

LEWISTON-AUBURN TRANSIT COMMITTEE

Thursday, May 14, 2015
12:00 PM

@ AVCOG

1. Declaration of Quorum/Call to Order
2. Consent Agenda
 - A. April 9, 2015 Minutes – (enclosed)
 - B. WMTS Fixed Route and ADA Invoices March 2015 – (enclosed)
 - C. ATA Revenue March 2015 – (enclosed)
 - D. Canteen Service Co. Commission Report 12/26/14-3/26/15 – (enclosed)
3. Public Comment
4. Bills and Communications
 - A. Budget-to-Actual April 30, 2015 – (to be presented)
 - B. Fixed Route and ADA Ridership March 2015 – (enclosed)
 - C. 4/28/15 – M. Bennett, FY2016 Budget Questions – LATC
 - D. 5/5/15 – M. Bennett (email), *“Maine Strategic Transit Plan 2025”*
5. Review and Update
 - A. Fixed Route Study
 - B. Pass Program for Lewiston Library
 - C. ELHS Community Service Day
 - D. Androscoggin County Job Fair – April 10
 - E. MaineDOT 2015 Regional Transit Summit
6. Mobility Management – CCI (Update)

Glenn Gordon and Rose Charest will be giving a status update on CCI's Mobility Management program.
7. LATC FY2016 Budget Packet (draft) - Auburn (Discussion/Action)

LATC's FY2016 Budget presentation was revised to conform to Auburn municipal departments. The budget material contains a program description, mission statement, goals and objectives, performance measures, and a work plan. The budget document needs to be accepted by LATC.
8. Bus Shelter Location (Discussion)

Two public meetings were held to discuss locations for bus shelters. Discuss next steps.
9. Buses – (Discussion)
 - A. MMA Used/Refurbished Bus Purchase – update
 - B. New 10-Year Bus Purchase – update
10. Maintenance Review – (Discussion)

The Maintenance Review scope of work will be presented.
11. Auburn Bus Station – (Discussion)

Status update will be provided.
12. Other

Adjourn

Next Meeting – June 11, 2015 @ AVCOG

.LEWISTON-AUBURN TRANSIT COMMITTEE

**Minutes of
April 9, 2015**

@ AVCOG

MEMBERS PRESENT

Phil Nadeau	Lewiston
Howard Kroll	Auburn
Lucy Bisson	Lewiston
Mark Cayer	Lewiston
Karen Veilleux	Auburn
Belinda Gerry	Auburn

MEMBERS ABSENT

Christina Berry	Lewiston
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STAFF AND OTHERS PRESENT

Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Jennifer Williams	ATRC
Bill Hurley	MaineDOT
Rick Speer	City of Lewiston/Library
Jim Horn	ELHS

1. Declaration of Quorum/Call to Order

A quorum was declared and the meeting was called to order at 12:13 PM.

2. Consent Agenda

- A. March 11, 2015 – (enclosed)
- B. ATA Revenue February 2015 – (enclosed)

MOTION by Lucy Bisson to approve the consent agenda. SECONDED by Howard Kroll. MOTION passed 6-0.

3. Public Comment

There was no public comment.

4. Bills and Communications

A. Budget-to-Actual March 31, 2015 (Handout #1)

Marsha Bennett presented the budget-to-actual for March 31, 2015. The highlights remain constant - fixed route fuel is running below budget, fare box is ahead of budget and advertising revenue is ahead of budget.

MOTION by Belinda Gerry to accept and place on file the budget-to-actual for the period ending March 31, 2015. SECONDED by Mark Cayer. MOTION passed 6-0.

B. WMTS Fixed Route and ADA invoices February 2015 (Handout #2)

MOTION by Howard Kroll to approve the WMTS February 2015 fixed route and ADA invoices. SECONDED by Belinda Gerry. MOTION passed 6-0.

- C. Fixed Route and ADA Ridership February 2015 – (enclosed)
February ridership increased over 13% over February 2014. February ridership totaled 32,404. This was a very snowy, cold winter and the snow banks were high. Harold Allen noted that March ridership is also up at 36,361 passenger trips. Belinda Gerry noted that one contributing factor is the long wait times for taxi cabs. Some people have had to wait up to two hours.
- D. 4/3/15 (email) – B. Lord, MaineDOT, 2015 Regional Transit Summit
MaineDOT is holding regional transit summits to collect public input as part of the locally coordinated plan. MaineDOT will be holding a summit at Lewiston City Hall on Wednesday, May 13, at 2:00 PM. An email notice will be sent out once it is provided by DOT.

5. **Review and Update**

- A. Fixed Route Study – Update
The contract is under review by MaineDOT and Maine Street Connections.
- B. City Council Budget Meetings (Handout #3)
LATC's budget will be presented to the Auburn and Lewiston City Council's at budget workshops scheduled Monday, April 13 and Tuesday, April 14, respectively. LATC's budget packet that was submitted to each city was distributed at the meeting.
- C. Androscoggin County Job Fair – April 10
The Androscoggin County Job is being held Friday, April 10 at CMCC. Bus passes have been printed and given to the Career Center to be distributed to agencies and organizations that have clients that need transportation to attend the fair. An update will be provided at the next meeting.
- D. Meeting Schedule – June Meeting
LATC's June meeting will be held on its usual second Thursday of the month, June 11. In past years, the June meeting has had to be rescheduled because it conflicted with the Business to Business trade show. The B2B is June 18 this year.

6. **Bus Pass Program for the Lewiston Library**

Rick Spear, Director for the Lewiston Public Library, is looking to work with LATC to set up a transit pass program for people using both the library's digital lab for employment related activities and services provided by the Career Center. The library's digital lab is staffed by Kaplan University students to assist people on the computer and to provide assistance to people looking for jobs, writing resumes, applying for unemployment, etc. The students are trained by the Career Center. The Career Center offers a bus ride home for people that are at the Career Center utilizing their services for employment related activities.

Phil Nadeau asked if there is a way to track individuals to verify that they are using the services for work purposes and they actually go through the door at the Career Center. Mr. Spear estimated that weekly there are probably 4-5 people that go between the library and the Career Center. He would have to look into how tracking the number of individuals would work.

Marsha Bennett stated that the Career Center is participating in the Bus N Buy program, where they are purchasing stickers for the clients return trip home. The sticker is applied to the back of a Career Center business card. The Career Center purchases 240 Bus N Buy stickers every two months.

Bill Hurley commented that Biddeford has a program that is sponsored by Hannaford where the store offers a token for the customer's trip home.

