

Transit Committee Meeting

November 30th, 2022 9:30 AM – 11:00 AM 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 September 22nd, 2022 Transit Committee Meeting Minutes (Attachment A)

4) Service Updates

Laurie Linscott will provide a brief overview of any service updates.

Proposed Action: For discussion only

5) Transit Center Update

Community Connector/City of Bangor Staff will provide a brief overview of any transit center updates.

Proposed Action: For discussion only

6) Ridership Report - Laurie Linscott

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

Proposed Action: For discussion only

7) Bus Stop Design and Management Guidelines Update

Staff Report

The Bus Stop Design and Management Guidelines, formerly called the Bus Stop Policy and Design Guidelines, has undergone one final review and has been approved to move forward to councils for endorsement. The Bus Stop Working Group met to discuss needs for municipal council presentations which are targeted to take place this winter. To review the Bus Stop Design and Management Guidelines document, click here.

Proposed Action: For discussion only

8) Vision 2043 Update

Staff Report

The Metropolitan Transportation Plan Update, now called Vision 2043, has launched. We are currently seeking feedback on Visioning and Goals. Please share **Attachment B** with your networks

which includes a survey link to tell us what is important to you. Also visit our <u>project page</u> to find more details.

Proposed Action: For discussion only

9) Community Connector Financial Reports - Attachment C & D

Staff Report

Courtney O'Donnell will go over the FY22 year end report and the first quarter of FY23 financials.

Proposed Action: For discussion only

10) MaineDOT Strategic Transit Plan Update

Staff Report

Ryan Neale will provide a brief update on the Strategic Transit Plan which is part of the MaineDOT Family of Plans update.

Proposed Action: For discussion only

11) 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

12) Municipal Partner Updates

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

Proposed Action: For discussion only

13) MaineDOT Update

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

Proposed Action: For discussion only

14) Other Business

Discussion of other items not on today's agenda.

15) Upcoming Meeting

Tentatively week of November 7th, 2022

16) Adjournment



Attachment A Transit Committee Meeting September 22nd, 2022 Zoom Meeting

Committee Members	Affiliation
Courtney O'Donnell	Bangor
John Theriault	Bangoi
Sherri Clark	Community Connector
Laurie Linscott	Community Connector
Kyle Drexler	Orono
William Biberstein	University of Maine
Mark Leonard	Veazie
Jack McKay	Non Voting Rider Representative
M	aineDOT
Lori Brann, Ryan Neale	
	BACTS
Sara Devlin, Madeline Jensen	
Member	rs of the Public
None	

1) Call to Order

Meeting was called to order by John Theriault at 9:35AM.

2) Public Comment

There were no public comments.

3) Approval of July 20th, 2022 Transit Committee Meeting Minutes

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

4) Service Updates

Laurie Linscott provided an update, the Community Connector is still short staffed and running a modified schedule on Monday-Friday. Also have a service modification for the Mt. Hope route for mall stops to be by request only.

Discussion ensued on when full service may resume, no timeframe is available right now, contingent on hiring new drivers. The City and Community Connector are actively hiring and trying to recruit as best as possible, including discussions with a local community college for restarting a training program.

5) Transit Center Update

Laurie Linscott provided an update, construction is on schedule, nearly 95% complete, anticipated to be completed by the middle of November. October 13th at 1:30 PM there will be a tour for members of this group.

6) Ridership Report

Laurie Linscott provided an overview. Figures are slightly increasing over prior year figures, even with running at a modified service.

7) Bus Stop Designation Plan - Implementation Update

Laurie Linscott provided an overview. The Community Connector is developing the budget and implementation plan regarding the designation. Implementation is expected to begin in the Spring.

8) Bus Stop Policy Update

Staff Report

The Bus Stop Policy Work Group met at the beginning of September to review where the Bus Stop Policy and Design Guidelines was left off last fall and identify what information was still necessary to finalize the document. BACTS, Community Connector, and the City of Bangor are working on collecting the requested information and a follow up Work Group meeting will be scheduled in October. To review the Bus Stop Policy and Design Guidelines document, click here.

Sara Devling provided an update. BACTS Staff and Community Connector staff will be meeting this afternoon to discuss outstanding items to work that need to be gathered in order to work towards finalizing the Bus Stop Policy. BACTS Staff anticipate another working group meeting and are hoping to have the policy finalized by the middle of November.

9) Rural, Intercity, and Commuter Transit Provider Updates

No updates at this time.

10) Municipal Partner Updates

Culvert project in Orono is nearly complete; a few paving projects are underway in Bangor as well, but none are expected to interrupt service levels.

