



**Attachment A  
Transit Committee Meeting  
October 6th, 2021  
Zoom Meeting**

Committee Members	Affiliation
Courtney O'Donnell	Bangor
John Theriault	Bangor
Linda Johns	Brewer
Laurie Linscott	Community Connector
Amy Ryder	Hampden
Belle Ryder	Orono
Kyle Drexler	Orono
EJ Roach	Old Town
<b>MaineDOT</b>	
Lori Brann	
<b>BACTS</b>	
Sara Devlin, Paige Nadeau	
<b>Members of the Public</b>	
Eric Willett (Penquis)	

**1) Call to Order**

Meeting was called to order by Belle Ryder at 9:33 a.m.

**2) Public Comment**

There were no public comments.

**3) Approval of August 4th, 2021 Meeting Minutes**

Belle Ryder asked if there were any comments or corrections to be made to the minutes. John Theriault made a motion to approve, Kyle Drexler seconded. None opposed, accepted as written.

**4) Staff Report**

Sara Devlin provided an update on BACTS staffing, she will be the lead contact for transit related inquiries and the bus stop designation project going forward. Sara Devlin provided a brief update on the bus stop designation project including a preliminary review of stop locations and suggestions for each municipality. Sara Devlin also highlighted the release of the first Transit Times, a newsletter for the Bangor region highlighting transit related ongoings.

**5) Ridership Report**

Laurie Linscott provided an update. Numbers are remaining consistent (note that the September figures in the report are mid-month), with a slight increase in ridership due to college students returning. Staff are focusing on increasing awareness and education to college students about the bus system.

**6) YTD Financial Report**

Courtney O'Donnell provided an update, the YTD financial report will be emailed to the group within the next couple of weeks.

**7) RLS Report  
Staff Report**

The RLS report has been finalized after presentation to the Bangor City Council and the BACTS Policy Committee. The Community Connector and BACTS staff would like to have a discussion with the Transit Committee to identify potential next steps for the implementation of the RLS recommendations.

Sara Devlin provided an update. Discussion ensued regarding the next steps. Sara Devlin inquired whether individual municipalities would like presentations with the recommendations laid out in the report to see which options are most appropriate. Following these presentations the group would review the results and move forward with the development of an implementation plan. Courtney O'Donnell added that the Bangor City Council would need to take action and would like to learn from partners what their thoughts and concerns are with the recommendations in the report. Belle Ryder asked how to best approach a short, concise, presentation for the councils to ensure pertinent information is covered. Sara Devlin suggested a YouTube video could be posted on the BACTS channel for the councils to watch prior to council meetings and then presentations at the meetings could be high level and primarily focus on any questions the councils may have. General consensus of the group was in agreement with Sara Devlin's suggestion for a YouTube channel followed up with short council presentations, scheduling wise prior to the end of the calendar year.

**8) Community Connector Budget Development Schedule**

**Staff Report**

Sara Devlin provided an overview on this agenda item. The purpose of this agenda item is to have an initial discussion regarding how to develop a schedule for the Community Connector Budget that best works for all members. Discussion ensued with the following points being discussed; desire for transparency and clear communication for budgeting, acknowledgement of the difficulty for City of Bangor to develop a budget while receiving input from members, general consensus is that a January/February timeline would be preferred for the members to have an opportunity to give input.

John Theriault asked if the costs vary much year to year for each member. Belle Ryder said typically operation costs are consistent but there is concern about capital planning and the budgetary impacts. Belle Ryder would like to have more information regarding capital planning and where this area stands after the development of the capital plan a few years ago.

Sara Devlin asked if Lori Brann had any suggestions, Lori Brann advised the City of Bangor to apply for American Rescue Plan (ARP) funding and to be mindful of the requirements when applying for this funding.

Sara Devlin added that PACTS does a 5 year capital and operating budgets with members and updates every year. Sara Devlin suggested a follow up conversation in December to see if this is a feasible option for this budget cycle.

**9) Rural, Intercity, and Commuter Transit Provider Updates**

No updates at this time.

