



## ***Transit Committee Meeting***

**May 26th, 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 February 9th, 2022 Transit Committee Meeting Minutes (Attachment A)**

**4) Approval of March 23rd, 2022 Transit Committee Meeting Minutes (Attachment B)**

**5) Staff Report (Attachment C)**

**6) Ridership Report - Laurie Linscott**

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

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

**7) Transit Committee Charter - Appointment of Non-Voting Transit Rider Representative**

**Staff Report**

At the March Transit Committee meeting, members discussed the process for the appointment of a non-voting transit rider representative. The group discussed the Transit Committee would biennially review any interested persons who would like to be considered for appointment and would decide as a group who to recommend to the BACTS Policy Committee for appointment.

***Proposed Action:*** *Discuss and review the process by which the non-voting transit rider representative will be appointed.*

**8) Budget Updates**

**Staff Report**

The Community Connector/City of Bangor to provide an update on the proposed budget process.

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

**9) City of Bangor / Community Connector - FY22 Q3 Budget Updates and Q4 Bills**

**Staff Report**

City of Bangor / Community Connector Staff will provide an update on FY22 Q4 bills which will be sent to members in the coming weeks. City of Bangor / Community Connector Staff will also provide Q3 budget updates.

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

## **10) Updated Capital Plan**

### **Staff Report**

The Community Connector will provide an updated capital plan for review and discussion.

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

## **11) Bus Stop Designation Plan Update**

### **Staff Report**

BACTS and Community Connector have completed the municipal meetings and are moving into the public outreach phase of this project. The advisory committee made comments on the public outreach plan and drivers are being engaged to review the proposed stops before the public comment period begins in mid June.

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

## **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**

July 6th, 2022

## **17) Adjournment**



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

<b>Committee Members</b>	<b>Affiliation</b>
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, Vice Chair, and Executive Director will make a recommendation for election to the Transit Committee who will then make a recommendation to the BACTS Policy Committee for appointment.

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**  
**Transit Committee Meeting**  
**March 23rd, 2022**  
**Zoom Meeting**

<b>Committee Members</b>	<b>Affiliation</b>
Courtney O'Donnell John Theriault	Bangor
Linda Johns Karen Fussell	Brewer
Laurie Linscott Sherri Clark	Community Connector
Amy Ryder Paula Scott	Hampden
Belle Ryder Kyle Drexler	Orono
EJ Roach	Old Town
William Biberstein	University of Maine
Mark Leonard	Veazie
Jack McKay	Non Voting Rider Representative
<b>MaineDOT</b>	
Sherry Tompkins, Lori Brann	
<b>BACTS</b>	
Sara Devlin, Madeline Jensen, Paige Nadeau	
<b>Members of the Public</b>	
Anna Stockman (EMDC)	

**1) Call to Order**

Meeting was called to order by Belle Ryder at 9:30 a.m.

**2) Public Comment**

There were no public comments.

**3) Approval of February 9th, 2022 Transit Committee Meeting Minutes**

Discussion occurred regarding item 7 on the February 9th, 2022 Transit Committee meeting minutes, the Transit Committee Charter, specifically the process by which a non-voting transit rider representative would be determined. The February 9th, 2022 minutes were updated to reflect the following verbiage " If more than one individual is interested in being the representative the Chair, Vice Chair, and Executive Director will make a recommendation for election to the Transit Committee who will then make a recommendation to the BACTS Policy Committee."

The group also agreed to continue the discussion on the process of appointment of a non-voting transit rider representative at the next meeting.

The minutes for the February 9th, 2022 Transit Committee meeting will be reviewed and discussed at the meeting at the May Transit Committee meeting.

#### **4) Staff Report**

Sara Devlin provided a brief update, the BACTS 2022-2025 TIP has been approved and submitted to MaineDOT for STIP approval. BACTS is awaiting appropriation and funding tables for IIJA, will let partners know when we hear more.

#### **5) Ridership Report - Laurie Linscott**

Laurie Linscott provided an update, slight increase on some routes, likely driven by an increase in gas prices.

#### **6) Annual Budget Input Model**

##### **Staff Report**

The Community Connector annual budget has been developed with the assumptions as presented at the February Transit Committee meeting. As part of the budget development, new program requests are developed and presented to the council for consideration. The Community Connector will provide an overview of the new program requests.

Courtney O'Donnell provided an overview of the process of annual budget development and new program request forms for the City of Bangor. Bangor's budget workshops with Council start in April and go through May and the Council adopts budgets in June. The group discussed the four proposed full time employee program requests, a transit director, transit dispatcher (half year, since the center will not be opened until half way through the fiscal year), janitor/custodian, and transit tech / administrative assistant. The budget previously presented in February did not include these four positions. These four positions are in addition to current staffing. The group discussed current staffing levels for the Community Connector and agreed that more staffing is necessary but due to budgetary constraints, would recommend phasing in these roles, except for the Transit Center Dispatcher. The committee agreed that hiring a full time Transit Center Dispatcher is critical to the success of the operations of the new transit center. The committee also discussed how to move forward for budgeting purposes. Courtney O'Donnell clarified that she and Debbie Laurie will review funding opportunities for funding one or more of the positions for the coming fiscal year, and may decide to pull the three positions that do not have full committee support at this time, if additional funding is not found.

