



Chittenden County O&D Advisory Committee – Special Meeting

Thursday, January 29th, 2026 at 3:00 p.m.

Hybrid Meeting (details below)

AGENDA

1. Welcome, Introductions, Group Agreements
2. Changes to the Agenda
3. [Minutes of December 10, 2025 >>](#) – **Action of Committee Members**
4. Roles of each participant (see 1st attachment) – **Discussion and Action of Committee Members, if needed**
 - a. CCRPC – Committee facilitator and secretary
 - b. VTrans - Statewide funding and program oversight
 - c. GMT – Chittenden County funding availability and management, Split of funds per Partner (with Committee concurrence)
 - d. Partners – O&D Committee Members, Trip purposes and guidelines
 - e. SSTA – Service provider
5. Funding (see 2nd attachment)
 - a. Program Funding Overview (VTrans & GMT)
 - b. Financial Report Through December 2025 (GMT) – **Discussion/Information from GMT. Committee Member questions**
 - c. Review of Funding Allocations per Partner (GMT & Committee Members) - **Action of Committee Members**
6. O&D Trip Purposes and Guidelines per Partner (see 3rd attachment) – **Action of Committee to confirm or change. If a Partner is proposing changes, please send to the group by Tuesday, January 27th.**
 - a. Voluntary Trip Restrictions - Discussion
7. Next Meeting – March 11, 2026 at 10:00am – **Action of Committee to confirm or change**
8. Save the Date: O&D Statewide Summit – Friday, June 5th, 2026
9. Adjournment

Attend in person: CCRPC Office - Main Conference Room, 110 West Canal St., Suite 202, Winooski, VT 05404
OR

Join via Zoom: <https://us02web.zoom.us/j/89740086556>

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, as amended, the CCRPC will ensure public meetings are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested reasonable accommodations, should be made to Emma Vaughn, CCRPC Title VI & ADA Coordinator, at 802-861-0114 or evaughn@ccrpcvt.org, at least 5 business days prior to the meeting for which services are requested.



FY26 Chittenden County Older Adults & Persons with Disabilities Transit Program

Committee Background

The Chittenden County Older Adults & Persons with Disabilities (O&D) Transportation Committee provides oversight and guidance for transportation programs to assist older adults and persons with disabilities in Chittenden County. The O&D program supports community members through affordable transportation to medical appointments, access to fresh food at the grocery store, and social visits with friends and family. These services supplement regular transit services provided by Green Mountain Transit and help fill gaps left by programs such as Medicaid transportation.

In our region, the Chittenden County Regional Planning Commission ([CCRPC](#)) manages the O&D Committee, while Green Mountain Transit ([GMT](#)) contracts with the Special Services Transportation Agency ([SSTA](#)) to provide O&D transportation to Chittenden County residents. The program uses a combination of lift-equipped vans, sedans and minivans, along with volunteer drivers who use their own personal vehicles. Through agreements with GMT, the Partner Organizations listed below provide local match funds to support O&D rides for their constituents and provide valuable insight into their needs.

Partner Organizations

- Age Well County Wide
- Age Well Meals
- City of Burlington Parks, Recreation, & Waterfront
- Cathedral Square
- Town of Colchester
- Town of Milton
- Town of Richmond
- UVM Home Health and Hospice
- Town of Williston
- City of Winooski

Program Funding and Agreements

Allocations will be determined at the start of the Fiscal Year based on the previous year's spending. Re-allocations will be conducted quarterly depending on observed demand and spending. The O&D committee will ensure there is transparency of funding allocations between partners as well as a collaborative nature to the committee. If a partner's needs require increased allocation, this request will be discussed at a regular meeting and sent to all partners for review. The committee will continue to find ways to streamline the process. GMT has a standard platform for partner agreements. After discussion between partners and GMT, GMT will draft an agreement with updated needs and will send it to partners for review and execution annually.

Committee Partners Roles and Responsibilities

CCRPC will:

- Organize and facilitate regular Committee meetings at least 4 times a year, ensuring that all meetings comply with Vermont Open Meeting Law and engage the full spectrum of providers of services and representatives of those needing rides.

Green Mountain Transit will:

- Implement the O&D program, report on ridership and budget data, execute quarterly budget adjustments to ensure efficient use of funds, and prepare the subsequent year's grant request.

ATTACHMENT 1: FY26 COMMITTEE WORK PLAN

Partners will:

- Participate and engage with the Committee by providing input on the needs of the community members they work with and how the O&D program can best serve their needs.

Special Services Transportation Agency will:

- Advocate for the program's budget and clients and report on ridership data.

Vermont Agency of Transportation, Public Transit Division will:

- Provide O&D program funding and guidance.

Meeting Schedule

The Chittenden County O&D Transportation Committee typically meets quarterly (March, June, September, & December) on the second Wednesday of the month at 10:00 am at the CCRPC offices (110 West Canal Street, Winooski) and virtually via Zoom. CCRPC staff will convene the meetings and coordinate with Program Partners on agenda topics. All program partners are expected to actively participate in quarterly meetings.