Mr. Nadeau asked if the Auburn library had a similar program with the Career Center. Mr. Spear will be getting in touch with the Auburn library and will be putting together more information on how many people would use the program and how to track them.

Agenda item 13 was taken out of order.

13. Other

ELHS Community Service Day

Jim Horn, a Vice-Principal at ELHS, came to speak to LATC asking if the citylink bus system could be used by high school students participating in a Community Service Day on Tuesday, May 19. This is the first time that EL has done a Community Service Day and is now working on the logistics of moving the students to the locations where they will be serving. citylink does pass the high school, but the schedule may not line up with the start and end times that students would be going to their respective locations, and the volume of students would need to be considered. Mr. Horn stated that the kids are broken up into groups of 12 and in several instances 4 groups are going to the same location. If EL was to use citylink, extra buses would have to be put into service in order to accommodate the demand. Students would be required to pay the fare.

Some of the locations student would be traveling to that are on the bus routes include Bolster Heights, Sherwood Heights, St. Mary's. Bill Hurley asked if anyone approached the entity receiving the help if they would contribute to paying a charter.

MOTION by Lucy Bisson to have Marsha Bennett, Harold Allen and Jim Horn figure out the details to see if citylink can be used to transport the students for the Community Service Day within the existing schedule. SECONDED by Belinda Gerry. MOTION passed 6-0.

7. City of Auburn's Agencies, Boards, Commissions and Committee Expectations

A directive came from the City of Auburn setting expectations of all agencies, boards and committees that receive funds from the city. Through LATC's own process they comply with directives 1-4:

- 1 - Consider all matters referred to them by the Council. All requests for LATC consideration are put on a meeting agenda.
- 2 – Set agendas and post them within 2 days prior to the meeting. LATC meets on Thursday and their meeting agenda and packet are distributed no later than the prior Friday.
- 3 – Allow for public comment during meetings. LATC has a "Public Comment" agenda item on every meeting agenda. (The exception would be special meetings called to discuss one or two items.) The public is also permit to ask questions/comment during the meeting.
- 4 – Meetings must be posted publicly. LATC posts its meeting agenda's on the bulletin board at AVCOG, on its website, is sent to the Auburn and Lewiston City Clerk's office, and is distributed via email to several groups and individuals.

Directive 5 requires a monthly report be submitted on activities and progress on policy matters or projects. LATC's meeting minutes are included in all agenda packets. The Auburn City Council receives the monthly agenda packets. Phil Nadeau requested that a cover memo be sent out highlighting notable items and action items.

Directive 6 requires LATC to appear before the Council twice a year. LATC appears annually to present their budget. LATC will make a presentation at the Councils request.

Directive 7 states that (Auburn) staff assigned to the committee shall have a defined roll and preference should be that voting members be volunteers, not municipal or organizational staff. The Auburn City Council appoints their representatives.

MOTION by Lucy Bisson that a cover page highlighting LATC activities be sent out with the minutes. SECONDED by Belinda Gerry. MOTION passed 6-0.

8. Kiosk Displays

Three quotes for kiosk displays laminated onto PVC were provided by Rich Tolmach and two quotes using adhesive vinyl were provided by ATA. The PVC displays would be inserted into the kiosk display. The plexi-glass on the kiosk displays are discolored and scratched making it hard to read the information inside. The vinyl adhesive display would be applied to the outside of the kiosk. The vinyl is the same material used for the bus wraps. The \$25 vinyl is durable, but the \$35/ display vinyl will hold up longer and should hold up better against vandalism.

MOTION by Lucy Bisson to approve the purchase of 20 kiosk displays through ATA at a cost of \$25 per display. SECONDED by Belinda Gerry. MOTION passed 6-0.

9. Bus Shelter Location

A map of the current bus shelter locations was provided. LATC currently has 11 bus shelters located in Lewiston and Auburn. Some of the shelters are in good locations and are in fair to good conditions. Other shelters are in good condition but are located in areas that are not served by the bus anymore or are ineffective. The shelter at USM/LA is located behind the school on Saratoga Street. citylink passes the shelter but provides service on campus at one of the main doors. LATC will be holding public hearings to get input from the public on relocating existing shelters and identifying potential locations for new bus shelters.

10. Buses

A. MMA Used/Refurbished Bus Purchase - update

Staff representing Bangor, LATC and Biddeford/Saco reviewed the draft RFP for used refurbished buses. The RFP will be sent to FTA for review. Bangor is leading the effort and has not provided a recent update. Phil Nadeau stated that something needs to happen fast because LATC needs to start the process on getting reliable buses before winter.

B. New 10-Year Bus Purchase – update

Marsha Bennett has been in contact with MaineDOT to get this process moving. LATC is using 5339 funds so the purchase has to go through DOT. LATC will be looking at purchasing a new bus in order to meet the federal requirements such as, Buy America and factory bus inspections. Phil Nadeau expressed frustration with some of the federal requirements, such as Buy America, that slow down the procurement process and make for a more costly end product.

11. Maintenance Review

Marsha Bennett received names of firms from NHDOT that perform maintenance reviews. NHDOT was unable to provide a sample RFP. Marsha has contacted MaineDOT for assistance as to what needs to be included in the RFP. As a direct recipient, LATC is now required to perform its own maintenance reviews.

12. Bus Station

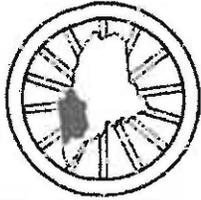
The Auburn City Council approved adding funds to the bus station project to upgrade the façade and the overall size of the building, as well as, funds to be used for gas and water/sewer infrastructure. A bus station building committee meeting was held immediately following LATC's meeting.

There was no other business.

Adjournment

MOTION by Lucy Bisson to adjourn at 2:00 PM. SECONDED by Howard Kroll. MOTION passed 6-0.

**The next meeting is scheduled for May 14, 2015
at AVCOG**



Western
Maine
Transportation
Services

Rich Cushman, Chairperson

Sandra E. Buchanan, General Manager

April 16, 2015

Mr. Phil Nadeau, Chairman, LATC
AVCOG
125 Manley Road
Auburn, Maine 04210

Re: March 2015 Billing

Dear Phil:

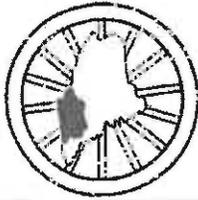
The following represents the invoice for Fixed Route transportation services to the LATC for the month of March 2015.

