



**Green Mountain Transit Board of Commissioners Meeting**  
**January 16, 2024 – 7:30 a.m.**  
**101 Queen City Road, Burlington VT 05401**

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

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

**To join the meeting via Zoom:**

Video Conference <https://us02web.zoom.us/j/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
- 7:40 a.m. 4. Consent Agenda (Action Item) **Pages 3-14**
  - a. December Meeting Minutes
  - b. Check Register
- 7:45 a.m. 5. **Action:** Fiscal Year 2025 Budget **Pages 15-19**
- 8:00 a.m. 6. **Action:** Fiscal Year 2024 Capital Budget Adjustment and Delegation of Authority **Pages 20-23**
- 8:10 a.m. 7. **Action:** 2025 Unified Planning Work Program Grant Application **Pages 24-30**
- 8:20 a.m. 8. **Report:** Ridership



- 8:30 a.m. 9. **Report:** Grants **Pages 31-35**
- 8:40 a.m. 10. **Information:** Return to Fare Service **Page 36**
- 8:50 a.m. 11. **Discussion:** Fundraising for Local Match – Jim Moulton, Executive Director of Tri-Valley Transit and President, Vermont Public Transit Association
- 9:05 a.m. 12. **Information:** Committee Reports
- 9:15 a.m. 13. **Information:** VTrans Update (if necessary)
- 9:20 a.m. 14. **Information:** General Manager's Report
- 9:25 a.m. 15. Commissioner Comments
- 9:30 a.m. 16. Adjourn

Next GMT Board of Commissioners Meeting Date: February 20, 2024

#### NOTES

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



**Green Mountain Transit Board of Commissioners Meeting Minutes**  
**December 19, 2023 – 7:30 a.m.**  
**101 Queen City Road, Burlington VT 05401**

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

**Present:**

Commissioner Paul Bohne, Essex  
Commissioner Austin Davis, Winooski  
Commissioner Amy Brewer, Williston  
Commissioner Bob Buermann, Grand Isle  
Chris Damiani, Senior Transit Planner  
Jamie Smith, Director of Planning and Marketing  
Alternate Commissioner Chapin Kaynor, Williston  
Nick Foss, Director of Finance  
Dan Currier, VTrans  
Commissioner Christian Meyer, Washington County  
Tyler Austin, Maintenance Manager  
Commissioner Catherine Dimitruk, Franklin County  
Stephanie Reid, Director Human Resources  
Alternate Commissioner Kyle Grenier, Grand Isle  
Ross MacDonald, VTrans  
Commissioner Susan Grasso, Shelburne  
Tammy Masse, Controller  
Commissioner Tasha Wallis, Lamoille County  
Commissioner Phil Pouech, Hinesburg  
Commissioner Chapin Spencer, Burlington  
Ash LaBombard, Marketing Coordinator  
Commissioner Henry Bonges, Milton  
Connor Smith, Capital Projects Coordinator



38 Alternate Commissioner Tom Derenthal, Burlington  
39 Alternate Commissioner Judy Rosenstreich, Shelburne  
40 Tim Bradshaw, Director of Rural Transportation  
41 Alternate Commissioner Will Anderson, Burlington  
42 Irene Choi, AmeriCorps VISTA  
43 Ed Adrian, Legal Counsel  
44 Commissioner Mike Scanlan, South Burlington  
45 Mike Bense, Grants Manager

46  
47 **Open Meeting**

48 Chair Davis opened the meeting at 7:38AM.

49  
50 **Adjustment of the Agenda**

51 None

52  
53 **Public Comment**

54 None

55  
56 **Consent Agenda (Action Item)**

57 Commissioner Spencer made a motion to approve the consent  
58 agenda, and Commissioner Bohne seconded. All were in favor and the  
59 motion carried.

60  
61 **General Manager's Report**

62 GM Clark reviewed the GM report and gave an update on the  
63 flooding close call at the Berlin facility.

64  
65 **Committee Reports**

66 The Committee Chairs gave an overview of the items discussed.

67  
68 **Action: Fiscal Year 2025 Initial Budget**

69 Director Foss presented the FY25 initial budget and asked for a motion  
70 to present the initial budget at a public meeting.

71  
72 Commissioner Bohne made a motion to bring the draft FY25 budget, as  
73 presented, to a public meeting, Commissioner Brewer seconded. All  
74 were in favor and the motion carried.



**Discussion: 2025 Unified Planning Work Program Grant Application**

Director Smith gave an overview of items included in the draft FY25 UPWP Grant application and asked Commissioners for additional items they would like to see included. The final grant application will be presented to the full Board at the January 2024 meeting.

**Information: Seasonal Service**

Staff from the Operations, Maintenance, and Planning departments gave an overview of the work done leading to the start of seasonal service.

**Information: Return to Fare Service Outreach  
Moved to January 2024 meeting**

**Break**

**Information: Role of VTrans and Financial Outlook – VTrans**

Ross MacDonald presented on the VTrans financial outlook and potential impacts on transit agencies.

**Information: Creating GMT Non-Profit Arm**

GMT's Legal Counsel, Ed Adrian, discussed the ability of GMT to create a non-profit arm to open up potential opportunities for the Authority.

**Discussion: Service Review for FY25 State Grant Application**

Director Smith revisited a list of open service opportunities and asked for Board input on what items should be included in the FY25 State Grant Application.

**Discussion: VPTA Non-Federal Match Study**

GM Clark discussed the VPTA non-federal match study.

**Discussion: 2024 Actions Review**

The Board discussed the list of 2024 actions needed.

**Discussion: 2024 Committee Priorities**



112 The Board discussed the new committee structure and priorities for  
113 each of the new Board committees.

114

115 **Adjourn**

116 Commissioner Bohne made a motion to adjourn, Commissioner Grasso  
117 seconded. All were in favor and the meeting ended at 11:51AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V2142	Visual Edge IT. Inc	11/28/23	100348	6,085.00	Copier Berlin
V1467	Charles Schwab	11/28/23	V1467 2023 1128	25,390.76	Retirement
V1025	Alter, Charles	12/1/23	100349	605.88	Volunteer
V1957	Clark Barbara	12/1/23	100350	391.69	Volunteer
V1884	Donaghy Peardon	12/1/23	100351	43.23	
V2140	Fernandez Don	12/1/23	100352	156.55	Volunteer
V1669	Kriss, Bonnie	12/1/23	100353	58.95	
V2032	Merrill John	12/1/23	100354	560.68	Volunteer
V1911	O'Donnell Kathleen	12/1/23	100355	66.81	
V181	Owen, Helen	12/1/23	100356	1,710.86	Volunteer
V279	ABC Bus Companies-Muncie	12/1/23	100357	286.46	
V316	Able Paint, Glass & Flooring Co.	12/1/23	100358	27.16	
V1248	Abolox LLC	12/1/23	100359	843.81	
V217	Airgas USA, LLC	12/1/23	100360	2,747.27	Maintenance Supply Invoice
V1305	Allegiant Care	12/1/23	100361	261,299.00	Health Insurance
V284	Brenntag Lubricants Northeast	12/1/23	100362	3,240.84	3 Part Invoices
V225	Burlington Electric Department	12/1/23	100363	3,614.11	2 Electric Bills
V851	Champlain Medical	12/1/23	100364	212.00	
V2081	Clark Clayton	12/1/23	100365	1,104.46	FSA Reimbursement
V220	Class C Solutions Group	12/1/23	100366	3,457.24	7 Part Invoices
V242	Danform Shoes	12/1/23	100367	351.00	
V321	Empire Janitorial Supply Company	12/1/23	100368	601.43	
V250	Fisher Auto Parts	12/1/23	100369	5,509.16	39 Part and Credit Invoices
V252	FleetPride, Inc	12/1/23	100370	701.33	3 Part Invoices
V259	Grainger	12/1/23	100371	2,968.44	5 Maintenance Supply Invoices
V2143	Green Mountain Flagging, LLC	12/1/23	100372	625.00	
V264	IBF Solutions, Inc.	12/1/23	100373	24,096.50	12 Driver Uniform Invoices
V372	Kane, Valerie	12/1/23	100374	650.00	FSA Reimbursement
V328	Kirk's Automotive Inc.	12/1/23	100375	1,725.00	Part Invoice
V270	Lowe's	12/1/23	100376	1,499.37	8 Maintenance Supply Invoices
V1191	Lucky's Trailer Sales Inc.	12/1/23	100377	487.35	
V1752	Mark Stupik	12/1/23	100378	120.00	Shoe Reimbursement
V1923	Mcgee Ford Of Montpelier	12/1/23	100379	1,319.92	8 Part Invoices
V280	Mutual of Omaha Insurance Co.	12/1/23	100380	14.03	
V1969	Nguyen Kevin	12/1/23	100381	1,202.62	FSA and Boot Allowance
V223	O'Reilly Auto Enterprises, LLC	12/1/23	100382	1,258.34	5 Part Invoices
V2141	Office Environments Inc.	12/1/23	100383	14,426.96	Office Furniture Broker Service
V1878	Otis Elevator Company	12/1/23	100384	530.76	
V1906	Pete's Tire Barns Inc	12/1/23	100385	6,535.01	2 Tire Invoices
V1965	Quality Tool & Equipment Inc	12/1/23	100386	9,860.00	Small Tool Invoice
V294	RHR Smith & Company	12/1/23	100387	2,200.00	Auditing Invoice
V297	Safety-Kleen Systems, Inc.	12/1/23	100388	241.79	
V298	Sanel Auto Parts Co.	12/1/23	100389	139.05	
V198	Smoren, Randolph	12/1/23	100390	89.00	
V302	Sports & Fitness Edge Inc.	12/1/23	100391	543.00	
V2056	Sprague Operating Resources LLC	12/1/23	100392	20,682.86	Fuel

