



Transit Committee Meeting

June 14th, 2023

2:00 PM– 3:30 PM

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 March 8th and April 11th, 2023 Transit Committee Meeting Minutes (Attachments A and B)

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 Designation Plan Update

Community Connector/City of Bangor staff will provide a brief overview on any bus stop designation plan updates.

Proposed Action: For discussion only

8) Microtransit in the Region

Staff are looking to discuss the potential/future interaction of microtransit options(such as bike shares or scooters) with Community Connector service.

Proposed Action: For discussion only

9) 2024-2025 UPWP Planning Study Ideas (Attachment C)

Staff will provide an overview of the transit studies that have been proposed for the upcoming 24-25' UPWP. Ideas were suggested by the Community Connector/City of Bangor, municipal

partners, and recurring themes from other plans and public outreach. Staff is looking for feedback on additional studies that partners would like to be considered and which of the proposed options should be prioritized for funding in the next UPWP cycle.

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

September 13th, 2023 from 2:00 - 3:30 PM via Zoom

15) Adjournment



Attachment A
March 8th, 2023
2:00 PM - Zoom Meeting
Minutes

Committee Members	Affiliation
Courtney O'Donnell John Theriault Debbie Laurie	Bangor
Linda Johns	Brewer
Laurie Linscott Sherri Clark	Community Connector
Amy Ryder	Hampden
Belle Ryder Kyle Drexler	Orono
Mark Leonard	Veazie
Jack McKay	Non Voting Rider Representative
MaineDOT	
Lori Brann	
BACTS	
Sara Devlin, Madeline Jensen, Evan King	

1) Call to Order

Meeting was called to order by Belle Ryder at 2:00PM.

2) Public Comment

Tanner Hanes, from Transportation for All (TFA), informed the group that TFA will be putting on a driver appreciation day on March 17th.

3) Approval of November 30th, 2022 Transit Committee Meeting Minutes

Belle Ryder asked if there were any comments or corrections to be made to the minutes.

Linda Johns made a motion to approve, John Theriault seconded. None opposed, accepted as written.

4) Service Updates

Laurie Linscott provided an update. No changes since last meeting. Still running a modified schedule without Saturday service. Members of the group inquired about when Saturday services could be resumed, Laurie Linscott provided an update that service can't resume until required staffing levels are met. There are a number of individuals in the CDL course who are close to finishing the course, but given shifting staffing levels, the Community Connector can not provide an

exact date to hope to return, but the City and Community Connector are working toward this goal as soon as is feasible.

5) Transit Center Update

Laurie Linscott provided an update. Center is working well, working with a contractor to fix a few small items, but overall going very well.

6) Ridership Report - Laurie Linscott

Laurie Linscott provided an update. Laurie Linscott will provide the ridership report to members of the group in the coming weeks.

Courtney O'Donnell provided an update that the City, Community Connector, and Penquis are working together to get bus passes to members of the community who need them.

Members of the group discussed other various opportunities to increase ridership, such as free fare days.

Members also discussed how ridership figures impact funding, FTA is still currently using 2019 figures. Formula funding is also based on census data and the 2020 census data is being finalized, population increased but density decreased.

7) Council Endorsement Update

Staff Report

The Bus Stop Designation Plan and the Bus Stop Design and Management Guidelines have been endorsed by all partner councils. BACTS Staff presented to the City of Bangor Government Operations Committee. Next, the Gov Ops Committee will present to the full City of Bangor City Council. Following a final approval, the Bus Stop Design and Management Guidelines will be finalized, formal maintenance agreements will be drafted between the partners and Community Connector, and the Bus Stop Designation Plan will be implemented this Spring.

Madeline Jensen provided an update. Presentations have been completed to all partner councils and the Gov Ops Committee for Bangor.

8) Annual Budget and Capital Planning Discussion

Staff Report

The Community Connector annual budget is currently under development. The City of Bangor will provide an update on this process and highlight possible areas for coordination with the partners.

Debbie Laurie provided an overview. City of Bangor has started initial budget assumptions, wage adjustments had to be made to stay competitive and negotiations are upcoming. Debbie Laurie also provided an overview of various other expenses and projections for the coming fiscal year. Debbie Laurie also provided an update on capital expenditures, two new buses are coming this year.

Hoping to see revenues increase due to amenities and increased ridership in the coming year. Local matches are expected to increase due to decreased federal funding anticipated in coming years. Members of the group discussed staffing levels, the new buses, transit center operation, and renovations on the cold barn that will impact the budget.

Members discussed future budget projections for local matches. This will be assessed on allocations that will be received, but increases are to be expected.

9) Transit Incentive Programming

Staff Report

Community Connector is considering transit incentive opportunities to program for 2023. Try Transit Day and Election Day fair reductions have been used in the past. Community Connector will provide an overview of these programs and collect feedback from the partners.

Laurie Linscott provided an overview, Driver appreciation day is coming up, Community Connector is also looking at various other incentives to increase ridership. Laurie Linscott also provided an overview of Election Day, routes vary slightly to ensure riders can be dropped off where elections take place. The group also discussed other opportunities and ideas.

10) Rural, Intercity, and Commuter Transit Provider Updates

No updates at this time.

11) Municipal Partner Updates

No updates at this time.

