



**Green Mountain Transit Board of Commissioners  
November 19, 2019 - 7:30 a.m.  
101 Queen City Road, Burlington VT 05401**

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*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.*

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- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:35 a.m. 4. Consent Agenda\*
- October 15, 2019 Board Minutes (Pages 1-6)
  - Check Register (Pages 7-12)
  - Maintenance Report (Page 13)
  - Planning, Marketing and Public Affairs Report (Page 14)
  - IT Support, Administrative Support, Training and HR Report (Page 15)
  - Ridership Reports (Pages 16-17)
- 7:45 a.m. 5. General Manager Report (Pages 18-19)
- 7:55 a.m. 6. Vtrans Update
- 8:05 a.m. 7. FY21 Budget Discussion (Pages 20-34)
- 8:35 a.m. 8. Employee Healthcare Contribution Discussion
- 8:45 a.m. 9. Colchester Service Agreement (Pages 35- 40)
- 8:55 a.m. 10. Inclusion and Equitable Practices Training Discussion
- 9:20 a.m. 11. Committee Reports
- Leadership Committee: December 9, 2019, 11:00 a.m.
  - Strategy Committee: December 9, 2019, 8:15 a.m.
  - Finance Committee: December 12, 2019, Time TBD
  - Operations Committee: December 9, 2019, Time TBD
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- Commissioner Comments & Announcements

9:30 a.m. 12. Adjourn

Conference call in number: 802-540-2449 (quest ID# 11592)

Next GMT Board of Commissioners Meeting Date: December 17, 2019

**NOTES:**

- \* Indicates an action agenda item.
- 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.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.



Board Meeting Minutes  
Tuesday, October 15, 2019 at 7:30 a.m. GMT Board Room  
101 Queen City Park Road, Burlington VT 05401

Present:

Commissioner Chittenden  
Commissioner Waninger  
Commissioner Kaynor  
Commissioner Dimitruk (Phone)  
Commissioner Davis  
Commissioner Pouech (Phone)  
Commissioner Buermann  
Commissioner Sharrow  
Commissioner Bohne  
Commissioner Wallis (Phone)  
Commissioner Spencer  
Alt. Commissioner Polyte

Jon Moore, Interim General Manager  
Nick Foss, Director of Finance  
Kim Wall, Grants Manager  
Debbie Coppola, Senior Accountant  
Jamie Smith, Director of Marketing and Planning  
Jenn Wood, Public Affairs Coordinator  
Christopher Damiani, Transit Planner  
Matthew Young, HR Coordinator  
Ross McDonald, VTrans  
Derek Lorrain, GMT Bus Driver

1. Meeting started at 7:30 a.m.
2. Adjustment of the Agenda – Mr. Moore introduced GMT's new Transit Planner Christopher Damiani to The Board.

Chair Chittenden informed the board that he and Mr. Moore have a meeting with an individual that sent a concern in an email after today's meeting.

3. Public Comment – There were no public comments.



4. Consent Agenda-

Commissioner Wallis and Pouech entered via phone at 7:32 am

Treasurer Bohne and Commissioner Polyte Entered at 7:33 am

Secretary Kaynor commented on the consent agenda and thanked staff for their hard work.

**A motion was made to approve the consent agenda with changes to the minutes and pulling the ridership report to discuss by Secretary Kaynor, the motion was seconded by Treasurer Bohne. All were in favor, and the motion passed.**

Jordan Posner entered at 7:35 am

There was discussion on the ridership report.

Commissioner Dimitruk entered via phone at 7:38 am

**A motion was made to accept the urban ridership report by Secretary Kaynor, the motion was seconded by Treasurer Bohne. All were in favor, and the motion passed.**

Ed Adrian entered at 7:39 am

5. Possible Executive Session Related to Labor Relation- **Vice Chair Waninger made a motion to enter executive session with the inclusion of Mr. Moore and Ed Adrian. The motion was seconded by Commissioner Davis. All were in favor and the Board entered executive session at 7:40 am.**

The Board exited executive session at 8:07 am

6. GM Report- Mr. Moore informed the Board that the quotes for the electric bus charging stations were due in September. So far GMT has received one quote with the expectation of a second quote being received on October 18<sup>th</sup>. In addition, the delivery of the first two electric buses has been pushed back to November as a result of painting delays.

Mr. Moore stated that Burlington Electric Department (BED) is paying GMT up to \$65,000 per electric bus. To keep this \$65,000 each electric bus must run at least



30,000 miles. BED is flexible with the start date of the mileage count, allowing time for delivery and training.

Mr. Moore stated that GMT has applied for a grant that utilizes some of the VEIC Volkswagen settlement funds. The funds from this grant will be awarded to two school bus companies, as well as one transit company.

There was discussion on the electric buses.

Mr. Moore informed the Board that the grand opening celebration of the MTC has been scheduled for Friday, October 25, 2019. GMT will be tabling at this event. In addition, the Human Resources Department is working to recruit part-time Customer Service Representatives.

There was discussion on the MTC.

Mr. Moore informed the Board that GMT Staff has been in communication with two solar panel vendors on the possibility of leasing the rooftop at 101 Queen City Park Road for solar generation. This opportunity will be discussed further in sub-committees and could potentially provide revenue for the local match for an additional urban bus replacement in FY20.

Vice Chair Waninger asked if GMT has looked in to the Clean Energy Fund.

Ms. Wood stated that she has not, but that she would look into it.

Mr. Moore stated that staff has received a design quote for the relocation of the existing body shop to 31 Queen City Park Road, with the goal of maximizing indoor bus parking. The design estimates came in significantly higher than the amount in the capital budget. Staff is now starting a value engineering exercise to reduce the design costs of the project.

Secretary Kaynor cautioned sacrificing any energy savings measures proposed in the energy efficiency report completed by Katey Beaton.

There was discussion on the planned improvements.

Mr. Moore informed the Board that GMT has recently received service requests to multiple locations within our service area including, Central Vermont Medical Center (CVMC) facility on Rt.14 in Barre, Richmond Village, and the Bolton Valley ski resort. GMT has met with these groups requesting expanded service. The Board will be



notified if there is a staff recommendation to pursue new grant funds per the GMT New Service Planning & Implementation Process Policy.

As previously discussed, a larger service expansion prioritization and process discussion may be valuable at the Board level.

There was discussion on service requests.

7. VTrans Update- Mr. McDonald informed the Board that the Business Manager has resigned, and they are looking to fill the position in the coming weeks. He also stated that Barbara Donovan will be retiring this December.

Mr. McDonald stated that the fund for the Berlin facility remodel are from a thirteen year-old earmark and it is one of the oldest in region one. The remodel is on hold due to the withdrawal from the sewer project by the mobile home park next door. Specifically, the mobile home park backed out of the 4-inch sewer pipe proposal, and the city of Berlin said that the 2-inch pipe was unallowable. Mr. McDonald noted that it may be time to look at other options. He also stated that the facility is in a flood plain which saw insurance coverage increase by roughly 20% in FY20.

There was discussion on the Berlin facility.

Mr. McDonald informed the Board that VTrans is conducting a study called, “The VTrans Section 20 Study”. This will “study methods to increase use of public transit in Vermont for both residents and visitors.” Taking advantage of the work currently being performed in the Public Transit Policy Plan, the study is intended to cast a wide net to find innovative methods of improving public transit service to make it more useful and attractive so that ridership increases. This could include new modes of travel to connect with traditional transit services, new ways to get information to potential riders to increase their awareness of and familiarity with transit services, and more flexible and cost efficient service models to expand the reach of transit in rural areas.

There was discussion on the study.

8. Update on GM Search Process- Vice Chair Waninger informed the Board that the executive search firm would like to meet and interview the whole Board. Once the Board is interviewed, the hiring process takes roughly 12 weeks.

The Board set the interview date for November 12<sup>th</sup> at 7:30 am.



9. FY20 Operating Budget Amendment-Mr. Foss presented the FY20 Operating Budget Amendment that was included in this month's board packet.

Mr. Moore stated that this budget was vetted by the Finance Committee prior to this meeting.

Commissioner Spencer expressed concerns on increase of wages by \$331,287 and decreasing non-labor expenses and how this would affect our cost saving measures.

There was discussion on the FY 20 budget amendment.

**A motion to approve the FY20 Adjusted Operating Budget totaling \$21,922,562.00 by Treasurer Bohne. The motion was seconded by Secretary Kaynor. All were in favor and the motion passed.**

10. Rural Funding Discussion- Mr. Moore stated that Ms. Wood will be taking the lead on these discussions to try to increase funding from the rural communities.

Ms. Wood stated that she has meet with many Board members about her plan to try to increase rural funding. That plan has three goals: outreach, get funding into these communities' budgets, and the short term goal of increasing local funding for FY21.

Ms. Wood stated that educating the communities will help as GMT is a municipality and should not have to go through the same process as a nonprofit to receive more funding from these communities.

Derek Lorrain entered at 9:12 am.

There was discussion about the rural funding.

11. Inclusion and Equitable Practices Training- Mr. Moore stated that there is two options for this training: a one-time implicit bias training and subsequent retraining every couple years, or use the program from Curtis Reed which is more of a culture change for the entire organization from the Board level downward (a 5-10 year commitment). If the seconded route is chosen, Mr. Reed would like to meet with the Board and present his plan.

Commissioner Buermann and Spencer and Polyte asked for more information on both options.

Chair Chittenden suggested inviting Mr. Reed to the Board Retreat.



12. Standing Committee Policy Discussion- Chair Chittenden stated that the standing committee policy documents are attached to this month's board packet and asked that commissioners review them.

Mr. Moore stated that the committee meetings tend to discuss the same issues repeatedly with little action. Because of this, he recommended that all committees look to assigning more specific charges in order to be more effective and efficient.

13. Committee Reports-

Leadership Committee – Commissioner Chittenden stated that everything has been discussed in today's meeting; the next Leadership Committee Meeting date is November 4, 2019 at 11:00 a.m.

Strategy Committee – Commissioner Buermann informed the Board that the committee discussed the Strategic Plan and spent some time on capital activities. The next Strategy Committee Meeting date is November 11, 2019 at 8:15 a.m.

Finance Committee – Commissioner Bohne stated that the committee will be working on the FY21 budget to be preliminarily adopted in December. The next Finance Committee Meeting date is TBD.

Operations Committee: Commissioner Sharrow informed the Board that the committee discussed the energy audit report which will be presented to the Board in November. The next Operations Committee Meeting date is November 4, 2019 at 9:30 a.m.

