

MEETING NOTICE AND TENTATIVE AGENDA
Chittenden County Transportation Authority Board of Commissioners
7:30a.m. Tuesday, January 17, 2012
15 Industrial Parkway, Burlington, VT

The mission of CCTA 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.

- 7:30a.m. 1. Open meeting
- 7:31a.m. 2. Public Comment
- 7:32a.m. 3. Adjustment of Agenda
- 7:33a.m. 4. Consent Agenda (Action)
- 12.20.11 Board Meeting Minutes
 - 1.5.12 Special Board Meeting Minutes
 - Approval to Implement a New PM Montpelier Link Trip
 - Approval to Implement the Hinesburg Commuter
- 7:40a.m. 5. FY13 Operating Budget (Discussion) *The Board will continue discussions on options to increase revenues, decrease expenses, or a combination thereof to balance the FY13 operating budget.*
- 8:20a.m. 6. CCTA Transit Center (Presentation) *The Board will be briefed on two options in lieu of a single transit center: an "offset" location at the old Greyhound on Pine Street, and a dual-hub location in the CBD.*
- 9:00a.m. 7. Committee Reports:
- **Strategy Committee** – Standing Committee (Next Meeting January 27, 2012 at 8:00 AM at the CCTA Administrative Office)
 - **Finance Committee** – Standing Committee (Next Meeting February 13, 2012 at 8:00 AM at the CCTA Administrative Office)
 - **Leadership Committee** – Standing Committee (Next Meeting TBD)
 - **Assessment Committee** – Standing Committee (Next Meeting January 23, 2012 at 9:00 AM at the CCTA Administrative Office)
- 9:05a.m. 8. Other Business
- 9:10a.m. 9. Executive Session
- 9:15a.m. 10. Adjourn



NOTES:

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Michaella Pacillo, Administrative Assistant at 802-864-CCTA or 802-864-2282 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact CCTA through the Vermont Relay Service (711).
- Free transportation to and from CCTA Board Meetings is available within the CCTA service area. To make advance arrangements, please call CCTA'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.

CCTA Board of Commissioners

Consent Agenda Items

12/20/2011 Meeting Minutes

1/5/2012 Meeting Minutes

Approval To Implement PM Montpelier Link Trip

Approval to Implement the Hinesburg Commuter

CCTA BOARD MEETING MINUTES

DATE: December 20, 2011
TIME: 7:30am
PLACE: CCTA Administrative Office
15 Industrial Parkway
Burlington, VT 05401

PRESENT:

Steve Magowan, Chair, South Burlington
Brian Palaia, Commissioner, Milton
Bonnie Waninger, Commissioner, Lamoille County
Catherine Dimitruk, Secretary, Franklin County
Tom Buckley, Vice Chair, Winooski
Karla Munson, Commissioner, Hinesburg
Denis Barton, Commissioner, Shelburne
Albert Turgeon, Treasurer, Williston
Marti Powers, Commissioner, Essex
Chapin Spencer, Immediate Past Chair, Burlington
Bethany Whitaker, Commissioner, Burlington

Meredith Birkett, Acting General Manager
Aaron Frank, Assistant General Manager
Michelle Daley, Director of Finance
Jon Moore, Transit Planner
Patsy Redalieu, HR Manager
Rose Getch, Public Affairs and Marketing Manager
Tawnya Kristen, Community Relations Manager, GMTA
Tim Bradshaw, Director of Operations
Liz Curry, Grants Manager
Steve Carlson, Project Development Manager
Karen Plante, Staff Accountant

Members of the Public:

Steve Falbel, Steadman Hill, Consultant

1. Opening meeting

Chairman Magowan called the meeting to order at 7:30a.m.

2. Public Comment

None



3. Adjustment of Agenda

Adding 9a relating to Montpelier City funding.

4. Minutes

- **11.8.11** –Commissioner Barton motioned to approve the minutes, Commissioner Munson seconded, and Commissioner Buckley abstained. Minutes approved.
- **11. 14.11** –Commissioner Buckley motioned to approve, Commissioner Turgeon seconded, and Commissioners Munson and Powers abstained. Minutes approved.

5. Financial Report

Ms. Daley had nothing to add to the memo included in the Board packet and was prepared to receive questions from the Board. Commissioner Turgeon commented that there was a lot activity in the finance area; we have an audit underway, we have to figure out hurricane recovery costs, and figure our FY13 budget. We need to look further out to the FY14 budget and it doesn't look much better. With the deficit we could reduce operating costs, raise fares, increase ridership and fare revenues; We need to figure out how to deal with potential problems.

Commissioners Dimitruk and Waninger arrived 7:34a.m.

6. FY13 Operating Budget (Discussion)

Ms. Daley reviewed a memo of the highlights in the proposed FY13 operating budget.

Commissioner Whitaker arrived 7:36a.m.

Ms. Daley went on to say we anticipate no Medicaid bus pass program administrative revenue in FY13, the biggest revenue change is passenger revenue where we're budgeting a fare increase. As far as expenses; salary and non-union wages are budgeted at a 3% increase and 3.5% for driver and maintenance as that is the cap based on our contract and with the CPI trending at 3.9%, the maximum of 3.5% is likely. Legal expenses were increased due to it being a contract year and fuel is at \$3.50 per gallon.

Commissioner Turgeon thinks it really does bode as sort of an austere budget, with operating costs increasing we need to maintain what we have now. The Finance Committee asked the staff to look at a municipal assessment increase of less than 3% across the board, and reducing services is the only way to do that. We are looking for a minimal budget impacts the community, and that's what we have in front of us. Commissioner Buckley asked if we make these adjustments to revenue as in the proposed budget, will we balance budget? Commissioner Turgeon stated, yes.

Commissioner Spencer asked if the Finance Committee viewed and recommended this approach in fare increases of rural and urban. Commissioner Turgeon stated that they hadn't had the opportunity to vote, but rather asked staff to go out and look at it. The Finance Committee discussed the fares and directed staff to consider alternatives, such as reducing service on routes that are performing less productively than others. .

Commissioner Buckley asked about the 9% paratransit expense increase. What are the high level drivers of this? Mr. Frank explained that there is a high use, that we are working hard to maintain it, and we are reducing the service to the federal requirement rather than a more generous level we had previously operated. We met with the Strategy and ADA Committees and as a result of Board approved changes ,mid-day service will and other ADA service operated when fixed route service does not operated will be concluded as of about January 1. There are new senior housing developments and other ones that drive the need for ADA service. The farther from the urban core the developments are, the more expensive the service is.

Commissioner Buckley asked if the sedan service savings are included in this budget. Mr. Frank explained that they are. The sedans have helped as it costs about 1/3 less to run the sedans. If we could get more sedan funding in state grants, we could use more sedans.

Commissioner Barton mentioned a Shelburne issue regarding an email from prior Commissioner Wessel regarding Wake Robin and the fact that their residents have concerns regarding transit.

Commissioner Palaia arrived 7:47a.m.

Ms. Birkett explained that we uncovered a glitch in our budget process. We have to hold a public meeting on our budget and notify the municipalities ahead of time; therefore, we will be holding a budget meeting on January 5th at 5:00pm. We will have a Leadership meeting that same day at 4:00pm. Section 7A of the charter describes the process of the budget meeting. We've put the notice in the Free Press and certified letters will be mailed to the municipalities today. If we are able to have a quorum on the 5th then we can go ahead and prepare to approve the budget after that meeting. That will permit us to get our assessments out to the communities. Commissioner Buckley asked if that will be our final approval. Ms. Birkett responded yes.

Commissioner Waninger asked if we serve the rural communities with a similar notice. Ms. Birkett stated that we do not due to the specific charter language and the difference between the urban assessment process and the rural contribution process.

Commissioner Turgeon reiterated that neither the impact of a fare increase, nor the other options, reduce services, can be done without cost. We must consider those

costs. We need to be thinking philosophically: When ridership is increasing? What is the message we send? Should we be fiscally conservative and do a 2% instead of 3% assessment increase?

Ms. Birkett presented an overview of the potential fare increase and noted that staff's viewpoint is generally that it is better to have the service in place for a little more money than to cut service. A few cuts might be relatively painless due to ridership but there are some communities that are attached to those services. However, to avoid the fare increase we would still be left with making other cuts that are more painful to the riders. On the rural side, there is more potential that something can happen to not require a fare increase such as changes to local or state funding. Therefore, we are not ready to roll the fare increase out to the communities right now.

The least productive routes on the urban side are our Sunday service, which is mostly seniors to Sunday religious services. Ms. Birkett explained these are all riders that would likely transition to ADA and would wind up costing us more, so cutting this service does not make a lot of sense. The Parc Shuttle has had decreasing ridership for the last 2 years. Peoples United improved their parking stipend therefore making it more attractive for employees to drive. To keep service in Burlington and meet a community need to improve the Pine Street route, we would only save \$25,000 annually by cutting this route. The Essex Center route is the only service that goes to the Shoppes in Essex Town. It provides an important link to the other routes, although cutting it could save about \$156,000 annually.

Commissioner Waninger asked if we have approached Peoples United about a bus pass for employees to try to gain ridership. Peoples United already does do this, but their parking has so improved that it still does not attract riders.

On the Rural side, the least productive routes are the Northfield Community shuttle, which is a one day a week shuttle that we reinstated after we canceled the Northfield Commuter in 2004 for lack of ridership. Halting service on this route could save \$10,000. The Morrisville Loop, one of the three year-round routes in Lamoille County, which really does fill community service needs, if halted would save us \$58,000 a year. The Montpelier Circulator, which is a brand new route, only 5 months old, receives a \$40,000 contribution from the town. It looks like the city is facing some serious budget difficulties and the City Manager has put forth a series of budget cuts. One major cut would be the \$40,000 we receive for the Circulator. If this happens, we would cancel the Circulator, which would free up \$100,000 on the rural side of the budget due to decreased expenses.

Voter approval will be required for the City of Montpelier Circulator. The \$40,000 for the Circulator was approved last year but it will be more of a challenge this year. Even more importantly, there is also \$29,000 in City of Montpelier funding that matches grants in support of the route that assist elderly, the disabled and more transit dependent riders.

The Board discussed asking Commissioner Garabedian to work with the City of Montpelier on this item. In particular, the Board suggested having a discussion about having two separate articles, one for the base \$29,000 and one for the \$40,000 for the Circulator. With this discussion, the Chair indicated there was no need for item 9a to be added.