V451	Stowe, Town of Electric Department	12/1/23	100393	74.44	
V1883	TDI Repair Facility LLC	12/1/23	100394	1,130.00	2 Tow Invoices
V315	United Parcel Service	12/1/23	100395	336.03	
V410	Vermont Gas Systems, Inc.	12/1/23	100396	2,467.43	5 Gas Bills
V336	W.B Mason Co., Inc.	12/1/23	100397	116.81	
V352	Wiemann-Lamphere Architects Inc.	12/1/23	100398	220.17	
V2075	New Flyer of America Inc.	12/1/23	100399	15,789.60	Training
V1929	Brock Christine	12/1/23	EFT000000017481	42.58	
V1150	Bruley SR, Mark	12/1/23	EFT000000017482	1,817.64	Volunteer
V548	Burnor, David	12/1/23	EFT000000017483	706.10	Volunteer
V1707	Chase, Betty	12/1/23	EFT000000017484	1,523.53	Volunteer
V2090	Churchill Brenda	12/1/23	EFT000000017485	185.37	Volunteer
V1952	Cook Kathleen	12/1/23	EFT000000017486	128.39	Volunteer
V1676	Croteau, William	12/1/23	EFT000000017487	1,185.55	Volunteer
V1820	Franklin County Transportation	12/1/23	EFT000000017488	15,620.00	Cab Service
V170	Hertz, Kenneth	12/1/23	EFT000000017489	899.97	Volunteer
V70	LeClair Raymond	12/1/23	EFT000000017490	455.23	Volunteer
V2118	Marsh Donald	12/1/23	EFT000000017491	375.97	Volunteer
V86	Pike, Gail	12/1/23	EFT000000017492	1,613.92	Volunteer
V771	Sammons Chandra	12/1/23	EFT000000017493	320.95	Volunteer
V93	Timm, Marta	12/1/23	EFT000000017494	639.95	Volunteer
V1725	Utton, Debra	12/1/23	EFT000000017495	1,260.22	Volunteer
V2100	Wood Jeremy	12/1/23	EFT000000017496	939.94	Volunteer
V1446	M T Wallets, LLC	12/1/23	EFT000000017497	3,300.00	Lease St Albans
V38	Moore, Jon	12/1/23	EFT000000017498	134.62	DCAP Reimbursement
V1994	Reid Stephanie	12/1/23	EFT000000017499	28.19	
V1825	Ride Your Bike LLC	12/1/23	EFT000000017500	955.09	
V17	Smith, Jamie L	12/1/23	EFT000000017501	192.32	DCAP Reimbursement
V303	SSTA	12/1/23	EFT000000017502	187,627.33	ADA
V308	Steadman Hill Consulting, Inc.	12/1/23	EFT000000017503	6,270.00	Consulting
V1856	Via Transportation Inc.	12/1/23	EFT000000017504	2,000.00	Micro transit Invoice



Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V2075	New Flyer of America Inc.	12/5/23	100400	2,470,169.76	4 Buses
V1953	WEX BANK	12/5/23	WEX 12-05-2023	37,501.22	Fuel
V279	ABC Bus Companies-Muncie	12/8/23	100401	13,415.95	8 Part Invoices
V1817	Air Compressor Engineering CO., INC	12/8/23	100402	776.7	
V217	Airgas USA, LLC	12/8/23	100403	3,126.80	3 Maintenance Supply Invoices
V1334	Background Investigation Bureau, LLC	12/8/23	100404	324	
V284	Brenntag Lubricants Northeast	12/8/23	100405	6,627.32	4 Part Invoices
V224	Burlington Communications	12/8/23	100406	3,442.25	2 Radio install and repair Invoices
V225	Burlington Electric Department	12/8/23	100407	3,976.47	5 Electric Bills
V1227	Burlington Public Works-NON Water!!!	12/8/23	100408	160	
V226	Burlington Public Works-Water	12/8/23	100409	743.97	
V228	C.I.D.E.R., Inc.	12/8/23	100410	1,571.49	Mobility Management True up
V851	Champlain Medical	12/8/23	100411	444	
V234	Charlebois Truck Parts, Inc.	12/8/23	100412	332.76	
V220	Class C Solutions Group	12/8/23	100413	4,074.00	9 Part Invoices
V1564	Connolly Heather	12/8/23	100414	250	
V417	Dion Security, Inc.	12/8/23	100415	59.8	
V250	Fisher Auto Parts	12/8/23	100416	474.79	
V252	FleetPride, Inc	12/8/23	100417	622.32	
V253	FleetWave Partners, LLP	12/8/23	100418	3,533.25	2 Radio Repeater Invoices
V2027	Goss Dodge	12/8/23	100419	60.04	
V259	Grainger	12/8/23	100420	867.5	
V260	Green Mountain Kenworth, Inc.	12/8/23	100421	7,521.46	Repair Invoice
V261	Green Mountain Power	12/8/23	100422	75.31	
V263	Heritage Ford	12/8/23	100423	411.29	
V1658	J. David White Associates, Inc.	12/8/23	100424	2,800.00	Part Invoice
V1859	Jeremy J Becker	12/8/23	100425	290	
V2094	Josephson Taylor	12/8/23	100426	2,524.34	Yard Care Invoice
V328	Kirk's Automotive Inc.	12/8/23	100427	1,525.00	Part Invoice
V647	Lake Street Auto Sales & Service	12/8/23	100428	41.2	
V2130	Laura Mulligan	12/8/23	100429	4,952.50	Painting Invoice Berlin
1208	Lawson Products, Inc	12/8/23	100430	170.7	
V2013	Luneau Brothers Glass LLC	12/8/23	100431	451.34	
V274	McMaster-Carr	12/8/23	100432	75.22	
V276	Metalworks	12/8/23	100433	93.5	
V792	Myers Container Service Corp.	12/8/23	100434	2,294.03	4 Trash Removal Invoices
V996	New England Air Systems	12/8/23	100435	8,926.93	2 Heating Repair Invoices
V1320	NorthEast Mailing Systems, LLC	12/8/23	100436	232.93	
V950	Northern ToyotaLift	12/8/23	100437	1,395.05	Repair Invoice
V223	O'Reilly Auto Enterprises, LLC	12/8/23	100438	341.07	
V1878	Otis Elevator Company	12/8/23	100439	530.76	
V863	P & P Septic Service, Inc	12/8/23	100440	410	
V1484	Parsons Environment & Infrastructure Group Inc.	12/8/23	100441	65.54	
V1906	Pete's Tire Barns Inc	12/8/23	100442	2,100.30	Tire Invoice
V1165	Posner, Jordan	12/8/23	100443	912.5	
V291	Prevost Parts	12/8/23	100444	27.99	
V294	RHR Smith & Company	12/8/23	100445	8,100.00	2 Auditing Invoices
V297	Safety-Kleen Systems, Inc.	12/8/23	100446	1,297.90	Hazardous Waste Disposal
V637	Snap-on Equipment	12/8/23	100447	69	
V2056	Sprague Operating Resources LLC	12/8/23	100448	16,229.95	Fuel
V1875	Sunwealth Project Pool 14 LLC	12/8/23	100449	1,551.89	Solar Invoice
V310	Swish White River, LTD	12/8/23	100450	4,311.51	9 Maintenance Supply Invoices
V1883	TDI Repair Facility LLC	12/8/23	100451	767.5	
V158	Thomas Stacy	12/8/23	100452	175	
V273	Transit Holding, Inc.	12/8/23	100453	1,298.74	2 Part Invoices
V313	Travelers	12/8/23	100454	455	
V1030	UniFirst Corporation	12/8/23	100455	3,205.52	15 Uniform and Rug Invoices
V1459	Vermont Information Consortium LLC	12/8/23	100456	540	
V336	W.B Mason Co., Inc.	12/8/23	100457	166.96	
V796	Yipes Auto Accessories	12/8/23	100458	1,091.35	2 Invoices New Bus Logos

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1467	Charles Schwab	12/11/23	V1467 2023 1211	26,087.92	Retirement
V1423	Alling, Andrew	12/15/23	100459	34.06	
V1025	Alter, Charles	12/15/23	100460	591.47	Volunteer
V2147	Andors Carolyn	12/15/23	100461	95.63	
V1099	Barnett, Wendy	12/15/23	100462	1,032.28	Volunteer
V2148	Billodeau Susan	12/15/23	100463	36.68	
V1957	Clark Barbara	12/15/23	100464	200.43	Volunteer
V1934	Coburn John	12/15/23	100465	120.52	Volunteer
V1669	Kriss, Bonnie	12/15/23	100466	37.99	
V2032	Merrill John	12/15/23	100467	437.54	Volunteer
V181	Owen, Helen	12/15/23	100468	1,359.78	Volunteer
V1932	Sheridan Megan	12/15/23	100469	69.43	
V2058	Vassar Carol	12/15/23	100470	83.84	
V279	ABC Bus Companies-Muncie	12/15/23	100471	1,132.24	4 Part Invoices
V2026	AMCS Group Inc	12/15/23	100472	4,732.54	Software Maintenance
V1313	Amey, Wayne	12/15/23	100473	800	FSA Reimbursement
V219	Aubuchon C/O Blue Tarp Financial, Inc.	12/15/23	100474	112.19	
V2146	Brady Tammy	12/15/23	100475	484.41	FSA Reimbursement
V284	Brenntag Lubricants Northeast	12/15/23	100476	4,351.12	2 Part Invoices
V227	Burlington Telecom	12/15/23	100477	2,214.59	IT Invoice
V981	Burlington, City of	12/15/23	100478	20	
V228	C.I.D.E.R., Inc.	12/15/23	100479	32,624.24	E&D Medicaid Rides
V2104	Community Rides Vermont, Inc.	12/15/23	100480	13,013.68	E&D Medicaid Rides
V1564	Connolly Heather	12/15/23	100481	125	
V928	Conway Office Solutions	12/15/23	100482	82.23	
V240	D & M Fire and Safety Equipment	12/15/23	100483	1,050.00	Safety Inpection
V2134	D'Amico Mike	12/15/23	100484	154.85	Mileage Reimbursement
V2144	Daniels Alexis	12/15/23	100485	130	DOT test Reimbursement
V1713	DeVivo Bus Sales	12/15/23	100486	134,301.85	Cutaway Bus
V2116	Elizabeth Green	12/15/23	100487	8,000.00	2 Driver Training Invoices
V2127	EZ Container Services, Inc.	12/15/23	100488	32.6	
V403	Firetech Sprinkler Corp.	12/15/23	100489	305	
V250	Fisher Auto Parts	12/15/23	100490	1,143.89	11 Part Invoices
V252	FleetPride, Inc	12/15/23	100491	525.45	
V257	Gillig Corp.	12/15/23	100492	6,085.25	6 Part Invoices
V259	Grainger	12/15/23	100493	948.88	
V1639	Gratton, Yancey	12/15/23	100494	100	Shoe Reimbursement
V2145	Harrington Deana	12/15/23	100495	120	Shoe Reimbursement
V264	IBF Solutions, Inc.	12/15/23	100496	25.45	
V1378	Johnson, James	12/15/23	100497	284.57	Meal Reimbursement
V328	Kirk's Automotive Inc.	12/15/23	100498	998	
V1947	Land Care Agri. Services LLC	12/15/23	100499	570	
V2130	Laura Mulligan	12/15/23	100500	6,421.47	Painting Berlin
V1509	Lawson Products, Inc	12/15/23	100501	24.61	
V1752	Mark Stupik	12/15/23	100502	13.96	
V1923	Mcgee Ford Of Montpelier	12/15/23	100503	855.9	
V276	Metalworks	12/15/23	100504	30	
V1068	Midwest Bus Corporation	12/15/23	100505	186.25	
V283	Neopart LLC	12/15/23	100506	170	
V1969	Nguyen Kevin	12/15/23	100507	192.32	DCAP Reimbursement
V331	North Avenue News	12/15/23	100508	200	
V223	O'Reilly Auto Enterprises, LLC	12/15/23	100509	110.28	
V1906	Pete's Tire Barns Inc	12/15/23	100510	6,785.52	3 Tire Invoices
V290	Peterson Consulting, Inc.	12/15/23	100511	525	
V1553	Rai, Dilip	12/15/23	100512	240	Boot Allowance