14. Adjourn- **Commissioner Waninger made a motion to adjourn, Commissioner Dimitruk seconded the motion. All were in favor, and the meeting adjourned at 9:30 a.m.**

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1446	M T Wallets, LLC	10/1/19	EFT000000014681	2,900.00	Lease
V468	Vermont Department of Motor Vehicles	10/2/19	89675	99.00	
V279	ABC Bus Companies-Muncie	10/4/19	89676	3,179.09	2 Part Invoices
V696	BANG	10/4/19	89677	301.46	
V284	Brenntag Lubricants Northeast	10/4/19	89678	448.25	
V1755	Brown, Heidi	10/4/19	89679	400.00	
V225	Burlington Electric Department	10/4/19	89680	6,344.26	5 Electric Bills
V226	Burlington Public Works-Water	10/4/19	89681	340.30	
V220	Class C Solutions Group	10/4/19	89682	1,739.75	5 Part Invoices
V928	Conway Office Solutions	10/4/19	89683	97.58	
V321	Empire Janitorial Supply Company	10/4/19	89684	60.98	
V250	Fisher Auto Parts	10/4/19	89685	184.98	
V1347	Foley Distributing Corp.	10/4/19	89686	454.31	
V257	Gillig Corp.	10/4/19	89687	2,426.53	6 Part Invoices
V1129	Global Montello Group Corp	10/4/19	89688	17,464.72	Fuel
V258	Gordon Stamp & Engraving	10/4/19	89689	14.51	
V259	Grainger	10/4/19	89690	298.37	
V260	Green Mountain Kenworth, Inc.	10/4/19	89691	1,974.70	5 Part Invoices
V261	Green Mountain Power	10/4/19	89692	22.72	
V1204	Interstate Batteries	10/4/19	89693	865.00	
V702	Lincoln National Life Insurance Company, The	10/4/19	89694	13,300.41	Insurance
V274	McMaster-Carr	10/4/19	89695	94.71	
V1068	Midwest Bus Corporation	10/4/19	89696	5,948.06	3 Part Invoices
V280	Mutual of Omaha Insurance Co.	10/4/19	89697	28.40	
V792	Myers Container Service Corp.	10/4/19	89698	143.87	
V223	O'Reilly Auto Enterprises, LLC	10/4/19	89699	21.00	
V296	Rouse Tire Sales	10/4/19	89700	3,856.36	4 Tire Invoices
V297	Safety-Kleen Systems, Inc.	10/4/19	89701	1,140.56	2 Maintenance Supply Invoices
V273	Transit Holding, Inc.	10/4/19	89702	3,029.24	7 Part Invoices
V1030	UniFirst Corporation	10/4/19	89703	78.22	
V315	United Parcel Service	10/4/19	89704	25.09	
V336	W.B Mason Co., Inc.	10/4/19	89705	59.97	
V433	Workplace Solutions, Inc.	10/4/19	89706	1,450.00	EAP

Vendor Number	Vendor Name	Document Date	Document Number	Document Amount
V468	Vermont Department of Motor Vehicles	10/7/19	89707	154.00
V1305	Allegiant Care	10/7/19	89708	203,537.00 Insurance
V1467	Charles Schwab	10/7/19	V1467 2019 1007	17,670.34 Retirement
V265	ICMA	10/7/19	V265 2019 1007	1,272.01 Retirement
V266	IRS - EFTPS	10/7/19	V266 2019 1007	93,070.53 Federal Payroll Taxes
V364	Vermont Dept of Taxes	10/7/19	V364 2019 1007	12,601.44 State Payroll Taxes
V1467	Charles Schwab	10/8/19	V1467 2019 1008	86,780.20 Employer Quarterly Match
V1423	Alling, Andrew	10/11/19	89710	87.00
V1025	Alter, Charles	10/11/19	89711	150.22 Volunteer
V1480	Andrews-Ford, Sheri	10/11/19	89712	303.92 Volunteer
V156	Anthony, Peter	10/11/19	89713	553.32 Volunteer
V1435	Bessette, Greg	10/11/19	89714	97.48
V1135	Blanchard, Thomas	10/11/19	89715	53.36
V935	Bourbeau, Brittany	10/11/19	89716	141.08 Volunteer
V1482	Cady, Duane	10/11/19	89717	178.06 Volunteer
V1753	Campbell Dorothy	10/11/19	89718	24.36
V471	Constantine, Julia	10/11/19	89719	352.64 Volunteer
V1573	Fairbanks, Dori	10/11/19	89720	79.46
V1084	Fisher, Allan	10/11/19	89721	34.80
V1762	Franks Ginger	10/11/19	89722	67.32
V1687	Houghton, Gregory	10/11/19	89723	986.58 Volunteer
V203	Ladd, Joyce	10/11/19	89724	226.78 Volunteer
V1704	Larrow, Michael	10/11/19	89725	86.94
V1758	Leach Robin	10/11/19	89726	230.84 Volunteer
V181	Owen, Helen	10/11/19	89727	1,549.18 Volunteer
V1719	Pelletier, Charles	10/11/19	89728	226.78 Volunteer
V1562	Roberts, Carrie	10/11/19	89729	53.94
V1720	Schmitt, Karlyn	10/11/19	89730	220.98 Volunteer
V1655	Sciria, Andrew	10/11/19	89731	440.80 Volunteer
V881	Wakefield, Richard	10/11/19	89732	32.48
V1595	Waller, Marlys	10/11/19	89733	144.42 Volunteer
V962	Williams, Kenneth	10/11/19	89734	54.72
V944	Woodward, Patricia	10/11/19	89735	860.72 Volunteer
V1695	Austin, Tyler	10/11/19	89736	1,100.00 Tool Allowance
V964	Campbell, Arthur	10/11/19	89737	192.31 DCAP Reimbursement
V1487	Chamberlin, Justin	10/11/19	89738	192.31 DCAP Reimbursement
V1639	Gratton, Yancey	10/11/19	89739	130.00 FSA Reimbursement
V1165	Posner, Jordan	10/11/19	89740	51.68
V1166	Sinanovic, Almir	10/11/19	89741	100.00 Shoe Reimbursement
V198	Smoren, Randolph	10/11/19	89742	100.00 Shoe Reimbursement
V1713	Dattco Sales and Service	10/11/19	89743	492,798.00 6 Buses
V279	ABC Bus Companies-Muncie	10/11/19	89744	1,378.53 3 Part Invoices
V316	Able Paint, Glass & Flooring Co.	10/11/19	89745	48.87
V1062	Bailey Spring & Chassis	10/11/19	89746	140.00
V696	BANG	10/11/19	89747	301.46
V248	Bay State Elevator Company	10/11/19	89748	479.78
V284	Brenntag Lubricants Northeast	10/11/19	89749	4,668.05 3 Part Invoices
V226	Burlington Public Works-Water	10/11/19	89750	1,694.16 2 Water Bills
V227	Burlington Telecom	10/11/19	89751	4,231.01 IT Invoice
V1264	CDW Government	10/11/19	89752	2,156.00 WIFI for the Buses
V220	Class C Solutions Group	10/11/19	89753	2,233.25 4 Part Invoices
V236	Colonial Supplemental Insurance	10/11/19	89754	34.95
V928	Conway Office Solutions	10/11/19	89755	60.00
V239	Cummins Northeast LLC	10/11/19	89756	1,716.86 Part Invoice
V250	Fisher Auto Parts	10/11/19	89757	531.04
V253	FleetWave Partners, LLP	10/11/19	89758	3,042.00 2 Radio Repeater Invoices
V394	Formula Ford Inc.	10/11/19	89759	793.73
V799	Gauthier Trucking Company, Inc.	10/11/19	89760	384.14
V257	Gillig Corp.	10/11/19	89761	6,541.03 9 Part Invoices
V1129	Global Montello Group Corp	10/11/19	89762	16,976.00 Fuel
V260	Green Mountain Kenworth, Inc.	10/11/19	89763	17,108.12 5 Part Invoices
V1204	Interstate Batteries	10/11/19	89764	378.54
V326	J&B International Trucks, Inc.	10/11/19	89765	7,912.05 Air Dryers for the Buses
V1509	Lawson Products, Inc	10/11/19	89766	349.78
V693	MacMan Inc.	10/11/19	89767	190.96
V278	Mohawk Mfg. & Supply Co.	10/11/19	89768	2,886.07 3 Part Invoices
V1709	Monaghan Safar Ducham PLLC	10/11/19	89769	2,450.00 Legal Invoices
V283	Neopart LLC	10/11/19	89770	193.82
V1576	New England Auto Glass LLC	10/11/19	89771	225.00
V950	Northern ToyotaLift	10/11/19	89772	112.64
V223	O'Reilly Auto Enterprises, LLC	10/11/19	89773	699.55
V545	Pitney Bowes - Leasing	10/11/19	89774	75.00
V291	Prevost Parts	10/11/19	89775	2,065.80 Part Invoice
V1368	Prime Middlebury LLC	10/11/19	89776	787.50
V296	Rouse Tire Sales	10/11/19	89777	5,449.10 7 Tire Invoices

V299	SB Collins, Inc.	10/11/19	89778	16,492.36	Fuel
V302	Sports & Fitness Edge Inc.	10/11/19	89779	691.00	
V311	Teamsters Local 597	10/11/19	89780	7,866.00	Union Dues
V273	Transit Holding, Inc.	10/11/19	89781	1,533.34	3 Part Invoices
V1030	UniFirst Corporation	10/11/19	89782	707.00	
V315	United Parcel Service	10/11/19	89783	65.67	
V876	Vehicle Maintenance Program, Inc.	10/11/19	89784	41.33	
V689	Vermont Elevator Inspection Services Inc.	10/11/19	89785	200.00	
V410	Vermont Gas Systems, Inc.	10/11/19	89786	67.70	
V707	Westward Equipment Service	10/11/19	89787	1,952.50	2 Lift Repair Invoices
V251	Wex Fleet Universal	10/11/19	89788	22,394.43	Fuel
V454	World Publications	10/11/19	89789	106.30	
V1723	Abare, Ronald	10/11/19	EFT000000014683	864.78	Volunteer
V153	Alburgh Taxi	10/11/19	EFT000000014684	1,927.00	Volunteer
V55	Boudreau, James	10/11/19	EFT000000014685	1,226.12	Volunteer
V1007	Bova, Wendy	10/11/19	EFT000000014686	92.22	
V1150	Bruley SR, Mark	10/11/19	EFT000000014687	1,327.04	Volunteer
V1291	Callan, Linda	10/11/19	EFT000000014688	512.72	Volunteer
V1707	Chase, Betty	10/11/19	EFT000000014689	856.66	Volunteer
V1676	Croteau, William	10/11/19	EFT000000014690	1,202.92	Volunteer
V60	Farr, Delores	10/11/19	EFT000000014691	299.28	Volunteer
V1117	Hall, John	10/11/19	EFT000000014692	476.76	Volunteer
V170	Hertz, Kenneth	10/11/19	EFT000000014693	239.54	Volunteer
V174	Langlois, Paulette	10/11/19	EFT000000014694	1,115.92	Volunteer
V1420	Lawyer, Ronald	10/11/19	EFT000000014695	578.84	Volunteer
V70	LeClair, Raymond	10/11/19	EFT000000014696	630.46	Volunteer
V71	Lightholder, Stephen	10/11/19	EFT000000014697	167.04	Volunteer
V74	Markham, Laurel	10/11/19	EFT000000014698	301.60	Volunteer
V75	Martin, Ronald	10/11/19	EFT000000014699	709.34	Volunteer
V1440	Menard, Leighanne	10/11/19	EFT000000014700	111.36	Volunteer
V1018	Metivier, Shelli	10/11/19	EFT000000014701	689.04	Volunteer
V1570	Murphy Sandra	10/11/19	EFT000000014702	229.68	Volunteer
V82	Parah, Donna	10/11/19	EFT000000014703	526.64	Volunteer
V83	Parah, Maurice	10/11/19	EFT000000014704	1,205.82	Volunteer
V86	Pike, Gail	10/11/19	EFT000000014705	1,461.02	Volunteer
V771	Sammons, Chandra	10/11/19	EFT000000014706	414.12	Volunteer
V89	Sayers, Gail	10/11/19	EFT000000014707	955.26	Volunteer
V93	Timm, Marta	10/11/19	EFT000000014708	1,171.02	Volunteer
V522	Turcotte, S Jeanette	10/11/19	EFT000000014709	181.54	Volunteer
V1725	Utton, Debra	10/11/19	EFT000000014710	926.84	Volunteer
V712	Ward, Jacqueline	10/11/19	EFT000000014711	17.40	
V1623	Wells, Roy	10/11/19	EFT000000014712	367.14	Volunteer
V1182	Charissakis, John	10/11/19	EFT000000014713	75.00	
V583	Griffith, Tom	10/11/19	EFT000000014714	62.93	
V38	Moore, Jon	10/11/19	EFT000000014715	242.19	DCAP and Mileage Reimbursement
V141	Riley, Shawn	10/11/19	EFT000000014716	34.68	
V17	Smith, Jamie L	10/11/19	EFT000000014717	192.30	DCAP Reimbursement
V39	Sweeney, Cecil	10/11/19	EFT000000014718	120.54	FSA Reimbursement
V1626	Whiting, Jeremy	10/11/19	EFT000000014719	192.31	DCAP Reimbursement
V303	SSTA	10/11/19	EFT000000014720	40,617.78	Eand D

