



AGENDA
Green Mountain Transit Board of Commissioners
Annual Meeting
September 20, 2016, 8:15 a.m.
Williston Town Hall
7900 Williston Road, Williston, VT

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.

- 8:15 a.m. 1. Continental Breakfast, See parking instructions below**
- 9:00 a.m. 2. Open Meeting
- 9:01 a.m. 3. Adjustment of the Agenda
- 9:02 a.m. 4. Public Comment
- 9:05 a.m. 5. Welcome to Williston (Town Manager/Select Board)
- 9:15 a.m. 6. Board Training by Mike Noel (Strategic Goal #7)
- 12:00 p.m. 7. Lunch
- 12:30 p.m. 8. Consent Agenda*
 - August 16, 2016 Board Meeting Minutes (pages 3-5)
 - Check Register (pages 6-23)
 - Finance Report (pages 24-28)
 - Maintenance Report (page 29)
 - Operations Report (pages 30-31)
 - Performance Report (page 32)
 - Planning Report (pages 33-34)
 - Marketing, IT Support, & Human Resources Report (page 35)
 - Project Development Report (page 36)
 - Ridership Reports (pages 37-39)
 - ADA
 - CCTA
 - GMTA

12:45 p.m. 9. FY17 adjusted Capital and Operating Budget approval

1:00 p.m. 10. IT Updates

1:15 p.m. 11. GM & CNG Ad Hoc monthly update

1:30 p.m. 12. 10. Annual Committee Reports on FY16 Strategic Goals

- Finance
- Operations
- Strategy
- Leadership

1:50 p.m. 13. FY17 Strategic Goals Discussion

3:30 p.m. 14. Adjourn.

NOTES:

* Indicates an action agenda item.

** Please park behind the Williston Town hall and Annex. Leave the spaces on the sides of those buildings for town patrons. Spaces are limited so car-pooling is encouraged, and some should park in Chapin Kaynor's driveway (77 Penny Lane – 5 doors east on Williston Rd). Chapin is contacting five people to do this if you would like to volunteer, let him know and he will give further instructions (802) 324-1254.

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact John Robinson at 802-540-1746 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 802-864-CCTA or 802-864-2282.
- Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

GMT Board Minutes

Date: August 16, 2016

Time: 7:30 AM

Place: GMT

15 Industrial Parkway
Burlington, VT 05401

Present:

Chapin Kaynor, Vice Chair, Williston
 Rob Moore, Vice Chair, Lamoille County (Via Phone)
 Denis Barton, Secretary, Shelburne
 Marti Powers, Treasurer, Essex
 Catherine Dimitruk, Commissioner, Franklin County
 John Sharrow, Commissioner, Milton
 Tom Chittenden, Commissioner, South Burlington
 Bob Buermann, Commissioner, Grand Isle County
 Harold Garabedian, Commissioner, Washington County
 Raghu Acharya, Commissioner, Winooski
 Kim Parker, Alternate, Hinesburg

Karen Walton, General Manager
 Mark Sousa, Assistant General Manager
 Jon Moore, Director of Urban Operations
 Donna Rae Decatur, Director of Rural Operations
 Trish Redalieu, Director of Administrative and Support Services
 Steve Carlson, Project Development Manager
 David Armstrong, Planning Manager
 Chris Loyer, Rural Planner
 Bill McCarty, Director of Maintenance
 Jordan Posner, ADA Management Coordinator
 John Robinson, Human Resources Coordinator
 Robert Slingerland, Chief Steward
 Derek Lorrain, Shop Steward
 Andrew Howard, Shop Steward

Members of the Public:

Bonnie Waninger, Alternate, Washington County

Not Present:

Chapin Spencer, Commissioner, Burlington

1. Open Meeting

Chair Kaynor opened the meeting at 7:37 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

There were no adjustments to the agenda.

3. Public Comment

There was no public comment.

4. Consent Agenda

A motion to approve the Consent Agenda was made by Commissioner Sharrow and seconded by Commissioner Dimitruk. All were in favor and the Consent Agenda was approved. Chair Kaynor took a moment to thank all members of the staff who helped put together the Board packet.

5. Update on Downtown Transit Center (Strategic Goal 2)

Steve Carlson, Project Development Manager, gave an update on the ongoing progress of the Downtown Transit Center. The project continues on schedule and within budget. Construction activity was very active in the previous month. Curbs and sidewalks have been completed. The building has received and passed both the building inspection and elevator inspection. During the fire inspection a few items were pointed out that needed to be corrected. A temporary occupancy license should be filed for the end of next week. The projected grand opening is slated for September 23rd. However, that has not been confirmed by all participating parties. Commissioner Dimitruk addressed the Board and praised Mr. Carlson for his management of the change orders. She was very impressed by the running total.

6. Union update by Chief Steward Rob Slingerland (Strategic Goal 3)

Rob Slingerland, Chief Steward, updated the Board on the new Steward standings for the driver pool. Rob Slingerland is now the Chief Steward. Derek Lorrain has remained a Shop Steward along with Andrew Howard who was also elected Shop Steward. Mr. Slingerland then went on to discuss the current relationship between the Stewards and Management. He spoke very highly of their communication and-respect shown for by each party. He stated that he could not ask for a better working partnership.

7. DVHA update (Strategic Goal 1)

Mark Sousa, Assistant General Manager, updated the Board on the issue. VPTA has continued to put together a response to the DVHA RFP. Currently they sponsor one to two conference calls a week with the consultant. They continue to work out the structure for a response to the RFP. They want to avoid having any reason that would eliminate their proposal. The final document is under review this week before the submission. It is still unclear if the DVHA Commissioner will go forward with a final proposed vendor should one be picked. There is one vendor who is holding meetings across the state. Rutland, Barre and Colchester locations. A member from VPTA will attend each meeting. A discussion on what role the Board should take during this process and worst case scenarios for GMT if a fair fee could not be agreed upon. More information will be available during the September Board meeting and it will remain a line item on the agenda until there is a conclusion.

8. Annual Meeting Planning (Strategic Goal 7)

The Annual meeting will be held on Tuesday September 20th in the Williston Town Hall. Chair Kaynor gave a preview of the agenda for that day. The meeting will be held from 8:15 AM until 3:00 PM. The morning will consist of Board training. The Board will work through lunch covering normal monthly business topics. This will be followed with an afternoon session reviewing strategic goals for the next fiscal year. Alternates are welcome to attend. Board members are asked to send their ideas for strategic goals to the General Manager, Karen Walton or Chair, Chapin Kaynor before the meeting.

10. GM & Committee Reports

Ms. Walton gave the General Manager update by starting with the conversion to the new GMT email addresses. All GMT staff have updated their email address and David Hamblin, IT Support Specialist, has begun to convert the Board members as well. Ms. Walton spoke of her recent trip to the Small Urban Network (SUN) Conference, where she learned great options to increase local match. This may be worth further research to benefit GMT. GMT also worked with VTrans by hosting a stop for the transportation youth camp. A few staff members from GMT spoke to the camp members on their roles within the organization and the importance of the transportation field. GMT has also begun to place the new logos on buses.

Mr. Sousa gave an update on the current roll-out of Route Match. They have remained on schedule to go live with the opening of the DTC. However, the bus terminal signs have some kinks to work out. The estimated time for the terminal signs to communicate with the buses should be corrected by January.

Strategy Committee met on the 15th of September. They have begun discussion on the mobile ticketing bids coming up. They also reviewed the strategic goals assigned to them and the progress made thus far.

Operations Committee did not meet this month. They will be meeting again on September 13th to review their progress on the strategic goals assigned to them. They will also have a more detailed performance graph.

Finance Committee did not meet this month. They will meet again on September 13th. They are currently working on the capital budget and will be working closely with Ms. Walton and Operations to complete the plan.

Investment Committee met and has begun to research new investment platforms. During the October Board meeting they will present the new investment platforms. Trainings will follow once the new platform is established.

CNG Ad Hoc Committee has held two meetings. They are currently reviewing information to make the best decision possible. They currently are looking to set up a trip to visit a transit facility using CNG.

14. Adjourn

Commissioner Sharrow made a motion to adjourn and was seconded by Commissioner Buermann. All were in favor and the meeting adjourned at 8:53 AM.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
7/31/2016	V11	Asper, Sheryl	EFT000000011091	50.00	
7/31/2016	V1182	Charissakis, John	EFT000000011092	25.00	
7/31/2016	V29	Hirsch, Alain	EFT000000011093	127.84	FSA Reimb
7/31/2016	V31	King, Arnold	EFT000000011094	171.75	FSA Reimb
7/31/2016	V34	Maple, Walter	EFT000000011095	15.00	
7/31/2016	V38	Moore, Jon	EFT000000011096	192.31	DCAP Reimb
7/31/2016	V17	Smith, Jamie L	EFT000000011097	192.31	DCAP Reimb
8/1/2016	V153	Alburgh Taxi	EFT000000011056	1,105.65	Volunteer
8/1/2016	V55	Boudreau, James	EFT000000011057	976.32	Volunteer
8/1/2016	V1007	Bova, Wendy	EFT000000011058	612.90	Volunteer
8/1/2016	V548	Burnor, David	EFT000000011059	736.02	Volunteer
8/1/2016	V1291	Callan, Linda	EFT000000011060	218.16	Volunteer
8/1/2016	V196	Cheney, Lori	EFT000000011061	334.80	Volunteer
8/1/2016	V1377	Cleary, Diane	EFT000000011062	151.74	Volunteer
8/1/2016	V1362	Cruz, Lorrie	EFT000000011063	362.88	Volunteer
8/1/2016	V60	Farr, Delores	EFT000000011064	414.18	Volunteer
8/1/2016	V1160	Fox, Therrien	EFT000000011065	39.24	
8/1/2016	V1097	Graham JR., Lewis	EFT000000011066	1,136.16	Volunteer
8/1/2016	V1278	Gray, Richard	EFT000000011067	1,207.44	Volunteer
8/1/2016	V1117	Hall, John	EFT000000011068	277.56	Volunteer
8/1/2016	V170	Hertz, Kenneth	EFT000000011069	385.56	Volunteer
8/1/2016	V65	Higgins, Richard	EFT000000011070	123.12	Volunteer
8/1/2016	V67	Jewett, Sheryl	EFT000000011071	244.12	Volunteer
8/1/2016	V174	Langlois, Paulette	EFT000000011072	202.50	Volunteer
8/1/2016	V70	LeClair, Raymond	EFT000000011073	568.08	Volunteer

