



## GMT Board Minutes

Date: July 19, 2018 Time:  
7:30 AM

Place: GMT Board Room  
15 Industrial Parkway  
Burlington, VT 05401

### **Present:**

Tom Chittenden, Chair, South Burlington  
Bonnie Waninger, Vice Chair, Washington County – (via phone)  
Denis Barton, Secretary Shelburne  
Paul Bohne, Treasurer, Essex  
Chapin Kaynor, Commissioner, Williston  
Katherine Miles, Commissioner, Burlington  
Bob Buermann, Commissioner, Grand Isle County  
Chapin Spencer, Commissioner, Burlington (via phone)  
John Sharrow, Commissioner, Milton  
Ray Coffey, Alternate Commissioner, Winooski  
Catherine Dimitruk, Commissioner, Franklin County – (via phone)  
Robert Moore, Commissioner, Lamoille County (via phone)

Mark A. Sousa, General Manager  
Bob Young, Director of Operations  
Michelle Daley, Director of Finance and Grants  
Jordan Posner- ADA coordinator  
Jamie Smith, Marketing and Public Affairs Manager  
Kimberly Wall, Grants Manager  
Matt Kimball, Capital Projects Manager  
Rachel Kennedy, Senior Transit Planner  
Matthew Young, Administrative Support Specialist  
Paul Leclair, Bus Operator

### **Members of the Public:**

Amy Brewer, Alternate Commissioner, Williston  
Tom Coogan, RouteMatch  
Nate Clark, RouteMatch

### **Not Present:**

Ebony Nyoni, Commissioner Winooski  
Phil Pouech, Commissioner, Hinesburg

### **1. Open Meeting-**

Chair Chittenden opened the meeting at 7:32 AM. A quorum of the Board was present.

### **2. Adjustment to the Agenda-**

There were no adjustments to the agenda.



### **3. Public Comment-**

There were no public comments

### **4. Consent Agenda –**

Past Chair Kaynor made a motion to approve the consent agenda excluding the ridership report and Commissioner Buermann seconded the motion. All were in favor and the consent agenda was approved excluding the ridership report.

### **Ridership Report –**

Past Chair Kaynor noted that ridership was slightly below the curve from last year. Director of Maintenance Jon Moore explained that ridership is still being tracked with pen and paper in the rural areas. The commuter routes have switched from pen and paper tracking on July 1 2018 to GFI ridership tracking. Past Chair Kaynor made a motion to approve the ridership report and Commissioner Bohne seconded the motion. All were in favor and the ridership report was approved as presented.

### **5. Board & Staff Recognition-**

Chair Chittenden presented Past Chair Kaynor with a plaque commemorating his service as GMT Board Chair.

General Manager Mark Sousa presented Paul Leclair with a board resolution honoring his 25 years of service at GMT.

Commissioner Barton entered the meeting at 7:42 am

### **6. 1 Industrial Parkway Contract Award\*-**

Capital Projects Manager Matthew Kimball reviewed the information pertaining to the 1 Industrial Parkway Contract that was distributed to the Board. The 1 Industrial contract includes a driveway connection ramp to connect 15 Industrial and 1 Industrial, repaving of the 11 Industrial front apron and parking lot, rear parking lot repaving, and add exterior lighting to parking area. GMT Issued an IFB in May 2018 with a due date of July 11, 2018. There were 3 bids. Don Weston Excavating was the lowest bid. Mr. Kimball requested a motion to approve the contract to Don Weston Excavating not to exceed \$384000, for the total project.

A motion to approve the 1 Industrial Parkway Contract Award not to exceed \$384,000 to Don Weston Excavating was made by Past Chair Kaynor and Commissioner Sharrow seconded the motion. All were in favor; the motion was approved.

### **7. FTA Triennial Report -**

Mr. Sousa informed The Board that GMT had an FTA Triennial review with onsite auditors on July 12 and 13. The auditors reviewed 23 different sections during the Triennial. This started in December of 2017 with GMT sending the requested documentation to the auditors. The focus was on policy and procedures. GMT will have the report within 30 days and will have until the end of 2018 to correct any issues that arise.



### **8. September Board Retreat-**

Mr. Sousa informed the Board that the Annual Board Retreat will be September 18<sup>th</sup> 2018. The retreat will be at the Vermont State House in Montpelier VT. Mr. Sousa asked The Board for suggestions on what they would like to see on the agenda. There was discussion on the agenda and Mr. Sousa informed the board he will send a final draft to The Board next month.

### **9. Employee Wellness Program –**

Mr. Sousa informed The Board that GMT is creating an employee wellness program that will be managed by Public affairs and Marketing Coordinator Jamie Smith.

Mrs. Smith informed the board that the first wellness committee will meet in August 2018. One of the first projects will be to start a bike share program for employees.

### **10. GM & Committee Reports –**

#### General Manager Report

A. Mr. Sousa informed the Board that RouteMatch (RM) has fixed 3 of the 6 issues remaining.

RM Senior VP Tom Coogan informed The Board that the remaining issues are on track to be fixed by August of 2018.

#### Finance Committee Report

Finance Committee did not meet in July 2018

#### Leadership Committee Report

Chair Chittenden informed The Board that he will present the survey results to The Board at the September Board Retreat because not all Commissioners have finished the survey.

Chair Chittenden informed the Board that there was no objection to not holding Committee meetings or a Board Meeting in the Month of August, there will be no meetings in August.

#### Operations Committee Report

Operations Committee did not meet in July

#### Strategy Committee Report

Strategy Committee did not meet in July

#### Commissioner Comments and Announcements –

Vice Chair Chittenden informed the Board that June is also the month that Sub Committee assignments are assessed and rearranged if possible.





### **11. Rural Operators Contract Negotiations-**

Commissioner Buermann made a motion to enter Executive Session to discuss the Rural Contract involving wages due to potential for outside influence and the motion was seconded by Secretary Barton. All were in favor and the motion was approved to enter Executive Session.

A motion to enter Executive Session with the inclusion of Mr. Sousa and Ms. Daley, Ms. Redalieu and Alternate Commissioner Brewer was made by Commissioner Buermann, the motion was seconded by Secretary Barton. All were in favor and the Board entered Executive Session at 8:26 am. No action was taken.

Commissioner Sharrow moved to exit Executive Session, the motion was seconded by Commissioner Miles. All were in favor and the Board exited Executive Session at 9:16 am.

A motion to approve the Rural Operators Contract as negotiated and presented was made by Commissioner Sharrow, the motion was seconded by Commissioner Miles. 11 in favor 1 abstention, motion approved.

### **12. Adjourn -**

Commissioner Bohne made a motion to adjourn, Commissioner Sharrow seconded the motion to adjourn. All were in favor, the meeting adjourned at 9:25 am.

Respectfully Submitted,



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Denis Barton, Secretary