11) MaineDOT Update

The next department work plan is being developed. Please notify Lori of any new anticipated projects.

12) Other Business

Food and Medicine has hired an organizer for Transportation for All, Jack McKay will be filling in in the interim. Sara Devlin reminded the group that the non-voting rider representative is an individual, not a representative of a group or organization, so further discussion will be needed if the non-voting rider representative would like to step down and have another individual replace them.

About 120 units of housing have been approved in Bangor, including a required bus stop at one of the sites.

13) Upcoming Meeting

Tentatively week of September 19th, 2022

14) Adjournment

John Theriault called the meeting to adjourn at 2:25PM.

HELP STEER THE FUTURE OF TRANSPORTATION IN GREATER BANGOR













BACTS is updating the region's long range transportation plan. We need you to tell us what is important to you!

The Plan will:

- Develop a vision for Greater Bangor's transportation system.
- Use public input to identify projects and initiatives to address key transportation challenges.
- Guide the region's transportation policy and capital investments through 2043.

Take the SURVEY to tell us what you think! Visit BACTSMPO.ORG



BACTS VISION 2043



Attachment C

Community Connector Income Statement 6/30/2022

	_	Fixed	Route/ADA	Operations	_	Black Bea	r Orono	Express
		Budget	Actual	Actual as % of Budget		Budget	Actual	Actual as % of Budget
Expenditures:								
Wages		1,695,414	1,778,797	104.92%		61,316	36,921	60.21%
Fringes (all Other)		348,060	359,758	103.36%		12,001	9,196	76.63%
Health		477,387	393,358	82.40%	a	31,145	7,500	24.08%
Supplies		36,600	32,056	87.58%		-	-	
Contractual Services		226,284	190,242	84.07%	b	4,780	5,590	116.95%
ADA		15,811	23,948	151.46%		-	-	
Utilities		16,250	22,862	140.69%			-	
Interfund (all Other)		10,000	15,908	159.08%		-	-	
Maintenance		673,892	594,437	88.21%	C	47,000	8,018	17.06%
Fuel		248,000	227,473	91.72%	d	10,000	7,669	76.69%
Printing		15,000	11,189	74.59%		-	-	
Other		200	-	0.00%		-	-	
Office & Bus Equipment		12,500	16,431	131.45%		-	-	
` Local Share Depot		220,351	220,351	100.00%				
BBOE Admin		(22,577)	(20,123)	89.13%		22,577	20,123	89.13%
	Total	3,973,172	3,866,687	97.32%		188,819	95,017	50.32%
Revenues:	_							
Operating								
Fares		462,500	416,261	90.00%		-		
Advertising/Other		70,000	95,667	136.67%	e	-		
	Subtotal	532,500	511,928		_	-		
Grants	_				_			
Federal Operating		2,063,861	2,069,500	100.27%		-		
State Grants		101,109	101,109	100.00%				
	Subtotal	2,164,970	2,170,609		_	-		
Local Share	_	1,275,702	1,184,150		_ 	188,819	95,017	

Community Connector Income Statement 6/30/2022

Commentary Fixed Route:

Variance Report - Fixed Route Items that are +/- 5% of YTD % (Greater than \$10K)

100.00%

- **a** Health insurance costs are below estimates due to the chronic driver shortage and chose of coverages
- **b** Actual vehicle insurance less than anticipated, and no travel costs incurred for pre/post new bus inspections
- c With much of the rolling stock still under warranty, maintenance costs were lower than anticipated
- **d** With reduced schedules, less fuel consumed
- e Advertisers had fund to spend with an emphasis on hiring.

Commentary - BBOE:

Operated under a modified schedule due to driver shortage

					Addition	nity Con nal Inform 30/2022	mation			
Local										
				Over					Over	
Fixed Rou	te	Paid	Actual	Payment	_	BBOE	Paid	Actual	Payment	
	Hampden	87,420	81,114	6,306						
	Brewer	198,371	184,135	14,236						
	Veazie	16,903	15,631	1,272						
	Orono	68,555	63,589	4,966			94,409	47,509	46,900	
	Old Town	69,520	64,536	4,984						
	UMaine	50,155	46,537	3,618			94,409	47,509	46,900	
		490,924	455,542	35,382	:		188,818	95,018	93,800	
Capital Re	eserves									
Communi	ty Connector -	· Fixed Route				BBOE				
	Balance	6/30/2021			352,354		Balance	6/30/2021		41,845
	FY 21 Partne	er Funding					FY 21 Commu	nity Funding		
			4 Qtr - from	Partners	97,200				4 Qtr	20,000
			FY 22 - Bang	or	153,800					
	Balance	6/30/2022			603,354		Balance	6/30/2022		61,845
ndividual	Partner Fund	S						These funds a	are the property	of each partner. As
	Fixed Rte	Hampden		44,549	Old Town		7,631	such, each pa	rtner may specif	fy how the funds
		Veazie		1,855	UMaine		5,509	should be app	olied (quarterly b	oills, FTA match, etc).
		Orono		7,519						
	BBOE	Orono		23,852						
Cares Act	Funding Statu	ıs								
	Award Amo	unt			4,059,754	(includes a	additional \$56,63	2 awarded in	FY 2022)	
		FY 20 Actual	Operations		959,953					
		FY 21 Actual	•		1,961,636					
		FY 21 Capital	•		141,139					
		FY 22 Actual			997,026					
, i										