8/1/2016	V71	Lightholder, Stephen	EFT000000011074	354.24	Volunteer
8/1/2016	V74	Markham, Laurel	EFT000000011075	193.86	Volunteer
8/1/2016	V75	Martin, Ronald	EFT000000011076	809.46	Volunteer
8/1/2016	V829	Mcmahon, John	EFT000000011077	194.40	Volunteer
8/1/2016	V1018	Metivier, Shelli	EFT000000011078	356.40	Volunteer
8/1/2016	V82	Parah, Donna	EFT000000011079	541.12	Volunteer
8/1/2016	V83	Parah, Maurice	EFT000000011080	1,047.06	Volunteer
8/1/2016	V86	Pike, Gail	EFT000000011081	995.44	Volunteer
8/1/2016	V771	Sammons, Chandra	EFT000000011082	556.74	Volunteer
8/1/2016	V89	Sayers, Gail	EFT000000011083	653.40	Volunteer
8/1/2016	V1236	Sayers, James	EFT000000011084	500.58	Volunteer
8/1/2016	V1253	Sprano, Sheila	EFT000000011085	64.80	
8/1/2016	V93	Timm, Marta	EFT000000011086	594.00	Volunteer
8/1/2016	V522	Turcotte, S Jeanette	EFT000000011087	165.78	Volunteer
8/1/2016	V397	White, Brian	EFT000000011088	408.24	Volunteer
8/1/2016	V97	Yandow, Dennis	EFT000000011089	559.44	Volunteer
8/1/2016	V1197	Young, Sylvia	EFT000000011090	86.94	
8/1/2016	V215	American Funds	V215 2016 0801	74,576.06	Monthly Contribution
8/5/2016	V1340	4imprint, Inc.	79202	2,750.58	Printing Services
8/5/2016	V316	Able Paint, Glass & Flooring Co.	79203	350.00	
8/5/2016	V727	Addison County Transit Resources	79204	10,909.97	Local Match/Comm Fares
8/5/2016	V933	AICPA	79205	255.00	
8/5/2016	V332	Alliance Bus Group Inc	79206	715.61	
8/5/2016	V1025	Alter, Charles	79207	185.76	Volunteer
8/5/2016	V353	American Public Transportation Associati	79208	20,304.00	Annual Dues
8/5/2016	V156	Anthony, Peter	79209	634.50	Volunteer

8/5/2016	V214	AT&T Mobility	79210	168.84	
8/5/2016	V1282	Bernard Group, The	79211	43.99	
8/5/2016	V1289	Blanchard, Anne	79212	103.68	Volunteer
8/5/2016	V1135	Blanchard, Thomas	79213	31.32	
8/5/2016	V1124	Booth, Tatum	79214	60.48	
8/5/2016	V866	BTC Mall Associates,LLC	79215	1,415.33	Office Rent
8/5/2016	V226	Burlington Public Works-Water	79216	319.45	
8/5/2016	V227	Burlington Telecom	79217	2,525.94	Telephone
8/5/2016	V159	Champlain Oil Company, Inc.	79218	12,154.80	Diesel Fuel
8/5/2016	V220	Class C Solutions Group	79219	813.00	
8/5/2016	V1357	CleanPro, Inc	79220	568.98	
8/5/2016	V1240	ClearChoiceMD	79221	570.00	
8/5/2016	V471	Constantine, Julia	79222	480.06	Volunteer
8/5/2016	V1382	Crowl, Steven	79223	95.04	
8/5/2016	V238	Crystal Rock Bottled Water	79224	49.38	
8/5/2016	V239	Cummins Northeast LLC	79225	4,603.96	2 Parts Invoices
8/5/2016	V241	D & W Diesel, Inc.	79226	1,489.65	3 Parts Invoices
8/5/2016	V629	Delano, Paula	79227	27.00	
8/5/2016	V245	DRIVE	79228	57.50	
8/5/2016	V857	Driver, Sandra	79229	75.00	
8/5/2016	V376	Essex Equipment	79231	112.32	
8/5/2016	V168	Fay, Carol	79232	49.68	
8/5/2016	V250	Fisher Auto Parts	79233	1,742.30	43 Parts Invoices
8/5/2016	V1292	Fleming, Karen	79234	837.54	Volunteer
8/5/2016	V1325	Fonda, Leah	79235	158.40	Volunteer
8/5/2016	V394	Formula Ford Inc.	79236	22.78	

8/5/2016	V1390	Garrison, Casey	79237	63.00	
8/5/2016	V256	Genfare	79238	3,021.57	Bus Tickets
8/5/2016	V257	Gillig Corp.	79239	5,031.27	9 Parts Invoices
8/5/2016	V1156	Gove, Gail	79240	113.40	Volunteer
8/5/2016	V259	Grainger	79241	110.52	
8/5/2016	V715	Green Mountain Electric Supply	79242	46.93	
8/5/2016	V260	Green Mountain Kenworth, Inc.	79243	1,019.20	6 Parts Invoices
8/5/2016	V261	Green Mountain Power	79244	84.06	
8/5/2016	V1183	Harlaine D Miller Trust	79245	1,836.00	PARC Commuter Lease
8/5/2016	V263	Heritage Ford	79246	706.57	
8/5/2016	V426	Hulbert Supply Co., Inc.	79247	6.05	
8/5/2016	V1204	Interstate Battery System of New-Mont	79248	325.36	
8/5/2016	V326	J&B International Trucks, Inc.	79249	527.12	
8/5/2016	V203	Ladd, Joyce	79250	48.06	
8/5/2016	V175	LeBlanc, Richard	79251	374.76	Volunteer
8/5/2016	V267	Lincoln Financial Group	79252	10.21	
8/5/2016	V907	Little Mule Excavation	79253	1,350.00	Shelter Transport
8/5/2016	V883	Local Motion	79254	595.00	
8/5/2016	V268	Loomis	79255	167.04	
8/5/2016	V272	Mageeop Office Plus	79256	174.66	
8/5/2016	V1397	McGinnis, Devan	79257	222.50	Volunteer
8/5/2016	V273	MCI	79258	369.46	
8/5/2016	V278	Mohawk Mfg. & Supply Co.	79259	1,621.97	3 Parts Invoices
8/5/2016	V178	Mulheron, Nelson	79260	415.26	Volunteer
8/5/2016	V1250	Murray, Sharon	79261	21.60	
8/5/2016	V280	Mutual of Omaha Insurance Co.	79262	118.77	

8/5/2016	V792	Myers Container Service Corp.	79263	111.83	
8/5/2016	V282	NABI Parts	79264	974.09	
8/5/2016	V996	New England Air Systems	79265	392.01	
8/5/2016	V284	New G.H. Berlin Oil Company	79266	2,354.00	2 Parts Invoices
8/5/2016	V285	New York Life	79267	43.32	
8/5/2016	V1399	NuCo2, Inc	79268	1,912.50	Deposit Refund
8/5/2016	V534	Omega Electric	79269	734.16	
8/5/2016	V181	Owen, Helen	79270	1,347.30	Volunteer
8/5/2016	V290	Peterson Consulting, Inc.	79271	4,556.25	Project Management
8/5/2016	V232	Petty Cash	79272	38.48	
8/5/2016	V1391	Ploof, Sheila	79273	66.96	
8/5/2016	V291	Prevost Parts	79274	2,151.63	3 Parts Invoices
8/5/2016	V292	Professional Plaza LLC	79275	282.41	
8/5/2016	V465	Queen City Printers, Ins.	79276	993.00	
8/5/2016	V505	Radio Vermont	79277	900.00	
8/5/2016	V128	Redalieu, Patsy	79278	155.98	FSA Reimb
8/5/2016	V294	RHR Smith & Company	79279	2,500.00	Audit Fieldwork
8/5/2016	V589	Ronald McDonald House-All	79280	320.00	
8/5/2016	V296	Rouse Tire Sales	79281	8,600.72	3 Parts Invoices
8/5/2016	V1251	RouteMatch Software, Inc.	79282	298,750.00	Route Software
8/5/2016	V299	SB Collins, Inc.	79283	14,646.15	Fuel
8/5/2016	V300	Seven Days	79284	425.00	
8/5/2016	V686	Shearer Chevrolet	79285	2,117.40	2 Parts Invoices
8/5/2016	V483	Siegel Oil Company	79286	302.14	
8/5/2016	V301	Sovernet	79287	1,597.81	Wi-Fi
8/5/2016	V302	Sports & Fitness Edge Inc.	79288	641.25	

8/5/2016	V303	SSTA	79289	83,662.87	June ADA
8/5/2016	V310	Swish White River, LTD	79290	1,248.52	6 Shop Supply Invoices
8/5/2016	V188	Tardy, Astrid	79291	16.74	
8/5/2016	V311	Teamsters Local 597	79292	6,401.00	Union Dues
8/5/2016	V186	Tech Group, The	79293	100.00	
8/5/2016	V1030	UniFirst Corporation	79294	613.74	
8/5/2016	V315	United Parcel Service	79295	32.43	
8/5/2016	V396	United Way	79296	83.00	
8/5/2016	V314	Unum Life Insurance	79297	309.82	
8/5/2016	V876	Vehicle Maintenance Program, Inc.	79298	659.93	
8/5/2016	V335	Vermont Department of Labor	79299	13,692.44	Unemployment
8/5/2016	V537	Vermont Public Transportation Associati	79300	150.00	
8/5/2016	V1395	VT Dept for Children and Families	79301	260.00	
8/5/2016	V336	W.B Mason Co., Inc.	79302	389.79	
8/5/2016	V881	Wakefield, Richard	79303	110.70	Volunteer
8/5/2016	V1052	White, Carolyn	79304	42.12	
8/5/2016	V352	Wiemann-Lamphere Architects Inc.	79305	12,443.54	Berlin Project/Infrastructure
8/5/2016	V944	Woodward, Patricia	79306	559.98	Volunteer
8/5/2016	V232	Petty Cash	79307	37.68	
8/5/2016	V202	Franklin County I Chamber of Commerce	79308	15.00	
8/5/2016	V600	Cody Chevrolet	79309	97.96	
8/5/2016	V235	Clark's Truck Center	79310	316.67	
8/5/2016	V293	Charlebois, R.R Inc.	79311	1,220.58	3 Parts Invoices
8/5/2016	V1332	McCarty, William	79312	12,563.00	Moving Expense
8/5/2016	V10	Vermont Office of Child Support	EFT000000011055	1,018.73	Employee Child Support
8/11/2016	V398	Smith System Driver Improvement Instit	79314	2,483.95	Training
8/12/2016	V10	Vermont Office of Child Support	EFT000000011100	1,018.73	Child Support

8/12/2016	V215	American Funds	V215 2016 0812	13,974.28	Retirement
8/12/2016	V265	ICMA	V265 2016 0812	1,242.69	Retirement
8/12/2016	V266	IRS - EFTPS	V266 2016 0812	85,316.38	Federal Tax
8/12/2016	V364	Vermont Dept of Taxes	V364 2016 0812	10,492.41	State Tax
8/18/2016	V11	Asper, Sheryl	EFT000000011101	100.00	FSA Reimbursement
8/18/2016	V14	Bruce, Judith	EFT000000011102	189.00	Mileage Reimbursement
8/18/2016	V103	Carlson, Stephen	EFT000000011103	56.38	
8/18/2016	V108	Daley, Michelle	EFT000000011104	151.00	FSA Reimbursement
8/18/2016	V111	Driver, Toney	EFT000000011105	20.00	
8/18/2016	V356	Freeman, Earl	EFT000000011106	1,050.00	Tool Allowance
8/18/2016	V34	Maple, Walter	EFT000000011107	78.21	
8/18/2016	V35	McDonald, Pam	EFT000000011108	50.00	
8/18/2016	V36	McLaughlin, Timothy	EFT000000011109	33.19	
8/18/2016	V38	Moore, Jon	EFT000000011110	192.31	DCAP
8/18/2016	V814	Nelle, Jordan	EFT000000011111	152.00	FSA Reimbursement
8/18/2016	V17	Smith, Jamie L	EFT000000011112	192.31	DCAP
8/19/2016	V279	ABC Bus Companies-Muncie	79315	591.22	
8/19/2016	V316	Able Paint, Glass & Flooring Co.	79316	79.04	
8/19/2016	V1248	Abolox LLC	79317	148.75	
8/19/2016	V1402	Adorama Inc.	79318	134.25	
8/19/2016	V213	All Seasons Janitorial, Inc.	79319	413.06	
8/19/2016	V332	Alliance Bus Group Inc	79320	1,698.97	2 Parts Invoices
8/19/2016	V1025	Alter, Charles	79321	174.42	Volunteer
8/19/2016	V156	Anthony, Peter	79322	315.36	Volunteer
8/19/2016	V218	Atlantic Detroit Diesel - Allison LLC	79323	217.16	
8/19/2016	V1140	Bhandari, Krishna	79324	99.95	
8/19/2016	V1289	Blanchard, Anne	79325	69.12	
8/19/2016	V1135	Blanchard, Thomas	79326	8.64	
8/19/2016	V1401	Blueberry Brands, LLC	79327	122.80	
8/19/2016	V223	Bond Auto Parts	79328	77.60	
8/19/2016	V225	Burlington Electric Department	79329	407.50	
8/19/2016	V226	Burlington Public Works-Water	79330	1,099.56	2 Dept of Water Invoices