**10) Municipal Partner Updates**

Belle Ryder provided a brief update for Orono - The Town is trying to wrap up construction projects prior to winter. Kyle Drexler provided an update on the renovation and conversion of a few buildings on UMaine campus to hotels, this conversion is still in the planning process and construction is not expected to start until 2023, there could be an impact on transit ridership.

### **11) MaineDOT Update**

Lori Brann would like to commend MaineDOT, the City of Bangor, and BACTs for working collaboratively to secure \$1.79M for transit center funding.

John Theriault provided a brief update on the project, excavation is nearly done, foundation work should start soon.

### **12) Other Business**

Sara Devlin provided a brief overview of expectations for the next meeting - Election of new officers, setting of priorities, in depth conversation regarding the Community Connector Budget Development Schedule. Belle Ryder suggested implementing a formal policy for election of officers for this Committee, Sara Devlin stated that BACTS staff will draft up a charter for the committee to also be reviewed at the next meeting.

Eric Willett, Operations Manager for Penquis Transportation, provided an update for Penquis, they are the recipient of a community rides grant for \$100k and will be expanding services to surrounding communities in addition to hiring a couple new drivers and they expect to start services soon.

### **13) Next Meeting**

December 1st, 2021

### **14) Adjournment**

Belle Ryder asked if there were any further comments or discussion warranted. John Theriault made a motion to adjourn, Linda Johns seconded. None opposed, the meeting ended at 10:13AM.

## **Attachment B**

Staff Report  
December 2021

**Service Updates** - Laurie Linscott will provide an update on route changes.

**Transit Center Update** - Construction started on Sept 22nd, the last day of summer. Please see the website [www.bangormaine.gov/transitcenter](http://www.bangormaine.gov/transitcenter) for weekly updates.

**Bus Stop Designation Project** - BACTS staff has identified potential stops on all the current Community Connector routes. Some of the stops required additional discussion as there were infrastructure issues with the current proposed location. BACTS staff met with the Community Connector staff to discuss stops with infrastructure concerns and collaborated on possible solutions. Next steps is for BACTS to consolidate a comprehensive list of possible stops, meet with the Community Connector to review prior to scheduling meetings with the municipalities to review stops.

**Transit Newsletter** - BACTS staff are developing the second edition of the Transit Times, expected to publish in January/February 2022.

# Attachment C - Ridership Report through October 2021

FISCAL YEAR 2022 July 2021 - June 2022																		
Month	FIXED ROUTE															ADA	Black Bear	TOTAL FY21
	Hampden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capehart 1	Capehart 2	Capehart 3	Hammond Street	Center Street	Center/Hammond	Mall Hopper	Stillwater Ave	Mount Hope	Total	Paratransit	Orono Express	SYSTEM RIDERSHIP
July	1,375	2,637	2,638	2,217	2,733	3,207	3,217	0	0	0	4,584	2,115	4,008	2,422	31,153	831	0	31,984
Aug	1,386	2,640	2,431	2,388	2,889	3,130	2,846	0	0	0	4,403	1,966	3,814	2,562	30,455	852	205	31,512
Sep	1,196	2,362	2,501	2,787	3,052	3,178	2,819	0	0	0	4,528	2,149	4,108	2,885	31,565	930	2,316	34,811
Oct	1,270	2,461	2,745	2,837	3,353	3,059	3,035	0	0	0	4,562	2,226	4,192	3,147	32,887	960	1,769	35,616
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Feb	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Apr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total YTD</b>	<b>5,227</b>	<b>10,100</b>	<b>10,315</b>	<b>10,229</b>	<b>12,027</b>	<b>12,574</b>	<b>11,917</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,077</b>	<b>8,456</b>	<b>16,122</b>	<b>11,016</b>	<b>126,060</b>	<b>3,573</b>	<b>4,290</b>	<b>133,923</b>

