company, The	9/3/21	94764	12,058.38	Insurance
V1191	Lucky's Trailer Sales Inc.	9/3/21	94765	255.09	
V280	Mutual of Omaha Insurance Co.	9/3/21	94766	14.03	
V1917	New Pig Corporation	9/3/21	94767	406.58	
V223	O'Reilly Auto Enterprises, LLC	9/3/21	94768	688.23	
V289	People's United Businesscard Services	9/3/21	94769	4,253.82	Travel, meals and Marketing Credit cards
V1251	RouteMatch Software, Inc.	9/3/21	94770	10,950.00	Software Invoice
V1903	RTN Publishing vt Maturity mag	9/3/21	94771	130.00	
V302	Sports & Fitness Edge Inc.	9/3/21	94772	391.25	
V308	Steadman Hill Consulting, Inc.	9/3/21	94773	712.00	
V273	Transit Holding, Inc.	9/3/21	94774	1,988.94	2 Part Invoices
V68	Vermont Agency of Transportation	9/3/21	94775	12,390.71	E And D true up
V336	W.B Mason Co., Inc.	9/3/21	94776	454.16	
V1446	M T Wallets, LLC	9/3/21	EFT000000016128	3,000.00	Lease
V1825	Ride Your Bike LLC	9/3/21	EFT000000016129	955.09	
V303	SSTA	9/3/21	EFT000000016130	103,059.00	ADA
V1856	Via Transportation Inc.	9/3/21	EFT000000016131	2,300.00	Micro Transit Invoice

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount
V468	Vermont Department of Motor Vehicles	9/7/21	94777	58
V1025	Alter, Charles	9/10/21	94778	206.08 Volunteer
V1785	Davis Alan	9/10/21	94779	195.44 Volunteer
V203	Ladd, Joyce	9/10/21	94780	210.56 Volunteer
V181	Owen, Helen	9/10/21	94781	1,391.04 Volunteer
V1733	Slack, Robert	9/10/21	94782	260.4 Volunteer
V962	Williams, Kenneth	9/10/21	94783	42.56
V279	ABC Bus Companies-Muncie	9/10/21	94784	94
V1334	Background Investigation Bureau, LLC	9/10/21	94785	138
V284	Brenntag Lubricants Northeast	9/10/21	94786	1,672.20 3 Part Invoices
V425	BSC Industries, Inc.	9/10/21	94787	37.24
V1227	Burlington Public Works-NON Water!!!	9/10/21	94788	80
V226	Burlington Public Works-Water	9/10/21	94789	246.18
V228	C.I.D.E.R., Inc.	9/10/21	94790	14,119.41 E&D Medicaid
V1813	CBM US INC	9/10/21	94791	47.6
V851	Champlain Medical	9/10/21	94792	100
V293	Charlebois, R.R.Inc.	9/10/21	94793	925
V220	Class C. Solutions Group	9/10/21	94794	160.34
V239	Cummins Northeast LLC	9/10/21	94795	4,633.27 3 Part Invoices
V321	Empire Janitorial Supply Company	9/10/21	94796	103.26
V252	FleetPride, Inc	9/10/21	94797	189.48
V253	FleetWave Partners, LLP	9/10/21	94798	3,147.00 2 Radio repeater Invoices
V256	Genfare	9/10/21	94799	699.21
V257	Gillig Corp.	9/10/21	94800	4,778.25 6 Part Invoices
V1129	Global Montello Group Corp	9/10/21	94801	21,962.51 Fuel
V260	Green Mountain Kenworth, Inc.	9/10/21	94802	1,233.90 Part Invoice
V263	Heritage Ford	9/10/21	94803	228.08
V1921	J.A. Gould Plumbing & Heating Inc.	9/10/21	94804	509.1
V1068	Midwest Bus Corporation	9/10/21	94805	6,800.10 5 Part Invoices
V1709	Monaghan Safar Ducham PLLC	9/10/21	94806	6,195.00 Legal Invoices
V283	Neopart LLC	9/10/21	94807	3,427.44 7 Part Invoices
V996	New England Air Systems	9/10/21	94808	1,653.15 Maintenance Invoice Berlin
V1906	Pete's Tire Barns Inc	9/10/21	94809	3,078.00 2 Tire Invoices
V1920	Powers & Powers P.C.	9/10/21	94810	2,647.50 Legal Invoice
V299	SB Collins, Inc.	9/10/21	94811	6,450.03 Fuel
V273	Transit Holding, Inc.	9/10/21	94812	1,979.04 9 Part Invoices
V1030	UniFirst Corporation	9/10/21	94813	323.77
V876	Vehicle Maintenance Program, Inc.	9/10/21	94814	117.42
V410	Vermont Gas Systems, Inc.	9/10/21	94815	76.12
V1459	Vermont Information Consortium LLC	9/10/21	94816	270
V336	W.B Mason Co., Inc.	9/10/21	94817	20.19
V251	Wex Fleet Universal	9/10/21	94818	23,282.34 Fuel
V1723	Abare, Ronald	9/10/21 EFT000000016132		515.76 Volunteer
V55	Boudreau, James	9/10/21 EFT000000016133		839.44 Volunteer
V1150	Bruley SR, Mark	9/10/21 EFT000000016134		1,378.16 Volunteer
V1707	Chase, Betty	9/10/21 EFT000000016135		803.6 Volunteer
V1676	Croteau, William	9/10/21 EFT000000016136		738.64 Volunteer
V1915	Donna Perry	9/10/21 EFT000000016137		504 Volunteer
V1896	Gribbin Andrew	9/10/21 EFT000000016138		37.52
V170	Hertz, Kenneth	9/10/21 EFT000000016139		184.24 Volunteer
V70	LeClair, Raymond	9/10/21 EFT000000016140		1,158.64 Volunteer
V86	Pike, Gail	9/10/21 EFT000000016141		1,109.36 Volunteer
V771	Sammons, Chandra	9/10/21 EFT000000016142		559.44 Volunteer
V89	Sayers, Gail	9/10/21 EFT000000016143		773.92 Volunteer
V1655	Sciria, Andrew	9/10/21 EFT000000016144		427.84 Volunteer
V93	Timm, Marta	9/10/21 EFT000000016145		906.08 Volunteer
V522	Turcotte, S Jeanette	9/10/21 EFT000000016146		290.64 Volunteer
V1725	Utton, Debra	9/10/21 EFT000000016147		1,210.16 Volunteer
V1182	Charissakis, John	9/10/21 EFT000000016148		93
V38	Moore, Jon	9/10/21 EFT000000016149		192.31 DCAP Reimbursement
V747	Nassau II, Jason	9/10/21 EFT000000016150		954.17 FSA Reimbursement
V17	Smith, Jamie L	9/10/21 EFT000000016151		192.31 DCAP Reimbursement
V1626	Whiting, Jeremy	9/10/21 EFT000000016152		192.31 DCAP Reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1891	Minuteman Security Technologies	9/13/21	94819	5,960.00	License Renewals Urban
V316	Able Paint, Glass & Flooring Co.	9/17/21	94820	871.17	
V217	Airgas USA, LLC	9/17/21	94821	101.18	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	9/17/21	94822	103.66	
V590	Barrett Trucking Co., Inc.	9/17/21	94823	208.04	
V284	Brenntag Lubricants Northeast	9/17/21	94824	4,115.09	2 Part Invoices
V226	Burlington Public Works-Water	9/17/21	94825	2,485.98	3 Water and Sewer Bills
V981	Burlington, City of	9/17/21	94826	35	
V1876	Central Vermont Medical Center Inc	9/17/21	94827	285	
V234	Charlebois Truck Parts, Inc.	9/17/21	94828	330	
V220	Class C Solutions Group	9/17/21	94829	823.52	
V1357	CleanPro, Inc	9/17/21	94830	599.46	
V1240	ClearChoiceMD	9/17/21	94831	285	
V240	D & M Fire and Safety Equipment	9/17/21	94832	1,125.00	Fire Extinguisher
V321	Empire Janitorial Supply Company	9/17/21	94833	86.5	
V403	Firetech Sprinkler Corp.	9/17/21	94834	315	
V250	Fisher Auto Parts	9/17/21	94835	892.55	
V252	FleetPride, Inc	9/17/21	94836	72.06	
V799	Gauthier Trucking Company, Inc.	9/17/21	94837	451.4	
V257	Gillig Corp.	9/17/21	94838	267.42	
V259	Grainger	9/17/21	94839	575.48	
V260	Green Mountain Kenworth, Inc.	9/17/21	94840	27.28	
V261	Green Mountain Power	9/17/21	94841	1,432.91	Electric Bill
V1924	Mark Keahey	9/17/21	94842	600.15	
V276	Metalworks	9/17/21	94843	130	
V1891	Minuteman Security Technologies	9/17/21	94844	1,485.00	License Renewals Rural MTC
V996	New England Air Systems	9/17/21	94845	261	
V1912	No Waste Compost	9/17/21	94846	38	
V1846	Noregon Systems Inc.	9/17/21	94847	4,000.00	Bus Transmission Software
V950	Northern ToyotaLift	9/17/21	94848	397.99	
V863	P & P Septic Service, Inc	9/17/21	94849	210	
V1484	Parsons Environment & Infrastructure Group Inc.	9/17/21	94850	48.62	
V1906	Pete's Tire Barns Inc	9/17/21	94851	4,574.36	3 Tire Invoices
V297	Safety-Kleen Systems, Inc.	9/17/21	94852	1,762.61	2 Maintneance Supply Invoices
V299	SB Collins, Inc.	9/17/21	94853	2,109.48	Fuel
V451	Stowe, Town of Electric Department	9/17/21	94854	109.95	
V310	Swish White River, LTD	9/17/21	94855	833	
V158	Thomas Stacy	9/17/21	94856	250	
V1030	UniFirst Corporation	9/17/21	94857	309.49	
V535	VAS Tools, LLC	9/17/21	94858	828	
V68	Vermont Agency of Transportation	9/17/21	94859	353,642.78	5311 and State Match True-ups
V336	W.B Mason Co., Inc.	9/17/21	94860	139.88	
V1923	Mcgee Ford Of Montpelier	9/17/21	94861	150.38	



Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1025	Alter, Charles	9/24/21	94862	84.56	
V1099	Barnett, Wendy	9/24/21	94863	371.84	Volunteer
V1785	Davis Alan	9/24/21	94864	230.16	Volunteer
V203	Ladd, Joyce	9/24/21	94865	88.48	
V1922	Lippa Laura	9/24/21	94866	12.32	
V1911	O'Donnell Kathleen	9/24/21	94867	70.56	
V181	Owen, Helen	9/24/21	94868	1,258.88	Volunteer
V1733	Slack, Robert	9/24/21	94869	271.04	Volunteer
V313	Travelers	9/24/21	94870	90	
V279	ABC Bus Companies-Muncie	9/24/21	94871	1,649.87	Part Invoice
V1305	Allegiant Care	9/24/21	94872	7	
V696	BANG	9/24/21	94873	492.66	
V284	Brenntag Lubricants Northeast	9/24/21	94874	133.55	
V225	Burlington Electric Department	9/24/21	94875	959.51	
V851	Champlain Medical	9/24/21	94876	320	
V389	Collins-Perley Sports Arena	9/24/21	94877	1,107.65	Park and Ride
V390	Commons Associates	9/24/21	94878	900	
V239	Cummins Northeast LLC	9/24/21	94879	69.01	
V1916	Englert Constance	9/24/21	94880	271.39	Travel Reimbursement
V250	Fisher Auto Parts	9/24/21	94881	950.74	
V1751	Foss, Nicholas	9/24/21	94882	80	
V257	Gillig Corp.	9/24/21	94883	991.19	
V704	Government Finance Officers Association	9/24/21	94884	160	
V259	Grainger	9/24/21	94885	56.7	
V261	Green Mountain Power	9/24/21	94886	189.3	
V263	Heritage Ford	9/24/21	94887	1,323.72	Part Invoice
V1658	J. David White Associates, Inc.	9/24/21	94888	449	
V129	Lawrence, Richard	9/24/21	94889	267.03	FSA Reimbursement
V278	Mohawk Mfg. & Supply Co.	9/24/21	94890	179.23	
V1760	NCH Corporation	9/24/21	94891	205.72	
V1925	NNECAPA	9/24/21	94892	210	
V288	Occupational Health Centers of the Southwest, P.A	9/24/21	94893	128	
V545	Pitney Bowes - Leasing	9/24/21	94894	195.89	
V465	Queen City Printers, Ins.	9/24/21	94895	6,628.00	Bus Guides Urban
V299	SB Collins, Inc.	9/24/21	94896	3,460.72	Fuel
V301	Sovernet	9/24/21	94897	406.78	
V302	Sports & Fitness Edge Inc.	9/24/21	94898	341.25	
V308	Steadman Hill Consulting, Inc.	9/24/21	94899	6,552.00	Consulting Invoice
V309	Stride Creative Group	9/24/21	94900	484.8	
V1875	Sunwealth Project Pool 14 LLC	9/24/21	94901	4,545.60	Solar Invoice
V311	Teamsters Local 597	9/24/21	94902	7,195.00	Union Dues
V734	Thermo King Northeast/Dattco	9/24/21	94903	1,009.78	Part Invoice
V313	Travelers	9/24/21	94904	349,585.00	Insurance
V1030	UniFirst Corporation	9/24/21	94905	294.3	
V361	Vermont, State of - Agency of Natural Resources	9/24/21	94906	75	
V1683	VHV Company	9/24/21	94907	515	
V1614	Vt Transportation Brokerage & Logistics	9/24/21	94908	311.75	Cab Service
V336	W.B Mason Co., Inc.	9/24/21	94909	41.97	
V1926	Wilson Bruce	9/24/21	94910	50	
V1723	Abare, Ronald	9/24/21	EFT000000016153	611.52	Volunteer
V55	Boudreau, James	9/24/21	EFT000000016154	1,038.24	Volunteer
V1150	Bruley SR, Mark	9/24/21	EFT000000016155	1,433.04	Volunteer
V1707	Chase, Betty	9/24/21	EFT000000016156	327.6	Volunteer
V1676	Croteau, William	9/24/21	EFT000000016157	383.04	Volunteer
V1915	Donna Perry	9/24/21	EFT000000016158	519.68	Volunteer
V1820	Franklin County Transportation	9/24/21	EFT000000016159	3,165.00	Cab Service
V170	Hertz, Kenneth	9/24/21	EFT000000016160	302.4	Volunteer
V174	Langlois, Paulette	9/24/21	EFT000000016161	650.72	Volunteer
V70	LeClair, Raymond	9/24/21	EFT000000016162	982.24	Volunteer
V86	Pike, Gail	9/24/21	EFT000000016163	787.92	Volunteer
V771	Sammons, Chandra	9/24/21	EFT000000016164	488.88	Volunteer
V89	Sayers, Gail	9/24/21	EFT000000016165	644	Volunteer
V1655	Sciria, Andrew	9/24/21	EFT000000016166	360.08	Volunteer
V93	Timm, Marta	9/24/21	EFT000000016167	627.76	Volunteer
V522	Turcotte, S Jeanette	9/24/21	EFT000000016168	182.56	Volunteer
V1725	Utton, Debra	9/24/21	EFT000000016169	441.84	Volunteer
V1182	Charissakis, John	9/24/21	EFT000000016170	15	
V29	Hirsch, Alain	9/24/21	EFT000000016171	164.32	FSA Reimbursement
V38	Moore, Jon	9/24/21	EFT000000016172	528.95	FSA and DCAP Reimbursement
V141	Riley, Shawn	9/24/21	EFT000000016173	35.18	
V17	Smith, Jamie L	9/24/21	EFT000000016174	192.31	DCAP Reimbursement
V1626	Whiting, Jeremy	9/24/21	EFT000000016175	192.31	DCAP Reimbursement

To: Finance Committee

From: Nick Foss, Director of Finance  
Debbie Coppola, Senior Accountant  
Matt Kimball, Capital Projects Manager

Date: October 11, 2021

RE: Finance/Grants/Capital Projects

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**Monthly Review:**

The Finance & Grants Department (F&G) continues its primary objective of providing accurate, useful, and timely financial reporting, as well as financial management and stewardship of assets to GMT, its management, and stakeholders.