8/19/2016	V851	Champlain Medical	79331	180.00	
8/19/2016	V293	Charlebois, R.R Inc.	79332	1,950.29	3 Service/Parts Invoices
8/19/2016	V220	Class C Solutions Group	79333	710.91	
8/19/2016	V1403	Claussen's Florist, Greenhouse & Perenni	79334	47.99	
8/19/2016	V600	Cody Chevrolet	79335	764.58	
8/19/2016	V236	Colonial Supplemental Insurance	79336	34.95	
8/19/2016	V471	Constantine, Julia	79337	489.78	Volunteer
8/19/2016	V928	Conway Office Solutions	79338	1,075.93	7 Office Product Invoices
8/19/2016	V238	Crystal Rock Bottled Water	79339	336.85	
8/19/2016	V239	Cummins Northeast LLC	79340	2,974.07	2 Parts Invoices
8/19/2016	V240	D & M Fire and Safety Equipment	79341	1,118.00	2 Maintenance Invoices
8/19/2016	V241	D & W Diesel, Inc.	79342	1,351.78	Parts Invoice
8/19/2016	V242	Danform Shoes	79343	289.90	
8/19/2016	V554	Desarno, David	79344	42.12	
8/19/2016	V246	Duffy Waste & Recycling	79345	48.00	
8/19/2016	V525	Enseicom Inc.	79346	49,630.00	Shelter Parts
8/19/2016	V402	Fastenal Company	79347	12.00	
8/19/2016	V250	Fisher Auto Parts	79348	985.00	
8/19/2016	V1084	Fisher, Allan	79349	92.34	
8/19/2016	V252	FleetPride, Inc	79350	32.43	
8/19/2016	V1292	Fleming, Karen	79351	775.98	Volunteer
8/19/2016	V1325	Fonda, Leah	79352	158.40	Volunteer
8/19/2016	V1390	Garrison, Casey	79353	18.00	
8/19/2016	V256	Genfare	79354	3,657.74	Replacement Laptop
8/19/2016	V257	Gillig Corp.	79355	976.97	
8/19/2016	V260	Green Mountain Kenworth, Inc.	79356	63.70	
8/19/2016	V261	Green Mountain Power	79357	34.36	
8/19/2016	V1136	Gurung, Damber	79358	100.00	Shoe Reimbursement
8/19/2016	V1400	Johnson, Sylvie	79359	90.36	
8/19/2016	V328	Kirk's Automotive Inc.	79360	1,225.00	1 Parts Invoice
8/19/2016	V175	LeBlanc, Richard	79361	249.48	Volunteer
8/19/2016	V267	Lincoln Financial Group	79362	10.21	

8/19/2016	V1004	Marcu, Daniel	79363	100.00	Shoe Reimbursement
8/19/2016	V273	MCI	79364	204.49	
8/19/2016	V1392	Menard, Lucille	79365	135.00	Volunteer
8/19/2016	V133	Mezetovic, Nusret	79366	85.10	
8/19/2016	V1068	Midwest Bus Corporation	79367	14.00	
8/19/2016	V278	Mohawk Mfg. & Supply Co.	79368	77.09	
8/19/2016	V178	Mulheron, Nelson	79369	217.08	Volunteer
8/19/2016	V1250	Murray, Sharon	79370	33.48	
8/19/2016	V283	Neopart LLC	79371	911.49	
8/19/2016	V996	New England Air Systems	79372	445.54	
8/19/2016	V284	New G.H. Berlin Oil Company	79373	4,076.98	4 Parts Invoices
8/19/2016	V285	New York Life	79374	43.32	
8/19/2016	V611	Northwestern Occupational Health	79375	115.00	
8/19/2016	V127	Omanovic, Nezim	79376	100.00	Shoe Reimbursement
8/19/2016	V1387	Overall Supply Inc	79377	419.91	
8/19/2016	V181	Owen, Helen	79378	1,198.26	Volunteer
8/19/2016	V863	P & P Septic Service, Inc	79379	1,918.75	Service Invoice
8/19/2016	V1276	PC Construction Company	79380	737,403.00	Downtown Bus Station
8/19/2016	V615	Phelps, Denis	79381	100.00	Shoe Reimbursement
8/19/2016	V291	Prevost Parts	79382	435.82	
8/19/2016	V518	Queen City Steel	79383	61.90	
8/19/2016	V864	Rick's Towing & Repair, Inc.	79384	400.00	
8/19/2016	V296	Rouse Tire Sales	79385	2,822.18	3 Parts Invoices
8/19/2016	V297	Safety-Kleen Systems, Inc.	79386	166.43	
8/19/2016	V299	SB Collins, Inc.	79387	35,978.79	6 Fuel Invoices
8/19/2016	V450	SB Signs, Inc.	79388	110.00	
8/19/2016	V300	Seven Days	79389	425.00	
8/19/2016	V686	Shearer Chevrolet	79390	6,506.84	4 Parts Invoices
8/19/2016	V546	Staples Advantage	79391	287.91	
8/19/2016	V310	Swish White River, LTD	79392	133.20	
8/19/2016	V188	Tardy, Astrid	79393	54.00	
8/19/2016	V186	Tech Group, The	79394	225.00	

8/19/2016	V606	Therrien, Rochelle	79395	32.40	
8/19/2016	V1030	UniFirst Corporation	79396	923.23	
8/19/2016	V334	Vanasse Hangen Brustlin, Inc.	79397	28,231.19	CCTA Downtown
8/19/2016	V876	Vehicle Maintenance Program, Inc.	79398	93.28	
8/19/2016	V385	Vermont Offender Work Program	79399	38.00	
8/19/2016	V336	W.B Mason Co., Inc.	79400	562.03	
8/19/2016	V881	Wakefield, Richard	79401	71.82	
8/19/2016	V707	Westward Equipment Service	79402	178.00	
8/19/2016	V251	Wex Fleet Universal	79403	7,320.83	Fuel
8/19/2016	V352	Wiemann-Lamphere Architects Inc.	79404	26,784.02	Berlin Project/Infrastructure
8/19/2016	V962	Williams, Kenneth	79405	89.64	
8/19/2016	V1373	Williston Workwear, Hanco LLC	79406	5,271.15	Summer Uniforms
8/19/2016	V853	Wilson, Thomas	79407	39.96	
8/19/2016	V944	Woodward, Patricia	79408	545.40	Volunteer
8/19/2016	V938	Wurth USA Inc.	79409	320.71	
8/19/2016	V153	Alburgh Taxi	EFT000000011113	1,077.13	Volunteer
8/19/2016	V55	Boudreau, James	EFT000000011114	1,058.40	Volunteer
8/19/2016	V1007	Bova, Wendy	EFT000000011115	538.92	Volunteer
8/19/2016	V548	Burnor, David	EFT000000011116	761.94	Volunteer
8/19/2016	V1291	Callan, Linda	EFT000000011117	153.90	Volunteer
8/19/2016	V196	Cheney, Lori	EFT000000011118	362.88	Volunteer
8/19/2016	V1377	Cleary, Diane	EFT000000011119	167.40	Volunteer
8/19/2016	V1143	Cook, Everett	EFT000000011120	60.48	
8/19/2016	V1362	Cruz, Lorrie	EFT000000011121	241.92	Volunteer
8/19/2016	V60	Farr, Delores	EFT000000011122	545.94	Volunteer
8/19/2016	V1097	Graham JR., Lewis	EFT000000011123	1,099.44	Volunteer
8/19/2016	V1278	Gray, Richard	EFT000000011124	1,273.32	Volunteer
8/19/2016	V1117	Hall, John	EFT000000011125	430.92	Volunteer
8/19/2016	V170	Hertz, Kenneth	EFT000000011126	347.76	Volunteer
8/19/2016	V67	Jewett, Sheryl	EFT000000011127	287.82	Volunteer
8/19/2016	V174	Langlois, Paulette	EFT000000011128	139.32	Volunteer
8/19/2016	V70	LeClair, Raymond	EFT000000011129	475.74	Volunteer

8/19/2016	V71	Lightholder, Stephen	EFT000000011130	44.82	
8/19/2016	V74	Markham, Laurel	EFT000000011131	428.76	Volunteer
8/19/2016	V75	Martin, Ronald	EFT000000011132	1,069.74	Volunteer
8/19/2016	V829	Mcmahon, John	EFT000000011133	246.24	Volunteer
8/19/2016	V1018	Metivier, Shelli	EFT000000011134	712.80	Volunteer
8/19/2016	V82	Parah, Donna	EFT000000011135	459.00	Volunteer
8/19/2016	V83	Parah, Maurice	EFT000000011136	827.82	Volunteer
8/19/2016	V86	Pike, Gail	EFT000000011137	1,368.68	Volunteer
8/19/2016	V968	Ravelin, Deborah	EFT000000011138	34.56	
8/19/2016	V1371	Riendeau, Donald	EFT000000011139	31.68	
8/19/2016	V691	Rogers, Robert	EFT000000011140	88.20	
8/19/2016	V771	Sammons, Chandra	EFT000000011141	554.04	Volunteer
8/19/2016	V89	Sayers, Gail	EFT000000011142	493.56	Volunteer
8/19/2016	V1236	Sayers, James	EFT000000011143	154.44	Volunteer
8/19/2016	V1253	Sprano, Sheila	EFT000000011144	143.64	Volunteer
8/19/2016	V93	Timm, Marta	EFT000000011145	643.14	
8/19/2016	V522	Turcotte, S Jeanette	EFT000000011146	174.96	Volunteer
8/19/2016	V397	White, Brian	EFT000000011147	223.02	Volunteer
8/19/2016	V97	Yadow, Dennis	EFT000000011148	597.24	Volunteer
8/19/2016	V1197	Young, Sylvia	EFT000000011149	57.78	
8/22/2016	V228	C.I.D.E.R., Inc.	79410	46775.66	May/June Medicaid & E&D
8/25/2016	V215	American Funds	V215 2016 0825	13469.93	Retirement
8/25/2016	V265	ICMA	V265 2016 0825	1244.89	Retirement
8/25/2016	V266	IRS - EFTPS	V266 2016 0825	86312.00	Federal Tax
8/25/2016	V364	Vermont Dept of Taxes	V364 2016 0825	10496.45	State Tax
8/26/2016	V316	Able Paint, Glass & Flooring Co.	79411	15.63	
8/26/2016	V217	Airgas USA, LLC	79412	219.50	
8/26/2016	V332	Alliance Bus Group Inc	79413	157.00	
8/26/2016	V1405	Allstar Collistion Center	79414	360.00	
8/26/2016	V218	Atlantic Detroit Diesel - Allison LLC	79415	1484.07	1 Parts Invoice
8/26/2016	V1062	Bailey Spring & Chassis	79416	502.41	
8/26/2016	V248	Bay State Elevator Company	79417	241.35	