Ms. Birkett also mentioned another lower performing rural route is the Valley Floor Route in Mad River Valley. This is the one service that connects the year round community with the ski areas. We have agreed to work with the community to market the service and improve ridership.

Chair Magowan asked to have a conversation about a combination of fare increase and service cuts. Commissioner Waninger stated that in the case of Morrisville, a fare increase would be more welcome than a service cut. Commissioner Turgeon asked Ms. Birkett what she thinks; she understands this better than any of the Board. Ms. Birkett indicated that on the urban side, unfortunately, the least painful cuts won't get us to where we need to be, and we could still have to do some sort of fare increase. The bottom line is with only a 3% assessment, fare increases will likely be needed and that is the staff recommendation at this time barring additional information in the future on other revenue sources.

Mr. Frank noted that urban budget is at \$12 million a year and only \$5.3 of this is fare and local money. Federal and state money have been frozen for two years and going on three, which causes some tough choices. Commissioner Waninger asked if the staff anticipated future years of funding freezes.

Commissioner Spencer wanted to hear rural side information. The staff put together a great proposal, but let's delve into managing the underperforming routes. Commissioner Turgeon agreed but in the end we need to try to balance with a combination of increases and cuts. Commissioner Dimitruk wants to look at less obvious places, i.e. we really need take a look at the merger and the structural impact that has affected our bottom line. She also stated her frustration with the timing of all this, at a time where we've had no opportunity to discuss this with public or communities. Ms. Birkett explained that in terms of the rural contribution, we had that conversation in November, but the budget information was not yet available. Commissioner Whitaker stated that she's not opposed to a fare increase but perhaps it might be possible to raise the cash fare and not the pass fare to mitigate our ridership. Ms. Birkett will look into this.

Commissioner Turgeon is also frustrated by the fact that we're revisiting kinds of budget cuts and have not had time to talk to the public. We need an annual timeline for the budget that incorporates a timeline to go out to the communities, with enough public comment periods so everyone can provide a balanced set of feedback and be crystal clear about the timelines.

Chair Magowan stated that the organization has had a lot to deal with, i.e. a labor agreement, recruiting a General Manager and a merger that is unprecedented. There are no similar models to turn to. In October, the Board had a discussion and agreed to not go to local non-assessment communities for increases. Federal funding is always up in the air. When we create the budget in November, we work with many assumptions, if we start earlier there will be even more assumptions.

Mr. Frank commented that we have had two Finance Committee meetings regarding the budget and noted the results of the first work session could have come to the full Board, giving them the first briefing that the Finance Committee received. Commissioner Barton claimed that if CCTA is going to think strategically about the budget, our concern should be a five year budget or at least the next few years. Commission Buckley also supports this recommendation. Fare increases and putting the increase on folks who can't afford it will raise negative discussions with riders and become political. We really need the schedule that we have but perhaps along with that a preliminary budget can be prepared.

Chair Magowan decided to put an end to this discussion and go around the table to hear each board member say whether they support the budget and assessment level. He wanted to be sure he understood what everyone was saying.

Commissioner Palaia feels that the 3% municipal assessment increase is reasonable and we should budget that so we can continue the service in the future.

Commissioner Waninger feels that from the rural perspective, while the Montpelier Circulator might not be continued and could solve our problem, we cannot count on it.. Rural needs to take a better look at fare increases and how it will impact different regions differently. Increases in Lamoille or Washington where people are already paying will have a very different impact than in Franklin where fares are not currently charged. However, she indicated she is still supporting the fare increase. On the urban side, she will leave that up to the urban Board representatives.

Commissioner Whitaker is in favor of seeing some Burlington routes re- evaluated and was willing to go forward with fare increase.

Commissioner Dimitruk feels that the possible urban route adjustments may or may not work, but feels the 3% is appropriate and is comfortable with that. She's not, however, sold on the fact that fare increase is the solution.

Commissioner Spencer feels that his community will support a fare increase in light of the other options.

Commissioner Buckley is in support of budget as proposed right now. He challenges the Finance Committee to look at the process. It would be nice to look at next year's timeline, but he supports the budget.

Commissioner Munson would go along with the fare increase and assessment.

Commissioner Barton does not object to a fare increase but would like a discussion of future years budget pressures to understand where we are going.

Commissioner Turgeon feels that the 3% is reasonable, wants less fare increases, wants management to look for cuts of some kind that can be reapplied to fare increases. A budget timeline needs to be revisited. The Finance Committee will meet prior to January 5th to review proposals.

Commissioner Powers feels the 3% is reasonable. One comment about fare increase is that her understanding is not going to see the rise of ridership that we would have seen if there was no increase. She thinks that we'll need to adopt a process for the budget that's more reasonable for us when we have the need to communicate things.

Ms. Birkett stated that the Shelburne concern, at Wake Robin, is the directly related to ADA costs and will be addressed by CCTA's efforts to control ADA costs by limiting the hours of ADA service to the hours of fixed route services. Chair Magowan stated that we all represent our own municipalities. The Parc Shuttle needs to stop, but on the Essex Center side, it is a huge number and we need to look at the service. There is an art to this that makes sense if we can find a stable way through all the changes. If we raise fares this year, what about next year? If we don't connect those two, we're not going to be seen as strategic.

Commissioner Buckley stated that Winooski was not very concerned about paratransit; they took steps to make better use of the service. There are things to be done at a local level. Politically, the Essex Junction peak hour service expansion for us is very important. The notion of having a fare increase in urban and not in rural gives mixed messages.

Commissioner Turgeon made a closing comment that he thinks everything has to be on the table, we have to think about things deeply, and that there are even potential structural changes to make. We need a balanced look at how we do everything. Let people know how we are managing.

Ms. Birkett explained that certified letters would be mailed to municipalities today and will include the 3% assessment increase on the fixed route side.

7. FY13 Capital Budget (Action)

Mr. Frank provided an overview of the proposed FY 13 urban and rural capital budgets that were provided in the board packet. He noted that we have a contingency item for 6 buses that we are hoping not to exercise, if we receive replacement funding for them through FEMA.

Commissioner Magowan asked why FEMA would not replace them. Mr. Frank explained that they were insured at current value. FEMA expects us to find used similar buses, however, there is no comparable used fleet available, so we are requesting FEMA's assistance for the gap in funding to replace them.

Commissioner Spencer asked about the paratransit software. Were we originally getting more state participation than 10%? Can we potentially get the state to pay more? Mr. Frank stated that Liz Curry has been working hard on this project and obtained enough information on this software for the State to apply for a Federal grant. That should also help us obtain a 10% state match and we are trying to work with the Dept. of Vermont Health Access for the other 10% match.

Commissioner Spencer stated that he would appreciate a lot of conversation on the real time bus operations. His standpoint is that the Board endorsed the TDP and the goal more choice riders and he is concerned that we need to be clear to have that project for the next generation on the bus. Ms. Birkett stated they would have that discussion at the Leadership Committee meeting on January 5th about the ITS project. Commissioner Whitaker was also interested in the timing and implementation of the ITS given that staff and the Board have spent a lot of time on it.

Commissioner Buckley asked if the DTC was 100% Federal funded. Mr. Frank explained it was 80% federal and we are looking into options to the local match. He noted that we do not currently have debt, which will help with options.

Commissioner Dimitruk asked why computers are still part of a capital budget. Mr. Frank explained that with rural, VTrans will pay 90% of them if they are in the capital budget. Commissioner Magowan voiced that he is very much with Commissioners Spencer and Whitaker regarding the ITS and feels it is vital to choice ridership and to put it off another year is a bad idea. The Board really wanted this and spent a lot of time and energy on this item.

Ms. Birkett explained that paratransit software has nowhere near the internal staff demands that ITS will. DTC is comparable to the focus required of internal staff to make ITS functional. ITS is a long term Board goal and will take \$100,000 annually in operating costs to run, which we do not currently have.

Commissioner Turgeon stated that it is a good idea to take it back to the Leadership Committee. Commissioner Buckley stated that we should not let this drop out of site. We have to get grants from somewhere. Mr. Frank stated that we still have the federal

capital money for this project. We need state and local money, but the big money is there.

Commissioner Whitaker stated that she felt it is too long away to have nothing on the budget for ITS so she was not ready to approve the capital budget. Commissioner Spencer agreed.

Commissioner Waninger requested page numbers on the board packet pages.

Commissioner Whitaker requested an update that explains the status of capital projects not yet completed such as ITS funds secured, awaiting funds for operating costs so that as a Board, they can see what we have done or what is expected. Mr. Frank agreed to do a memo of last year's capital budget, where we are and what needs to be done.

Commissioner Palaia made a motion to approve the FY13 capital budget and Commissioner Barton seconded. The motion carried with eight in favor and three opposed (Commissioners Spencer, Whitaker and Magowan).

Commissioner Barton announced that he had to leave at 9:30 to attend another meeting. He was sorry he would be missing the opportunity to participate in whatever was left of the meeting, maybe in the future we need to restructure this meeting for people who cannot be here past the schedule time.

Commissioners Whitaker and Turgeon leave 9:35a.m.

8. FY12 Capital Budget Adjustment (Action)

Mr. Frank presented an FY 12 Capital budget adjustment that was proposed in the board packet and based on additional and changed grand opportunities from VTrans.

Commissioner Dimitruk made a motion and Commissioner Waninger seconded. All were in favor and the motion passed.

9. Request to Form an Assessment Committee (Action)

Chair Magowan noted that his request stems from the meeting relating to how we have different funding mechanisms for rural and urban services. We need to form a special committee to discuss the future of assessments for public transportation across our entire system and to make a proposal to legislature, if need be

Commissioner Buckley stated that we need someone from the Finance Committee who understands the assessment process, that we need to research similar agencies and how they do assessments, and to report to Board and go from there. We are looking at

a four-six month process. Commissioners Waninger, Powers and Chair Magowan volunteered to be the committee.

10. CCTA Transit Center (Presentation)

This item has been moved to the next meeting.

11. Organizational/Reporting Changes (Information)

An organizational chart developed by the Acting General Manager in consultation with Chairman Magowan was distributed. Ms. Birkett noted that the chart re-organized the staff and recognizes Tim Bradshaw joined of CCTA as Director of rural and urban bus operations but that that it does not add staff.

