



Green Mountain Transit Board of Commissioners Meeting Agenda
Tuesday, March 17, 2026 | 7:30 AM
101 Queen City Road, Burlington, VT 05401

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.

Attendees may join in person or remotely via Zoom:

Video Conference: <https://us02web.zoom.us/j/7507551826>

Phone-in Audio Only: +1 309 205 3325 US

Meeting ID: 750 755 1826

1. 7:30 AM – Meeting Called to Order
2. 7:31 AM – Adjustment to the Agenda
3. 7:32 AM – Public Comment
4. 7:37 AM – **Action:** Consent Agenda
 - a. Board Meeting Minutes ([February 17, 2026](#)) Pgs. 3-6
 - b. Check Register Pgs. 7-11
 - c. March 2025 Financial Report Pgs. 12-26
 - d. A&E Contract Awards Pgs. 27-36
5. 7:40 AM – **Action:** Approve Public Meetings to Gather Feedback on Service Changes – Clayton Clark Pgs. 37-40
6. 7:50 AM – **Action:** Approve Recommended Additions to Statute – Clayton Clark Pgs. 41-42
7. 8:05 AM – **Discussion:** Visioning – Susan Grasso Pgs. 43-44
8. 8:30 AM – **Partner Update:** VTrans – Ross MacDonald
9. 8:50 AM – **General Manager Report** – Clayton Clark
 - State Grant Application to be approved in April
 - Board support from Clean Cities Coalition
 - Monthly training



- Rider Experience Advisory Council (REAC) meeting
 - Milestone retirement
10. 9:10 AM – Committee Reports and Discussion of Committee Operations
 - Service Committee starting April – 1st Thursday @ 9:00 AM
 11. 9:25 AM – Commissioner Comments
 12. 9:30 AM – Adjournment

Next GMT Board of Commissioners Meeting Date: April 21, 2026

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.



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3 **Green Mountain Transit Board of Commissioners Meeting**
4 **February 17, 2026 – 7:30 a.m.**
5 **Board Room, Burlington, Vermont**
6

7 *The mission of GMT is to promote and operate safe, convenient, accessible,*
8 *innovative, and sustainable public transportation services in northwest and*
9 *central Vermont that reduce congestion and pollution, encourage transit-*
10 *oriented development, and enhance the quality of life for all.*
11

12
13 **Present:**

14 Commissioner Chapin Spencer, Burlington
15 Commissioner Susan Grasso, Shelburne
16 Commissioner Christian Meyer, Washington County
17 Commissioner Ilona Blanchard, South Burlington
18 Commissioner Andrea Suozzo, Burlington
19 Commissioner Austin Davis, Winooski
20 Commissioner Paul Bohne, Essex Town
21 Commissioner Raj Chawla, Essex Junction
22 Alt. Commissioner Paul Conner, South Burlington
23 Alt. Commissioner Charlene Tallman, Williston
24 Alt. Commissioner Alec Jones
25 Alt. Commissioner Bethany Clarke, Essex Junction
26 Clayton Clark, General Manager
27 Jamie Smith, Director of Rider Experience
28 Jimmy Johnson, Director of Transportation
29 Matt Kimball, Director of Transit Infrastructure
30 Connor Smith, Capital Projects Manager
31 Nick Foss, Director of Finance
32 Rich Carmo, Senior Accountant
33 Nate Bergeron, GMT Driver
34 Tim Bradshaw, Director of Grants
35 Chris Damiani, Director of Planning
36 Jon Moore, Assistant General Manager
37 Stephanie Reid, Director of Human Resources
38 Tammy Masse, Controller
39 Will Hodgson, Transit Planner
40 Camden Blatchly, Transit Data Analyst
41 Dan Currier, VTrans



42 Christopher Matte, RHR Smith and Company
43 Eliana Fox, CCRPC
44 Kimberly Clark, Member of the Public

45
46

47 **Open Meeting**

48 Vice Chair Suozzo opened the meeting at 7:32AM.

49

50 **Adjustment of the Agenda**

51 None

52

53 **Public Comment**

54 Kim Clark recommended Jon Moore for GM and said that he does a good
55 job at GMT.

56

57 **Action: Consent Agenda**

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

60

61 **Action: Approve FY25 Audit**

62 Christopher Matte and Nick Foss presented on the audit process and gave
63 an overview of the items reviewed. Christopher congratulated GMT on a
64 successful audit.

65

66 Commissioner Spencer talked about the exemplary financial stewardship
67 and shouted out the GMT team.

68

69 Commissioner Bohne made a motion to accept the Fiscal Year 2025 as
70 presented by RHR Smith and Company, and Commissioner Blanchard
71 seconded. All were in favor and the motion carried.

72

73 **Action: Approve Architectural and Engineering RFP**

74 Connor Smith gave an overview of the Architectural and Engineering RFP
75 memo.

76

77 Commissioner Blanchard made a motion that the GMT Board of
78 Commissioners approve the staff request to delegate contract award
79 authority to the Board Chair and Treasurer for the procurement of a 5-year
80 Architectural and Engineering Services Contract on the condition that the
81 Board receive the RFP materials and asked for a review of the purchasing



82 policy at a future meeting and Commissioner Chawla seconded. All were in
83 favor and the motion carried.

84

85 **Presentation: Chief Steward Update**

86 Nate Bergeron gave an overview of grievances, and an update on the driver
87 feelings on the health insurance. Fare shortfall, full fare on LINK.

88

89 There was a conversation about the fare verification and ideas were shared
90 regarding process.

91

92 Commissioner Spencer wanted to draw attention to the no grievances in the
93 4th quarter item.

94

95 GM Clark discussed LINK Express fare.

96

97 Nate Bergeron asked Board members, who are able, to support H.255 which
98 is increases criminal penalties for anyone who assaults a transit worker.

99

100 **Discussion: Preview Legislative Testimony**

101

102 **General Manager Report**

103 GM Clark will send a written update on the following:

- 104 ▪ Electric Battery Buses
- 105 ▪ Chittenden County O&D
- 106 ▪ Montpelier LINK Service
- 107 ▪ Post Transfer Organizational Chart
- 108 ▪ Rider Experience Advisory Council (REAC)
- 109 ▪ ADA Assessment Change

110

111 **Committee Reports and Discussion of Committee Operations**

112 Committee chairs discussed updates from their last meetings. Commissioner
113 Grasso gave an update on the Vision Committee and asked for general
114 approval for the charter.

115

116 Commissioner Bohne made a motion to approve the Vision Committee
117 Charter, and Commissioner Blanchard seconded. All were in favor and the
118 motion carried.

119

120 Director Smith gave a quick update on the Rider Engagement and Access
121 Council.

122



123 **Commissioner Comments**

124 None

125

126 **Adjournment**

127 Commissioner Spencer made a motion to adjourn, and Commissioner Grasso
128 seconded. All were in favor and the motion carried. The meeting adjourned
129 at 9:20 AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V828	Rural Community Transit Inc.	2/3/26	105535	535,866.72	CTO and first payment
V1305	Allegiant Care	2/6/26	105536	235,916.10	Health Care
V1892	Allen Michael	2/6/26	105537	150.00	Shoe Reimbursement
V1481	Amerigas	2/6/26	105538	2,683.17	3 Propane Invoices
V2162	Anderson Michael	2/6/26	105539	128.88	Seasonal Mileage
V1334	Background Investigation Bureau, LLC	2/6/26	105540	125.00	
V2196	Brady Industries	2/6/26	105541	325.76	
V2339	Brochu Jerome	2/6/26	105542	145.44	Seasonal Mileage
V2314	Burlington Safety Laboratory Inc.	2/6/26	105543	66.00	
V1487	Chamberlin, Justin	2/6/26	105544	446.80	Tool Allowance
V2067	Cintas Corporation	2/6/26	105545	608.15	
V220	Class C Solutions Group	2/6/26	105546	621.52	
V321	Empire Janitorial Supply Company	2/6/26	105547	63.86	
V250	Fisher Auto Parts	2/6/26	105548	125.57	
V252	FleetPride, Inc	2/6/26	105549	4,541.45	5 Part Invoices
V253	FleetWave Partners, LLP	2/6/26	105550	3,824.10	2 Radio Repeater Invoices
V1702	Forest, Randy	2/6/26	105551	425.92	Seasonal Mileage
V1814	Fred's Plumbing & Heating Inc.	2/6/26	105552	321.84	
V257	Gillig Corp.	2/6/26	105553	3,246.15	4 Part Invoices
V259	Grainger	2/6/26	105554	205.57	
V261	Green Mountain Power	2/6/26	105555	79.33	
V2304	Hayes Robert	2/6/26	105556	179.99	Winter Coat Reimbursement
V263	Heritage Ford	2/6/26	105557	282.08	
V2348	Lackey Ron	2/6/26	105558	69.60	
V1509	Lawson Products, Inc	2/6/26	105559	473.51	
V2347	Legacy Brand Solutions	2/6/26	105560	9,222.45	2 Driver unifrom invoices
V2013	Luneau Brothers Glass LLC	2/6/26	105561	280.00	
V2155	Machia Allan	2/6/26	105562	371.29	Seasonal Mileage
V1004	Marcu, Daniel	2/6/26	105563	172.20	FSA Reimbursment
V278	Mohawk Mfg. & Supply Co.	2/6/26	105564	5,503.26	2 Part Invoices
V2247	Necrason Group PLLC	2/6/26	105565	3,000.00	Consulting Invoice
V2288	Nelson John	2/6/26	105566	179.99	Winter Coat Reimbursement
V2346	NEPEAN Transport Equipment	2/6/26	105567	19,989.00	Brakemate with Drum and adapter Splitter
V223	O'Reilly Auto Enterprises, LLC	2/6/26	105568	48.69	
V1484	Parsons Environment & Infrastructure Group Inc.	2/6/26	105569	22.60	
V1906	Pete's Tire Barns Inc	2/6/26	105570	4,579.88	6 Tire Invoices
V1165	Posner, Jordan	2/6/26	105571	800.00	
V297	Safety-Kleen Systems, Inc.	2/6/26	105572	308.05	
V298	Sanel Auto Parts Co.	2/6/26	105573	54.68	
V158	Thomas Stacy	2/6/26	105574	600.00	
V273	Transit Holding, Inc.	2/6/26	105575	1,740.17	6 Part Invoices
V876	Vehicle Maintenance Program, Inc.	2/6/26	105576	4,700.56	Part Invoice
V2156	Wade Geoff	2/6/26	105577	66.42	
V2248	Anthony Peter	2/6/26	EFT000000018645	944.68	Volunteer
V2186	Barabe James	2/6/26	EFT000000018646	53.82	
V1707	Chase, Betty	2/6/26	EFT000000018647	983.13	Volunteer
V1676	Croteau, William	2/6/26	EFT000000018648	929.45	Volunteer
V170	Hertz, Kenneth	2/6/26	EFT000000018649	146.45	Volunteer
V2343	Hotchkiss Russell	2/6/26	EFT000000018650	409.63	Volunteer
V2004	LaBombard Ashley	2/6/26	EFT000000018651	480.00	FSA Reimbursement
V2303	Lamson Diana	2/6/26	EFT000000018652	136.30	Volunteer
V2118	Marsh Donald	2/6/26	EFT000000018653	429.20	Volunteer
V38	Moore, Jon	2/6/26	EFT000000018654	163.53	FSA Reimbursement
V2075	New Flyer of America Inc.	2/6/26	EFT000000018655	5,518.45	Application 4 Electric Charging System
V1994	Reid Stephanie	2/6/26	EFT000000018656	140.00	FSA Reimbursement
V141	Riley, Shawn	2/6/26	EFT000000018657	1,442.00	Tool Allowance
V771	Sammons Chandra	2/6/26	EFT000000018658	304.50	Volunteer
V368	Slingerland, Robert	2/6/26	EFT000000018659	130.00	DOT Reimbursement
V537	Vermont Public Transportation Association	2/6/26	EFT000000018660	75.00	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V170	Hertz, Kenneth	2/10/26	105578	146.45	
V223	O'Reilly Auto Enterprises, LLC	2/10/26	105579	3,407.60	Paint Station Equipment
V415	Amazon Capital Services	2/13/26	105580	6,252.42	38 Office supply, parts and IT Invoices
V696	BANG	2/13/26	105581	310	
V1227	Burlington Public Works-NON Water!!!	2/13/26	105582	168	
V226	Burlington Public Works-Water	2/13/26	105583	879.09	
V228	C.I.D.E.R., Inc.	2/13/26	105584	1,177.33	Mobility Management
V570	Chittenden County Regional Planning Commission	2/13/26	105585	32,669.23	Raise Grant
V2067	Cintas Corporation	2/13/26	105586	400.12	
V220	Class C Solutions Group	2/13/26	105587	796.43	
V250	Fisher Auto Parts	2/13/26	105588	246.74	
V252	FleetPride, Inc	2/13/26	105589	6,626.56	10 part and credit Invoices
V257	Gillig Corp.	2/13/26	105590	2,155.34	2 Part Invoices
V472	Irving Energy Distribution	2/13/26	105591	2,627.10	Heating Oil
V2165	KBS International LLC	2/13/26	105592	4,193.00	Marketing Invoice
V1880	Kyle Bellavance	2/13/26	105593	1,028.00	Reissued lost check
V1947	Land Care Agri. Services LLC	2/13/26	105594	571	
V473	Limoge & Sons Garage Doors, Inc.	2/13/26	105595	428.2	
V276	Metalworks	2/13/26	105596	32.5	
V278	Mohawk Mfg. & Supply Co.	2/13/26	105597	2,297.98	Part Invoice
V1709	Monaghan Safar Ducham PLLC	2/13/26	105598	696	
V544	NorthEast Passenger Transportation Association	2/13/26	105599	500	
V863	P & P Septic Service, Inc	2/13/26	105600	765	
V450	SB Signs, Inc.	2/13/26	105601	931	
V414	Seon Systems Sales Inc.	2/13/26	105602	1,324.52	Part Invoice
V309	Stride Creative Group	2/13/26	105603	840	
V2225	Sunoco LP	2/13/26	105604	31,894.80	2 Fuel Invoices
V1875	Sunwealth Project Pool 14 LLC	2/13/26	105605	647.36	
V186	Tech Group, The	2/13/26	105606	1,325.00	IT Invoice
V273	Transit Holding, Inc.	2/13/26	105607	245.32	
V315	United Parcel Service	2/13/26	105608	29.51	
V1459	Vermont Information Consortium LLC	2/13/26	105609	255	
V2133	Vital Delivery Solutions LLC	2/13/26	105610	107.54	
V336	W.B Mason Co., Inc.	2/13/26	105611	77.37	