## PAST YEARS

FISCAL YEAR 2021 July 2020 - June 2021																		
Month	FIXED ROUTE															ADA	Black Bear	TOTAL FY21
	Hampden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capehart 1	Capehart 2	Capehart 3	Hammond Street	Center Street	Center/Hammond	Mall Hopper	Stillwater Ave	Mount Hope	Total	Paratransit	Orono Express	SYSTEM RIDERSHIP
July	1,678	2,720	2,413	2,168	2,141	2,413	2,002	1,438	3,059	2,740	271	1,923	3,558	2,515	31,039	630	0	31,669
Aug	1,600	2,774	2,378	2,133	2,483	2,187	2,138	1,382	3,027	2,436	469	1,920	3,473	2,857	31,257	655	32	31,944
Sep	1,480	2,598	2,473	2,578	2,729	2,131	2,304	1,378	3,043	2,777	378	2,132	3,578	2,846	32,425	679	965	34,069
Oct	1,587	2,846	2,680	2,569	3,086	3,111	3,057	138	3,277	3,004	503	2,229	4,194	3,050	35,331	725	914	36,970
Nov	1,146	2,474	2,364	1,973	2,621	2,746	2,634	2,778	2,778	2,668	392	1,756	3,674	2,527	29,753	626	745	31,124
Dec	1,234	2,793	2,706	1,988	2,237	2,755	2,622	2,887	3,047	2,795	347	1,915	3,921	2,970	31,170	729	0	31,899
Jan	1,189	2,582	2,503	1,773	2,116	2,666	2,605	2,524	2,573	437	1,995	3,860	2,581	29,404	683	227	30,314	
Feb	1,128	2,467	2,307	2,032	2,321	2,470	2,704	421	3,116	2,704	3,116	1,996	3,680	2,296	27,374	640	903	28,917
Mar	1,299	3,016	2,993	2,499	2,635	3,327	3,002	4,944	2,363	4,944	2,363	4,380	2,521	32,979	857	1,084	34,920	
Apr	1,313	2,671	2,855	1,849	2,788	3,024	2,940	4,523	2,054	4,523	2,054	4,054	2,345	30,416	818	882	32,116	
May	1,192	2,414	2,486	1,938	2,516	3,294	3,044	4,366	2,074	4,366	2,074	3,976	2,144	29,444	793	0	30,237	
Jun	1,473	2,498	2,691	2,384	2,880	3,106	3,128	4,756	2,318	4,756	2,318	3,990	2,369	31,593	793	0	31,593	
<b>Total YTD</b>	<b>16,319</b>	<b>31,853</b>	<b>30,849</b>	<b>25,884</b>	<b>30,553</b>	<b>33,230</b>	<b>32,180</b>	<b>4,336</b>	<b>21,016</b>	<b>19,429</b>	<b>24,502</b>	<b>24,875</b>	<b>46,338</b>	<b>31,021</b>	<b>372,185</b>	<b>7,835</b>	<b>5,752</b>	<b>385,772</b>