12. Link Special Service Adjustment (Action)

Ms. Birkett stated that in November we implemented a route from Waterbury to Chittenden County which has been running for about a month. Representatives of the administration have requested a third bus be added to the route. It will shorten the trip for employees and make it more attractive for ridership. We have the staff and equipment to support this adjustment and now we need Board approval.

Commissioner Munson moved for approval, Commissioner Spencer seconded. All were in favor and the motion passed.

13. Resolution Re: Sedan Funding in Rural Capital Grants (Action):

Mr. Frank explained that the staff developed a resolution after a Board request at the last meeting. This matter is in response to an issue raised by the Finance Committee which questioned why we did not use sedans for rural human service transportation when we do for urban human service transportation. The difference is the the state has not provided funding for sedans in the past. The Board last month felt that a resolution would assist staff in showing the support for this change which will help us manage costs better.

Commissioner Buckley moved to adopt the resolution and Commissioner Whitaker seconded. All were in favor and the motion passed.

14. CCTA Website – Board Documents (Presentation) This item will be moved to the next meeting.

15. Open Meetings and Public Records (Presentation) This item will be moved to the next meeting.

16. Committee Reports:

- **Strategy Committee** – Commissioner Munson noted that the committee reviewed the DTC alternates to a single downtown location and it was obvious that it was not going to be feasible to create a dual hub or an out of downtown facility. The operating cost numbers are really expensive for an out of downtown hub. The committee did not think the ridership would approve of the time delays either. The committee also came to the conclusion that a multi hub is not feasible. There is too much time involved and ridership would fall off. Chair Magowan asked if there was any input from our drivers and to provide an opportunity for such input
- Finance Committee – Standing Committee (Next Meeting January 4, 2012 at 8:00 AM at the CCTA Administrative Office)
- Leadership Committee – Standing Committee (Next Meeting January 5, 4:00pm prior to budget meeting at 5:00pm)

17. Other Business

Commissioner Buckley took a moment to thank the staff for all their hard work and dedication especially during a tough time without a General Manager and a difficult budget process. Chair Magowan echoed Commissioner Buckley's comments and stated that the staff has all done a great job. The staff has handled this all well and we have learned from some of the missteps we have made and continue to learn.

Commissioner Spencer stated that Local Motion is having a Mayoral candidate forum on transportation on January 12th at the Unitarian Universalist church where transit is going to be a key piece of the program. He asked if we could send out the notice on cctaride.org.

The Board has appointed Ruth Wallman as Commissioner of Grand Isle County.

18. Adjourn

Commissioner Powers made a motion to adjourn, Commissioner Munson seconded, all were in favor and the meeting adjourned at 9:50a.m.

Respectfully Submitted,

Tom Buckley
Vice Chair

Accepted on behalf of the
Board of Commissioners

Steve Magowan
Chairman

CCTA BOARD MEETING MINUTES

DATE: January 5, 2012
TIME: 5:00pm
PLACE: CCTA Administrative Office
15 Industrial Parkway
Burlington, VT 05401

PRESENT:

Steve Magowan, Chair, South Burlington
Chapin Spencer, Immediate Past Chair, Burlington
Tom Buckley, Vice Chair, Winooski
Albert Turgeon, Treasurer, Williston
Denis Barton, Commissioner, Shelburne
Brian Palaia, Commissioner, Milton
Marti Powers, Commissioner, Essex
Harold Garabedian, Commissioner, Washington County
Bonnie Waninger, Commissioner, Lamoille County

Meredith Birkett, Acting General Manager
Aaron Frank, Assistant General Manager
Michelle Daley, Director of Finance

Members of the Public:
None

1. Opening meeting

Chairman Magowan called the meeting to order at 5:00pm

There is not a quorum at the moment so we can't open the meeting – once we have a quorum we can open the meeting. The chair requested that Ms. Birkett start the budget presentation.

2. Public Comment

None

3. Presentation of CCTA's Proposed FY13 Revenues and Expenses

Ms. Birkett gave a presentation on the proposed Budget for FY13.

Commissioner Turgeon arrived@ 5:03pm creating a quorum
Commissioner Barton arrived @ 5:06pm



Commissioner Powers arrived @ 5:18pm

Commissioner Buckley made a motion to adopt the FY13 operating budget and Commissioner Turgeon seconded.

The budget still has room for change as discussed in the last board meeting. The municipalities will know their contributions. However, the board can make changes later in the calendar year once they can see how the federal and state funding pans out. The Chairman noted they also have the provision in the charter allowing them to go to the communities for more money if need be.

The Board noted that the budget could be affected by Burlington route changes and the outcome of the decisions made regarding the Montpelier Circulator, but we do need to approve a budget in the near future to finalize our assessments. We need to have a decision by our Board Meeting in March or we'll have to hold a special meeting in early April with regard to the fare increase.

Chair Magowan motioned to make a friendly amendment to the budget motion stating that:

The Board will approve the operating budget with the understanding that the bottom line budget includes an assessment to municipalities that we are approving, with a fare increase that we are not approving, but may in several months.

Commissioner Barton moved to approve amended motion and Commissioner Buckley seconded.

All were in favor of the motion including the amendment. The budget motion including the amendment was approved.

5. Other Business

None

Chair Magowan entertained a motion to go into the executive
Commissioner Buckley moved to enter executive session
Commissioner Barton seconded.

8. Executive Session

Commissioner Buckley moved to leave executive session
Commissioner Barton seconded.

9. Adjourn

Meeting is adjourned 5:50pm

Respectfully Submitted,

Accepted on behalf of the
Board of Commissioners

Tom Buckley
Secretary

Steve Magowan
Chairman

DRAFT

Date: January 17th, 2012

To: Chairman Steve Magowan and the CCTA Board of Commissioners

From: Jon Moore and David Armstrong, Transit Planners

Re: Planning Report

CCTA Service Area

Ridership Highlights

Both trunk line routes offering 15 minute peak hour service are performing very well in FY12. The Williston route is up 19% over last year and the Essex Junction route has seen a 13% increase in boardings Year-to-Date over FY11.

Route Planning & Studies

New LINK Special Service

Effective Monday January 9th the LINK Special route will be modified to offer three AM and PM express trips from the Waterbury State Complex to state office spaces in Chittenden County. All three morning buses depart Waterbury at 7:15 AM with express service to VSAC, IBM and multiple locations in Williston. One of the evening buses will continue to Montpelier and a timed transfer is available from the two other buses.

The new schedule should be more attractive to residents of Washington County who work in Chittenden County. The service is still 100% funded by the state and will operate fare-free through the end of January. Regular LINK fares will be collected effective February 2nd.

February Bus Map & Guide

Schedule changes for the February 13th Bus Map & Guide have been analyzed based on driver feedback and route schedule data collected from the GPS function of the on-board video cameras. The inclusion of the recently awarded CMAQ short trip to Waterbury on the Montpelier LINK schedule will also be included. The new trip to Waterbury will depart Cherry Street at 4:00 PM allowing the current 4:00 PM trip to depart at 4:10 PM and run as an express trip to Montpelier. This will greatly help with overcrowding and standees on the current schedule and make the service more attractive to Montpelier residents.



Metropolitan Planning Organization (MPO)

Colchester Avenue Corridor Study: Staff attended the most recent steering committee meeting and offered comments on the draft plan.

Exit 14 Slip Lane & Intermodal Intercept Facility: Staff attended the last stakeholder's meeting

CCRPC ECOS (Regional Sustainability) Project: Staff attended a joint CCRPC Long Range Planning Committee and ECOS Built Environment Working Group meeting on January 5th. The draft indicators for the Built Environment section of the ECOS project were presented as well as a discussion as to how the ECOS project will be tied to the Regional Plan. The next ECOS Stakeholder meeting is scheduled for January 25th.

GMTA Service Area

Ridership Highlights

Complete December ridership data was unavailable at the time of this writing. The complete ridership spreadsheet will be available at the Board Meeting. Seasonal routes (Stowe Mountain Road, Mad River Valley/Sugarbush) have all commenced service. As with many of the country's ski resorts, Vermont's are also hurting for snow. First months' (December) ridership data will be included in the ridership report at the Board Meeting.

Route Planning and Studies:

February Bus Map & Guide

In coordination with CCTA, GMTA will be issuing a February 13th Bus Map & Guide. Link changes will necessarily mirror CCTA changes. GMTA adjustments of note are planned for the Route 100, US 2 and Waterbury Commuters though are not substantial enough to warrant public hearings. Several other minor tweaks will also be made to reflect true running times or improve accessibility.

Regional Planning

TDP

Staff looks forward to the Franklin/Grand Isle Phase of the GMTA TDP, with a tentative first Stakeholder meeting date of Feb 16th. Staff also plans on presenting Lamoille County TDP to the Lamoille County Planning Commission's Transit Advisory Committee on January 25th. Lamoille and Washington County documents continue to be available on the GMTA website under the "Transit Documents" link, www.gmtaride.org/resources/transit-docs.html

DATE: January 17, 2012
TO: CCTA Board of Commissioners
FROM: Jon Moore, CCTA Transit Planner
RE: CMAQ New Starts Service Planning and Implementation Process

With the recent award of CMAQ funding for a Hinesburg Commuter route and a new PM trip to Waterbury on the Montpelier LINK, the CCTA Board of Commissioners is required to grant Approval to Implement services per the New Service Planning and Implementation Process adopted by the CCTA Board of Commissioners on March 26, 2008.

The below information is from Section III of the New Service Planning and Implementation Process Policy and outlines the required approvals from the Board prior to route implementation. The Board granted approval to seek CMAQ funds at the October 17, 2011 meeting.

As CMAQ grant funds have been awarded, staff is now asking the Board for Approval to Implement. As noted in the policy, any major modifications to the presented service outlines attached to this memo would require future Board Approval.

The third step of the policy regards presenting public comments to the Board. Staff is planning to hold multiple public hearings for the Hinesburg Commuter in conjunction with the Addison County Transit Resources (ACTR). Staff is not planning, nor is required by the CCTA Fare and Service Change Public Hearing Policy to hold public hearings for the new PM Waterbury trip on the Montpelier LINK schedule due to the straightforward nature of the service addition.

