



Transit Committee Meeting

Wednesday, January 12th, 2022

9:30 a.m. – 11:00 a.m.

Zoom Meeting

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 December 8th, 2021 Transit Committee Meeting Minutes (Attachment A)

4) Staff Report (Attachment B)

5) Ridership Report - Laurie Linscott (To be provided at the meeting)

Laurie Linscott will provide a brief overview of the ridership report.

Proposed Action: *For discussion only*

6) Transit Committee Charter (Attachment C)

Staff Report

During the October and December Transit Committee meeting, members discussed the need to develop a Transit Committee charter which outlines the roles and responsibilities of the committee. Staff has developed the attached draft charter for review, revisions, and approval.

Proposed Action: *Discuss and review the Transit Committee Charter and recommend to the Policy Committee for approval.*

7) Community Connector Structural Analysis Study and Recommendations

Staff Report

During the December Transit Committee meeting, the committee members requested more information and discussion on the RLS Study and recommendations prior to acting on the next steps as prepared by BACTS staff and the City of Bangor. Today we will discuss the recommendations of the RLS report and what members need (information, resources, additional analysis) to move into the next phase of implementation. The Community Connector and BACTS staff have collaborated on developing the following schedule for the next steps in presenting the study and recommendations to the transit partners governing boards:

- November 16th - Bangor Government Operations Meeting – Courtney O'Donnell to provided transit update
- December 8th - Transit Committee Meeting
 - Discuss with the transit partners - Budget, finances, and possible addition of a new Transit Administrator position added to cost-shared budget.
- January - February - Request Transit Partners to present the Community Connector Structural Analysis report - [here](#), one page summary (Attachment D), and link to recorded presentation - [here](#).
 - Sara Devlin will attend those meetings as an observer.

- February - March - Community Connector and BACTS staff attend transit partners council meetings to take questions/comments regarding the Structural Analysis.
 - The purpose of these meetings is to gather feedback, identify areas where additional work/analysis is needed, prior to implementation of the Community Connector Structural Analysis recommendations. A follow up meeting with the Bangor City Council prior to any implementation of recommendations.

Proposed Action: Discuss and amend the proposed schedule for presentation of Community Connector Structural Analysis to transit partner governing boards.

8) Transit Committee 2022 Priorities

Staff Report

The 2022-2023 Unified Planning Work Plan (UPWP) is starting in January 2022, BACTS staff would like to discuss the transit planning priorities for the upcoming calendar year. Today we will discuss priorities for transit planning, implementation of previous study recommendations, and other items related to transit in our region.

Proposed Action: Develop transit planning priorities for the 2022-2023 UPWP to recommend to the Policy Committee for approval.

9) Grant Funding

Staff Report

Community Connector Staff has been very successful in applying for and being awarded discretionary grant funding. Applying for discretionary funding requires a quick response from the transit partners for support of the grant application and possible funding support. Staff would like to discuss options for improving the process for applying for discretionary funding. Additionally, staff would like to continue discussion from December's meeting regarding how grant funding opportunities can best be included in capital plans.

Proposed Action: For discussion only

10) Community Connector Winter Maintenance

Staff Report

As winter approaches, Community Connector staff would like to discuss winter maintenance for bus stops and shelters.

Proposed Action: For discussion only

11) Community Connector No Smoking Sign Installations at Bus Stops (Attachment E)

Staff Report

In 2020, State legislation was passed requiring the installation of No Smoking Signs at every bus stop location. Community Connector is requesting each transit partner municipality install No Smoking signs at all existing stop locations. Community Connector will provide the signs to the partners

Proposed Action: Discussion on installations of No Smoking signs at existing bus stops.

12) Rural, Intercity, and Commuter Transit Provider Updates

Any transit provider in attendance will provide an update on services, initiatives, and/or projects.

Proposed Action: For discussion only

13) Municipal Partner Updates

Members will provide updates on any initiatives or projects in the region which may affect transit.

Proposed Action: For discussion only

14) MaineDOT Update

MaineDOT staff will provide an update on any MaineDOT projects, policies, or plans.

Proposed Action: *For discussion only*

15) Other Business

Discussion of other items not on today's agenda.