					Addition	nity Conne nal Informa '30/2022				
Status of	Approved C	apital Projects								
		.,		Transit		Transit	Addl Trans			Platform
Project				Tech	7 Buses	Center	Center	Stop Proj	Gov Stdy	Tech
Budget				241,025	3,542,853	1,607,500	2,238,500	43,713	27,976	151,981
Expenditu	res - 6/30/2	022			2,506,860	1,607,500	1,129,683	43,713	17,042	-
Fund Sour	ces:									
	Federal	CARES Act								
		5339 D			2,890,000	1,286,000				
	.	5339 Allocat	ion	116,820						
	State	Assign of 533	39 funds				1,790,800		25,000	121,585
	Other	VW Settleme			519,000					
	Other	v vv Settleine	ent		519,000					
	Local									
		Operating - F		29,205		160,750		42.742	2,976	30,396
		PY Carryforw FY 2023 - TB		95,000		160,750	447,700	43,713		
	Capital Re	serve								
		FY 2024			133,853					
	Total Fund	ling		241,025	3,542,853	1,607,500	2,238,500	43,713	27,976	151,981
Timeline				Bid 11/30/22	2 - 2023	Est Com	ıp 11/22			
*		ce of the local sh ded in the FY 23		d to match the	additional FT	A funding to o	complete the t	transit center	project note	ed below
		Danger	01 020		LINAcino	17.000				
		Bangor Brewer	81,930 18,900		UMaine Hampden	17,602	Pd from Indi	vidual Partner	· Rosonyos ir	s EV 22
		Orono	7,026		Veazie	5,932	i u ii oiii iiiui	viduai Fai tilei	IVCSCI VCS II	11122
		Old Town	7,068		· Julio	3,332				

Attachment D

Community Connector Income Statement 9/30/2022

	_	Fixed	Route/ADA	Operations	_	Black Bea	ar Orono	Express
		Budget	Actual	Actual as % of Budget		Budget	Actual	Actual as % of Budget
Expenditures:	_			-				
Wages		2,152,605	406,324	18.88%	a	62,862	5,193	8.26%
Fringes (all Other)		386,547	64,921	16.80%	a	11,885	857	7.21%
Health		663,072	85,667	12.92%	a	31,879	1,452	4.55%
Supplies		41,700	2,587	6.20%		-	-	
Contractual Services		211,597	20,946	9.90%	b	5,696	550	9.66%
ADA		10,000	1,964	19.64%		-	-	
Utilities		29,000	1,679	5.79%			-	
Interfund (all Other)		15,000	2,239	14.93%		-	-	
Maintenance		625,000	83,143	13.30%	C	17,500	6,498	37.13%
Fuel		490,913	59,516	12.12%	d	13,900	1,625	11.69%
Printing		16,500	2,994	18.15%		1,000	-	
Other		200	-	0.00%		-	-	
Office & Bus Equipment		8,000	3,268	40.85%		-	-	
` Local Share Depot		326,325	323,348	99.09%	e			
BBOE Admin		(28,991)	(5,270)	18.18%		28,991	5,270	18.18%
	Total	4,947,468	1,053,326	21.29%		173,713	21,445	12.35%
Revenues:	_							
Operating								
Fares		465,000	125,859	27.07%		-		
Advertising/Other		70,000	47,485	67.84%	f	-		
	Subtotal	535,000	173,344	_		-		
Grants	_			_				
Federal Operating		2,220,788	-	0.00%		-		
State Grants		101,109	-	0.00%		-		
	Subtotal	2,321,897	-		_	-		
Local Share	_	2,090,571	879,982			173,713	21,445	-
	=				=	<u> </u>	•	=

Community Connector Income Statement 9/30/2022

Commentary Fixed Route:

Variance Report - Fixed Route Items that are +/- 5% of YTD % (Greater than \$10K)

25.00%

- a Budget assumed Monday Saturday schedule, reduced service results in reduced employment costs
- **b** Vehicle insurance has not yet been allocated, a number of expesses are related to transit center not yet opened
- c With much of the rolling stock still under warranty, maintenance costs were lower than anticipated
- **d** With reduced schedules, less fuel consumed
- **e** Local match for capital projects was transferred at beginning of year.
- f Advertisers had funding to spend with an emphasis on hiring

Commentary - BBOE:

Due to the seasonality of the service - start date of late August, using a 25% benchmark for the first quarter operations can not be utilized. Variances will be made beginning with the end of the second quarter.

