



Executive Committee Meeting

January 23rd, 2025 1PM

via Zoom

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 December 9th, 2024 BACTS Executive Committee Meeting Minutes (Attachment A)

4) UPWP - Local Match Calculation Discussion

Staff Report

BACTS Staff have finalized figures for member population, VMT, and lane miles. Discussion regarding formula development for UPWP contribution from each member for coming years.

Proposed Action - For discussion only.

5) BACTS Staffing

Staff Report

Discussion on BACTS staffing levels and plan going forward.

Proposed Action - For discussion only.

6) Upcoming Meetings

Policy Committee - February 18th, 2025

Transit Committee - February 26th, 2025

Executive Committee

- April 8th (2-3PM)
- July 8th (2-3PM)
- October 14th (2-3PM, Executive Director Annual Review Discussion)
- November 6th (1-2:30PM, including Executive Director Annual Review)



Attachment A

Executive Committee Meeting

December 9th, 2024 2PM

via Zoom

Minutes

Attendees: Jeremy Caron, Linda Johns, Amy Ryder, Mitch Stone

Staff: Sara Devlin, Paige Nadeau

1) Call to Order - 2:03PM

2) Public Comment

No comments

3) Approval of November 7th, 2024 BACTS Executive Committee Meeting Minutes

A motion was made to approve the minutes as written. Amy Ryder moved the motion, Mitch Stone seconded. All approved.

4) UPWP - Local Match Calculation Discussion

Staff Report

BACTS Staff have finalized figures for member population, VMT, and lane miles. Discussion regarding formula development for UPWP contribution from each member for coming years.

Members of the group discussed historical calculation for member matches as well as impact on updated boundary and census information on the BACTS region. Discussion ensued regarding how to best approach changes to the calculation in the coming years and ensuring the match is equitably distributed among members. The Executive Committee recommended additional analysis using other metrics not previously utilized. BACTS Staff will perform this analysis and provide information at the next meeting.

5) Paid Family Medical Leave Act

Staff Report

Maine's Paid Family and Medical Leave (PFML) Program begins in January 2025. Employers with less than 15 employees may withhold up to 0.5% of employees wages beginning with the first pay date in January 2025 (for BACTS this will be for PPE 12/28/2024). Employers may elect to withhold all or a portion of this tax from employees wages or may choose to pay the tax on the employees behalf.

Proposed Action - *Authorize BACTS to pay the 0.5% PFML tax starting with PPE 12/28/2024.*

Members of the group discussed, including the impact on BACTS' budget. Mitch Stone made a motion to approve the proposed action as written, Amy Ryder seconded. All agreed.

6) Fair Labor Standards Act Compliance

Staff Report

Original From 11/7/24 - BACTS Staff will discuss proposed updates to BACTS Salary Scales, to bring into accordance with [FLSA](#) exempt employee threshold effective 1/1/25. Included in proposed changes are adding an additional scale for Associate Planner (this would be an entry level, hourly employee).

Update - BACTS Staff had a discussion with a member of the Executive Committee to ensure BACTS policies are in compliance with classification of exempt employees in the organization. Additionally, since the last Executive Committee meeting, legal guidance has been updated. The anticipated new salary threshold in Maine is \$43,951 for 2025. BACTS Staff have proposed adjusting the previously delivered Salary Scales for the Planner position to expand the starting wage for this position, the starting wage is still above the required threshold. Also, the scales for the Associate Planner position have been adjusted accordingly.

All salary scales for the organization have also been adjusted to reflect the 3% COLA, approved at the previous Executive Committee meeting.

Proposed Action - Approve updated BACTS Salary Scales.

Members of the group discussed. Mitch Stone made a motion to approve the action as written, Linda Johns seconded. All in favor.

7) Health Insurance Coverage

Staff Report

Since 2022, BACTS has paid 100% of health, dental, and vision insurance for employee only plans (75% of additional cost for other plan offerings). This year, health insurance costs are increasing 9%, this equates to around an additional \$1,250 / employee for employee only plans.

Staff have two options to recommend - 1) keep coverage rates as they are and BACTS cover the additional cost 2) adjust the employer contribution for plans to as such - 95% coverage for employee only plans and 70% for other plan options. This brings the total increased price for BACTS for employee only plans to around \$460/employee.

Proposed Action - Approve one of the proposed options for effect starting 1/1/25.

Members of the group discussed the impact on BACTS budget. BACTS Staff answered all budgetary and benefit related questions. Members of the group are generally in favor of option 2. Mitch Stone made a motion to approve option 2, to take effect on 1/1/25, Amy Ryder seconded, all in favor.

Members of the group discussed the cadence of meetings, suggested continuing with ¼ meetings. BACTS Staff will reach out and get these scheduled in the following weeks.

Mitch Stone made a motion to adjourn the meeting, Amy Ryder seconded the motion, all were in favor. Adjournment at 3:15.