FISCAL YEAR 2020 July 2019 - June 2020																			
Month	FIXED ROUTE															ADA	Black Bear	Express	OTAL FY20
	Hampden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capehart 1	Capehart 2	Capehart 3	Hammond Street	Center Street	Center/Hammond	Mall Hopper	Stillwater Ave	Mount Hope	Total	Paratransit	Orono Express	Bus	SYSTEM RIDERSHIP
July	3,066	4,468	3,805	4,113	4,770	4,642	4,573	2,771	6,945	4,825	792	2,784	6,137	5,186	58,877	697	0	59,574	
Aug	3,049	4,675	4,010	4,142	4,864	4,698	4,573	2,564	6,933	4,974	1,068	3,052	6,915	5,311	60,828	712	0	61,540	
Sep	2,939	4,259	3,656	4,475	5,386	4,185	4,117	2,359	6,169	5,057	833	3,406	6,063	5,027	57,931	737	3,926	62,594	
Oct	3,255	4,915	4,264	5,149	5,692	4,769	4,628	3,077	7,110	5,245	763	3,540	7,028	5,650	65,085	823	4,397	70,305	
Nov	2,898	4,574	4,005	4,225	5,064	4,085	4,064	2,607	6,401	4,728	858	3,270	6,610	5,557	58,946	655	4,075	63,676	
Dec	2,981	4,531	3,975	3,935	4,372	3,848	3,674	2,401	5,969	4,456	722	2,901	6,474	4,758	54,997	701	3,411	59,109	
Jan	3,016	4,731	3,899	4,149	4,901	4,196	3,882	2,569	6,247	5,087	773	2,771	6,256	5,081	57,558	798	2,337	60,693	
Feb	2,653	4,518	3,800	4,077	4,838	3,693	3,819	2,421	5,965	4,554	1,011	3,003	6,126	4,836	55,314	768	5,121	61,203	
Mar	2,179	4,011	3,049	3,146	3,473	3,169	3,128	2,061	5,314	3,666	603	2,330	5,131	4,076	45,336	597	2,609	48,542	
Apr	1,084	2,387	1,833	1,221	1,373	1,692	1,810	1,101	3,056	1,668	405	1,184	2,734	1,954	23,502	322	0	23,824	
May	1,182	2,574	2,121	1,387	1,567	1,855	2,074	1,167	2,711	1,866	433	1,410	2,752	2,182	25,281	484	133	25,898	
Jun	1,462	3,009	2,405	1,755	2,049	2,446	2,290	1,508	3,316	2,578	466	1,990	3,305	2,550	31,129	581	0	31,710	
<b>Total</b>	<b>29,764</b>	<b>48,652</b>	<b>40,822</b>	<b>41,774</b>	<b>48,349</b>	<b>43,278</b>	<b>42,632</b>	<b>26,606</b>	<b>66,136</b>	<b>48,704</b>	<b>8,727</b>	<b>31,641</b>	<b>65,531</b>	<b>52,168</b>	<b>594,784</b>	<b>7,875</b>	<b>25,876</b>	<b>628,805</b>	

FISCAL YEAR 2019 July 2018 - June 2019																		
Month	Fixed Route															ADA	Black Bear	TOTAL FY19
	Hampden	Brewer North	Brewer South	VOOT 1	VOOT 2	Capehart 1	Capehart 2	Capehart 3	Hammond Street	Center Street	Center/Hammond	Mall Hopper	Stillwater Ave	Mount Hope	Total	Paratransit	Orono Express	SYSTEM RIDERSHIP
July	2,421	3,869	3,686	3,513	4,070	4,290	4,233	2,040	7,358	4,047	965	2,820	6,739	5,406	55,457	451	0	55,908
Aug	2,928	4,121	4,376	4,332	4,588	4,950	4,621	2,631	7,582	4,640	884	3,332	7,373	6,273	62,631	421	0	63,052
Sep	2,809	3,684	3,772	4,616	5,325	4,498	4,364	2,115	6,753	4,159	1,148	3,476	6,714	5,759	59,192	580	4,104	63,876
Oct	3,478	4,679	4,259	5,428	5,557	5,035	4,646	2,433	8,135	5,201	918	3,820	7,454	6,575	67,618	611	5,328	73,557
Nov	3,101	4,611	3,778	4,843	5,139	4,413	4,479	2,312	7,269	4,738	892	3,276	7,067	6,220	62,138	594	4,736	67,468
Dec	2,926	4,620	4,077	4,078	4,948	4,642	4,395	2,091	6,192	4,271	1,217	3,272	6,861	5,837	59,427	561	3,904	63,892
Jan	3,226	4,409	3,628	4,495	4,801	4,410	4,315	2,275	7,243	4,739	853	2,998	6,413	5,637	59,442	639	2,307	62,388
Feb	2,907	4,129	3,606	4,762	5,023	4,495	4,416	2,301	6,124	4,582	896	2,990	5,841	5,469	57,541	574	5,424	63,539
Mar	3,232	4,995	4,137	4,826	5,559	4,838	4,625	2,606	6,545	4,936	1,210	3,299	6,346	6,077	63,231	679	4,481	68,391
Apr	3,095	4,954	3,947	5,047	5,901	5,101	4,796	2,296	6,847	4,469	1,901	3,182	6,362	6,336	64,234	710	5,394	70,338
May	3,550	4,973	4,228	4,955	5,437	4,840	4,471	2,655	7,306	5,120	1,001	3,034	6,555	5,983	64,108	685	1,615	66,408
Jun	3,098	4,228	3,503	3,967	4,753	4,588	2,367	6,449	6,449	4,262	1,089	2,596	6,129	5,178	56,475	662	0	57,137
<b>Total</b>	<b>36,771</b>	<b>53,272</b>	<b>46,997</b>	<b>54,862</b>	<b>61,101</b>	<b>56,100</b>	<b>53,629</b>	<b>28,122</b>	<b>83,803</b>	<b>55,164</b>	<b>12,974</b>	<b>38,095</b>	<b>79,854</b>	<b>70,750</b>	<b>731,494</b>	<b>7,167</b>	<b>37,293</b>	<b>775,954</b>