All meetings are open to the public and are to be held in accordance with Vermont Open Meeting Law. Agendas and meeting minutes will be posted to the CCRPC's O&D Transportation webpage:

<https://www.ccrpcvt.org/about-us/committees/chittenden-county-elders-and-persons-with-disabilities-ed-transportation-committee/>

FY26 (July 1, 2025 – June 30, 2026) Work Program Tasks

In FY25, the Chittenden County O&D Transportation Program continued to provide essential transportation to Chittenden County residents while maintaining a high level of safety and confidence for all staff and riders. To expand our scope of services to incorporate a range of other transportation elements under the traditional O&D program umbrella, we have continued to merge into a mobility-focused committee.

While program ridership has recovered from the steep decline experienced during the COVID-19 pandemic, Chittenden County still remains behind other regions of the state in terms of recruiting volunteer drivers. To address the continued deficit of volunteer drivers, the FY26 Work Plan will retain a strong focus on supporting the Vermont Community Driver Program.

Task 1: Vermont Community Driver Program Support

Beginning in early 2023, the [Vermont Community Driver Program](#) was launched in an effort to revamp statewide efforts to recruit volunteer drivers following the loss of many volunteers during the COVID-19 pandemic. The Community Driver Program better emphasizes the generous non-taxable mileage reimbursement rate and highlights how community drivers play a critical role in providing transportation services to fellow Vermonters.

The Committee will identify outreach and marketing opportunities to better support the Community Driver Program in Chittenden County. CCRPC will work collaboratively with GMT, SSTA and O&D partners to expand volunteer driver recruitment across our region. CCRPC will also connect with other O&D regions around the state to evaluate new marketing strategies for the recruitment of community drivers and to support the long-term growth of the program.

Task 2: Mobility Committee Outreach

In FY26, we will continue to invite transportation-focused and other organizations to share information and mobility resources with our committee. The goal of this task is for the committee to better understand the transportation needs and begin to identify gaps in transportation access in our region. Additionally, more effort will also be made to create awareness of the Recovery & Job Access programs, which provide transportation services for those struggling with



substance use disorders.

Task 3: Annual Reporting

There is a continual need to create more awareness and knowledge of O&D transportation in Chittenden County. To bolster municipal support and awareness for the program, the CCRPC will continue to prepare a small summary of O&D transportation within each municipality's annual report, which will then be presented to the region's Selectboards and City Councils. Each municipal report will detail the total number of trips provided to residents during the last fiscal year (July 1 – June 30). SSTA supports this annual reporting by providing the trip data for each municipality.

Additionally, CCRPC will coordinate with VTrans, GMT, and SSTA to expand tracking of the following data. The Committee will also use this information to evaluate the Program's performance and potential.

- Denials and reason(s) for denial
- Regional assessment of rides by town and trip purpose



To: Chittenden County Regional Planning Commission (CCRPC)

From: Tim Bradshaw, Director of Grants

Date: January 22, 2026

RE: FY26 Older Adults & Persons with Disabilities (O&D) Program

Summary:

Results through December show Federal spending levels 43.53% above the target range of 50%. Federal spending rose year-over-year by roughly 32% or \$97,974 nominally. GMT staff have been working with VTrans on the shortfall, and VTrans awarded an additional \$215,000 Federal and \$50,000 State to assist with the funding deficit. GMT has also been working with the local O&D partners, most impacted by the shortfall. Revised local agreements have been sent to four O&D partners that include an increased federal award and 20% cash matching requirement. Once all partners have signed their revised local agreements, a revised budget will be provided to all O&D partners and SSTA.

Federal budget vs actuals through December 2025 (FY26)

Local Partner	Federal Funds Budgeted	Spent YTD	Remaining Funds	% of Budget Spent	Benchmark +/-
CATHEDRAL SQUARE	\$ 700	\$ 333	\$ 367	48%	2.5%
AGE WELL - COUNTY WIDE	\$ 128,000	\$ 131,499	\$ (3,499)	103%	-52.7%
CHAMPLAIN SENIOR & COMMUNITY CENTER	\$ 19,500	\$ 10,857	\$ 8,643	56%	-5.7%
CITY OF WINOOSKI	\$ 3,000	\$ 3,784	\$ (784)	126%	-76.1%
TOWN OF MILTON	\$ 61,300	\$ 55,211	\$ 6,089	90%	-40.1%
TOWN OF COLCHESTER	\$ 128,500	\$ 125,946	\$ 2,554	98%	-48.0%
TOWN OF RICHMOND	\$ 10,600	\$ 14,374	\$ (3,774)	136%	-85.6%
TOWN OF WILLISTON	\$ 78,000	\$ 62,915	\$ 15,085	81%	-30.7%
UVM-HOME HEALTH & HOSPICE	\$ 5,600	\$ 2,135	\$ 3,465	38%	11.9%
Total:	\$ 435,200	\$ 407,053	\$ 28,147	94%	-43.53%

As mentioned in recent correspondence from Clayton Clark, O&D partners are being provided the opportunity to voluntarily determine at this meeting any trip constraints to be imposed in their service regions effective February 27, 2026. O&D partners can also work directly with SSTA to cover the costs at 100% for trips that may no longer be eligible under the collectively agreed trip constraints.