V864	Rick's Towing & Repair, Inc.	12/15/23	100513	350	
V298	Sanel Auto Parts Co.	12/15/23	100514	90.04	
V301	Sovernet	12/15/23	100515	2,318.23	3 IT Invoices
V2056	Sprague Operating Resources LLC	12/15/23	100516	19,191.01	Fuel
V516	Stowe Reporter	12/15/23	100517	1,672.00	Marketing Invoices
V310	Swish White River, LTD	12/15/23	100518	210	
V2074	T-Mobile	12/15/23	100519	2,841.30	2 IT Invoices
V734	Thermo King Northeast/Dattco	12/15/23	100520	806.4	
V273	Transit Holding, Inc.	12/15/23	100521	15.55	
V315	United Parcel Service	12/15/23	100522	18.44	
V351	Vantage Press	12/15/23	100523	285.35	
V535	VAS Tools, LLC	12/15/23	100524	57	
V391	Verizon Wireless	12/15/23	100525	2,066.42	IT Invoice
V410	Vermont Gas Systems, Inc.	12/15/23	100526	446.74	
V2142	Visual Edge IT, Inc	12/15/23	100527	695	
V2133	Vital Delivery Solutions LLC	12/15/23	100528	20.6	
V336	W.B Mason Co., Inc.	12/15/23	100529	14.99	
V1929	Brock Christine	12/15/23	EFT000000017505	187.99	Volunteer
V1150	Bruley SR, Mark	12/15/23	EFT000000017506	1,396.48	Volunteer
V548	Burnor, David	12/15/23	EFT000000017507	584.27	Volunteer
V1707	Chase, Betty	12/15/23	EFT000000017508	576.4	Volunteer
V1952	Cook Kathleen	12/15/23	EFT000000017509	62.88	
V1676	Croteau, William	12/15/23	EFT000000017510	805.65	Volunteer
V1820	Franklin County Transportation	12/15/23	EFT000000017511	12,630.00	Cab Service
V170	Hertz, Kenneth	12/15/23	EFT000000017512	814.82	Volunteer
V70	LeClair Raymond	12/15/23	EFT000000017513	446.06	Volunteer
V2118	Marsh Donald	12/15/23	EFT000000017514	306.54	Volunteer
V86	Pike, Gail	12/15/23	EFT000000017515	823.35	Volunteer
V771	Sammons Chandra	12/15/23	EFT000000017516	551.51	Volunteer
V1725	Utton, Debra	12/15/23	EFT000000017517	831.85	Volunteer
V2100	Wood Jeremy	12/15/23	EFT000000017518	858.06	Volunteer
V14	Bruce, Judith	12/15/23	EFT000000017519	37.03	
V1770	Damiani Christopher	12/15/23	EFT000000017520	60.52	
V124	Kimball, Matt	12/15/23	EFT000000017521	782.32	FSA Reimbursement
V38	Moore, Jon	12/15/23	EFT000000017522	134.62	DCAP Reimbursement
V17	Smith, Jamie L	12/15/23	EFT000000017523	192.32	DCAP Reimbursement
V303	SSTA	12/15/23	EFT000000017524	45,883.84	E and D Rides
V308	Steadman Hill Consulting, Inc.	12/15/23	EFT000000017525	8,172.50	Consulting
V2075	New Flyer of America	12/15/23	100530	617,542.44	Bus

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V2075	New Flyer of America Inc.	12/19/23	100531	617,542.44	Bus
V279	ABC Bus Companies-Muncie	12/22/23	100532	3,974.11	6 Part Invoices
V415	Amazon Capital Services	12/22/23	100533	5,763.96	22 IT, Office Supply, Part and Uniform Invoices
V696	BANG	12/22/23	100534	608	
V284	Brenntag Lubricants Northeast	12/22/23	100535	2,869.08	Part Invoice
V226	Burlington Public Works-Water	12/22/23	100536	2,307.96	2 Water and SewerBills
V851	Champlain Medical	12/22/23	100537	126	
V293	Charlebois, R.R.Inc.	12/22/23	100538	439.32	
V1564	Connolly Heather	12/22/23	100539	375	
V250	Fisher Auto Parts	12/22/23	100540	1,587.25	9 Part Invoices
V252	FleetPride, Inc	12/22/23	100541	1,784.21	5 Part Invoices
V1814	Fred's Plumbing & Heating Inc.	12/22/23	100542	803.99	
V256	Genfare	12/22/23	100543	103,557.70	2 Farebox Invoices
V257	Gillig Corp.	12/22/23	100544	519.92	
V261	Green Mountain Power	12/22/23	100545	1,931.01	3 Power Bills Rural
V263	Heritage Ford	12/22/23	100546	9.86	
V1859	Jeremy J Becker	12/22/23	100547	190	
V1779	Key Motors of South Burlington	12/22/23	100548	159.73	
V2013	Luneau Brothers Glass LLC	12/22/23	100549	351.4	
V2015	M&T Bank	12/22/23	100550	9,120.53	Credit Cards Parts, Marketing and Meals
V283	Neopart LLC	12/22/23	100551	40.44	
V996	New England Air Systems	12/22/23	100552	1,555.28	2 Repair Invoices
V2010	Nucar Automall of Saint Albans	12/22/23	100553	453.89	
V223	O'Reilly Auto Enterprises, LLC	12/22/23	100554	29.3	
V291	Prevost Parts	12/22/23	100555	895.02	
V294	RHR Smith & Company	12/22/23	100556	1,900.00	Auditing Invoice
V2056	Sprague Operating Resources LLC	12/22/23	100557	20,651.80	Fuel
V451	Stowe, Town of Electric Department	12/22/23	100558	109.82	
V1883	TDI Repair Facility LLC	12/22/23	100559	1,197.50	2 Tow Invoices
V273	Transit Holding, Inc.	12/22/23	100560	510.57	
V313	Travelers	12/22/23	100561	476,843.75	Insurance
V1030	UniFirst Corporation	12/22/23	100562	41.31	
V689	Vermont Elevator Inspection Services Inc.	12/22/23	100563	410	
V2150	Morris Kyle	12/22/23	100564	1,300.00	Tool Allowance
V225	Green Mountain Power	12/20/23	100565	1,646.00	Transformer 31 QCP
V545	Pitney Bowes	12/21/23	100566	179.85	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1975	Berlin Automotive T1, LLC	12/28/23	100574	67,248.00	2 Toyota Ravs SSTA
V1025	Alter, Charles	12/29/23	100567	220.08	Volunteer
V2149	Chesarek John	12/29/23	100568	41.92	
V1957	Clark Barbara	12/29/23	100569	176.85	Volunteer
V1450	English, Leslie	12/29/23	100570	34.06	
V2108	MacAuley Angela	12/29/23	100571	250.21	Volunteer
V181	Owen, Helen	12/29/23	100572	909.81	Volunteer
V962	Williams, Kenneth	12/29/23	100573	116.6	Volunteer
V279	ABC Bus Companies-Muncie	12/29/23	100575	2,077.89	Part Invoice
V99	Bergeron, Nathan	12/29/23	100576	213.2	FSA Reimbursement
V225	Burlington Electric Department	12/29/23	100577	2,069.77	Electric Bill
V481	Capitol Steel & Supply Co., Inc.	12/29/23	100578	1,010.00	Part Invoice
V220	Class C Solutions Group	12/29/23	100579	4,084.94	8 Part Invoices
V600	Cody Chevrolet	12/29/23	100580	269.74	
V2084	Consolidated Communications	12/29/23	100581	104.63	
V2131	Cornerstone Land Management	12/29/23	100582	7,932.00	Garage Floor Invoice Final Berlin
V524	CPL Electrical Contracting	12/29/23	100583	1,550.00	Repair Invoice
V1973	Cummings Electric, P.C.	12/29/23	100584	6,408.46	Repair Invoice
V417	Dion Security, Inc.	12/29/23	100585	359	
V321	Empire Janitorial Supply Company	12/29/23	100586	62.94	
V250	Fisher Auto Parts	12/29/23	100587	3,269.06	23 Part Invoices
V252	FleetPride, Inc	12/29/23	100588	1,072.90	3 Part Invoices
V362	Gannett Vermont Publishing Inc	12/29/23	100589	22.5	
V257	Gillig Corp.	12/29/23	100590	2,460.10	3 Part Invoices
V259	Grainger	12/29/23	100591	1,109.23	4 Maintenance Supply Invoices
V1639	Gratton, Yancey	12/29/23	100592	240	FSA Reimbursement
V260	Green Mountain Kenworth, Inc.	12/29/23	100593	50.76	
V1136	Gurung, Damber	12/29/23	100594	510.4	Training Reimbursement
V1976	Hanley Scott	12/29/23	100595	782.76	FSA Reimbursement
V2102	Hanshew Shelly	12/29/23	100596	403	FSA Reimbursement
V263	Heritage Ford	12/29/23	100597	30.32	
V264	IBF Solutions, Inc.	12/29/23	100598	1,699.98	3 Driver Uniform Invoices
V1786	Integrity Communications, Inc	12/29/23	100599	1,535.30	Repair Invoice
V328	Kirk's Automotive Inc.	12/29/23	100600	1,034.00	Part Invoice
V2130	Laura Mulligan	12/29/23	100601	12,442.00	Painting and Drywall Repair Invoices
V1509	Lawson Products, Inc	12/29/23	100602	1,178.87	8 Maintenance Supply Invoices
V270	Lowe's	12/29/23	100603	2,027.44	6 Maintenance Supply Invoices
V1191	Lucky's Trailer Sales Inc.	12/29/23	100604	534.08	
V2013	Luneau Brothers Glass LLC	12/29/23	100605	490.38	
V436	Mabee, Jonathan	12/29/23	100606	125	FSA Reimbursement
V1004	Marcu, Daniel	12/29/23	100607	100	Shoe Reimbursement
V1923	Mcgee Ford Of Montpelier	12/29/23	100608	147.78	
V2151	McKinney Elizabeth	12/29/23	100609	499.98	FSA Reimbursement
V280	Mutual of Omaha Insurance Co.	12/29/23	100610	14.03	
V1576	New England Auto Glass LLC	12/29/23	100611	640	
V1969	Nguyen Kevin	12/29/23	100612	192	FSA Reimbursement
V950	Northern ToyotaLift	12/29/23	100613	2,145.93	3 Repair Invoices
V1906	Pete's Tire Barns Inc	12/29/23	100614	12,784.41	3 Tire Invoices
V1133	Resort Guides	12/29/23	100615	1,950.00	Marketing Invoice
V864	Rick's Towing & Repair, Inc.	12/29/23	100616	3,150.00	Tow Invoice 6 Buses
V1903	RTN Publishing vt Maturity mag	12/29/23	100617	1,198.00	2 Marketing Invoices
V297	Safety-Kleen Systems, Inc.	12/29/23	100618	241.46	
V302	Sports & Fitness Edge Inc.	12/29/23	100619	542.97	
V2056	Sprague Operating Resources LLC	12/29/23	100620	19,181.09	Fuel
V1686	Stowe Pest Control	12/29/23	100621	75	
V309	Stride Creative Group	12/29/23	100622	103.7	
V310	Swish White River, LTD	12/29/23	100623	2,025.90	5 Maintenance Supply Invoices