## Attachment D

# Bangor Area Comprehensive Transportation System (BACTS) Transit Committee Charter

Adopted December 2021

### **PURPOSE AND AUTHORITY**

Section 1.1 BACTS. BACTS acts as the Metropolitan Planning Organization (hereinafter referred to as MPO) pursuant to Federal statute and rules. BACTS is a collaborative organization focused on advancing the transportation interest of the greater Bangor Urbanized Area. BACTS is responsible for carrying out the federal and state mandated urbanized transportation planning responsibilities, programming Federal Highway Administration, and Federal Transit Administration funds in the greater Bangor Urbanized Area.

Section 1.2 Purpose. The purpose of the Transit Committee is to foster a partnership between the public transit provider (City of Bangor - Community Connector) and the member municipalities that contribute to the operation of the public transit system within the Greater Bangor urbanized area.

Section 1.3 Authority. This is a working committee with no voting rights extended to the BACTS Policy Committee, Bangor City Council, or decision-making board of any public transit provider. The decision making boards may, at their discretion, consult and follow recommendations of the Committee. The committee's capacity is to enhance communication, coordination, and collaboration, as well as offer recommendations, to the ultimate decision-making bodies.

### **MEMBERSHIP**

Section 2.1 Membership. The BACTS Transit Committee shall consist of one representative from the urban transit provider, two representatives from each of the municipalities served by the fixed route transit provider, one representative from the University of Maine, one non voting representative from MaineDOT and Federal Transit Administration.

### **OFFICERS**

Section 3.1 Election, Term of Office, and Qualifications. All officers shall be elected biannually by the Transit Committee at the December Meeting. Terms of officers will be two years.

Section 3.2 Chair. The Chair shall preside over all Transit Committee meetings.

Section 3.3 Vice Chair. Any vice-chair(s) shall perform such duties and have such powers as the Chair may from time to time prescribe. In the absence of the Chair, or in the event of their inability or refusal to act, the vice-chair shall perform the duties of Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.

## **MEETINGS**

Section 4.1 Notice of Meetings. Notice of all meetings shall be given at least seven (7) calendar days before the meeting via email to each member. Notice will also be provided to the general public via the BACTS website.

Section 4.2 Meeting Procedures. The Parliamentary authority shall be the current edition of Roberts Rules of Order Newly Revised for all matters not covered in the bylaws. BACTS does reserve the right to host meetings virtually on a platform which allows participation by the general public.

Section 4.3 Quorum. At all meetings of the Transit Committee at least 40% of the member municipality or agency shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the members present at any meeting.

Section 4.4 Meetings Open to the Public. Meetings shall be open to the public in accordance with applicable law; provided however, that the Committee shall have the power to go into executive session and exclude the public when authorized under applicable law.