2	Vendor Name	Document Date	Document Number	Document Amount	
V2351	Tamang Sunil	2/17/26	105612	2,029.12	Paycheck
V279	ABC Bus Companies-Muncie	2/20/26	105613	3,990.59	7 Part Invoices
V1481	Amerigas	2/20/26	105614	2,644.47	2 Propane Invoices
V2286	ATIS Elevator Inspections LLC	2/20/26	105615	200	Coat Reimbursment
V590	Barrett Trucking Co., Inc.	2/20/26	105616	351.75	
V2196	Brady Industries	2/20/26	105617	1,126.11	4 Maintenance Supply Invoices
V284	Brenntag Lubricants Northeast	2/20/26	105618	3,608.56	Part Invoice
V226	Burlington Public Works-Water	2/20/26	105619	3,458.40	2 Water and Sewer Bills
V851	Champlain Medical	2/20/26	105620	645	
V2067	Cintas Corporation	2/20/26	105621	615.5	
V1957	Clark Barbara	2/20/26	105622	53.65	
V220	Class C Solutions Group	2/20/26	105623	669.1	
V2104	Community Rides Vermont, Inc.	2/20/26	105624	7,032.34	RJA and E&D rides
V1612	Control Technologies, Inc.	2/20/26	105625	11,274.30	HVAC Integration Invoice
V2308	Cummins Electric Holding, LLC	2/20/26	105626	3,039.34	Repair Invoice
V239	Cummins Northeast LLC	2/20/26	105627	16,464.03	14 Part Invoices
V242	Danform Shoes	2/20/26	105628	157.5	
V321	Empire Janitorial Supply Company	2/20/26	105629	130.9	
V250	Fisher Auto Parts	2/20/26	105630	672.63	
V252	FleetPride, Inc	2/20/26	105631	4,311.03	7 Part Invoices
V1814	Fred's Plumbing & Heating Inc.	2/20/26	105632	726.26	
V799	Gauthier Trucking Company, Inc.	2/20/26	105633	1,981.82	2 Dumpster Fees
V257	Gillig Corp.	2/20/26	105634	10,316.97	9 Part Invoices
V259	Grainger	2/20/26	105635	54.52	
V261	Green Mountain Power	2/20/26	105636	1,831.18	Electric Bill
V1204	Interstate Batteries	2/20/26	105637	671.8	
V2297	Justin Kirk	2/20/26	105638	15,800.00	Snow plowing Invoice
V328	Kirk's Automotive Inc.	2/20/26	105639	634.5	
V1509	Lawson Products, Inc	2/20/26	105640	477.6	
V268	Loomis	2/20/26	105641	337.64	
V270	Lowe's	2/20/26	105642	429.91	
V2013	Luneau Brothers Glass LLC	2/20/26	105643	560	
V2015	M&T Bank	2/20/26	105644	6,259.82	Part, marketing,meal and It Invoices
V2167	Mahmutovic Dzemal	2/20/26	105645	130	DOT Reimbursement
V1068	Midwest Bus Corporation	2/20/26	105646	217.89	
V1891	Minuteman Security Technologies	2/20/26	105647	247.5	
V278	Mohawk Mfg. & Supply Co.	2/20/26	105648	408.5	
V792	Myers Container Service Corp.	2/20/26	105649	344.76	
V996	New England Air Systems	2/20/26	105650	355	
V2352	Norton Marie	2/20/26	105651	171	DOT Reimbursement
V223	O'Reilly Auto Enterprises, LLC	2/20/26	105652	642.62	
V863	P & P Septic Service, Inc	2/20/26	105653	2,591.50	3 Pumping and Porta-a potty Invoices
V1906	Pete's Tire Barns Inc	2/20/26	105654	309.55	
V2048	Pokhrel Deepak	2/20/26	105655	200	
V1165	Posner, Jordan	2/20/26	105656	800	
V1653	Pradhan, Tilachand	2/20/26	105657	55.4	
V1682	Primmer Piper Eggleston & Cramer PC	2/20/26	105658	896	
V294	RHR Smith & Company	2/20/26	105659	23,643.75	Auditing Invoice
V2158	Richardson Martha	2/20/26	105660	226.8	Volunteer
V864	Rick's Towing & Repair, Inc.	2/20/26	105661	525	
V854	S2Technology	2/20/26	105662	320	
V2079	Samsara Inc.	2/20/26	105663	27,869.60	Maintenance Software Invoice
V1166	Sinanovic, Almir	2/20/26	105664	199	Coat Reimbursment
V451	Stowe, Town of Electric Department	2/20/26	105665	309.47	
V2225	Sunoco LP	2/20/26	105666	14,618.45	Fuel
V273	Transit Holding, Inc.	2/20/26	105667	340.54	
V315	United Parcel Service	2/20/26	105668	25	

V876	Vehicle Maintenance Program, Inc.	2/20/26	105669	2,255.93	Part Invoice
V1683	VHV Company	2/20/26	105670	182	
V2350	Wilkinson Kevin	2/20/26	105671	171	DOT Reimbursement
V2248	Anthony Peter	2/20/26	EFT000000018661	414.7	Volunteer
V1066	Cassell, Robert Jr.	2/20/26	EFT000000018662	228.8	FSA Reimbursement
V1707	Chase, Betty	2/20/26	EFT000000018663	1,039.65	Volunteer
V2349	Clark Muriel	2/20/26	EFT000000018664	116	Volunteer
V1676	Croteau, William	2/20/26	EFT000000018665	1,080.25	Volunteer
V170	Hertz, Kenneth	2/20/26	EFT000000018666	754	Volunteer
V2118	Marsh Donald	2/20/26	EFT000000018667	63.8	
V38	Moore, Jon	2/20/26	EFT000000018668	306.81	FSA Reimbursement
V141	Riley, Shawn	2/20/26	EFT000000018669	486.28	FSA Reimbursement
V771	Sammons Chandra	2/20/26	EFT000000018670	305.95	Volunteer
V303	SSTA	2/20/26	EFT000000018671	209,648.23	ADA, E&D and RJA Rides
V308	Steadman Hill Consulting, Inc.	2/20/26	EFT000000018672	4,439.00	2 Consulting Invoices

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V170	Hertz, Kenneth	2/24/26	105672	754	
V279	ABC Bus Companies-Muncie	2/27/26	105673	399.2	
V1305	Allegiant Care	2/27/26	105674	250,812.60	Health Insurance
V1334	Background Investigation Bureau, LLC	2/27/26	105675	168	
V2172	Behar Consulting LLC	2/27/26	105676	350	
V2196	Brady Industries	2/27/26	105677	217.25	
V284	Brenntag Lubricants Northeast	2/27/26	105678	6,999.63	2 Part Invoices
V224	Burlington Communications	2/27/26	105679	498.75	
V225	Burlington Electric Department	2/27/26	105680	1,916.82	Electric Bill
V2067	Cintas Corporation	2/27/26	105681	523.58	
V220	Class C Solutions Group	2/27/26	105682	519.43	
V1956	Crystal Clean Inc.	2/27/26	105683	5,715.54	Hazardous Waste Disposal
V815	Curved Glass Distributors	2/27/26	105684	1,500.00	Part Invoice
V242	Danform Shoes	2/27/26	105685	180	
V250	Fisher Auto Parts	2/27/26	105686	518	
V252	FleetPride, Inc	2/27/26	105687	2,155.33	2 Part Invoices
V445	Front Porch Forum, Inc	2/27/26	105688	1,491.00	Recruitment Invoice
V257	Gillig Corp.	2/27/26	105689	5,658.85	7 Part Invoices
V1509	Lawson Products, Inc	2/27/26	105690	148.68	
V2013	Luneau Brothers Glass LLC	2/27/26	105691	560	
V278	Mohawk Mfg. & Supply Co.	2/27/26	105692	144.62	
V996	New England Air Systems	2/27/26	105693	10,849.75	3 Repair Invoices
V223	O'Reilly Auto Enterprises, LLC	2/27/26	105694	139.84	
V288	Occupational Health Centers of the Southwest, P.A	2/27/26	105695	164	
V1906	Pete's Tire Barns Inc	2/27/26	105696	2,316.23	3 Tire Invoices
V864	Rick's Towing & Repair, Inc.	2/27/26	105697	175	
V298	Sanel Auto Parts Co.	2/27/26	105698	294.98	
V302	Sports & Fitness Edge Inc.	2/27/26	105699	361.08	
V2225	Sunoco LP	2/27/26	105700	14,621.11	Fuel
V186	Tech Group, The	2/27/26	105701	9,674.10	3 IT Invoices
V158	Thomas Stacy	2/27/26	105702	400	
V315	United Parcel Service	2/27/26	105703	16.41	
V2168	UVM Medical Center	2/27/26	105704	4,150.00	Lost Check
V876	Vehicle Maintenance Program, Inc.	2/27/26	105705	394.23	
V410	Vermont Gas Systems, Inc.	2/27/26	105706	16,149.29	5 Urban Gas Invoices
V1683	VHV Company	2/27/26	105707	4,900.00	Repair Invoice DTC
V336	W.B Mason Co., Inc.	2/27/26	105708	56.96	
v1467	Charles Schwab	2/27/26		30,842.86	Retirement
V265	Mission Square	2/27/26		1,979.31	Retirement
v311	Teamsters	2/27/26		100	