V2074	T-Mobile	12/29/23	100624	1,480.92	IT Invoice
V273	Transit Holding, Inc.	12/29/23	100625	3,399.72	7 Part Invoices
V1030	UniFirst Corporation	12/29/23	100626	1,624.94	8 Maintenance Supply Invoice
V391	Verizon Wireless	12/29/23	100627	2,540.36	IT Invoice
V410	Vermont Gas Systems, Inc.	12/29/23	100628	6,214.73	5 Gas Bills
V1348	Wind River Environmental LLC	12/29/23	100629	583.7	
V1929	Brock Christine	12/29/23	EFT000000017526	129.69	Volunteer
V1150	Bruley SR, Mark	12/29/23	EFT000000017527	1,435.77	Volunteer
V548	Burnor, David	12/29/23	EFT000000017528	1,080.10	Volunteer
V1707	Chase, Betty	12/29/23	EFT000000017529	1,108.26	Volunteer
V2090	Churchill Brenda	12/29/23	EFT000000017530	401.52	Volunteer
V1952	Cook Kathleen	12/29/23	EFT000000017531	91.05	
V1676	Croteau, William	12/29/23	EFT000000017532	1,506.50	Volunteer
V1820	Franklin County Transportation	12/29/23	EFT000000017533	15,625.00	Cab Service
V170	Hertz, Kenneth	12/29/23	EFT000000017534	855.43	Volunteer
V70	LeClair Raymond	12/29/23	EFT000000017535	1,003.47	Volunteer
V2118	Marsh Donald	12/29/23	EFT000000017536	445.4	Volunteer
V86	Pike, Gail	12/29/23	EFT000000017537	1,583.14	Volunteer
V771	Sammons Chandra	12/29/23	EFT000000017538	820.06	Volunteer
V1725	Utton, Debra	12/29/23	EFT000000017539	1,220.92	Volunteer
V2100	Wood Jeremy	12/29/23	EFT000000017540	909.14	Volunteer
V1879	Bean Kelly	12/29/23	EFT000000017541	29	
V2103	Bensel Michael	12/29/23	EFT000000017542	243.21	Training Reimbursement
V29	Hirsch, Alain	12/29/23	EFT000000017543	15	
V1960	Kaplowitz Steven	12/29/23	EFT000000017544	100	Shoe Reimbursement
V124	Kimball, Matt	12/29/23	EFT000000017545	1,155.41	Training Reimbursement
V37	Meigs, Dale	12/29/23	EFT000000017546	167.7	FSA Reimbursement
V38	Moore, Jon	12/29/23	EFT000000017547	218.06	DCAP and Mileage Reimbursement
V1994	Reid Stephanie	12/29/23	EFT000000017548	197.82	Mileage Reimbursement
V141	Riley, Shawn	12/29/23	EFT000000017549	1,300.00	Tool Reimbursement
V17	Smith, Jamie L	12/29/23	EFT000000017550	680.85	FSA Reimbursement
V303	SSTA	12/29/23	EFT000000017551	169,833.58	ADA Trips
V827	Stanforth, Adam	12/29/23	EFT000000017552	99	
V308	Steadman Hill Consulting, Inc.	12/29/23	EFT000000017553	10,014.00	Consulting Invoices



TO: GMT Board of Commissioners  
CC: GMT Finance Committee  
FR: Nick Foss, Director of Finance  
DT: January 16, 2024  
RE: FY25 Operating Budget

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Per 24 App. V.S.A. ch. 801, § 7 (a) of GMT's Municipal Charter, the Board of Commissioners are to prepare a budget for the Authority for the next fiscal year. This memo accompanies the Authority's Proposed FY25 Operating Budget for consideration by the GMT Board of Commissioners.

Last month the Board of Commissioner's endorsed the FY25 Operating Budget and approved staff to move forward with its annual public budget meeting which was held on January 9<sup>th</sup> at the Authority's Burlington location. Staff presented the budget and offered to answer any questions from the members of the public that attended. Minutes from the meeting accompany this memorandum.

Staff are now requesting that the Board of Commissioners ratify the previously endorsed operating budget for fiscal year 2025. A proposed motion has been provided below for consideration:

**The Board of Commissioners approves the FY25 Operating Budget totaling \$28,772,302.**

**GREEN MOUNTAIN TRANSIT AUTHORITY**

**Proposed FY25 Operating Budget**

**Revenues**

**FEDERAL, STATE AND LOCAL REVENUES**

Municipal Member Assessments	\$2,773,211	\$0	\$2,773,211
Municipal Paratransit Assessments	\$972,438	\$0	\$972,438
Local Operating Assistance	\$57,610	\$543,499	\$601,108
Federal Urban Formula Grant (5307)	\$5,888,134	\$0	\$5,888,134
Federal Rural Operating Grant (5311)	\$0	\$1,447,076	\$1,447,076
State Regular Subsidy Operating Grant	\$2,000,000	\$905,446	\$2,905,446
E&D Grants and Cash Match	\$0	\$1,911,034	\$1,911,034
CMAQ Grants	\$1,947,902	\$1,270,600	\$3,218,502
Preventative Maintenance Grants	\$2,100,000	\$675,000	\$2,775,000
Other Federal/State Grants	\$1,881,619	\$164,285	\$2,045,904
Fund Balance Reserves	\$0	\$144,610	\$144,610
Local Match Fund Reserve Revenue	\$0	\$0	\$0

**Total Federal, State and Local Revenues**

**\$17,620,914    \$7,061,550    \$24,682,463**

**OPERATING REVENUE**

Passenger Revenue	\$1,613,339	\$0	\$1,613,339
Paratransit Fare	\$115,500	\$0	\$115,500
Advertising Revenue	\$150,000	\$35,000	\$185,000
Interest Earnings	\$3,000	\$70,000	\$73,000
Miscellaneous Revenue	\$4,000	\$1,000	\$5,000
Sales of Equipment	\$5,000	\$5,000	\$10,000
Medicaid Purchase of Service Revenue	\$0	\$2,015,000	\$2,015,000
Misc. Purchase of Service	\$33,000	\$40,000	\$73,000
Warranty Revenue	\$0	\$0	\$0

**Operating Revenues**

**\$1,923,839    \$2,166,000    \$4,089,839**

**TOTAL REVENUES**

**\$19,544,752    \$9,227,550    \$28,772,302**

**SALARIES AND WAGES**

Other Wages	\$2,038,173	\$1,275,247	\$3,313,420
Driver Wages	\$5,049,636	\$2,456,788	\$7,506,424
Mechanic Wages	\$1,214,097	\$215,756	\$1,429,853

**SALARIES AND WAGES**

**\$8,301,907    \$3,947,790    \$12,249,697**

**PERSONNEL TAXES AND BENEFITS**

Payroll Taxes FICA/MC (7.65% of Wages)	\$635,096	\$302,006	\$937,102
Unemployment Tax Exp	\$15,000	\$18,000	\$33,000
Medical Insurance	\$2,365,034	\$820,361	\$3,185,395
Retirement ER Contributions	\$381,888	\$118,434	\$500,321
Employee Development	\$25,000	\$28,000	\$53,000
GM Development/training	\$0	\$0	\$0
Employee Benefits	\$129,993	\$49,055	\$179,048

**PERSONNEL TAXES AND BENEFITS**

**\$3,552,010    \$1,335,856    \$4,887,866**

**GENERAL AND ADMIN EXPENSES**



**GREEN MOUNTAIN TRANSIT AUTHORITY**

**Proposed FY25 Operating Budget**

	<b>URBAN</b>	<b>RURAL</b>	<b>Total</b>
Admin Supplies and Expenses	\$163,700	\$25,800	\$189,500
Recruiting Expenses	\$15,000	\$42,000	\$57,000
Dues and Subscriptions	\$4,000	\$9,800	\$13,800
Travel and meetings	\$4,000	\$4,000	\$8,000
Communications	\$59,070	\$37,200	\$96,270
Computer Services	\$206,774	\$107,753	\$314,526
Board Development	\$0	\$0	\$0
Legal Fees	\$45,000	\$35,000	\$80,000
Insurance	\$1,232,322	\$598,973	\$1,831,295
Audit Fees	\$18,568	\$7,958	\$26,525
Consulting Fees	\$12,300	\$15,600	\$27,900
<b>GENERAL AND ADMIN EXPENSES</b>	<b>\$1,760,734</b>	<b>\$884,082</b>	<b>\$2,644,816</b>

**OPERATIONS EXPENSES**

Employee New Hire/Background Checks	\$4,000	\$12,000	\$16,000
DOT Testing	\$6,825	\$5,400	\$12,225
Employment Recruitment Referral Program	\$800	\$400	\$1,200
Drivers' Uniforms	\$32,000	\$15,860	\$47,860
Safety Expense	\$2,000	\$500	\$2,500
Misc. Operating Expenses	\$2,500	\$500	\$3,000
<b>OPERATIONS EXPENSES</b>	<b>\$48,125</b>	<b>\$34,660</b>	<b>\$82,785</b>

**PLANNING EXPENSES**

Other Planning Expense	\$4,200	\$26,800	\$31,000
CCRPC Planning Exp	\$1,137,500	\$0	\$1,137,500
<b>PLANNING EXPENSES</b>	<b>\$1,141,700</b>	<b>\$26,800</b>	<b>\$1,168,500</b>

**VEHICLE/BUILDING MAINTENANCE EXP**

Parts Expense - Non-Revenue Vehicle	\$5,000	\$2,000	\$7,000
Parts Expense - Revenue Vehicles	\$682,000	\$125,500	\$807,500
Tires	\$115,000	\$50,000	\$165,000
Facility Maintenance	\$149,720	\$115,000	\$264,720
Passenger Facility Expense	\$28,200	\$0	\$28,200
Cleaning Expense	\$4,000	\$0	\$4,000
Repeater Fees	\$23,701	\$18,673	\$42,374
Light, Heat and Water	\$190,000	\$70,000	\$260,000
Fuel -Vehicles	\$1,004,715	\$544,035	\$1,548,750
Maintenance Tools/Supplies/Uniforms	\$116,850	\$34,050	\$150,900
Misc. Maintenance Expenses and fees	\$21,964	\$11,965	\$33,929
<b>VEHICLE/BUILDING MAINTENANCE EXP</b>	<b>\$2,341,149</b>	<b>\$971,223</b>	<b>\$3,312,372</b>

**CONTRACTED EXPENSES**

ADA/SSTA PARATRANSIT	\$1,928,657	\$0	\$1,928,657
Partner Local Share	\$19,833	\$4,941	\$24,774
Functional Assessment Expenses	\$0	\$0	\$0
Volunteer Drivers	\$0	\$375,000	\$375,000