Total – Per Contract	\$ 98,333.34
Less: Farebox	(\$ 10,332.69)
Less: Passes	(\$ 1,407.00)
Less: Bus-N-buy	(\$ 4,990.50)
Total Due to WMTS	\$ 81,603.15

Thank you very much.

Sincerely,

Russell C. Soule
Deputy Manager/Director of Finance & Administration



**Western
Maine
Transportation
Services**

Ruth Cushman, Chairperson

Sandra E. Buchanan, General Manager

April 16, 2015

Mr. Phil Nadeau, Chairman, LATC
AVCOG
125 Manley Road
Auburn, Maine 04210

Re: March 2015 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of March 2015:

Total - Per Contract	\$ 12,975.00	
Less: ADA	\$ (2,250.00)	750 Trips
Less: PCA's	\$ (0.00)	0 Trips
Less: Escorts	\$ (24.00)	8 Trips
Total Due to WMTS	\$ 10,701.00	758 Trips
March No-Shows	\$ 30.00	10 Trips (Excluded from above)

Thank you very much.

Sincerely,

Russell C. Soule
Deputy Manager/Director of Finance & Administration

1:24 PM
04/02/15
Cash Basis

Alternate Transit Advertising, Inc.
L/A Sales
March 2 - 31, 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Ship Date</u>	<u>Paid Amount</u>
Service					
Net Due System					
NET L/A					
Invoice	3/2/2015	12530	Amerigroup	10/1/2014	784.00
Invoice	3/3/2015	12298	Maine Health Access Foundat...	11/1/2014	805.00
Invoice	3/5/2015	11399	U.S. Cellular	12/1/2014	1,050.00
Invoice	3/10/2015	12299	Maine Health Access Foundat...	12/1/2014	805.00
Invoice	3/24/2015	12499	Unitil Natural Gas	11/1/2014	546.00
Total NET L/A					<u>3,990.00</u>
Total Net Due System					<u>3,990.00</u>
Total Service					<u>3,990.00</u>
TOTAL					<u><u>3,990.00</u></u>



Canteen Service Co Commission Report

Period: 12/26/2014 to 3/26/2015

Account: LSB1094 LATC~094

Address: 125 Manley Rd
Auburn ME 04210

LSB1094 LATC~094

125 Manley Rd Auburn ME 04210

Description

Sales Commission

Drink - G/F	1,044.25	169.00
Snack	1,443.30	216.62
Location Total:	2,487.55	385.62
	Total commission due:	385.62

LEWISTON - AUBURN TRANSIT COMMITTEE FY2015
For the Period Ending April 30, 2015

	BUDGET	ACTUAL	VARIANCE	%	Year end Projection
BUS STATION					
EXPENSES					
JANITORIAL	18,800.00	5,544.36	13,255.64	29.49%	9,504.62
MAINT/REPAIRS	9,000.00	2,176.66	6,823.34	24.19%	5,000.00
SUPPLIES/JANIT.	2,000.00	851.61	1,148.39	42.58%	1,459.90
SNOW REMOVAL	7,500.00	4,501.50	2,998.50	60.02%	4,501.50
RESTROOM RENTAL	-	735.00	(735.00)	#DIV/0!	1,260.00
UTILITIES:					
GAS	5,000.00	2,638.13	2,361.87	52.76%	3,500.00
ELECTRIC	5,500.00	1,523.73	3,976.27	27.70%	3,200.00
H2O/SEWER	1,200.00	323.22	876.78	26.94%	650.00
INSURANCE	1,300.00	787.00	513.00	60.54%	787.00
TOTAL	50,300.00	19,081.21	31,218.79	37.93%	29,863.02
ADMINISTRATION					
EXPENSES:					
AVCOG-PLAN/FIN	13,000.00	6,029.94	6,970.06	46.38%	13,000.00
MEETINGS/CONF.	2,000.00	1,013.69	986.31	50.68%	2,000.00
ADV./MARKETING	3,000.00	1,195.80	1,804.20	39.86%	3,000.00
AUDIT	6,500.00	6,350.00	150.00	97.69%	6,350.00
LEGAL	600.00	95.00	505.00	15.83%	300.00
OTHER (wire fees)	-	40.00	(40.00)		40.00
TOTAL	25,100.00	14,724.43	10,375.57	58.66%	24,690.00
TOTAL BUS STATION/ADMIN DEFICIT	75,400.00	33,805.64	41,594.36	44.84%	54,553.02
Federal Subsidy	37,700.00	16,902.82	(20,797.18)	44.84%	27,276.51
Vermont Transit Revenues	12,000.00	8,096.00	(3,904.00)	67.47%	12,144.00
Misc. Revenues (vending)	2,500.00	719.66	(1,780.34)	28.79%	1,450.00
ATA Revenues	20,000.00	14,130.21	(5,869.79)	70.65%	20,000.00
Interest Income	500.00	202.23	(297.77)	40.45%	300.00
Local Subsidy	2,700.00	(6,245.28)	(8,945.28)		(6,617.49)
			0.00		
CAPITAL MAINTENANCE					
REVENUES:					
FED SUBSIDY	0.00	9,237.98	9,237.98		
CAPITAL MATCH	0.00	80,312.08	80,312.08		
less: CAPITALIZED EQUIPMENT	0.00	84,894.29	84,894.29		
less: EXPENSED EQUIPMENT	0.00	11,547.47	11,547.47		
CAPITAL MAINT SURPLUS (DEFICIT)	0.00	-6,891.70	-6,891.70		
MATCH FOR STUDY					
BUS STATION SALE PROCEEDS		275,000.00			
INTEREST (THRU 9/30/14)		25,572.07			
FY 2014 INTEREST		-			
FEDERAL & STATE SUBSIDY		123,891.00			
LESS: NEW BUS STATION		(391,074.00)			
TOTAL AVAILABLE FOR NEW BUS STATION		33,389.07			

