



# ***Executive Committee Meeting***

**November 9th, 2021, 2:00 PM**

**Zoom**

## **Agenda**

**1) Call to Order**

**2) Public Comment**

Members of the public in attendance of today's meeting have an opportunity to provide public comment on today's agenda items.

**3) Approval of April 16th, 2021 BACTS Executive Committee Meeting Minutes (Attachment A)**

**4) BACTS Priorities 2022**

**Staff Report**

Staff would like to discuss with the Committee the goals and priorities for BACTS to build toward in the calendar year 2022.

***Proposed Action:*** *For discussion only*

**5) BACTS Staff Merit Cap and Title Changes**

**Staff Report**

Per updated Personnel Policies and Procedures the Executive Committee is responsible for setting the cap for merit increases for BACTS Staff. Staff would also like to discuss staffing title changes with the Committee.

***Proposed Action:*** *Set the merit cap for the Executive Director to use when conducting BACTS Staff annual reviews.*

**6) BACTS Office Space**

**Staff Report**

Staff would like to discuss with the Committee various options for the BACTS office space.

***Proposed Action:*** *For discussion only*

**7) BACTS Meeting Locations**

**Staff Report**

Staff would like to discuss with the Committee various options for BACTS to conduct meetings.

***Proposed Action:*** *For discussion only*

**8) Upcoming Meetings**

Policy Committee - November 16th, 2021

Transit Committee - December 1st, 2021

**9) Executive Session - Executive Director Annual Evaluation**

## Attachment A



# Executive Committee Meeting

April 16th, 2021

8:30AM

GoogleMeet

### Minutes

Committee Members	Affiliation
John Theriault	Bangor
Belle Ryder	Orono
Linda Johns	Brewer
Rob Yerxa	Orono
Sara Devlin	BACTS
Paige Nadeau	BACTS

**1) Call to Order**

Meeting called to order by John Theriault at 8:30AM.

**2) Public Comment - None**

There were no public comments.

**3) Approval of February 2nd, 2021 BACTS Executive Committee Meeting Minutes**

Linda Johns motioned to accept the minutes as written, Rob Yerxa seconded. The minutes were accepted unanimously.

**4) BACTS Personnel Policies and Procedures**

Staff has completed a full review and update of the current Personnel Policies and Procedures. Staff provided an overview of changes to the Personnel Policies and Procedures. Discussion ensued regarding some of the changes. Minor edits were suggested regarding clarification and verbiage updates. The final copy will be reviewed and approved at the annual non profit board meeting.

## **5) Unified Planning Work Program (UPWP) Budget**

Staff has completed a full financial review of the current UPWP budget. Staff will review the current budget, trends, and forecast with the Executive Committee and discuss options for budget adjustments.

Paige Nadeau provided an overview of the current forecasted budget for the 2020-2021 UPWP. Per forecasted trends there is an estimated \$70,000 remaining in budget. Sara Devlin suggested conducting a Collector Paving Inventory Study, as discussed at the previous Executive Committee Meeting. Sara Devlin clarified that she has discussed this option with MaineDOT and they would be agreeable to allow a specific type of project like this, to have funding roll in to the next year.

Members of the committee showed support for BACTS bringing this study to the Policy Committee for their thoughts and approval.

## **6) Upcoming Meetings**

Policy Committee - April 20th, 2021

Transit Committee - May 5th, 2021

Sara Devlin discussed the 20% in-kind match that members contribute related to FTA funding. Sara Devlin inquired to the committee regarding their thoughts on transitioning this from in-kind to a monetary match. Discussion ensued regarding funding requirements and the benefits for the members to be able to contribute this funding as an in-kind match. Sara Devlin said she will keep key points in mind when developing the next UPWP budget.