



MUNICIPAL PARTNERS TRANSIT COMMITTEE

Bangor City Council Chambers

Wednesday, June 6, 2018

9:30 a.m. – 11:30 a.m.

Meeting Minutes

Members Present:

Michael Crooker, City of Bangor
Linda Johns, City of Brewer
Belle Ryder, Town of Orono
Jeremy Clay, Community Connector

Laurie Linscott, Community Connector
Sherri Clark, Community Connector
Tom Spitz, University of Maine
Amy Rau, Maine DOT

Staff Present:

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

Guests Present:

Lisa Feldman, Transportation for All

Call to Order: Michael Crooker called the meeting to order at 9:35 a.m. Introductions were made.

Approval of April 4, 2018 meeting minutes: Linda Johns made a motion to approve the minutes with a correction to add Karen Fussell to the members present list and delete the duplicated Jeremy Caron, Sherri Clark seconded the motion. Unanimously approved.

Local Share Cost Allocation Options: At last month's meeting, Connie explained a formula for local cost allocation that she and Debbie Cyr developed using the average percentage per community based on four factors: percentage of total number of hours, miles, rides and buses. It was proposed that the average percentage of all four categories be applied uniformly to all revenues, expenditures and grant allocations for each community. Linda Johns had requested more detail showing actual numbers be brought to the June meeting.

Connie compiled additional data analysis showing various methodologies for allocating the local share of operating costs for the bus system. Fiscal year 2017 data was used to calculate the percentages proposed for fiscal year 2019. Connie distributed a document illustrating six different options for calculating local share and how those variations translate in dollars. Connie reiterated that the estimated amounts used in the report was for illustrative purposes only and in no way should be interpreted as the 2019 budget

amount. The amounts previously provided to each municipality by Laurie Linscott is the most recent available 2019 budget information from the City of Bangor.

Michael Crooker indicated he would like to have more municipalities at the table to get a consensus on the plan. He suggested sending the document out in a separate email asking for feedback from all member municipalities. Rob Kenerson suggested the Committee take out those options that don't make sense before sending it out, but no consensus was reached by the members present.

Capital Cost Allocation Plan: The City of Bangor finance director, Debbie Cyr, suggested that switching over from the current methodology of each municipality paying for the cost of each bus and the equipment used on that community's routes to each community contributing a calculated percentage of the total towards the cost of all capital purchases be phased in following purchases currently planned. With new buses already ordered and routes identified for the new buses, it is estimated that the transition to a shared contribution to the capital reserve would be implemented around fiscal year 2021.

Once the Committee agrees to the formula/methodology for allocating revenues and expenses, a similar formula/methodology will be applied to a capital replacement plan in which each community will contribute annually to the reserve fund. Michael Crooker stated that the City's plan is to ladder the contributions to try to mitigate the initial financial burden on the municipalities. There is no specific capital/asset replacement plan to share at this time other than what was provided at the previous meeting as part of the budget presentation. Although the City of Bangor will not be assessing an annual capital reserve contribution to each municipality's annual local share until the time when the system transitions, communities are encouraged to start incorporating an amount for transit capital reserves in their budgets as soon as possible to begin preparing for that transition.

Laurie explained that VOOT and Hampden each have a small capital reserve fund in place with the City of Bangor which they have been contributing to annually. . The total amount required to replace a bus is currently billed to the municipality identified to replace a bus, so it is preferred that the bus is used primarily for the routes in that community. However, to ensure service amenity equity as required by FTA regulations, Community Connector staff rotates the buses to ensure no one route receives more or less amenities than another. Moving forward to a system-wide contribution to the capital cost of purchasing and maintaining the buses will make it easier to alternate buses regularly.

Connie told the group that in the most recent application to FTA for bus purchases, the City of Bangor is estimating the total cost per bus to be approximately \$450,000 with a 12 year life span. With the grant Community Connector currently has for the purchase of five buses, the City of Bangor will be staggering delivery of those buses through fiscal year 2021. This spring it was announced that the City of Bangor had been awarded another grant to purchase an additional five new buses. The City of Bangor is going to be putting together a 10-year plan for replacing the buses with these two grant awards.