To: Finance Committee (FC)

From: Nick Foss, Director of Finance
Tammy Masse, Controller
Kelly Bean, Senior Accounting Clerk
Rich Carmo, Senior Staff Accountant

Date: March 12, 2026

RE: Finance Report

Attachments:

January Financials (Budget-to-Actual, Statement of Net Position, Statement of Cash Flows)

Department Updates:

- **Fuel Cost Update:** Recent geopolitical events have affected global energy markets causing crude prices to reach over \$100 per barrel. The Authority is insulated from this short-term volatility through an existing long-term fuel contract that expires in August 2026, which allows fuel to be purchased at approximately \$2.66 per gallon. After August, and if markets remain elevated, the agency could see prices rise to \$3.00 - \$3.40 per gallon (13% - 28% increase). This would be a budget pressure in FY27, however, because the Authority's fuel purchases have fallen during the fiscal year that could serve as a partial offset.
- **House Transportation Committee (HTC) Presentation:** Staff testified last month before the HTC on GMT's current financial outlook. The testimony given served purely as an informational overview and included no direct requests for funding. The testimony can be viewed by clicking [HERE](#).
- **Proposed FY26 Operating Budget Adj. #2:** As a result of the rural transfer, and the financial impacts from the early transition of GMT's Franklin Grand-Isle (FGI) division, staff is planning to bring another operating budget adjustment to the committee next month. This budget adjustment will only impact the rural division with no planned adjustments to urban currently.
- **Grants Department Transition:** With the planned retirement of GMT's Director of Grants (Tim Bradshaw) in July 2026, the Finance and Grants Department will once again be combined. Staff is working through this transition, and we all wish Tim a very happy and long retirement after his many years of dedication to public transit in Vermont!



- Carbon Reduction Funds (CRF) Update:** After several conversations with the FTA, it is becoming evident that the CRF provided by VTRANS may not be as accessible as originally thought. If this were to occur this could add to GMT's current projected deficits, however staff continue to discuss the various options with the FTA and is planning additional conversations with VTRANS.
- Paratransit Contractor Update:** Staff held its quarterly meeting with GMT's paratransit contractor SSTA last week to review current financial results and other pertinent items. Highlights from the meeting included the following: no transit rate adjustment required (\$20K surplus YTD), completion of implementation of a new maintenance software, and Token-Transit appears to be a success with decent rider utilization.
- FY25 Federal Compliance Audit:** The FY25 Federal Compliance Audit was accepted by the Board last month and is now available on GMT's website, or by clicking [HERE](#). Any commissioner that would like a physical copy please email Rich at rcarmo@ridegmt.com and we would be happy to mail a copy to you.
- Medicaid (NEMT) Update:** GMT recently received a \$110K true-up payment from VPTA for Medicaid losses incurred in FY25, with a final \$150K payment to be made later in the year. The rural transfer will also add to program volatility for the remainder of the year, as the new revenue sharing agreement between RCT and GMT takes effect. Staff will do its best to capture these changes the upcoming budget adjustment, however the VPTA profit/loss sharing model can be hard to predict, as its impacts can span fiscal years.

Liquidity & Cash Outlook:

Figure 1 summarizes GMT's current liquidity position as of the end of January, including cash balances, cash equivalents (*Figure 3*), and available line of credit. As of the most recent assessment, GMT maintains \$1.9 million in cash and \$3.4 million in cash equivalents, with \$2.7 million available through its line of credit. This equates to approximately 117 days of cash and cash equivalents on hand, or approximately 175 days when including available credit, based on average monthly expenses year-to-date excluding vehicle purchases.

Figure 1

Liquidity & Cash Outlook	
Cash Balance	\$ 1,956,925
Cash Equivalents Market Value	\$ 3,416,725
Line of Credit (Less Utilization)	\$ 2,700,000
Days of Cash on Hand**	23.0
Days of Cash & Cash Equivalents on Hand**	116.7
Days of Cash & Cash Equivalents on Hand + Credit**	175.3

**Expenses based on Avg. Monthly Expenses YTD excl. Vehicle Purchases



Figure 2 presents a three-month rolling cash forecast through May. The February ending cash balance reflects actual cash on hand, while March through May balances is management forecasts based on known revenues, expenditures, and expected timing of cash flows. The forecast indicates a gradual decline in cash through the end of the forecast, reflecting seasonal cash flow dynamics and the timing of receipts and disbursements, and will continue to be updated as additional financial periods are closed and actual results become available.

Figure 2

3-Month Rolling CASH Forecast				
Period	<i>*Actual</i> Feb'26	<i>Forecast</i> Mar'26	<i>Forecast</i> Apr'26	<i>Forecast</i> May'26
Ending Balance	\$ 2,763,356	\$ 2,184,371	\$ 1,513,363	\$ 1,406,484

**Actuals presented are as of 3/5/2026*

Investments Portfolio Overview:

Figure 3 shows GMT's investment portfolio managed in accordance with its investment policy, with a primary focus on safety of principal, liquidity, and yield, in that order. The portfolio is composed of permitted, low-risk instruments and is structured to align with GMT's anticipated cash flow needs and operating timelines. As reflected in the accompanying figure, the portfolio is presented by maturity value, market value, and cost basis, providing transparency into both realized and unrealized positions. Portfolio duration remains low at 0.18 years or 2.2 months, indicating limited exposure to interest rate volatility. Overall, the portfolio continues to provide stable liquidity while preserving principal and supporting GMT's short-term and medium-term financial requirements.

Recent Activity

Portfolio assets declined in January from \$3.9M to \$3.4M as \$550K of assets were sold to fund the first rural transfer installment to RCT of GMT's rural unrestricted, undesignated net position.



Figure 3

Account Holdings - Portfolio as of 01/31/26			
Fixed Income - Government & Agency Bonds			
	Maturity Value	Market Value	Cost Basis
U.S. Treasury Bill Due 2/24/26	\$ 1,068,000	\$ 1,065,637	\$ 1,055,234
U.S. Treasury Bill Due 03/31/26	\$ 721,000	\$ 716,867	\$ 712,382
U.S. Treasury Bill Due 4/28/26	\$ 1,073,000	\$ 1,064,006	\$ 1,060,926
U.S. Treasury Bill Due 5/26/26	\$ 576,000	\$ 569,545	\$ 569,408
Total:	\$ 3,438,000	\$ 3,416,055	\$ 3,397,951
Cash & Cash Equivalents			
Portfolio Market Value	\$ 3,416,055		
Total Money Market Value	\$ 670		
Total Investments:	\$ 3,416,725		
*Investment Returns Since Inception:	\$ 483,856		
<i>*Portfolio inception date is 1/11/23</i>			

Operating Results:

As of **January**, the **Authority** had a **Total Operating Deficit** of **-\$209.5K** and a **negative change in Net Assets** of **-\$3.1M**.

The operating result between divisions is the following:

❖ **Urban Division = -\$23.3K Operating Deficit/Net Assets -\$1.5M**

➡ The urban deficit is the result of unallowable administrative costs, which cannot be billed to federal grants. Examples of these costs were staff gifts and lobbying/consulting costs.

➡ The large decrease in net position is entirely due to low capital investment year-to-date, with depreciation exceeding investments by \$1.5M.

Future Guidance: Operating deficit should expand only slightly as additional unallowable costs are recognized throughout the remainder of the year. The urban division has available net position to support this.

❖ **Rural Division= -\$186.2K Operating Deficit/Net Assets -\$1.6M**

➡ The rural deficit is primarily attributable to the fund transfer to Rural Community Transit Inc. (RCT), which occurred in January 2026 and for



\$484K. Excluding this transfer the rural division would have shown an operating surplus of roughly \$297K year-to-date, however please note losses for the division will be skewed towards the end of the fiscal year as federal funding expires.

➡ The large decrease in net position is due to low capital investment year-to-date and the transfer/retirement of Franklin Grand-Isle (FGI) Assets from our books. These Assets had remaining total book value of \$897K, which after transfer lowered the Authority's net position.

Future Guidance: Reminder, the approved FY26 Operating Budget was passed with a rural deficit of \$688K. The Finance Team is preparing a second FY26 Operating Budget Adjustment to properly reflect the divestment of FGI operations as of January 2nd. An updated figure will be provided when the budget is presented in April 2026.

Budget Variances Revenues

Revenue variances are as of January (58.3% benchmark) – reference Jan '26 Financials

Local Operating Assistance: The rural variance is coming more in line with budget, at 52%, now that we are in the middle of seasonal services and large contributions from the ski resorts (Stowe/Sugarbush) are beginning to be recognized.

Federal Urban Formula Grant (5307): The urban variance (50.3%) is due to the usage of 5311 Flex-to-5307 funds earlier in the fiscal year, which takes pressure off the Authority's direct allocation and has resulted in underspending year-to-date. Those funds are recognized in the Other State Grants line, resulting in that budget line being over benchmark.

E&D Grants and Local Match: E&D grant revenues are over benchmark at 85.2%, however additional funding has been provided, that is not currently reflected in the budget. Updated trip constraints are being rolled out to counter higher costs and will be effective as of March. Even with the additional funding provided by VTRANS staff does expect costs to exceed funding slightly.

Other State Grants:

Figure 4 illustrates the urban variance is due to higher utilization year-to-date of GMT's 5311 Flex-to-5307 grant funding. This funding is equivalent to GMT's formula 5307 funds, except that additional funding is provided by VTRANS instead of the FTA. In addition, higher utilization of urban mobility management funds is also contributing to the variance and indicates funding



may expire before the end of the fiscal year. The rural variance is driven by reduced funding in state match provided for the Washington County MyRide service – GMT received roughly \$58K in FY26 versus \$280K last year, however an additional \$200K has been committed by VTRANS and will be reflected in the upcoming second budget adjustment. In addition, GMT's RTAP training funds (\$20K annually) and mobility management funds are trending over benchmark, however VTRANS has also committed additional funding to both grants.

Figure 4

URBAN			
<u>Other State Grants</u>	Revenue	Budget	Budget Variance
5311 Flex-to-5307	\$ 355,000	\$ 355,000	100.0%
Mobility Management (State)	\$ 4,872	\$ 6,250	78.0%
Mobility Management (Federal)	\$ 38,979	\$ 50,000	78.0%
Capital (State)	\$ 695	\$ 3,125	22.2%
Total:	\$ 399,545	\$ 414,375	96.4%

RURAL			
<u>Other State Grants</u>	Revenue	Budget	Budget Variance
CMAQ State Match (MyRide)	\$ 71,639	\$ 57,992	123.5%
Mobility Management (State)	\$ 8,524	\$ 9,375	90.9%
Mobility Management (Federal)	\$ 68,191	\$ 75,000	90.9%
Capital (State)	\$ 38	\$ 375	10.1%
Other State Grants (MTI)	\$ 13,475	\$ 64,991	20.7%
RTAP	\$ 23,977	\$ 20,000	119.9%
Total:	\$ 185,843	\$ 227,733	81.6%

Passenger Revenue/Paratransit Fares:

Figure 5 shows fares in both fixed route and paratransit operations are slightly lower than expected. Passenger Revenue (Fixed Route) is at 54.3% of budget and paratransit ended in January at 52.6%. The variances may appear small, however have resulted in fare revenue being \$84K lower than expected.