8/26/2016	V223	Bond Auto Parts	79418	1002.68	2 Parts Invoices
8/26/2016	V224	Burlington Communications	79419	3276.25	VOID
8/26/2016	V469	Burlington Fire Department	79420	550.00	
8/26/2016	V1231	Burlington Parks & Rec Dept.	79421	25.00	
8/26/2016	V851	Champlain Medical	79422	726.53	
8/26/2016	V1357	CleanPro, Inc	79423	568.98	
8/26/2016	V600	Cody Chevrolet	79424	502.52	
8/26/2016	V401	Dell Business Credit	79425	4995.30	Computers/Monitors
8/26/2016	V417	Dion Security, Inc.	79426	7.96	
8/26/2016	V250	Fisher Auto Parts	79427	1762.43	16 Parts Invoices
8/26/2016	V257	Gillig Corp.	79428	1563.35	6 Parts Invoices
8/26/2016	V258	Gordon Stamp & Engraving	79429	62.90	
8/26/2016	V259	Grainger	79430	52.70	
8/26/2016	V260	Green Mountain Kenworth, Inc.	79431	1251.33	4 Parts Invoices
8/26/2016	V1204	Interstate Battery System of New-Mont	79432	325.36	
8/26/2016	V702	Lincoln National Life Insurance Company	79433	11258.30	Insurance
8/26/2016	V271	M.T. Plaza	79434	3025.00	September Rent-FGI
8/26/2016	V274	McMaster-Carr	79435	103.75	
8/26/2016	V1068	Midwest Bus Corporation	79436	301.86	
8/26/2016	V283	Neopart LLC	79437	1571.09	6 Parts Invoices
8/26/2016	V996	New England Air Systems	79438	1112.19	1 Repair Invoice
8/26/2016	V284	New G.H. Berlin Oil Company	79439	772.66	
8/26/2016	V1305	Northern New England Benefit Trust	79440	182856.82	Employee Health Insurance
8/26/2016	V534	Omega Electric	79441	414.40	
8/26/2016	V350	Point, The	79442	700.00	
8/26/2016	V291	Prevost Parts	79443	1579.90	3 Parts Invoices
8/26/2016	V864	Rick's Towing & Repair, Inc.	79444	190.00	
8/26/2016	V300	Seven Days	79445	450.00	
8/26/2016	V1360	SS Pest Control	79446	100.00	
8/26/2016	V303	SSTA	79447	81267.32	July ADA
8/26/2016	V310	Swish White River, LTD	79448	716.32	
8/26/2016	V336	W.B Mason Co., Inc.	79449	319.42	

8/26/2016	V938	Wurth USA Inc.	79450	383.97	
8/26/2016	V224	Burlington Communications	79451	198.25	
8/26/2016	V253	FleetWave Partners, LLP	79452	3078.00	Monthly Repeater Billing
8/26/2016	V267	Lincoln Financial Group	79453	9843.38	Insurance
8/26/2016	V1407	Unique USB Flash VISIONS LLC	79455	1188.50	Charge Wires for Tablets
8/26/2016	V10	Vermont Office of Child Support	EFT000000011150	853.10	
8/30/2016	V289	People's United Businesscard Services	79456	3933.12	Misc Receipts
8/31/2016	V153	Alburgh Taxi	EFT000000011151	1345.40	Volunteer
8/31/2016	V55	Boudreau, James	EFT000000011152	966.60	Volunteer
8/31/2016	V1007	Bova, Wendy	EFT000000011153	712.80	Volunteer
8/31/2016	V548	Burnor, David	EFT000000011154	909.36	Volunteer
8/31/2016	V1291	Callan, Linda	EFT000000011155	249.48	Volunteer
8/31/2016	V196	Cheney, Lori	EFT000000011156	307.80	Volunteer
8/31/2016	V1377	Cleary, Diane	EFT000000011157	141.48	Volunteer
8/31/2016	V60	Farr, Delores	EFT000000011158	537.30	Volunteer
8/31/2016	V1097	Graham JR., Lewis	EFT000000011159	710.10	Volunteer
8/31/2016	V1278	Gray, Richard	EFT000000011160	1286.82	Volunteer
8/31/2016	V1117	Hall, John	EFT000000011161	490.86	Volunteer
8/31/2016	V170	Hertz, Kenneth	EFT000000011162	416.88	Volunteer
8/31/2016	V65	Higgins, Richard	EFT000000011163	194.40	Volunteer
8/31/2016	V67	Jewett, Sheryl	EFT000000011164	319.68	Volunteer
8/31/2016	V174	Langlois, Paulette	EFT000000011165	856.98	Volunteer
8/31/2016	V70	LeClair, Raymond	EFT000000011166	780.84	Volunteer
8/31/2016	V71	Lightholder, Stephen	EFT000000011167	125.82	Volunteer
8/31/2016	V74	Markham, Laurel	EFT000000011168	400.14	Volunteer
8/31/2016	V75	Martin, Ronald	EFT000000011169	844.56	Volunteer
8/31/2016	V829	Mcmahon, John	EFT000000011170	650.16	Volunteer
8/31/2016	V1018	Metivier, Shelli	EFT000000011171	712.80	Volunteer
8/31/2016	V82	Parah, Donna	EFT000000011172	247.86	Volunteer
8/31/2016	V83	Parah, Maurice	EFT000000011173	1013.04	Volunteer
8/31/2016	V86	Pike, Gail	EFT000000011174	803.52	Volunteer
8/31/2016	V968	Ravelin, Deborah	EFT000000011175	46.98	

8/31/2016	V691	Rogers, Robert	EFT000000011176	111.60	Volunteer
8/31/2016	V771	Sammons, Chandra	EFT000000011177	471.96	Volunteer
8/31/2016	V89	Sayers, Gail	EFT000000011178	631.26	Volunteer
8/31/2016	V1236	Sayers, James	EFT000000011179	316.44	Volunteer
8/31/2016	V1253	Sprano, Sheila	EFT000000011180	75.06	
8/31/2016	V93	Timm, Marta	EFT000000011181	536.18	Volunteer
8/31/2016	V522	Turcotte, S Jeanette	EFT000000011182	149.58	Volunteer
8/31/2016	V397	White, Brian	EFT000000011183	767.34	Volunteer
8/31/2016	V97	Yandow, Dennis	EFT000000011184	407.16	Volunteer
8/31/2016	V1197	Young, Sylvia	EFT000000011185	83.16	
9/1/2016	V14	Bruce, Judith	EFT000000011186	559.44	Mileage Reimbursement
9/1/2016	V1182	Charissakis, John	EFT000000011187	112.55	FSA Reimbursement
9/1/2016	V42	Duma, William	EFT000000011188	100.00	Shoes
9/1/2016	V61	Gaudette, Timothy	EFT000000011189	120.11	FSA Reimbursement
9/1/2016	V1185	Gibson, Andrew	EFT000000011190	1050.00	FSA Reimbursement
9/1/2016	V583	Griffith, Tom	EFT000000011191	605.00	FSA Reimbursement
9/1/2016	V29	Hirsch, Alain	EFT000000011192	50.00	
9/1/2016	V49	Lyford, Frank	EFT000000011193	208.38	FSA Reimbursement
9/1/2016	V35	McDonald, Pam	EFT000000011194	65.00	
9/1/2016	V38	Moore, Jon	EFT000000011195	501.91	FSA/DCAP Reimbursement
9/1/2016	V137	Plante, Karen	EFT000000011196	85.00	
9/1/2016	V17	Smith, Jamie L	EFT000000011197	192.31	DCAP Reimbursement
9/2/2016	V1340	4imprint, Inc.	79457	546.82	
9/2/2016	V217	Airgas USA, LLC	79458	247.19	
9/2/2016	V1025	Alter, Charles	79459	417.42	Volunteer
9/2/2016	V415	Amazon	79460	1906.95	July Statement
9/2/2016	V214	AT&T Mobility	79461	168.84	
9/2/2016	V219	Aubuchon C/O Blue Tarp Financial, Inc.	79462	9.95	
9/2/2016	V563	Bank Supplies	79463	403.38	
9/2/2016	V1099	Barnett, Wendy	79464	223.20	Volunteer
9/2/2016	V1396	Berry, Juana	79465	84.24	
9/2/2016	V1289	Blanchard, Anne	79466	120.96	Volunteer

9/2/2016	V1135	Blanchard, Thomas	79467	108.00	Volunteer
9/2/2016	V223	Bond Auto Parts	79468	358.76	
9/2/2016	V224	Burlington Communications	79469	396.50	
9/2/2016	V225	Burlington Electric Department	79470	7758.73	6 Electric Invoices
9/2/2016	V1358	Burlington Marble & Granite, Inc.	79471	1250.00	Security Deposit Refund
9/2/2016	V226	Burlington Public Works-Water	79472	383.24	
9/2/2016	V102	Capponi, Andrew	79473	94.92	
9/2/2016	V293	Charlebois, R.R Inc.	79474	400.00	
9/2/2016	V220	Class C Solutions Group	79475	844.87	
9/2/2016	V600	Cody Chevrolet	79476	1392.21	6 Parts Invoices
9/2/2016	V471	Constantine, Julia	79477	428.22	Volunteer
9/2/2016	V1382	Crowl, Steven	79478	43.20	
9/2/2016	V238	Crystal Rock Bottled Water	79479	108.75	
9/2/2016	V239	Cummins Northeast LLC	79480	8500.76	7 Parts Invoices
9/2/2016	V1260	Dahal, Santi	79481	100.00	Shoes
9/2/2016	V554	Desarno, David	79482	43.20	
9/2/2016	V417	Dion Security, Inc.	79483	343.70	
9/2/2016	V1410	Disability Determination Services	79484	35.00	
9/2/2016	V110	Dodge, Gordon	79485	150.55	FSA Reimbursement
9/2/2016	V245	DRIVE	79486	46.00	
9/2/2016	V1406	Event Moguls, LLC	79487	2400.00	Halloween Express Sponsorship
9/2/2016	V168	Fay, Carol	79488	30.24	
9/2/2016	V250	Fisher Auto Parts	79489	3014.34	27 Parts Invoices
9/2/2016	V1084	Fisher, Allan	79490	82.62	
9/2/2016	V252	FleetPride, Inc	79491	146.68	
9/2/2016	V1292	Fleming, Karen	79492	783.00	Volunteer
9/2/2016	V1325	Fonda, Leah	79493	158.40	Volunteer
9/2/2016	V256	Genfare	79494	1007.13	Tickets
9/2/2016	V257	Gillig Corp.	79495	1839.65	2 Parts Invoices
9/2/2016	V259	Grainger	79496	1462.49	3 Parts Invoices
9/2/2016	V260	Green Mountain Kenworth, Inc.	79497	1238.89	6 Parts Invoices
9/2/2016	V457	Green Mountain Payroll Association	79498	15.00	