Section III: Grant Funded Services

- 1) **Approval to Seek Funds:** The CCTA Board of Commissioners will be asked to vote on whether staff should complete and submit a grant application for funding for a new service which will be described generally but will include estimates of gross operating costs and ridership by the end of the first, second and third year.
- 2) **Approval to Implement:** If grant funds are awarded, the Board will vote on whether to implement the service and if approved will direct staff to move forward with the necessary implementation tasks, which includes but is not limited to the following: finalizing the route and schedule; locating all bus stops; determining round trip running times; determining geographic and temporal coverage; determining timepoints; integrating new service into driver bid package and software program; design of associated marketing materials; design of a new bus map and guide; and warning, advertising, and holding a public hearing. The service description provided to the Board for the implementation vote shall at a minimum include the number of driver pay hours of service, the frequency of service, the approximate time of day the service operates and any additional capital requirements. The vote to implement only authorizes staff to implement the service as presented and approved by the Board.



- 3) Board Consideration of Public Comment on Service Design:** Prior to service initiation, a presentation will be made to the Board to describe any changes to the staff recommended service design considering any comments received at the public hearing. Following the presentation the Board shall consider only the public comments and the staff's recommendation on whether to incorporate public comments into the service design. It is important to note for this process that this vote is for consideration of public comment, the decision to implement has already been approved; this vote is about whether to incorporate public comments into the final design.

The questions before the CCTA Board of Commissioners related to this action item is:

- 1. Will the CCTA Board of Commissioners grant Approval to Implement CMAQ grant funded service for a Hinesburg Commuter route? Staff will return to the Board after public hearings have been held so the Board can consider any public comments received.**
- 2. Will the CCTA Board of Commissioners grant Approval to Implement CMAQ grant funded service for a new PM trip to Waterbury on the Montpelier LINK?**

These two questions have been placed on the Consent Agenda for the January 17, 2012 Board meeting. If you have any questions about this process, please contact Jon Moore or Meredith Birkett prior to the January 17th meeting.



Hinesburg Commuter Service Outline:

	Southbound Trips			Northbound Trips		
	Burlington	Hinesburg	Bristol	Bristol	Hinesburg	Burlington
AM	7:00	7:40	-	6:30	7:00	7:45
Trips	7:50	8:30	9:00	-	7:45	8:25
PM	4:50	5:35	-	4:05	4:35	5:20
Trips	5:20	6:05	6:35	-	5:35	6:20

ACTR Operated Trips
 CCTA Operated Trips

CCTA Annual Driver Pay Hours: 1040

Capital Requirements: This route will begin service using a Cut-Away bus from GMTA which will be available for the April start date after the completion of seasonal mountain services. The route will be upgraded to a larger bus once ridership warrants, or we receive funding for a designated larger bus, whichever occurs first.

PM Montpelier LINK trip to Waterbury:

Eastbound Trips (new trip highlighted in yellow)

CHST	FAHC	Richmond P&R	Waterbury P&R	Montpelier DOL P&R	Montpelier State St
4:00 PM	4:07 PM			4:52 PM	4:59 PM
4:00 PM	4:07 PM	4:25 PM	4:45 PM	to W-bury State Complex	
4:45 PM	4:52 PM	5:10 PM	5:30 PM	5:50 PM	5:57 PM
5:20 PM	5:30 PM	5:50 PM	6:05 PM	6:25 PM	6:28 PM
6:15 PM	6:22 PM	6:40 PM	7:00 PM	7:20 PM	7:27 PM

Westbound Trips (new trip highlighted in yellow)

Montpelier State St	Montpelier Shaws	National Life	Richmond P&R	PARC Lot	CHST
4:02 PM	4:05 PM	4:10 PM	4:45 PM	5:00 PM	5:15 PM
5:02 PM	5:05 PM	5:10 PM	5:45 PM	6:00 PM	6:15 PM
5:27 PM	5:30 PM	5:35 PM	6:05 PM	6:25 PM	6:40 PM
from Waterbury State Complex			5:15 PM	5:30 PM	5:40 PM
5:57 PM	6:00 PM	6:05 PM	R	6:55 PM	7:05 PM

CCTA Annual Driver Pay Hours: 574

Capital Requirements: Have existing fleet available to operate this new trip.



CCTA Board of Commissioners

Informational Items

Date: January 10, 2011
To: Chair Magowan and the CCTA Board of Commissioners
From: Meredith Birkett, Acting General Manager
Re: General Manager's Report

FY13 Budget Meetings

Since the Board passed the FY13 Operating Budget on January 5th, CCTA staff has met with two member community Select Boards, Shelburne and Williston. The discussion in Shelburne largely focused on the ADA paratransit portion of the FY13 assessment and whether there are options to meet the transportation needs of seniors and persons with disabilities in a more cost effective way. The Executive Director of Wake Robin, as well as two Wake Robin residents, also attended the Shelburne meeting to voice support for continued ADA paratransit service. After giving a brief presentation on Williston service/ridership and the FY13 budget, the Williston Select Board did not have any questions or concerns. I will be attending the Montpelier City Council meeting on January 11th to discuss the GMTA funding request and to stress the importance of the base \$29,000 allocation.

Circ Alternatives Task Force

With the advancement of the first round of implementation projects to the Legislature, the Circ Alternatives Task Force has moved into its next phase: the prioritization of planning projects within the Circ Study Area (portions of Williston, Essex, Essex Junction and Colchester). Looking forward, in future months, I will likely ask the CCTA Board to consider whether CCTA should seek transit service operating funds through the next round of Circ Alternative implementation projects, which will begin to be discussed in late summer. A major component of this future policy discussion will be the local match funds needed to support any CMAQ award for service in the Circ Study Area. Services that could conceivably be funded through the Circ Alternatives project due to the boundaries of the Circ Study Area are a Rt. 15 commuter between Cambridge/Jeffersonville and Burlington and service in Colchester. Obviously, there are many factors to consider when deciding whether to pursue operating funds through this process and I believe Board consideration of them is necessary.

Chittenden County Regional TDM Partners

In late December, the CCRPC issued a notice to proceed with the activities funded through the Transportation, Community, and System Preservation grant. CCTA staff is therefore beginning the process of making some internal decisions about how best to structure the Employee Pass Pilot Project being funded through this grant.

CMAQ New Start Awards

As previously announced to the Board, CCTA was successful in both its applications for CMAQ funds for new services. Our application for additional afternoon Montpelier Link Express service

and our application for the Hinesburg Commuter were awarded funding. We plan to implement the new Montpelier Link service with the next driver bid change in mid-February. We are currently discussing the start date of the Hinesburg Commuter with ACTR, with whom we will operate the service.

APTA CEO's Conference

I will be attending the APTA CEO Conference at the end of January in order to participate in a discussion about "new institutional and business models." The development of the CCTA-GMTA relationship was highlighted as a case study in the Transit Cooperative Research Board Project H-43 "Transforming Public Transportation Institutional and Business Models" and APTA specifically requested a representative from CCTA come speak on that topic.

January 10, 2012

TO: CCTA Board of Directors
FROM: Timothy Bradshaw, CCTA Director of Operations
RE: December Combined CCTA/GMTA Operations Report

First Night Shuttles: CCTA had another successful year with our First Night service. We had a total of 2043 riders down approximately 30 riders less than last year's numbers. We were able to accommodate all passengers with no delays in service. We had plenty of buses available at peak pick-up times after firework displays, and there was a steady stream of riders throughout the service hours.

Operations Manager: Bernie Messier has been hired as the new Operations Manager for CCTA. Bernie is currently the District Manager at GMTA's St. Albans location. In addition to Bernie's recent experience as the District Manager at our St. Albans location, Bernie has many years of experience managing at St. Johnsbury trucking in a union environment. His position does not start until we hire and train his replacement in St. Albans.

New Waterbury service: Effective January 09, 2012 CCTA started new Link Special service out of Waterbury to accommodate displaced state employees. The new service provides an extra bus morning and afternoon with more express service than before. The express service was requested based on feedback from state employees. New service provides an express bus to IBM, VSAC and to several Williston locations. The Link Express to Williston will also continue to Montpelier upon request in the PM and wait for transfers from the other two Express buses.

Saturday Parking on Cherry St: The city has requested CCTA find alternative parking for Bus drivers on lunch for Saturday shifts. CCTA has designated specific parking spots away from Cherry to reduce the congestion of buses on Cherry during lunch breaks. The planning department also received approval from the Echo Center for restroom and Café access for drivers utilizing parking on Lake Street.

St. Albans TAC meeting: GMTA met with members of the Transit Advisory Committee to discuss the upcoming redevelopment of St. Albans downtown. GMTA emphasized the importance of sustainable and ADA accessible sidewalks. There was also discussion related to increased transportation services on the Downtown Shuttle to accommodate the opening of Wal-Mart. Potential service proposals will be discussed in the upcoming Transit Development Plan starting in February of 2012.

GMTA Capital Big Dig: GMTA Berlin is gathering final information for the upcoming detour for Big Dig (Phase #2) that is scheduled to start as early as March 12 but not later than April 15. GMTA would like to include the route change in the February Bus Map and Guide as was the case in the first phase of the project last spring.

VTrans Roof repair: VTrans is in the final stages of selecting a contractor for the repair on the roof at the Berlin facility. They conducted a site visit on Tuesday January 10, 2012.

Flood repair: The contractors installed a new sink and counter in Head Start (GMTA tenant) to complete the final contractor requirements. The entire Berlin facility is now complete with new sheetrock, trim, insulation, replacement of damaged counters, cabinets, book shelves, desks and computers. All of the estimated property damage including buses has been reported to FEMA and Michelle Daley is working with FEMA for a final determination of our award amount.



Date: January 10, 2012

To: Chairman Steve Magowan and the CCTA Board of Commissioners

From: Aaron Frank, Assistant General Manager

Re: Project Development/Management Report

Downtown Transit Center: Work continues on the development of the Transit Center. Phase I of the project, Site Selection and Alternatives Analysis, is nearing the point where the list of 37 potential sites will be reduced to fewer than ten alternatives. The screening criteria, which were reviewed with the Board at the November meeting, are currently being used to evaluate each of the 36 sites that has been identified. The second Advisory Committee meeting, originally scheduled for October 25th, has been rescheduled for January 17, 2012 to permit enough time to finalize the Initial Screening process.

