



MUNICIPAL PARTNERS TRANSIT COMMITTEE

Council Chambers, Bangor City Hall

Wednesday, September 11, 2019

9:30 a.m. – 11:30 a.m.

Meeting Minutes

Attendees:

Members:

Rich Cromwell, City of Bangor
Kyle Drexler, Town of Orono
Belle Ryder, Town of Orono
Linda Johns, City of Brewer
Lori Brann, Maine DOT

Community Connector Staff:

Laurie Linscott
Sherri Clark

BACTS Staff:

Rob Kenerson
Connie Reed
Cindy Meservey

Guests:

Haley Jaramillo, Maine DOT
Darcy Cooke, Transportation for All
Marcia Larkin, Penquis
Jack McKay, Transportation for All
Ron Wilbur, Community Connector Bus Driver

Call to Order: The meeting was called to order at 9:30 a.m. by Belle Ryder. Introductions were made.

Approval of June 5, 2019 Meeting Minutes: Linda Johns made a motion to approve the June 5 meeting minutes as presented. Rich Cromwell seconded the motion. Unanimously approved.

Transit Study Update: Rich Cromwell stated that the consultants from Stantec will be in Bangor to present the final report on the Transit Study to Bangor City Council on September 23. He indicated that he didn't see any huge surprises when reviewing the draft report, but did note there was no discussion about the development of mini-transfer hubs, which would allow riders to make transfers at other points in the route system. Rich is compiling comments and questions on the draft to provide to the consultant. Comments and questions the group have for the consultant include:

- Old Town Route should be referred to as Veazie, Orono, Old Town (VOOT) Route.
- Hampden is incorrectly spelled in several places.
- How will the proposed "on-demand" service work? Will the rider fare be the same as regular bus fare? Will the riders need to schedule a ride a day in advance similar to Paratransit service?
- There is no recommendation of how to provide service to the Veteran's Center on Odlin Road.
- The document mentions bringing in partners within the City of Bangor, but there is no recognition of needing to create a stronger partnership between the other municipalities.
- There is no discussion about multi-modal connections or integration with bicycle and pedestrian plans and facilities.
- Why is the recommendation for extending evening hours only until 8 p.m.? Transportation for All feels strongly that the hours should be extended until 9 p.m.
- Why is GPS on buses to support real-time information and trip planning a mid-term

recommendation and not a short-term recommendation?

- What FTA asset management reporting requirements would make the current approach of collecting information in a spreadsheet insufficient for a transit agency the size of Community Connector? Asset management is primarily business decisions that software will not be able to make, and data collection which staff resources will still be required to input - whether it is into a spreadsheet or a software program.
- Rather than providing a recommendation of a name change for the system; simply state that the goal is for rebranding the system.
- The fleet renewal schedule uses 27 buses, current fleet is 22, VOMS is 14. Once new buses arrive and average fleet age decreases, spare ratio shouldn't need to be that high and perhaps fleet size can be reduced further to 20. Was capital plan and cost estimates calculated using base of 22 or 27 buses?

Connie told the group that at the MPO Quarterly meeting last week, colleagues from the Lewiston-Auburn area MPO brought up an unintended consequence of the hands-free law affecting transit operations. The use of tablets by bus operators as passenger counters is technically a violation of the law. In the Lewiston-Auburn area, the transit agency has reached out to law enforcement who has agreed that bus operators pulled over at designated, signed bus stops, will not be cited. However, they must be pulled over at a signed, designated stop. Lori Brann stated that the transit agency has made an agreement with both Lewiston and Auburn law enforcement agencies.

Linda Johns asked that once the report was updated and finalized that it be sent out to everyone.

Financial Report – Budget to Actual YTD Revenues and Expenses: (see attached) Laurie Linscott handed out fiscal year 2019 final bills to representatives from municipalities present which also included an Income Statement and Grant Summary as of June 30, 2019.

Laurie explained the fiscal year 2019 expenses, revenues and grants.

Total Expenditures include:

- \$2,451,923.23 for Operating
- \$237,181.08 for ADA
- \$625,284.79 for Preventative Maintenance
- \$113,481.90 for Black Bear Orono Express.

Total Revenues include:

- \$676,421.70 in Fares
- \$63,287.72 in Advertising
- \$7,696.03 in Reimbursements and Miscellaneous
- \$10,901.66 in Insurance Proceeds.

Laurie stated that actual Federal Grants on the Grant Summary are different from budget even though they are labeled Budget. Total Federal funds of \$1,309,700 requested include:

- \$631,035 for Operating
- \$173,378 for ADA
- \$491,507 for Preventative Maintenance
- \$13,780 for Capital

Total Local Share required after the \$101,109 State Grant is applied is \$1,102,583.45. Final bills were

calculated using the formula for revenue hours plus the amount of capital reserve committed for fiscal year 2019. Laurie noted there is a \$2,500 error on the reserve funding calculation for the VOOT municipalities.

- Bangor 61.16%
- Brewer 15.85%
- Old Town 5.43%
- Orono 5.35%
- UMaine 3.92%
- Veazie 1.32%
- Hampden 6.97%

Connie noted that the total federal grants in the Grant Summary does not match the amount which was programmed in the S/TIP for 2019. Laurie Linscott stated that she had to make budget revisions. Lori Brann told the committee that the grant does not need to match the S/TIP and Laurie can make revisions to the FTA grant without a S/TIP revision. Belle expressed concern about losing available funding if monies programmed in the S/TIP were not used in the year which they were programmed. Lori Brann stated the funds can be carried forward to the next fiscal year.

Belle Ryder asked that the format of the financial reports be presented showing the budget as approved to actual.

Financial reports of year to date fiscal year budget to actual should be provided at each meeting so members can have current financial information.

Community Connector Projects/Initiatives Update:

- Working on preparing year-end reports.
- The Consultants performing the Federal Transit Administration Triennial Review will be in Bangor on October 8, 9 and 10.
- Five new buses will be delivered in November.
- Community Connector currently has 32 drivers, which is an all-time low. To be fully staffed, the system needs 39 drivers.
- A new dispatcher has been hired.

Municipal Events/Projects/Developments Update:

The Town of Orono will be using the Trolley for Orono Commons Parade on September 26.

Maine DOT Update: Haley Jaramillo is the Regional Planner at Maine DOT. She is trying to get up to speed at this point. Lori Brann invited her to the meeting. There has been a reorganization at the Bureau of Planning. Lori told the group that Mary Anne Hayes is no longer in charge of transit operations, Nate Moulton is not the Director. He has previous experience in transit. Amy Rau has left MaineDOT and Lori is taking on all duties right now.

Other Business:

Transportation for All

- Transit/Pedestrian Safety booth handed out several guides and slap bracelets.
- Ride the Bus Month in November.
- Would like the City of Bangor to consider running the Trolley on Election Day from Pickering Square to the Cross Insurance Center.

BACTS has drafted the 2020-2021 UPWP. The Policy Committee will be voting on it next Tuesday. One study proposed in the plan is coordinating signals in Orono/Old Town for events and emergency evacuation for the University of Maine. This will likely require transit representation and participation for the study advisory committee.

The next meeting will be held November 13 at the Orono Town Office in the Council Chambers.

Adjourn: 10:56 a.m.