9/2/2016	V261	Green Mountain Power	79499	1264.36	2 Electric Invoices
9/2/2016	V1409	Heritage Automobile Sales dba Heritage	79500	255.25	
9/2/2016	V263	Heritage Ford	79501	108.23	
9/2/2016	V780	HireRight Solutions, Inc.	79502	10.30	
9/2/2016	V326	J&B International Trucks, Inc.	79503	40.66	
9/2/2016	V924	Jericho, Town of	79504	190.00	
9/2/2016	V122	Kerrigan, James	79505	133.78	FSA Reimbursement
9/2/2016	V646	Keystone	79506	938.63	
9/2/2016	V175	LeBlanc, Richard	79507	349.38	Volunteer
9/2/2016	V1314	Leonardo's Pizza Inc.	79508	250.00	
9/2/2016	V473	Limoge & Sons Garage Doors, Inc.	79509	225.60	
9/2/2016	V702	Lincoln National Life Insurance Company	79510	10836.26	Insurance
9/2/2016	V268	Loomis	79511	204.24	
9/2/2016	V270	Lowe's	79512	60.95	
9/2/2016	V1397	McGinnis, Devan	79513	1050.30	Volunteer
9/2/2016	V276	Metalworks	79514	220.22	
9/2/2016	V1068	Midwest Bus Corporation	79515	280.00	
9/2/2016	V278	Mohawk Mfg. & Supply Co.	79516	301.36	
9/2/2016	V178	Mulheron, Nelson	79517	280.80	Volunteer
9/2/2016	V1250	Murray, Sharon	79518	10.80	
9/2/2016	V280	Mutual of Omaha Insurance Co.	79519	118.77	
9/2/2016	V792	Myers Container Service Corp.	79520	111.83	
9/2/2016	V283	Neopart LLC	79521	236.42	
9/2/2016	V284	New G.H. Berlin Oil Company	79522	4325.55	5 Parts Invoices
9/2/2016	V1132	Occupational Drug Testing, LLC	79523	848.10	
9/2/2016	V181	Owen, Helen	79524	1572.48	Volunteer
9/2/2016	V50	Parker, Patsy	79525	45.01	
9/2/2016	V1276	PC Construction Company	79526	455827.00	Downtown Bus Station
9/2/2016	V1138	Pease, Charles	79527	47.52	
9/2/2016	V1249	Petrosyan, Oleg	79528	100.00	Shoes
9/2/2016	V753	Philbrook, Paul	79529	129.60	Volunteer
9/2/2016	V545	Pitney Bowes - Leasing	79530	126.27	

9/2/2016	V291	Prevost Parts	79531	550.07	
9/2/2016	1408	Reilly, George	79532	5.49	
9/2/2016	V589	Ronald McDonald House-All	79533	510.00	
9/2/2016	V296	Rouse Tire Sales	79534	5269.43	5 Invoices
9/2/2016	V854	S2Technology	79535	236.25	
9/2/2016	V297	Safety-Kleen Systems, Inc.	79536	396.61	
9/2/2016	V299	SB Collins, Inc.	79537	25953.76	Fuel
9/2/2016	V686	Shearer Chevrolet	79538	839.46	
9/2/2016	V398	Smith System Driver Improvement Instit	79539	1003.95	Driver Training
9/2/2016	V1146	Sousa, Mark	79540	269.62	Travel Expense Reimbursement
9/2/2016	V301	Sovernet	79541	180.83	
9/2/2016	V302	Sports & Fitness Edge Inc.	79542	707.75	
9/2/2016	V303	SSTA	79543	62344.94	April/May E&D & June/July Tilley
9/2/2016	V306	Staples Credit Plan	79544	44.88	
9/2/2016	V451	Stowe, Town of Electric Department	79545	63.35	
9/2/2016	V310	Swish White River, LTD	79546	521.12	
9/2/2016	V1294	TCE, Inc. dba Trudell Consulting Engineer	79547	302.02	
9/2/2016	V311	Teamsters Local 597	79548	7167.88	Union Dues
9/2/2016	V1030	UniFirst Corporation	79549	439.93	
9/2/2016	V315	United Parcel Service	79550	83.51	
9/2/2016	V396	United Way	79551	62.00	
9/2/2016	V314	Unum Life Insurance	79552	384.10	
9/2/2016	V876	Vehicle Maintenance Program, Inc.	79553	357.61	
9/2/2016	V391	Verizon Wireless	79554	3373.44	Phone & Tablets
9/2/2016	V833	Vermont Lake Monsters	79555	6750.00	Sponsorship
9/2/2016	V537	Vermont Public Transportation Associati	79556	250.00	
9/2/2016	V336	W.B Mason Co., Inc.	79557	320.14	
9/2/2016	V881	Wakefield, Richard	79558	267.30	Volunteer
9/2/2016	V569	Wall, Kimberly	79559	114.95	FSA Reimbursement
9/2/2016	V1052	White, Carolyn	79560	126.36	Volunteer
9/2/2016	V1233	Winnicki, Eugene	79561	118.15	FSA Reimbursement
9/2/2016	V944	Woodward, Patricia	79562	417.92	Volunteer

9/2/2016	V938	Wurth USA Inc.	79563	668.23	
9/2/2016	V796	Yipes Auto Accessories	79564	7265.75	Logos/Decals

To: CCTA Board of Commissioners
From: Michelle Daley, Director of Finance
Cc: Karen Walton, General Manager
Date: September 15, 2016
RE: Financial Monthly Report



The Finance Department is still in the midst of its busy season. The financial audit is approximately three weeks away at the time of writing this memo. Finance and Grants staff are working with other departments to finalize the data needed to tie out FY16 grants, reconcile accounts and prepare the schedules to be presented to the auditors. The new RouteMatch software has impacted some of the billing functions required to close out FY16, staff is hopeful to have all grants billed and reconciled prior to the onsite visit.

We have received the first installment of FY17 state grant prepayment funding for urban and rural state operating, rural 5311, and rural E&D. We are working on an amendment to the grant to add capital funding. An adjusted capital budget will be presented at this Board meeting.

The federal operating grant has been executed in TrAMS. We are calculating the final FY16 operating drawdown as part of the year-end process. We are also working on final FY16 drawdowns for urban CMAQ and preventive maintenance and the final FY16 rural 5311 and E&D grant revenues.

Evaluation of the heavy duty bus proposals is still ongoing. A recommendation to the VPTA board is expected to be made in October.

Mobile Ticketing proposals have been received and staff is currently working on evaluations.

Interviews are being conducted with Comprehensive Service Analysis proposers. Staff will make considerations for next steps following the interviews.

CCTA's indirect cost rate is calculated annually after the audit report is completed. This rate is submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY17 is 9.55%. For comparison, in FY16 the rate was 9.29%.

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grant which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year, "catching up" when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months, therefore we would expect to see budgets at 8.33% for the Fiscal Year to date July 31, 2016.

Since it is just the first month of the fiscal year and the budget presented will be adjusted after approval this board meeting, I am presenting the budget vs. actual financials for your review without a detailed analysis. For the operating expenses, most of the variances are timing issues since expenses are not evenly spent throughout the year. The benchmark of 8.33% assumes that expenses will be spent evenly over the course of twelve months we can only use this as a tool to evaluate any particular line item.

	As Of 2016	As Of 2015
ASSETS		
Current Assets:		
Cash and Investments	1,792,517.64	770,306.18
Receivables:		
Grant	4,704,041.30	5,726,473.39
Other	3,920,304.60	4,152,276.47
Deferred Cost Pool	48,521.32	13,531.99
Inventories	639,900.23	668,473.77
Prepaid Expenses	375,134.13	261,289.98
Total Current Assets	<u>11,480,419.22</u>	<u>11,592,351.78</u>
Noncurrent Assets:		
Land, Structures And Equipment - net of accumulated depreciation	<u>28,830,528.88</u>	<u>25,118,345.96</u>
TOTAL ASSETS	<u><u>40,310,948.10</u></u>	<u><u>36,710,697.74</u></u>
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	1,611,002.90	575,054.52
Accrued Payroll Expenses	335,499.91	286,398.35
Other Accrued Expenses	132,087.42	98,311.69
Deferred Revenue	6,603,910.38	6,248,159.24
Total Current Liabilities	<u>8,682,500.61</u>	<u>7,207,923.80</u>
Long-Term Liabilities:		
Accrued Compensated Absences	712,258.08	487,350.28
Retirement Benefits Accrued		14,490.39
Total Long-Term Liabilities	<u>712,258.08</u>	<u>501,840.67</u>
Total Liabilities	<u>9,394,758.69</u>	<u>7,709,764.47</u>
Fund Equity:		
Invested in capital assets, net of related debt	22,520,044.34	22,520,044.34
Restricted	1,979,110.43	1,979,110.43
Unrestricted	6,684,717.51	4,804,684.08
Current Year Change in Net Assets	(267,682.87)	(302,905.58)
Total Fund Equity	<u>30,916,189.41</u>	<u>29,000,933.27</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>40,310,948.10</u></u>	<u><u>36,710,697.74</u></u>

