



1 **Leadership Committee Meeting Minutes**
2 **November 7, 2022 | 11:00 AM**
3 **101 Queen City Road, Burlington VT 05401**
4 **Hybrid in-person and Zoom**

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.*

10 **Present:**

11 Commissioner Phil Pouech, Hinesburg
12 Ashley LaBombard, Marketing & Outreach Coordinator
13 Commissioner Bob Buermann, Grand Isle County
14 Alec Robinson, Maintenance Coordinator
15 Jamie Smith, Director of Marketing & Planning
16 Commissioner Paul Bohn, Essex
17 Jon Moore, General Manager
18 Commissioner Austin Davis, Winooski
19 Nick Foss, Director of Finance
20 Stephanie Reid, Director of Human Resources
21 Commissioner Catherine Dimitruk, Franklin County
22 Chris Damiani, Senior Transit Planner

24 **Open Meeting**

25 Commissioner Davis opened the meeting at 11:01AM.

27 **Adjustment of the Agenda**

28 Commissioner Buermann asked that the approval of the September
29 Committee minutes be added to the agenda. Commissioner Bohn asked
30 that agenda item eleven be moved to item six. Commissioner Pouech
31 moved to adjust the agenda. Commissioner Bohn seconded. All were in
32 favor and the motion carried.

34 **Public Comment**

35 none

37 **Approval of Committee Minutes**

38 Commissioner Buermann moved to approve the minutes for the September
39 and October meetings. Commissioner Bohn seconded. All were in favor and
40 the motion carried.

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



42 GM Moore provided updates on the following items:

- 43 • Moving forward with the Montpelier Transit Center MOU agreement in
44 partnership with the city of Montpelier and local non-profits to extend
45 lobby hours at the MTC this winter
- 46 • Changes in level of service that will be provided in Stowe due to
47 current staffing realities
- 48 • Procurement of a one-year third party contract for IT support as
49 solution to current IT needs

50
51 Commissioner Bohn asked if the start of seasonal service in Stowe would be
52 snow dependent given the current weather. GM Moore replied that we will
53 start service on November 25th regardless of conditions.

54

55 **Executive Session: 1 VSA 313(a)(3), Personnel**

56 Commissioner Pouech made a motion to enter executive session pursuant to
57 1 VSA 313(a)(3) to discuss a personnel matter, inviting the Director of Human
58 Resources, Stephanie Reid. Commissioner Buermann seconded. All were in
59 favor and the motion carried.

60

61 The committee entered in executive session at 11:13AM.

62

63 The committee exited executive session at 11:18AM with no action taken.

64

65 **VTrans Leadership Meeting Briefing**

66 Commissioner Davis and GM Moore met with VTrans last week and discussed
67 the following items:

- 68 • A draft scope of work for the organizational assessment
- 69 • The IT management services contract mentioned in the GM report
- 70 • The call center consolidation study conducted by CCRPC that looked
71 at efficiencies that could be gained by combining call center
72 operations at GMT and SSTA

73

74 Commissioner Bohn asked if VTrans has expressed any concerns about our
75 cost of operations. GM Moore expressed that there is an understanding that
76 due to the rise in labor and fuel costs it is more expensive to operate transit
77 service currently.

78

79 **Organizational Assessment Discussion**

80 GM Moore stated that in the VTrans expects this assessment to be completed
81 within four to six months, and asked in light of this what committee would the
82 leadership committee like assigned to the assessment.



83

84 Commissioner Bohn felt that the operations committee might be a good fit
85 for this. Commissioner Pouech stated that this seems more of a leadership
86 function than anything else.

87

88 Commissioner Buermann recommended that either a special committee be
89 created to handle the assessment or for it to fall to leadership committee.
90 Commissioner Dimitruk seconded this, and added that she favors having the
91 leadership committee take this on as it would be easier for the staff to
92 manage.

93

94 Commissioner Davis stated that there may need to be a special meeting of
95 the committee if leadership were to take this on to get this started.
96 Commissioner Buermann agreed with this statement.

97

98 Overall, the committee was in support of having the leadership committee
99 handling the assessment moving forward.

100

101 **Board Outreach to Staff**

102 Commissioner Davis explained his vision of having more in-person interactions
103 with staff to provide stability during this transitional period. Commissioner
104 Buermann was comfortable with this idea and stated it has led to good
105 discussion when he had visited the Saint Albans office in the past.

106

107 Commissioner Pouech was in favor of the idea but added that the Hinesburg
108 select board did something similar recently with minimal turn out. He went on
109 to question if we could not set aside time during board meetings for staff to
110 bring things to the board. Commissioner Davis replied that staff has used
111 public comment before to bring issues up, but is concerned the board will be
112 overwhelmed with issues that should be brought to management staff.

113

114 Director Reid added that board meetings occur while staff is working making
115 it impossible for some, like bus operators, to provide public comment.
116 Director Reid provided support for having board members have open hours
117 at the different offices during shift changes.

118

119 Commissioner Davis asked whether the committee felt it best to have the
120 open hours over the course of a few weeks or a few months. Commissioner
121 Buermann replied that a combination of the two would be most effective;
122 the initial few weeks would allow the board to grasp what times work best for



123 staff moving forward. Commissioner Pouech seconded this, and added that
124 maybe there should be a focus of these hours.

125

126 Commissioner Buermann mentioned that involving volunteer drivers in these
127 open hours could be beneficial.

128

129 **JEDI Committee Update**

130 The JEDI Committee received training from the Human Rights Commission at
131 their last meeting, and plans to meet next month to discuss our passenger
132 use policy. Commissioner Davis is hopeful that the committee will meet
133 regularly in the new year.

134

135 GM Moore mentioned that civil rights programs and policies such as EEO, Title
136 VI, and ADA could be presented to the JEDI Committee, and training
137 regarding these could be completed.

138

139 **Draft Board Agenda Review**

140 GM Moore noted that we would be striking the commissioner resolution for
141 the past board chair and moving it to December.

142

143 **Commissioner Comments**

144 Commissioner Buermann commented that there has been struggles getting
145 the alternate commissioners involved in the committees they have been
146 assigned to.

147

148 **Adjourn**

149 Commissioner Davis ended the meeting at 11:52AM.