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V468	Vermont Department of Motor Vehicles	10/15/19	89790	245	
V1764	Monahan & Loughlin LLC	10/16/19	89791	227,700.00	Roof Invoice
V279	ABC Bus Companies- Muncie	10/18/19	89792	4,389.01	7 Part Invoices
V316	Able Paint, Glass & Flooring Co.	10/18/19	89793	171.89	
V217	Airgas USA, LLC	10/18/19	89794	133.25	
V214	AT&T Mobility	10/18/19	89795	76.27	
V219	Aubuchon C/O Blue Tarp Financial, Inc.	10/18/19	89796	22.94	
V284	Brenntag Lubricants Northeast	10/18/19	89797	4,029.62	2 Part Invoices
V69	C.E Wendel Electric	10/18/19	89798	360.56	
V1357	CleanPro, Inc	10/18/19	89799	599.46	
V241	D & W Diesel, Inc.	10/18/19	89800	288.11	
V321	Empire Janitorial Supply Company	10/18/19	89801	21.88	
V250	Fisher Auto Parts	10/18/19	89802	422.64	
V252	FleetPride, Inc	10/18/19	89803	105.25	
V253	FleetWave Partners, LLP	10/18/19	89804	3,042.00	2 Radio Repeater Invoices
V1347	Foley Distributing Corp.	10/18/19	89805	227.63	
V394	Formula Ford Inc.	10/18/19	89806	513.99	
V257	Gillig Corp.	10/18/19	89807	3,600.37	3 Part Invoices
V715	Green Mountain Electric Supply	10/18/19	89808	95.94	
V260	Green Mountain Kenworth, Inc.	10/18/19	89809	1,323.91	3 Part Invoices
V261	Green Mountain Power	10/18/19	89810	1,607.45	Electric Bill
V1204	Interstate Batteries	10/18/19	89811	122.04	
V326	J&B International Trucks, Inc.	10/18/19	89812	1,164.80	2 Part Invoices
V328	Kirk's Automotive Inc.	10/18/19	89813	1,344.00	3 Part Invoices
V278	Mohawk Mfg. & Supply Co.	10/18/19	89814	1,842.13	3 Part Invoices
V996	New England Air Systems	10/18/19	89815	173	
V1576	New England Auto Glass LLC	10/18/19	89816	225	
V223	O'Reilly Auto Enterprises, LLC	10/18/19	89817	87.63	
V1484	Parsons Environment & Infrastructure Group LLC	10/18/19	89818	134.81	
V290	Peterson Consulting, Inc.	10/18/19	89819	1,987.50	Consulting Invoice
V294	RHR Smith & Company	10/18/19	89820	9,000.00	Auditor Invoice
V296	Rouse Tire Sales	10/18/19	89821	4,999.54	2 Tire Invoice
V1686	Stowe Pest Control	10/18/19	89822	140	
V312	Stowe, Town of	10/18/19	89823	64.15	
V451	Stowe, Town of Electric Department	10/18/19	89824	102.23	
V1030	UniFirst Corporation	10/18/19	89825	456.48	
V336	W.B Mason Co., Inc.	10/18/19	89826	686.81	
V352	Wiemann-Lamphere Architects Inc.	10/18/19	89827	9,561.64	2 Consulting Invoices

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1467	Charles Schwab	10/21/19	V1467 2019 1021	17,350.53	Retirement
V265	ICMA	10/21/19	V265 2019 1021	1,277.09	Retirement
V266	IRS - EFTPS	10/21/19	V266 2019 1021	90,088.49	Federal Payroll Taxes
V364	Vermont Dept of Taxes	10/21/19	V364 2019 1021	12,187.05	State Payroll Taxes
V468	Vermont Department of Motor Vehicles	10/22/19	89828	105	
V1423	Alling, Andrew	10/25/19	89829	31.32	
V1025	Alter, Charles	10/25/19	89830	215.76	Volunteer
V156	Anthony, Peter	10/25/19	89831	447.18	Volunteer
V1099	Barnett, Wendy	10/25/19	89832	1,125.20	Volunteer
V1482	Cady, Duane	10/25/19	89833	175.74	Volunteer
V1619	Cherrad, Tracy	10/25/19	89834	121.86	Volunteer
V1706	Cobb, Evan	10/25/19	89835	32.48	
V471	Constantine, Julia	10/25/19	89836	490.1	Volunteer
V1763	Couture Linda	10/25/19	89837	58	
V554	Desarno, David	10/25/19	89838	45.24	
V1573	Fairbanks, Dori	10/25/19	89839	118.9	Volunteer
V1084	Fisher, Allan	10/25/19	89840	35.96	
V1516	Gagnon, Chaz	10/25/19	89841	248.4	Volunteer
V1694	Hebda, Jerome	10/25/19	89842	33.06	
V896	Hodgson, Sandra	10/25/19	89843	156.02	Volunteer
V1687	Houghton, Gregory	10/25/19	89844	1,005.14	Volunteer
V203	Ladd, Joyce	10/25/19	89845	37.12	
V181	Owen, Helen	10/25/19	89846	1,541.56	Volunteer
V1700	Owen, Holly	10/25/19	89847	99.27	
V1719	Pelletier, Charles	10/25/19	89848	306.24	Volunteer
V1394	Rolland-Forkey, Erin	10/25/19	89849	391.5	Volunteer
V165	Sanborn, Raeline	10/25/19	89850	97.2	
V1720	Schmitt, Karlyn	10/25/19	89851	133.98	Volunteer
V1655	Sciria, Andrew	10/25/19	89852	383.96	Volunteer
V1747	Stetson, Nicole	10/25/19	89853	97.44	
V1592	Stiles, Janet	10/25/19	89854	17.4	
V1614	Vermont Ride Network, Inc.	10/25/19	89855	592.25	Volunteer
V1595	Waller, Marlys	10/25/19	89856	140.36	Volunteer
V1549	Ware, Michael	10/25/19	89857	133.4	Volunteer
V1566	Wisell, David	10/25/19	89858	51.62	
V944	Woodward, Patricia	10/25/19	89859	803.3	Volunteer
V1229	Ahmed, Farhan	10/25/19	89860	100	Shoe Reimbursement
V1695	Austin, Tyler	10/25/19	89861	250	FSA Reimbursement
V964	Campbell, Arthur	10/25/19	89862	192.31	DCAP Reimbursement
V1487	Chamberlin, Justin	10/25/19	89863	192.31	DCAP Reimbursement
V1136	Gurung, Damber	10/25/19	89864	100	Shoe Reimbursement
V1413	Holm, Cody	10/25/19	89865	128.61	Training Reimbursement
V1684	McNally, Mike	10/25/19	89866	224.94	Training Reimbursement
V960	Peterson, Cynthia	10/25/19	89867	100	Shoe Reimbursement
V198	Smoren, Randolph	10/25/19	89868	169	FSA Reimbursement
V1765	Wood Jennifer	10/25/19	89869	186.76	Mileage Reimbursement
V279	ABC Bus Companies-Muncie	10/25/19	89871	2,333.54	3 Part Invoices
V415	Amazon	10/25/19	89872	1,164.03	8 IT and Office Supply Invoices
V399	Axle Tech International	10/25/19	89873	88.38	
V1334	Background Investigation Bureau, LLC	10/25/19	89874	966	
V696	BANG	10/25/19	89875	301.46	
V1481	Blue Flame Gas	10/25/19	89876	77.28	
V284	Brenntag Lubricants Northeast	10/25/19	89877	448.25	
V224	Burlington Communications	10/25/19	89878	1,314.10	2 Radio Repair Invoices
V225	Burlington Electric Department	10/25/19	89879	6,221.57	6 Electric Bills
V228	C.I.D.E.R., Inc.	10/25/19	89880	24,887.83	E & D and Medicaid Invoices
V1369	Capitol City Auto Mart Inc dba	10/25/19	89881	136.45	
V851	Champlain Medical	10/25/19	89882	400	
V220	Class C Solutions Group	10/25/19	89883	2,421.54	5 Part Invoices
V1240	ClearChoiceMD	10/25/19	89884	950	
V239	Cummins Northeast LLC	10/25/19	89885	1,140.32	2 Part Invoices
V245	DRIVE	10/25/19	89886	38	
V246	Duffy Waste & Recycling	10/25/19	89887	59.5	
V321	Empire Janitorial Supply Company	10/25/19	89888	73.84	
V250	Fisher Auto Parts	10/25/19	89889	1,286.53	17 Part Invoices
V1347	Foley Distributing Corp.	10/25/19	89890	599.58	
V394	Formula Ford Inc.	10/25/19	89891	361.91	
V257	Gillig Corp.	10/25/19	89892	1,714.17	4 Part Invoices
V1129	Global Montello Group Corp	10/25/19	89893	16,960.00	Fuel
V259	Grainger	10/25/19	89894	55.89	
V260	Green Mountain Kenworth, Inc.	10/25/19	89895	2,313.07	8 Part Invoices
V261	Green Mountain Power	10/25/19	89896	170.15	
V446	Janek Corporation, The	10/25/19	89897	4,400.00	2 Part Invoices
V328	Kirk's Automotive Inc.	10/25/19	89898	208.51	