**GREEN MOUNTAIN TRANSIT AUTHORITY**

**Proposed FY25 Operating Budget**

	URBAN	RURAL	Total
Other Transportation Svcs	\$0	\$1,366,318	\$1,366,318
<b>CONTRACTOR EXPENSES</b>	<b>\$1,948,490</b>	<b>\$1,746,259</b>	<b>\$3,694,749</b>
<b>MARKETING EXPENSE</b>			
Bus Tickets/Fare Media	\$10,000	\$0	\$10,000
Marketing Exp	\$26,320	\$12,000	\$38,320
Public Information	\$26,000	\$15,000	\$41,000
<b>MARKETING EXPENSE</b>	<b>\$62,320</b>	<b>\$27,000</b>	<b>\$89,320</b>
<b>OTHER EXPENSES</b>			
Debt Service/Capital Reserve	\$0	\$0	\$0
Capital Match Fund	\$454,199	\$187,999	\$642,198
<b>OTHER EXPENSES</b>	<b>\$454,199</b>	<b>\$187,999</b>	<b>\$642,198</b>
<b>Total Expenses</b>	<b>\$19,610,634</b>	<b>\$9,161,668</b>	<b>\$28,772,302</b>
Deferred Cost			
Cost Allocations	<u>\$65,882</u>	<u>(\$65,882)</u>	\$0
<b>Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<i>Cost Allocations Details (negative is increased expense)</i>			
Admin Allocations based on internal projection	\$277,032	(\$277,032)	
Maintenance Labor/fringe/overhead	\$90,000	(\$90,000)	
GMTA Operated Link	<u>(\$301,150)</u>	<u>\$301,150</u>	
Current Year Deferred Costs IDC			
<b>Total Cost Allocations:</b>	<b><u>\$65,882</u></b>	<b><u>(\$65,882)</u></b>	

**FY25 Public Budget Meeting**  
**Tuesday, January 9, 2024, at 4:30PM**  
**GMT | 101 Queen City Park Road | Burlington, VT 05401**

**Present at GMT:**

Clayton Clark, General Manager  
Nick Foss, Director of Finance

**Present via ZOOM:**

Commissioner Paul Bohne  
Mike Bensel, Grants Manager  
Reanna Huestis  
Commissioner Michael Scanlan  
Commissioner Bob Buermann

Mike Ballew, Director of Grants  
Connor Daley  
Thomas Caswell  
Commissioner Will Anderson  
Commissioner Andrea Suozzo  
Jamie Smith, Director of Planning & Marketing

**Meeting Called to Order:**

Mr. Foss called the meeting to order at 4:30 PM.

**FY25 Public Budget Meeting Presentation:**

Director Foss presented his presentation titled "FY25 Public Budget Meeting" and opened the meeting for questions from the public. None of the attendees had any questions for Director Foss.

**Public Comment:**

None.

**Adjourn:**

The meeting adjourned at 5:30PM.



To: GMT Board of Commissioners

From: Matt Kimball, Director of Grants & Project Development  
Nicholas Foss, Director of Finance  
Jon Moore, Assistant General Manager  
Clayton Clark, General Manager

CC: GMT Finance Committee

Date: January 11, 2024

RE: FY24 Capital Budget Adjustment + Purchase Approval Delegation of Authority

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Attached is an amended Capital Budget for approval by the Board of Commissioners. The proposed adjustment is to program \$166,225 in additional capital funding provided by VTrans to GMT in an upcoming grant amendment. Below is a summary of the changes to the FY24 capital budget adjustment.

Staff is proposing to increase line item E "Facility PM" by \$30,000. This will restore this line item to GMT's original requested amount for FY24 as well as provide some additional funding to cover a number of deferred facility maintenance items that have been identified by GMT's new Facilities Manager. GMT will be responsible for 20% local capital match for this line item, which totals \$6,000 and will be programmed from the local capital match fund.

Additionally, staff is proposing to increase line item F "Spare parts, miscellaneous support equipment, Engine and Transmission PM" by \$110,000. These funds will cover the purchase of three (3) drop-in remanufactured engines for GMT buses. GMT will be responsible for 20% local capital match for this line item, which totals \$22,000 and will be programmed from the local capital match fund.

Finally, staff is proposing to add a new line item, Line X "Consulting Assistance for 5339 Grant Applications (Design, cost estimating, etc.)" in the amount of \$26,225 to cover consulting expenses associated with the preparation of application materials for the upcoming 5339 grant funding opportunity. Consulting expenses include A&E design of facility and system improvements and replacements as well as cost estimating services. GMT will be responsible for 20% local capital match for this line item, which totals \$5,245 and will be programmed from the local capital match fund.

The total cumulative increase in local capital match to support the above changes is \$33,245. Additional local capital match is programmed from the prior year local capital match fund for this adjustment.



**The urban capital budget has increased by \$166,225. The following explains the changes to the urban capital budget approved in November 2023.**

Line item description	Inc/(Dec)
Increased Line Item E "Facility PM" from \$40,000 to \$70,000	\$70,000
Increased Line Item F "Spare parts, miscellaneous support equipment, Engine and Transmission PM" from \$195,000 to \$305,000	\$110,000
Added Line Item X "Consulting Assistance for 5339 Grant Applications (Design, cost estimating, etc.) (80% Fed/0% State/20% Local)" for \$26,225	\$26,225
Change in budget 100% totals	\$166,225

No changes are proposed to the FY24 Rural Capital Budget.

#### Summary/Recommendation

The adjustments to the FY24 capital budget outlined above were presented to the GMT Finance Committee on January 11, 2024. The Finance Committee voted in favor of recommending the adjustment for approval by the Board of Commissioners.

In addition to the capital budget adjustment, staff is requesting that the Board of Commissioners delegate approval authority to the GMT Board Chair and Board Treasurer for two upcoming procurement awards anticipated to exceed \$100,000:

- 1) Shop Construction @ GMT's Burlington Maintenance Facility to support new in-ground bus lifts.
- 2) Purchase of three (3) remanufactured engines to replace failed engines in three active buses in GMT's fleet.

***Staff is recommending approval from the GMT Board of Commissioners to amend the FY24 capital budget to incorporate the changes outlined above and to delegate procurement approval authority to the GMT Board Chair and Board Treasurer for the lift replacement project and remanufactured engine purchase.***

FY24 Proposed Urban Capital											
Prio rity	Item	Description	100%	Federal*	State*	Local*	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non- GMT local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	5 - Replacement 40' Heavy-Duty Buses (Electric) @ \$1,151,302 each (85% Fed/9.5% State/5.5% Local)**	\$ 5,739,029	\$4,877,674	\$547,778	\$ 313,577	\$ 38,577.00	\$ -	\$ 275,000	\$4,877,674	
1	B	1 - Replacement 40' Heavy-Duty Buses (Diesel) @ \$629,000 each (85% Fed/5% State/10% Local)	\$ 629,000	\$534,650	\$31,450	\$ 62,900	\$ 62,900.00	\$ -		\$534,650	
1	D	4 - Replacement SSTA*** Vehicles (3 Ford Transit + 1 Cutaway)	\$ 423,500	\$338,800	\$42,350	\$ 42,350	\$ -	\$ -	\$ 42,350	\$338,800	
1	E	Facility PM (Asphalt repair, Landscaping, roof top unit repair, tube heater rehab, siding replacement)	\$ 70,000	\$56,000	\$4,000	\$ 10,000	\$ 4,000.00	\$ 6,000		\$56,000	
1	F	Spare parts, miscellaneous support equipment, Engine and Transmission PM	\$ 305,000	\$244,000	\$19,500	\$ 41,500	\$ 19,500.00	\$ 22,000		\$244,000	
1	I	Electric Bus Charging Infrastructure (90% Fed/9% State/1% Local)	\$ 2,113,491	\$1,902,142	\$190,214	\$ 21,135	\$ 10,710.00	\$ 10,425		\$1,902,142	
2	K	Passenger Amenities (shelters, benches and bike racks)	\$ 75,000	\$60,000	\$7,500	\$ 7,500	\$ 3,500.00	\$ 4,000			\$60,000
3	O	Replacement Office Equipment for Main Office and DTC	\$ 35,000	\$28,000	\$3,500	\$ 3,500	\$ 3,500.00	\$ -		\$28,000	
2	P	Fare Collection System Upgrades (20 FastFare fareboxes, installation, Genfare Link implementation)	\$ 889,955	\$632,000	\$79,000	\$ 178,955	\$ -	\$ 178,955		\$632,000	
1	Q	Electric Bus Staff Training	\$ 60,000	\$48,000	\$0	\$ 12,000	\$ 7,000.00	\$ 5,000		\$48,000	
CF-1	R	2 - Replacement 40' HD Diesel Buses @ \$617,542.44 each (85% Fed/5% State/10% Local) (FY23 Carryforward)	\$ 1,244,524	\$1,057,845	\$62,226	\$ 124,452	\$ -	\$ 124,452		\$1,057,845	
CF-1	S	6 - Replacement SSTA*** Cutaways @ \$109,710 each + partial funding for FY24 (FY23 Carryforward)	\$ 702,500	\$576,700	\$55,550	\$ 70,250	\$ -		\$ 70,250	\$576,700	
CF-1	T	Replace Four (4) In-Ground Bus Lifts (FY23 Carryforward)	\$ 1,164,278	\$931,422	\$116,428	\$ 116,428	\$ 11,769.00	\$ 104,659			\$931,422
CF-1	U	ITS**** Improvements (Supplemental funding for fare collection system upgrades) (FY23 Carryforward)	\$ 160,449	\$128,359	\$16,045	\$ 16,045	\$ -	\$ 16,045			\$128,359
1	V	Three (3) 50 kW Mobile BEB Charging Systems @ \$50,000 each (90% Federal/8% State/2% Local)	\$ 150,000	\$135,000	\$12,000	\$ 3,000	\$ -	\$ 3,000		\$135,000	
1	W	Electric Bus Diagnostic Equipment, Special Tools, and PPE (90% Federal/8% State/2% Local)	\$ 45,000	\$40,500	\$3,600	\$ 900	\$ -	\$ 900		\$40,500	
1	X	Consulting Assistance for 5339 Grant Applications (Design, cost estimating, etc.) (80% Fed/0% State/20% Local)	\$ 26,225	\$20,980	\$0	\$ 5,245	\$ -	\$ 5,245		\$20,980	
Total			\$ 13,832,951	\$ 11,612,073	\$ 1,191,141	\$ 1,029,737	\$ 161,456	\$ 480,681	\$ 387,600	\$ 10,492,291	\$ 1,119,781
							Total Local Match		\$ 642,137		

\*80% Federal, 10% State, and 10% Local unless otherwise stated.  
\*\* Local match kept level with equivalent diesel bus estimate due to commitment from Vtrans to cover increase in local match from diesel to electric  
\*\*\* Special Services Transportation Agency  
\*\*\*\* Intelligent Transportation Systems