12) MaineDOT Update

No updates at this time.

13) Other Business

No updates at this time.

14) Upcoming Meeting

June 14th, 2023 from 2:00 - 3:30 PM via Zoom. May schedule another meeting if deemed necessary due to budget season.

15) Adjournment

Belle Ryder called the meeting to adjourn at 2:40PM.



Attachment B
April 11th, 2023
8:30 AM - Zoom Meeting
Minutes

Committee Members	Affiliation
Debbie Laurie David Little 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
Mark Leonard	Veazie
Jack McKay	Non Voting Rider Representative
MaineDOT	
Lori Brann	
BACTS	
Sara Devlin, Madeline Jensen, Mary O'Flaherty	

1) Call to Order

Meeting was called to order by Belle Ryder at 2:00PM.

2) Public Comment

No public comments.

3) FY 24 Budget and Grant Opportunities

Staff Report

The Community Connector annual budget is currently under development. The City of Bangor will provide an update on this process and highlight possible areas for coordination with the partners.

Courtney O'Donnell provided a brief overview of the Community Connector budget for FY 2024, Bangor, Brewer, and Old Town are expected to see around a 20% increase and other members are expected to have smaller increases as well. Debbie Laurie provided details. Largest portion of expenditures are related to labor costs, collective bargaining agreements are under negotiation. Contractual line items are increased, primarily related to implementation of designated bus stops.

Other areas showing an increase are related to the full year of transit center operation. Capital projects line showing an increase, consistent with capital reserve levels discussed previously. Debbie Laurie provided an overview for the breakdown of the capital reserve line. Debbie Laurie provide a brief overview of anticipated revenue lines as well. Laurie Linscott also added that the bus barn rehab is being reviewed, Community Connector is working with MaineDOT to assess funding opportunities as estimates are coming in.

Members discussed the capital plan including the reserve funding process. Members also discussed why various members are increasing at different rates, this is driven by members' decisions on how to fund various capital projects. Members also discussed that the budget, as presented, is for the Community Connector running at full service levels. Bus stop maintenance was also discussed, expected to be contracted out, individual members will have the opportunity to perform the maintenance in house, if they choose.

4) Other Business

No updates at this time.

5) Upcoming Meeting

June 14th, 2023

September 13th, 2023

6) Adjournment

Belle Ryder called the meeting to adjourn at 2:40PM.

2024 - 2025 UPWP Transit Studies
DRAFT Options

Total FTA funds available for 24-25: \$243k (estimate)

Staff time constraints: The following studies would likely include a mix of staff time and consultant support.

Study Topic	Description/Scope	Proposed Start Time Frame	Est. Cost (staff and/or consultant time)
Fare Structure	<p>Analysis of Community Connector fare structure and recommendations for potential updates.</p> <p>Deliverables: Report providing overview of Community Connector's current fare structure, assessment of service value, comparison to similar transit agencies, background on alternative fare structures, recommendations for future fare structure including consideration of passes, transfers, reduced/zero fare partnerships, mobile payment, etc.</p>	Early 2024 - 6months	\$25-45k
Community Connector Brand Recognition/Marketing	<p>Assessment of Community Connector brand and visibility. Potential redesign/rebrand back to BAT.</p> <p>Deliverables: Assessment of Community Connector customer recognition and impact of branding. Recommendations to make service more visible to the community, more accessible to new riders, and more attractive to choice riders. Potential rebrand package including name, logo, bus wraps, signs, route/stop information packets. and customer recognition/impact. Assistance with public outreach to roll out new branding.</p>	Late 2025 - 9m	\$35-45k
Service Expansion	<p>Coordinate logistics to extend Community Connector service to better reach residents of Penobscot Indian Island.</p> <p>Deliverables: Coordinate with Old Town to install a sign at the base of</p>	Early 2024 - 4m	\$2-4k

Feasibility - Penobscot Nation	the island (Main st / Brunswick st). Coordinate with Penobscot Nation to advertise expanded service and outline logistics for potential connection with on-island microtransit through the health center.		
Comprehensive Customer and Service Analysis	<p>Comprehensive analysis of Community Connector service, transit infrastructure, and customer use habits.</p> <p>Deliverables: Collect statistically relevant data to assess ridership habits(origin/destination, satisfaction, choice ridership, service hours, etc.), stop infrastructure (routes, ada accessibility, amenities, etc.), review of designated stop performance, etc. Make recommendations for improvements, considering cost/benefits. Possible update to BACTS Bus Stop Design and Management Guidelines.</p> <p>This study combines the following needs/ideas that we heard:</p> <ul style="list-style-type: none"> - Evening Service Hours(Need assessment for evening service. Analysis of transit generators, expected ridership, and associated costs) - Service Expansion in Old Town(Assess options to improve Community Connector service within Old Town though route modification or microtransit service) - Choice Riders(Assessment of opportunities to incentivize choice riders including outreach to major employers and incentive programs) - BBOE Survey(statistical study of BBOE service including ridership, routes, stops, etc.) - Designated Stops Review(Analysis of the new fixed stops to determine their efficacy and make recommendations for adjustments as needed. Also, a review of ridership levels to determine areas that may warrant expanded amenities.) 	Mid 2024 to Mid 2025 - 12m	\$90-130k
			Total: \$152-224k