V1509	Lawson Products, Inc	10/25/19	89899	12.5	
V1191	Lucky's Trailer Sales Inc.	10/25/19	89900	22.44	
V276	Metalworks	10/25/19	89901	41.25	
V1068	Midwest Bus Corporation	10/25/19	89902	4,537.72	2 Part Invoices
V329	Minuteman Press	10/25/19	89903	91.32	
V278	Mohawk Mfg. & Supply Co.	10/25/19	89904	154.5	
V280	Mutual of Omaha Insurance Co.	10/25/19	89905	28.4	
V1760	NCH Corporation	10/25/19	89906	209.02	
V283	Neopart LLC	10/25/19	89907	194.75	
V223	O'Reilly Auto Enterprises, LLC	10/25/19	89908	983.08	
V291	Prevost Parts	10/25/19	89909	660.72	
V296	Rouse Tire Sales	10/25/19	89910	696	
V299	SB Collins, Inc.	10/25/19	89911	6,426.59	Fuel
V1678	Tera Office Solutions	10/25/19	89912	375.78	
V273	Transit Holding, Inc.	10/25/19	89913	4,425.89	7 Part Invoices
V1030	UniFirst Corporation	10/25/19	89914	432.58	
V335	Vermont Department of Labor	10/25/19	89915	1,398.66	Unemployment Tax
V410	Vermont Gas Systems, Inc.	10/25/19	89916	617.23	
V1459	Vermont Information Consortium LLC	10/25/19	89917	3,348.00	Background Checks
V336	W.B Mason Co., Inc.	10/25/19	89918	496.43	
V1723	Abare, Ronald	10/25/19	EFT000000014722	565.5	Volunteer
V153	Alburgh Taxi	10/25/19	EFT000000014723	2,334.09	Volunteer
V1628	Andrews, Nancy	10/25/19	EFT000000014724	25.52	
V55	Boudreau, James	10/25/19	EFT000000014725	1,134.48	Volunteer
V1007	Bova, Wendy	10/25/19	EFT000000014726	77.72	
V1150	Bruley SR, Mark	10/25/19	EFT000000014727	1,588.62	Volunteer
V1291	Callan, Linda	10/25/19	EFT000000014728	707.02	Volunteer
V1707	Chase, Betty	10/25/19	EFT000000014729	650.18	Volunteer
V1676	Croteau, William	10/25/19	EFT000000014730	396.14	Volunteer
V60	Farr, Delores	10/25/19	EFT000000014731	370.62	Volunteer
V1117	Hall, John	10/25/19	EFT000000014732	640.32	Volunteer
V170	Hertz, Kenneth	10/25/19	EFT000000014733	451.82	Volunteer
V67	Jewett, Sheryl	10/25/19	EFT000000014734	91.64	
V174	Langlois, Paulette	10/25/19	EFT000000014735	412.38	Volunteer
V1420	Lawyer, Ronald	10/25/19	EFT000000014736	759.8	Volunteer
V70	LeClair, Raymond	10/25/19	EFT000000014737	882.76	Volunteer
V71	Lightholder, Stephen	10/25/19	EFT000000014738	164.72	Volunteer
V74	Markham, Laurel	10/25/19	EFT000000014739	574.2	Volunteer
V75	Martin, Ronald	10/25/19	EFT000000014740	406	Volunteer
V1018	Metivier, Shelli	10/25/19	EFT000000014741	765.6	Volunteer
V1570	Murphy Sandra	10/25/19	EFT000000014742	401.94	Volunteer
V82	Parah, Donna	10/25/19	EFT000000014743	570.72	Volunteer
V83	Parah, Maurice	10/25/19	EFT000000014744	1,237.14	Volunteer
V86	Pike, Gail	10/25/19	EFT000000014745	1,538.16	Volunteer
V771	Sammons, Chandra	10/25/19	EFT000000014746	517.94	Volunteer
V89	Sayers, Gail	10/25/19	EFT000000014747	836.94	Volunteer
V741	Steiner, Timothy	10/25/19	EFT000000014748	35.96	
V93	Timm, Marta	10/25/19	EFT000000014749	1,223.22	Volunteer
V522	Turcotte, S Jeanette	10/25/19	EFT000000014750	146.74	Volunteer
V1725	Utton, Debra	10/25/19	EFT000000014751	556.8	Volunteer
V1623	Wells, Roy	10/25/19	EFT000000014752	756.32	Volunteer
V1182	Charissakis, John	10/25/19	EFT000000014753	204.51	FSA Reimbursement
V38	Moore, Jon	10/25/19	EFT000000014754	297.29	DCAP and Mileage Reimbursement
V141	Riley, Shawn	10/25/19	EFT000000014755	48.1	
V17	Smith, Jamie L	10/25/19	EFT000000014756	532.18	DCAP and Mileage Reimbursement
V39	Sweeney, Cecil	10/25/19	EFT000000014757	615.79	FSA Reimbursement
V1626	Whiting, Jeremy	10/25/19	EFT000000014758	192.31	DCAP Reimbursement
V303	SSTA	10/25/19	EFT000000014759	89,505.24	ADA and Tilley Drive



Month:	<b>October 2019</b>	
Urban Data	Data	Notes
Miles Operated:	<b>181,768</b>	Revenue Vehicles
Major Road Calls:	<b>3</b>	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	<b>1.65</b>	
Minor Road Calls:	<b>9</b>	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	<b>6.62</b>	
"C" PM's Completed:	<b>30</b>	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	<b>100%</b>	Within 10% of the scheduled mileage per the FTA
Active Fleet Avg. Age	<b>7.94 years</b>	Transit buses have a 12 year life expectancy
Rural Data		Notes
Miles Operated:	<b>87,729</b>	Revenue Vehicles
Major Road Calls:	<b>1</b>	Failure prevented a vehicle from completing or starting a scheduled revenue trip
Major Road Calls/100,000 Miles:	<b>1.14</b>	
Minor Road Calls:	<b>2</b>	Vehicle physically able to continue in revenue service without creating a safety concern (i.e. fare box, HVAC)
Total Road Calls/100,000 Miles:	<b>3.44</b>	
"C" PM's Completed:	<b>28</b>	"C" PM is a major inspection consisting of a PM checklist, brake inspection, chassis grease and engine oil change, preformed every 6,000 miles
"C" PM On-time %	<b>96%</b>	Within 10% of the scheduled mileage per the FTA
Cut-away Active Fleet Avg. Age	<b>2.54 years</b>	Cut-away buses have a 5 year life expectancy



To: GMT Board of Commissioners  
From: Jamie L. Smith, Director of Marketing and Planning  
Date: November 5, 2019  
Re: Marketing, Public Affairs, and Planning Report

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- **Marketing Updates:**

- **24 Hours of Climate Realty event at UVM:** GMT, in partnership with UVM's Student Government Association, invite you to 24 Hours of Realty: Truth in Action on November 21, 2019 from 4:30-6:30PM at Memorial Lounge (UVM's Waterman Building).
- **Bus Map and Guides:** Guides have been finalized for Stowe seasonal service, Mad River Valley seasonal service, and for Central VT (effective 12/2/19). Next steps include: *website updates, signage updates, social media post, and implementing the communication plan in each service area.*
- **Future Marketing:** Marketing staff is working with VTrans to identify opportunities to cross promote and collaborate on future Marketing endeavors. This partnership will allow GMT staff to use marketing dollars more efficiently, and will expand the reach of our current marketing.

- **Planning Updates:**

- **Service Guidelines Document and Policy:** Planning staff is working with the Strategy Committee to develop a service guidelines document and policy for the December meeting. We have gathered similar documents from peer agencies that will help guide our document.
- **MTC Opening:** Planning has been working with the Operations Department in Berlin to finalize the Montpelier Transit Center plan. The plan is to begin operating from the MTC on December 2, 2019.
- **Transit App:** Planning staff is working on an analysis of Transit App, identifying opportunities to improve reliability. Additionally, we are working to have seasonal service added to our GTFS feed and the app. Next steps include: *Work with Trillium to compile a stop list in order to create labels for bus stops allowing passengers to call in for the next bus.*
- **Passenger counter app:** Planning staff is working with Steve Falbel to implement a tablet-based program in our rural areas allowing drivers to record boarding and alighting per stop. Moving forward this data will be necessary for reporting purposes; will help us convey accurate ridership by stop; and will allow Planning staff time to be used more efficiently.



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: November 19, 2019

RE: IT Support, Administrative Support, Training, and HR

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Denice Brown-Gagne and Stuart Hall, non-CDL Drivers, Christopher Damiani, Transit Planner, Harrison Cawley, Thomas Frazier, Musafiri Mulinga (seasonal Drivers), Carole Hicks (DTC CSR), and Ivan Bansah (MTC CSR), have joined the GMT team. A warm welcome to all!

GMT continues to recruit for MTC CSR staff. The tight labor market in the central Vermont area, with 2.1% unemployment rate, has created challenges in staffing these positions.

Our annual Seasonal Driver Kick-off meeting was held on 10/25/2019. There were 16 new and returning drivers in attendance. The meeting included the following trainings: pre-trip inspection, cornering and steering procedures, winter driving, Token Transit, a Smith System Defensive Driving refresher, and required drug and alcohol testing and training. There are seven drivers in various stages of the pre-hire/new hire process, and two fully endorsed drivers who will be trained as their schedule allows. Onsite route training in Stowe was conducted on November 15<sup>th</sup>, with Sugarbush onsite training scheduled for December 6<sup>th</sup>.

Planning and scheduling for the organization-wide implicit bias training has begun with eight training dates set thus far: seven in Burlington and one training date in St Albans. Berlin training dates will be scheduled within the month.

The Montpelier Transit Center's firewall and switches have been installed. Internet connectivity has been tested; the phones will be installed this week. The furniture for the office, breakroom, and ticket booth have been ordered and the majority of it has been delivered.

## FY20 GMT Urban Ridership by Month

Number of Service Days

[illegible]

FY 20 GMT Rural Ridership by Month

Number of Service Days		FY20 YTD												FY19 YTD				FY18 YTD						
		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY19 YTD	Riders	%	FY18 YTD	Riders	%					
Saturday	4	5	4	4	5	4	4	4	5	4	4	5	4	17			8,699	272	3.1%	6,801	2,170	31.9%		
Sunday	4	4	5	5	4	5	4	4	5	4	5	4	5	18			11,809	875	7.4%	9,922	2,762	27.8%		
Weekday	23	22	21	22	21	23	20	22	22	20	22	21	22	86			8,216	1,263	15.4%	7,470	2,009	26.9%		
School Days	0	3	20	22	16	15	20	15	19	17	20	10	45	44			3,306	(305)	-8.4%	(387)	3,693	-10.5%		
																	2,652	241	9.1%	2,615	278	10.6%		
																	418	(188)	-31.0%	935	(517)	-55.3%		
																	248	(68)	-21.5%	381	(133)	-34.9%		
																	1,674	(1,674)	-100.0%	440	(440)	0.0%		
																	13,935	12,407	12.3%	12,921	1,014	7.8%		
																	199	(25)	-11.2%	236	(37)	-15.7%		
																	0	414	-100.0%	458	(458)	-100.0%		
																	5,240	4,940	6.1%	5,741	(501)	-8.7%		
																	2,025	2,754	(729)	-26.5%	2,496	(471)	-18.9%	
																	1,653	2,867	(1,214)	-42.3%	2,553	(900)	-35.3%	
																	0	0	0	0	0	0	0	
																	774	1,365	(591)	-43.3%	1,484	(1,484)	-47.8%	
																	682	1,301	(619)	-47.6%	1,163	(481)	-41.4%	
																	232	271	(39)	-14.4%	249	(17)	-6.8%	
																	6,677	7,744	(1,067)	-13.8%	7,503	(826)	-11.0%	
																	1,707	2,536	(829)	-32.7%	1,950	(243)	-12.5%	
																	2,236	2,336	(100)	-4.3%	2,545	(309)	-12.1%	
																	0	0	0	0	0	0	0	
																	0	0	0	0	0	0	0	
																	0	0	0	0	0	0	0	
																	0	0	0	0	0	0	0	
																	0	0	0	0	0	0	0	
																	0	0	0	0	0	0	0	
																	1,834	1,472	362	24.6%	2,384	(550)	-23.1%	
																	20,905	78,214	(3,021)	-3.9%	73,940	1,253	1.7%	

		Number of Service Days												FY 20 YTD				FY 19 YTD				FY 18 YTD			
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY 20 YTD	Difference (FY20-FY19)	Difference (FY20-FY18)	%	Riders	%	Riders	%	Riders	%	Riders	%
	Capital District	15,547	16,004	15,312	15,644	0	0	0	0	0	0	0	0	62,507	63,855	(1,348)	-2.1%	(1,348)	-2.1%	59,309	3,198	5.4%			
	Franklin/Grand Isle	3,524	4,026	3,302	0	0	0	0	0	0	0	0	0	10,852	12,887	(2,035)	-15.8%	(2,035)	-15.8%	12,247	(1,395)	-11.4%			
	Seasonal Service	0	0	0	0	0	0	0	0	0	0	0	0	0	1,472	(1,472)	-100.0%	(1,472)	-100.0%	2,384	(2,384)	-100.0%			
	Local	17,127	16,173	14,665	13,408	0	0	0	0	0	0	0	0	61,373											
	Commuter	3,857	3,949	2,236	0	0	0	0	0	0	0	0	0	13,820											
	Total	20,905	20,030	18,614	15,644	0	0	0	0	0	0	0	0	75,193											
	Local - Urban	155,196	156,134	188,648	0	0	0	0	0	0	0	0	0	499,978											
	Commuter - Urban	14,694	14,912	14,788	0	0	0	0	0	0	0	0	0	44,394											
	Total	169,890	171,046	203,436	0	0	0	0	0	0	0	0	0	544,372											



To: GMT Board of Commissioners  
From: Jon Moore, Interim General Manager  
Date: November 19, 2019  
RE: General Manager Report

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**Fleet Electrification:** The delivery of the two Proterra electric buses has been delayed again to mid-December. This delivery date will line up well with the completion of the charging stations that are currently being installed. GMT met with Proterra on 11/6 and have resolved the data tracking requirements by getting access to Proterra's Apex software system. GMT is still working with Proterra (and BED & VEIC) to ensure the contractual charging station requirements are met so that GMT can charge the buses as cheaply as possible during off-peak periods.