FY24 Proposed Rural Capital											
Priority Item Description			100%	Federal*	State*	Local*	From GMT Current fiscal year Local Capital Match	From Prior Year Local Capital Match Fund	From Non GMT Local Funds	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	AA	8 - Replacement <30' Cutaway Buses and Minivans ((6) 18-pass cutaways, (1) 12-pass cutaway, (1) Minivan) (85% Fed/5%	\$ 1,101,000	\$909,500	\$83,000	\$ 108,500	\$ 108,500.00	\$ -		\$909,500	
1	AC	1 - Heavy-Duty Bus 40' Bus (Diesel) @ 629,000 (85% Fed/5% State/10% Local)	\$ 629,000	\$534,650	\$31,450	\$ 62,900	\$ -	\$ 2,900	\$60,000	\$534,650	
1	AD	1 Replacement CIDER Cutaway @ \$118,000	\$ 118,000	\$94,400	\$11,800	\$ 11,800	\$ -		\$ 11,800	\$94,400	
2	AF	Spare Parts, Misc. Support Equipment, etc	\$ 31,500	\$25,200	\$3,150	\$ 3,150	\$ 3,150.00			\$25,200	
2	AG	Facility PM - Rural Facilities	\$ 31,500	\$25,200	\$3,150	\$ 3,150	\$ 3,150.00			\$25,200	
2	AH	Replacement Office Equipment (Computers, monitors, etc.)	\$ 7,000	\$5,600	\$700	\$ 700	\$ 700.00			\$5,600	
CF-1	AI	6 - Replacement Cutaway** Buses @ \$122,557 each (85% Federal) (FY23 Carryforward)	\$ 735,344	\$625,042	\$36,767	\$ 73,534	\$ -	\$ 73,534		\$625,042	
CF-1	AJ	2 - Non-BRT 40' HD Diesel Bus @ \$617,542.44 each (1 Replacement + 1 Stowe Expansion) (85% Federal) (FY23 Carryforw	\$ 1,244,524	\$1,057,845	\$62,226	\$ 124,452	\$ 0.00	\$ 64,452	\$60,000	\$1,057,845	
CF-2	AK	2 - Replacement Minivans for CIDER*** @ \$65,000 each (FY23 Carryforward)	\$ 130,000	\$104,000	\$13,000	\$ 13,000	\$ -		\$13,000	\$104,000	
CF-1	AL	Property Acquisition Activities & Design for New Wash County Facility (FY23 Carryforward)	\$ 196,000	\$156,800	\$19,600	\$ 19,600	\$ -	\$ 19,600		\$156,800	
CF-2	AM	Rural Shelter site prep and installations (FY23 Carryforward)	\$ 30,000	\$24,000	\$3,000	\$ 3,000	\$ -	\$ 3,000		\$24,000	
CF-1	AN	2 - Expansion Minivans for Barre Microtransit (FY23 Carryforward)	\$ 129,500	\$110,075	\$19,425	\$ -	\$ -	\$ -		\$110,075	
CF-1	AO	2 - Replacement Narrow-Body Buses (FY22 Carryforward)	\$ 207,000.20	\$165,600.00	\$20,700	\$20,700	\$ -	\$ 20,700		\$165,600	
CF-1	AP	1 Replacement 32' Medium-Duty Cutaway** Bus (85% Federal) (FY23 Carryforward)	\$ 134,302	\$107,442	\$13,430	\$ 13,430	\$ -	\$ 13,430		\$107,442	
CF-1	AQ	2 - Replacement Electric Cutaway Buses @ \$285,000 per vehicle (85% Federal) (FY23 Carryforward)	\$ 571,235	\$485,550	\$28,562	\$ 57,124	\$ -	\$ 37,124	\$20,000	\$485,550	
CF-1	AR	Electric Cutaway Charging Infrastructure (FY23 Carryforward)	\$ 20,000	\$16,000		\$ 4,000	\$ -	\$ -	\$4,000	\$16,000	
Total			\$ 5,315,905	\$ 4,446,904	\$ 349,960	\$ 519,041	\$ 115,500	\$ 234,741	\$ 168,800	\$ 4,446,904	\$ -
								Total Local Match	\$ 350,241		

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

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

\*\*\* Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet the local match obligation.



To: CCRPC UPWP Committee  
From: Jamie Smith, Director of Planning & Marketing  
Chris Damiani, Senior Transit Planner  
Date: January 10, 2024  
RE: GMT FY25 Planning Activities

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**FY24 Funding Review:** In FY24, GMT received UPWP funding from the CCRPC. These funds supported the following activities in FY24.

- **Systemwide Microtransit Feasibility study:** A number of communities over the past few years have expressed interest in a more mobility-focused transportation network. With GMT's launch of microtransit, it has brought greater attention to transportation beyond a 40' bus that is based on actual demand. ***This project will begin in the Spring of FY24.***
- **Transit Financing Study:** GMT worked to further exposure to the transit financing study in FY24. General Manager Clayton Clark spoke to the VT State Legislature last year about this and other funding related topics.
- **Americorps VISTA Outreach Projects:** Irene Choi joined GMT in FY24. Irene's work has been focused on creating a ride training program called [Ride Together](#). The program (launching soon) will pair a Volunteer Travel Advisor and a Trainee together to learn about riding on GMT buses. We recognize that many people don't take the bus because they are not sure how. This gives an opportunity for frequent bus riders to assist new riders while earning free transportation for their time. Upon completion of the training, the trainee will also receive free bus transportation so they can "practice" their new skills.

We will launch this program in conjunction with fare resumption outreach so passengers who need extra support will receive assistance prior to March 6, 2024.

- **Passenger Technology Updates:** GMT has been working with Swiftly and Transit App over the past couple of years to improve the visualization of route detours in passenger facing applications. Through this work GMT was able to be one of the first agencies in the country to display live detour information on the Transit App. For more information on this feature check out [this blog post](#).

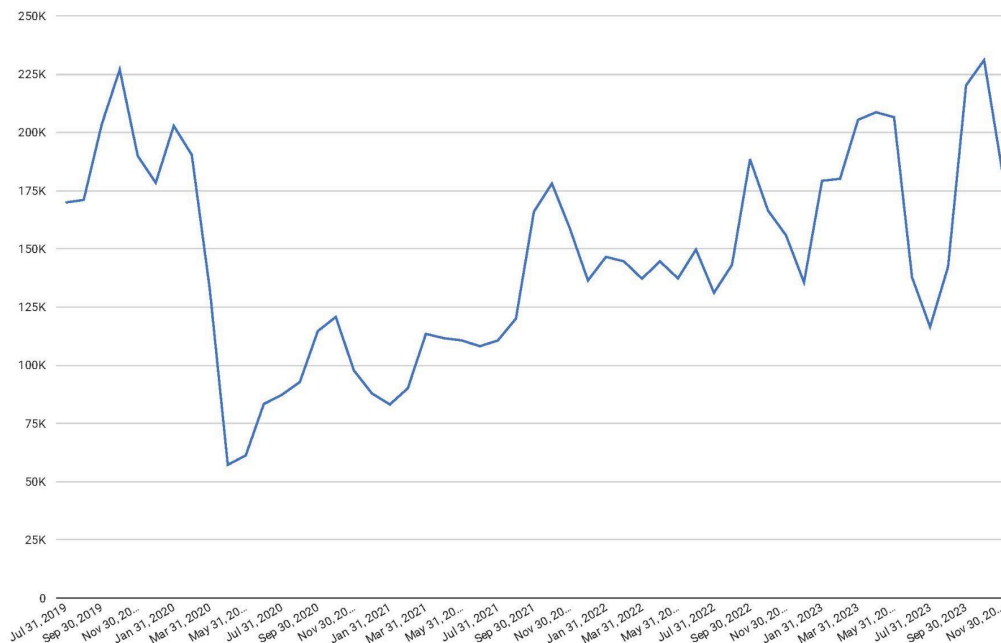




- **Fare Resumption Planning:** In FY24 GMT began the process of fare resumption, including creating and finalizing a new policy and staff training. We have upgraded our infrastructure, thanks in large part to state funding, and will begin collecting passenger fares on March 6, 2024. Staff will conduct passenger, partner, and stakeholder outreach in January/February 2024, including many in-person events to support riders.

**Ridership Update:** As you can see from the chart below, GMT ridership was impacted heavily by the COVID-19 pandemic. While some ridership, specifically LINK Express and local commuter service, has been slow to rebound, our local ridership is improving. In FY 19, 92% of our ridership was on local routes while in FY 23 local routes accounted for 96%. With this shift we have seen historical ridership levels on the Williston and Essex Junction routes this fall that haven't been seen since 2012.

**Urban Ridership August 2019 -November 2023**





## **FY25 Funding Request:**

The FY25 work plan for GMT covers five major areas (Service Planning, Capital Projects Planning, National Transit Database Reporting, Ride check, and Additional Planning Projects). A description of the individual tasks within each major area can be found below.

### **Service Planning:**

**1. Route Analysis:** Planning Staff will continually monitor and analyze route performance through data analysis, surveys, communication with our customers, drivers, community partners, and riding the bus to ensure we are meeting the mission of the organization.

**2. Remix Planning Software:** The GMT Planning Department will continue to use [Remix](#) software for our service design/redesign. This software will continue to be important as many regional construction projects move forward, which will impact current service.

**3. Technology:** Planning Staff will continue to work closely with our AVL partners (Swiftly, Trillium, Transit App). This technology allows us to determine schedule improvements, monitor on-time performance, monitor fleet, and identify potential routing adjustments. In addition, GMT will continue working with Swiftly in future product development enhancements of their software.

Staff continues to develop a technology plan that would allow us to identify a path forward for other on-board technologies.

**4. Transit Strategic Plan:** GMT will continue work on the Transit Strategic Plan. This project will be modified slightly to focus on service planning priorities. We will work through the adoption process with our newly formed Governance and Performance Committees and, ultimately, the GMT Board of Commissioner.

**5. Farebox and Ridership Data Management:** In March of 2024 GMT will begin fare resumption. Setting up the new reporting and data systems will be time consuming, and we continue to use the previous genfare software to manage our ridership (for now).

Tasks include data cleaning, analysis, and validation processes. Staff will also be rolling out in our rural operations, a passenger counting application to track



boardings and alightings by stop. This will greatly improve the efficiency of ridership data collection in our Capital and Franklin and Grand Isle regions.

**6. Driver Scheduling:** Planning and Operations staff will work together to manage the data within the HASTUS driver scheduling software, participate in the driver scheduling committee meetings, and utilize the software to develop driver schedules for each driver bid.

**7. Transportation Working Groups:** GMT staff will continue to participate in local and regional meetings including, but not limited to, Transportation Advisory Committee, Regional Planning Commission, and transportation corridor meetings.

**8. Development Review Board Participation and Local Community Work:** Staff is going to explore the ways of being involved in state and local development review processes. Additionally we will explore options to work with local communities during transit oriented development processes.

**9. Exploring other local match opportunities:** Recently GMT began discussing service expansion opportunities to the regional opioid treatment facility. In FY25 we will continue this process and identify other ways we can coordinate to provide service to essential services.