The following is a summary of projects the department continues to focus on:

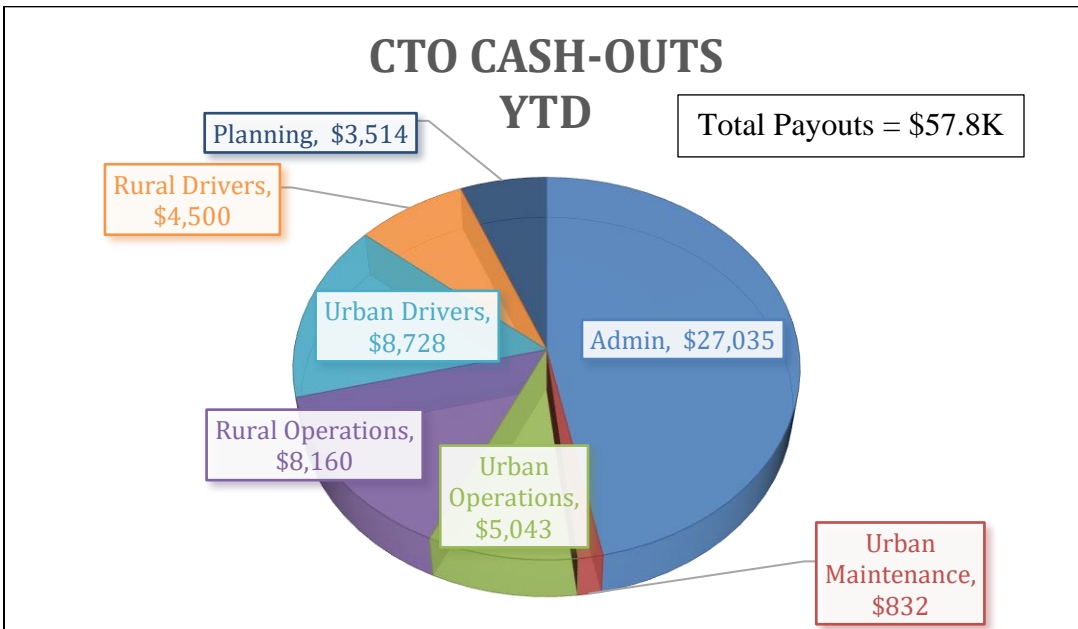
The FY21 audit is currently in process. RHR Smith is on premise this week, sampling procurements, testing processes, and providing guidance when necessary. Once again, GMT's Senior Accountant, Debbie Coppola, did a stellar job preparing for this week, and I can't thank her enough. I look forward to sharing the results of the audit in the coming months and will keep the Finance Committee updated as the process continues.

I am excited to announce that F&G will soon begin recruiting for our new F&G Associate position. The job description has been developed over the past few months, taking the time to absorb the recent staff changes, and after looking holistically at the needs of both departments. This position will serve F&G equally, by assisting in monthly grant billing, quarterly reporting, and procurement management on the grants side, and serving as an apprentice to the Senior Accountant on the finance side.

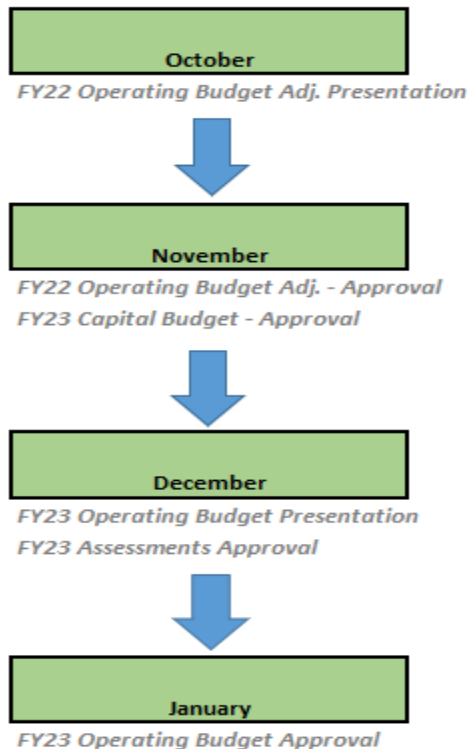
Last week both Matt Kimball (Manager of Grants & Capital Projects) and myself attended the Eastern Grants Forum in Philadelphia. The training served us well and provided a solid update to the Office of Management and Budget's (OMB) Uniform Guidance, which provides a government-wide framework for grants management and outlines all the rules and requirements for federal awards. Continuing education and trainings are a critical part of career development and I look forward to more opportunities such as this for F&G staff.

GMT's Combined Time-Off program has, and continues to be, a point of focus for both management and the Board of Commissioners (BOC). Therefore, I will continue to provide regular financial updates. Please find below an updated CTO liability

chart, which reflects the FY21 unaudited figure and where we stand year-to-date. I have also included a chart reflecting fiscal year-to-date CTO payouts by department. As you can see our CTO liability has recently fallen below our FY20 level, which is due to both the large level of payouts witnessed recently and the time of year we are reporting at, as we are coming off summer where vacation usage is high.



Please find below a calendar for the FY22 Budget Adj., FY23 Budget, and assessment approval process. This calendar follows GMT's typical budget approval timetable, but with one exception. This year, I would like to recommend that the BOC approve assessments independently from the budget. By doing this, it will allow F&G to provide assessment amounts earlier than normal to our urban members. In fact, if possible, I would like to discuss moving the assessment approval to November if the FC and BOC's agree and FY21 ADA ride data is available.



Finally, I wanted to end with a reminder that we will not be reporting completed financials until the first quarter (Q1) is available. This has been the traditional reporting process, as one or two months of financial data is not substantive enough to measure the Agency's progress during FY22. The plan will be to provide complete Q1 financials at the December Finance Committee meeting, along with October expenses.

As always, if you have any questions on anything in this report, please don't hesitate to reach out to me by email at [rfoss@ridegmt.com](mailto:rfoss@ridegmt.com) or by phone at (802) 540-2455.

**Medicaid Update:**

Medicaid financials will follow the same reporting process as GMT's financials. However, I am happy to report that GMT recently received its profit-share for FY21, which amounted to roughly \$117.5K. These funds strategically have not been added

to the FY22 Medicaid revenue budget figure to ensure if losses continue in the Authority's Medicaid program, these profits will serve as an offset.

**Retirement Committee Update:**

A Retirement Committee (RC) meeting is scheduled for October 27th. The meeting will focus on reviewing Q1 fund line-up results, as well as an update from GMT's investment advisor on employee outreach and the new fund line-up.

Draft minutes from the last meeting can be found [HERE](#).

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

☆ **Passenger Shelters:**

- Permit for the Williston shelter pad removal has been received. Peterson Consulting has received one quote to remove the pad and is awaiting a second quote in order to select a Contractor to perform the pad removal.
- Working with Planning and Peterson Consulting to identify and evaluate bus stops for future installation of shelters and benches.