GMT has been notified that the grant applications for the VW settlement fund electric bus program have been reviewed and scored by VEIC so we are assuming notification of the awards will be announced soon. This grant opportunity would provide the difference in funding between two diesel and two electric buses.

**Montpelier Transit Center:** The Berlin bid is start to set on 12/2 and GMT will be operating out of the MTC as of this date. GMT and the city of Montpelier are meeting on 11/15 to finalize the operating agreement. Passenger notifications will begin the week of 11/18 announcing the usage of the MTC. Due to the upcoming streetscape project on Taylor Street, which includes a bus berth for the LINK route, LINK buses will not serve the MTC during the winter months. LINK passengers can transfer to/from the LINK route by utilizing the existing People's United stop on State Street.

**AVL System:** Staff has a meeting scheduled with Swiftly on 11/20 to discuss improvements to vehicle assignments in the AVL system which will result in improved functionality and accuracy of the passenger facing system. GMT has also been notified that VTrans has procured Swiftly add-on modules for GMT that will provide analytical tools based on GPS data to monitor and improve on-time performance by updating printed passenger schedules based on actual run-time data. This is a tool that GMT has never had in the past and should greatly improve the reliability of our services and allow GMT to track route on-time performance data.



**VTrans Meeting:** Staff have a meeting scheduled with VTrans on 11/18 to discuss GMT's FY21 budget pressures, possible revenue generation and cost containment strategies.

**VTrans Section 20 Study:** I am a member of the stakeholder group for this study that has its second meeting on 11/15. The goals of the study are to look at ways to increase ridership with an emphasis on rural areas. The study deliverables will include identifying the most effective improvements in service, criteria to use to determine the priorities of investment and the estimated funding necessary to achieve the improvements. There is also a section analyzing the ridership impacts of making transit services fare free including in GMT's urban service area. The consultant for the project, Steadman Hill (who is also GMT's Planning consultant) developed an in-depth presentation for the 11/15 meeting with lots of useful and interesting data that will be emailed to Board members with the Board packet.

**Letter from Ron Smith:** A board request was made several months ago asking GMT's auditor Ron Smith to review its statute of creation. A letter was drafted and presented to the Finance Committee for comment this month, with Ron Smith attending the meeting to answer any questions arising from his analysis. It is the intent of management to request Mr. Smith provide the same presentation to the full Board of Commissioners at a future board meeting during this fiscal year.



TO: GMT Finance Committee  
 FR: Nick Foss, Director of Finance  
 Kim Wall, Grants Manager  
 Debbie Coppola, Senior Accountant  
 DT: November 11, 2019  
 RE: FY21 Operating Budget

Per 24 App. V.S.A. ch. 801, § 7 (a) of GMT's Municipal Charter, the Board of Commissioners are to prepare a budget for the Authority for the next fiscal year. The following memo accompanies the preliminary FY21 Operating Budget for GMT for consideration by the Finance Committee.

Federal, State, & Local Revenues				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Municipal Member Assessments	\$86,513	\$0	This increase resulted from the 4% increase on <b>Fixed Route Formula Assessments</b> programmed for FY21.	N/A
Municipal Paratransit Assessments	\$5,023	\$0	This moderate increase is the result of a new forecast of ADA expenses with the inclusion of a fare increase coming effective on July 1, 2020.	N/A
Local Operating Assistance	\$1,696	(\$4,163)	This increase is the result of Colchester's assistance increasing by 4%.	Decrease was the result of a reduction in assistance received.
Federal Rural Operating Grant	\$0	\$86,000	N/A	This was the result from the Stowe route moving off of CMAQ.
CMAQ Grants	\$0	(\$86,000)	N/A	This was the result from the Stowe route moving off of CMAQ.
Other Federal/State Grants	\$367,499	(\$9,600)	Increase was largely the result of moving the CCRPC grant from Planning Revenue to Other Fed/State Grants.	Decrease was the result of removing the GM search fees from the base budget.
Total:	<u>\$460,732</u>	<u>(\$13,763)</u>		



Operating Revenue				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Planning Revenue	(\$362,106)	\$0	Decrease was the result of moving the CCRPC grant to the Other Fed/State Grants line item.	N/A
Miscellaneous Revenue	(\$25,195)	\$0	Decrease was the result of removing one-time revenues received from insurance proceeds.	N/A
Sales of Equipment	(\$2,097)	(\$4,507)	This line item was reduced due to less visibility into future equipment sales.	This line item was reduced due to less visibility into future equipment sales.
Misc. Purchase of Service	\$0	(\$4,033)	N/A	Decrease was the result of a lower forecast for "Special Trips".
Total:	(\$389,398)	(\$8,540)		

Expenses - Salaries & Wages				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Other Wages	\$66,540	\$33,847	Wages updated to reflect projected staffing needs with updated salary due to collective bargaining agreements, as well as overtime and CTO payout assumptions.	
Driver Wages	\$98,083	\$163,507		
Mechanic Wages	(\$1,100)	\$3,965		
Total:	\$163,523	\$201,319		

Expenses - Taxes & Benefits				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Payroll Taxes FICA/MC (7.65% of Wages)	\$12,509	\$15,401	This line item is formula based.	
Medical Insurance	\$166,897	\$75,159	Updated to reflect current pricing, plan selection, an updated growth rate for the 2nd half of the calendar year, and the established non-union employee contribution.	
Retirement ER Contributions	\$13,941	\$4,630	Formula based on 4.1% of payroll.	Formula based on 2.1% of payroll.
Employee Benefits	\$2,623	\$114	"Other Employee Benefits" figures updated and ST/LT Disability rates and employee counts updated.	
Total:	\$195,970	\$95,305		



Expenses - General & Admin.				
Budget Line	Urban (+/-)	Rural (+/-)	Bank	Explanation (Rural)
Admin Supplies and Expenses	(\$5,613)	(\$717)		Reduction was largely from a reduction in the estimate for "Bank Charges".
Communications	\$0	(\$13,935)	N/A	Decrease was from a reduction in projected Tablet Data Charges for buses and volunteers
Computer Services	(\$9,721)	(\$27,847)		Decrease was from the elimination of Thingtech software and a lower estimate from RouteMatch demand expenses.
Legal Fees	\$15,000	\$7,000		Budgeted amounts were increased due to FY21 being a collective bargaining year.
Insurance	\$77,120	\$34,256		Increase was the result of adding a historical growth rate to GMT's insurance premiums.
Consulting Fees	(\$12,000)	(\$12,000)		This reduction was from the removal of the one-time GM search fees.
Total:	<u>\$64,785</u>	<u>(\$13,243)</u>		

Expenses - Operations				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Misc. Operating Expenses	\$0	(\$2,575)	N/A	This line item contained several budgeted expenses that were no longer being utilized.
Total:	<u>\$0</u>	<u>(\$2,575)</u>		

Expenses - Vehicle/Building & Maintenance				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Parts Expense - Revenue Vehicles	\$12,935	\$770	Updated to reflect best estimates based on prior and current year actuals.	
Tires	\$10,000	\$0		
Facility Maintenance	\$0	\$691		
Passenger Facility Expense	\$1,000	\$0		
Fuel -Vehicles	\$7,000	\$0		
Maintenance Tools/Supplies/Uniforms	\$500	\$0		
Misc. Maintenance Expenses and fees	(\$1,000)	(\$500)		
Total:	<u>\$30,435</u>	<u>\$961</u>		



Expenses - Contracted				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
ADA/SSTA PARATRANSIT	\$92,329	\$0	Increase is the result of projected ADA expenses based on current year trends.	N/A
Volunteer Drivers	\$0	\$17,675	N/A	Figure updated to reflect current volunteer supply and mileage reimbursement rates
Total:	<u>\$92,329</u>	<u>\$17,675</u>		

Expenses - Other				
Budget Line	Urban (+/-)	Rural (+/-)	Explanation (Urban)	Explanation (Rural)
Capital Match Fund	\$212,300	\$53,890	Updated to reflect FY21 capital needs allocation.	
Total:	<u>\$212,300</u>	<u>\$53,890</u>		

**Staff is requesting the board to approve the FY21 Operating budget totaling \$21,972,428 for adoption.**

**Current Operating Deficit:**

**Urban: \$687,508**

**Rural: \$374,253**

## Revenues

**FEDERAL, STATE AND LOCAL REVENUES**

Municipal Member Assessments	2,486,659	0	2,486,659	2,400,146	0	2,400,146	86,513	0	86,513
Municipal Paratransit Assessments	688,772	0	688,772	683,749	0	683,749	5,023	0	5,023
Local Operating Assistance	96,092	427,032	523,124	94,396	431,195	525,591	1,696	(4,163)	(2,467)
Federal Urban Formula Grant	2,635,398	0	2,635,398	2,635,398	0	2,635,398	0	0	0
Federal Rural Operating Grant	0	1,300,000	1,300,000	0	1,214,000	1,214,000	0	86,000	86,000
State Regular Subsidy Operating Grant	2,317,192	1,045,000	3,362,192	2,317,192	1,045,000	3,362,192	0	0	0
E&D Grants and Cash Match	0	1,318,807	1,318,807	0	1,318,807	1,318,807	0	0	0
CMAQ Grants	1,157,539	242,880	1,400,419	1,157,539	328,880	1,486,419	0	(86,000)	(86,000)
Preventative Maintenance Grants	1,613,684	750,000	2,363,684	1,613,684	750,000	2,363,684	0	0	0
Other Federal/State Grants	768,077	93,000	861,077	400,578	102,600	503,178	367,499	(9,600)	357,899
Fund Balance Reserves	0	0	0	0	0	0	0	0	0
Capital Reserve Revenue	0	0	0	0	0	0	0	0	0
<b>Total Federal, State and Local Revenues</b>	<b>11,763,413</b>	<b>5,176,719</b>	<b>16,940,132</b>	<b>11,302,682</b>	<b>5,190,482</b>	<b>16,493,163</b>	<b>460,732</b>	<b>(13,763)</b>	<b>446,969</b>

**OPERATING REVENUE**

Passenger Revenue	2,332,641	126,700	2,459,341	2,332,641	126,700	2,459,341	0	0	0
Paratransit Fare	102,102	0	102,102	102,102	0	102,102	0	0	0
Advertising Revenue	150,000	25,000	175,000	150,000	25,000	175,000	0	0	0
Planning Revenue	0	0	0	362,106	362,106	362,106	(362,106)	0	(362,106)
Interest Earnings	700	9,000	9,700	700	9,000	9,700	0	0	0
Miscellaneous Revenue	6,400	0	6,400	31,595	0	31,595	(25,195)	0	(25,195)
Sales of Equipment	2,000	2,000	4,000	4,097	6,507	10,604	(2,097)	(4,507)	(6,604)
Medicaid Purchase of Service Revenue	0	2,156,960	2,156,960	0	2,156,960	2,156,960	0	0	0
Misc. Purchase of Service	38,920	79,873	118,793	38,920	83,906	122,826	0	(4,033)	(4,033)
Warranty Revenue	0	0	0	0	0	0	0	0	0
Operating Revenues	2,632,763	2,399,533	5,032,296	3,022,161	2,408,073	5,430,234	(389,398)	(8,540)	(397,938)
TOTAL REVENUES	14,396,176	7,576,252	21,972,428	14,324,843	7,598,555	21,923,397	71,334	(22,303)	49,031