The committee also briefly discussed the possibility of a fare increase to help offset increased costs. Laurie Linscott recommended getting the new transit center, updated technology, and other amenities in place before reviewing for a potential fare increase. Members of the group also discussed the possibility for potential increases in federal funding, but budgeting in a way as to not rely on increases in federal funding at this time.

Courtney O'Donnell also added that in fiscal year 2023, the projected increase in budget assumptions shared with the committee are based on historical data, and do not include additional staff time by other City of Bangor staff (Assistant City Manager, City Engineer, legal) so the staffing requests noted above would be offset by those costs, which are currently carried by the City, as well going forward.

#### **7) Try Transit Day**

##### **Staff Report**

The Community Connector is planning on a "Try Transit" event with half price fare on April 18<sup>th</sup>. The goal is to spur ridership and encourage new people to use transit, especially with increased fuel costs. Community Connector will give an event overview. Partners' participation in getting the word out would be greatly appreciated.

Laurie Linscott provided an update on half price fare for 'Try Transit' Day on April 18th to help encourage ridership as well as other events the rest of that week. Members asked if there is a social media posting to please share with the group and they can share on respective social medias. Members of the committee discussed various ways to encourage ridership during this week, specifically families, as well.

## **8) Updated Capital Plan Model**

### **Staff Report**

The Community Connector will provide an updated capital plan for review and discussion.

Courtney O'Donnell provided an update and overview of the capital plan. Members of the group discussed individual communities' shares and expected expenses for FY23. The group discussed alternatives for the coming fiscal year due to increases in the operating contribution for communities as well as increased local share related to the transit center. Members of the group discussed decreasing the amount to fund the annual replacement reserve for FY23, to help offset other increased costs. The group also discussed how the individual communities' local shares are calculated as well as potential opportunities for federal funding and the impact on local match with that funding source.

A motion was made by Karen Fussell to recommend to the City of Bangor to only fund a total local share of \$325,000 for FY23 (this figure includes a \$99,200 match for the bus stop project, \$169,148 for the transit center, and the remaining \$56,652 would be placed in the replacement reserve fund). This motion was seconded by Kyle Drexler. Roll call was taken and the following is noted; one member from the City of Bangor and the Community Connector abstained from voting. Remaining voting members voted in favor of the motion.

## **9) Bus Stop Designation Plan Update**

Madeline Jensesn gave an update on the Bus Stop Designation Plan. Staff is continuing to work with Community Connector to identify proposed stops for the new fixed route system. Meetings with each municipality will take place over the next few months to gain feedback on stop placement and discuss infrastructure improvements, if necessary. Staff are currently expecting public participation to take place this summer and implementation to occur this fall.

## **10) Community Connector Title VI Plan**

Community Connector will update the Transit Committee on their final draft of their Title VI plan, which will go to the Bangor City Council on March 28th for approval. The draft plan can be found [here](#).

Courtney O'Donnell provided an update. The plan has received comments from a City Council Committee to add an additional step/layer of oversight for investigations. Previous plan had the Title VI Coordinator as the final decision maker, now the City Manager's office can also be reported to for any complaints or other reporting measures.

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

No updates at this time.

## **12) Municipal Partner Updates**

No updates at this time.

## **13) MaineDOT Update**

No updates at this time.

## **14) Other Business**

Sara Devlin asked the committee if they are interested in continuing monthly meetings. Members of the group thought moving to meetings every other month after budgets are closer to being finalized would be sufficient.

Jack McKay provided an update on TFA, TFA bought 50 meals from a local restaurant for drivers on March 18th.

## **15) Upcoming Meeting**

Sara Devlin will contact members of the group to coordinate the next meeting, expected late April/early May.

Belle Ryder called the meeting to adjourn at 10:55 a.m.





## **Attachment C**

Staff Report

May 2022

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

**Transit Center Update** - Community Connector to provide updates at the meeting. Please see the website [www.bangormaine.gov/transitcenter](http://www.bangormaine.gov/transitcenter) for weekly updates.

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

**MTP Preparation** - Staff has developed an RFP to seek consultant support. The RFP was posted but did not receive any submissions upon the due date. After revisions are completed the RFP will be re-posted.

**BIL FTA Funding** - Staff is continuing to monitor funding changes and opportunities from the Bipartisan Infrastructure Law. The Safe Roads and Streets Program was just released which aims to support eligible parties in developing or updating a comprehensive safety action plan. \$1 billion is available for FY22.

### **Meetings / Webinars:**

MainesDOT Active Transportation Plan Stakeholders Meeting

MainesDOT Long Range Plan Public Meeting

Maine Bus Electrification Meeting

BIL Safe Streets and Roads Program (SS4A)

MainesDOT LPA Certification

Bangor City Council Budget Workshop