☆ **Montpelier Transit Center:**

- Coordinating with the City of Montpelier on the completion of punch list items for the General Contractor, including the main door ADA Opener, door sweeps at exterior doors, Vacant/Occupied indicators at bathroom doors, and "One-Way" signage for the travel lanes inside the center.

☆ **Electric Small Bus Procurement**

- Continuing to work with Operations and Maintenance staff to finalize EV Cutaway configuration and coordinating with Dattco on pricing in preparation of a purchase order.
- Preparing project work plan for the installation of charging infrastructure to support EV Cutaway buses in Berlin. Will work with Operations and Maintenance staff on the charging equipment selection as well as general design goals for the installation. Once parameters are determined, will work with A&E consultants on the design of charging station installation and the development of bid materials for an installation project in Spring 2022.

☆ **Washington County Facility Site Selection Study**

- Appraisal work on the two finalist sites is ongoing and is expected to be completed in October. Additional information was needed from one property owner on the location of parcel boundaries for a proposed subdivision. Continuing to work with the consulting team to evaluate development possibilities at both sites. The final report timeline will be determined once appraisals are completed. Continuing to research property acquisition and NEPA requirements.

☆ **Berlin Wastewater Collection**

- o Working with Maintenance and engineering consultants on the completion of a wastewater permit application with the Department of Environmental Conservation (DEC) for the existing wash bay wastewater collection system. Goal is to have permitting in place before the winter months.

☆ **FY22 Vehicle Orders**

- o Continuing to work with Maintenance on the development of purchase order materials for a new vehicle type which has been awarded via a joint procurement with SEVT, RCT, and MVRTD. The vehicle is a Mobility Trans Ford Transit 350HD offered by Alliance Bus Group. Staff is planning to purchase two (2) of these vehicles for rural fixed route service and two (2) for urban paratransit service.

☆ **DTC Air Conditioning Improvements**

- o The new split system heating/AC unit in the DTC ticket booth has been in continuous operation with no issues. Coordinating with Project Engineer on directives for the last remaining punch-list item. The Contractor has an inspection with the Burlington electrical inspector scheduled in October, which will be needed in order to close out the electrical and building permits for the project. The mechanical trade permit have been closed out so far. Final payment will be issued upon satisfactory completion of the above.

☆ **31 Queen City Park Rd Facility Renovations**

- o Continuing to work with Wiemann-Lamphere and leadership staff on the development of a master plan study for the greater Queen City Park Road campus. Projections of vehicle size and type and staff use of both properties have been provided to Wiemann-Lamphere for space and use considerations. Continuing to work with leadership staff to develop high level goals for the overall campus to help inform the study.

☆ **101 Queen City Park Rd Facility Projects**

- o Concrete for the front steps has been poured and the curing process is nearly complete. Minor asphalt work at the base of the steps and the installation of the handrail are to be completed. These items are expected to be completed within the next 1-2 weeks. The stairs remain closed off to staff and visitors until installation of the handrail.
- o Continuing to work with Norris/Minuteman on the commissioning of three new cameras that have been installed at 101 Queen City Park Road.
- o Working with Maintenance and Peterson Consulting to discuss parameters for an upcoming project to replace in-ground lifts at the 101 QCP maintenance shop.



**To:** GMT Board of Commissioners  
**From:** Jamie Smith, Director of Marketing and Planning  
**Date:** October 15, 2021  
**RE:** Planning and Marketing Report

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**Seasonal Update:** Staff has begun working with our seasonal partners on the upcoming ski service. Both Stowe Mountain Resort and Sugarbush are aware of GMT's staffing challenges, and are amenable to starting the season with a modified service level. The goal is to begin with a service level that we can responsibly staff and ramp up service as we recruit more operators.

**Data Analyst:** The Planning and Marketing Department is excited to welcome Erika Osorio as the new Transit Data Analyst. Erika recently completed her Master's Degree in Statistics from the University of Vermont. She will be responsible for all current data needs (ridership entry, service indicator reports, performance dashboard, etc.) and will work with all departments to help with additional data needs.

**MyRide Service Update:** Staff and VTrans attended a meeting with Via to discuss the service performance for MyRide in Montpelier. Over the length of the pilot, we have seen a consistent percentage of "seat unavailable" errors, meaning folks can't get a seat on one of the vehicles. Despite the low percentage (4%), we asked Via to help us understand why this is occurring. Their presentation was enlightening, and they have provided the Planning staff with some tools to help decrease these instances.

**TEC Meeting Work:** GMT staff continues to work with the Old Spoke Home Community reps and the Transportation Equity Coalition to identify and improve places where we can make our passenger communication more accessible. This month, we met to discuss some collaboration with the Walk to Shop program, and some how to ride videos that will be translated into some common languages. The goal is to use our bus operators to assist in the videos and to help humanize the local bus service.

**Student Scavenger Hunt:** In early October, GMT launched our student scavenger hunt. This initiative, developed by our Marketing and Planning interns, asks students to compete a number of challenges and document





them on social media, as a way to familiarize themselves with local bus service.

This is part of a student marketing plan, developed this year, that creates a better on-campus presence, and more collaboration with our local partners (CATMA, UVM, and Champlain).

**Some Meetings attended:**

- 9/23 Future of Rural Transit Advisory Committee Meeting
- 9/23 Queen City Park Road Bike/ Ped Connections Steering Committee Meeting
- 9/27 Presentation to UVM Eco Reps
- 9/28 Central Vermont Regional Planning Commission Transportation Advisory Committee
- 9/29 UVM Sustainable Transportation Fair
- 9/30 I-89 Transportation Demand Management Focus Group
- 10/1 Champlain College Tabling
- 10/5 Chittenden County Regional Planning Commission Transportation Advisory Committee
- 10/6 Vermont Climate Council Public Event

## People & Co-worker Staffing

- Co-worker availability, staffing and recruitment continued to worsen to near critical levels. Overall in Operations, 84% of budgeted positions are filled with a need to hire more than 23 division positions. This is especially pronounced in the Maintenance organization, where more than 29% of the positions remain unfilled with no short-term remedy nor any recruitment interest in any of our positions in the 10 weeks posted. Every portion of our service delivery teams have been directly impacted, include line maintenance, fleet servicing (wash rack), and parts, materiel and management. Most division continue to work well beyond their limits and core duties, cascading into significant misalignment of work, function and execution, which then causes even more unforeseen consequences to our ability to effectively meet our mission.
- Maintenance sustained another staff exit impacting our evening shift when much of our preventative maintenance work is conducted. The departing staff member was part of our core group to rebuild the culture and technical skillsets for the division, and this departure from such an overwhelmed crew will have systemic impact across Maintenance. This departure was also our last GFI Genfare-trained farebox system technician, which will require a substantial time and training commitment to not only recruit new technicians, but to also staff this highly specialized legacy fare collection system that will face major deferred technical issues from disuse when the agency resumes fare collection.
- The Downtown Transit Center (DTC) recently received notice of an agent resignation with little notice. We will have major coverage challenges on Tuesday, Thursday, and Friday afternoons for the foreseeable future, which will likely result in possible facility access limitations and longer call center phone wait times. There has been no resiliency in this vital front-line job function, making these types of uncontrolled circumstances especially disruptive to our customers, co-workers and the organization. This business function was recently reassigned to Operations from Human Resources two months ago and remains in transition.

