



Transit Committee Meeting

Wednesday, February 9th, 2022

9:00 a.m. – 10:30 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 January 12th, 2022 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) Annual Budget Input Model

Staff Report

At the December Transit Committee meeting, members discussed the development of the upcoming transit budget. Community Connector will provide the budget methodology and budget factors, and discuss the impacts of the new infrastructure bill on the transit operating budget.

Proposed Action: *For discussion only*

7) Transit Committee Charter (Attachment C)

Staff Report

At the January Transit Committee meeting, members unanimously recommended to the Policy Committee, proposed changes to the BACTS Bylaws to include one non-voting transit rider representative on the Transit Committees. At the January Policy Committee meeting, the Policy Committee approved the recommended changes to the BACTS Bylaws. The attached Transit Committee Charter, reflects the changes made in the BACTS Bylaws to expand membership to include one non-voting transit rider representative.

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

8) Community Connector Structural Analysis Study and Recommendations

Staff Report

At the January Transit Committee meeting, members expressed interest in learning more about the impacts of a JPA, and suggested that staff conduct additional research on the JPA. The City of Bangor has requested that the RLS Study be tabled for the time being, however the research into a JPA will continue with BACTS, and regular updates will be given to this committee.

Proposed Action: *Discuss only.*

9) Updating Capital Plan Model

Staff Report

The group has recently discussed an interest in developing a capital planning model that allows for more frequently updated and collaborative long range planning. The goal is that by creating this listing of long term investments, there will be a clearer understanding of how discretionary funds can be best utilized and to assist with member budgeting. The linked TAM Plans [here](#) (MaineDOT) and [here](#) (City of Bangor Community Connector) are highlighted as a good starting point for discussion.

Proposed Action: *For discussion only*

10) 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*

11) Municipal Partner Updates

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

Proposed Action: *For discussion only*

12) MaineDOT Update

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

Proposed Action: *For discussion only*

13) Other Business

Discussion of other items not on today's agenda.

14) Upcoming Meeting

March 2nd, 2022



Attachment A
Transit Committee Meeting
January 12th, 2022
Zoom Meeting

Committee Members	Affiliation
Courtney O'Donnell John Theriault	Bangor
Karen Fussell Linda Johns	Brewer
Laurie Linscott Sherri Clark	Community Connector
Amy Ryder	Hampden
Belle Ryder Kyle Drexler	Orono
EJ Roach	Old Town
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 Belle Ryder at 9:32 a.m.

2) Public Comment

There were no public comments.

3) Approval of December 8th, 2021 Transit Committee 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, Courtney O'Donnell seconded. None opposed, accepted as written.

4) Staff Report

Laurie Linscott provided an update on service levels for the Community Connector - Still have modified service levels. Hoping to return to higher levels of service, pending hires, in the next few months.

John Theriault provided an update on the transit center - Foundation is being worked on, footings are in and contractors are working on the frost wall. Project is expected to be completed on time.

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 have identified areas for further discussion with members, specifically for the Black Bear Orono Express (BBOE) route.

Sara Devlin provided a brief update on the Building Better Transit Bipartisan Infrastructure Law (BIL) - Areas of focus included significant funding increases, specifically for public transit over the next five years.

5) Ridership Report - Laurie Linscott

Laurie Linscott provided an update. December numbers were slightly lower but October had great numbers. Some routes are showing an increase in ridership. Service enhancements started in December, the Community Connector Staff will be looking to see how that impacts the numbers as well. With cold weather, school restarting, and increased gas prices, Community Connector expects increases in ridership in the coming months.

6) Transit Committee Charter

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.

Sara Devlin provided an update on the changes that were made to the charter after comments from the previous meeting. Sara Devlin also provided an update that Transportation For All has formally requested that a non-voting member be written into the charter for rider representation.

Discussion ensued regarding the addition of a rider representative in the form of a non-voting member being added to the charter as well as adding/amending verbiage to the draft charter that addresses the following areas; a rider representative who would be elected biennially as an appointed position as a non-voting member, adding verbiage related to voting rights, and removing language related to executive session. Discussion also occurred around the mission of the group which is to facilitate communication between service provider and partners. The Transit Committee is not a policy board and the purpose is primarily to share information and financial status of investments.

Karen Fussell made a motion to recommend to the policy committee to change the bylaws to expand the transit committee membership to include one non voting membership for a rider representative, this would change the drafted charter to reflect that membership change. Belle Ryder added the language to make this an appointed position in the charter to be elected biannually. Courtney O'Donnell seconded the motion.

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, 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.

Sara Devlin provided an overview of the RLS report and recommendations. Discussion ensued regarding the different recommendations and the differences between them. The JPA is being recommended as a stepping stone to an RTA, but the Bangor City Council ultimately decides how to move forward and the City Council would like to hear how the other members feel before making decisions. Discussion ensued and the group agreed that they would like additional information regarding the JPA and look at agreements to use as an example and how they work. The discussion will be continued at the next meeting, and the timeline outlined above will be adjusted accordingly.