## Community Connector Structural Analysis Summary and Recommendations

In October 2020, the City of Bangor and MaineDOT, in coordination with BACTS hired RLS to perform a governance structural analysis of the Community Connector. The goal of the analysis was to evaluate the current administrative and governance structure and explore similar transit system structures and best practices. The analysis also provided alternatives and recommendations for a governance and/or administrative structure that addresses the current challenges of the regional transit system.

Over the past several months RLS has conducted one on one interviews with the Community Connector, partner communities, MaineDOT, and BACTS regarding the organizational structure, administration and partnership with the Community Connector. RLS also conducted peer reviews of similar (size, region, ridership) transit systems. RLS offered 3 alternative governance structures for consideration. RLS provided a comparison analysis of the 3 alternatives, concluding with recommendations for changes to enhance local and regional strength and sustainability of the bus system.

**Alternatives Summary Table**

Options	Overview	Pros	Cons
Metropolitan Planning Agreement	<ul style="list-style-type: none"> <li>• Status Quo</li> <li>• MaineDOT, BACTS, City of Bangor</li> <li>• Partners - Cost Allocation Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar Structure</li> <li>• City has Skilled Staff</li> <li>• City and Partners have Established a Cost Allocation</li> <li>• Minimal Time Commitment for Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Varying Priorities for Decision Makers</li> <li>• Current Administrative Structure May Not Have Capacity to Support Growth</li> <li>• Partner Budget Cycles Vary to City</li> </ul>
Joint Powers Agreement (JPA) - New Transit Authority	<ul style="list-style-type: none"> <li>• Pool Resources</li> <li>• Operate Transit In-House or Contract for Operations</li> <li>• Governing Body - Board with Regional Representation</li> <li>• Designated Recipient of FTA Funds</li> </ul>	<ul style="list-style-type: none"> <li>• Board Structure - Familiar</li> <li>• Community Connector Operate Similarly</li> <li>• Short Term - Immediately Address Concerns</li> <li>• Regional Representation</li> </ul>	<ul style="list-style-type: none"> <li>• Increased Partner Responsibility</li> <li>• Vulnerable to Funding Changes</li> <li>• Balance Possibly Conflicting Partner Priorities with Services</li> </ul>
Joint Powers Agreement - No New Legal Entity	<ul style="list-style-type: none"> <li>• Joint Oversight Board</li> <li>• City Remains Designated Recipient of FTA Funds</li> </ul>	<ul style="list-style-type: none"> <li>• Community Connector Operate Similarly</li> <li>• Regional Representation</li> <li>• Share Administrative Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Increased Partner Responsibility</li> <li>• Vulnerable to Funding Changes</li> </ul>
Regional Transportation Authority (RTA)	<ul style="list-style-type: none"> <li>• Independent Organization</li> <li>• Certified by MaineDOT</li> <li>• Potential Taxing Authority</li> <li>• Managed by Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Representation - Voting in Decision Making Process</li> <li>• Share Responsibility for Operating and Administration of Public Transit</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Expenses</li> <li>• Budget for Indirect Costs Currently Covered by City</li> <li>• Increased Sensitivity to Revenue Fluctuations</li> </ul>

RLS recommended the following:

- Short term - To create a joint powers agreement (JPA) and the City of Bangor would continue to be the designated recipient for Federal Transit Administration (FTA) funds.
- The mid- to long-term recommendations would be to develop a regional transportation authority (RTA) which would become the designated recipient for FTA funds.



~~DFKPHQ~~



# 130th MAINE LEGISLATURE

## FIRST REGULAR SESSION-2021

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Legislative Document

No. 269

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S.P. 120

In Senate, February 1, 2021

### An Act To Prohibit Smoking in Bus Shelters

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Received by the Secretary of the Senate on January 28, 2021. Referred to the Committee on Health and Human Services pursuant to Joint Rule 308.2 and ordered printed.

A handwritten signature in black ink, appearing to read 'D M Grant'.

DAREK M. GRANT  
Secretary of the Senate

Presented by Senator SANBORN of Cumberland.  
Cosponsored by Representative CROCKETT of Portland.