16) Upcoming Meeting

February 2nd, 2022



Attachment A
Transit Committee Meeting
December 8th, 2021
Zoom Meeting

| Committee Members | Affiliation |
|---|---------------------|
| Courtney O'Donnell Debbie Laurie John Theriault | Bangor |
| Karen Fussell Linda Johns | Brewer |
| Laurie Linscott Sherri Clark | Community Connector |
| Paula Scott | Hampden |
| Belle Ryder Kyle Drexler | Orono |
| Tom Spitz | UMaine |
| Mark Leonard | Veazie |
| MaineDOT | |
| Lori Brann, Ryan Neale | |
| BACTS | |
| Sara Devlin, Madeline Jensen, Paige Nadeau | |
| Members of the Public | |
| Jack McKay (TFA) | |

1) Call to Order

Meeting was called to order by Karen Fussell at 9:01 a.m.

2) Public Comment

There were no public comments.

3) Approval of October 6th, 2021 Transit Committee Meeting Minutes

Karen Fussell asked if there were any comments or corrections to be made to the minutes.

Courtney O'Donnell made a motion to approve, Belle Ryder seconded. None opposed, accepted as written.

4) Staff Report

Sara Devlin provided an update on the bus stop designation project. The project is moving forward, BACTS Staff are working with Community Connector and have discussed some locations with infrastructure issues and concerns. BACTS Staff are now reviewing data and looking at potential stop placements.

Laurie Linscott provided an update on the transit center - Concrete is being poured and additional work is being completed, project is so far on time. Laurie Linscott also provided an update on Community Connector service changes that will be starting on December 27th.

5) Ridership Report - Laurie Linscott

Laurie Linscott provided an update. Numbers are increasing across all routes except Black Bear.

6) Transit Committee Charter

Staff Report

During the October Transit Committee meeting, members discussed the need to develop a Transit Committee charter which outlines the roles and responsibilities of the committee. Staff has developed the attached draft charter for review, revisions, and approval.

Discussion regarding the draft charter occurred and the following topics were discussed; what the percentage should be to meet quorum, differences between a member representing a municipality and the weight of their vote(s), and what the membership for the committee should be. Sara Devlin provided clarification that the quorum and membership are drafted to be in line with the BACTS Policy Committee bylaws and any suggested changes would need to be made to the bylaws as well.

Discussion also ensued regarding the purpose of the committee, the mission statement as drafted is primarily to foster a partnership between the public transit provider and the member municipalities that contribute to the operation of the public transit system. Discussion around this topic included opening up the membership potentially to a ridership representative, other universities/colleges in the area, and impacted businesses.

BACTS Staff will review the drafted charter and incorporate discussion points noted above in the next draft of the charter to be reviewed/discussed at the next Transit Committee meeting.

7) Election of Transit Committee Officers

Staff Report

Historically, the Transit Committee Chair and Vice Chair have been selected on an as needed basis. In accordance with the draft Transit Committee Charter, the nomination and election of the Transit Committee Chair and Vice Chair, will be a more formalized process. Currently, Karen Fussell serves as the Chair and Belle Ryder serves as the Vice Chair.

Karen Fussell would like to nominate Belle Ryder. Linda Johns seconded Belle Ryder to become Chair. A roll call vote was taken, all in attendance voted in favor.

Courtney O'Donnell would like to nominate Linda Johns for Vice Chair. Karen Fussell seconded. A roll call vote was taken, all in attendance voted in favor.

8) YTD Financial Report - Debbie Laurie

Debbie Laurie provided an overview of the YTD financial report. Expenses, overall, are on track and revenue is slightly above projected figures. Debbie Laurie also provided an overview of local matches for funding as well as the status of ongoing capital projects.

Discussion ensued regarding the additional local match required for the transit center and the member municipalities were given a few options to choose from regarding providing their local match.

9) Community Connector Budget Development Schedule

Staff Report

At the October Transit Committee meeting, members had the initial discussion regarding the development of the Community Connector budget, which would include an opportunity for partners to provide input.

- Discuss budget development process
- Surplus allocation discussion

Sara Devlin started the discussion regarding the budget development process. Discussion regarding capital plan that was developed a few years ago and how to best update the plan for current and future capital projects. Members of the committee expressed interest in looking at more long term outlooks including not only future expenditures but funding opportunities and various methodologies for these projections. The group agreed that it was important to be fiscally

conservative with projections. Various members also expressed interest in receiving conservative budgeted figures sooner than later for the purpose of informing their councils and for member budgetary purposes. City of Bangor staff said they would be happy to share methodologies used when developing budgets so members would be able to calculate their estimated local share.

Discussion regarding various funding opportunities that are on the horizon also occurred including potential revenue sources from various legislation recently passed.