Lewiston-Auburn Transit Committee
FY 2015 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Approved	FY 2015 Projected Year End
Fixed Route					
Expenses:					
Contract	\$1,073,662	\$1,142,900	\$1,169,100	\$1,180,000	\$1,180,000
Fuel	\$191,126	\$199,148	\$199,338	\$206,500	\$205,054
Staff					
Total Expense	\$1,264,788	\$1,342,048	\$1,368,438	\$1,386,500	\$1,385,054
Revenue:					
Federal	\$669,215	\$672,143	\$680,448	\$701,470	\$680,402
State	\$48,026	\$50,430	\$48,196	\$93,115	\$98,115
Local	\$365,212	\$422,873	\$426,873	\$394,915	\$373,847
Fare Box	\$182,335	\$196,603	\$212,921	\$192,000	\$232,690
Total Revenue	\$1,264,738	\$1,342,048	\$1,368,438	\$1,386,500	\$1,385,054
ADA Complementary Paratransit:					
Expenses:					
Contract	\$142,800	\$146,400	\$153,400	\$155,700	\$155,700
Staff					
Revenue:					
Federal	\$90,706	\$91,622	\$97,914	\$100,560	\$104,174
State	\$0	\$0	\$0	\$0	\$0
Local	\$22,676	\$22,906	\$24,478	\$25,140	\$26,044
Fare Box	\$29,418	\$31,872	\$31,008	\$30,000	\$25,482
	\$142,800	\$146,400	\$153,400	\$155,700	\$155,700
Local Subsidy:					
Bus Station/LATC Operating	-\$4,461	-\$28,467	-\$28,629	\$2,700	-\$6,617
Fixed Route	\$364,799	\$422,873	\$426,873	\$394,915	\$373,847
ADA Comp. Paratransit	\$22,676	\$22,906	\$24,478	\$25,140	\$26,044
	\$383,014	\$417,312	\$422,722	\$422,755	\$393,273
Less Reserves (negative is a surplus)	-\$32,544	-\$53,785	-\$48,024	\$0	-\$29,483
Auburn	\$207,779	\$235,548	\$235,373	\$211,378	\$211,378
Lewiston	\$207,779	\$235,548	\$235,373	\$211,378	\$211,378

Surplus/Deficit	\$32,544	\$53,785			
Capital match	\$11,511	\$1,403			
Capital match - Auburn			\$40,000	\$40,000	
Capital match - Lewiston			\$40,000	\$40,000	
Match for study			\$0	7500	
Net surplus/deficit	\$21,033	\$52,382			
Available Reserves	\$78,262	\$130,644	\$178,668	\$171,168	
One month expenses	\$117,299	\$124,037	\$126,820	\$128,517	

FY 2013 actual fuel was \$3.47/gallon, 57,130 gallons
FY 2014 fuel projection is based on \$3.75/gallon, 59,000 gallons
FY 2015 fuel projection is based on \$3.50/gallon, 59,000 gallons

Total Federal Required		\$832,545	\$874,812	\$909,730	
Federal Allocation		\$1,024,460	\$1,020,378	\$945,912	

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
OPERATING STATISTICS
MAR 15' FY 15

OPERATING DAYS - 26

ROUTE	CURRENT RIDERSHIP	PERCENT	RIDERSHIP	Y-T-D	PERCENT	CURRENT MILEAGE	PERCENT	Y-T-D	MILEAGE	PERCENT	CURRENT HOURS	PERCENT	Y-T-D	HOURS	PERCENT	CURRENT REVENUE	PERCENT	Y-T-D	REVENUE	PERCENT
1 - MAIN STREET	3,540	9.74%	19,371	9.26%	3,221	16.16%	17,859	15.59%	241	14.77%	1365	14.65%	2722.97	12.50%	14551.71	11.46%				
2 - SABATTUS STREET	4,786	13.16%	29,118	13.93%	2,472	12.40%	14,471	12.63%	227	13.96%	1310	14.06%	4109.29	18.87%	24259.31	19.11%				
3 - LISBON STREET	5,286	14.54%	30,566	14.62%	3,256	16.33%	18,898	16.49%	240	14.72%	1369	14.69%	4517.97	20.74%	26585.90	20.94%				
4 - NEW AUBURN	2,358	6.48%	13,136	6.28%	2,753	13.81%	15,476	13.51%	252	15.46%	1420	15.24%	1619.81	7.44%	9186.66	7.23%				
5 - MINOT AVE	426	1.17%	2,645	1.26%	1,596	8.01%	8,802	7.68%	108	6.65%	622	6.67%	335.57	1.54%	2162.71	1.70%				
6 - COLLEGE STREET	7,292	20.05%	42,303	20.23%	1,627	8.16%	10,071	8.79%	107	6.58%	620	6.66%	5658.35	25.98%	33665.21	26.51%				
7 - AUBURN MALLS	3,641	10.01%	20,918	10.00%	1,526	7.65%	9,054	7.90%	122	7.48%	712	7.64%	2721.68	12.50%	16065.23	12.65%				
8 - MALL SHUTTLE	5,542	15.24%	32,722	15.65%	2,694	13.51%	15,420	13.46%	221	13.56%	1287	13.81%	45.51	0.21%	274.19	0.22%				
9 - DOWNTOWN SHUTTLE	3,490	9.60%	18,321	8.76%	790	3.96%	4,534	3.96%	111	6.83%	613	6.58%	49.20	0.23%	227.55	0.18%				
TOTALS	36,361	100.00%	209,100	100.00%	19,935	100.00%	114,585	100.00%	1,629	100.00%	9,318	100.00%	\$21,780	100.00%	\$126,978	100.00%				

ROUTE	CURRENT RPM	Y-T-D RPM	CURRENT MPH	Y-T-D MPH	CURRENT REV/HR	Y-T-D REV/HR
1 - MAIN STREET	1.1	1.1	14.7	14.2	\$11.3	11
2 - SABATTUS STREET	1.9	2.0	21.0	22.2	\$18.1	19
3 - LISBON STREET	1.6	1.6	22.0	22.3	\$18.8	19
4 - NEW AUBURN	0.9	0.8	9.4	9.3	\$6.4	6
5 - MINOT AVENUE	0.3	0.3	3.9	4.3	\$3.1	3
6 - COLLEGE STREET	4.5	4.2	68.1	68.2	\$52.8	54
7 - AUBURN MALLS	2.4	2.3	29.9	29.4	\$22.3	23
8 - MALL SHUTTLE	2.1	2.1	25.1	25.4	\$0.2	0
9 - DOWNTOWN SHUTTLE	4.4	4.0	31.4	29.9	\$0.4	0
TOTALS	1.8	1.8	22.3	22.4	\$13.4	14