If this trend continues, fare revenue targets may need to be lowered by \$140K, which could add additional pressure to future years.

Figure 5

Urban Fares	Revenue	Budget	Budget Variance	Benchmark	Revenue Per Benchmark	Actual vs. Projected
Passenger Revenue (Fixed Route)	\$ 998,429	\$ 1,838,703	54.3%	58.3%	\$ 1,072,515	\$ (74,087)
Paratransit Passenger Fares (ADA)	\$ 89,292	\$ 169,888	52.6%	58.3%	\$ 99,096	\$ (9,804)
Total:	\$ 1,087,721	\$ 2,008,591	54.2%	58.3%	\$ 1,171,611	\$ (83,891)



Investment Income: The urban variance (29.1%) is the result of lower urban cash levels in the Authority's sweep accounts, which have generated less interest income than anticipated; however, this is an immaterial portion of overall urban operating revenues. The rural variance (133.6%) is due to the opposite – higher interest income being generated in GMT's investment account (Figure 3) than originally anticipated.

Budget Variances Expenses

Expense variances are as of January (58.33% benchmark) – reference Jan '26 financials

Salaries and Wages: Staff are pleased with where total wages stand currently at 58.4% and 57.2% of budget for Urban and Rural respectively, even more so considering that there have been 16 pay periods through January, which would result in a more accurate benchmark of 61.5%. The Urban driver segment has especially required considerable analysis to incorporate all the variables resulting from the recent service reductions, which have so far proven to be in-line. **Figure 6** below gives a comprehensive look at what urban driver compensation has been year-to-date versus expectations, with pay hours slightly higher, but compensation lower due to the mix of pay types.

Figure 6

Urban Driver Pay Hours

HOURS	YTD Budgeted Hours	Actual Hours	Hours Variance	Hours % Variance
Regular Pay Hours	60,508	58,867	(1,641)	-3%
Average Overtime	12,254	11,696	(558)	-5%
Doubletime	338	243	(95)	-28%
CTO Union & Bereavement	8,789	10,830	2,041	23%
Dispatch	1,690	2,231	541	32%
Dispatch OT	845	976	131	15%
Dispatch Doubletime	85	6	(79)	-93%
	84,508	84,849	341	0%

WAGES	YTD Budgeted Wages	Actual Wages	Wages Variance	Wages % Variance
Regular Pay Hours	\$1,889,767	\$1,828,165	(\$61,602)	-3%
Average Overtime	\$574,649	\$540,618	(\$34,031)	-6%
Doubletime	\$20,013	\$14,943	(\$5,069)	-25%
CTO Union & Bereavement	\$274,459	\$331,865	\$57,405	21%
Dispatch	\$54,320	\$70,763	\$16,443	30%
Dispatch OT	\$40,025	\$46,121	\$6,096	15%
Dispatch Doubletime	\$5,718	\$366	(\$5,352)	-94%
	\$2,858,951	\$2,832,841	(\$26,110)	-1%



Maintenance wages continue to come in below benchmark for both divisions at 51.9%, however this is unfortunately due to increasing levels of workers' compensation and disability claims among the population, which inevitably results in higher insurance premiums in the future.

Pension Plan Expenses: The Rural division continues to be higher than benchmark (by 13.8%), which is a direct result of a higher retirement rate than forecasted. Staff budgeted the rural retirement rate based on FY25 data at 2.9%, however last year had lower headcount/vacancies in the Berlin Operations Department resulting in an artificially lowered rate. Headcount has increased and that is driving the retirement rate up several percentage points causing the budget variance.

Rural Employee Development: Offsite training needs specifically in the Planning/Ops departments have resulted in a budget variance of 146%. \$20K of additional RTAP funds have been provided by VTRANS, which will help cover the budget overages and will be reflected in the upcoming second budget adjustment.

Urban/Rural Other Employee Benefits: Combined total budget for both divisions is at 66.8%. Timing and higher spending than budgeted for staff holiday gifts are driving the variance.

Urban/Rural Dues and Subscriptions: Urban includes a vendor payment of \$4K, which will be reclassified the subsequent month to Computer Services Expense, bringing this account into a favorable position for urban moving forward. The Rural Division is currently at 80.4% due to an annual fee paid in December to VPTA.

Urban Legal Fees: Budget is 69.2% due to higher legal fees and the retention of a second legal firm. This budget line is historically volatile and is not spent evenly throughout the fiscal year.

Rural Other Planning Expenses: Budget line is at 75.7% to benchmark, all due to a large bill from AECOM Technical Services, worth \$24K, regarding the Route Match data cleaning project. This budget line can also be volatile and is not typically spent equally throughout the fiscal year.

Urban MPO Planning Expenses: This line is for expenses associated with external planning costs and reimbursements related to CCRPC's RAISE grant. GMT budgeted distributions for the year of \$250K, however distributions year-to-date have exceeded that figure resulting in the budget variance. This variance has no financial impact to GMT, as the Authority strictly acts as a



pass-through to CCRPC, while also maintaining oversight responsibilities related to the grant.

Urban Facility Maintenance: Budget variance increased to 81.4% due to December and January plowing costs (\$30K) all being recognized in January – 18% of budget.

Urban Passenger Facility Expenses: Budget continues to stand at 101.4% and is due to a final FY25 payment made for a St. Albans parking lease. Reminder, the FGI transfer to RCT occurred in January 2026. No further costs are expected for FY26.

Rural Partner Local Share: Activity in this account is due to the first rural transfer installment paid to Rural Community Transit Inc. (RCT), which occurred in January for \$484K.

Rural Other Transportation (incl Cabs): Budget is currently at 89% primarily due to reductions in funding in the O&D program in Chittenden County and FGI. This expense line includes payments made to SSTA and CIDER to provide O&D services in their respective areas and the funding amounts were reduced in FY26. As previously mentioned VTRANS has since provided additional funding for Chittenden County, and no further payments will be made for FGI services because of the rural transfer. This budget line will be updated to reflect increased funding levels in the upcoming second budget adjustment.

Rural Marketing Expense: This budget line is at 68.7% of benchmark, primarily due to seasonal advertising for local mountain transportation. This is expected to dissipate after the winter season, bringing this account in line with budget as we move through the remainder of the fiscal year.

Other Financials

Statement of Net Position Overview

Overall, the organization remains in a strong net asset position, with \$41.18M in total fund equity, representing roughly 86% of total assets. However, compared with the prior year-end June 30, 2025, net assets declined by \$3.09M, driven by a current-year operating deficit due to both the transfer of FGI and CIDER assets, as well as depreciation outpacing capitalization of new assets.



Total liabilities increased substantially to \$6.78M, up \$3.69M year-over-year, largely due to a \$3.65M rise in deferred revenue, which is as expected being in the middle of the fiscal year, funds will convert into revenue in future periods.

Despite the increase in liabilities and the operating loss, the balance sheet remains stable due to a large base of capital assets (\$37.7M), restricted net position (\$2.2M), and unrestricted net position (\$4.3) that support long-term financial stability.

Statement of Cash Flows Overview

Operating activities produced \$287,794 in positive cash flow year-to-date, even though the organization recorded an operating loss of \$211,559. The difference is explained by non-cash adjustments and changes in working capital, particularly a \$3.65M increase in deferred revenue, which provided a major cash inflow.

Investing activity remained minimal and generated \$117K from interest income.

Fluctuations within Capital & Related Financing Activities were largely cash neutral (-\$32K) with capital purchases largely offset by proceeds from capital grants, disposal revenue, and proceeds for vehicle lease payments.

Overall, cash increased modestly by \$372.6K to \$5.37M year-to-date, supported by positive operating cash flow and investing activities.

If you have any questions about this report, please email nfoss@ridegmt.com or call (802) 540-2455.



Green Mountain Transit Authority
Budget v. Actual Report
 For the Seven Months Ending Saturday, January 31, 2026

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
Benchmark = 58.33%	Current Fiscal Year To Date			FY26 ADJ BUDGET (Approved Oct. 2025)			Budget Variance			PYTD 2025	
REVENUES											
FEDERAL, STATE AND LOCAL REVENUE											
Municipal Member Assessments	\$1,665,255		\$1,665,255	\$2,854,722		\$2,854,722	58.3%	0.0%	58.3%	\$1,617,707	
Municipal Paratransit Assessments	\$700,276		\$700,276	\$1,200,473		\$1,200,473	58.3%	0.0%	58.3%	\$567,255	
Local Operating Assistance	\$4,247	\$344,539	\$348,786	\$7,280	\$662,124	\$669,404	58.3%	52.0%	52.1%	\$32,632	\$307,766
Federal Urban Formula Grant	\$2,402,072		\$2,402,072	\$4,778,578		\$4,778,578	50.3%	0.0%	50.3%	\$2,796,038	
Federal Rural Operating Grant		\$950,941	\$950,941		\$1,320,000	\$1,320,000	0.0%	72.0%	72.0%		\$951,964
State Regular Subsidy Operating Grant	\$1,283,333	\$644,382	\$1,927,715	\$2,200,000	\$1,140,000	\$3,340,000	58.3%	56.5%	57.7%	\$1,446,667	\$677,060
E&D Grants and Local Match		\$1,167,715	\$1,167,715		\$1,370,075	\$1,370,075	0.0%	85.2%	85.2%		\$1,097,501
Other State Grants	\$399,545	\$185,843	\$585,388	\$414,375	\$227,733	\$642,108	96.4%	81.6%	91.2%	\$748,160	\$240,038
Other Federal Grants	\$3,481,633	\$1,067,597	\$4,549,230	\$5,885,932	\$1,840,000	\$7,725,932	59.2%	58.0%	58.9%	\$3,021,349	\$1,208,240
Fund Balance Reserves							0.0%	0.0%	0.0%		
Capital Reserve Revenue							0.0%	0.0%	0.0%		
Total Federal, State and Local Revenues	\$9,936,361	\$4,361,017	\$14,297,378	\$17,341,360	\$6,559,932	\$23,901,292	57.3%	66.5%	59.8%	\$10,229,808	\$4,482,570
OPERATING REVENUE											
Passenger Revenue	\$998,429		\$998,429	\$1,838,703		\$1,838,703	54.3%	0.0%	54.3%	\$1,067,004	
Paratransit Passenger Fares	\$89,292		\$89,292	\$169,888		\$169,888	52.6%	0.0%	52.6%	\$76,009	
Advertising Revenue	\$100,169		\$100,169	\$180,000	\$2,000	\$182,000	55.6%	0.0%	55.0%	\$121,522	\$1,890
Investment Income	\$58	\$116,908	\$116,966	\$200	\$87,500	\$87,700	29.1%	133.6%	133.4%	\$72	\$140,653
Miscellaneous Revenue	\$1,000		\$1,000	\$5,000	\$1,500	\$6,500	20.0%	0.0%	15.4%	\$6,273	\$1,630
Sales Of Equipment	\$3,120		\$3,120	\$5,000	\$5,000	\$10,000	62.4%	0.0%	31.2%	\$4,295	\$5,690
Medicaid Purchase Of Svc		\$1,816,368	\$1,816,368		\$2,900,000	\$2,900,000	0.0%	62.6%	62.6%	\$2,900,000	\$1,684,591
Purchase of Service	\$21,156	\$19,524	\$40,680	\$29,450	\$33,500	\$62,950	71.8%	58.3%	64.6%	\$20,114	\$19,679
Warranty Revenue							0.0%	0.0%	0.0%		
Operating Revenue	\$1,213,223	\$1,952,800	\$3,166,023	\$2,228,241	\$3,029,500	\$5,257,741	54.4%	64.5%	60.2%	\$1,295,289	\$1,854,133
Total Revenue	\$11,149,584	\$6,313,818	\$17,463,401	\$19,569,601	\$9,589,432	\$29,159,033	57.0%	65.8%	59.9%	\$11,525,097	\$6,336,703
EXPENSES											
SALARIES AND WAGES											
Other Wages	\$1,354,043	\$1,027,750	\$2,381,794	\$2,268,496	\$1,753,833	\$4,022,329	59.7%	58.6%	59.2%	\$1,338,748	\$937,243
Driver/Operator Wages	\$2,840,027	\$1,639,411	\$4,479,438	\$4,723,546	\$2,907,295	\$7,630,841	60.1%	56.4%	58.7%	\$3,459,587	\$1,711,114
Vehicle Repair Wages	\$788,746	\$129,295	\$918,041	\$1,542,810	\$227,682	\$1,770,492	51.1%	56.8%	51.9%	\$765,567	\$123,845
Salaries and Wages	\$4,982,816	\$2,796,457	\$7,779,273	\$8,534,852	\$4,888,810	\$13,423,662	58.4%	57.2%	58.0%	\$5,563,902	\$2,772,203
PERSONNEL TAXES AND BENEFITS											
Payroll Taxes (FICA/MC)	\$403,622	\$229,496	\$633,118	\$690,470	\$395,505	\$1,085,975	58.5%	58.0%	58.3%	\$448,720	\$223,826
Unemployment Tax Exp		\$12,109	\$12,109	\$25,000	\$25,000	\$50,000	0.0%	48.4%	24.2%	\$6,372	\$8,768
Medical Insurance/HRA	\$1,260,801	\$538,876	\$1,799,678	\$2,261,664	\$1,036,408	\$3,298,072	55.7%	52.0%	54.6%	\$1,373,969	\$498,465
Pension Plan Expenses	\$308,611	\$105,379	\$413,990	\$479,517	\$146,065	\$625,582	64.4%	72.1%	66.2%	\$285,970	\$77,690
Employee Development	\$7,755	\$29,191	\$36,945	\$43,000	\$20,000	\$63,000	18.0%	146.0%	58.6%	\$17,107	\$10,677
Other Employee Benefits	\$103,600	\$54,347	\$157,947	\$164,957	\$71,354	\$236,311	62.8%	76.2%	66.8%	\$96,484	\$38,447
Personnel Taxes and Benefits	\$2,084,390	\$969,398	\$3,053,788	\$3,664,608	\$1,694,332	\$5,358,940	56.9%	57.2%	57.0%	\$2,228,621	\$857,873
GENERAL AND ADMIN EXPENSES											
Admin Supplies and Expenses	\$45,388	\$20,707	\$66,095	\$90,600	\$31,600	\$122,200	50.1%	65.5%	54.1%	\$53,491	\$16,206
Recruiting Expenses		\$1,797	\$1,797	\$10,000	\$8,500	\$18,500	0.0%	21.1%	9.7%		\$2,734
Dues and Subscriptions	\$6,312	\$8,037	\$14,349	\$5,000	\$10,000	\$15,000	126.2%	80.4%	95.7%	\$4,121	\$9,822
Travel and Meetings	\$174	\$3,670	\$3,844	\$3,500	\$11,000	\$14,500	5.0%	33.4%	26.5%	\$3,346	\$3,173
Board Development							0.0%	0.0%	0.0%		