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			Budget Approved (Dec 2015)			Budget Variance			
REVENUES										
FEDERAL, STATE AND LOCAL REVENUE										
Municipal Member Assessments	181,848.35	0.00	\$181,848.35	2,182,180.00	0.00	\$2,182,180.00	8.33%	0.00%	8.33%	\$177,341.24
Municipal Paratransit Assessments	57,602.59	0.00	57,602.59	691,229.00	0.00	691,229.00	8.33%	0.00%	8.33%	56,562.33
Local Operating Assistance	3,649.92	19,019.37	22,669.29	74,799.00	409,048.00	483,847.00	4.88%	4.65%	4.69%	22,503.17
Federal Urban Formula Grant	282,312.47	0.00	282,312.47	2,556,571.00	0.00	2,556,571.00	11.04%	0.00%	11.04%	334,577.56
Federal Rural Operating Grant	0.00	66,300.00	66,300.00	0.00	1,541,710.00	1,541,710.00	0.00%	4.30%	4.30%	72,500.00
State Regular Subsidy Operating Grant	194,765.00	45,000.00	239,765.00	2,150,365.00	884,000.00	3,034,365.00	9.06%	5.09%	7.90%	223,397.00
E&D Grants and Local Match	0.00	218.75	218.75	0.00	1,237,022.00	1,237,022.00	0.00%	0.02%	0.02%	218.75
Other State Grants	5,264.00	0.00	5,264.00	55,556.00	20,000.00	75,556.00	9.48%	0.00%	6.97%	5,175.00
Other Federal Grants	228,528.83	32,500.00	261,028.83	2,704,636.00	149,383.00	2,854,019.00	8.45%	21.76%	9.15%	234,247.17
Total Federal, State and Local Revenues	953,971.16	163,038.12	1,117,009.28	10,415,336.00	4,241,163.00	14,656,499.00	9.16%	3.84%	7.62%	1,126,522.22
OPERATING REVENUE										
Passenger Revenue	170,631.83	9,387.76	180,019.59	2,632,049.00	178,352.00	2,810,401.00	6.48%	5.26%	6.41%	176,230.88
Paratransit Passenger Fares	7,760.00	0.00	7,760.00	124,000.00	0.00	124,000.00	6.26%	0.00%	6.26%	9,965.00
Advertising Revenue	11,580.25	3,325.00	14,905.25	200,000.00	50,000.00	250,000.00	5.79%	6.65%	5.96%	9,743.34
Planning Revenue	0.00	0.00	0.00	362,106.00	0.00	362,106.00	0.00%	0.00%	0.00%	0.00
Interest Earnings	61.65	177.50	239.15	1,600.00	4,000.00	5,600.00	3.85%	4.44%	4.27%	415.79
Miscellaneous Revenue	1,851.59	10.00	1,861.59	19,000.00	0.00	19,000.00	9.75%	0.00%	9.80%	100.01
Sales Of Equipment	0.00	0.00	0.00	5,000.00	3,000.00	8,000.00	0.00%	0.00%	0.00%	0.00
Medicaid Purchase Of Svc	0.00	0.00	0.00	0.00	1,827,061.00	1,827,061.00	0.00%	0.00%	0.00%	172,984.72
Purchase of Service	5,950.10	11,163.78	17,113.88	55,221.00	145,000.00	200,221.00	10.78%	7.70%	8.55%	28,883.81
Warranty Revenue	0.00	0.00	0.00	2,500.00	11,000.00	13,500.00	0.00%	0.00%	0.00%	0.00
Operating Revenue	197,835.42	24,064.04	221,899.46	3,401,476.00	2,218,413.00	5,619,889.00	5.82%	1.08%	3.95%	398,323.55
Total Revenue	1,151,806.58	187,102.16	1,338,908.74	13,816,812.00	6,459,576.00	20,276,388.00	8.34%	2.90%	6.60%	1,524,845.77
EXPENSES										
SALARIES AND WAGES										
Other Wages	191,528.96	86,090.41	277,619.37	1,700,942.00	876,041.00	2,576,983.00	11.26%	9.83%	10.77%	252,302.68
Driver/Operator Wages	386,247.91	136,535.15	522,783.06	3,841,588.00	1,292,941.00	5,134,529.00	10.05%	10.56%	10.18%	510,602.29
Vehicle Repair Wages	80,910.10	8,672.16	89,582.26	914,849.00	122,683.00	1,037,532.00	8.84%	7.07%	8.63%	89,095.71
Salaries and Wages	658,686.97	231,297.72	889,984.69	6,457,379.00	2,291,665.00	8,749,044.00	10.20%	10.09%	10.17%	852,000.68
PERSONNEL TAXES AND BENEFITS										
Payroll Taxes (FICA/MC)	50,195.78	17,855.11	68,050.89	493,990.00	175,312.00	669,302.00	10.16%	10.18%	10.17%	64,773.42
Unemployment Tax Exp	1,190.09	2,936.68	4,126.77	33,336.00	57,000.00	90,336.00	3.57%	5.15%	4.57%	0.00
Medical Insurance/HRA	119,333.91	39,240.84	158,574.75	1,408,369.00	494,695.00	1,903,064.00	8.47%	7.93%	8.33%	158,314.64
Pension Plan Expenses	21,089.59	3,769.10	24,858.69	262,428.00	68,750.00	331,178.00	8.04%	5.48%	7.51%	25,849.75
Other Employee Benefits	19,746.00	6,611.89	26,357.89	285,337.00	111,091.00	396,428.00	6.92%	5.95%	6.65%	39,152.95
Personnel Taxes and Benefits	211,555.37	70,413.62	281,968.99	2,483,460.00	906,848.00	3,390,308.00	8.52%	7.76%	8.32%	288,090.76
GENERAL AND ADMIN EXPENSES										
Admin Supplies and Expenses	2,597.92	797.69	3,395.61	42,240.00	16,800.00	59,040.00	6.15%	4.75%	5.75%	5,406.67
Recruiting Expenses	212.50	595.70	808.20	18,400.00	8,500.00	26,900.00	1.15%	7.01%	3.00%	2,350.00
Dues and Subscriptions	380.00	0.00	380.00	27,788.00	8,928.00	36,716.00	1.37%	0.00%	1.03%	23,580.19
Travel and Meetings	373.80	219.00	592.80	3,500.00	3,500.00	7,000.00	10.68%	6.26%	8.47%	460.40
Communications	2,107.71	906.18	3,013.89	44,721.00	29,868.00	74,589.00	4.71%	3.03%	4.04%	3,784.40
Computer Service Exp	5,704.55	1,401.96	7,106.51	58,552.00	18,592.00	77,144.00	9.74%	7.54%	9.21%	33,773.02
Legal Fees	206.18	0.00	206.18	20,000.00	3,000.00	23,000.00	1.03%	0.00%	0.90%	6,438.79
Insurance	36,457.23	14,044.35	50,501.58	1,077,159.00	487,005.00	1,564,164.00	3.38%	2.88%	3.23%	98,498.11

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			Budget Approved (Dec 2015)			Budget Variance			
Audit Fees	1,750.00	750.00	2,500.00	17,850.00	7,650.00	25,500.00	9.80%	9.80%	9.80%	3,000.00
Consulting Fees	0.00	0.00	0.00	3,000.00	3,000.00	6,000.00	0.00%	0.00%	0.00%	0.00
General and Admin Expenses	49,789.89	18,714.88	68,504.77	1,313,210.00	586,843.00	1,900,053.00	3.79%	3.19%	3.61%	177,291.58
OPERATIONS EXPENSES										
Background Checks	67.50	152.80	220.30	1,900.00	8,325.00	10,225.00	3.55%	1.84%	2.15%	646.00
Drug & Alcohol Testing	0.00	0.00	0.00	12,078.00	7,898.00	19,976.00	0.00%	0.00%	0.00%	1,609.85
DOT Testing	816.53	205.00	1,021.53	5,850.00	5,120.00	10,970.00	13.96%	4.00%	9.31%	825.00
Employment Recruitment Program	0.00	0.00	0.00	2,000.00	2,000.00	4,000.00	0.00%	0.00%	0.00%	200.00
Driver's Uniforms	3,007.51	2,948.15	5,955.66	55,275.00	37,206.00	92,481.00	5.44%	7.92%	6.44%	977.74
Safety Expense	0.00	0.00	0.00	4,900.00	3,700.00	8,600.00	0.00%	0.00%	0.00%	139.39
Misc. Operating Exp	171.85	134.25	306.10	6,025.00	2,675.00	8,700.00	2.85%	5.02%	3.52%	3,628.08
Operations Expenses	4,063.39	3,440.20	7,503.59	88,028.00	66,924.00	154,952.00	4.62%	5.14%	4.84%	8,026.06
PLANNING EXPENSES										
MPO Planning Expenses	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00%	0.00%	0.00%	0.00
Planning Expenses	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00%	0.00%	0.00%	0.00
VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)										
Parts Expense - Non-Revenue Vehicles	0.00	0.00	0.00	11,000.00	9,500.00	20,500.00	0.00%	0.00%	0.00%	0.00
Parts Expense - Revenue Vehicles	38,110.98	13,449.80	51,560.78	424,064.00	185,844.00	609,908.00	8.99%	7.24%	8.45%	33,952.54
Tires	3,409.36	3,625.68	7,035.04	76,646.00	39,718.00	116,364.00	4.45%	9.13%	6.05%	7,979.36
Facility Maintenance	3,505.78	6,159.95	9,665.73	114,500.00	68,500.00	183,000.00	3.06%	8.99%	5.28%	14,042.10
Passenger Facility Expenses	3,609.25	0.00	3,609.25	50,757.00	2,000.00	52,757.00	7.11%	0.00%	6.84%	2,683.82
Cleaning Expense	0.00	931.98	931.98	22,100.00	15,137.00	37,237.00	0.00%	6.16%	2.50%	2,277.41
Repeater Fees	1,728.00	1,350.00	3,078.00	20,736.00	15,552.00	36,288.00	8.33%	8.68%	8.48%	2,880.00
Light, Heat and Water	7,293.25	1,314.71	8,607.96	115,000.00	55,000.00	170,000.00	6.34%	2.39%	5.06%	8,380.81
Fuel - Vehicles	37,467.11	8,740.50	46,207.61	994,593.00	407,505.00	1,402,098.00	3.77%	2.14%	3.30%	58,382.95
Maintenance Tools/Supplies/Uniforms	9,904.76	737.90	10,642.66	62,333.00	12,600.00	74,933.00	15.89%	5.86%	14.20%	15,515.20
Misc Maint Expenses and fees	594.75	0.00	594.75	3,876.00	3,500.00	7,376.00	15.34%	0.00%	8.06%	802.75
Vehicle/Building Maintenance Exp	105,623.24	36,310.52	141,933.76	1,895,605.00	814,856.00	2,710,461.00	5.57%	4.46%	5.24%	146,896.94
CONTRACTOR EXPENSES										
ADA/SSTA Paratransit	88,059.80	0.00	88,059.80	1,375,935.00	0.00	1,375,935.00	6.40%	0.00%	6.40%	110,527.85
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0.00%	0.00%	0.00%	0.00
Functional Assessment Costs	927.52	0.00	927.52	18,500.00	0.00	18,500.00	5.01%	0.00%	5.01%	1,733.79
Volunteer Drivers	0.00	36,262.62	36,262.62	0.00	621,500.00	621,500.00	0.00%	5.83%	5.83%	61,215.10
Other Transportation (incl Cabs)	1,290.00	1,633.53	2,923.53	35,552.00	735,150.00	770,702.00	3.63%	0.22%	0.38%	26,752.84
Contractor Expenses	90,277.32	37,896.15	128,173.47	1,449,820.00	1,356,650.00	2,806,470.00	6.23%	2.79%	4.57%	200,229.58
MARKETING EXPENSE										
Bus Tickets/Fare Media	1,637.85	(502.33)	1,135.52	20,000.00	2,400.00	22,400.00	8.19%	-20.93%	5.07%	1,364.06
Marketing Expense	2,942.00	3,056.35	5,998.35	52,000.00	40,840.00	92,840.00	5.66%	7.48%	6.46%	6,967.72
Public Information	2,460.00	2,310.00	4,770.00	40,000.00	32,000.00	72,000.00	6.15%	7.22%	6.63%	312.00
Marketing Expense	7,039.85	4,864.02	11,903.87	112,000.00	75,240.00	187,240.00	6.29%	6.46%	6.36%	8,643.78
OTHER EXPENSES										
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	18,109.17	879.17	18,988.34	217,310.00	10,550.00	227,860.00	8.33%	8.33%	8.33%	23,349.17
Other Expenses	64,551.68	879.17	65,430.85	267,310.00	10,550.00	277,860.00	24.15%	8.33%	23.55%	69,791.68