Community Connector Additional Information 9/30/2022

Local Share Amounts Carried Forward from FY 2022 (have held 2nd quarter billing awating direction from partners)

Request is that each partner specify how these funds should be applied; returned to partner, applied to FY 23 quarterly bills,

93,800

Fixed Route 6/30/2022 BBOE 6/30/2022 Hampden 6,306 Brewer 14,236 Veazie 1,272 Orono 4,966 46,900 4,984 Old Town **UMaine** 3,618 46,900

35,382

or applied towards the additional local share required to match the additional FTA funds received for the transit center.

Budgeted Local Share FY	2023	Fixed Route	BBOE	Transit Ctr	Bus Stop	Ctr Amen.	Bus Barn	Serv Veh	ADA	Total
Hampden*	6.85%	105,759	-	30,667	6,795	2,055	1,576	343	15,092	162,286
Brewer	15.55%	240,081	-	18,900	15,426	4,665	3,577	778	34,260	317,686
Veazie	1.33%	20,534	-	5,932	1,320	399	306	67	2,930	31,487
Orono	5.37%	82,909	86,857	7,026	5,327	1,611	1,235	269	11,831	197,065
Old Town	5.45%	84,144	-	7,068	5,406	1,635	1,254	273	12,007	111,786
UMaine	3.93%	60,676	86,856	17,602	3,899	1,179	904	197	8,658	179,970
Bangor	61.52%	949,823	-	81,930	61,028	18,456	14,150	3,076	135,541	1,264,004
	100.00%	1,543,926	173,713	169,125	99,201	30,000	23,000	5,000	220,319	2,264,284

^{*} Hampden's local share of transit center was included in adopted budget, but Hampden chose use of reserve funds, will not be billed.

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community	/ Connector	- Fixed Route		BBOE			
	Balance	6/30/2022		603,354	Balance	6/30/2022	61,845
	FY 23 Partne	er Funding		-	FY 23 Comm	nunity Funding	-
			Bus Sale Proceeds	11,723		Bus Sale Proceeds	2,931
	Balance	9/30/2022		615,077	Balance	9/30/2022	64,776
ndividual F	Partner Fund	S				These funds are the property of each	n partner. As
ſ	Fixed Rte	Hampden	44,549	Old Town	7,631	such, each partner may specify how	the funds
		Veazie	1,855	UMaine	5,509	should be applied (quarterly bills, FT,	A match, etc).
		Orono	7,519				
•						-	
		Orono	23,852	7			

Community Connector Additional Information 9/30/2022										
Status of	Approved Ca	apital Projects								
			Transit		Addl Trans	Platform	Transit Ctr	Bus Stop	Barn	Service
roject			Tech	7 Buses	Center	Tech	Amenities	Project	Improve	Vehicle
nternal f	Reference)		7927	(7737)		TBD	7745	7916	7504	775
Budget			241,025	3,542,853	1,959,925	FY 22 151,981	150,000	496,000	103,000	28,000
	FY 2021		-		-	-		-	-	-
	FY 2022			2,506,860	80,217			-	-	-
C	9/30/20			2.500.000	388,896			-		
Expenditu	res - 9/30/2	022		2,506,860	469,113	-		-	-	-
Fund Soui	ces:									
	Federal	CARES Act								
		5339 D		2,890,000				396,800		
		5339 Allocation	116,820				120,000		80,000	20,000
	State					121,585				
		Assign of 5339 funds			1,790,800					
	Other	VW Settlement		519,000						
	Local									
	Local	Operating - PY	29,205			30,396			_	
		PY Carryforward	95,000			,				
		Operatin - CY	,		169,125		30,000	99,200	23,000	5,000
	Capital Res	serve								
	·	FY 2024		133,853						
	Total Fund	ling	241,025	3,542,853	1,959,925	151,981	150,000	496,000	103,000	25,000
Timeline			Bid	2 - 2023	Est Comp	Bid	6/30/2023	FY 23 &	12/30/2022	10/30/2022
			11/30/2022		12/22	11/30/2022	-,,	24	,, -3	,, ,