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Benchmark = 58.33%	Current Fiscal Year To Date			FY26 ADJ BUDGET (Approved Oct. 2025)			Budget Variance			PYTD 2025	
Communications	\$28,691	\$30,879	\$59,569	\$56,300	\$50,100	\$106,400	51.0%	61.6%	56.0%	\$32,069	\$32,141
Computer Service Exp	\$122,795	\$56,954	\$179,749	\$232,950	\$116,619	\$349,569	52.7%	48.8%	51.4%	\$97,610	\$164,883
Legal Fees	\$13,843	\$4,473	\$18,315	\$20,000	\$15,000	\$35,000	69.2%	29.8%	52.3%	\$4,755	\$5,736
Insurance	\$901,814	\$482,572	\$1,384,387	\$1,524,780	\$833,495	\$2,358,275	59.1%	57.9%	58.7%	\$830,078	\$400,730
Audit Fees	\$2,100	\$900	\$3,000	\$22,768	\$9,757	\$32,525	9.2%	9.2%	9.2%		
Consulting Fees	\$16,505	\$11,313	\$27,818	\$32,600	\$18,000	\$50,600	50.6%	62.8%	55.0%	\$10,741	\$4,803
General and Admin Expenses	\$1,137,621	\$621,300	\$1,758,921	\$1,998,498	\$1,104,071	\$3,102,569	56.9%	56.3%	56.7%	\$1,036,211	\$640,227
OPERATIONS EXPENSES											
Background Checks	\$685	\$4,227	\$4,912	\$4,500	\$12,500	\$17,000	15.2%	33.8%	28.9%	\$732	\$3,688
Drug & Alcohol Testing							0.0%	0.0%	0.0%	\$46	
DOT Testing	\$3,340	\$4,034	\$7,374	\$6,600	\$8,000	\$14,600	50.6%	50.4%	50.5%	\$3,215	\$4,696
Employment Recruitment Program							0.0%	0.0%	0.0%		
Driver's Uniforms	\$9,920	\$5,931	\$15,851	\$31,000	\$15,500	\$46,500	32.0%	38.3%	34.1%	\$12,192	\$9,566
Safety Expense				\$2,500	\$500	\$3,000	0.0%	0.0%	0.0%	\$490	\$327
Misc. Operating Exp	\$1,140	\$289	\$1,429	\$4,000	\$1,000	\$5,000	28.5%	28.9%	28.6%	\$3,429	\$2,538
Operations Expenses	\$15,085	\$14,481	\$29,566	\$48,600	\$37,500	\$86,100	31.0%	38.6%	34.3%	\$20,103	\$20,815
PLANNING EXPENSES											
Other Planning Expenses		\$52,035	\$52,035		\$68,750	\$68,750	0.0%	75.7%	75.7%		\$49,942
MPO Planning Expenses	\$528,809		\$528,809	\$524,000		\$524,000	100.9%	0.0%	100.9%	\$212,036	
Planning Expenses	\$528,809	\$52,035	\$580,844	\$524,000	\$68,750	\$592,750	100.9%	75.7%	98.0%	\$212,036	\$49,942
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)											
Parts Expense - Non-Revenue Vehicles	\$3,765	\$780	\$4,544	\$10,000	\$5,000	\$15,000	37.6%	15.6%	30.3%	\$4,920	\$1,210
Parts Expense - Revenue Vehicles	\$269,551	\$72,678	\$342,229	\$887,000	\$139,000	\$1,026,000	30.4%	52.3%	33.4%	\$292,091	\$65,224
Tires	\$83,797	\$29,412	\$113,209	\$150,000	\$60,000	\$210,000	55.9%	49.0%	53.9%	\$84,581	\$37,564
Facility Maintenance	\$138,372	\$43,184	\$181,556	\$170,000	\$81,400	\$251,400	81.4%	53.1%	72.2%	\$91,939	\$64,955
Passenger Facility Expenses	\$4,689		\$4,689	\$4,624		\$4,624	101.4%	0.0%	101.4%	\$27,804	
Security Expenses	\$645		\$645				0.0%	0.0%	0.0%		
Repeater Fees	\$15,722	\$11,026	\$26,748	\$28,000	\$20,400	\$48,400	56.1%	54.0%	55.3%	\$15,659	\$11,551
Light, Heat and Water	\$109,037	\$36,490	\$145,527	\$193,800	\$71,400	\$265,200	56.3%	51.1%	54.9%	\$95,401	\$27,784
Fuel - Vehicles	\$474,181	\$178,651	\$652,832	\$907,000	\$500,000	\$1,407,000	52.3%	35.7%	46.4%	\$557,484	\$207,896
Maintenance Tools/Supplies/Uniforms	\$95,774	\$7,359	\$103,133	\$155,954	\$33,434	\$189,388	61.4%	22.0%	54.5%	\$81,936	\$13,987
Misc Maint Expenses and fees	\$13,421	\$13,536	\$26,957	\$33,000	\$28,000	\$61,000	40.7%	48.3%	44.2%	\$22,410	\$19,708
Vehicle/Building Maintenance Exp	\$1,208,953	\$393,116	\$1,602,069	\$2,539,378	\$938,634	\$3,478,012	47.6%	41.9%	46.1%	\$1,274,226	\$449,879
CONTRACTOR EXPENSES											
ADA/SSTA Paratransit	\$1,292,147		\$1,292,147	\$2,232,321		\$2,232,321	57.9%	0.0%	57.9%	\$1,266,353	
Partner Local Share		\$484,235	\$484,235				0.0%	0.0%	0.0%	\$44,693	
Functional Assessment Costs							0.0%	0.0%	0.0%		
Volunteer Drivers		\$178,849	\$178,849		\$345,000	\$345,000	0.0%	51.8%	51.8%		\$199,740
Other Transportation (incl Cabs)		\$768,547	\$768,547		\$864,700	\$864,700	0.0%	88.9%	88.9%		\$880,936
Contractor Expenses	\$1,292,147	\$1,431,631	\$2,723,778	\$2,232,321	\$1,209,700	\$3,442,021	57.9%	118.3%	79.1%	\$1,311,046	\$1,080,675
MARKETING EXPENSE											
Bus Tickets/Fare Media	\$312		\$312	\$10,000		\$10,000	3.1%	0.0%	3.1%	\$196	
Marketing Expense	\$2,448	\$10,298	\$12,747	\$26,320	\$15,000	\$41,320	9.3%	68.7%	30.8%	\$16,596	\$10,657
Public Information	\$10,911	\$5,786	\$16,698	\$34,000	\$15,000	\$49,000	32.1%	38.6%	34.1%	\$21,217	\$5,509
Marketing Expense	\$13,671	\$16,085	\$29,756	\$70,320	\$30,000	\$100,320	19.4%	53.6%	29.7%	\$38,009	\$16,167



Green Mountain Transit Authority
Budget v. Actual Report
 For the Seven Months Ending Saturday, January 31, 2026