CCTA Passenger Shelters:

- The refurbishment of the passenger shelter at the Amtrak Station in Essex Junction is now complete. The paint scheme matches CCTA's logo and new lighting makes the shelter much brighter and more comfortable at night. Glass panels (1/2" plate glass set in a stainless steel frame) enclose the two ends of the platform to provide more protection from the elements.
- The shelter at Wal-Mart has now been installed and the windows are scheduled to be completed within a few weeks. This shelter will receive a solar powered lighting system this winter as part of the FY12 solar lighting program.
- Development of a detailed site plan for an aluminum and glass shelters on Abenaki Way across from the CCV facility is underway. The Winooski City Council recently gave their approval to further pursue the development of a shelter on this site. A License to Use Agreement will be worked out with the City of Winooski this winter.
- We are also developing site plans for a shelter on Colchester Avenue in Burlington. Once these plans are finalized an encumbrance permit application will be filed with the city.

Solar Shelter Lights in Existing Shelters: Work has begun on the FY12 program of installing solar lighting fixtures at our existing shelters. The FY12 program will include the installation of solar lights at 10 shelters throughout the CCTA system. A contract has been awarded and installations have begun. The project is scheduled to be completed in January or February. Currently, there are 12 aluminum and glass shelters with solar lighting and another 24 wood post & beam shelters. With the completion of the FY12 program, there will be a total of 46 shelters that have solar lighting.

Bicycle rack installations: We are currently developing plans to retrofit up to ten of our existing shelters with bicycle racks. The selected sites have been shared with and supported by Local Motion and the Burlington Bike Walk Council. Site plans will be developed so local permits and approvals can be obtained during the winter. We anticipate issuing an RFQ for this work in late winter for spring installation.

Transit Signal Priority at Cherry and South Winooski: Work has been completed on the installation of a new traffic signal system at the intersection of Cherry Street and South Winooski Avenue. The controller cabinet, which houses the electrical components, was installed on November 29th. This signal system employs technology called Transit Signal Priority, which consists of an emitter on the bus and a receiver and related hardware/software at the intersection. Emitters have been installed by maintenance on each CCTA bus, but will not be activated until other priority-capable intersections within the Chittenden County area are properly configured. We will be retaining a consultant in January to examine signals within our service area to be sure that our buses do not inappropriately set off traffic signals in that are not set up to receive low priority transmissions.

Industrial Avenue Sidewalk Scoping Study: CCTA, the town of Williston, and the CCRPC are sponsoring a scoping study to plan for and identify any issues with construction of a sidewalk along Industrial Avenue in Williston extending from US2 to North Brownell Road. The sidewalk would make a vital connection from the Industrial Avenue neighborhood to CCTA's US2 Route. Two public meetings have been held with the Williston Planning Commission; the latest took place on November 6th. At this meeting the Commission supported the alternative of sidewalk on the south side of the street. This will now be presented to the Williston Select Board. Also the project consultant is currently drafting the final report.

Shelburne Road Corridor Study: The CCRPC is conducting a corridor study for Shelburne Road (US7) from IDX Drive to the Burlington City Line. They will be evaluating transportation conditions from a "complete streets" perspective that considers how to address varied travel needs, including those of motorists, transit riders, pedestrians, bicyclists, freight carriers and other potential users. The existing conditions report has been completed and the first of three public meeting took place on November 17th. The report indicates that the stops located throughout the corridor provide good coverage for the surrounding areas and no issues regarding existing public transit service were raised.

GMTA - Efficient Shop Lighting at Stowe facility: Work has begun to update the lighting at the GMTA facility on Moscow Road in Stowe. The project consultant is currently developing a lighting design and building plans for the facility. The existing lighting fixtures will be replaced with high-efficiency fixtures that will help to reduce energy consumption and lower electricity bills.

Plan BTV: I attended transportation and parking study group discussion with staff from Burlington City Planning, Marketplace, BBA, Public Works, CCMPO, Local Motion, and two developer representatives. A report done for the City indicates that there is currently enough parking in the downtown. However, there is a lack of information about and barriers to the use of some of the parking due to its ownership. There is interest in brokering existing parking held by public and private parties as well as provision of enhanced information about available parking. There was also discussion of the value, or lack thereof, of providing parking requirements (minimums or maximums) in zoning regulations.

MEMORANDUM

To: CCTA Board of Commissioners, Meredith Birkett and Aaron Frank
From: Michelle Daley, Director of Finance
Date: 1/11/2012
Re: November, 2011 Financial Statements

The FYE 6/30/2011 audit report is close to being finalized, I have reviewed several copies with minor changes going back and forth. The Board will receive their copies as soon as they are delivered and Mr. Ron Smith will be at the February Board meeting to discuss and answer any questions the board may have.

The aged accounts receivable for the month ending November 30, 2011 were \$554,689 at month end. The aging details are as follows:

Table with 2 columns: Category (Current, 31-60 Days, 61-90 Days, 91 and Over) and Amount (458,396, 27,944, 51,642, 16,707)

Since month end as of 1/3/2012, we have collected \$294,519 which is 53% of the total list at the end of November. We have reviewed the oldest aged After a careful review of the balances still left unpaid, there are not any accounts that I would say were un-collectible.

After reviewing the Budget vs. Actual report there are a few line items that need a little further explanation. The explanations and line items are as follows:

Operating Revenue is a little under budget as of November based on a 5/12th analysis of revenues, however not all revenue is earned evenly throughout the year. The target this month would be 41%.

- Planning Revenue is continuing to trend under budget, this is not overly concerning since the expense line related to this revenue titled "MPO Planning" expense is also trending under budget by the same percentage.
Sale of Equipment is the gain from the insurance proceeds we received on the buses that were disposed because of Tropical Storm Irene. These insurance proceeds were used to purchase seven new buses. We had initially received 5 new buses from the previous years capital plan which helped us get the services back up and running immediately and make sure the Mountain Services were started on time.
Miscellaneous Purchase Of Service is under budget, based on my review of the detail in these accounts and discussions with staff, we are trending under what our expectations were for the year for our third party trips in the rural regions specifically in the St. Albans Region. This is because we don't have the drivers available to offer the services we used to be able to offer to organizations like Franklin County Rehab and St. Albans Rehab Center.



Subsidies and Grant Revenues are at their targeted budget level. There are a few grants such as the New Freedoms Grant, that have not been drawn yet, but mostly these are on the urban side and once they are invoiced the accrual for the 5307 should go down.

Personnel Wages and Benefits are within budget targets and in some cases under budget.

- **Driver Wages** for the urban region are a little bit over the target budget expectation and after reviewing of the details of the account and speaking with the operations staff, this is a result of the increased overtime needed to operate our current service because of the current staffing levels. Since October we have added service for the State of Vermont Office workers who have been displaced by Irene with two morning and afternoon runs.
- **Unemployment tax expense** is way below budget, this is a good thing. Primarily this is because CCTA is a reimbursement employer for Unemployment tax rather than a quarterly payer. So we pay the benefits when they are incurred. It is not clear to me at this time when we will start to see the expenses related to the rural area begin to show on our account. As Of November 30, 2011 we have not had any rural employee claims charged to us and during the months of September and October we did have any unemployment benefits liability to remit.

All other operating expenses are within the expected budget range. The following accounts require some additional explanations.

- **Dues and Subscriptions** appears to be way over budget, however this is because of the timing of when we pay for our membership to APTA \$12,000. We paid this membership in July for the current fiscal year. In prior years this was paid before the fiscal year started and was charged to pre-paid expenses and amortized monthly over the course of the fiscal year. This year we are tracking these same prepaid expenses, but not making the adjustment to the accounting system until year end. The reason for this change is so that managers responsible for these budget lines are clear about how much of their budget is still remaining. We will however, make the appropriate GAAP accrual adjustments at year end.
- **Auditing Fees** have for the majority been fully expended, we will pay the final invoice once the final audit reports have been delivered.
- **Facility Maintenance** is high and this is primarily due to the flood related recovery costs. We are expecting to recoup a fair majority of these costs and the board will receive a full accounting of the costs and what the actual cost to us will be once all parties have paid.
- **ADA/SSTA Paratransit** is trending high and staff here are doing everything they can to contain costs, we will continue to monitor and manage these costs in the coming months.
- **Fare Media** while in total is within the target range, I do know that the cost to replace fare media tickets that were lost during the flood have been coded here.
- **Marketing Expenses** are high, this is primarily due to the extensive public information that went out for promotion of the Williston Routes and gearing up for the free ride month on these routes. As the months push along we should see this expenditure line level off.

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Five Months Ending November 30, 2011