## Expenses

## SALARIES AND WAGES

Other Wages	1,552,850	976,962	2,529,812	1,486,310	943,116	2,429,425	66,540	33,847	100,386
Driver Wages	4,703,794	2,182,927	6,886,721	4,605,711	2,019,420	6,625,131	98,083	163,507	261,590
Mechanic Wages	979,372	174,859	1,154,231	980,472	170,894	1,151,367	3,965	2,865	2,865
<b>SALARIES AND WAGES</b>	<b>7,236,016</b>	<b>3,334,749</b>	<b>10,570,764</b>	<b>7,072,493</b>	<b>3,133,430</b>	<b>10,205,923</b>	<b>(163,523)</b>	<b>201,319</b>	<b>364,842</b>

## SALARIES AND WAGES

## PERSONNEL TAXES AND BENEFITS

Payroll Taxes FICA/MC (7.65% of Wages)	553,555	255,108	808,663	541,046	239,707	780,753	12,509	15,401	27,910
Unemployment Tax Exp	20,000	17,000	37,000	20,000		37,000	0	0	0
Medical Insurance	2,038,061	636,225	2,674,286	1,871,164	561,066	2,432,230	166,897	75,159	242,056
Retirement ER Contributions	303,913	76,699	380,612	289,972	72,069	362,041	13,941	4,630	18,571
Employee Development	22,000	18,000	40,000	22,000	18,000	40,000	0	0	0
GM Development/training	0	0	0	0		0	0	0	0
Employee Benefits	120,724	42,744	163,468	118,101	42,630	160,731	2,623	114	2,737
PERSONNEL TAXES AND BENEFITS	3,058,253	1,045,776	4,104,029	2,862,283	950,471	3,812,754	195,970	95,305	291,275

## PERSONNEL TAXES AND BENEFITS

	A		B		C		D		E		F		G		H		I	
	PROPOSED FY21 Operating Budget		FY20 Adj. Budget		\$ Changes between FY19 Adjusted Proposed & Proposed FY20													
	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL	URBAN	RURAL
<b>GENERAL AND ADMIN EXPENSES</b>	63,125		19,400		1,503,571		1,206,263		603,254		1,815,516		64,785		(13,243)		51,542	
Admin Supplies and Expenses	42,419	20,707	12,400	7,000	12,400	7,000	48,032	21,424	12,400	7,000	69,456	21,424	(5,613)	(717)	0	0	(6,331)	0
Recruiting Expenses	5,100	4,787	5,100	4,787	5,100	4,787	5,100	4,787	5,100	4,787	9,887	4,787	0	0	0	0	0	0
Dues and Subscriptions	2,500	1,500	2,500	1,500	2,500	1,500	2,500	1,500	2,500	1,500	4,000	1,500	0	0	0	0	0	0
Travel and meetings	43,692	38,745	43,692	38,745	43,692	38,745	43,692	38,745	43,692	38,745	96,372	38,745	(0)	(13,935)	(0)	(13,935)	(13,935)	(13,935)
Communications	77,377	43,761	77,377	43,761	77,377	43,761	77,377	43,761	77,377	43,761	158,707	43,761	(9,721)	(27,847)	0	(27,847)	(37,568)	(37,568)
Computer Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Board Development	30,000	10,000	30,000	10,000	30,000	10,000	30,000	10,000	30,000	10,000	18,000	10,000	15,000	7,000	15,000	7,000	22,000	22,000
Legal Fees	1,041,110	462,461	1,041,110	462,461	1,041,110	462,461	963,990	428,205	963,990	428,205	1,392,195	428,205	77,120	34,256	77,120	34,256	111,376	111,376
Insurance	16,450	7,050	16,450	7,050	16,450	7,050	16,450	7,050	16,450	7,050	23,500	7,050	0	0	0	0	0	0
Audit Fees	0	0	0	0	0	0	12,000	12,000	12,000	12,000	24,000	12,000	(12,000)	(12,000)	(12,000)	(12,000)	(24,000)	(24,000)
Consulting Fees	1,271,048	596,011	1,271,048	596,011	1,271,048	596,011	1,206,263	603,254	1,206,263	603,254	1,815,516	603,254	64,785	(13,243)	64,785	(13,243)	51,542	51,542
<b>GENERAL AND ADMIN EXPENSES</b>	1,271,048	596,011	1,271,048	596,011	1,271,048	596,011	1,206,263	603,254	1,206,263	603,254	1,815,516	603,254	64,785	(13,243)	64,785	(13,243)	51,542	51,542
<b>OPERATIONS EXPENSES</b>	13,900		13,900		13,900		13,900		13,900		13,900		0		0		0	
Employee New Hire/Background Checks	2,400	11,500	2,400	11,500	2,400	11,500	2,400	11,500	2,400	11,500	13,900	11,500	0	0	0	0	0	0
Drug & Alcohol Testing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DOT Testing	6,500	6,270	6,500	6,270	6,500	6,270	6,500	6,270	6,500	6,270	12,770	6,270	0	0	0	0	0	0
Employment Recruitment Referral Program	800	400	800	400	800	400	800	400	800	400	1,200	400	0	0	0	0	0	0
Drivers' Uniforms	20,000	10,000	20,000	10,000	20,000	10,000	20,000	10,000	20,000	10,000	30,000	10,000	0	0	0	0	0	0
Safety Expense	800	500	800	500	800	500	800	500	800	500	1,300	500	0	0	0	0	0	0
Misc. Operating Expenses	6,125	1,100	6,125	1,100	6,125	1,100	6,125	3,675	6,125	3,675	9,800	3,675	0	(2,575)	0	(2,575)	(2,575)	(2,575)
<b>OPERATIONS EXPENSES</b>	36,625	29,770	36,625	29,770	36,625	29,770	36,625	32,345	36,625	32,345	68,970	32,345	0	(2,575)	0	(2,575)	(2,575)	(2,575)
<b>PLANNING EXPENSES</b>	25,000		25,000		25,000		25,000		25,000		25,000		0		0		0	
Other Planning Expense	0	25,000	0	25,000	0	25,000	0	25,000	0	25,000	25,000	25,000	0	0	0	0	0	0
CCRPC Planning Exp	100,000	0	100,000	0	100,000	0	100,000	0	100,000	0	100,000	0	0	0	0	0	0	0
<b>PLANNING EXPENSES</b>	100,000	25,000	100,000	25,000	100,000	25,000	100,000	25,000	100,000	25,000	125,000	25,000	0	0	0	0	0	0
<b>VEHICLE/BUILDING MAINTENANCE EXP</b>	10,000		10,000		10,000		10,000		10,000		10,000		0		0		0	
Parts Expense - Non-Revenue Vehicle	7,000	3,000	7,000	3,000	7,000	3,000	7,000	3,000	7,000	3,000	10,000	3,000	0	0	0	0	0	0
Parts Expense - Revenue Vehicles	444,092	126,432	444,092	126,432	444,092	126,432	431,157	125,662	431,157	125,662	556,818	125,662	12,935	770	12,935	770	13,705	13,705
Tires	80,000	30,000	80,000	30,000	80,000	30,000	70,000	30,000	70,000	30,000	100,000	30,000	10,000	0	10,000	0	10,000	10,000
Facility Maintenance	72,000	68,842	72,000	68,842	72,000	68,842	72,000	68,151	72,000	68,151	140,151	68,151	0	691	0	691	691	691
Passenger Facility Expense	29,666	0	29,666	0	29,666	0	28,666	0	28,666	0	28,666	0	1,000	0	1,000	0	1,000	1,000
Cleaning Expense	24,000	12,000	24,000	12,000	24,000	12,000	24,000	12,000	24,000	12,000	36,000	12,000	0	0	0	0	0	0
Repeater Fees	20,088	16,416	20,088	16,416	20,088	16,416	20,088	16,416	20,088	16,416	36,504	16,416	0	0	0	0	0	0
Light, Heat and Water	177,476	60,955	177,476	60,955	177,476	60,955	177,476	60,955	177,476	60,955	238,431	60,955	0	0	0	0	0	0
Fuel - Vehicles	943,000	536,780	943,000	536,780	943,000	536,780	936,000	536,780	936,000	536,780	1,472,780	536,780	7,000	0	7,000	0	7,000	7,000
Maintenance Tools/Supplies/Uniforms	86,750	20,580	86,750	20,580	86,750	20,580	86,250	20,580	86,250	20,580	106,830	20,580	500	0	500	0	500	500
Misc. Maintenance Expenses and fees	5,680	2,820	5,680	2,820	5,680	2,820	6,680	3,320	6,680	3,320	10,000	3,320	(1,000)	(500)	(1,000)	(500)	(1,500)	(1,500)
<b>VEHICLE/BUILDING MAINTENANCE EXP</b>	1,889,752	877,825	1,889,752	877,825	1,889,752	877,825	1,859,317	876,864	1,859,317	876,864	2,736,181	876,864	30,435	961	30,435	961	31,396	31,396
<b>CONTRACTED EXPENSES</b>	1,343,544		1,343,544		1,343,544		1,251,215		0		1,251,215		92,329		0		92,329	
ADA/SSTA PARATRANSIT	1,343,544	0	1,343,544	0	1,343,544	0	1,251,215	0	1,251,215	0	1,251,215	0	92,329	0	92,329	0	92,329	92,329
Partner Local Share (ACTR)	19,833	0	19,833	0	19,833	0	19,833	0	19,833	0	19,833	0	0	0	0	0	0	0
Functional Assessment Expenses	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	0	0	0	0	0	0
Volunteer Drivers	0	587,826	0	587,826	0	587,826	0	570,151	0	570,151	570,151	570,151	0	17,675	0	17,675	17,675	17,675
Other Transportation Svcs	10,971	952,398	10,971	952,398	10,971	952,398	10,971	952,398	10,971	952,398	963,369	952,398	0	0	0	0	0	0

	A		B		C		D		E		F		G		H		I	
	URBAN		RURAL		Total		URBAN		RURAL		Total		URBAN		RURAL		Total	
<b>PROPOSED FY21 Operating Budget</b>																		
	1,384,348		1,540,224		2,924,572		1,292,019		1,522,549		2,814,568		92,329		17,675		110,004	
<b>CONTRACTOR EXPENSES</b>																		
<b>MARKETING EXPENSE</b>																		
Bus Tickets/Fare Media	20,000		2,400		22,400		20,000		2,400		22,400				0		0	
Marketing Exp	26,320		30,140		56,460		26,320		30,140		56,460				0		0	
Public Information	22,000		11,000		33,000		22,000		11,000		33,000				0		0	
	68,320		43,540		111,860		68,320		43,540		111,860				0		0	
<b>MARKETING EXPENSE</b>																		
<b>OTHER EXPENSES</b>																		
Debt Service/Capital Reserve	46,443		0		46,443		46,443		0		46,443				0		0	
Capital Match Fund	319,000		131,490		450,490		106,700		77,600		184,300		212,300		53,890		266,190	
	365,443		131,490		496,933		153,143		77,600		230,743		212,300		53,890		266,190	
<b>OTHER EXPENSES</b>																		
<b>Total Expenses</b>	15,409,804		7,624,385		23,034,189		14,650,463		7,271,053		21,921,515		759,342		353,332		1,112,674	
Cost Allocations	326,120		(326,120)		0		326,120		(326,120)		0				0		0	
	(687,507.56)		(374,253.28)		(1,061,760.84)		501		1,381		1,882		(688,008)		(375,635)		(1,063,643)	
<b>Balance</b>																		

The following is an update of the ongoing capital projects staff continue to work on:

☆ **Passenger Shelters:**

- Working to have an electrician relocate the solar panel on the newly installed shelter at Harrington Ave in Shelburne, which now faces East given the new orientation of the shelter. Continuing to work with Enseicom to schedule installation of a glass shelter at the Larkin Terrace property. Will work with Planning over the summer to identify bus stops that are in need of upgraded amenities.

☆ **GMTA Facility Renovation:**

- Working with VTrans and neighbors to line up funding for 4" sewer line along Route 12. VTrans' earmark grant for the project will only cover what is needed for the GMT facility (2" line). Cost difference needs to be picked up by others which will be part of ongoing discussions with the State, Town of Berlin, and neighbor properties.
- Pending status of above, will work on preparing bid documents for facility renovations and above ground fueling station.