## Operations Staffing September 2021

Division	Unit	Title	Budget	Staffed	Need	Coverage
<b>Burlington</b>	Operations	Bus Operator FT	71	62	9	87%
		Bus Operator PT	7	5	2	71%
		Supervisor	4	3	1	75%
	Subtotal	Operations	82	70	12	85.4%
	Stations	DTC Agent	1.7	1.02	0.7	60%
	Maintenance	Master	6	5	1	83%
		Journeyman	3	2	1	67%
		Washrack CDL	3	2	1	67%
		Custodial CDL	1	0	1	0%
		Custodial	2	2	0	100%
		Body	1	1	0	100%
		Parts/Materiel	1	0	1	0%
	Subtotal	Maintenance	17	12	5	71%
Subtotal	All	100.7	83.02	17.68	82.4%	
<b>St. Albans</b>	Operations	Bus Operator FT	7	7	0	100%
		Bus Operator PT	5	3	2	60%
		Operator PT Van	2	2	0	100%
		Supervisor	1	1	0	100%
	Maintenance	Custodial	0.2	0.2	0	100%
	Subtotal	St. Albans	15.2	13.2	2	86.8%
<b>Berlin</b>	Operations	Bus Operator FT	21	18	3	86%
		Operator PT Van	2	2	0	100%
		Supervisor	2	2	0	100%
		Dispatcher	2	2	0	100%
	Stations	MTC Agent	1.2	1.2	0	100%
	Maintenance	Master	1	0	1	0%
		Journeyman	1	1	0	100%
	Subtotal	Berlin	28.2	24.2	4	85.8%
<b>Seasonal</b>	Operations	Bus Operator FT	7	0	7	0%
<b>Total</b>	<b>All</b>	<b>September</b>	<b>144.1</b>	<b>120.42</b>	<b>23.68</b>	<b>83.6%</b>
		August	144.1	123.1	21	85.4%
		Trend		-2.7	-2.7	↓

*Not including Managers and Coordinator  
Positions are Full Time Equivalent (FTE) except as otherwise noted.*

## Metrics & Performance

- GMT Operations continue to review and refine its business metrics. Based on discussion with the Board’s Transportation Committee, we have updated metrics to include all Preventive Maintenance cycles and use mean distance between failure (MDBF) as a cornerstone measure. Many other updates and functions will be forthcoming across our analytics measures, including inventory, unit availability, warranty cost recovery, incident, accident and complaint, and other business areas as data and analytical capacity improves. Operations has significant improvements to make in its business analytics, reporting and benchmarking, and the division appreciates the engagement of the Commissioners, our co-workers and all of our stakeholders in this ongoing process that will take several months to refine.
- A significant achievement against many odds, Maintenance improved its core performance measures in September despite staffing shortcomings compared to both month prior and year-to-date averages. All core measures had positive forward trends, even with greater fleet mileage utilization that seasonally occurs in September with the Fall schedule change. The Proterra electric fleet performance was the only notable worsening exception due to infrastructure availability (detailed below).
- Mean Distance Between Failure (MDBF) improved overall by 24.2% to 12,288 miles between breakdown. This is driven largely by fewer unscheduled chargeable roadcalls to the legacy diesel fleet (+12%) and rural gasoline fleets (+27%), driven largely by new rural units entering service. Notwithstanding, while this MDBF improvement is welcome news, the 8,261 MDBF for the diesel fleet remains well below typical peer and driven by advanced fleet age, lack of capital reinvestment, production capacity, training, parts and a midlife preventive overhaul program.

## GMT Fleet Snapshot Report

September 2021	Trend	September 2021				FY22 Monthly YTD Average			
		Mont :: Yr	Diesel	Electric	Gasoline	All	Diesel	Electric	Gasoline
Measure									
Fleet Total Miles Operated	↑	140,443	1,097	67,349	208,889	132,665	2,358	70,597	168,091
Fleet Mean Distance Operated	↑	2,065.3	548.5	1,464.1	1800.8	1951.0	1179.2	1534.7	1449.06
Chargeable Road Calls	↓	17.0	0.0	0.0	17.0	18.0	0.0	1.3	17.0
Chargeable Roadcalls per 100K miles	↓	12.1	0	0	8.1	13.6	0.0	1.8	9.4
Fleet Mean Distance Between Failure	↑	8,261	1,097	67,349	12,288	7,370	2,358	52,948	9,888
PM Inspections completed (#)	↑	25	0	13	38	23.7	0	16.7	40.3
PM Inspections completed (%)	↑	100%	100%	100%	100%	95%	100%	100%	97%
Active Fleet Age		9.20	1.8	4.3	5.1	9.10	1.7	4.0	10.3
Asset Useful Life Life Used		76.7%	14.8%	85%		75.8%	14.5%	80.8%	

<p><b>Electric Fleet Update</b></p>	<ul style="list-style-type: none"> <li>• Proterra electric fleet performance and utilization was down 68% from August 2021 levels to just over 1,000 service miles, a substantial and disappointing loss of fleet resources as the legacy diesel fleet continues to be pressed beyond its service life. This was particularly frustrating given the substantial improvements and progress that had been made in August. The Proterra electric charging infrastructure became unavailable for most of September due to what was later triaged as a software bug in a third-party software package. This software, provided by Proterra, allows GMT to control peak metering flow and scheduling that is needed to avoid costly peak metering charges. This important but ancillary software has been taken off line as there is no meter controls during October and November with a solution expected as soon as practicable.</li> <li>• The electric bus fleet itself had no substantial issues and was not the cause of the poor August performance. There is no charging or regional charging infrastructure resiliency at GMT or in the region, with no other DCFC commercial chargers. Staff recommends that a CCS DCFC charger interface be designed and purchased for state-wide transit fleet shared access so that GMT and mutual agencies facing this type of sustained charger problem could lease mobile diesel skid generators with a fuel bowser so that some level of backup capability is possible.</li> </ul>
<p><b>Highlights &amp; Updates</b></p>	<ul style="list-style-type: none"> <li>• Gillig delivered three new 40' foot diesel urban G27D102H4 model low floor transit buses. These buses have a new Cummins L9 clean diesel technology that meets strict USEPA and California emissions standards. This equipment is critical to GMT as fleet reliability, staffing and seasonal changes will require every possible resource to be operated. We expect to complete initial commissioning, familiarization, and regulatory licensure at the end of October. This new fleet will allow GMT to retire three comparable units from service, which immensely benefits our environmental stewardship, service and customer commitments. These buses will bear our new fleet nomenclature as units 4211, 4212, and 4213.</li> </ul> <div data-bbox="662 1371 1232 1801" data-label="Image"> </div> <p data-bbox="526 1803 1321 1833"><i>Fresh from the factory: three new Gillig transit buses arrive ready for unwrapping!</i></p>

	<ul style="list-style-type: none"> <li>• Information Technology continues to collaborate across all Division teams on innovative solutions to better collect, triage, and action a wide variety of business processes, including employee service requests, incident and accident reports, lost and found tracing, service knowledgebases, customer engagement management, and general business process control. We are expecting to be able to implement at least a sizeable pilot program with low cost, off the shelf solutions scaled to GMT over the next month and look forward to assessing the opportunities to better triage and respond to urgent matters while providing far greater reporting transparency to the entire organization, our co-workers and stakeholders on the volume and complexity of the critical enterprise demands at hand.</li> <li>• Code of Conduct revisions, part of our Go Forward plan, have begun initial review and updating. This long awaited effort will include a collaboration with front-line and technical staff across GMT urban and rural operations to assess revisions and updates to the Code of Conduct for our services and facilities that have been so challenged over the last year. Equally important is balancing the legal, enforceability and staff security implications so that unintended consequences are not undertaken.</li> </ul>
<p><b>Facility &amp; Safety Systems</b></p>	<ul style="list-style-type: none"> <li>• GMT has secured a new third-party business partner to better respond to persistent functional and reliability issues with our heavy bus maintenance piston lifts. Westward Equipment Service of St. Johnsbury conducted a comprehensive review of the Burlington lift equipment. These original legacy systems are nearly 25 years old and are effectively at the end of their useful life. While not surprising, the equipment is beyond economic repair and should be replaced as soon as practicable with some alternate system such as mobile floor or scissor lift systems. The scale of these capital repairs and/or alternate lift systems is substantial, complicated and time consuming, with an order of magnitude estimate of \$400,000 but needing further engineering and project management expertise to provide a firm estimate. Given the criticality of these lift systems to the entire organization and the major adverse findings of the inspection, this is a high priority program and we appreciate our co-workers continued collaboration on moving forward to a viable solution as soon as possible. Structural engineering, line production impacts, environmental considerations with the lift pits and long lead times for alternate products and contractors are all considerations.</li> <li>• GMT alarm, access control and security camera systems sustained a major multi-day service interruption due to control equipment failures due to a power module problem with a part that was out of stock caused by chip and supply chain issues. This outage was over five days in October. This is vendor supported equipment is outside of GMT's core IT program. This critical system failure resulting in substantial interruptions to all staff accessing many work areas, bathrooms and locations, and to building alarm and camera systems throughout the campus. We are thankful for our staff for their forbearance and understanding during this frustrating and disruptive time.</li> </ul>