10) Community Connector Structural Analysis Study and Recommendations

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 have collaborated on developing the following schedule for the next steps in presenting the study and recommendations to the transit partners governing boards:

- November 16th - Bangor Government Operations Meeting – Courtney O'Donnell to provide transit update
- December 1st - Transit Committee Meeting
 - Discuss with the transit partners - Budget, finances, and possible addition of a new Transit Administrator position added to cost-shared budget.
- December 2021 - January 2022 - Request Transit Partners to present the Community Connector Structural Analysis report - [here](#), one page summary (Attachment E), and link to recorded presentation - [here](#).
 - Sara Devlin will attend those meetings as an observer.
- January 2022 - February 2022 - Community Connector and BACTS staff attend transit partners council meetings to take questions/comments regarding the Structural Analysis.
 - The purpose of these meetings is to gather feedback, identify areas where additional work/analysis is needed, prior to implementation of the Community Connector Structural Analysis recommendations. A follow up meeting with the Bangor City Council prior to any implementation of recommendations.

Sara Devlin provided an update. Sara Devlin asked for members in attendance to present the Community Connector Structural Analysis Report/one page summary to their councils. Sara Devlin would be happy to attend these meetings. The purpose of the first meeting is to provide the councils with the information in the report and to brief them on the recommendations. After the first meeting, Sara Devlin and Courtney O'Donnell would perform a brief presentation to the councils to go over any questions they may have on the report or recommendations.

Discussion ensued and the members expressed interest in further discussing the recommendations within the group to gain further understanding. Sara Devlin offered to push the timeline out if members of the committee would feel more comfortable with having a more indepth committee discussion of the options. The group agreed and the recommendations will be discussed in depth at the next meeting.

11) Transit Committee 2022 Priorities

Staff Report

With the new Unified Planning Work Plan (UPWP) starting January 2022, BACTS staff would like to discuss the transit planning priorities for the upcoming calendar year. Today we will review the 2019 Bangor Transit Study recommendations and prioritize the remaining recommendations for implementation in the 2022-2023 UPWP.

This item will be discussed at the January meeting, date to be determined.

12) Community Connector Route Name Changes

Staff Report

Community Connector staff has been reviewing the current route names, as recommended in the 2019 Bangor Transit Study. Community Connector staff would like to discuss a possible route name change with the transit partners.

Laurie Linscott provided a brief overview of the suggested route map and highlighted service changes. Members of the group inquired regarding the new number/color system and asked for clarification for individuals who may have difficulty with color identification. Laurie Linscott clarified that the final route map will be clearly labeled to make it more accessible. Sara Devlin asked if we can send out a route map to members for their additional review before the next meeting.

13) Community Connector No Smoking Sign Installations at Bus Stops

Staff Report

In 2020, State legislation was passed requiring the installation of No Smoking Signs at every bus stop location. Community Connector is requesting each transit partner municipality install No Smoking signs at all existing stop locations. Community Connector will provide the signs to the partners

This item will be discussed at the January meeting, date to be determined.

14) Grant Funding

Staff Report

Community Connector Staff has been very successful in applying for and being awarded discretionary grant funding. Applying for discretionary funding requires a quick response from the transit partners for support of the grant application and possible funding support. Staff would like to discuss options for improving the process for applying for discretionary funding.

This item will be discussed at the January meeting, date to be determined.

15) Community Connector Winter Maintenance

Staff Report

As winter approaches, Community Connector staff would like to discuss winter maintenance for bus stops and shelters.

This item will be discussed at the January meeting, date to be determined.

16) Rural, Intercity, and Commuter Transit Provider Updates

No updates at this time.

17) Municipal Partner Updates

No updates at this time.

18) MaineDOT Update

No updates at this time.

19) Other Business

No updates at this time.

20) Upcoming Meeting

A meeting will be held in early January, BACTS Staff will be in contact with the exact date.

February 2nd, 2022

21) Adjournment

Linda Johns asked if there were any further comments or discussion warranted. No comments and none opposed, the meeting ended at 11:00 a.m.

Attachment B

Staff Report

January 2022

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 for weekly updates.

Bus Stop Designation Project - BACTS is working to consolidate a comprehensive list of possible stops and will meet with the Community Connector to review prior to scheduling meetings with the municipalities to review stops. To make discussing a particular stop easier during the feedback stage it would be helpful to create a stop identification scheme. Options being considered include: unique number ID per route, unique number ID per municipality, and a system wide unique number ID. This identification scheme will not impact the final naming/numbering of routes and stops.