☆ **Electric Bus Buy/Charging Station Installation:**

- Continuing to work with Proterra on key build items as they come up during production. The buses are currently scheduled for delivery during the second week of December.
- An award was made to Peck Electric in October to perform the installation of the electric bus charging stations. Peck is working with Burlington Electric Department and a sitework contractor on the installation of a pad-mounted transformer next to the building at 31 Queen City Park Road. Peck is currently installing conduit between the electrical room at 31 Queen City Park Road and the dispenser locations inside the garage. The transformer vault is anticipated to be installed before Thanksgiving. The charging station units are currently being shipped from Proterra.

☆ **31 Queen City Park Road (Formerly 1 Industrial Parkway)**

- Preliminary designs of the body shop have been completed and a construction estimate has been prepared. The construction estimate greatly exceeds the budget for construction, so staff is working with Wiemann-Lamphere to reduce the scope as much as feasible to bring the anticipated cost within budget. Would likely need to defer building envelope improvements while staff explores other grant opportunities.

☆ **Montpelier Transit Center:**

- Working with GMT staff and City of Montpelier to develop the Operating Agreement for GMT's operation of the Transit Center.
- All cameras and card readers have been installed and are ready for configuration with GMT's existing security system. Awaiting completion of fiber and firewall installation, which is anticipated to be completed by 11/15.
- Working with staff on the purchase of IT and furniture for the transit center.

☆ **15 Industrial Pkwy Roof Replacement:**

- The roof replacement is about 90% complete. The Contractor has incurred delays due to weather, but needs about a week of clear weather to complete the project. Contractor is also scheduling the final inspection with the roofing material manufacturer.



TO: GMT Finance Committee  
FR: Matt Kimball, Capital Projects Manager  
Nick Foss, Director of Finance  
DT: November 11, 2019  
RE: FY21 Capital Budget

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Per 24 App. V.S.A. ch. 801, § 7 (a) of GMT's Municipal Charter, the Board of Commissioners are to prepare a budget for the Authority for the next fiscal year. The following memo accompanies the preliminary FY21 Capital Budget for GMT for consideration by the Finance Committee.

## **Urban Capital**

### **Line A: 5 - Replacement Gillig Buses**

Replacements for three (3) 35' buses (910 series) and two (2) 40' buses (920 series). These buses reached their Useful Life Benchmark (ULB) of 12 years in August 2019 and will likely be 14-15 years old at the time of replacement. Current price projections anticipate that these buses will cost \$535,000 for 35' buses and \$540,000 for 40' buses.

### **Line B: 6 - Replacement SSTA Vehicles**

Replacements for Six (6) Paratransit Cutaways leased to SSTA. These vehicles were purchased in 2015 and will reach their ULB of 5 years in June and July of 2020. Current price projections anticipate these vehicles will cost \$85,000 each.

### **Line C: 5 - Replacement SSTA Minivans**

For the purchase of five (5) Paratransit Minivans to be leased to SSTA. The new minivans will replace sedans that are currently being leased to SSTA. It is staff's intent to only lease ADA accessible vehicles for the use of paratransit services. The new minivans will replace sedans purchased between 2010 and 2012. The sedans have exceeded their ULB of 4 years and are in need of replacement.

### **Line D: 1 - Replacement Non-Revenue Service Truck**

For the replacement of G2, the service truck used in the maintenance of the DTC and bus shelters as well as a backup to other service trucks. This truck was purchased in 2004 and is reaching the end of its useful life. The replacement vehicle will be a Gas pickup truck similar to a Chevy Silverado. Current estimated price for this type of truck is \$35,000.

### **Line E: Facility PM**

Preventive Maintenance to GMT's Chittenden County facilities. Items include lift maintenance, repairing the front steps, replacing tile flooring, and replacing kitchen cabinets at 101 Queen City Park Road.



### **Line F: Spare parts, miscellaneous support equipment**

This line is for the purchase of spare parts for GMT's Gillig and MCI fleet, including engine and transmission rebuilds. This line also covers the replacement of maintenance equipment such as parts washers and brake lathes.

### **Line G: Passenger Amenities (shelters, benches and bike racks)**

For the construction of concrete pads and installation of bus shelters that are currently in storage at GMT's 31 Queen City Park Road facility. This will also cover the deployment of benches from the old Cherry Street Terminal at lower volume stops as well as the addition of bike racks to stops with existing amenities and a higher concentration of cyclist passengers.

### **Line H: Replacement Office Equipment for Main Office and DTC (Computers, Monitors, server, printer)**

This line is for the projected replacement of IT equipment at the DTC and GMT main office. Items include replacement mini computers for DTC, scheduled computer replacements for GMT staff, replacement monitors, replacement server equipment, and replacement printer/copier for DTC, replace two DTC video displays, and an IP extender replacement for the DTC.

## **Rural Capital**

### **Line AA: 10 - Replacement Cutaway Buses @ \$97,000 each**

Replacements for ten (10) gas cutaways purchased in 2015. The vehicles will reach their ULB of 5 years in the summer of 2020. Current price projections anticipate these vehicles will cost \$97,000 each.

### **Line AB: 2 - Replacement Electric Cutaway Buses @ \$229,449 per vehicle**

For the purchase of two (2) electric cutaway buses. VTrans received a LONO funding award to replace two diesel cutaway buses with two battery electric cutaway buses. This line includes \$20,000 in incentive funding from Green Mountain Power as stated in the LONO application completed by VTrans. The LONO award to VTrans is for a unit vehicle cost of \$229,449.

### **Line AC: Electric Cutaway Charging Infrastructure**

This line is for the installation of charging stations for the two electric cutaway vehicles in Line AB. The charging stations are anticipated to be installed at Green Mountain Power's facility on Green Mountain Drive in Montpelier, VT. Per the LONO application completed by VTrans, Green Mountain Power will contribute up to \$5,000 for charging infrastructure, which is sufficient to cover the entire local match requirement for the funding secured by VTrans for charging infrastructure. The LONO award to VTrans is for a total infrastructure cost of \$20,000.

### **Line AD: 2 - Replacement Vehicles for CIDER (1 Cutaway and 1 Minivan)**

For the replacement of one (1) cutaway and one (1) minivan leased to CIDER for use in paratransit service in Grand Isle County. The cutaway to be replaced was purchased in 2013 and reached its ULB of 5 years in October 2018. The minivan to be replaced was purchased in 2015 and reached its ULB of 4 years in March 2019. The current project price is \$87,500 for the cutaway and \$42,500 for the minivan.

### **Line AE: Spare Parts, Misc. Support Equipment, etc.**

This line is for spare parts and replacement support equipment used in the servicing of vehicles at the Berlin garage. Items are purchased as needed depending on maintenance priorities and replacement needs.



**Line AF: Facility PM - rural facilities**

This line is for Preventive Maintenance for GMT's Berlin and Stowe facilities. These include potential energy efficiency upgrades and the replacement of old or broken facility components.

**Line AG: 1 - Replacement Non-Revenue AWD Supervisor Vehicle**

For the replacement of a 2012 Ford Escape that has been permanently removed from service. This vehicle was used by the seasonal service supervisor in the rural area. An AWD replacement is needed due to the terrain in the service area. The estimated price for a replacement vehicle is \$30,000.

**Line AH: Replacement Office Equipment (Computers, monitors, etc.)**

This line is for the scheduled replacement of computers and monitors for staff in the Berlin office. This will replace equipment that has aged past their useful life.

**Staff is requesting the board to approve the FY21 Capital Budget totaling \$5,577,398 for adoption.**





*Proven Expertise & Integrity*

November 8, 2019

Jon Moore  
Interim General Manager  
Green Mountain Transit  
15 Industrial Parkway  
Burlington, VT 05401

Dear Jon,

As discussed, this letter serves as a follow up to the last board meeting that I attended this past spring. At that meeting, there were concerns by the board about the overall financial condition and health of the Authority, specifically with the rural side of the business. There was much discussion on the topic, and I had made the statement that the Authority has grown so much and expanded its level of service, including transit routes. I had also mentioned the fact that with this growth, we were concerned that the Authority's statute of creation "birthrights" had not evolved with the growth and that the current birthrights should be reviewed.

It was just recently that I was approached by you all about my professional opinion and my thoughts on the existing statute as written.

The following is a summary of some of the key highlights of that statute:

- 1) Shall be governed by a Board of Commissioners.
- 2) Membership of the Authority shall consist of those municipalities which elect to join.
- 3) The Authority shall be a body politic and corporate with powers incident to a municipal corporation.
- 4) To fix, alter, charge and establish rates, fares which are equitable and just.
- 5) To accept gifts, grants, loans of money or other property from qualified organizations.
- 6) To borrow money and issue evidence of indebtedness.
- 7) To do all acts and things necessary or convenient for the conduct of business and general welfare of the Authority.
- 8) Prepare a budget for the Authority by February 15<sup>th</sup>. Adopt after public participation.
- 9) The Treasurer of the Authority shall apportion the sums required by member municipalities according to an established formula.
- 10) The assessments shall be paid by the municipality on or before July 15<sup>th</sup>, each year.

We believe it's important to know these key highlights for many reasons. The statute also discusses various protocols on all of the above key highlights.

In reading the statute, we understand that since the birth of GMT, circa 1973 with changes, there have been modifications to the statute to matters such as name changes, membership, service area, etc.

One thing that seems to stand out is that the statute appears to reference one business, which was the original birth of the Authority in the Chittenden Area, which was predominantly the urban side of the business. We now see the business as two distinct businesses; a business for urban operations and a business for rural operations. This is where the statute in our opinion did not change to adapt with the evolution and inclusion of the service delivery area and the additional routes of the Authority. Many of these routes were rural.

With the declining financial health of the rural side of the business (we believe urban as well), the Authority needs to review all financial practices, which in our opinion, starts with its birthrights.

Some of the matters we see with the Authority's existing practices and comparing them to the birthrights are the following:

- 1) There is a separate budget prepared for rural and urban. We understand the formula is primarily used for urban operations to determine municipal assessments for service, capital, etc. We understand the rural assessments do not consider a similar formula. Meaning, why would there not be a separate rural assessment formula and a separate urban assessment formula?
- 2) The Authority's service delivery area rural and urban includes many Counties of which the County's member municipalities are not members of the Authority therefore not charged an assessment.
- 3) That membership assessments are not included in the estimates of revenues when preparing a budget.
- 4) That the formula for apportionment since the growth of the Authority has not been changed by the Board of Commissioners.
- 5) That some member municipalities are not paying their assessments by July 15<sup>th</sup>.
- 6) That the rural budget (budget) of the Authority in many of the past years has become insufficient to support the operations and the Authority has not reassessed member municipalities.
- 7) That the Authority has used rural and urban resources such as carry over balances, existing past grants, etc., in previous years to mitigate growing financial matters. This has artificially kept the fee and assessments rates down.
- 8) The Board is looked at as one board. If operating two distinct budgets, does it make sense for a rural board, urban board and joint board per say in voting rights on matters pertaining to each respective branch of the Authority?
- 9) Before the inclusion of new members, is the formula for apportionment ever considered on the impact to the new member(s) and existing members as it relates to current financial operations? Your birthrights stipulate that for a new member outside Chittenden County this is to be done. We would argue it should be comprehensively reviewed annually, new members or not.

These are just some of our initial thoughts on the matter. It really is apparent to us, after future consideration and discussion by the Authority on this topic, the Authority will need to change its birthrights and review many of the existing practices on how it pays for its level of services.

Absent of doing this and making necessary changes, the current financial operations of the Authority as it exists today, both rural and urban, is not sustainable.

This report is intended solely for the information and use of the Board of Commissioners, management, others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

A handwritten signature in blue ink, appearing to read "Ron".

