



**MUNICIPAL PARTNERS TRANSIT COMMITTEE  
MACHIAS SAVINGS BANK COMMUNITY ROOM  
WEDNESDAY, FEBRUARY 7, 2018  
10:00 a.m. – 12:00 p.m.**

**Meeting Minutes**

**Members Present:**

Jeremy Caron, City of Brewer  
Karen Fussell, City of Brewer  
Linda Johns, City of Brewer  
Laurie Linscott, Community Connector

Belle Ryder, Town of Orono  
Sean Currier, Town of Hampden  
Michael Crooker, City of Bangor

**Guests Present:**

Martin Chartrand, Transportation for All  
Marcia Larkin, Penquis  
Galen Lavertue, Penquis  
Kole McBreairty, Pequis

Tammy Tewhey, Penquis  
Amy Rau, Maine DOT  
Lori Brann, Maine DOT  
Mary Ann Hayes, Maine DOT

**Staff Present:**

Connie Reed, BACTS  
Rob Kenerson, BACTS  
Cindy Meservey, BACTS

Jeremy Clay, Community Connector  
Sherri Clark, Community Connector  
Deborah Cyr, City of Bangor

**Call to Order:** Michael Crooker called the meeting to order at 10:00 a.m. Introductions were made.

**Approval of December 6, 2017 meeting minutes:** Karen Fussell made a motion to approve the minutes as presented, Laurie Linscott seconded the motion. Unanimously approved.

**Committee Goals & Objectives:** Michael Crooker began this discussion by explaining the development of this committee. He explained that the Public Advisory Committee consists of more transit users. This committee's members are officials from municipalities that are partners with Community Connector. The intent of this committee is to enhance communication with these partners. The focus is more specific rather than broad as the Public Advisory Committee is. These meetings do not take the place of direct communication with any of the municipal partners.

This group broadens awareness. The main reason for creating this Committee was to increase communication between the Community Connector and the municipalities. BACTS' Policy Committee

decided to add representatives from each community. This Committee has no authority with the Policy Committee or Councils. This group makes recommendations to be brought forward.

The City of Bangor is a direct recipient of transit funds. The service is provided to the partners through the City of Bangor. Any issues brought up during these meetings must be discussed with the City Council. While everyone may agree on a course of action, it still must be put through the process.

Karen Fussell expressed her idea of the goals for this Committee: learning and networking; understanding the financial infrastructure of running the bus service, understanding the invoices received from Community Connector, how the CC plans and appropriates funds; and inform communities of issues faced regarding regulations and planning.

Rob Kenerson indicated that this Committee can also work to make connections between the Community Connector and local municipal planning officials. In an attempt to get that communication going, it was suggested that a regular agenda item be Municipal projects/planning that may affect bus routes and/or service.

**Municipal Service Contracts:** It was discovered during the Community Connector's Triennial Review that agreements are necessary between the Community Connector and the municipalities that Community Connector provides service to. Community Connector staff is in the process of drafting these agreements and expect to present them to the municipalities within the next few months.

**ADA Complementary Paratransit Service Update:** A Request for Proposals (RFP) was sent out last fall. No responses were received. Penquis submitted a non-bidder response to the City. Those points were reviewed and, after internal discussion including the Council, a final response was sent to Penquis in January. The cost of the City of Bangor providing the ADA Complementary Paratransit Service internally was considered. Penquis has submitted a letter to the City of Bangor indicating they will cease providing the ADA Paratransit service on February 26.

Ideally, the City is looking for a third-party contractor to provide the service. The staff is currently editing the RFP and, once approved by City Council, will send out for a second round of bids within a couple weeks.

If anyone is interested in seeing the comments received from Penquis, please contact Michael Crooker.

**Public comments from 2018-2038 MTP related to transit service:** A list of comments received during the BACTS Metropolitan Transportation Plan (MTP) public comment process that were specific to Community Connector service was distributed to the group. Connie explained that BACTS held two public meetings as part of the process, as well as posted the document online. The comments on the list were more specific to current service provisions of the Community Connector than long-range planning. BACTS' Policy Committee is required to respond to any comments received on the MTP. The BACTS Policy Committee noted that the comments received during the public hearings which were more specific in relation to service and operations of the Community Connector would be forwarded to Community Connector staff and the Municipal Partners Transit Committee.

The MTP has been approved by BACTS' Policy Committee and is on the website. There will be amendments to the MTP once the Bicycle and Pedestrian Plan has been completed. A Request for Proposals for a consultant to complete the Plan will be sent out in February.

Michael Crooker announced that Transportation for All recently conducted a survey regarding bus service and expansion of service hours. They are in the process of compiling the responses received. Once done, the results will be shared with this group.

**Community Connector Finances 101 & Proposed FY19 Estimated Budget Timeline:** Michael Crooker explained the timeline for the City of Bangor FY19 budget process. He cautioned the group that this timeline is subject to change.

Personnel budgets are developed and due February 18.

Revenue and Expenses budgets are due March 2.

Department heads meet with the City Manager and Finance Director to go through the line items from March 5 to 31. Feedback is given at this time and changes may be made.

The budget goes to the City Council by April 9.

The first budget reading is done on June 11.

If all goes well, the budget is adopted by the Council by June 25.

The Community Connector does not have a budget ready at this time. The staff is not allowed to put out any information prior to the City Council reviewing the information. Michael can give estimates on what the staff sees coming in the future. If anyone is interested, please contact Michael directly.

Night service has been brought up several times. There is discussion, but a change will not happen immediately. At this time, the Community Connector is not anticipating any widespread changes. If anything does come up, the staff will let municipalities know what the change is and how it will affect the communities.

Connie created a presentation on Federal Transit Administration (FTA) funding and the Transportation Improvement Plan (TIP) process. She explained the funding sources for Community Connector. The 5307 funds are the largest of FTA's grant programs. The funds are appropriated by formula based on the level of transit service provision, population and other factors. Funding is made available to designated public bodies with the legal authority to receive and dispense federal funds. The City of Bangor is a direct recipient of Section 5307 funds.

Section 5339 Bus and Bus Facilities Program assists in financing capital projects to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities. The City of Bangor is a sub-recipient of Maine DOT's annually appropriated funding for Small Urban Transit Systems. This is a competitive program based on asset age and condition and is a low or no emissions bus deployment program.

Connie also went through the eligible activities, recipient responsibilities and required match for each of the funding sources. The full presentation can be found on the BACTS website at [www.bactsmmpo.org](http://www.bactsmmpo.org).

**Future Agenda Items:** Karen Fussell asked that Community Connector provide a breakdown of revenues, expenses, funding and allocation of costs to be discussed at the next meeting. Belle Ryder asked that the five-year capital plan be shared with the Committee so municipalities/Committee members can seek out any grants available and put programs and processes in place locally to support the capital plan.

**Other Business:** Laurie Linscott announced that the Community Connector staff is now in the new 2000 square foot building. She encouraged attendees to stop by to see the new facility.

**Adjourn:** The meeting was adjourned at 11:56 a.m.