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

Community Resilience Partnership - The Governor's Office of Policy Innovation and the Future has created three new funding opportunities geared towards reducing carbon emissions and preparing communities for climate change impacts. Enrollment began on January 1st. There are multiple grant rounds over the next two years with the first RFP due January 25th. The Policy Committee will discuss next steps. A program summary can be found on the next page of this packet.

Transit Budgeting - At the December Transit Committee meeting, members discussed the development of the upcoming transit budget. Community Connector agreed to provide the budget methodology and budget factors, and discuss the impacts of the new infrastructure bill on the transit operating budget. This will be on the February meeting agenda.



Maine Community Resilience Partnership

\$4.75 million to local, tribal, and regional entities to reduce carbon emissions and prepare for climate change impacts

First step: Enroll in Partnership

- Required for all grant types, begins January 1, no deadline
- 3 steps
 - Pass/amend municipal resolution
 - Complete two self-assessments
 - Review “List of 72 Community Actions” to assess progress, priorities, and potential next steps
 - Community Resilience Self Evaluation
 - Hold public workshop and set priority action items based on assessment results

Community Action Grants (RFA)

- Community Role: Enroll in Partnership and apply for grants based on local needs
- Two grant rounds per year: March 22 and September 20 in 2022
- Requests: \$5,000 minimum, \$50,000 maximum for individual communities, \$100,000 for community partners
- Option 1: No match grant
 - Supporting 1 or more activities on the “List of 72 Community Actions”
 - Encouraged to use to leverage other state or federal funding sources
 - These are state funds, can be used as match for federal funds
- Option 2: Match grant
 - Supporting other community identified climate priorities (not on Actions list)
 - 10% local match for Tier 1 (<4,000 pop.) and Tier 2 (4,000-10,000 pop. or <\$25million state tax assessment) communities
 - 20% local match for Tier 3 (>10,000 pop. and >\$25million state tax assessment) communities

Service Provider Grants (RFP)

- Service Provider Role: Recruit 2-5 communities to enroll in partnership. Help them complete enrollment requirements and apply for grants
- Two grant rounds per year: February 15 and August 16 in 2022
- Requests: up to \$10,000 per community in the group. 15% cost share (in-kind allowed)
 - Additional \$2,500 for each Tier 1 community or those in the highest social vulnerability category
 - Grant period is 12months

Regional Coordinators Pilot (RFP)

- Regional Coordinator Role: Increase organizational capacity(create a new full-time position) in order to provide technical support to 12-15 communities. Provide training opportunities and help communities/ service providers obtain other funding sources and implement priorities.
- Four coordinators will be selected to represent one of four regions statewide.
- Proposal due January 25th, \$100,000/year for two years

Attachment C

Bangor Area Comprehensive Transportation System (BACTS) Transit Committee Charter

Adopted January 2022

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, and one non voting representative from MaineDOT and Federal Transit Administration.

| Agency /Municipality | Community Connector | University of Maine | Bangor | Brewer | Hampden | Old Town | Orono | Veazie | FTA | Maine DOT |
|----------------------|---------------------|---------------------|--------|--------|---------|----------|-------|--------|----------------|----------------|
| # of Representatives | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 1 - Non Voting | 1 - Non Voting |

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 agency or member municipalities 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. There are 8 different agencies/municipalities with voting rights, as noted in Section 2.1 above, therefore to meet quorum requirements, 4 agencies/municipalities must have at least one representative present to meet quorum.

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.

Section 4.5 Interested and Affected Parties List. Members of the public, which may include but is not limited to, representatives from local colleges and universities, large employers, local transportation agencies, and any others who express interest in the meetings and activities of the group will be notified via email at least seven (7) calendar days before a meeting via email.

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

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.

Attachment E



130th MAINE LEGISLATURE

FIRST REGULAR SESSION-2021

Legislative Document

No. 269

S.P. 120

In Senate, February 1, 2021

An Act To Prohibit Smoking in Bus Shelters

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 dark 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.

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 22 MRSA §1542, sub-§1, as amended by PL 2009, c. 140, §1, is further amended to read:

1. Prohibition. Smoking is prohibited in all enclosed areas of public places, including bus shelters, in outdoor eating areas as provided in section 1550 and in all rest rooms made available to the public. In the case of a child care facility that is not home-based, smoking is also prohibited in a facility-designated motor vehicle within 12 hours before transporting a child who is in the care of the child care facility, and whenever such a child is present in the vehicle. Smoking is also prohibited in outdoor areas of the facility where children may be present.

SUMMARY

This bill clarifies that bus shelters are considered enclosed public space where smoking is prohibited.