Ron H.R. Smith, C.P.A.  
RHR Smith and Company, CPAs

## **PUBLIC TRANSIT SERVICE AGREEMENT**

This Public Transit Service Agreement (the “Agreement”) is entered into on this \_\_\_\_ day of November, 2019, between the Town of Colchester, a chartered Vermont municipality with a place of business of 781 Blakely Rd. Colchester, Vermont (“Colchester”), and the Green Mountain Transit, a chartered Vermont municipality with a place of business at 101 Queen City Park Road, Burlington, Vermont (“GMT”).

### ***PURPOSE***

This Agreement provides for Colchester’s participation in the funding of certain GMT existing public transit services serving Colchester (Blue Line-Essex Junction and Milton Commuter Routes) along VT Route 15 and US Route 7 in Colchester.

### ***SECTION 1: TERM AND RENEWAL***

The term of this Agreement shall commence on July 1, 2020 (the “Commencement Date”) and expire on June 30, 2030, unless terminated earlier in accordance with this Agreement. Should Colchester become a member of GMT in accordance with GMT’s Charter within the term of this Agreement, this Agreement shall terminate on the initial date of Colchester’s membership in GMT.

Continuation beyond the term would require Colchester to become a member of GMT or entering into an additional ten-year agreement on mutually acceptable terms prior to May 21, 2030.

Should the Agreement not be renewed after ten years, or be terminated prior to expiration, the Milton Commuter will terminate its use of Route 7 through Colchester and the associated stops.

### ***SECTION 2: AVAILABILITY OF FUNDING***

This Agreement is subject to funding availability from GMT’s current members as well as the above mentioned Federal and State sources. If Milton’s membership status changes or its share of the Milton Commuter service falls below 50% of the local match in years FY21 through FY30, GMT or Colchester may request the re-negotiation or termination of this Agreement by providing written notice of termination not less than thirty (30) days prior to the effective date of termination. Any re-negotiation of the Agreement shall be mutually agreeable to the GMT member communities and Colchester. References to FY or fiscal year in this Agreement are to GMT’s fiscal year.

### ***SECTION 3: GMT RESPONSIBILITIES***

GMT expressly acknowledges, understands, and agrees that:

- a. GMT shall continue to apply for additional funding to continue the Milton Commuter’s service along Route 7 in Colchester.
- b. GMT shall assist Colchester in efforts towards a membership vote should Colchester decide to call a vote on membership in GMT.

- c. GMT shall provide Colchester with reports on route and ADA ridership for services operating in Colchester including monthly, annual ridership, and prior year/month ridership on a quarterly basis.
- d. GMT shall comply with all Federal, State and local laws, rules, ordinances, executive orders and other legal requirements that apply to the public transit services provided pursuant to this Agreement.

#### ***SECTION 4: COLCHESTER RESPONSIBILITIES***

Colchester expressly acknowledges, understands, and agrees that:

- a. Colchester shall pay an ADA assessment at the 50% discounted member rate, and Colchester shall benefit from the any expenses for non-member community ADA riders in the same way that members are so treated. The FY21 non-member Colchester ADA assessment is estimated to be \$ 48,418. This Agreement does not address or alter ADA assessments.
- b. Colchester shall contribute funding to support the Blue Line (Essex Junction) and Milton Commuter routes within Colchester according to the chart below in section d unless the GMT Board of Commissioners increases or decreases the annual assessment amount to member municipalities, in which case Colchester will pay the same increase or decrease as GMT members. These shall be payable annually on July 31.
- c. GMT shall permit Colchester to pay the member rates if Colchester pays the capital buy-in costs over a period of the first five years of this agreement. Colchester may become a member within the term of the Agreement or immediately upon the expiration of this Agreement. If Colchester becomes a member following completion of payment of buy in costs Colchester shall not be charged capital buy in costs a second time.
- d. Based on the membership costing approach for the services specified in Section 4 outlined in the Purpose section of the agreement and considering past and recent trends, Colchester's costs under this agreement are estimated as follows:

Membership Option Contract				
Fi s ca l Yr	Fi xed Route + Commuter	Estimated ADA	Capital Buy In	Estimated Total
FY21	\$ 44,101	\$ 25,000	\$ 8,102	\$ 77,203
	3.5%	16%		
FY22	\$ 45,645	\$ 29,000	\$ 8,102	\$ 82,747
	3.5%	16%		
FY23	\$ 47,242	\$ 33,640	\$ 8,102	\$ 88,984
	3.5%	16%		
FY24	\$ 48,896	\$ 39,022	\$ 8,102	\$ 96,020
	3.5%	16%		
FY25	\$ 50,607	\$ 45,266	\$ 8,102	\$ 103,975
	3.5%	16%		
FY26	\$ 52,378	\$ 52,509		\$ 104,887
	3.5%	16%		
FY 27	\$ 54,211	\$ 60,910		\$ 115,121
	3.5%	16%		
FY28	\$ 56,109	\$ 70,655		\$ 126,764
	3.5%	16%		
FY29	\$ 58,073	\$ 81,960		\$ 140,033
	3.5%	16%		
FY 30	\$ 60,105	\$ 95,074		\$ 155,179
Total	\$ 517,366	\$ 533,037	\$ 40,512	\$ 1,090,915

e. Notwithstanding the above paragraphs a, b, and c in this section, and subject should GMT change its assessments to members via charter or bylaws, Colchester shall pay its contractual fees on the same basis as GMT members

#### **SECTION 5: MUTUAL RESPONSIBILITIES**

Colchester and GMT expressly acknowledge, understand, and agree that:

- a. Prior to Colchester becoming a member pursuant to the GMT Charter, Colchester shall not have representation on GMT's Board. Given that this Agreement provides for Colchester's participation in funding a regional transportation service, with no service exclusive to Colchester, Selectboard and municipal staff input may be provided by the Colchester Town Manager or designee to the GMT General Manager or designee. Colchester public input will be considered through public participation according to GMT's fare and service changes public hearing policy.

- b. GMT shall not be liable to Colchester, and it shall not be grounds for terminating this Agreement or assessing any damages against GMT, in the event there should be any delay, failure, or interruption of the public transit services under this Agreement or any delay, failure or interruption in the performance of GMT's other obligations under this Agreement, caused by any of the following:

Force Majeure. Acts of nature, governmental restrictions, civil commotion or insurrection, any kind of armed attack by a foreign power, a public health emergency caused, for instance, by an epidemic, and other similar causes beyond GMT's ability to control, commonly known as force majeure.

Labor Problems. Labor actions or in-actions, such as blue collar flu, sit-in or slow-down.

Should any of the above, individually or cumulatively, result in a gap of service in a fiscal year of more than thirty days of service, however, Colchester's contribution for the Essex Junction Route and Milton Commuter shall be pro-rated so that Colchester does not contribute its local share to the service for any unplanned service gap exceeding three days within a given fiscal year as described above.

## ***SECTION 6: DISPUTE RESOLUTION; REMEDIES***

Notice of Dispute:

If either party believes that the performance of the other party pursuant to this agreement is inconsistent with its provisions, it shall notify the other party in writing. The written notice shall describe the nature of the concerns, the names of all parties involved, the date of the occurrence, and any previous steps taken to address the matter. The party notified shall respond in writing within thirty (30) calendar days from receipt of the original letter either denying, clarifying, or proposing a solution. The notices shall be in writing and addressed pursuant to this Agreement. Both parties shall make a good faith effort to resolve the dispute within thirty (30) calendar days. If the parties are unable to resolve the dispute within thirty (30) calendar days, either party may terminate the Agreement pursuant to Section 7 below.

## ***SECTION 7: TERMINATION***

Colchester and GMT each reserves the right, at its option and sole discretion, to terminate this Agreement in accordance with this Section 7.

**Termination With Cause:** Termination of this Agreement with cause, as defined below, upon providing sixty (60) calendar days prior written notice.

Cause for termination exists in the event that: (i) the other party terminates or suspends business operations for any reason; (ii) the other party shall admit in writing its inability to pay its debts as they become due, or shall make a general assignment for the benefit of creditors, or any proceeding shall be instituted by or against such party seeking to adjudicate it bankrupt or insolvent, or seeking liquidation, reorganization, arrangement, protection of it or its debts under any law relating to bankruptcy, insolvency, or reorganization, which proceeding shall remain unresolved within sixty (60) days of commencement; (iii) if Milton's membership status changes or its share of the Milton

Commuter service falls below 50% of the local match in years FY21, FY22, or FY23; or (iv) either party fails to comply with the provisions of the Agreement and the failure to comply is not resolved pursuant to the process provided in Section 6(a) above.

Termination of this Agreement by either party shall not prejudice or be deemed to be a waiver of any rights or remedies which that party might have against the other due to any default or failure in performance by that other party under the terms of this Agreement up to and including the date of termination.

**Termination Without Cause:** Termination of this Agreement without cause, as defined below, upon providing notice at least a full GMT fiscal year ahead of the time such termination shall take effect. This extended notice recognizes GMT's potential need for planning work if necessary to reduce services should Colchester decide to conclude funding. It also provides an equivalent amount of notice as is required by GMT's members in GMT's charter.

### ***SECTION 8: INDEMNIFICATION***

To the extent permitted by Vermont law, each party to this Agreement agrees to defend, indemnify, save and hold harmless the other (and each of their respective directors, officers, agents and employees) from and against all liabilities, suits, obligations, claims, demands, damages, fines, costs, and expenses (including reasonable attorney's fees) arising under this Agreement to the extent that such are attributable, directly or indirectly, to the indemnifying party's negligence, error, omission, or intentional act.

### ***SECTION 9: CHANGES REQUIRED BY LAW, ORDER OR REGULATION***

If any provision of this Agreement violates or conflicts with, or is determined to violate or conflict with applicable laws, regulations or ordinances, or any judgment of any court of competent jurisdiction, the parties shall amend or reform such provision so it complies fully with such laws, regulations, ordinances, orders or judgment; provided, however, that in the event such amendment would frustrate the purpose of the Agreement or make it financially impractical for one or the other party to perform its obligations hereunder, such party may terminate this Agreement pursuant to Section 7.

### ***SECTION 10: RELATIONSHIP OF PARTIES***

Each party to this Agreement shall act in its individual capacity and not as an agent, employee, partner, joint venture, associate, or any other representative capacity of the other. Each party shall be solely responsible for its acts or the acts of its agents and employees during the performances of this Agreement.

### ***SECTION 11: INTEGRATION***

This Agreement represents the entire Agreement of the parties with respect to the subject matter hereof, and all agreements entered into prior hereto with respect to the subject matter hereof are revoked and superseded by this Agreement, and no representation, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties, hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

### ***SECTION 12: ATTORNEY'S FEES***

In the event suit is brought or an attorney is retained by any party to this Agreement to enforce the terms of this Agreement or to collect any monies due hereunder, or to collect money damages for breach hereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorneys' fees, court costs, costs of investigation and other related expenses incurred in connection therewith.

***SECTION 13: SEVERABILITY***

If any provision of this Agreement is declared void or unenforceable, such provision shall be deemed severed from this Agreement and the balance of the Agreement shall otherwise remain in full force and effect.

***SECTION 14: WAIVER***

The failure of either party to insist upon the strict compliance with any of the terms, covenants, or conditions herein shall not be deemed a waiver of any such terms, covenants, or conditions, nor shall any waiver or relinquishment of any such right or power hereunder at any time be deemed a waiver or relinquishment of any such right or power at any other time.

***SECTION 16: REMEDIES CUMULATIVE***

The rights and remedies herein are cumulative and not exclusive of other rights and remedies which may be granted or provided by law.

**IN WITNESS WHEREOF**, the parties have executed this Agreement, as of the date first written above.

**Green Mountain Transit**

**Town of Colchester**

By: \_\_\_\_\_  
General Manager

By: \_\_\_\_\_  
Aaron Frank  
Town Manager