**FY 22 Urban Ridership by Month**

Number of Service Days	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY22 YTD
Saturday	5	4	4										13
Sunday	3	5	4										12
Weekday	22	22	21										65
School Days	0	5	21										26

FY21 YTD
12
13
65
20

FY20 YTD
13
13
64
23

#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY22 YTD	Difference (FY22-FY21)			Difference (FY22-FY20)			
															FY21 YTD	riders	%	FY20 YTD	riders	%	
1	Williston	23,804	26,925	40,150										90,879	69,583	21,296	30.61%	112,127	-21,248	-18.95%	
2	Essex Junction	23,480	26,684	38,056										88,220	60,847	27,373	44.99%	109,598	-21,378	-19.51%	
3	Lakeside Commuter	24	10	10										44	24	20	83.33%	140	-96	-68.57%	
4	Essex Center	Merged with #10 Williston/Essex in June 2020												0							
5	Pine Street	4,972	5,297	6,456										16,725	13,284	3,441	25.90%	21,851	-5,126	-23.46%	
6	Shelburne Rd.	19,729	20,332	22,014										62,075	45,845	16,230	35.40%	66,638	-4,563	-6.85%	
7	North Avenue	14,625	15,969	22,329										52,923	38,249	14,674	38.36%	64,408	-11,485	-17.83%	
8	City Loop	2,303	2,770	4,738										9,811	6,791	3,020	44.47%	11,209	-1,398	-12.47%	
9	Riverside/Winooski	10,326	9,365	11,468										31,159	27,130	4,029	14.85%	34,276	-3,117	-9.09%	
10	Williston/ Essex	1,823	2,147	2,654										6,624	5,105	1,519	29.76%	11,140	-4,516	-40.54%	
11	Airport	4,491	4,676	7,351										16,518	15,271	1,247	8.17%	43,126	-26,608	-61.70%	
16	Hannaford's	58	150	138										346	384	-38	-9.90%	534	-188	-35.21%	
19	Price Chopper #1	88	168	152										408	750	-342	-45.60%	806	-398	-49.38%	
20	Price Chopper #2	136	142	150										428	632	-204	-32.28%	658	-230	-34.95%	
21	Neighborhood Special	0	1,235	6,008										7,243	1,604	5,639	351.56%	20,767	-13,524	-65.12%	
26	Other	1,076													1,076	0	1,076	#DIV/0!	2,700	-1,624	-60.15%
36	Jeffersonville Commuter	227	466	644										1,337	948	389	41.03%	2,988	-1,651	-55.25%	
46	116 Commuter		53	136										189	0	189	#DIV/0!	1,040	-851	-81.83%	
56	Milton Commuter	718	894	967										2,579	2,518	61	2.42%	4,478	-1,899	-42.41%	
76	Middlebury Link	Transferred to Tri Valley Transit in July 2021												0	576	-576	-100.00%	2,805	-2,805	-100.00%	
86	Montpelier Link	2,270	2,388	2,082										6,740	4,160	2,580	62.02%	27,136	-20,396	-75.16%	
96	St. Albans Link	534	420	452										1,406	1,140	266	23.33%	4,386	-2,980	-67.94%	
97	Barre LINK	Suspended March 2020												0	0	0	#DIV/0!	1,561	-1,561	-100.00%	
<b>SUBTOTAL</b>		<b>110,684</b>	<b>120,038</b>	<b>165,955</b>										<b>396,730</b>	<b>294,841</b>	<b>101,889</b>	<b>34.56%</b>	<b>544,372</b>	<b>-147,642</b>	<b>-27.12%</b>	
<b>ADA Paratransit</b>		<b>3,107</b>	<b>3,192</b>											<b>6,299</b>	<b>4,540</b>	<b>1,759</b>	<b>38.74%</b>	<b>6,915</b>	<b>-616</b>	<b>-8.91%</b>	
<b>Urban E&amp;D</b>		<b>1,095</b>												<b>1,095</b>	<b>696</b>	<b>399</b>	<b>57.33%</b>	<b>1,643</b>	<b>-548</b>	<b>-33.35%</b>	
<b>TOTAL</b>		<b>113,791</b>	<b>123,230</b>	<b>165,955</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>403,029</b>	<b>300,077</b>	<b>102,952</b>	<b>34.31%</b>	<b>552,930</b>	<b>-149,901</b>	<b>-27.11%</b>	