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
RIDERSHIP

MAR 2015

OPERATING DAYS = 26

ROUTE	TRNSFR	CASH REGLR	CASH STDNT	CASH SEN/DIS	172	189	257	210	1143	1	12	20	80	\$0 FARE	RDSHP	RVNUE
		REGLR	STDNT	SEN/DIS	REGLR	SEN/DIS	REGLR	STDNT	SEN/DIS	SINGLE RIDE	CNCT	VHLC	CHR	USNB	BUY	
1 - MAIN STREET	355	566	78	317	172	189	257	210	1143	1	12	20	80	140	3,540	\$ 2,722.97
2 - SABATTUS STREET	557	852	69	438	514	313	747	59	844	0	9	27	137	220	4,786	\$ 4,109.29
3 - LISBON STREET	635	1152	37	646	473	444	510	77	906	0	3	48	171	184	5,286	\$ 4,517.97
4 - NEW AUBURN	366	245	46	256	60	162	206	77	865	0	16	4	3	52	2,358	\$ 1,619.81
5 - MINOT AVENUE	35	94	4	32	7	29	11	2	197	0	5	6	0	4	426	\$ 335.57
6 - COLLEGE ST	674	1216	266	781	282	530	326	671	1804	0	78	133	303	228	7,292	\$ 5,658.35
7 - AUBURN MALLS	351	403	99	388	125	191	311	226	1410	0	4	36	46	51	3,641	\$ 2,721.68
8 - MALL SHUTTLE	0	0	0	0	1	2	3	0	3	0	1	48	2	5482	5,542	\$ 45.51
9 - DOWNTOWN SHUTT	1	0	0	0	0	0	0	0	2	0	0	64	0	3423	3,490	\$ 49.20
TOTALS	2,974	4,528	599	2,858	1,634	1,860	2,371	1,322	7,174	1	128	386	742	9,784	36,361	\$ 21,780.35

MARCH TOTALS

FIXED ROUTE	T	>>>>>>Fares<<<<<<				>>>>>>Passes<<<<<<<<<<				L/C	W/C	BB	FF	Total	Driver Mileage	
		REG	3TUD	SEWADA	REG-T	SEWADA-T	REG-MP	3TUD-MP	SEWADA-MP						SINGLE RIDE	Hrs
1-MAIN ST	355	566	78	317	172	189	257	210	1143	1	20	80	140	3540	240.58	3221
2-SABAULTUS ST	557	852	69	438	514	313	747	59	844	0	27	137	220	4786	227.47	2472
3-LISBON ST	635	1152	37	646	473	444	510	77	906	0	48	171	184	5286	239.75	3256
4-NEW AUBURN	366	245	46	256	60	162	206	77	865	0	4	3	52	2358	251.87	2753
5-MINOT AVE	35	84	4	32	7	29	11	2	197	0	6	0	4	426	108.28	1596
6-COLLEGE ST	674	1216	266	781	282	530	326	671	1804	0	133	303	228	7292	107.12	1627
7-AUBURN MALLS	351	403	99	388	125	191	311	226	1410	0	36	46	51	3641	121.88	1526
8-MALL SHUTTLE	0	0	0	0	1	2	3	0	3	0	48	2	5482	5542	220.93	2694
9-DOWNTOWN SHUTTLE	1	0	0	0	0	0	0	0	2	0	64	0	3423	3490	111.25	790
10-FUTURE RUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
11-FUTURE RUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0
GRAND TOTALS	2974	4528	599	2858	1634	1930	2371	1322	7174	1	386	742	9784	38361	1629	18935

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
RIDERSHIP STATISTICS
FY 2015 (OCT 14-SEPT 15)

ROUTE	October	November	December	January	February	March	April	May	June	July	August	Sept	TOTAL	2014	2013	2012
1 - MAIN STREET	3,408	2,981	3,411	2,981	3,050	3,540							19,371	35,105	34,210	37,316
2 - SABATTUS STREET	5,686	4,470	5,470	4,438	4,268	4,786							29,118	53,446	48,683	43,690
3 - LISBON STREET	5,647	4,499	5,202	4,935	4,997	5,286							30,566	53,871	53,496	50,738
4 - NEW AUBURN	2,440	1,866	2,331	2,078	2,063	2,358							13,136	24,167	24,692	28,191
5 - MINOT AVENUE	492	372	547	441	367	426							2,645	5,680	5,515	4,366
6 - COLLEGE STREET	8,615	6,910	7,328	5,955	6,203	7,292							42,303	76,286	71,977	71,371
7 - AUBURN MALLS	3,549	3,096	3,643	3,403	3,586	3,641							20,918	36,465	31,616	32,039
8 - MALL SHUTTLE	6,411	5,413	5,988	4,429	4,939	5,542							32,722	56,387	50,366	53,776
9 - DOWNTOWN SHUTTLE	3,219	2,658	2,799	3,224	2,931	3,490							18,321	31,457	32,368	29,217
GRANDTOTALS	39,467	32,265	36,719	31,884	32,404	36,361	0	0	0	0	0	0	209,100	372,864	352,923	350,604

PERCENT CHANGE	24.89%	22.66%	34.48%	20.65%	13.24%	19.70%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
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FY 2015	39,467	32,265	36,719	31,884	32,404	36,361							209,100			
FY 2014	31,602	26,305	27,304	26,426	28,616	30,377	33,507	32,321	31,495	34,601	33,922	36,388	372,864			
FY 2013	32,299	30,705	27,885	27,752	28,609	30,721	31,571	30,820	26,812	28,050	29,109	28,590	352,923			
FY 2012	27,629	28,445	29,639	26,165	28,457	29,872	29,405	28,914	30,553	28,896	32,654	29,975	350,604			
FY 2011	21,889	23,049	24,646	19,852	21,455	24,460	24,458	23,176	25,055	23,771	26,302	27,096	285,209			
FY 2010	20,675	18,370	20,648	17,844	18,415	20,500	20,722	19,287	20,226	19,364	20,012	22,869	239,132			
FY 2009	20,762	16,804	20,309	17,305	17,562	18,682	19,955	17,833	18,593	18,998	18,712	19,416	224,931			
FY 2008	19,119	18,412	17,967	17,520	16,527	18,305	20,933	20,458	19,122	21,664	21,553	19,349	230,929			
FY 2007	17,743	17,238	17,175	15,971	14,090	17,349	15,237	17,748	16,978	16,524	19,007	15,865	200,925			
FY 2006	17,451	17,633	17,683	16,197	16,789	19,532	16,984	18,406	19,273	16,836	20,321	17,730	214,835			
FY 2005	15,214	15,948	16,819	14,251	13,918	17,384	17,407	17,160	17,631	16,185	19,086	17,542	198,545			
FY 2004	12,841	11,149	13,187	11,272	11,227	16,470	16,422	14,769	16,544	14,688	15,245	15,157	168,971			
FY 2003	11,889	9,978	10,183	9,958	9,687	10,185	11,319	10,975	11,464	11,651	12,045	11,216	130,550			
FY 2002	11,030	10,039	9,854	10,008	9,315	10,064	10,450	10,501	10,053	10,656	10,258	9,995	122,223			
FY 2001	10,718	10,420	9,920	10,479	9,488	9,520	9,953	10,557	9,577	9,497	11,210	9,119	120,458			
FY 2000	10,176	10,540	10,689	8,609	9,754	12,032	9,557	10,870	10,630	9,457	10,812	10,320	123,446			