If there are any questions regarding the information contained in this memorandum, please contact me at tbradshaw@ridegmt.com or at (802) 540-2456.

ATTACHMENT 3: EXISTING TRIP GUIDELINES

E & D GENERAL GUIDELINES				Effective	05/19/2025	Limits
E&D Town	Hours of Operation	Days of Operation	E&D Contact Person	Phone Number	Donation	** To qualify, individual must be 60 years or older or have a physical or mental disability. These guidelines need Town approval. Radiation/Chemo treatments also need approval. E&D rides are not guaranteed if requested later than 5pm the day before the trip.
Trips to non E&D towns are allowed as long as the number of trips each month do not exceed the maximum trips allowed by the E&D town.						
Cathedral Square	5:45 AM-6 PM	Mon Thru Friday	Kathrynn Titus, Maria King, Cathy Braxon	802-859-8885	\$0.00	A. Used for all Cath. Sq Properties B. 2 Trips per week any purpose Names called in. Other rides need prior approval
CVAA	5:45 AM-6	Mon thru Fri	Sam Carleton	802-865-0363	\$0.00	Used for group trips to senior meal sites. Names called in the day before ride by mealsite volunteers.
CVAA (County Note: as of 7/1/13 Huntington residents served by CVAA County-Wide Note: as of 7/1/18 Hinesburg, Charlotte, and St. George residents served by CVAA County-Wide	5:45 AM-6	Mon thru Fri	Sam Carleton	802-865-0363	\$2.50	E&D trips specifically NOT supported by another Chittenden County Local Partner(s) Up to 6 round trips per month for Medical Trips OTHER: up to 3 unrestricted round trips per month Hinesburg: No personal trips for ambulatory except on volunteer St. George Residents must travel with volunteer driver Charlotte Residents East of Route 7 must travel with volunteer driver unless approved
Burlington PRW Note: As of 7/1/17 Champlain Sr Ctr is now Burlington	5:45 AM-6	Mon Thru Fri	Kirsten Santor Sophie Sauve	802-556-1458 802-865-7248	\$2.50	Used for group trips for senior meals scheduled by Senior Center staff Names called in daily.
City of Winooski	5:45 AM-6	Mon thru Fri	Barb Pitfide Ray Coffey	802-655-6425 655-6410 x20	\$2.50	Used by Winooski residents for trips within the ADA area ONLY and who meet the E&D guidelines. No restriction for Critical Care. Up to 2 round-trips per month for Non-Medicaid Medical.
Town of Milton	5:45 AM-6	Mon thru Fri	Chris Taylor Brittany Tradup	802-893-6655 Option 8	\$1.00	Trips limited to two (2) round trips per week. of which, only one (1) per month may be than medical or grocery shopping (groceries trips must be done origin & destination as Milton.
Colchester	5:45 AM-6	Mon thru Fri	Aaron Frank Renaë Marshall	802-264-5509	\$1.00	Maximum: 3 round trips per week in any category other than Medical, no restrictions for medical Social Personal: Up to 3 round trips per week for any of the following: Visiting spouse cared for outside the home. Trips to visit friends or church. Social Personal trips for any other purpose not permitted at this time. NO RESTRICTIONS ON ORIGIN OR DESTINATION
Richmond	5:45 AM-6 PM	Mon thru Fri	Josh Arneson	802-434-5170	\$1.00	1 Round Trip per week in any category OTHER than Social/Personal. 2 Round Trips per month for Social/Personal.
Williston	5:45 AM-6 PM	Mon thru Fri	Melinda Scott GMT will notify town of Williston	802-878-6704	\$2.50	Williston must be the town of destination or origin. No other restrictions for Williston residents social personal trips limited to 2 round-trips (or 4 one-way) per week. Exceptions need to be approved by GMT
UVMHH	5:45 AM-6	Mon thru Fri	Monica Ogelby Jordan Bodington: SB Adult Day	802-658-1900 802-862-6610	\$2.50	Used for UVMHH only. UVMHH determines who can use the funds. UVMHH will fax transportation authorization for their transportation.
Note: The E&D program operates outside the strict service criteria required of the complementary paratransit (ADA) program. Thus the specific requirements relating to Service Area (except for the City of Winooski) Response Time, Fares, Trip Purpose Restrictions, Hours and Days of Service, and Capacity Constraints for the ADA program do not specifically apply to E&D rides. Consequently, the ability of SSTA to limit the availability of transportation to eligible individuals is less restrictive. Request for E&D travel can remain unfilled and/or open to negotiations due to Response Time or Capacity Constraints. Trip requests may be turned down if received too late in the day, or are beyond the capacity of SSTA to accommodate a particular trip pattern, or appear to be outside the parameters of the supporting member's guidelines. Alternative arrangements must be proposed either the same day or for the next day (e.g. within 24 hours) to accommodate the Please do not refer passengers to GMT without talking with GMT staff first. Let the passenger know someone will get back to them before the end of the next business day						