



1                                   **Leadership Committee Meeting Minutes**  
2                                   **January 9, 2023 | 11:00 AM**  
3                                   **101 Queen City Road, Burlington VT 05401**  
4                                   **Hybrid in-person and Zoom**

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

11 Jon Moore, General Manager  
12 Ash LaBombard, Marketing & Outreach Coordinator  
13 Commissioner Bob Buermann, Grand Isle County  
14 Commissioner Austin Davis, Winooski  
15 Commissioner Phil Pouech, Hinesburg  
16 Commissioner Paul Bohne, Essex  
17 Commissioner Catherine Dimitruk, Franklin County  
18 Jamie Smith, Director of Planning & Marketing  
19 Matt Kimball, Director of Grants & Capital Projects  
20 Commissioner Amy Brewer, Williston  
21 Nick Foss, Director of Finance  
22 Stephanie Reid, Director of Human Resources  
23

24 **Open Meeting**

25 Chair Davis opened the meeting at 11:02 AM.  
26

27 **Adjustment of the Agenda**

28 None  
29

30 **Public Comment**

31 None  
32

33 **Approval of Committee Minutes**

34 Commissioner Bohne made a motion to approve the minutes, and  
35 Commissioner Pouech seconded. All were in favor and the motion carried.  
36

37 **General Manager Report – Updates and Opportunity for Questions**

38 GM Moore provided an update on the following items:

- 39     • A reminder of the Public Budget Meeting tomorrow, January 10<sup>th</sup>  
40     • VPTA's six month Medicaid contract extension—long-term flat funding  
41     is not sustainable, but hopefully there will be short-term funding relief



- 42 • Community Rides Vermont Sub-Recipient Agreement—after signing  
43 next Tuesday, demand-response service in Washington County will  
44 have increased capacity  
45 • Current staffing challenges faced in Burlington and Berlin—a proposal  
46 has been sent to the union to increase the hourly rate to \$25/hr for new  
47 drivers; Urban Unit would like to bargain  
48 • Loss of Operations Managers in Burlington & Saint Albans—Corey  
49 Wolcott got promoted to Interim Operations Manager in Saint Albans &  
50 GM Moore will assume the role for Burlington in the short-term  
51

52 Commissioner Dimitruk was sorry to hear about staffing challenges and noted  
53 we should be ready to walk away from the rural Medicaid contract if it is not  
54 financially viable anymore.  
55

56 Commissioner Bohne asked GM Moore what the funding outlook might be for  
57 Medicaid and Demand-Response programs. GM Moore stated that it is  
58 unclear at this time and that we cannot continue with a level-funded  
59 contract without cutting fixed route service to sustain programs. GM Moore  
60 added from VTrans that it will be a tough couple of years financially with the  
61 loss of COVID Relief Funds.  
62

### 63 **Organizational Assessment Request for Proposals (RFP) Discussion**

64 GM Moore provided an update on the Organizational Assessment RFP that  
65 included the following:

- 66 • Need to reformat document into traditional RFP template and what  
67 that looks like  
68 • Potential timeline for RFP if issued by the end of next week  
69 • Report will likely not be finished within the original VTrans commitment  
70 window—we will work to expedite RFP if needed  
71

72 Commissioner Bohne asked if GM Moore was working with a team to create  
73 the proposal. GM Moore stated that Director Kimball will handle the federal  
74 contract provisions and added that an evaluation committee will be formed  
75 to answer questions and review and evaluate proposals.  
76

77 Commissioner Davis will send RFP to the Board for review ahead of the  
78 meeting on Tuesday. GM Moore added VTrans supports the current scope of  
79 work and project deliverables.  
80

### 80 **Board Outreach to Staff Discussion**

81 Commissioner Davis provided a brief overview of the board outreach plan,  
82 which largely consists of board members having set hours at GMT facilities



83 during ideal times to be available to staff, and asked Leadership for their  
84 thoughts.  
85  
86 Commissioner Pouech asked if GM Moore or Incumbent GM Clark have  
87 regular visits to locations and/or meetings where board members could join  
88 them. GM Moore only goes to locations as needed, but mentioned the  
89 monthly Stewards Meeting in Berlin.  
90  
91 Director Reid welcomed board members to attend the Winter Luncheons  
92 happening in Berlin and Saint Albans this week. Commissioner Davis asked for  
93 more warning of events like this in the future.  
94  
95 Commissioner Brewer would like to find times when staff are available and  
96 have a way of inviting/engaging them in a friendly manner. Commissioner  
97 Bohne seconded this notion. GM Moore feels the best time to speak with  
98 Operations is before their punch-ins but that is quite early for all locations and  
99 some staff might not be ready to engage.  
100  
101 Commissioner Brewer wondered if we can start to build connections in the  
102 meantime by introducing staff to the Board via a list of who's who, and take  
103 small steps forward toward engaging staff. Commissioner Davis was for being  
104 more transparent and having bios and interests available.  
105  
106 Director Reid brought up creating a standing "event" that is on a regular  
107 schedule at all locations to build connections. She added having it regularly  
108 would help with engagement over time. Commissioner Davis asked for  
109 Director Reid to identify the best times. Commissioner Dimitruk was  
110 appreciative of Director Reid's approach and felt it was important to  
111 coordinate this with Incumbent GM Clark's introduction to GMT.  
112  
113 Commissioner Davis wrapped up this discussion with an outline of the  
114 outreach plan which includes monthly/quarterly office hours identified by  
115 Director Reid and the possibility of switching between in-person and virtual.  
116



117 **JEDI Committee Chair Discussion**

118 Commissioner Davis provided a brief update on Commissioner Polyte, the  
119 need to look at a potential new chair for the JEDI Committee, and the lack  
120 of capacity for board members familiar with the committee to step into the  
121 role. Commissioner Davis then opened the discussion by mentioning potential  
122 options such as: recruiting a board member to chair the committee or  
123 having a member of staff become chair.

124

125 GM Moore stated that under the current Committee Policy, the chair must  
126 be a GMT board member. Commissioner Davis is considering changing this  
127 policy to allow someone who is not a board member to step up.

128

129 Commissioner Davis feels that it is difficult to move ahead when we have lost  
130 the driving force behind Committee. Commissioner Dimitruk seconded this  
131 and added it is too important to not be carried forward correctly.

132

133 **Draft Board Agenda Review**

134 GM Moore wanted to note that agenda item ten, the Zero Fare Assessment  
135 Presentation will be given by Steve Falbel on Tuesday and felt it would  
136 provide context to continue the discussion on fare policy for FY24.

137

138 **Commissioner Comments**

139 Commissioner Brewer informed Leadership of writing a guest column in the  
140 local paper to bring awareness to service.

141

142 Commissioner Pouech thanked GM Moore for speaking with the Citizen on  
143 his behalf about how public transportation is funded throughout the state  
144 and the need to come up with a different model.

145

146 GM Moore will send the VT Digger article to the Board that came out about  
147 potential fare resumption. GM Moore added that when speaking with the  
148 press he has made it clear that no decision has been made about fares, and  
149 promote the public hearing, and statewide financing study.

150

151 **Adjourn**

152 Commissioner Dimitruk made a motion to adjourn the meeting, and  
153 Commissioner Pouech seconded. All were in favor, and the meeting ended  
154 at 11:46AM.