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			Budget Approved (Dec 2015)			Budget Variance			
TOTAL EXPENSES	1,191,587.71	403,816.28	1,595,403.99	14,166,812.00	6,109,576.00	20,276,388.00	8.41%	6.61%	7.87%	1,750,971.06
Current Year Deferred Costs	12,639.63	0.00	12,639.63	0.00	0.00	0.00	0.00%	0.00%	0.00%	58,967.92
ALLOCATIONS BETWEEN PROGRAMS	27,141.50	(27,141.50)	0.00	350,000.00	(350,000.00)	0.00	7.75%	7.75%	0.00%	0.00
Balance Of Operating Budget	(0.00)	(243,855.62)	(243,855.62)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(167,157.37)
Capital Revenue										
Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	102,903.64
State Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	12,862.96
Paratransit Lease Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	12,862.94
Local Match Revenue	18,109.17	879.17	18,988.34	0.00	0.00	0.00	0.00%	0.00%	0.00%	23,349.17
Total Capital Revenue	18,109.17	879.17	18,988.34	0.00	0.00	0.00	0.00%	0.00%	0.00%	151,978.71
Capital Expenses										
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	128,629.56
Maintenance Parts and Equipment	595.59	0.00	595.59	0.00	0.00	0.00	0.00%	0.00%	0.00%	88,731.84
Passenger Amenities	43,980.00	0.00	43,980.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	20,855.85
Facility Repairs and Improvements	(703,248.00)	0.00	(703,248.00)	0.00	0.00	0.00	0.00%	0.00%	0.00%	66,947.17
Total Capital Expenses	(658,672.41)	0.00	(658,672.41)	0.00	0.00	0.00	0.00%	0.00%	0.00%	305,164.42
Balance of Capital Budget	676,781.58	879.17	677,660.75	0.00	0.00	0.00	0.00%	0.00%	0.00%	(153,185.71)
1 Industrial Activity										
Rental Income	5,075.00	0.00	5,075.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	17,437.50
Total 1 Industrial Activity	5,075.00	0.00	5,075.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	17,437.50
Transfer of Purchases to Fixed Assets	(706,563.00)	0.00	(706,563.00)	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00
Subtotal	(706,563.00)	0.00	(706,563.00)	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00
Current Change in Net Assets	(24,706.42)	(242,976.45)	(267,682.87)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(302,905.58)

Date: September 12, 2016

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners

From: Bill McCarty, Director of Maintenance

Re: Green Mountain Transit Maintenance Report

- Burlington location provided 439.5 hours in Rural maintenance services in August
- August Preventative Maintenance B brake inspections performance: 74 combined team B level inspections for an 85% on time completion rate
- August Preventive Maintenance C inspections performance: 51 combined team C level inspections for a 92% on time completion rate
- August Preventive Maintenance D level inspections performance: 19 combined team D level inspections for a 95% on time completion rate
- August Road Calls: No Rural Road Calls; 11 major & 12 minor Road Calls, for a rate of 14.80 per 100,000 miles
- Maintenance had one preventable and zero non-preventable accidents in August

Date: September 20, 2016
To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
From: Jon Moore, Director of Operations
Re: GMT Operations Report

- Operations staff have continued testing of the RouteMatch AVL software and have been doing the daily driver scheduling in RouteMatch.
- GMT staff will meeting with the Burlington School District on 9/19 to discuss potential ways of billing for student rides without students needing their school ID's due to the high percentage of students who forgot or lose their ID's and the issues this creates. Other operational issues will also be discussed at the meeting.
- Due to overcrowding on the Neighborhood Special #39 trip a second #39 trip has been added to pick-up students on Pine Street traveling to BHS. This second bus was a deadhead trip from the garage to Cherry Street to operate the 7:30 AM #7 trip so there is no additional operating costs. The 7:30 AM #7 trip will travel into the BHS traffic circle on school days.



DATE: September 12, 2016

TO: GMT Board of Directors

FROM: Donna Rae Decatur, Director of Rural Operations

RE: GMT Rural August 2016 Operations Report

We are continuing to learn more about RouteMatch's optimization parameters and ways to improve efficiencies. Training for new Customer Service Representatives in Berlin for the Burlington Call Center. The FGI and Berlin Dispatchers have gained proficiencies in scheduling and assisting Drivers with tablet communications.

GMTA Franklin Grand Isle

- FGI was 267 days accident free as of September 12!
- The new Dispatch room is being fitted up and we expect that it will ready by October 1st.
- We are fully staffed with full-time Drivers but still recruiting for one part-time Driver. We are still actively recruiting for Volunteer Drivers.

GMTA Berlin / Sugarbush / Stowe

- Berlin and Stowe were 59 days accident free as of September 12.
- We are actively recruiting for seasonal drivers. Ads were placed on Coolworks.com as well as in several local newspapers. We have also sent information to seasonal bus services in Alaska (Danali National Forest & Glacier Bay), Martha's Vineyard and Acadia National Park.
- Met with Revitalize Waterbury on August 3 regarding collaboration to help promote the Route 100 Commuter, Waterbury Commuter and LINK Express routes. Waterbury is going to be under-going a downtown street renovation within the next two years. The downtown parking is going to be very limited.
- Berlin provided four hours of transit service between National Life and State Street on Thursday, August 4 for the Buy Local Market on the State House lawn.
- Attended Mad River TAC meeting on August 10. An update on the Snow Cap Commuter Fun Pass marketing plan was discussed. There were also suggestions regarding the new Bus Map & Guide.

FY17 Monthly Performance Report

CCTA - July 2016

Category/Measure	July-to-July Comparison			Year-to-Date Comparison		
	FY 2017	FY 2016	% Change	FY 2017	FY 2016	% Change
SERVICE PROVIDED						
Local Bus Trips	8,427	8,857	-5%	8,427	8,857	-5%
Local Commuter Bus Trips	240	276	-13%	240	276	-13%
LINK Bus Trips (incl GMTA)	420	437	-4%	420	437	-4%
Total Bus Trips	9,087	9,570	-5%	9,087	9,570	-5%
Local VRH	7,429	7,839	-5%	7,429	7,839	-5%
Local commuter VRH	502	571	-12%	502	571	-12%
LINK VRH (incl GMTA)	994	1,101	-10%	994	1,101	-10%
Total Vehicle Revenue Hours (VRH)	8,925	9,511	-6%	8,925	9,511	-6%
Local VRM	85,583	92,017	-7%	85,583	92,017	-7%
Local Commuter VRM	10,630	11,878	-11%	10,630	11,878	-11%
LINK VRM (incl GMTA)	31,720	33,674	-6%	31,720	33,674	-6%
Total Vehicle Revenue Miles (VRM)	127,933	137,569	-7%	127,933	137,569	-7%
Total Vehicle Miles	137,094	145,271	-6%	137,094	145,271	-6%
MEASURES OF EFFECTIVENESS						
Ridership						
Local Boardings	160,577	185,058	-13%	160,577	185,058	-13%
Local Commuter Boardings	2,222	2,881	-23%	2,222	2,881	-23%
LINK Boardings (incl. GMTA)	11,767	13,600	-13%	11,767	13,600	-13%
Total Transit Boardings	174,566	201,539	-13%	174,566	201,539	-13%
Total ADA Boardings	3,396	4,386	-23%	3,396	4,386	-23%
College Street Shuttle Boardings	19,679	19,171	3%	19,679	19,171	3%
Wheelchair Boardings	2,586	2,292	13%	2,586	2,292	13%
Unlimited Access	23,906	28,813	-17%	23,906	28,813	-17%
Bicycle Boardings	3,671	4,070	-10%	3,671	4,070	-10%
Transfers	16,005	19,699	-19%	16,005	19,699	-19%
Reliability						
No. of Missed Trips	11	1	1000%	11	1	1000%
No. of Road calls	11	12	-8%	11	12	-8%
Passenger Satisfaction						
Compliments	1	2	-50%	1	2	-50%
Complaints	5	1	400%	5	1	400%
Community Satisfaction						
Compliments	3	0	#DIV/0!	3	-	#DIV/0!
Complaints	0	2	-100%	0	2	-100%
Safety						
Preventable Accidents-Operations	-	2	-100%	0	2	-100%
Preventable Accidents-Maintenance	0	0	#DIV/0!	0	-	#DIV/0!
MEASURES OF EFFICIENCY						
Utilization - Local Routes						
Passengers/Vehicle Revenue Hour	21.6	23.6	-8%	21.6	23.6	-8%
Passengers/Vehicle Revenue Mile	1.88	2.01	-7%	1.88	2.01	-7%

Date: September 20, 2016
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: David Armstrong, Planning Manager
 Re: Planning Report

Urban Planning:

- **Ridership:** In an effort to present more relevant and “simpler” data to the Board and the public, staff has presented ridership in graphical form. The top chart shows all urban fixed-route ridership by month from FY15 through this August. Ridership spikes in Sept and Oct with the return of both college students and neighborhood specials. Additionally, one can see the steady decline in overall ridership from FY15... ADA ridership at the lower left also shows a steady decrease in ridership, though this trend is positive. Lastly, Montpelier Link ridership is shown at the lower right. Interestingly, while Link ridership was down 5% FY16 over FY15, the overall FY16 trend showed rising ridership through the year, while FY15’s trend was downward.
- **GMT System Redesign RFP:** Selection committee is meeting with two of the proposing vendors on September 15. Both an Urban and Rural GMT Board member will be participating in these meetings: Proposing firms were asked to present their plans for the redesign study and to field questions from the selection committee. Staff should have a final decision on a vendor by the September 20 Board meeting, and will be prepared to discuss either the final decision and/or the ongoing process of choosing a vendor.
- **Route updates:** The Milton Commuter has been traveling to Birchwood Mobile Home Park, and like the service in Plainfield (see below), will directly benefit the Housing Foundation and its affordable housing clients. Ultimately, access to the route will be much safer for residents of the Park, as there is no sidewalk between the next nearest bus stop and the Park. Staff met with City Market to discuss the potential for future service to their new south-end store (Flynn St @ Briggs St). A potential option may be to operate a shopping shuttle akin to our other shopping shuttles in the area. This will be an ongoing project. Staff has also been working on year-end data collection/reconciliation.

Community and/or RPC Involvement:

- Staff attended UVM’s Natural Resources 206 event where area businesses solicit student assistance with environmental projects. Specifically, GMT was looking for help conducting a carbon footprint analysis of #1 and #15 Industrial Parkway, in preparation for a potential TIGER grant application. Unfortunately, GMT was not chosen as a project, but great contacts were made with UVM staff and students, and future opportunities for collaboration look quite optimistic.

Rural Planning:

- **Ridership:** As with urban reporting, ridership is being presented in graphical form. The top graph displays all fixed route ridership by month from FY15 through this August. What is visually striking is the role our seasonal routes play in driving rural ridership during the winter months. To better show regional ridership, FGI ridership is at lower left, and Washington and Lamoille County year-round route ridership is shown to the right. These don’t spike without influence from seasonal routes.

- **GMT System Redesign RFP:** The system redesign will examine Rural routes as well as Urban, (see above).
- **Route updates:** Staff worked with The Housing Foundation on new bus stops in Plainfield (US 2 Commuter). These new stops will serve two affordable housing locations, and will be helpful to the Housing Foundation in their renovation grant application. Generally, this time of year is consumed by going through the previous year's reporting and billing in order to provide VTrans with year-end "trued-up" information, and to prepare for the annual audit.

Community Involvement:

- Mad River Valley TAC

To: Chapin Kaynor, Board Chair, and GMT Board of Commissioners

From: Trish Redalieu, Director of Administrative and Support Services

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

Date: September 20, 2016

Human Resources

Seasonal Driver recruiting is underway and GMT has received several applications. New Hires for August: PT Driver in Burlington, FT Driver in Berlin, PT Driver in St Albans, and CSR. Gene Winnicki and Michael Zhu were both promoted to Operations Supervisor, in the Berlin and Burlington areas, respectively. Both worked as drivers for GMT. Congratulations to both Gene and Michael!