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural
Benchmark = 58.33%	Current Fiscal Year To Date			FY26 ADJ BUDGET (Approved Oct. 2025)			Budget Variance			PYTD 2025	
OTHER EXPENSES											
Allowance for Doubtful Accounts							0.0%	0.0%	0.0%		
Debt Service/Capital Reserve							0.0%	0.0%	0.0%		
Bond Interest							0.0%	0.0%	0.0%		
Capital Match	\$130,064	\$23,392	\$153,455	\$222,966	\$40,100	\$263,066	58.3%	58.3%	58.3%	\$92,107	\$82,075
Other Expenses	\$130,064	\$23,392	\$153,455	\$222,966	\$40,100	\$263,066	58.3%	58.3%	58.3%	\$92,107	\$82,075
TOTAL EXPENSES	\$11,393,555	\$6,317,895	\$17,711,450	\$19,835,543	\$10,011,897	\$29,847,440	57.4%	63.1%	59.3%	\$11,776,260	\$5,969,856
Current Year Deferred Costs	\$38,574		\$38,574				0.0%	0.0%	0.0%	\$49,988	
OH Admin Allocation	\$270,620	(\$270,620)		\$456,861	(\$456,861)		59.2%	59.2%	0.0%	\$229,849	(\$229,849)
Urban Shop Allocation	\$91,798	(\$91,798)		\$210,000	(\$210,000)		43.7%	43.7%	0.0%	\$167,412	(\$167,412)
Service Cost Allocation	(\$180,331)	\$180,331		(\$400,920)	\$400,920		45.0%	45.0%	0.0%	(\$233,930)	\$233,930
ALLOCATIONS BETWEEN PROGRAMS	\$182,087	(\$182,087)		\$265,941	(\$265,941)		68.5%	68.5%	0.0%	\$163,331	(\$163,331)
Balance Of Operating Budget	(\$23,310)	(\$186,164)	(\$209,474)	\$0	(\$688,406)	(\$688,407)				(\$37,844)	\$203,516
Capital Revenue											
Federal Revenue	\$459,481	\$92,436	\$551,917	\$10,270,886	\$1,490,186	\$11,761,072	4.5%	6.2%	4.7%	\$1,634,357	\$794,850
State Revenue	\$48,130	\$11,555	\$59,685	\$1,114,444	\$327,699	\$1,442,143	4.3%	3.5%	4.1%	\$171,262	\$57,993
Paratransit Lease Revenue		\$15,242	\$15,242	\$71,400		\$71,400	0.0%	0.0%	21.3%		
Local Match Revenue	\$130,064	\$23,392	\$153,455	\$222,966	\$40,100	\$263,066	58.3%	58.3%	58.3%	\$92,107	\$82,075
Total Capital Revenue	\$637,675	\$142,625	\$780,300	\$11,679,696	\$1,857,985	\$13,537,681	5.5%	7.7%	5.8%	\$1,897,726	\$934,918
Capital Expenses											
Vehicles	\$156,225		\$156,225	\$8,400,341	\$1,469,192	\$9,869,533	1.9%	0.0%	1.6%	\$111,952	\$1,461,302
Maintenance Parts and Equipment	\$136,754	\$12,176	\$148,930	\$312,383	\$40,150	\$352,533	43.8%	30.3%	42.2%	\$265,236	\$9,897
Passenger Amenities	\$30,796	\$81,420	\$112,217	\$211,160	\$82,034	\$293,194	14.6%	99.3%	38.3%	\$26,174	
Facility Repairs and Improvements	\$236,104	\$21,089	\$257,193	\$3,033,610	\$259,041	\$3,292,651	7.8%	8.1%	7.8%	\$1,488,869	\$75,629
Total Capital Expenses	\$559,880	\$114,686	\$674,565	\$11,957,494	\$1,850,417	\$13,807,911	4.7%	6.2%	4.9%	\$1,892,231	\$1,546,827
Balance of Capital Budget	\$77,795	\$27,940	\$105,735	(\$277,798)	\$7,568	(\$270,230)	-28.0%	369.2%	-39.1%	\$5,495	(\$611,909)
Transfer of Purchases to Fixed Assets	\$319,233	(\$878,360)	(\$559,126)	\$10,896,165	\$1,634,224	\$12,530,389	2.9%	-53.7%	-4.5%	\$1,705,961	\$1,536,302
Deferred Costs							0.0%	0.0%	0.0%		
Depreciation Expense	(\$1,831,603)	(\$594,944)	(\$2,426,547)	(\$3,522,240)	(\$1,166,628)	(\$4,688,868)	52.0%	51.0%	51.8%	(\$1,823,178)	(\$602,973)
Subtotal	(\$1,512,370)	(\$1,473,304)	(\$2,985,674)	\$7,373,925	\$467,596	\$7,841,521	-20.5%	-315.1%	-38.1%	(\$117,217)	\$933,328
Current Change in Net Assets	(\$1,457,885)	(\$1,631,528)	(\$3,089,413)	\$7,096,127	(\$213,242)	\$6,882,884	-20.5%	765.1%	-44.9%	(\$149,567)	\$524,935



**Statement of Net Position
As of 1/31/2026**

	1/31/2026	6/30/2025	Changes CY over PY
ASSETS			
Current Assets:			
Cash and Investments	\$5,373,651	\$5,001,062	\$372,589
Receivables:			
Grant, Assessments & Other Receivables	\$6,198,556	\$3,525,531	\$2,673,025
Deferred Cost Pool	-\$613,182	-\$651,756	\$38,574
Inventories	\$1,193,443	\$1,193,443	
Prepaid Expenses	\$1,113,974	\$597,469	\$516,504
Total Current Assets	\$13,266,442	\$9,665,749	\$3,600,693
Noncurrent Assets:			
Land, Structures And Equipment - net of accumulated depre	\$34,690,299	\$37,690,667	-\$3,000,368
TOTAL ASSETS	\$47,956,741	\$47,356,416	\$600,324
LIABILITIES AND FUND EQUITY			
Current Liabilities:			
Accounts Payable	\$1,213,378	\$939,494	\$273,884
Accrued Payroll Expenses	\$553,809	\$553,809	
Other Accrued Expenses	\$232,392	\$301,287	-\$68,896
Deferred Revenue	\$3,867,927	\$215,616	\$3,652,310
Total Current Liabilities	\$5,867,506	\$2,010,207	\$3,857,299
Long-Term Liabilities:			
Accrued Compensated Absences	\$910,991	\$1,078,552	-\$167,561
Total Long-Term Liabilities	\$910,991	\$1,078,552	-\$167,561
Total Liabilities	\$6,778,497	\$3,088,760	\$3,689,738
Fund Equity:			
Invested in capital assets, net of related debt	\$37,690,667	\$37,690,667	
Restricted	\$2,244,451	\$2,244,451	
Unrestricted	\$4,332,538	\$4,832,036	-\$499,498
Current Year Change in Net Assets	-\$3,089,413	-\$499,498	-\$2,589,915
Total Fund Equity	\$41,178,243	\$44,267,656	-\$3,089,413
TOTAL LIABILITIES AND FUND EQUITY	\$47,956,741	\$47,356,416	\$600,324



STATEMENT C

GREEN MOUNTAIN TRANSIT AUTHORITY
PRO FORMA STATEMENTS OF CASH FLOWS
YTD FY26, ENDING JANUARY 31, 2026

	<u>YTD 2026</u>	<u>YE 2025</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers and local partners	\$9,415,684	\$8,906,707
Receipts from operating grants	\$8,910,037	\$22,583,082
Payments to vendors	(\$10,022,197)	(\$16,844,409)
Payments to employees	(\$8,015,730)	(\$13,447,724)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$287,794	\$1,197,656
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	\$116,966	\$221,570
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	\$116,966	\$221,570
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchase of capital assets	(\$337,793)	(\$4,252,287)
Disposal of capital assets	\$34,109	\$25,191
Payments for capital fund expenses	(\$355,332)	(\$538,122)
Proceeds from SSTA lease payments	\$15,242	\$53,791
Insurance proceeds	\$0	\$35,894
Proceeds from capital grants and contributions	\$611,602	\$4,149,634
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	(\$32,171)	(\$525,899)
NET INCREASE (DECREASE) IN CASH	\$372,589	\$893,327
CASH AND CASH EQUIVALENTS - JULY 1	\$5,001,062	\$4,107,735
CASH AND CASH EQUIVALENTS - JANUARY 31	\$5,373,651	\$5,001,062
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating income (loss) - <u>Statement of Activities</u> *	(\$211,559)	(\$193,860)
Changes in operating assets and liabilities:		
(Increase) decrease in grants, assessments and other receivables	(\$2,673,025)	\$2,103,916
(Increase) decrease in inventories**	(\$855)	\$78,197
(Increase) decrease in prepaid items	(\$516,504)	(\$292,303)
(Decrease) increase in accounts payable	\$273,884	(\$221,614)
(Decrease) increase in accrued payroll expenses**	\$0	\$64,399
(Decrease) increase in deferred revenue	\$3,652,310	(\$363,968)
(Decrease) increase in other accrued liabilities	(\$68,896)	\$20,128
(Decrease) increase in accrued compensated absences	(\$167,561)	\$2,761
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$287,794	\$1,197,656

* Statement of Activities operating result differs from the Budget-to-Actual due to separation of operating and non-operating expenses and revenues, local capital match, and deferred cost pool.

** Cash & Cash Equivalents for the month will have marginal differences compared to Statement of Net Position, Cash & Investments Ending Balance, due to unavailable Inventory Balances and Accrued Payroll Expenses. Both are updated on an annual basis. Currently we have estimated balances.



From: Connor Smith, Capital Projects Manager
To: Amy Brewer, Board Chair; Paul Bohne, Treasurer
Date: March 5, 2026
cc: Clayton Clark, General Manager; Matt Kimball, Director of Transit Infrastructure; GMT Board of Commissioners
Re: Architectural & Engineering Services RFP Award

Project Background: On December 1, 2025, GMT staff issued a Request for Proposals (RFP) for Architectural & Engineering Services. The RFP was advertised on GMT's e-procurement platform, Beacon Bid; advertised on the VT Bid Registry website; posted on GMT's website; and sent to several local architectural firms.

Forty-nine (49) firms requested a copy of the RFP. GMT issued no addendums to the RFP, and no questions from contractors were received by the deadline to submit questions. The deadline to submit technical proposals was January 12, 2026.

Four (4) firms submitted technical proposals. Proposals were received from Black River Design, Wiemann-Lamphere, AECOM, and MSK Engineers. This was a two-step procurement with technical proposals first being accepted from any interested contractors. After technical proposals were scored by GMT staff, the firm with the highest ranked proposal was asked to submit their price proposal. This process follows the requirements of the Brooks Act which governs A&E procurement for federal agencies and sub-recipients.

Unlike in previous contract cycles for this opportunity, GMT included the option to award up to two (2) identical contracts through this RFP to separate firms. The purpose of a two-award scenario is to increase GMT's A&E capacity in light of recent federal capital awards that will require extensive design work. Negotiations with a second firm could begin once negotiations with the top ranked firm concluded. This option was at the sole discretion of staff to execute.

Technical Proposal Evaluation: Proposals were scored by Matt Kimball and Connor Smith. Proposals were evaluated using the criteria outlined in the RFP. The FTA has special procurement requirements for A&E procurements that stem from the Brooks Act, which require that evaluation criteria are qualifications-based and that price is excluded from the evaluation. To meet this requirement, Proposers were prohibited from including price information in their technical proposals and instructed that they would be contacted by GMT staff should



their price proposal be required for review. Staff used the following criteria to evaluate technical proposals:

1. The firm's experience in successfully producing similar work – 35%
2. The experience of the firm's personnel assigned to the project – 30%
3. The firm's ability to meet the Scope of Services/Proximity to GMT locations/References from past clients with projects of similar scope – 25%
4. Completeness of proposal package – 10%

Staff scored each proposal on a 0-4 point scale with 0 = Does not meet criteria, 1 = Unsatisfactory, 2 = Satisfactory, 3 = Good, and 4 = Excellent. References were also obtained for all firms. The responses to the reference requests were very positive for all contractors. Below is a brief overview of how the proposals scored in each evaluation category.

The firm's Experience in Successfully Producing Similar Work (35%)

Firms were evaluated based on the strength of their experience as demonstrated in the representative project history that was conveyed in their proposals. Particular emphasis was placed on firms which worked on transportation-related projects, projects with FTA recipients, projects with municipal or other governmental clients, and projects of similar size and scope to the types of projects outlined in the scope of services.

Most firms ranked highly in this section with only one firm scoring below a 3.5 in this category. Firms that ranked highest had previous experience with one or more transit providers or on transit-centered projects. Black River Design has worked on multiple projects with Tri-Valley Transit, Wiemann-Lamphere has worked with GMT on multiple projects as well as a facility expansion with Advance Transit, and AECOM is a global consulting firm that GMT is currently contracting with for planning assistance. MSK Engineers were the outliers in this category as they are primarily a heavy civil engineering firm with minimal experience in the specific kinds of building upgrade and remodeling services that GMT would primarily be seeking.

The experience of the firm's personnel assigned to the project (30%)

Firms were evaluated based on the experience and technical expertise of their staff as well as the strength of their sub-consultant group. The strength of the sub-consultant group was determined based on the relevant project history as well as the range of engineering disciplines covered by the consulting group and how they meet the types of projects that were outlined in the scope of services.