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Target 41% Combined
	Year To Date			Total Budget			Budget Variance		
REVENUES									
OPERATING REVENUE									
Passenger Revenue	1,020,117.28	28,794.40	\$1,048,911.68	2,487,743.00	72,987.00	\$2,560,730.00	41.01%	39.45%	40.96%
Advertising Revenue	43,542.50	2,215.00	45,757.50	120,000.00	5,755.00	125,755.00	36.29%	38.49%	36.39%
Planning Revenue	70,818.02	0.00	70,818.02	337,395.00	12,000.00	349,395.00	20.99%	0.00%	20.27%
Interest Earnings	1,647.27	864.17	2,511.44	1,000.00	2,500.00	3,500.00	164.73%	34.57%	71.76%
Miscellaneous Revenue	4,991.16	36,406.88	41,398.04	20,000.00	11,400.00	31,400.00	24.96%	319.36%	131.84%
Sales Of Equipment	0.00	86,507.34	86,507.34	5,000.00	0.00	5,000.00	0.00%	0.00%	1730.15%
Medicaid Admin. Revenue	16,450.00	142,557.29	159,007.29	19,200.00	347,107.00	366,307.00	85.68%	41.07%	43.41%
Medicaid Purchase Of Svc	0.00	440,544.63	440,544.63	0.00	1,283,770.00	1,283,770.00	0.00%	34.32%	34.32%
Purchase of Service	16,688.92	17,134.28	33,823.20	89,172.00	99,400.00	188,572.00	18.72%	17.24%	17.94%
Warranty Revenue	5,049.96	10,630.85	15,680.81	0.00	0.00	0.00	0.00%	0.00%	0.00%
Operating Revenue	1,179,305.11	765,654.84	1,944,959.95	3,079,510.00	1,834,919.00	4,914,429.00	38.30%	41.73%	39.58%
SUBSIDIES AND GRANT REVENUE									
Municipal Member Assessments	794,469.58	0.00	794,469.58	1,906,943.00	0.00	1,906,943.00	41.66%	0.00%	41.66%
Municipal Paratransit Assessments	225,197.08	0.00	225,197.08	540,473.00	0.00	540,473.00	41.67%	0.00%	41.67%
Local Operating Assistance	0.00	158,483.80	158,483.80	0.00	377,763.00	377,763.00	0.00%	41.95%	41.95%
Federal Urban Formula Grant	779,709.12	0.00	779,709.12	1,776,414.00	0.00	1,776,414.00	43.89%	0.00%	43.89%
Federal Rural Operating Grant	0.00	624,781.00	624,781.00	0.00	1,499,475.00	1,499,475.00	0.00%	41.67%	41.67%
State Regular Subsidy Operating Grant	723,385.85	341,092.00	1,064,477.85	1,740,777.00	818,621.00	2,559,398.00	41.56%	41.67%	41.59%
E&D Grants and Local Match	0.00	511,824.39	511,824.39	0.00	1,203,684.00	1,203,684.00	0.00%	42.52%	42.52%
Federal Grants	1,184,147.62	107,892.00	1,292,039.62	2,918,733.00	258,941.00	3,177,674.00	40.57%	41.67%	40.66%
Capital Reserve Revenue	0.00	0.00	0.00	0.00	12,600.00	12,600.00	0.00%	0.00%	0.00%
Total Subsidies and Grant Revenue	3,706,909.25	1,744,073.19	5,450,982.44	8,883,340.00	4,171,084.00	13,054,424.00	41.73%	41.81%	41.76%
Total Revenue	4,886,214.36	2,509,728.03	7,395,942.39	11,962,850.00	6,006,003.00	17,968,853.00	40.84%	41.79%	41.16%

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Five Months Ending November 30, 2011

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Target 41% Combined
	Year To Date			Total Budget			Budget Variance		
EXPENSES									
<u>SALARIES AND WAGES</u>									
Admin Wages	612,547.36	292,853.17	905,400.53	1,697,618.00	710,954.00	2,408,572.00	36.08%	41.19%	37.59%
Driver/Operator Wages	1,343,015.10	384,592.76	1,727,607.86	2,987,957.00	1,122,043.00	4,110,000.00	44.95%	34.28%	42.03%
Vehicle Repair Wages	327,148.53	36,712.39	363,860.92	810,797.00	91,420.00	902,217.00	40.35%	40.16%	40.33%
Salaries and Wages	2,282,710.99	714,158.32	2,996,869.31	5,496,372.00	1,924,417.00	7,420,789.00	41.53%	37.11%	40.38%
<u>PERSONNEL TAXES AND BENEFITS</u>									
Payroll Taxes (FICA/MC)	173,833.35	53,766.57	227,599.92	412,228.00	144,331.00	556,559.00	42.17%	37.25%	40.89%
Unemployment Tax Exp	2,043.59	0.00	2,043.59	35,000.00	20,000.00	55,000.00	5.84%	0.00%	3.72%
Medical Insurance/HRA	415,942.86	137,029.40	552,972.26	1,186,285.00	357,663.00	1,543,948.00	35.06%	38.31%	35.82%
Pension Plan Expenses	89,464.05	26,324.04	115,788.09	302,300.00	24,055.00	326,355.00	29.59%	109.43%	35.48%
Other Employee Benefits	91,554.78	31,753.99	123,308.77	242,382.00	82,307.00	324,689.00	37.77%	38.58%	37.98%
Personnel Taxes and Benefits	772,838.63	248,874.00	1,021,712.63	2,178,195.00	628,356.00	2,806,551.00	35.48%	39.61%	36.40%
<u>GENERAL AND ADMIN EXPENSES</u>									
Admin Supplies and Expenses	16,632.01	7,788.98	24,420.99	39,770.00	21,100.00	60,870.00	41.82%	36.91%	40.12%
Recruiting Expenses	4,653.42	2,287.97	6,941.39	20,500.00	7,000.00	27,500.00	22.70%	32.69%	25.24%
Dues and Subscriptions	17,039.21	4,381.98	21,421.19	20,325.00	5,765.00	26,090.00	83.83%	76.01%	82.10%
Travel and Meetings	11,646.71	2,513.79	14,160.50	22,000.00	11,000.00	33,000.00	52.94%	22.85%	42.91%
Communications	10,567.88	5,828.22	16,396.10	29,640.00	20,208.00	49,848.00	35.65%	28.84%	32.89%
Computer Service Exp	24,338.60	9,543.99	33,882.59	53,740.00	16,946.00	70,686.00	45.29%	56.32%	47.93%
Legal Fees	17,824.03	649.41	18,473.44	25,000.00	20,000.00	45,000.00	71.30%	3.25%	41.05%
Insurance	171,403.88	68,534.97	239,938.85	523,130.00	345,366.00	868,496.00	32.77%	19.84%	27.63%
Audit Fees	21,100.00	0.00	21,100.00	21,000.00	4,500.00	25,500.00	100.48%	0.00%	82.75%
Consulting Fees	0.00	0.00	0.00	3,000.00	3,000.00	6,000.00	0.00%	0.00%	0.00%
General and Admin Expenses	295,205.74	101,529.31	396,735.05	758,105.00	454,885.00	1,212,990.00	38.94%	22.32%	32.71%

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Five Months Ending November 30, 2011

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Target 41% Combined
	Year To Date			Total Budget			Budget Variance		
<u>OPERATIONS EXPENSES</u>									
Employee Testing	4,286.32	1,713.78	6,000.10	12,440.00	14,800.00	27,240.00	34.46%	11.58%	22.03%
Driver's Uniforms	9,605.13	1,134.42	10,739.55	35,395.00	20,170.00	55,565.00	27.14%	5.62%	19.33%
Misc. Operating Exp	1,234.65	169.83	1,404.48	9,000.00	300.00	9,300.00	13.72%	56.61%	15.10%
Operations Expenses	15,126.10	3,018.03	18,144.13	56,835.00	35,270.00	92,105.00	26.61%	8.56%	19.70%
<u>PLANNING EXPENSES</u>									
Other Planning Expenses	0.00	5,586.74	5,586.74	0.00	12,000.00	12,000.00	0.00%	46.56%	46.56%
MPO Planning Expenses	22,970.65	0.00	22,970.65	138,000.00	0.00	138,000.00	16.65%	0.00%	16.65%
Planning Expenses	22,970.65	5,586.74	28,557.39	138,000.00	12,000.00	150,000.00	16.65%	46.56%	19.04%
<u>VEHICLE/BUILDING MAINTENANCE EXP</u>									
Parts Expense - Non-Revenue Vehicles	4,173.10	2,321.77	6,494.87	10,000.00	9,500.00	19,500.00	41.73%	24.44%	33.31%
Parts Expense - Revenue Vehicles	135,346.25	59,556.82	194,903.07	347,005.00	139,909.00	486,914.00	39.00%	42.57%	40.03%
Tires	23,883.18	18,295.56	42,178.74	63,200.00	31,419.00	94,619.00	37.79%	58.23%	44.58%
Facility Maintenance	34,769.60	130,501.48	165,271.08	52,000.00	57,200.00	109,200.00	66.86%	228.15%	151.35%
Passenger Facility Expenses	4,325.64	317.62	4,643.26	22,217.00	8,100.00	30,317.00	19.47%	3.92%	15.32%
Cleaning Expense	14,391.80	2,704.98	17,096.78	64,708.00	15,120.00	79,828.00	22.24%	17.89%	21.42%
Light, Heat and Water	38,822.87	12,247.29	51,070.16	140,000.00	58,749.00	198,749.00	27.73%	20.85%	25.70%
Fuel - Vehicles	513,903.46	111,498.35	625,401.81	1,300,191.00	424,010.00	1,724,201.00	39.53%	26.30%	36.27%
Maintenance Tools/Supplies/Uniforms	18,283.71	15,842.44	34,126.15	63,753.00	19,240.00	82,993.00	28.68%	82.34%	41.12%
Misc Maint Expenses and fees	1,476.25	10,735.50	12,211.75	11,400.00	22,500.00	33,900.00	12.95%	47.71%	36.02%
Vehicle/Building Maintenance Exp	789,375.86	364,021.81	1,153,397.67	2,074,474.00	785,747.00	2,860,221.00	38.05%	46.33%	40.33%
<u>CONTRACTOR EXPENSES</u>									
ADA/SSTA Paratransit	509,391.78	0.00	509,391.78	1,177,595.00	0.00	1,177,595.00	43.26%	0.00%	43.26%
Medical Consulting	0.00	0.00	0.00	50,000.00	0.00	50,000.00	0.00%	0.00%	0.00%
Volunteer Drivers	0.00	270,526.88	270,526.88	0.00	640,223.00	640,223.00	0.00%	42.26%	42.26%
Other Transportation (incl Cabs)	4,836.00	201,813.28	206,649.28	63,540.00	751,566.00	815,106.00	7.61%	26.85%	25.35%
Contractor Expenses	514,227.78	472,340.16	986,567.94	1,291,135.00	1,391,789.00	2,682,924.00	39.83%	33.94%	36.77%

Chittenden County Transportation Authority
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For the Five Months Ending November 30, 2011

