



1 **Operations Committee Meeting Minutes**
2 **February 13, 2023 10:00 AM**
3 **101 Queen City Road, Burlington VT 05401**
4 **Hybrid in-person and Zoom**

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

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12 **Present:**

13 Ash LaBombard, Marketing & Outreach Coordinator
14 Jamie Smith, Director of Planning & Marketing
15 Commissioner Tom Derenthal, Burlington
16 Jon Moore, Assistant General Manager
17 Commissioner Denis Barton, Shelburne
18 Commissioner Matt Cota, South Burlington
19 Matt Kimball, Director of Grants & Capital Projects
20 Nick Foss, Director of Finance
21 Stephanie Reid, Director of Human Resources
22 Jamie Smith, Director of Planning & Marketing
23 Clayton Clark, General Manager

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25 **Open Meeting**

26 Chair Cota opened the meeting at 10:01AM.

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28 **Adjustment of the Agenda**

29 None

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31 **Public Comment**

32 None

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34 **Approval of Committee Minutes**

35 Commissioner Barton made a motion to approve the December minutes,
36 Chair Cota seconded. Commissioner Barton and Commissioner Cota
37 were in favor, Commissioner Derenthal abstained. The motion passed.

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39 **Burlington Maintenance Lift Replacement Project**



40 Asst. GM Moore provided an overview of the Burlington maintenance lifts
41 and the need for replacement. Director Kimball presented a memo sent
42 to the FTA last week outlining the procurement process for these new lifts
43 and construction required to support these new lifts. Director Kimball
44 explained considerations of this project and compliance with FTA
45 requirements. Commissioner Derenthal asked questions regarding the lifts'
46 useful life and associated costs.

47
48 Director Kimball then presented a draft schedule to the committee
49 outlining the purchase, design, construction bid, subsequent build process
50 and state and local permitting. The committee questioned plans
51 regarding continuous operations during construction, and the projects
52 inclusion in the capital plan and budget.

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54 **Urban On-board Fare Collection Evaluation**

55 Asst. GM Moore explained the current options for on-board fare collection
56 if fares return on July 1st, with no changes to our fare policy. We currently
57 have twenty-six of the newest digital fare boxes and are working with
58 Southeast Vermont in Brattleboro to purchase fourteen more. The current
59 options we are looking at are for the remaining nineteen buses in the fleet.
60 The current options are as follows:

- 61 • Upgrade to the newest version of the digital fare box
- 62 • Install the Fast Fare E, an on-board tablet that would allow for digital
63 payments, and manual fare boxes

64

65 Both options have downsides, including capital costs, subscription
66 services, and maintenance and operations concerns. Throughout the
67 explanation GM Moore stressed that there is no easy way to have fare
68 collection ready for the proposed start date from both a maintenance
69 and hardware standpoint.

70

71 GM Clark added that VTrans while supportive of extending fare free
72 service, are pushing back on our proposed extension on January 1, 2024.
73 VTrans is currently willing to support fare free service until September or
74 October of this year. Commissioner Barton asked if this extension would be
75 helpful in getting fare collection equipment back online.

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78 **Operator and Maintenance Staffing Update**



79 Asst. GM Moore provided an update on staffing challenges and its effects
80 on daily operations in Chittenden and Washington Counties, which
81 include the dropping of commuter runs and other temporary service
82 suspensions. He went on explain in depth about staffing at our Burlington
83 facility, the highlights of which are as follows:

- 84 • 62 Full-time equivalent operators are needed for current service
85 level
- 86 • 5 operators are currently out on medical leave
- 87 • With schedule and unscheduled time off we are 12 full-time
88 equivalent operators short
- 89 • Forced overtime rates are currently high & supervisors have driving
90 as well

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92 Commissioner Cota asked about staffing for our seasonal services and its
93 effect on other services. Asst. GM Moore replied that it has sometimes
94 impacted service in Chittenden County.

95
96 GM Clark wanted to note that we are currently down 4 full-time
97 maintenance employees in Burlington and it has been difficult to keep
98 buses on the road.

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100 **Future Topics for Presentation**

101 During this discussion, the committee brought up the following ideas for
102 future presentation:

- 103 • Update on procurement of scheduling software for Rural
- 104 • Potential for improved scheduling software for Urban
- 105 • Update from Human Resources on workforce pipeline

106

107 **Adjourn**

108 Commissioner Barton made a motion to adjourn, Commissioner Derenthal
109 seconded. All were in favor, and the motion carried.