



1                                   **Leadership Committee Meeting Minutes**  
2                                   **May 8, 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   Commissioner Austin Davis, Winooski  
12   Ash LaBombard, Marketing & Outreach Coordinator  
13   Commissioner Bob Buermann, Grand Isle County  
14   Jamie Smith, Director of Planning & Marketing  
15   Clayton Clark, General Manager  
16   Jon Moore, Assistant General Manager  
17   Chris Damiani, Senior Transit Planner  
18   Nick Foss, Director of Finance  
19   Commissioner Amy Brewer, Williston  
20   Commissioner Catherine Dimitruk, Franklin County  
21   Matt Kimball, Director of Grants & Capital Projects  
22   Alt. Commissioner Tom Derenthal, Burlington

24   **Open Meeting**

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

27   **Adjustment of the Agenda**

28   GM Clark City Commuter restoration of service to the agenda. Item was  
29   added after the Board of Commissioners meeting agenda.

31   **Public Comment**

32   None

34   **Approval of Committee Minutes**

35   Commissioner Buermann made a motion to approve the minutes;  
36   Commissioner Dimitruk seconded. All were in favor, and the motion carried.



37 **General Manager Report Preview**

38 GM Clark provided an update on the following items:

- 39     • SSTA visit with Director Foss and Director Bradshaw to look at scheduling  
40         and discuss financial reports  
41     • Ongoing work with directors to consolidate reporting into the GM  
42         report–plan to incorporate HR elements in May GM Report  
43     • Upcoming DVHA audit of our NEMT program and operations  
44

45 Chair Davis inquired about the implications and next steps regarding the  
46 SSTA visit. GM Clark explained that recommendations regarding the transit  
47 rate would be presented to the Finance Committee.  
48

49 **Board Retreat Discussion**

50 Chair Davis opened the discussion by first explaining ideas he, GM Clark, and  
51 Commissioner Brewer had regarding the retreat, including a list of the  
52 following topics:

- 53     • Looking into committee structure and process  
54     • Changing our Charter  
55     • Discussion around the CBA process and how to prepare for it  
56

57 GM Clark added that he plans to work with staff to create an inventory of  
58 annual action items to understand committee and board schedules.  
59

60 Commissioner Buermann was in favor and felt it was good to provide an  
61 understanding of what it means to be on the Board for new members. He  
62 wished for an opportunity to look at our strategic plan and goals. Chair Davis  
63 wondered if all committee chairs could bring goals and they could be a part  
64 of the discussion of committee structure and roles.  
65

66 Commissioner Dimitruk asked that Jedi Committee efforts be added to the  
67 agenda. Commissioner Buermann mentioned having the introduction  
68 activity be related to this. Jumping off of this, Commissioner Brewer  
69 mentioned that our committee structure is not the most equitable due to  
70 time commitment. GM Clark felt the Board could look into and discuss  
71 further.  
72

73 **Fare Adjustment Process**

74 GM Clark provided a timeline for this process before opening the floor to  
75 Senior Transit Planner Damiani to explain further. Chris Damiani provided an  
76 overview of the public comment process and our policies.



77 Commissioner Buermann and Dimitruk were in favor. Commissioner Dimitruk  
78 asked if we plan to have direct outreach to community partners and what it  
79 would entail. GM Clark explained that we are working with the Vermont Food  
80 Shelf and will continue to partner with service organizations to get their input.  
81 Senior Transit Planner Damiani added that we plan to work with Anne Nelson  
82 Stoner of CCRPC to reach as many people as possible.

83

84 Director Smith noted that we are partnering with the Vermont Language  
85 Justice Project. They will be assisting in creating informational videos that will  
86 be translated into multiple languages.

87

### 88 **Board of Commissioners Meeting Agenda**

89 GM Clark went through the suggestions for the meeting agenda including  
90 review and approval of the Title VI program, training on how to use  
91 service/ride, walking through the fare adjustment process, and discussing the  
92 retreat.

93

94 Chair Davis and Commissioner Buermann were in favor of the proposed  
95 agenda.

96

### 97 **City Commuter Restoration of Service**

98 GM Clark provided an overview of the reductions made to the City  
99 Commuter in March of 2020, the justification of why they occurred, and the  
100 reasons for discussing it today. He added that we have the capacity to  
101 return the first and last trip and recommends that we do so.

102

103 Commissioner Brewer asked how this service fits in with microtransit in Barre.  
104 Director Smith explained that the service is separate from microtransit, which  
105 is an expansion of service.

106

107 Commissioner Dimitruk would like to understand the implications of bringing  
108 the service in the area back given previous discussions with the town of Barre.  
109 Chair Davis felt it might be prudent to reframe this as an expansion of service.  
110 Director Smith mentioned that a similar situation occurred, and the town was  
111 asked to go through our new service process.

112

113 Commissioner Brewer added this could be an opportunity to have a  
114 public/private partnership conversation as a specific employer was  
115 mentioned in the feedback.

116



117 Commissioner Dimitruk felt this shows that we need to discuss service  
118 prioritization throughout the system. Chair Davis felt this would be a great  
119 topic for the retreat.

120

121 GM Clark asked what the next steps should be. Chair Davis felt that the  
122 constituent should speak to their communities' legislative body about  
123 reaching out about the expansion of service, as only a municipality or  
124 commissioner can request an expansion of service.

125

### 126 **Commissioner Comments**

127 Commissioner wanted to share that she and Commissioner Dimitruk had a  
128 microtransit meeting in Saint Albans, and there was a lot of interest and  
129 support for it. Commissioner Dimitruk was thankful for Commissioner Brewer  
130 planning the meeting.

131

132 Commissioner Dimitruk asked if we were planning on holding board elections  
133 this year. Chair Davis replied that elections are on his to-do list.

134

### 135 **Adjourn**

136 Commissioner Dimitruk made a motion to adjourn; Commissioner Brewer  
137 seconded. All were in favor, and the motion carried.