### **Capital Projects Planning:**

**1. Bus Stop Placement and Maintenance Guidelines:** GMT has recently formed an internal committee focused on stop amenities and placement standards. Planning, Operations, and Capital Planning Staff will continue to work on developing these guidelines which will include best transit practices for placement based on population and road considerations, ridership thresholds for amenity development, shelters in stock, and equity. We will also develop an amenity upkeep plan.

**2. Vehicle Replacement & Infrastructure Planning:** Planning, Operations, and Capital Projects staff will continue to monitor and update or replace vehicles, facilities, and passenger amenities at bus stops. Staff will monitor and manage the organization assets following its Transit Asset Management. Staff will continue to participate in meetings related to bus electrification.



**3. Automatic Passenger Counters:** Planning, Operations, and Capital Projects will research and potentially procure a partial Automatic Passenger Counting System and associated software. This would allow GMT to meet five key outcomes:

- Provide real-time crowding Information to passengers
- Collect ridership if GMT moves towards being a fare free system
- Set the foundation for full fleet APC data collection and implementation
- Utilize initial APC data reports to assist in determining appropriate passenger amenities and service modifications
- Utilize the data as a replacement for the Annual NTD Ridecheck

#### **National Transit Database:**

**1. Monthly National Transit Database Reporting:** Planning staff will compile data for the four following categories: 1) Demand Response Directly Operated 2) Coach Bus Directly Operated 3) Bus Directly Operated 4) Demand Response Purchased Transit

For each reporting category, staff must report service data: unlinked passenger trips, vehicle revenue miles, vehicle revenue hours, vehicles operated in annual maximum service.

**2. Annual National Transit Database:** The Federal Transit Administration requires GMT planning and finance staff with the assistance of a consultant to report on multiple facets of the organization. The NTD annual report covers the following categories:

- Service Data: These forms include data points such as vehicle revenue miles, route mileage, and ridership, passenger miles traveled.
- Financial Data: These forms include a summary of revenues and expenses for the organization such as fare revenue, local funding, salary expenses, benefits materials.
- Operational: These forms include capital reporting such as vehicle inventory, passenger stations, fare collection equipment and maintenance reports.



- **Administrative Data:** These forms include employee counts, hours worked, and general administrative reporting requirements.

### **Ridecheck:**

Planning Staff, with the assistance of a consultant, conduct annual data collection of boarding and alighting for all GMT routes. This route survey provides valuable data to GMT not only for federal reporting requirements but also provides data for service planning efforts such as load capacity, level of amenities required for bus stops, adjustments to run times, segment performance, and route usage. This will also be used to validate data produced by an Automatic Passenger Counter System.

### **Additional Planning Projects:**

- **Regional Growth Study:** GMT will work with local partners and communities to determine future growth areas and how they align with current and future transit. Part of this study will involve member communities to coordinate on service planning changes that result in assessment impacts.

We would also look to bring other partners and stakeholders into the process, such as school districts, human service agencies, and businesses. Some service planning initiatives would require other types of local funding, and this work would help identify those potential funding resources.

- **GMT Non-profit Study:** GMT is going to explore starting a non-profit arm that would allow us to explore new endeavors, such as funding opportunities, that are not currently available for the Authority.
- **Regional Microtransit Study:** GMT will continue this project into FY25. A description of this project can be found above in the FY24 highlights.
- **New Planning Staff:** This isn't a project, however we are looking to expand our Planning Department and hire a new staff person that will focus on driver scheduling, construction impact planning, and other planning projects that support the Planning and Operations Departments.

**CCRPC FY25 UPWP: Green Mountain Transit Scope of Work**

Transit Service & Operations Planning, Green Mountain Transit		FY25 Project/Task Descriptions
Service Planning	\$287,340	Route Analysis, Remix Planning Software, Technology, Transit Strategic Plan, Farebox & Ridership Data Management, Driver Scheduling, Transportation Working Groups, Development Review Board/Local Community Work, Exploring other local match opportunities
Capital Projects Planning	\$30,000	Bus Stop Placement and Maintenance Guidelines, Vehicle Replacement & Infrastructure Planning, Automatic Passenger Counting System
NTD Reporting	\$20,000	National Transit Database Reporting, Annual National Transit Database Reporting
Ridecheck	\$30,000	Annual Survey of Boardings and Alightings
Additional Planning Projects	\$155,000	Activities Include: Regional Growth Study, GMT Non-profit study, Regional Microtransit Study, New Planning staff
Total UPWP Funding Request:		<b>\$522,340</b>



To: GMT Board of Commissioners

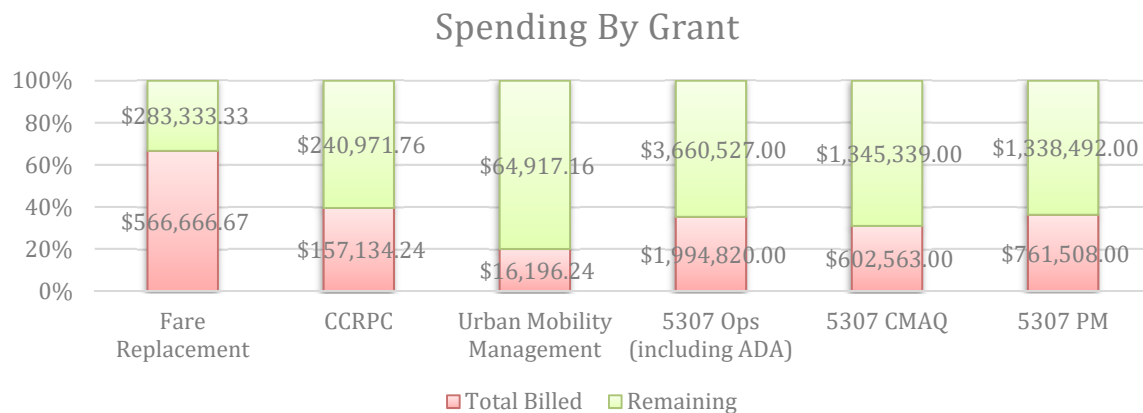
From: Matt Kimball, Director of Grants & Project Development

Date: January 11, 2024

RE: FY24 Q2-Q3 Grants Report

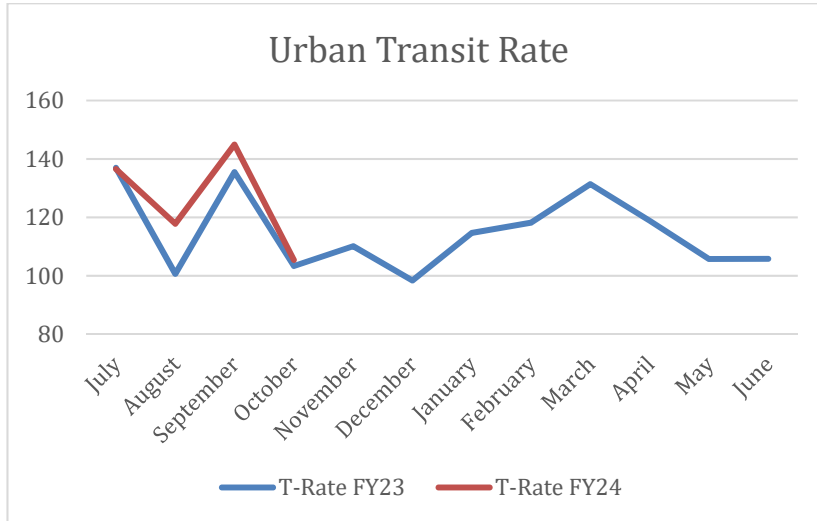
Grants staff have completed grant billing through October, which accounts for 33.33% of the fiscal year. Below are snapshots of the billing activity and trends to date:

### YTD URBAN GRANT BILLING STATUS



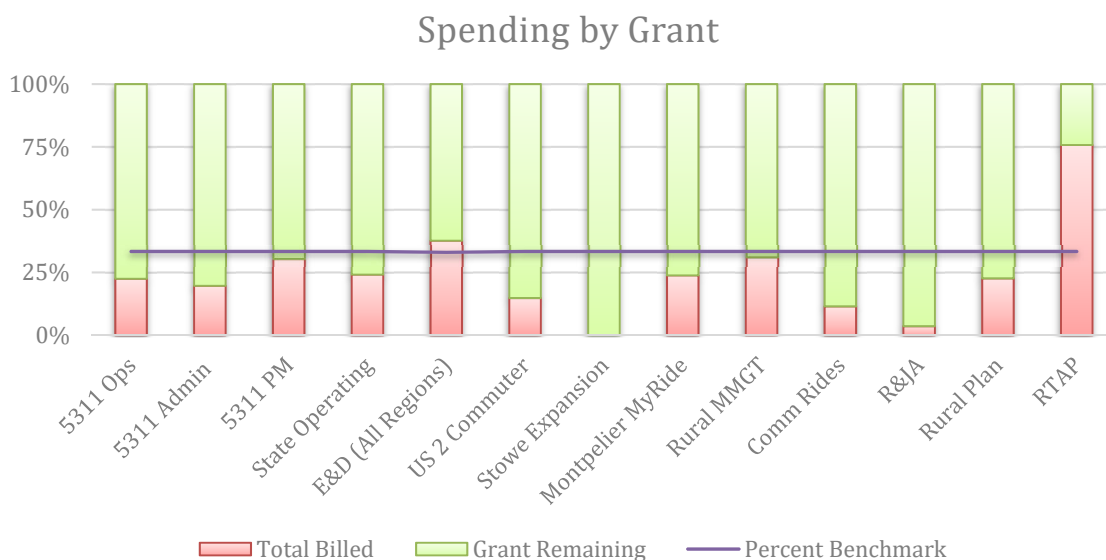
	Fare Replacement	CCRPC	Urban Mobility Management	5307 Ops (including ADA)	5307 CMAQ	5307 PM
Total Grant/Budget	\$ 850,000.00	\$ 398,106.00	\$ 81,113.40	\$ 5,655,347.00	\$ 1,947,902.00	\$ 2,100,000.00
Total Billed	\$ 566,666.67	\$ 157,134.24	\$ 16,196.24	\$ 1,994,820.00	\$ 602,563.00	\$ 761,508.00
Remaining	\$ 283,333.33	\$ 240,971.76	\$ 64,917.16	\$ 3,660,527.00	\$ 1,345,339.00	\$ 1,338,492.00
Percent Billed	66.67%	39%	20%	35%	31%	36%
Percent Benchmark	66.67%	33.33%	33.33%	33.33%	33.33%	33.33%
Over/Under Bench	0%	6%	-13%	2%	-2%	3%

5307 Operating, CMAQ, and PM as well as T-Bill Fare Replacement funding are all trending at or near benchmark through October. CCRPC and Urban Mobility Management billing are 6% over and 13% under benchmark respectively. Neither are concerning and relevant staff will revisit their time allocations to both programs over the remainder of the year in order to align grant spending closer to benchmark levels for the two grants. Staff are also in the process of implementing a new travel training program aimed at improving access to existing transportation services, which will boost spending under the Mobility Management grant.



