





**Attachment A  
Transit Committee Meeting  
February 9th, 2022  
Zoom Meeting**

Committee Members	Affiliation
Courtney O'Donnell John Theriault Debbie Laurie	Bangor
Linda Johns Karen Fussell	Brewer
Laurie Linscott Sherri Clark	Community Connector
Amy Ryder	Hampden
Sophie Wilson	Orono
EJ Roach	Old Town
Mark Leonard	Veazie
<b>MaineDOT</b>	
Stacie Haskell, Lori Brann, Katherine Trapani	
<b>BACTS</b>	
Sara Devlin, Madeline Jensen, Paige Nadeau	
<b>Members of the Public</b>	
Thomas Noonan (EMDC), Eric Willett (Penquis), Jack McKay (TFA), Erik DaSilva (Bicycle Coalition of Maine)	

**1) Call to Order**

Meeting was called to order by Linda Johns at 9:02 a.m.

**2) Public Comment**

Jack McKay provided an update for Food and Medicine. They are performing a meal distribution for construction workers and riders on February 10th and one on March 18th for drivers and maintenance workers at Community Connector with meals purchased from local restaurants.

**3) Approval of January 12th, 2022 Transit Committee Meeting Minutes**

Linda Johns asked if there were any comments or corrections to be made to the minutes. Courtney O'Donnell made a motion to approve, Laurie Linscott seconded. None opposed, accepted as written.

**4) Staff Report**

Sara Devlin provided a brief update that the BACTS 2022-2025 TIP has been posted for public comment.

**5) Ridership Report - Laurie Linscott**

Laurie Linscott provided an update - ridership is holding steady to current trends.

## 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.

Debbie Laurie provided an overview of the budget assumptions for FY23. Overall expenditure increases of note include anticipated wage increases (~5%, based on 5 year average) and vehicle fuel increase (45%, current \$2/gal, expected to be closer to \$2.9/gal).

Discussion ensued regarding the local share figures by municipality. The current methodology for calculating local share is based on vehicle revenue hours. With changes in routes and running modified schedules during 2021, the percentage allocations have changed slightly by municipality. The percentage allocations are reviewed on an annual basis.

Debbie Laurie provided an overview of the Community Connector Capital Improvement Program for 2022-2026. Assumptions for capital planning purposes are no additional federal funding. The list on this program is fairly comprehensive, except adding a budget for a new roof for the bus barn.

Discussion ensued regarding the bus stop project, currently the figure budgeted is related to a grant that was awarded in 2020, this figure does not include the local share match. The budgeted figure is related to getting the bus stop project started and does not represent the total funding amount that may be required for additional infrastructure, if deemed necessary. Additional funding sources will be reviewed and sought when the bus stop project is ready for this phase.

## 7) Transit Committee Charter

### **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.*

Sara Devlin provided an update. Discussion ensued regarding if the rider representative had to be affiliated with a local organization. Sara Devlin clarified that the rider representative did not have to be affiliated with any local organization. Sara Devlin also provided a brief overview of how the election process will work; biennially the rider representative will be selected by the BACTS Policy Committee. If more than one individual is interested in being the representative the Chair and Vice Chair will make a recommendation for election.

Sophie Wilson moves to recommend the Transit Committee Charter to the Policy Committee for approval. Courtney O'Donnell seconded. None opposed.

## 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*

Sara Devlin provided an update on this item. BACTS will continue to research the JPA option and the obstacles or benefits associated with this option. This will be a standing agenda item for the time being.

Discussion ensued with members of the group and the following was discussed; various members acknowledged that the City of Bangor is currently short staffed and that balancing competing demands is difficult but want to stress the importance of the results of the Structural Analysis and members' time and effort put into the study. Members want to ensure that they are able to offer the best level of service possible to their constituents and want to ensure that the relationship between the members is that of a partnership, and not a relationship where the City of Bangor is a vendor and the members are customers. Members of the committee stressed that it is important to keep this as a standing agenda item to ensure that when time allows, hopefully late summer or early fall, the group will be able to move forward with recommendations, in the meantime BACTS will continue to research the various options and report back to the committee.

## **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*

Laurie Linscott provided an overview of the Community Connector TAMS plan.

Sara Devlin asked the group if there was interest in BACTS staff working with Community Connector staff to develop a more user-friendly snapshot view of the TAMS plan that would capture a comprehensive view of long term capital plans for the Community Connector and transit planning in the region. The group thinks this would be helpful.

## **10) Rural, Intercity, and Commuter Transit Provider Updates**

Debbie Laurie provided an overview of the budget to date for the current fiscal year for the Community Connector. Overall, expenses are on track or slightly under budget. Discussion ensued regarding the local share carry forwards, capital reserves, CARES Act funding status, and status of capital projects.

## **11) Municipal Partner Updates**

No updates at this time.

## **12) MaineDOT Update**

Lori Brann introduced the group to Katherine Trapani.

## **13) Other Business**

Sara Devlin asked the group if monthly meetings on the first Wednesday of the month at 9:30AM were working well, members of the group agreed.

## **14) Upcoming Meeting**

March 2nd, 2022

John Theriault made a motion to adjourn Karen Fussell seconded.

Linda Johns called the meeting to adjourn at 10:12 a.m.

## **Attachment B**

Staff Report

March 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](http://www.bangormaine.gov/transitcenter) for weekly updates.

**Bus Stop Designation Project** - BACTS is working to consolidate a comprehensive list of possible stops and is meeting with the Community Connector to review options. Municipal meetings are beginning to be scheduled to outline the proposed stops and potential infrastructure improvements and receive feedback.

**Transit Newsletter** - BACTS staff have developed the 2nd addition of the Transit Newsletter. It was published on February 28th and highlighted the Transit Center construction, job openings, and Community Connector's new bus purchases.

**Transportation Improvement Plan Development** - The 2022-2025 Transportation Improvement Program has been approved by the Policy Committee and submitted to MaineDOT for inclusion in their Statewide Transportation Improvement Program. The 2022-2025 BACTS TIP can be found [here](#).

**MTP Preparation** - Staff is developing the scope for the Metropolitan Transportation Plan in our upcoming update. BACTS is gathering examples of well executed plans and working to develop an RFP to be posted in March.

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

**MaineDOT Community Based Initiatives** - Staff has researched and worked to spread awareness of these four funding sources which invest in a range of projects from simple infrastructure improvements to large scale placemaking transformations.

### **Meetings/Webinars:**

GPCOG Transit Together Public Meeting

FHWA Crosswalk Selection Guide

MaineDOT Long Range Plan Public Meeting

Maine Bus Electrification Meeting