	October	November	December	January	February	March	April	May	June	July	August	September
OPERATING DAYS												
FY 2015	27	24	26	25	24	26	25	26	25	26	26	25
FY 2014	27	25	25	26	24	26	26	26	25	26	27	24
FY 2013	27	25	25	26	23	26	26	26	26	25	27	24
FY 2012	26	25	27	26	25	27	25	26	26	25	27	25
FY2011	26	25	26	25	24	27	26	26	26	25	27	25
FY2010	22	21	22	20	20	23	22	20	22	22	26	26
FY2009	22	19	22	21	20	22	22	20	22	21	21	21
FY2008	23	20	20	22	21	21	22	21	21	22	21	21
FY2007	22	21	20	22	20	22	21	22	21	21	23	19
FY2006	21	21	22	21	20	23	20	22	22	20	20	20
FY2005	21	21	23	21	19	23	21	21	22	20	23	21
FY2004	23	19	22	22	20	23	22	20	22	21	22	21
FY2003	22	20	21	22	20	21	22	21	21	22	21	21
FY2002	22	20	20	21	20	21	21	22	20	22	22	20
FY2001	21	20	20	21	20	22	19	22	21	21	23	19
FY2000	20	20	21	20	21	23	19	22	22	20	23	20
FY1999	21	19	22	19	20	23	21	20	22	21	22	21
FY1998	22	18	22	19	20	22	21	20	22	22	21	21
FY1997	22	19	21	21	20	21	21	21	22	22	21	21

	October	November	December	January	February	March	April	May	June	July	August	September
AVE RDRERSHIP/DAY												
FY 2015	1,462	1,344	1,412	1,275	1,350	1,399	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
FY 2014	1,170	1,052	1,092	1,016	1,192	1,168	1,340	1,243	1,260	1,331	1,305	1,456
FY 2013	1,196	1,228	1,115	1,067	1,244	1,182	1,214	1,185	1,072	1,079	1,078	1,191
FY 2012	1,063	1,138	1,098	1,006	1,138	1,106	1,176	1,112	1,175	1,156	1,209	1,249
FY 2011	842	922	948	794	894	906	941	927	964	951	974	1,084
FY 2010	940	875	948	892	921	891	942	964	919	880	770	915
FY 2009	944	884	923	824	878	849	907	892	845	905	891	925
FY 2008	831	921	898	796	787	872	952	974	911	985	1,026	921
FY 2007	807	821	859	726	705	789	726	807	808	787	826	835
FY 2006	831	840	804	771	839	849	849	837	876	842	884	887
FY 2005	724	759	731	679	733	756	829	817	801	809	830	835
FY 2004	558	587	599	512	561	716	746	738	752	699	693	722
FY 2003	540	499	485	463	484	485	515	523	546	530	574	534
FY 2002	501	502	493	477	466	479	498	477	503	484	466	500
FY 2001	510	521	496	499	474	433	498	480	456	452	487	480
FY 2000	509	527	509	430	464	523	503	494	483	473	470	516
FY 1999	516	532	522	467	485	529	534	507	505	485	501	508
FY 1998	468	485	461	390	452	485	467	476	474	436	504	544
FY 1997	447	430	429	407	444	428	430	427	415	397	442	444

Lewiston-Auburn Transit Committee
 ADA Ridership
 October 2014 - September 2015

	Total Trips	ADA Trips	Companion Trips	PCA Trips	Total No Show	Revenue	Total Miles	Revenue per Mile	Riders per Mile	Operater's Cost	Total Cost per Mile	Total Rev per Trip	Total Deficit per Trip
Oct-14	854	852	2	18	7	\$2,562.00	2,321	1.10	0.37	\$12,975.00	\$5.59	\$15.19	\$12.19
Nov-14	680	678	2	23		\$2,040.00	1,855	1.10	0.37	\$12,975.00	\$6.99	\$19.08	\$16.08
Dec-14	701	699	2	15	12	\$2,103.00	1,877	1.12	0.37	\$12,975.00	\$6.91	\$18.51	\$15.51
Jan-15	663	657	6	12	17	\$1,989.00	1,737	1.15	0.38	\$12,975.00	\$7.47	\$19.57	\$16.57
Feb-15	591	588	3	2	5	\$1,773.00	1,510	1.17	0.39	\$12,975.00	\$8.59	\$21.95	\$18.95
Mar-15	758	750	8	0	10	\$2,274.00	1,944	1.17	0.39	\$12,975.00	\$6.67	\$17.12	\$14.12
Apr-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
May-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Jun-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Jul-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Aug-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Sep-15	0							#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Total	4,247	4,224	23	70	51	\$12,741.00	11,244	\$0.37	0.38	\$77,850.00	\$6.92	\$18.33	\$15.33
Mth Avg	708	704	4	12	9	\$2,123.50	1,874						

MEMO

TO: Denis D'Auteuil
FR: Marsha Bennett
DT: April 28, 2015
RE: FY2016 Budget Questions - LATC

Below are responses to the follow up questions and comments I received from Auburn staff at the request of the Mayor and Council. I have numbered the questions for easier reference. The original list of questions/comments was developed after LATC's draft budget was submitted to the City. LATC reviewed and discussed the questions and corresponding answers at their February 12 meeting. At this meeting, they also approved the budget with one minor change that was in response to question 4 below. The revised budget submitted to the cities reflects the federal funds broken down by source (FTA 5307) and category (operating and/or capital).

Lewiston Auburn Transit Committee (these are noted as follow up questions to answers AVCOG staff provided previously but were scant on the real details)

Answers provided addressed the questions and/or comments that were made.

1. Question: What are the projected operating expenses for the Downtown Auburn Transportation Center? I see the costs doubling for janitorial, but knowing that a potential user of our facility (Concord confidentially) has said if our facility is maintained like Lewiston's they would not serve it, I think we need to revisit maintenance standards and expectations to keep our facility first class

_ Answer: The operating costs in the FY16 budget for the Auburn bus station are unknown at this time and are an estimate based on the costs for the Lewiston station. At this time, it is anticipated that the bus station will open sometime during FY16 so LATC won't be looking at paying for a full year of operating expenses.