Through four months, GMT's average urban transit rate for FY24 is \$126.18. This reflects a 5.9% increase over the average rate through October in FY23 of \$119.12. Much of the increase over FY23 levels can be attributed to increases in salaries and wages combined with reduced payroll hours during the early part of the year due to operator staffing shortages. The transit rate in October appears to be trending in the right direction as increases in staffing have yielded higher payroll hours, which has reduced the transit rate to within 2% of the rate in October FY23. GMT also received three new buses in September, reducing the reliance on older, more costly buses in service operations.

#### YTD RURAL GRANT BILLING STATUS







	5311 Ops	5311 Admin	5311 PM	State Operating	E&D (All Regions)	US 2 Commuter	Stowe Expansion
Total Grant \$	\$ 750,000.00	\$697,076.00	\$ 675,000.00	\$ 905,466.00	\$ 1,531,784.00	\$ 46,000.00	\$ 69,600.00
Total Billed	\$ 168,656.70	\$ 137,126.06	\$ 205,885.81	\$ 218,490.52	\$ 576,656.38	\$ 6,818.20	\$ -
Remaining	\$ 581,343.30	\$ 559,949.94	\$ 469,114.19	\$ 686,975.48	\$ 955,127.62	\$ 39,181.80	\$ 69,600.00
Percent Billed	22%	20%	31%	24%	38%	15%	0%
Percent Benchmark	33%	33%	33%	33%	33%	33%	33%
Over/Under Bench	-11%	-14%	-3%	-9%	5%	-19%	-33%

	Montpelier MyRide	Rural MGMT	Comm Rides	R&JA	Rural Plan	RTAP
Total Grant \$	\$ 1,080,606.00	\$ 81,185.40	\$ 300,000.00	\$ 70,000.00	\$ 25,000.00	\$ 28,000.00
Total Billed	\$ 275,128.75	\$ 25,263.19	\$ 34,460.76	\$ 2,523.11	\$ 5,659.86	\$ 21,212.44
Remaining	\$ 805,477.25	\$ 55,922.21	\$ 265,539.24	\$ 67,476.89	\$ 19,340.14	\$ 6,787.56
Percent Billed	25%	31%	11%	4%	23%	76%
Percent Benchmark	33%	33%	33%	33%	33%	33%
Over/Under Bench	-8%	-2%	-22%	-30%	-11%	42%

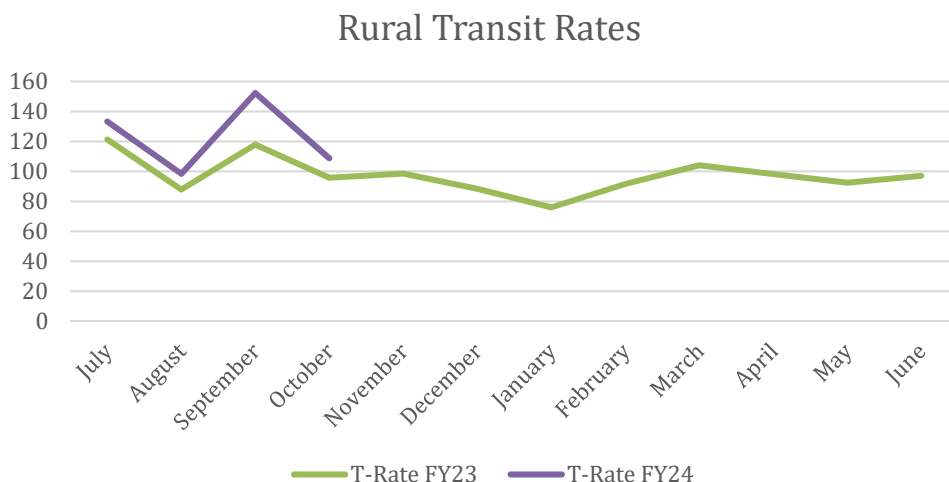
Most rural grants are currently trending below benchmark, with the notable exception of RTAP which is significantly above benchmark. GMT staff have taken an aggressive approach to training new and existing staff, particularly since training opportunities were limited during COVID. As GMT has identified more necessary training opportunities beyond what has already been obligated, staff have been in discussions with VTrans to program additional RTAP grant funding to cover these training opportunities. The RTAP line is expected to increase to \$45,900, which means that spending through October reflects roughly 46% of the total RTAP grant for FY24.

E&D billing is currently 5% over benchmark, which is not a concerning amount and in line with the program trends going back to FY23. However, it is worth noting that the E&D program has been billed at a fixed transit rate of \$95.00 rather than the actual monthly transit rate. A number of administrative fees are billed to the program for trip booking and volunteer driver coordination, which helps the Authority recover actual program costs despite the lower transit rate used for billing trip costs. Staff are exploring changing the process to bill this grant at the actual transit rate each month and will prepare some projections on the grant impact prior to implementing any changes.

None of the other billing trends are of concern and can be attributed to fewer service hours during the first quarter due to operator staffing shortages. GMT has focused on staffing levels in the rural regions over the past few months, so we expect service hours to increase. The impact of additional service hours to total grant billing may be negligible as increases to service hours are likely to yield lower transit rates.



The CMAQ Stowe Expansion grant has not had any activity as seasonal service months have not yet been billed.



The rural transit rate has trended quite a bit higher in FY24 than during the same period in FY23, 16.6% higher to be precise. Much of this can be attributed to a change in the process for calculating the rural transit rate, which was implemented in FY24. Previously, driver standby hours were factored into the overall service hours used in the calculation of the transit rate. Standby hours are now omitted from this calculation as data limitations in the existing software limit staff's ability to discern between standby shifts which get pulled into transit service and those that do not. Thus the decision was made to remove these hours from the calculation until a more accurate process can be established. While this change has yielded higher transit rates YTD, fewer hours are being billed to 5311 grants, so the overall impact to grant billing does not appear to be significant, particularly since 5311 grants are trending below the YTD benchmark. It is also worth noting that driver shortages during the first four months of the fiscal year impacted the level of service being provided during this period, which also carries a direct correlation to the higher transits rate and fewer service hours being billed to operating grants. Staff will have a better sense of YTD trends after a couple more months of billing as the first 3-4 months of the year are always the most volatile.

### Q3 LOOK AHEAD

January is one of the quarterly reporting months for state and federal grants. Staff will be working on milestone progress reports, federal financial reports, and charter service reports for a number of state and federal grants over the coming weeks.



In addition to quarterly reporting, staff are preparing for the upcoming 5339 Bus and Bus Facilities/Low or No Emission competitive grant opportunities. Staff are working internally and with VTrans on application materials covering a broad slate of projects including large facility maintenance needs for GMT's Urban facilities, additional infrastructure and building improvements to support additional fleet electrification efforts, and funding for construction for a new Washington County facility. The funding opportunity announcement is expected to be released by FTA sometime this month. Additionally, staff will be working over the coming months on preparing application materials for GMT's urban and rural state grant applications, which are expected to be due in March.

GMT Fare Resumption :: Urban						
<b>The Message:</b> GMT will resume fare collection, in Chittenden County and LINK Express routes, on March 6, 2024						
<b>Goal 1:</b>	Alert passengers to the change early so folks have proper time to plan for the fare resumption					
<b>Goal 2:</b>	Create a clear message that this is urban only and all LINK Express service (which means a level of Marketing in all regions)					
<b>Goal 3:</b>	Work with partners and stakeholders (including ETP, UA, and human service agencies) to give ample notice of the change					
<b>Reflective question 1:</b>	Are the people most impacted and informed meaningfully included in discussions and decisions? What policies or practices contribute to the exclusion?					
<b>Reflective question 2:</b>	Who will benefit from and/or be burdened by this decision? Will the benefits be accessible?					
<b>Reflective Question 3:</b>	Which employees, groups, or community groups with experience in these specific communities can help us conduct outreach? How are we compensating these outreach partners?					
<b>Department consideration:</b>	Is the medium easily accessible and understood by the full diversity of our audience? (e.g., plain language, accessible formats, graphics, multiple languages, both online and print, phone messaging, and voicemail).					
<b>Department consideration:</b>	Which employees, groups, or community groups with experience in these specific communities can help us conduct outreach? How are we compensating these outreach partners?					
<b>Department consideration:</b>	How is inclusion and equity framework incorporated into community engagement and outreach? How does GMT measure its diversity network as it pertains to who is involved and who is missing at community events and/or public meetings? In other words, are people involved in the planning and identification of a new site socioeconomically diverse, or is GMT receiving the same voices from the same people and/or groups?					
Project Task	Task Description	Person Responsible	Task Status	Priority	Date needed to be completed	Project Comments/ Notes
Create a project timeline	Create a timeline that can be used publicly and internally to show progress and expectation. This will allow people to engage when it feels right for them, and staff will remain on task and deliver information accordingly.	Jamie	In Progress	High		To include in-person events, pass buy-back events, and other times that staff will be presenting on this topic publicly.
Create a project one sheet	Create a clear and concise one sheet explaining the change	Jamie/Ash	In Progress	High		All materials should be translated into common languages, and icons for literacy considerations
How-to Videos	Partnering with the VT Language Justice Project. GMT is working on a 5 minute video, translated into 16 languages (including English with subtitles and ASL), this should be complete in early to mid February.	Jamie	In Progress	High		Filming will occur in the last week of January.
Partner resources	Create a place on the website for partners to pull information for their own communication	Jamie/Ash	Not Started	Medium		All materials should be translated into common languages, and icons for literacy considerations
Meetings	Staff should plan to attend as many partner meetings as possible, this update should be given on behalf of GMT	Jamie/Chris	In Progress	High		Please track meetings on the project timeline
Unlimited Access	Renengage Unlimited Access partners	Jamie	In Progress	High		Begin the communication process with CATMA. The bulk of outreach will begin when students return from winter break (January 16th)
Partner and Stakeholder Outreach	Email blast to all partner	Jamie	Not Started	High		Offer translated versions, if needed.
Marketing materials	Create: Flyers (large and small), bus signs, website posts, graphics for emails blasts, virtual graphics for DTC and MTC screens.	Jamie/Ash	In Progress	High		Reach out to the state to have this language translated.
Press	Create a press release	Jamie	Complete	High		First press release will go out December 18, 2023
BMG	How to display fare information in the BMG	Ash	Not Started	Medium		A new BMG will be released with the start of fare resumption
Fare media	Documents that explain how to reload smartcards, how to access them, and how to access fare capping.	Jamie/Ash	Not Started	High		Internal and external
Payment System	<b>Work with Genfare on the design of the new fare system</b>	Jamie/Chris	In Progress	High		Almost completed UAT
Front Porch Forum	Purchase a series of ads leading up to the fare resumption.	Jamie	Not Started	Medium		Consider reinstating our municipality accounts
On-bus	Create ads, flyers, tear sheets, farebox graphics, payment options, etc.	Jamie/Ash	In Progress	High		
Travel Training	Work with Irene to make links to our travel training program, Ride Together	Jamie / Irene	In Progress	High		Critical help for those who need it.
Advertising	Front Porch Forum, Local papers, etc.	Jamie /Ash	Not Started	High		Once we have download info and in-person event dates