All firms scored highly in this section as well, with no firm scoring below a 3.0. All firms included Civil; Structural; and Mechanical, Electrical, and Plumbing (MEP) Engineering sub-consultants on their team or identified the internal capacity to complete this work in-house. Most firms also included a dedicated cost estimating consultant on the team. Some firms also included landscape architecture, geotechnical engineering, and transportation/traffic engineering services, though some proposers are able to provide these services through their civil engineering subs. AECOM also advertised their internal specialty in electric vehicle charging installations. Sub-consultants that were included in proposals include:

- Civil: VHB, and DuBois & King
- Structural: DuBois & King, and Hardy Structural Engineers
- MEP: DuBois & King, and Engineering Services of VT
- Cost Estimating: Merkur Construction, and EIV
- Landscape Architecture: DuBois & King, and VHB
- Geotechnical: Sanborn Head
- Transportation/Traffic: DuBois & King, and VHB
- Architectural: Goldstone Architecture

The firm's ability to meet the Scope of Services/Proximity to GMT locations/References from past clients with projects of similar scope (25%)

This area of evaluation showed greater difference between proposers. All proposals contained a team of consultants that could be capable of meeting the requirements of the scope of services. However, AECOM and MSK Engineers both ranked significantly lower than the other two proposers in this area. This was due to 1) the primary working location of the staff for these firms, and 2) the proposed project team organization and management for both firms.

MSK Engineers is based in Bennington, VT and listed two sub-consultants one for architectural services and the other for MEP work. Their sub-consultants are based in the Bennington and Waterbury area respectively. GMT staff were concerned by both the distance away from GMT HQ and MSK's ability to respond quickly and in-person to design meetings, site visits, and investigative work. Additionally, the proposal to have MSK (primarily a heavy civil design firm) manage two sub-consultants in the primary disciplines that GMT's work will fall into creates risks of bottlenecks and communication issues between consultants. Typically, architectural firms serve as the prime consultant for these types of contracts and help guide design work as a project manager.



AECOM also scored significantly lower than the two highest ranked proposers in this area. While AECOM is a very large organization with impressive resources and extensive experience, they did not list any licensed in VT structural, MEP, or civil consultants in their proposal. Based on their proposal, their approach would be to contract for these services locally when needed. This team organization is not what GMT would prefer as it doesn't allow for transparency at the time of award as compared to other proposals received.

The references for all four firms spoke very highly of the proposers. References were asked about their overall experience with the firm, the responsiveness of the firm's personnel, the firm's performance in managing a team of sub-consultants, the quality and expediency of work developed by the firm, and their experience in collaborating with the firm on projects.

Completeness of Proposal Package (10%)

A checklist of required proposal contents was developed, and each proposal was evaluated to ensure that all required proposal content requirements were met and the information provided was complete. Additionally, this area of evaluation sought to rank the overall comprehensiveness of the proposal package. Some proposers offered detailed staff organization and background information, multiple projects similar in scale to GMT's requirements, and organized their proposals in a digestible and professional manner. The top ranked proposers left few if any questions for GMT reviewers unanswered and they included all documentation that was required of them. There was very little variance in this category with no firm scoring lower than a 3.

Evaluation Results

The final weighted scores for all firms are as follows:

1. AECOM:	3.23
2. Black River Design:	3.70
3. MSK Engineers	2.58
4. Wiemann-Lamphere:	3.68

Based on these results, Black River Design was the highest ranked technical proposer, and staff requested their pricing proposal on January 29, 2026, to begin negotiations.

Analysis of Cost Proposal Black River Design



FTA discourages the public disclosure of a firm's cost information, so specific details about rates, overhead, and profit are not contained in this memo. For A&E procurements, staff is required to perform a cost analysis to determine the reasonableness of the rates provided by the primary firm as well as those of their sub-consultants.

A comparison was made between the cost proposal rates and the Independent Cost Estimate (ICE) prepared by staff. The ICE utilized comparative rates from previous design contracts. Annual price escalation was used to estimate the expected rates for the upcoming 5-year term across multiple engineering disciplines. The comparison showed that almost all of the rates across the sub-consultant group were within 10% of the estimated rates from the ICE. Notably, Black River's own prices were ~10% less expensive vs. GMT's ICE.

Finally, an analysis was performed of Black River Design's proposed profit rate. The rate was evaluated in accordance with the procedures outlined in FAR Part 15.404-4, which includes factors such as indirect labor costs, contractor effort, management responsibilities, contract risk, and cost-control measures, and was found to be fair and reasonable. Their profit was also compared with profit rates for firms under previous design contracts. Black River Design's profit rate was higher than GMT staff had anticipated so staff requested further justification from them for this elevated rate. Black River Design staff responded and provided independent research from a national study that showed their profit rates were in fact in line with industry typical rates for a firm of their size.

With this justification, staff felt confident that Black River Design's cost proposal was fair and reasonable. On February 20, 2026, staff issued a Notice of Intent to Award to Black River Design. This letter served as a formal conclusion of negotiations with them.

Analysis of Cost Proposal Wiemann-Lamphere

As outlined in the RFP, GMT reserved the right to award the contract to up to two contractors. After concluding negotiations with Black River Design, staff determined that it would be in the best interest of the agency to engage in negotiations with the second highest ranked technical proposer, Wiemann-Lamphere (WLA). Not only was WLA's proposal comprehensive and highly ranked, but GMT also has several on-going design projects with the firm that would be challenging to continue seamlessly if transferred to another firm midway through design. To avoid this, GMT would otherwise need to engage in a sole-source procurement process with WLA. Therefore, seeking a second



award under this RFP is prudent. On February 20, 2026, GMT staff requested and received WLA's price proposal. The analysis followed the same approach as with Black River Design including a review of proposed rates, profit percentage, and indirect rate.

Overall, WLA's rates and sub-consultant rates were within ~10% of GMT's expectations with a few coming in nearly exactly at the estimated rates. However, one of WLA's sub-consultants, VHB, initially proposed rates nearly 20% over GMT's ICE. Additionally, 70% of the staff positions that VHB proposed to utilize for this contract were upper-level staff at the manager or director level. This proposed rate structure and level of staff experience concerned GMT staff due to the potential challenges in containing task order costs and evaluating level of effort and reasonableness for any proposals received with VHB acting as a sub. For these reasons, GMT staff requested that WLA coordinate with VHB and asked them to confirm their proposed staff levels and rates. After this request, VHB resubmitted their rates and associated staff. GMT was pleased that this follow-up proposal included mostly mid to lower-level staff at much more reasonable rates. Additionally, certain positions had their billing rates reduced from what they were initially listed at. VHB's current proposed rates are now within 3% of GMT's ICE.

Staff also reviewed both WLA's profit percentage and indirect rate proposal. Both were found to be in line with expectations based on previous design contracts from the last 10 years.

Through this review and subsequent rate negotiation with WLA, GMT staff determined that their proposal was fair and reasonable and issued a Notice of Intent to award to WLA on March 3, 2026, in order to cease negotiations.

Conclusion

GMT is fortunate to have received significant interest in this RFP from qualified firms. Staff is confident that Black River Design and Wiemann-Lamphere offer the best value to GMT and that it is in the best interests of the agency to make an identical contract award to both firms. Staff would propose to set the maximum value of each 5-year contract at \$250,000.

In consideration of the above, staff recommends that the GMT Board of Commissioners provide approval to the General Manager to issue two awards, one to Black River design and the other to Wiemann-Lamphere for a 5-year term with a maximum contract value of \$250,000 each. Importantly, this figure is a not to exceed value and GMT is not obligated to spend this amount on either



contract. Task orders under this contract would only be issued once adequate funding was in place and approved in the capital budget.

Recommended Motion: *The GMT Board of Commissioners grant the General Manager the authority to issue contract awards to Black River Design and Wiemann-Lamphere for a term of five-years with maximum contract values of \$250,000 each.*



Connor Smith <csmith@ridegmt.com>

2026 GMT A&E Contract Award Recommendation

7 messages

Connor Smith <csmith@ridegmt.com>

Thu, Mar 5, 2026 at 11:49 AM

To: Amy Brewer <abrewer@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>

Cc: Clayton Clark <cclark@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>, Matthew Kimball <mkimball@ridegmt.com>

Hello Amy and Paul,

At last month's board meeting, the board granted authority to you both to make a contract award for our next 5-year architectural and engineering contract. This week, we have concluded our review of submitted proposals and are recommending that two firms be awarded an identical contract. This would give us two A&E firms under contract in order to expedite design work for the slate of projects that we recently received 5339 funding for. The two firms that we are recommending be granted an award are Black River Design and Wiemann-Lamphere.

Please see my attached memo that details the evaluation process and decision rationale. I am happy to answer any questions you might have. Once you have made a decision, I will include the attached memo as well as this email exchange in this month's board meeting packet.

Thank you,

Connor Smith

Capital Projects Manager

Green Mountain Transit

101 Queen City Park Road, Burlington, VT 05401

Direct: (802) 540-1224

Pronouns: he/him [\[What's this?\]](#)

 **FY26_A&E_Contract_Board Memo_Final.pdf**
551K

Clayton Clark <cclark@ridegmt.com>

Thu, Mar 5, 2026 at 12:50 PM

To: Connor Smith <csmith@ridegmt.com>

Cc: Amy Brewer <abrewer@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>,
Matthew Kimball <mkimball@ridegmt.com>

Thank you, Connor!

Amy and Paul,

I support the staff's recommendation. Although \$500K in spending authority is substantial, it is spread out over 5 years for \$100K/year. We also don't spend the funds unless they are obligated toward these projects, so this approval won't require us to spend funds if we don't have them in the future.

Thank you,

Clayton

Clayton Clark

General Manager, [Green Mountain Transit](#)

Pronouns (he/him)

Follow me on [LinkedIn](#).

Follow GMT on [Facebook](#), [Instagram](#), and [Twitter](#).

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Amy Brewer <abrewer@ridegmt.com>

Thu, Mar 5, 2026 at 1:56 PM

To: Clayton Clark <cclark@ridegmt.com>

Cc: Connor Smith <csmith@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>, Matthew Kimball <mkimball@ridegmt.com>

Thanks for the emails and additional explanation. I'll review tonight.

[Quoted text hidden]

Amy Brewer <abrewer@ridegmt.com>

Fri, Mar 6, 2026 at 11:02 AM

To: Clayton Clark <cclark@ridegmt.com>

Cc: Connor Smith <csmith@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>, Matthew Kimball <mkimball@ridegmt.com>

Seems reasonable to me. Go forward!

[Quoted text hidden]

Connor Smith <csmith@ridegmt.com>

Mon, Mar 9, 2026 at 9:42 AM

To: Amy Brewer <abrewer@ridegmt.com>

Cc: Clayton Clark <cclark@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>, Matthew Kimball <mkimball@ridegmt.com>, PAUL BOHNE <pbohne3@comcast.net>

Much appreciated. Thank you, Amy!

Paul, do you have any questions for me on this procurement?

Thank you,

Connor Smith

Capital Projects Manager

Green Mountain Transit

101 Queen City Park Road, Burlington, VT 05401

Direct: (802) 540-1224

Pronouns: he/him [\[What's this?\]](#)

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PAUL BOHNE <pbohne3@comcast.net>

Mon, Mar 9, 2026 at 10:39 AM

To: Connor Smith <csmith@ridegmt.com>, Amy Brewer <abrewer@ridegmt.com>

Cc: Clayton Clark <cclark@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>, Matthew Kimball <mkimball@ridegmt.com>

Connor

on behalf of the Board, I approve execution of these contracts.

sorry to be delayed. I am on vacation and just getting to my emails.