_ FOLLOW UP: The question about maintenance standards was not addressed. What will Auburn staff do to ensure our facility meets the absolute highest standards?

Answer: In response to the original question, maintenance costs for the facility are unknown; however, LATC's budget does include operating expenses for the Downtown Auburn Transportation Center. The FY16 budget includes \$9,400 for janitorial, \$3,000 for repairs (it is not anticipated

that there will be any repairs because of it being new), \$1,000 for supplies, \$2,500 for gas and electricity (the final design has not been completed so the heating/AC system is unknown); \$600 for water/sewer (based on the Lewiston station), and \$650 for insurance (based on the Lewiston station). LATC is anticipating that the station will open during FY16 and approved a budget that they thought was a fair estimate.

The original "question" contained a statement about revisiting maintenance standards. The follow-up question is addressed to Auburn staff, not LATC. As the recipient of federal funds, LATC will be the owner of the facility, but will be leasing the land from the city. Now that the facility is on-track for construction, LATC and Auburn staff will begin developing a land lease agreement. Maintenance standards can be addressed in the land lease.

2. Question: We should not be paying for "meetings" which I presume is paying for lunch at AVCOG or wherever the meetings are held. That's 2,000 quickly saved. We don't buy meals for Council meetings we don't need to buy meals for committee meetings.

Answer: This is a discussion/decision for LATC.

FOLLOW UP: What is the position of Auburn's board members on this? It is time to stop buying free lunch for boards.

Answer: The follow-up question is addressed to Auburn's LATC board members. At LATC's February 12 meeting, this list of questions with corresponding answers was discussed. LATC did not make any changes to the Meeting line item in the budget. LATC approved the FY2016 budget with a vote of 4-0. Members present included Phil Nadeau, Howard Kroll, Mark Cayer and Lucy Bisson.

3. Question: Audit - if the federal funds for our transit system currently go through AVCOG's non profit structure, are we paying \$6,750 for just the audit of LATC activities or is this some prorated portion?

Answer: The \$6,750 is strictly for LATC. This is based on a 5 year award that will expire on 9/30/15. We will be going out to bid for audit services later this year which could change the estimated audit cost.

FOLLOW UP: Is this bid with other audits at AVCOG or as a stand-alone?

Answer: AVCOG prepares one RFP for audit services requesting prices for two separate audits – AVCOG's and LATC's. The audits are done by the

same firm, at the same time but are prepared separately and billed separately.

The current contract with the auditor, which expires on 9/30/15, is based on two stand-alone audits, one for LATC and one for AVCOG. Because AVCOG is now the FTA 5307 direct recipient, the new RFP will be based on one combined audit for AVCOG and LATC. However, because the amount of Federal funds will require the FTA 5307 program to be tested as a major program, we will require this cost to be broken out so that it can be charged against FTA 5307 grant. We anticipate that this will reduce the cost of the LATC audit by a significant amount.

4. Question: Federal funds - We should ask for a budget that breaks down the source of each federal dollar. It is important to know whether we are funding operating, planning or capital activities with our various federal sources of money.

_ Answer: LATC receives Federal Transit Administration 5307 funds for operating and capital. Allowable operating expenses are paid at 50/50, capital equipment and capital preventive maintenance are covered at 80/20, and ADA operating is 80/20. LATC does not receive federal planning funds.

_ FOLLOW UP: AVCOG did not answer my question. The budget should reference specifically which type of federal funds and break down the use. She notes operating (specific match), capital equipment, capital PM and ADA. Each of those uses should be listed next to the total federal dollars per use.

Answer: LATC receives funding for operating from one federal source – FTA 5307. LATC's request for FTA 5307 operating and capital funds is based on their approved budget. The final FY16 budget submitted was revised to reflect the federal funds – source, use and amount. The budget shows if the funds are used for fixed route, ADA or for the bus station/LATC operating.

5. Question: Federal funds - Depending on the answer to the question above, we need to see the allocation of all federal planning funds (from the UPWP) that are related to transit tasks, including their indirect charge backs.

_ Answer: LATC does not receive any federal planning funds. The Androscoggin Transportation Resource Center, the Metropolitan Planning Organization for the Lewiston-Auburn urbanized area, receives FTA 5307 and 5303 planning funds to support activities in its Unified Planning Work Program (UPWP).

_ FOLLOW UP: Marsha Bennett and others at AVCOG are paid for LATC/Citylink related activities from the UPWP. We must see a full accounting of the time spent and the dollar allocation from the UPWP, including indirect charges. Howard, you are a member of the ATRC Policy Committee and need to help get these answers. We should ask for specific tasks, time allocations and indirect charges for 5307 and 5303 funds. We should also ask for internal documents that confirm timesheets meeting those dollar figures.

Answer: LATC's FY2016 budget submitted is strictly for LATC/citylink operations. AVCOG staff is represented as Personnel in LATC's FY16 budget. LATC/citylink activities are not included in ATRC's UPWP (link to ATRC's FY2014-2015 UPWP <http://www.avcog.org/index.aspx?NID=1063>).

6. Question: Staff - What portion of the WMTS is paying for their administration, is that broken out in the annual payment? It is clearly inefficient and a waste of taxpayer money to be paying city staff to serve on LATC, then paying AVCOG staff to staff LATC, and then paying WMTS to manage the fixed route system and attend LATC meetings.

_ Answer: LATC has a fixed price contract with WMTS and is billed monthly for 1/12 of the annual contract. The WMTS administrative costs are not broken out in the contract. LATC members set policy for the local transit system.

_ FOLLOW UP: This is clearly a BS answer. If LATC members set policy, why are they reviewing maintenance records, making decisions on system shut downs, and planning for bus wash facilities? Those are all management tasks. If WMTS is providing the management, and LATC members are setting policy, why are we paying AVCOG for anything? Lewiston and Auburn could simply receive the federal funds directly and save taxpayers thousands of dollars by eliminating a middle man.

Answer: If there is a change in the management of public transit in Lewiston-Auburn, and to the structure of LATC it would have to be agreed upon by both Auburn and Lewiston City Councils.

WMTS provides management for THEIR employees only.
LATC sets policy and makes all major decisions regarding the operation of the citylink system.
AVCOG provides staff to carry out the policies and decisions made by the LATC.

7. Question: Staff/AVCOG - Does LATC have a written contract with AVCOG? If so, how does it allocate costs and what performance measures are included?