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Target 41% Combined
	Year To Date			Total Budget			Budget Variance		
MARKETING EXPENSE									
Bus Tickets/Fare Media	6,676.20	3,554.71	10,230.91	17,000.00	5,250.00	22,250.00	39.27%	67.71%	45.98%
Marketing Expense	77,373.73	13,220.41	90,594.14	164,400.00	23,760.00	188,160.00	47.06%	55.64%	48.15%
Public Information	16,934.16	30,698.67	47,632.83	44,745.00	102,660.00	147,405.00	37.85%	29.90%	32.31%
Marketing Expense	100,984.09	47,473.79	148,457.88	226,145.00	131,670.00	357,815.00	44.65%	36.06%	41.49%
OTHER EXPENSES									
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	1,788.00	1,788.00	0.00%	0.00%	0.00%
Debt Service/Capital Reserve	0.00	0.00	0.00	8,800.00	0.00	8,800.00	0.00%	0.00%	0.00%
Bond Interest	3,382.50	0.00	3,382.50	0.00	0.00	0.00	0.00%	0.00%	0.00%
Capital Match	82,154.17	74,041.67	156,195.84	197,170.00	177,700.00	374,870.00	41.67%	41.67%	41.67%
Other Expenses	85,536.67	74,041.67	159,578.34	205,970.00	179,488.00	385,458.00	41.53%	41.25%	41.40%
TOTAL EXPENSES	4,878,976.51	2,031,043.83	6,910,020.34	12,425,231.00	5,543,622.00	17,968,853.00	39.27%	36.64%	38.46%
ALLOCATIONS BETWEEN PROGRAMS	(7,237.85)	7,237.85	0.00	462,381.00	(462,381.00)	0.00	-1.57%	-1.57%	0.00%
Balance Of Operating Budget	0.00	485,922.05	485,922.05	0.00	0.00	0.00	0.00%	0.00%	0.00%

Chittenden County Transportation Authority
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Target 41% Combined
	Year To Date			Total Budget			Budget Variance		
Capital Revenue									
Federal Revenue	181,325.00	754,349.18	935,674.18						
State Revenue	26,062.12	91,425.10	117,487.22						
Paratransit Lease Revenue	9,163.69	0.00	9,163.69						
Local Match Revenue	82,154.17	74,041.67	156,195.84						
Total Capital Revenue	298,704.98	919,815.95	1,218,520.93						
Capital Expenses									
Vehicles	62,856.97	1,641,071.07	1,703,928.04						
Maintenance Parts and Equipment	10,342.20	3,600.00	13,942.20						
Passenger Amenities	328,811.06	0.00	328,811.06						
Facility Repairs and Improvements	5,583.75	0.00	5,583.75						
Total Capital Expenses	407,593.98	1,644,671.07	2,052,265.05						
Balance of Capital Budget	(108,889.00)	(724,855.12)	(833,744.12)						
Transfer of Purchases to Fixed Assets	309,557.93	783,192.42	1,092,750.35						
Depreciation Expense	(826,662.46)	(247,131.28)	(1,073,793.74)						
Subtotal	(517,104.53)	536,061.14	18,956.61						
Current Change in Net Assets	(625,993.53)	297,128.07	(328,865.46)	0.00	0.00	0.00			

FY12 Total Ridership by Month

Number of Service Days							FY12 YTD	FY11 YTD	FY10 YTD
Saturday	5	4	4	5	4	5	27	25	25
Sunday	5	4	4	5	4	3	25	25	26
Weekday	20	23	21	21	21	22	128	130	129
School Days	0	0	20	21	15	16	72	71	74

#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY12 YTD	Difference (FY12-FY11)			Difference (FY12-FY10)		
															FY11 YTD	riders	%	FY10 YTD	riders	%
1	Williston-Wal-Mart	32,103	38,355	46,494	45,222	39,987	39,552							241,713	203,500	38,213	18.8%	0	NA	NA
1V	Williston Village	924	1,173	1,411	1,492	1,373	1,171							7,545	5,473	2,071	27.5%	0	NA	NA
101	Williston-Amtrak	2,376	2,533	2,850	2,364	2,560	2,378							15,060	16,282	-1,223	-7.5%	0	NA	NA
2	Essex Junction	37,283	43,324	51,771	51,304	45,751	41,419							270,852	239,101	31,751	13.3%	237,591	33,261	14.0%
3	Lakeside Commuter	82	153	247	210	256	208							1,156	1,509	-353	-23.4%	1,212	(56)	-4.6%
4	Essex Center	1,913	2,315	2,101	2,177	2,147	2,140							12,794	11,844	950	8.0%	10,972	1,821	16.6%
5	Pine Street	9,808	10,680	10,884	10,504	10,424	10,493							62,792	60,648	2,144	3.5%	60,988	1,804	3.0%
6	Shelburne Rd.	21,910	22,984	23,318	23,882	22,962	24,325							139,381	125,972	13,409	10.6%	123,716	15,665	12.7%
7	North Avenue	23,282	22,863	24,825	25,345	24,525	24,545							145,387	146,769	-1,383	-0.9%	150,975	(5,588)	-3.7%
8	City Loop	6,349	6,805	8,500	8,659	8,301	8,235							46,848	39,168	7,680	19.6%	49,238	(2,390)	-4.9%
9	Riverside/Winooski	11,467	12,889	12,711	12,977	12,487	11,753							74,285	74,862	-577	-0.8%	72,941	1,344	1.8%
11	College Street Shuttle	15,529	16,545	16,668	14,689	12,850	10,464							86,746	89,590	-2,844	-3.2%	101,952	(15,207)	-14.9%
12	S.B. Circ	7,522	7,927	9,588	9,440	8,165	7,643							50,284	51,307	-1,023	-2.0%	0	NA	NA
13	PARC Shuttle	1,100	1,059	1,087	1,278	1,169	1,256							6,950	11,952	-5,002	-41.9%	12,290	(5,340)	-43.5%
16	Hannaford's	216	272	206	200	234	184							1,312	1,149	163	14.2%	1,322	(10)	-0.8%
19	Price Chopper #1	208	182	270	256	242	332							1,490	1,465	25	1.7%	2,045	(555)	-27.1%
20	Price Chopper #2	155	145	136	107	196	162							901	904	-3	-0.3%	864	37	4.3%
21	School Trippers	0	0	24,207	20,983	21,384	19,732							86,305	81,592	4,713	5.8%	86,495	(190)	-0.2%
18	Sunday Service	571	280	497	634	579	476							3,037	2,982	54	1.8%	3,508	(471)	-13.4%
26	Other	4,449	0	0	0	0	2,043							6,492	6,764	-272	-4.0%	4,142	2,350	56.7%
56	Milton Commuter	1,124	1,220	1,270	1,213	1,216	1,125							7,168	6,216	952	15.3%	0	7,168	NA
76	Middlebury Link	1,632	1,894	2,045	2,044	1,913	1,630							11,158	10,455	703	6.7%	9,907	1,251	12.6%
86	Montpelier Link	8,025	8,580	8,254	8,157	7,924	7,470							48,410	39,321	9,089	23.1%	34,569	13,841	40.0%
96	St. Albans Link	1,481	1,620	1,690	1,701	1,740	1,474							9,706	7,557	2,149	28.4%	7,868	1,838	23.4%
97	LINK Special*	0	0	0	41	672	758							1,471	0	0	0.0%	0	0	0.0%
SUBTOTAL		189,508	203,799	251,030	244,880	229,058	220,208	0	0	0	0	0	0	1,338,483	1,236,384	102,099	8.3%	1,222,154	116,329	9.5%
ADA Paratransit		3,670	4,214	4,447	4,551	4,302	21,184							21,184	18,343	2,841	15.5%	16,195	4,989	30.8%
TOTAL		193,178	208,013	251,030	244,880	229,058	220,208	0	0	0	0	0	0	1,346,367	1,254,727	104,940	8.4%	1,238,349	121,318	9.8%

UNLIMITED ACCESS	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	FY11	difference	% change	FY10	difference	% change
UVM	17,752	24,970	23,015	41,598	33,586	27,195							168,116	174,476	-6,360	-3.65%	161,552	6,564	4.06%
CHAMPLAIN	3,043	3,518	2,912	4,718	3,648	2,920							20,759	18,536	2,223	11.99%	18,029	2,730	15.14%
ST. MICHAEL'S	3,293	3,263	6,518	6,195	4,922	3,576							27,767	22,303	5,464	24.50%	19,751	8,016	40.59%
TOTAL	24,088	31,751	32,445	52,511	42,156	33,691	0	0	0	0	0	0	216,642	215,315	1,327	0.62%	199,332	17,310	8.68%

Tilley Drive	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Total	FY11	difference	% change
Quarterly Ridership	143				143	52	91	175%

*Service began on October 31, 2011

Date: January 5, 2011
To: Chairman Steve McGowan and the CCTA Board of Commissioners
From: Aaron Frank, Asst. General Manager
Liz Curry, Grants Manager
Re: Grants Report

Grants

In December we focused on FY12 grant agreement amendments and the FY13 budget. One of the FY12 grant amendments supports the special Waterbury LINK for state employees. The amendments were finalized by the end of December and have been returned to VTrans.

For GMTA, there is a continuing mis-match between state funds awarded for operating, maintenance and administration/preventive maintenance and the costs that are eligible to be billed in these categories. For FY11 and FY11, we have more operating costs than operating grant funds and fewer administration/preventive maintenance costs than admin/pm grant revenue. Therefore, we return admin/pm funds but face a gap in operating funds. We have asked VTrans to prevent this situation from reoccurring in FY12 and FY13 by shifting funds out of admin/pm and into operating.

There was some federal grant activity with close outs, submitting the Livability grant application announced in October, from which CCTA will to fund six 45-foot coach buses, transit signal priority equipment, and five passenger shelters with solar lights and bike parking.

The legal procurement was completed and we have awarded contracts to both Dinse, Knapp, & McAndrew and McNeil, Leddy & Shehan.

Elderly and Persons with Disabilities (E&D) Transportation Program and ADA Paratransit

Statewide Paratransit Software Specification Development

No changes from November grants report.

E&D Program:

Ride demand continues to trend higher than the per quarter average funds available. VTrans made supplemental funds available and six local partners have requested \$33,500 in additional funds that will allow ridership to continue at the same level through the fiscal year. However, even with supplemental funds, CVAA's County Wide pool will not be able to reinstate social/personal trips that have been eliminated from trip purpose categories.

VTrans has some remaining ARRA funds that they offered for purchase of a replacement cutaway for the E&D program. The purchase comes at a good time to replace a vehicle that had not quite reached its useful life when we submitted the FY12 capital grants request.



ADA Program:

The ADA Advisory Committee met during the first week of December and staff presented the ADA buffer area changes slated to go into effect January 1, 2012. These changes will eliminate 1,370 trips will save roughly \$25,000 annually.

The agenda also included a presentation of the paratransit services customer satisfaction survey that was completed in June 2011. There were few comments about the buffer area changes. Most of the changes affect the Wake Robin senior retirement community and Essex town residents due to limitations on mid-day service to mirror fixed route service.