Paul

[Quoted text hidden]

Connor Smith <csmith@ridegmt.com>

Mon, Mar 9, 2026 at 10:45 AM

To: PAUL BOHNE <pbohne3@comcast.net>

Cc: Amy Brewer <abrewer@ridegmt.com>, Clayton Clark <cclark@ridegmt.com>, Paul Bohne <pbohne@ridegmt.com>, Jon Moore <jmoore@ridegmt.com>, Matthew Kimball <mkimball@ridegmt.com>

Thank you, Paul. Apologies for taking you away from your vacation!

Thank you,

Connor Smith

Capital Projects Manager

Green Mountain Transit

101 Queen City Park Road, Burlington, VT 05401

Direct: (802) 540-1224

Pronouns: he/him [[What's this?](#)]

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MEMO

To: GMT Board of Commissioners
From: Chris Damiani, Director of Planning
CC: Clayton Cark, General Manager
Jamie Smith, Director of Rider Experience
Date: March 12, 2026
RE: March 17, 2026 Board Meeting- Agenda Item 5 Authorization for Public Meetings

Recommendation:

Motion to authorize staff to go to public hearing:

"I move that the Green Mountain Transit Board of Commissioners authorize staff to initiate public hearings to gather feedback on potential service adjustments to the following routes (4 Essex Center, 5 Pine Street, 11 City Connector, 86 Montpelier LINK, 96 Franklin County Commuter "

Related Policy

This process is guided by the [GMT Fare and Service Changes Public Hearing Policy](#) which was approved by the board on October 21, 2025, administratively approved by the GMT Board Chair on Jan 12, 2026, and approved by the Federal Transit Administration o Jan 16, 2026 for the purposes of completing GMT's Triennial Review.

Background

As part of several moving items, staff is requesting authorization to initiate the public hearing process for five routes across the urban system. Both the public hearing and implementation (if approved) will be phased based on items described below.

#4 Essex Center- The #4 Essex Center was reintroduced as part of the June 2025 Service Adjustments after the elimination of the #10 Williston/ Essex Route. The # 10 Williston/ Essex Route was considered an underperforming route in the FY 25 VTrans Route Performance Report and early indications through the first seven months indicate it would not meet the acceptable threshold in the FY 26 VTrans Route Performance Report. In addition, due to the upcoming budget deficits for FY 27 and FY 28 this route is proposed for elimination. As part of the previous round of service adjustments, public comment indicated an interest in connecting the #2 Essex Route to the Essex Experience as it is an important activity center in that area of the GMT service area. Staff have notified the City of Essex Junction, Town of Essex and Essex Westford School District of this proposed elimination.



#5 Pine Street- This route adjustment came from recent scheduling committee meetings as drivers were hearing from riders of the #5 that the existing stops at Burlington Electric Department or in front of Cumberland Farms were too far of a walk to access critical social services that were located near the Downtown Transit Center and have since moved to the Innovation Center on Lakeside Ave. These service include:

- Social Security Administration Office
- Local Agency of Human Services Field Offices for:
 - Economic Services Division
 - Department of Disabilities, Aging, and Independent Living
 - Department of Vermont Health Access
 - Vermont Department of Health

This proposal would eliminate three stops on the east side of Pine Street (Pine Street at Opposite Howard Center, Pine Street at Champlain School, and Pine Street at Birchcliff Parkway). With two stops being added with the proposed rerouting (Champlain Parkway at Sears Lane, and Lakeside Ave at the Miller Center) creates a couple new opportunities for riders to access the service and reduces walking distance from ¼ mile to about 400 ft. for anyone accessing the critical services offered at the Innovation Center. This adjusted route also creates shorter walking distances to the HULA co-working space which staff had recently met with to discuss service to that campus in addition to pending housing development along the west side of the Champlain Parkway.





#11 City Connector- Staff are seeking public feedback on a request from UVM Medical Center and the City of Burlington to add the Main Campus stop at UVMMC to the routing of the #11. As part of the adjustment from the Airport route to the City Connector, included a walk of approximately ~4/10 of a mile from Main Street to the UVMMC front entrance to balance the riders who need to access UVM/ UVMMC with those who need to access Downtown Burlington.

With the financial constraints for FY 27 and FY 28 and the added operational costs that deviations create, staff are currently working on a service policy to create a process for evaluating deviations in service from major corridors. This work is estimated to be completed in May 2026.

86 Montpelier LINK- As part of the Rural Transfer and in consultation with Tri Valley Transit, VTrans and Green Mountain Transit, the GMT Urban division will fully operate the Montpelier LINK service with the Urban workforce and vehicle fleet. This will be a new operational model for the route and will both present a unique opportunity to reimagine its service as well as present some challenges. Staff are currently developing various service scenarios that will be presented as part of the public comment period.

#96 Franklin County Commuter- This route was adjusted in August 2025 after consolidation with the 56 Milton Commuter and 96 St. Albans LINK. Since August, staff have been monitoring performance of the new route. Through our info@ email and January budget and service public feedback period, GMT heard from a number of riders who were facing challenges with the new route. Some of the issues that were highlighted were delays due to construction in Winooski, timepoint schedule issues, and time onboard the vehicle compared to driving times. The Board pre-approved in November 2024 one efficiency measure to the route which was to bypass Mountain View Drive when the #9 Winooski is extended to service Shaws. With ongoing construction on Main Street in Winooski slated to end over the summer, staff anticipates this change to occur in the August 2026 schedule change. In addition, staff will be seeking feedback from riders on bypassing local stops (Creek Farm Plaza & Severance Corners) in the Town of Colchester. This would allow the route to shift onto the interstate which will help reduce the overall travel time and better serve riders who access the route from Franklin County and Milton who make up the large majority of ridership on this route.

Proposed Timeline- While staff is seeking approval to go out to public comment on these five routes, we are proposing to break this up into two phases:

Phase 1: Public Feedback on changes to the #4 Essex Center, #5 Pine Street, and #86 Montpelier LINK. This is primarily necessitated by the date of the rural transfer as well as providing lead time to the Town of Essex should the service elimination be approved. As part of phase 1 it will include public meetings both in person and online during the 1st and 2nd week of April with GMT



Board approval at the April 21, 2026 meeting. In addition, staff will host an online survey for riders on these routes as well as utilize the newly commissioned members of the Rider Experience and Access Council to help spread the word of the survey and public meetings.

Phase 2: Public feedback on the #11 City Connector and #96 Franklin County Commuter will occur in the May- June timeframe with potential implementation in August 2026. This will allow staff to develop a clear policy on deviations to service as well as allow riders to experience timepoint changes that were made in the March 9, 2026 schedule to both of these routes and reflect on the adjusted service.

PROPOSED ADDITIONS TO GMT STATUTE

24 App. V.S.A. ch. 801, § 7

§ 7. Annual budget and assessments

(a) On or before February 15 in each year, the Board of Commissioners shall prepare a budget for the Authority for the next fiscal year, which shall include an estimate of the revenue of the Authority from fares and other sources, except membership assessments, and the expenses for the next fiscal year, including debt service, and at such time the Board of Commissioners shall call a meeting of the residents of its members for the purpose of presenting the proposed budget and inviting discussion thereon. The meeting shall be held at a place within the County and shall be warned by a notice published in a newspaper of general circulation in the County at least 15 days prior to the meeting. The notice shall contain a copy of the proposed budget, and members of the legislative body of each member municipality shall be notified of the meeting by certified mail. The proposed budget may include, in addition to revenue from fares and other sources, anticipated voluntary local match contributions, grants, donations, and other nonassessment revenues that may be offered by a member municipality or other public or private source.

(b) Annually, following the meeting provided in subsection (a) of this section, the Board of Commissioners shall review the proposed budget of the Authority in light of any discussion thereon at the meeting and shall then adopt the budget with or without changes.

(c) The Treasurer of the Authority, following adoption of the budget, shall apportion the sums required to be contributed by each member municipality according to the formula for apportionment. The formula for apportionment may be changed by the Board of Commissioners with the concurrence of the legislative bodies of at least three-quarters of the member municipalities.

(d) The Treasurer of the Authority shall immediately notify the treasurer of each member municipality and the chair of the legislative body in each member municipality of the

amount of such assessment, and the member municipality shall add such assessment to its own budget and shall assess such tax as is necessary to raise the amount of the assessment. The amount of the assessment in each member municipality shall be paid to the Treasurer of the Authority on or before July 15 in each year.

(e) In the event that the budget of the Authority in any year becomes insufficient to support the operations of the Authority, the Board of Commissioners may assess the member municipalities for additional sums, apportioned in the manner provided in this section, but such additional assessment shall require the approval of all the legislative bodies in the member municipalities.

(f) Nothing in this subsection shall be construed to prohibit the Authority from seeking or accepting voluntary local match contributions. Notwithstanding the formula for apportionment, the Authority may accept voluntary local match contributions from a member municipality, or from another public or private source, for the purpose of meeting federal, State, or other grant matching requirements or supporting Authority programs, capital projects, or operations. A voluntary local match contribution accepted pursuant to this subsection shall be in addition to any assessment required under this section and shall not reduce, offset, or otherwise modify the assessment apportioned to any member municipality under the formula for apportionment unless the formula is amended in accordance with this subsection.

(Added 1973, No. 122, § 7, eff. Feb. 2, 1973; amended 2009, No. 71 (Adj. Sess.), § 2, eff. July 1, 2011.)

Strategic Vision Development – Meeting Roadmap

Cadence: Twice per month (First and Third Thursdays, 4-5 PM)

Duration: 5-7 months (9-14 meetings) (Completion Goal - September 2026)

Outcome: Draft Strategic Vision for GMT, grounded in fiscal and legislative realities

Strategic Framework:

Vision – The (aspirational yet grounded) future we aspire to create.

Mission – What we do to move toward that future.

Core Values – How we work together along the way.

Strategic Priorities – The major areas we focus on to move toward our vision.

Strategic Principles – The guideposts that shape how we make decisions as we pursue those priorities.

Strategic Goals – The concrete, measurable steps that advance our priorities.

Number of Meetings	Primary Focus	Purpose	Key Outputs
4	Committee organization	Establish committee membership, role of stakeholders, scope of work, timeline, meeting frequency	Draft charter to present to board.
1	Level set review of previous visioning efforts. Initiate visioning discussion. Prepare for external stakeholder engagement	Understand how GMT's current vision is expressed in existing planning documents. Clarify the type of aspirational thinking desired. Begin to discuss transit's role as an urban system and what success looks like for communities if GMT is effective. Plan for early stakeholder engagement.	Early stakeholder engagement plan. Preliminary identification of vision themes.
1-2	Defining the vision	Continue the previous discussion on transit's role as an urban system and what success looks like for communities	Draft vision statement.

if GMT is effective. Review stakeholder feedback.

1-2	Translating vision into GMT's role	Review and refine the mission so it clearly describes GMT's role in achieving the vision, given real-world constraints	Refined mission statement aligned with the vision; clarity on GMT's role and limits
1	Values and organizational behavior	Identify core values that guide how GMT behaves and does its work; clarify ambiguous concepts (e.g., equity, sustainability)	Agreed set of organizational values; shared understanding of how values guide behavior
1-2	Strategic priorities	Identify what matters most and develop 3-5 strategic priorities for the next 3-5 years; clarify where the system should focus, and where it should not	Draft strategic priorities with rationale; clear focus boundaries
1-2	Strategic principles and tradeoffs	Define decision-making principles; clarify how to navigate tradeoffs (e.g., equity vs. normalizing transit, coverage vs. frequency)	Decision-usable strategic principles; agreed tradeoff framework
1-2	Goals and time horizons	Translate priorities into realistic, high-level goals that articulate what we want to achieve; define time horizons and consider how progress might be assessed	Draft set of high level goals aligned to priorities; preliminary timelines
1	Integration and endorsement	Review the full vision for coherence and realism; confirm alignment with constraints; discuss next steps	Final draft strategic vision; clear path forward for adoption and implementation