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.

Maddie Jensen provided an overview of the BACTS planning priorities for 2022 and a review of recent studies completed in the area. Recommendations include the following:

- Continue implementing Bus Stop Designation Policy
- Offer support to Community Connector for:
 - Route renaming project
 - Technology improvement projects
- Meet with governing bodies to introduce recommendations from the RLS Transit Structural Analysis, provide additional information, and gather feedback
- Continue working with Bangor to:
 - Formalize model for annual budget input
 - Develop a model for frequent, long range capital planning.

Linda Johns recommended reaching out to EMDC to see if they are focusing on transit planning as well in their regional efforts.

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.

Sara Devlin opened the discussion regarding how to improve the process and coordination when discretionary grant funding becomes available. Courtney O'Donnell spoke regarding how some funding opportunities require moving quickly and would like to make the group aware that there are expected to be a number of these types of opportunities in the coming year related to different funding and discretionary grant opportunities. Discussion ensued and members of the group discussed the following; importance of open communication and collaboration.

The group also discussed the opportunity for development of an updated capital plan, that way there is a listing of long term investments that will need to be funded in the future so when discretionary funding becomes available the members can have a clearer understanding of how these funds can best be utilized and to assist with member budgeting purposes as well. Courtney

O'Donnell and Laurie Linscott said a list of long term projects (capital plan) is doable and the TAMS plan would be a good starting point. The TAMS plan will be discussed at the next meeting.

10) Community Connector Winter Maintenance

Staff Report

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

Laurie Linscott informed the group that with snow and ice season to be mindful that the shelters are clear of snow and ice for passengers, specifically keeping in mind that bus ramps for wheelchair users can not be utilized if there is ice in the way. The current plan stipulates that these areas will be clear within 72 hours of a storm.

11) 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

Laurie Linscott has the no smoking signs at the Community Connector office and will disburse them to the municipalities to put up at stop locations.

12) Rural, Intercity, and Commuter Transit Provider Updates

No updates at this time.

13) Municipal Partner Updates

Belle Ryder informed the group that Orono and the University of Maine are working with the Community Connector regarding the University of Maine graduation time frame and the possibility of operating shuttles and how graduation time will impact current routes and levels of service.

14) MaineDOT Update

Ryan Neale, MaineDOT is working with a consultant for a transit plan for the state, specifically working on an existing conditions report. Expected draft of report by late spring/early summer. Final report in December 2022.

15) Other Business

Linda Johns requested an overview of the services available from StreetLight Data. Sara Devlin said BACTS would be happy to provide one to members.

Courtney O'Donnell inquired of the group regarding an update for a UMaine representative for this group. Belle Ryder said there is a new representative that has been appointed and will provide their contact information to the group.

Jack McKay - Transportation for All - Provided an update that TFA will be celebrating Drivers Appreciation Day again this year by providing meals to the drivers from local restaurants.

16) Upcoming Meeting

February 9th, 2022

Belle Ryder called the meeting to adjourn 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.

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

Transportation Improvement Plan Development - Staff has been working to finalize the TIP, in coordination with the Community Connector. The TIP document includes FTA funding tables, the FTA Program of Projects, and the Transit Performance Targets. The TIP also includes any relevant transit plans such as the Public Transportation Agency Safety Plan and the Transit Asset Management Plan.

MTP Preparation - Staff is beginning to consider how we can improve the Metropolitan Transportation Plan in our upcoming update. Staff reached out to AMPO to seek out examples with similar size/scope and to explore new formats and trends for increased accessibility.

BIL FTA Funding - Staff is continuing to monitor funding changes and opportunities from the Bipartisan Infrastructure Law.

Bangor Area Comprehensive Transportation System (BACTS) Transit Committee Charter

Adopted February 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. **There will also be one non-voting transit rider representative appointed biennially.**

Agency /Municipality	Community Connector	University of Maine	Bangor	Brewer	Hampden	Old Town	Orono	Veazie	FTA	MaineDOT	Transit Rider Representative
# of Representatives	1	1	2	2	2	2	2	2	1 - Non Voting	1 - Non Voting	1-Non Voting

OFFICERS

Section 3.1 Election, Term of Office, and Qualifications. All officers shall be elected biennial by the Transit Committee at the December Meeting. Terms of officers will be two calendar 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 voting agency or member municipalities shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a voting 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 Standing Proxy. A committee member attending a transit committee meeting shall have the proxy of any absent committee member appointed by the same member. If multiple committee members appointed by a member are present, the proxy vote(s) shall be split between the appointed committee members present.

Section 4.5 Meetings Open to the Public. Meetings shall be open to the public in accordance with applicable law.

Section 4.6 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.