Attached is an ADA ridership chart for the first two quarters of FY12. ADA ridership spiked in Sept-Oct 2011 in Williston, Winooski and Essex. Our analysis shows that most of the increase was due to newly eligible passengers (since 6/01/11):

	<u>Williston</u>	<u>Winooski</u>	<u>Essex</u>
Newly eligible passengers	4	5	10
New Trips by newly eligible passengers	68	76	187

Almost all of the new trips in Essex taken by newly eligible passengers were medical, including dialysis. Elimination of mid-day service as of January 1, 2012 may moderate this increase. In Winooski, there is no particular trend in trip purpose for the newly eligible passengers, but there was a noticeable increase in trips that originate at Winooski High School with Burlington destinations. In Williston newly eligible passengers have been using the service mostly for grocery shopping and there is a passenger who became eligible in April 2011 who has been going to dialysis, which accounts for most of the Williston increase.

ADA Ridership Report (by Town) : FY12				through:		11/30/11							
CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
BURLINGTON	1,389	1,267	1,784	1,847	1,356								7,643
SO. BURLINGTON	800	1,029	967	1,083	1,075								4,954
WINOOSKI	329	358	435	439	411								1,972
SHELBURNE	483	481	377	374	356								2,071
COLCHESTER	70	75	78	90	84								397
ESSEX	408	466	589	514	532								2,509
WILLISTON	174	180	199	189	178								920
OTHER	19	21	16	18	23								97
TOTAL	3,672	3,877	4,445	4,554	4,015	0	0	0	0	0	0	0	20,563
ADA Ridership Report (by Town) : change from FY 11 to FY12													
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
BURLINGTON	198	10	379	383	(63)								907
	17%	1%	27%	26%	-4%								13%
SO. BURLINGTON	(213)	104	7	89	108								95
	-21%	11%	1%	9%	11%								2%
WINOOSKI	(83)	(45)	58	79	82								91
	-20%	-11%	15%	22%	25%								5%
SHELBURNE	98	102	(38)	(70)	(68)								24
	25%	27%	-9%	-16%	-16%								1%
COLCHESTER	17	(8)	11	1	21								42
	32%	-10%	16%	1%	33%								12%
ESSEX	(23)	135	287	164	138								701
	-5%	41%	95%	47%	35%								39%
WILLISTON	72	93	100	87	60								412
	71%	107%	101%	85%	51%								81%
OTHER	1	(1)	(3)	(19)	(30)								(52)
	6%	-5%	-16%	-51%	-57%								-35%
TOTAL	67	390	801	714	248	-	-	-	-	-	-	-	2,220
	2%	11%	22%	19%	5%								12%
ADA Ridership Report (by Town) : FY11													
CITY/TOWN	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals
BURLINGTON	1,191	1,257	1,405	1,464	1,419								6,736
SO. BURLINGTON	1,013	925	960	994	967								4,859
WINOOSKI	412	403	377	360	329								1,881
SHELBURNE	385	379	415	444	424								2,047
COLCHESTER	53	83	67	89	63								355
ESSEX	431	331	302	350	394								1,808
WILLISTON	102	87	99	102	118								508
OTHER	18	22	19	37	53								149
TOTAL	3,605	3,487	3,644	3,840	3,840								18,343

CCTA Maintenance Report
December 2011

- Burlington location provided \$22,775.10 in rural maintenance services in December.
- Performed 20 Preventative Maintenance Inspections in December.
- Performed 51 Brake Inspections in December.
- Provided the following training:
 - ❖ Braun Wheelchair Lift Training (certified CIDER's subcontracting mechanics)
- Ordered (5) Cutaway Buses for SSTA.
- Ordered (1) Cutaway Bus (AARA) for SSTA.
- Received and readied for service (2) Cutaway Buses for GMTA sites.
- Repainted Unit 505 to match Gillig Buses.
- Performed engine/transmission overhaul- Unit 501.
- On behalf of CCTA, Peter Aube presented Gary Thompson with award inducting him into the NEPTA Hall of Fame.

Getting you where you need to go!

Date: January 9, 2012

To: Chair Magowan and the CCTA Board of Commissioners

From: Rose Getch, CCTA Public Affairs and Marketing Manager & Tawnya Kristen, Community Relations Manager

RE: CCTA Public Affairs & Marketing Report & GMTA Community Relations & Marketing Report

CCTA Ridership Campaigns

After what was considered a successful ridership campaign in Williston, research is being done and preparations are being made to create ridership campaigns for Essex and Milton. Additionally, CCTA is expected to begin the Hinesburg route in the near future. As well as new route marketing to the public, a door to door campaign will take place with Hinesburg businesses to encourage support for ridership re: staff and customers.

CCTA In the News

Burlington, VT (December, 2011) CCTA REVAMPS LINK SPECIAL SERVICE TO BETTER SERVE RELOCATED STATE EMPLOYEES – STARTING JANUARY 9 2012 – *LINKSPECIAL Open to the General Public!*

Examples of coverage: Facebook, Twitter, Front Porch Forum, VTDigger

Burlington, VT (December, 2011) CCTA ANNOUNCES CURB YOUR CAR DAY January 6, 2012

Examples of coverage: City of Burlington Newsletter, Facebook, Twitter, Front Porch Forum

CCTA Marketing

- * Staff redesigned ADA page with two new ADA pages to feature new ADA Buffer Maps. cctaride.org/bus-information/ada-paratransit.html
- * In order to streamline the text alert procedure for LINK riders, staff held a Text alert procedure information meeting with Ops.
- * Created new radio ads featuring Curb Your Car, currently running on The Buzz, WJOY, and Kool 105.

GMTA In the News

Montpelier Bridge - Editorial response on the Montpelier Circulator performance and local funding.

News & Citizen - Press Release announcing the start of Mad Bus service.

Regional Meetings

Capital District

- * Montpelier Alive to draft initial grant application for public transit community art downtown project.
- * Waterbury Select Board for annual service review and funding request.
- * Berlin Select Board for annual review, funding request and future growth.
- * CASH Transportation Committee to discuss growing transportation service need and promotional opportunities.
- * FIANCP, northern community partnership, for volunteer driver recruiting and residential service outreach.

Franklin/Grand Isle

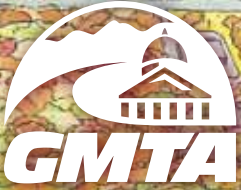
- * Town of St. Albans Manager, Gerry Myers, to discuss local funding and service in preparation of the Jan. Select Board meeting to request full funding for FY13.
- * Franklin Industrial Development Corp. and Care Partners Adult Day Service to discuss current service and secure letter of support for St. Albans Town appeal.
- * Community Partnership Income Committee.

Lamoille

- * CV Community Action to promote GMTA routes to assist residents needing access to Income Tax (VITA) preparation programs in Morrisville.

GMTA Marketing

- * Additional print advertising for both FGI Region and Northfield to recognize local support and promote community shuttle service for holiday needs.
- * The Morrisville downtown service direct mail postcard is set to release mid January, proof provided.
- * Capital/Lamoille Bus Map and Guide in phase 1 for a February release date, coinciding with CCTA publication.



MORRISVILLE LOOP & MORRISVILLE SHOPPING SHUTTLE

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ROUTE NUMBER
102

ROUTE NUMBER
103

CONVENIENT WEEKDAY BUS SERVICE

MORRISVILLE WEEKDAY BUS SERVICE

Presorted Standard
PAID
 Burlington, VT
 Permit No. 601

ROUTE NUMBER 102 MORRISVILLE LOOP MONDAY – FRIDAY

Price Chopper	Kinney Drug	Northgate Plaza	Hannaford	Lamoille View Apt.	Copley Hospital	Copley Terrace Apt.	Morrisville Post Office	Price Chopper
1	2	3	4	5	6	7	8	1
8:00	8:03	8:05	8:08	8:18	8:23	8:26	8:30	8:35
8:35	8:38	8:40	8:43	8:53	8:58	9:01	9:05	9:10
9:10	9:13	9:15	9:18	9:28	9:33	9:36	9:40	9:45
9:45	9:48	9:50	9:53	10:03	10:08	10:11	10:15	10:20 AM
1:10	1:13	1:15	1:18	1:28	1:33	1:36	1:40	1:45 PM
1:45	1:48	1:50	1:53	2:03	2:08	2:11	2:15	2:20
2:20	2:23	2:25	2:28	2:38	2:43	2:46	2:50	2:55

ROUTE NUMBER 103 MORRISVILLE SHOPPING SHUTTLE MONDAY – FRIDAY NORTHBOUND TO MORRISVILLE

West Branch Apts.	Green Mountain Inn	Morrisville-Stowe Airport	Gazebo at Union Bank	Morrisville Post Office	Morrisville Plaza
1	2	3	4	5	6
12:40	12:45	12:55	1:03	1:05	1:10 PM

MONDAY – FRIDAY SOUTHBOUND TO STOWE

Morrisville Plaza	Morrisville Post Office	Gazebo at Union Bank	Morrisville-Stowe Airport	Stowe Town Hall	West Branch Apts.
6	5	4	3	2	1
3:03	3:08	3:10 B	3:20	3:30	3:35 PM

B Picks up at Bishop Marshall at 3:15 pm, August 29 – June 14.

Community bus service for downtown Morrisville, including service to Stowe!

Where can I go?

The Morrisville Loop and Shopping Shuttle can bring you to key downtown locations like Price Chopper, Hannaford, Copley Hospital, Kinney Drug, Northgate Plaza, Post Office and various residential locations.

Can I use both the Shopping Shuttle & the Loop for connecting service?

Yes! The routes are designed to work together to offer connections to key shopping locations and medical facilities in Stowe and Morrisville.

Can I request a deviation off the regular route?

Deviations off the routes are available up to 3/4 of a mile upon request, offering greater community access. Just call 223-7287 at least 24 hours in advance to request a deviation. Requests may be scheduled up to one month in advance.

Does GMTA offer other services?

Yes! GMTA offers fixed route and commuter routes throughout the central Vermont region, including the Route 100 Commuter. The Route 100 Commuter offers service between Morrisville and Waterbury with connecting services to Montpelier, Burlington and beyond!

For more information on all of GMTA's routes and services, how to ride the bus and current fares, call 223-7287 or go to gmtaride.org.



Green Mountain Transit Agency
 6088 VT Route 12
 Berlin, VT 05602
www.gmtaride.org