IT Support

The internet connection from the DTC to and 15 Industrial Parkway has been established and tested. David Hamblin attended meetings with subcontractors for the DTC.

Marketing

New decals are ordered and will be placed on the buses shortly. The new website launched on September 19th and Jamie Smith will provide an overview of it at the Annual Retreat. A reprint of the Bus Map and Guide was ordered and received to incorporate updated changes to the changes to the Milton Commuter. GMT received the following press:

- St Albans Messenger article on the need for Volunteer Drivers,
- Two news reports on WCAX about the DTC opening and the RouteShout App,
- ABC22 news report on the DTC opening, and
- VT Digger article on about RouteMatch.

Date: September 13, 2016
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: Stephen Carlson, Project Development Manager
 Re: August Project Development/Management Report

Passenger Shelters:

Urban:

Circ. Alternative Shelters: Solar lighting will be installed in the remaining seven Circ. shelters as soon as a new lighting supplier is selected.

Solar Shelter Lighting: Lighting systems from five manufacturers have been purchased and installed for evaluation. Testing of each system will evaluate its ease of installation, ability to meet our performance specifications, durability and other essential characteristics. We hope to select a new supplier in the third quarter of 2016. Over the past few years CCTA has installed solar lighting in approximately 45 bus passenger shelters. Solar lighting will be installed in additional passenger shelters as soon as a new solar lighting supplier is selected.

Rural FY14/15:

The shelter at the Plainfield Park & Ride has been delivered and set in place and we are now arranging for the glass to be installed. Once a solar lighting system has been approved we will also install a solar light at this shelter. Solar lighting will also be installed at the recently completed shelter at Marshfield. A shelter is also being considered for the Walmart in St. Albans. Ongoing discussions with the Walmart store manager are promising; however, progress is very slow. Approval has already been received from the property developer, JL Davis Realty. Once approval is received from Walmart, it is likely that we will have to get approval from the Town of St. Albans and from the Act 250 Commission, further extending the process.

Downtown Transit Center:

Construction at the Downtown Transit Center (DTC) continued to progress during August. The overall project is now 95% complete. At the DTC Building, the Break Room Level is complete. The Passenger Level is virtually complete with only minor work remaining. Both the break room level and passenger levels have been cleaned and readied for occupancy by GMT personnel. At the canopy/platform, work is also advancing. Skylights have been installed and the metal ceiling panels are about 90% complete. All of the bus berth monitors have been received and 9 out of 10 have been installed. The final monitor remains at the RouteMatch testing facility in Atlanta, GA. That monitor will be received shortly and installed. In addition, security cameras have been installed. On Saturday, September 10th, final paving was completed and striped. Training on all systems will begin the week of September 12th. Beneficial occupancy is now scheduled for later this month, close to the "end of summer" target.

GMTA Rehabilitation of three-bay storage garage:

Estimates of the construction costs for this project far exceeded budget. The current plan is to use the available funding to make improvements to the interior of the main building and not undertake any facility expansion work.

Call Center (1 Industrial Parkway) and Dispatch Center (15 Industrial Parkway):

The Call Center and Dispatch projects have been combined into one project to make the project more attractive to contractors. We are in the process of putting together an Invitation for Bids for both the Call Center at 1 Industrial Parkway and the Dispatch Center at 15 Industrial Parkway. It is anticipated that the IFB will be issued later this month or in early October.

ADA Ridership Report (by Town) : FY17

Update 9/14/16

CITY/TOWN	July	August	Totals
BURLINGTON	1,294	1,390	2,684
COLCHESTER	62	88	150
ESSEX	242	309	551
OTHER	24	31	55
SHELBURNE	257	266	523
SO. BURLINGTON	949	1,027	1,976
WILLISTON	122	110	232
WINOOSKI	446	514	960
TOTAL	3,396	3,735	7,131
Cost to Members	\$ 100,442.85	\$ 88,904.37	\$ 189,347.22
Cost/Trip	\$ 29.57681095	\$ 23.80304418	\$ 26.55

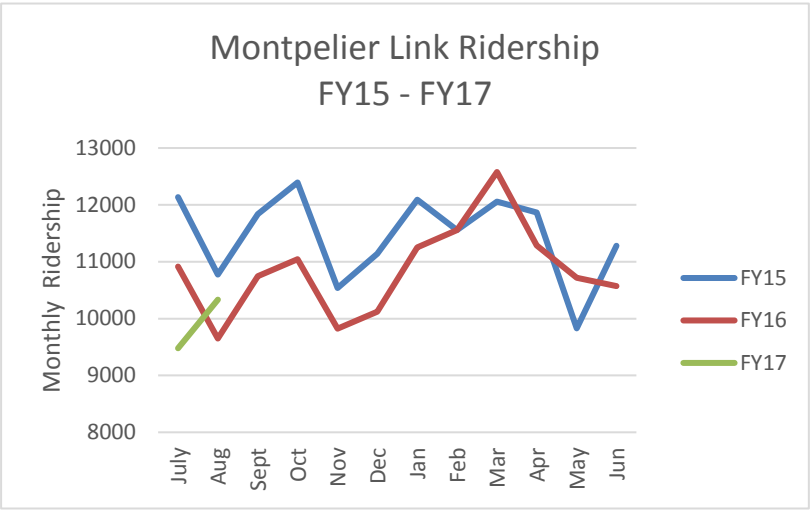
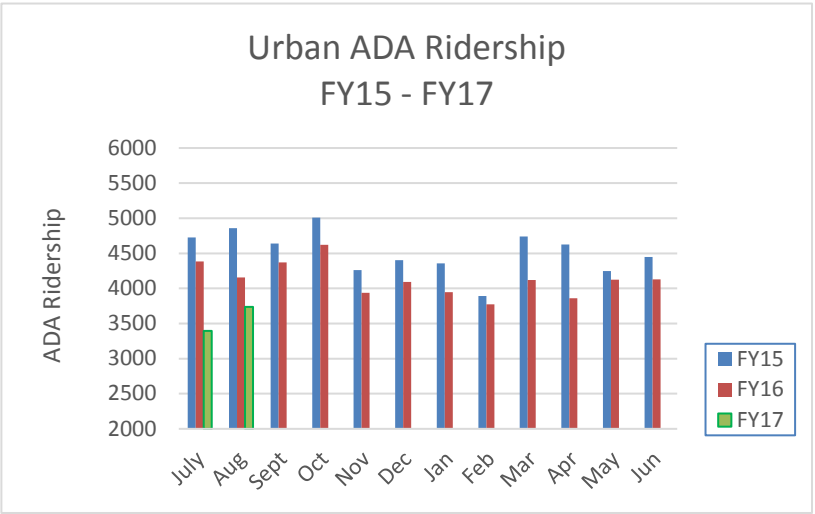
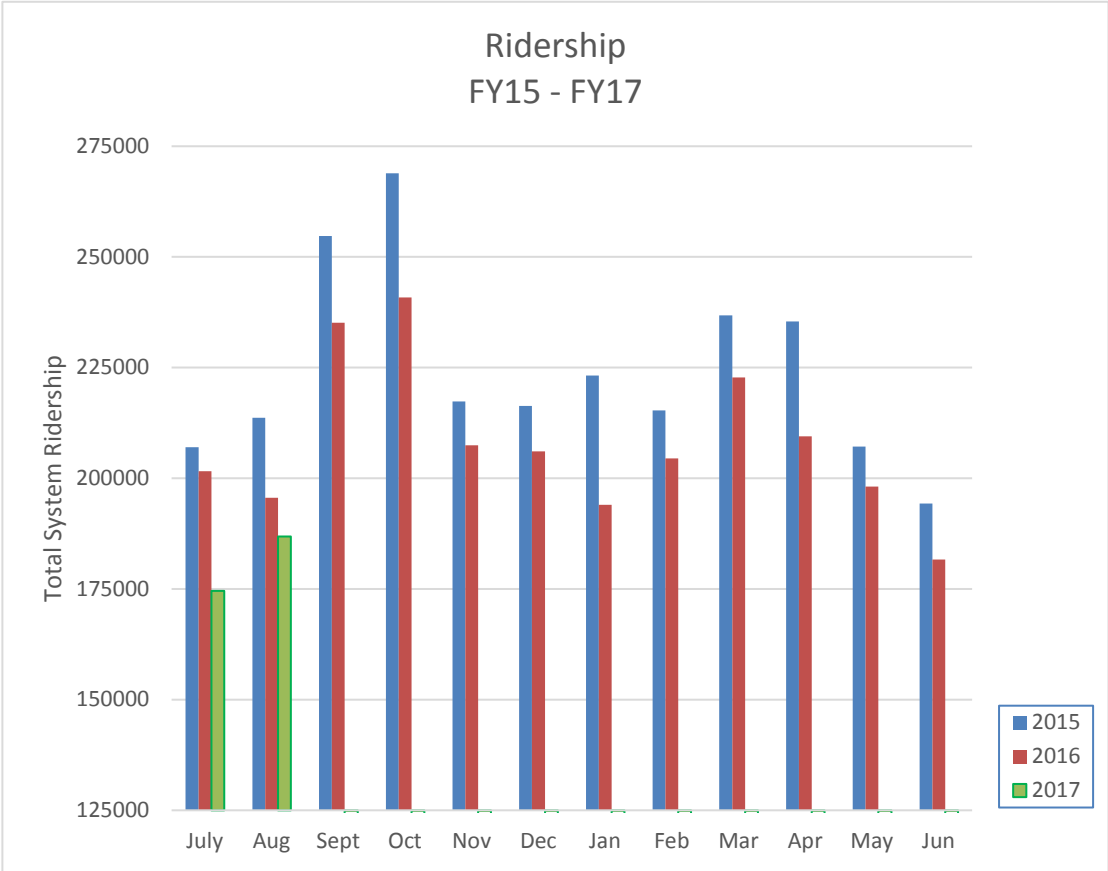
ADA Ridership Report (by Town) : change from FY 15 to date to FY16 to date

	July	August	Totals
BURLINGTON	(362)	(222)	(584)
	-21.86%	-13.77%	-17.87%
COLCHESTER	(21)	(4)	(25)
	-25.30%	-4.35%	-14.29%
ESSEX	(212)	(122)	(334)
	-46.70%	-28.31%	-37.74%
OTHER	12	16	28
	100.00%	106.67%	103.70%
SHELBURNE	(22)	(30)	(52)
	-7.89%	-10.14%	-9.04%
SO. BURLINGTON	(135)	23	(112)
	-12.45%	2.29%	-5.36%
WILLISTON	(65)	(80)	(145)
	-34.76%	-42.11%	-38.46%
WINOOSKI	(185)	(3)	(188)
	-29.3%	-0.6%	-16.38%
TOTAL	(990)	(422)	(1,412)
	-22.57%	-10.15%	-16.53%

ADA Ridership Report (by Town): FY16

CITY/TOWN	July	August	Totals
BURLINGTON	1,656	1,612	17,922
COLCHESTER	83	92	1,060
ESSEX	454	431	4,904
OTHER	12	15	313
SHELBURNE	279	296	3,390
SO. BURLINGTON	1,084	1,004	12,791
WILLISTON	187	190	1,999
WINOOSKI	631	517	6,369
TOTAL	4,386	4,157	48,748

Green Mountain Transit Urban Ridership, August 2016



Green Mountain Rural Ridership, August 2016