Transportation Improvement Program Amendment/Modification: Connie provided a breakdown of the changes being proposed to the transit element of the TIP. In May, the FTA announced the fiscal year apportionments. Since the City of Bangor is proposing a new project for a transit planning study and changing a project to combine funding sources, the TIP will need to be amended, rather than modified, and will be posted for 10 days for public review and comment. BACTS' Policy Committee will review and respond to any comments received. If a significant change is warranted, the amendment will need to be

posted for another 10 day public comment period. If no significant changes are warranted or no comments are received, the Policy Committee will vote to include the amendment in the TIP.

Proposed Transit Study Scope: Michael Crooker distributed a scaled-down version of the Proposed Scope of Services the City is working on for an RFP for the proposed transit planning study. The formal RFP, which will include all the required language and federal clauses will also include more detail in each proposed task. The document Michael shared is what has been provided to the City Council. He explained that the goal of the study is to reexamine the current system design and provide input on how to operate and manage the system to enhance reliability, efficiency, and cost-effectiveness. The City of Bangor is looking for recommendations on short, medium and long-range changes on system design, route configurations, ridership, operating hours, route schedules, bus stop system design, equipment and maintenance, management and administrative structure, and capital equipment needs and funding.

Michael indicated that the goal is to put the RFP out as soon as possible with an estimated project start date in the fall.

ADA Complementary Paratransit Service: The award date for the ADA Complementary Paratransit Service contract was May 31; however, the City has asked Penquis to extend the current temporary service contract until some outstanding items can be reviewed and answered based on FTA guidance and response. There was a question raised regarding incidental use. FTA directed Michael to the explanation, and he is working on interpreting it now. Once that is completed, they will be meeting with Penquis to discuss and finalize a new service contract. He hopes to have the contract finalized by the next meeting.

RFP for Data Collection and Tracking Technology: The draft of the Technology RFP has gone back the Assistant City Solicitor. Once he approves it, the RFP will be reviewed by the City Manager and Finance Director to be approved for publication. It is anticipated it will be published within the next two months.

Belle Ryder asked Michael to share the draft RFP with her so she can ensure the technology Orono is working on for the BBOE will be consistent with what they are looking to do system-wide. They will be implementing the technology on BBOE by August, when classes begin for the fall semester.

Community Connector Projects/Initiatives Update: A direct mailing was sent to all Greater Bangor Chamber members outlining Community Connector transit advertising opportunities. The marketing firm, ATA Outdoor, has been receiving calls and have three or four new customers under contract. We should be seeing the ads on buses soon.

Belle asked that the Community Connector make sure that the website does not contain a schedule with Saturday service for the BBOE because the Saturday service was discontinued last year.

Rob Kenerson asked if municipalities have been providing advance notice to the Community Connector on local projects which affect bus routes. Laurie indicated that Sean Currier from Hampden has been very good about giving information to Community Connector and that she has started following all of the municipal Facebook pages so she sees the information being posted about local projects and events. Rob also asked if Community Connector received notifications about projects from the local DOT office on Hogan Road. Laurie said she doesn't hear anything from them, so Rob is going to get a contact name for her.

Municipal Events/Projects/Developments Update: Construction on the Mill Street project in Orono will be starting soon; however, it should not interfere with the bus routes. Construction on outer Wilson Street in Brewer from Walmart to I-395 will be started in the next month or so.

MaineDOT Update: Maine DOT is in the infancy stage of a strategic marketing campaign aimed at promoting transit statewide. They are looking for testimonials from riders to use in the campaign.

MaineDOT is in the process of producing the statewide long-range transportation plan through 2050.

The interviews for the rural transit provider subrecipients of MaineDOT for Locally Coordinated Transit Plans are in process. They will try to schedule Bangor's interview around the same time of the MTA meeting scheduled at the Community Connector office on July 18.

Other Business/Future Agenda Items: BACTS has hired T.Y. Lin to produce a Long-Range Bicycle and Pedestrian Transportation Plan. This Plan will tie into transit. It is expected the Plan will be completed by the end of the calendar year. Maine DOT is talking with MPOs about partnering on a piece of software called MetroQuest. This is a survey software similar to Survey Monkey but a lot more robust. BACTS is hoping to be able to test out this program during the development of the Bicycle and Pedestrian Transportation Plan. If BACTS does gain access this program, Rob offered to help Community Connector produce a public feedback survey for the proposed transit route study.

For future agenda items: Allocation plans, ADA Paratransit, and Technology RFP.

The next meeting is scheduled for September. Connie asked if everyone was comfortable waiting that long or if they felt a meeting should be held sooner. Michael asked Connie to do a Doodle Poll to check everyone's availability.

Adjourn: 10:51 a.m.