\* FY 20 #10 ridership also includes #4 Silver Loop



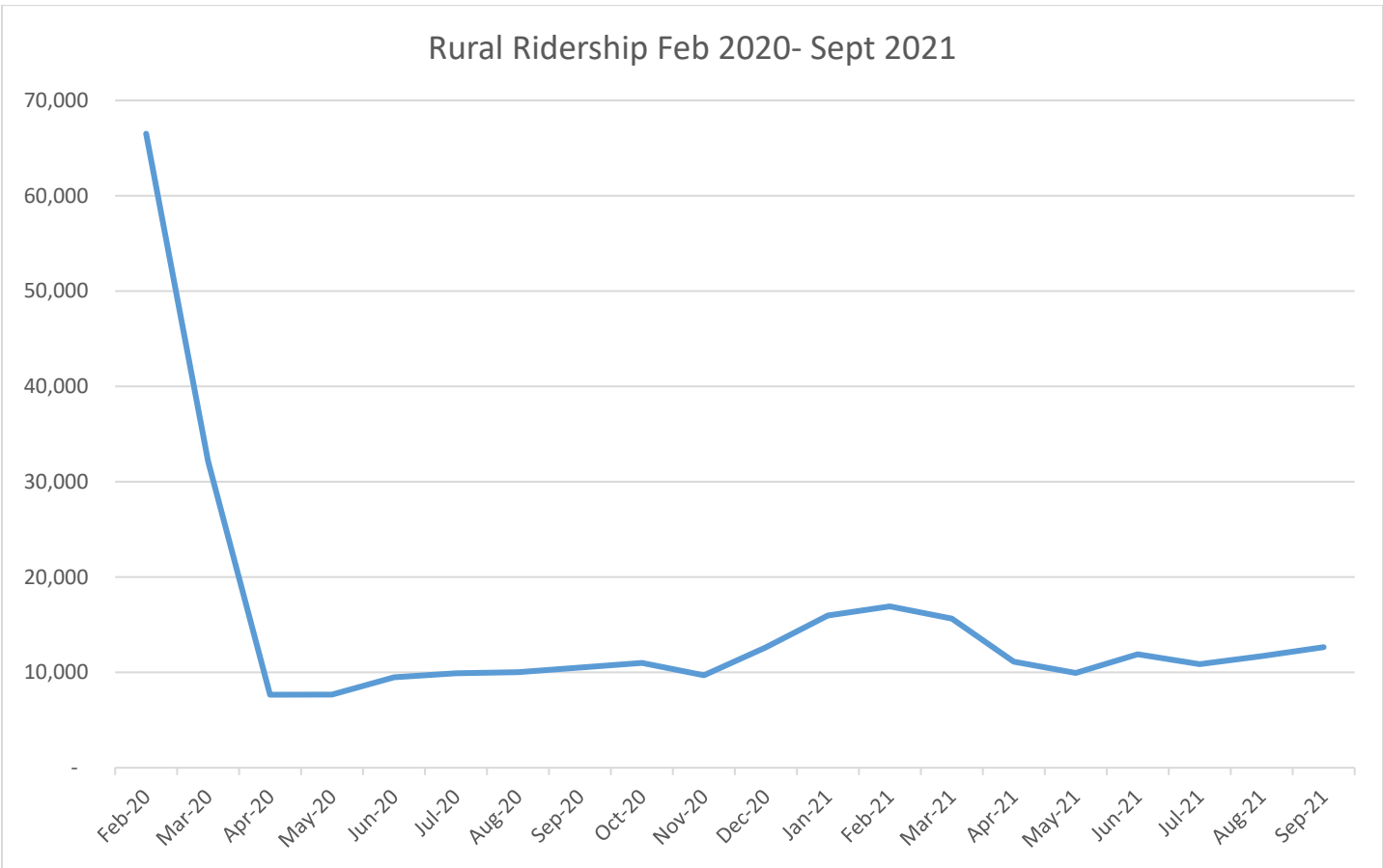
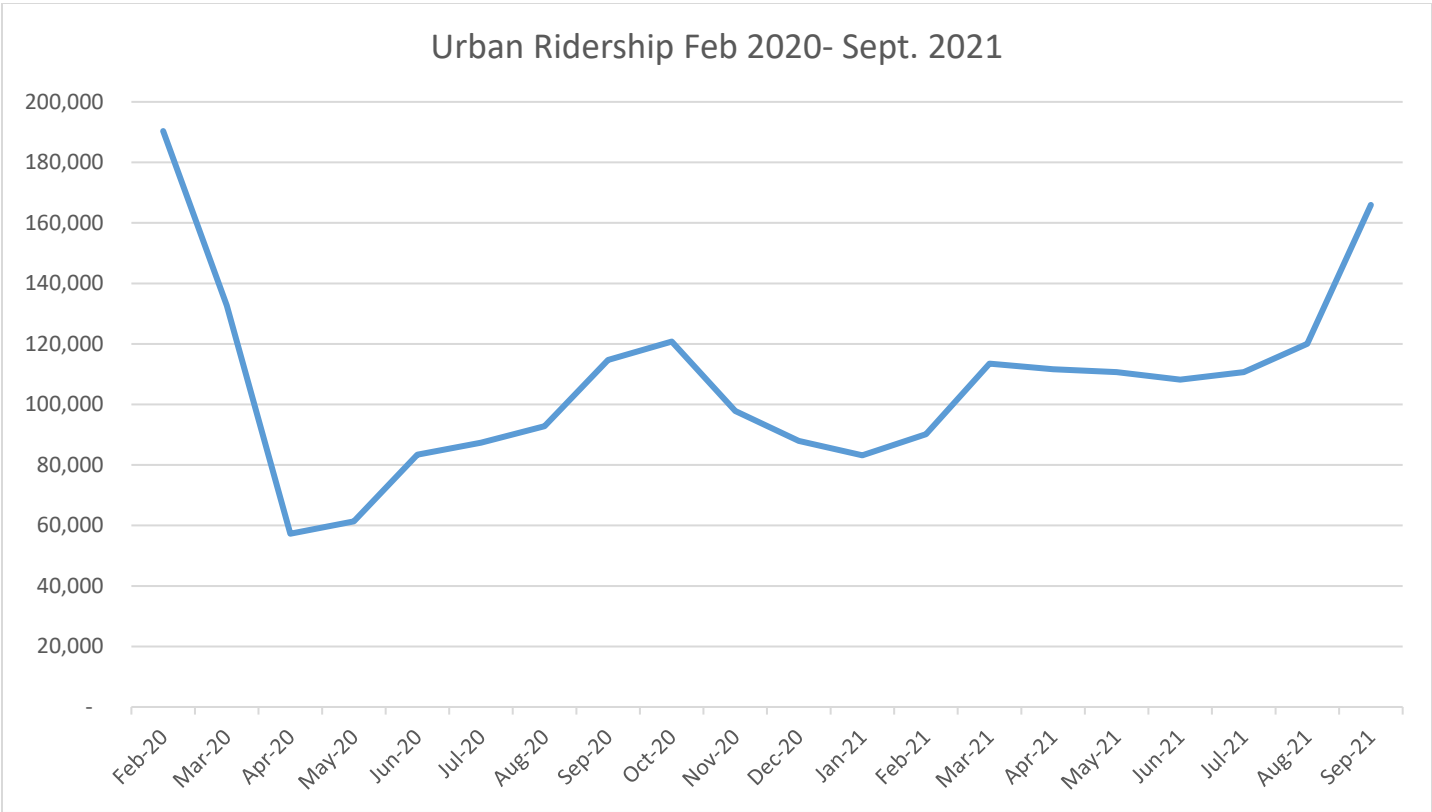
**FY22 GMT Rural Ridership by Month**

**Number of Service Days**

														FY22 YTD	FY21 YTD		FY20 YTD
Saturday	5	4	4											13	12		13
Sunday	3	5	4											12	13		13
Weekday	22	22	21											65	65		64

														<b>Difference (FY22 - FY21)</b>				<b>Difference (FY22 - FY20)</b>		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY22 YTD	FY21 YTD	Riders	%	FY20 YTD	Riders	%
80	City Route Mid-Day	1,434	1,589	1,550										4,573	4,547	26	0.6%	6,677	(2,104)	-31.5%
81	Barre Hospital Hill	2,053	2,218	2,079										6,350	6,270	80	1.3%	9,582	(3,232)	-33.7%
82	Montpelier Hospital Hill	<b>Microtransit.</b>												0	3,801	(3,801)	-100.0%	6,899	(6,899)	-100.0%
83	Waterbury Commuter	203	295	390										888	489	399	81.6%	2,434	(1,546)	-63.5%
84	US 2 Commuter	68	37	30										135	215	(80)	-37.2%	2,088	(1,953)	-93.5%
85	Hannaford Shopping Special	196	187	178										561	435	126	29.0%	270	291	107.8%
87	Northfield Shuttle	34	40	44										118	17	101	594.1%	175	(57)	-32.6%
88	Capital Shuttle	<b>Microtransit</b>												0	0	0		0	0	
89	City Commuter	1,693	1,937	2,950										6,580	5,939	641	10.8%	10,321	(3,741)	-36.2%
90	Plainfield Shuttle	23	18											41	146	(105)	-71.9%	124	(83)	-66.9%
92	Montpelier Circulator	<b>Microtransit</b>												0	1,323	(1,323)	-100.0%	3,718	(3,718)	-100.0%
93	Northfield Commuter	309	383	562										1,254	817	437	53.5%	1,483	(229)	-15.4%
100	Route 100 Commuter	<b>Transferred to Rural Community Transportation on Monday, July 6, 2020.</b>												0	14	(14)	-100.0%	1,653	(1,653)	-100.0%
108	Mountain Road Shuttle													0	0	0		0	0	
102	Morrisville Loop	<b>Transferred to Rural Community Transportation on Monday, July 6, 2020.</b>												0	15	(15)	-100.0%	774	(774)	-100.0%
103	Morrisville Shopping Shuttle													0	25	(25)	-100.0%	682	(682)	-100.0%
109	Tuesday Shopping Shuttle (FGI)	56	56	40										152	158	(6)	-3.8%	232	(80)	-34.5%
110	St.Albans DT Shuttle	1,676	1,587	1,647										4,910	4,416	494	11.2%	6,677	(1,767)	-26.5%
115	Alburg-Georgia Commuter	263	266	282										811	1,094	(283)	-25.9%	1,707	(896)	-52.5%
116	Richford-St.Albans Commuter	185	185	249										619	644	(25)	-3.9%	2,236	(1,617)	-72.3%
120	Valley Floor													0	0	0		0	0	
121	Valley Evening Service	<b>Discontinued for FY21</b>												0	0	0		0	0	
122	Mount Ellen													0	0	0		0	0	
124	Mountain Condos													0	0	0		0	0	
125	Access Road													0	0	0		0	0	
99	Special Services													0	0	0	#DIV/0!	1,834	(1,834)	-100.0%
	Microtransit - MyRide	2,678	2,910	2,652										8,240	N/A			N/A		
	<b>SUBTOTAL</b>	10,871	11,708	12,653	0	0	0	0	0	0	0	0	0	35,232	30,365	4,867	16.0%	59,566	(24,334)	-40.9%
	<b>Rural E&amp;D</b>	1,173												1,173	876	297	33.9%	1,921	(748)	-38.9%
	<b>NEMT</b>	2,192												2,192	2,374	(182)	-7.7%	6,037	(3,845)	-63.7%
	<b>TOTAL</b>	14,236	11,708	12,653	0	0	0	0	0	0	0	0	0	38,597	31,241	7,356	23.5%	61,487	(22,890)	-37.2%
	Minus MyRide	11,558	8,798	10,001				0	0	0	0	0	0	30,357						

Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY22 YTD	<b>Difference (FY22 - FY21)</b>			<b>Difference (FY22 - FY20)</b>		
Capital District	8,691	6,704	7,783	0	0	0	0	0	0	0	0	0	23,178	24,053	(875)	-3.6%	46,880	(23,702)	-50.6%
Franklin/Grand Isle	2,180	2,094	2,218	0	0	0	0	0	0	0	0	0	6,492	6,312	180	2.9%	10,852	(4,360)	-40.2%
Seasonal Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	1,834	(1,834)	-100.0%





To: GMT Board of Commissioners  
From: Jon Moore, General Manager  
Date: October 19, 2021  
RE: General Manager Report

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**Union Contract Negotiations:** After two long mediation sessions on October 12 & 13 the Company and the Union have reached a tentative agreement for the Maintenance Bargaining Unit. The mediation largely focused on wages and benefits to boost recruiting and retention. The tentative plan is for the Membership to hold a ratification vote prior to the November 16 Board meeting at which time the GMT Board will be asked to approve the contract (assuming Membership ratification).

I'd like to thank Austin Davis for representing the Board during the maintenance mediation process, and the Union negotiation team of Mike Slingerland, Bob Chagnon, Shawn "Amos" Riley and Local 597 Business Agent Curtis Clough for a respectful and productive negotiation process.

In addition to fact-finding that is scheduled to begin in early December the Company and the Union have scheduled an additional negotiation session for the Rural Bargaining Unit on October 21. Bob Buermann will be representing the GMT Board at this bargaining session.

The GMT Board approved a three-year Urban Operator contract on October 19 that was ratified by the unit membership on September 26. The three-year contract increases the starting wage to \$21.75 to help with recruitment, and provides annual wage increases of 4% in year one, and 2.5% in years two and three. There are also annual bonuses for inflationary considerations based on current Consumer Price Index (CPI) data. The contract also increases the ability for Urban Operators to draw down their unused combined time-off balances through greater usage opportunities and cash-out options.

Meg Polyte represented the Board at two urban operator unit mediation sessions in September and the Union negotiation team was made up of the three Stewards, Nate Bergeron, Derek Lorrain and Farhan Ahmed, and the Business Agent, Curtis Clough. I would like to again thank the urban operator union negotiation team for a productive negotiation process.

**Staffing and Recruitment:** The Authority continues to experience staffing shortages especially in our Operations and Maintenance Departments. GMT is continuing an aggressive recruitment campaign and will highlight the new Urban Operator CBA wages and benefits in future advertisements. In addition to multiple Operator, Mechanic and Custodian vacancies GMT continues to recruit for a Burlington Operations Supervisor and an Inventory Control Specialist.

GMT is fortunate to have recently promoted Tyler Austin from the Berlin Foreman position to Maintenance Manager, and with the recent hirings of Ashley Lombard (Marketing Coordinator) and Erika Osorio (Data Analyst) the Planning and Marketing Department is fully staffed.



As noted last month GMT has hired HR Consulting Solutions to assist in the recruitment of a HR Director. To date two potential candidates have been identified who I have met with. I will be convening an internal hiring committee as soon as this week to start formal interviews as candidates are deemed to be qualified and a good organizational fit. While Karen Plante continues to prove that she is a fast learner and has done an excellent job in her new role as Payroll and HR Administrator filling the HR Director position is a top priority of mine.

WCAX did a ride along with one of our veteran Burlington Bus Operators, Nusret Mezetovic, and Jamie Smith on October 12, and was on-site at the GMT headquarters on October 15, filming for a multi-spot segment on local industries and businesses who need more employees. The Vermont Department of Labor knew about our driver shortages and through Ross McDonald at VTrans connected WCAX to GMT. The piece will air on October 19, and will hopefully help our recruitment efforts for Bus Operators and Maintenance Staff. A special thanks to Walter Maple and Mike Slingerland from the Maintenance Department for being included in some “action” video footage.

**Emergency Paid Sick Leave:** Through reviews by our legal counsel and payroll vendor GMT has confirmed that we are eligible for federal tax credits through the American Rescue Plan Act (ARPA). These tax credits are for eligible COVID-19 related employee absences between April 1, 2021 and September 30, 2021. Through conversations with the Union, GMT has agreed to share the ARPA benefits with all employees by crediting up to eighty (80) hours of CTO used for qualifying and verifiable absences per the ARPA guidelines. An EPSL Request and Verification form has been distributed to all employees to meet the ARPA documentation requirements. Since GMT already provides eight hours of paid time-off for COVID vaccinations we do not anticipate that there will be significant additional absences that will qualify. GMT continues to promote employees staying home from work when they are not feeling well to limit potential exposure to co-workers and passengers.

**OSHA Vaccination Requirement:** I continue to monitor updates on the Biden Administration’s vaccine requirement. Per SHRM *“On Oct. 12, 2021, the Occupational Safety and Health Administration (OSHA) sent a draft of the emergency temporary standard (ETS) requiring vaccination or weekly testing of workers for employers with 100 or more employees to the White House’s regulatory office for approval. The ETS is expected to be reviewed and approved by the White House very quickly and we will update this information once the ETS is approved and released.”* In preparation for this requirement as an employer with 100 or more employees GMT will be gathering updated employee vaccination information in the coming weeks.

**Zero-Fare Service Continuation:** Staff will begin policy discussion with the Board in the coming months regarding FY23 fare collection. There will be many considerations related to the fare collection policy including budget impacts (including for the ADA program), operational impacts (farebox maintenance, passenger conflicts, on-time performance benefits, etc.) and ridership impacts. There will be much more to come on this in the coming months, but I want to get it on the Board’s radar as there will also need to be a public outreach process if fares were to be reinstated in FY23.



**General Manager Contact:** Please contact me at any time with questions related to the General Manager report or any other general GMT questions. I can be reached at 540-2527 or by email at [jmoore@ridegmt.com](mailto:jmoore@ridegmt.com).