Also, which federal funding accounts are paying for each of the respective staff members?

_ Answer: LATC did have a contract with AVCOG until AVCOG became a direct recipient of FTA 5307 funds. Maine's Governor designated AVCOG as a direct recipient for FTA 5307 funds. FTA operating and capital funds now go directly to AVCOG (not through MaineDOT) for LATC's transit services. Direct costs are based on actual time incurred and out of pocket expenses incurred to support the LATC. Indirect costs are in accordance with a federally approved Indirect Cost Plan. These costs are funded with the FTA 5307 grant. The LATC's **major** performance measures are ridership, fare box revenues, and missed trips. These measures are reviewed monthly by the LATC.

_ FOLLOW UP: If direct costs are billed, I would like to see all direct time reports by staff member for the current fiscal year. AVCOG should also provide to us a copy of the indirect cost plan so the City Council and property taxpayers can see the type of overhead charged by AVCOG versus the costs we cannot cover when our staff need to attend meetings and set direction for the same system. What is the legal basis for property tax money to go to AVCOG (we have to pay local match on the federal funds) if neither city, nor LATC have a legal agreement with AVCOG? We have created three levels of government between our riders, the federal investment and local investment in transit. (AVCOG as a non profit corporation, LATC as a corporation through interlocal agreement, and WMTS as another non profit corporation.) And we wonder why our property taxes are so high?

Answer: AVCOG's indirect rate as approved by the Federal Transit Administration is attached. AVCOG's FY2015 Budget and Workplan is posted on AVCOG's website and is attached as a separate document to this email response.



U.S. Department
of Transportation
Federal Transit
Administration

REGION I
Connecticut, Maine,
Massachusetts,
New Hampshire,
Rhode Island, Vermont

Volpe Center
55 Broadway Suite 904
Cambridge, MA 02142-1083
617-494-2055
617-494-2865 (fax)

September 19, 2014

Mr. Robert J. Thompson
Executive Director
Androscoggin Valley Council of Governments
125 Manley Road
Auburn, ME 04210

RE: FY2015 Indirect Cost Plan

Dear Mr. Thompson:

The Federal Transit Administration (FTA) is in receipt of your correspondence dated September 17, 2014 regarding Androscoggin Valley Council of Governments (AVCOG) Indirect Cost Plan for the Year Ending September 30, 2015. Since the proposal is in accordance with OMB Circular A-87, FTA hereby approves AVCOG's use of the indirect cost rate of 41.05%.

This rate may be used to support a claim for Federal payment of indirect costs incurred for the performance of a Federal grant. AVCOG must maintain and keep current its Indirect Cost Rate in TEAM-Web.

AVCOG only needs to submit an indirect cost rate proposal to FTA for approval when:

1. There is a change in your accounting system, thereby affecting the previously approved cost allocation plan (CAP)/indirect cost rate proposal and its basis of application;
2. The proposed CAP/indirect cost rate proposal exceeds the amounts and rate approved for the previous year by more than 20%; or
3. There is a change to the CAP/indirect cost rate proposal methodology.

Please contact Mr. Matthew Keamy with any questions at (617) 494-3038 or via email at matthew.keamy@dot.gov.

Sincerely,

Mary Beth Mello
Regional Administrator



September 17, 2014

Matthew Kearny
Federal Transit Administration
Kendall Square
55 Broadway, Suite 920
Cambridge, MA 02142-1093

Via Email: matthew.keamy@dot.gov

Re: FY 2015 Indirect Cost Plan

Dear Matt:

Attached please find AVCOG's Indirect Cost Plan for FY2015 ending September 30th, 2015. Please note that our Leave Rate is estimated at 21.0%, our Fringe Rate is estimated at 29.3%, and the Indirect Rate is estimated at 41.05%. We will be using a Fixed Indirect Rate in accordance with OMB Circular A-87.

If you have any questions please do not hesitate to call.

We are hopeful this will fulfill your needs.

Sincerely,

Robert J. Thompson
Executive Director

Greg E. Whitney
Finance Director


Signature


Signature

Date 9.17.14

Date 9/17/14

cc: Ronald Radlo, FTA

APPLICABLE COSTS AND COST DISTRIBUTION

Cost incurred by the Androscoggin Valley Council of Governments in the performance of the various programs are allocated to those Federal, State and Local agencies that derive benefits from and/or fund the program.

I. ALLOWABLE PROGRAM EXPENSES:

- A. Salaries
- B. Employee Benefits
- C. Contract Services
- D. Consultant
- E. Travel & Subsistence
- F. Rent
- G. Seminars & Conferences
- H. Materials
- I. Publications, Memberships and subscriptions
- J. Supplies
- K. Drafting Supplies
- L. Postage
- M. Printing
- N. Accounting & Legal
- O. Furniture and Equipment Rental
- P. Equipment Repairs
- Q. Advertising
- R. Insurance
- S. Utilities
- T. Janitorial Services
- U. Educational Reimbursement
- V. Maintenance Agreements
- W. Depreciation Expense
- X. Administrative Expense
- Y. Automated Data Processing
- Z. Taxes

II. UNALLOWABLE EXPENSES AS DEFINED BY FEDERAL AND STATE REGULATIONS:

- A. Interest Expense

CERTIFICATION BY A LOCAL GOVERNMENT DEPARTMENT
OR
STATE AGENCY OFFICIAL - INDIRECT COST PROPOSAL

I hereby certify as the responsible official of Androscoggin Valley Council of Governments that the information contained in this Indirect Cost Proposal for the Fiscal Year ending September 30, 2013 is correct and was prepared by procedures contained in O.M.B. Circular A-87. I further certify that procedures were utilized to: (a) prevent costs from being allocated to Federal programs as Indirect Costs that have already been treated as Direct Program Costs; (b) to assure that consistent treatment is accorded similar costs for all programs in the Department/Agency, regardless of source of funds; and (c) to assure that costs have not been treated as Indirect Costs of Federal Programs inconsistent with statutory restrictions governing those programs.



Signature

Robert J. Thompson
Executive Director

9.17.14

Date

**AVCOG
FY15 Cost Allocation Plan**

Account	Total	Direct	Indirect
Salary/wages	\$ 883,636.36	\$ 725,442.15	\$ 158,194.21
Leave wages	\$ 185,563.64	\$ 152,342.85	\$ 33,220.79
Fringe Benefits	\$ 313,281.00	\$ 257,179.00	\$ 56,082.00
Contract Services	\$ 1,864,600.00	\$ 1,863,600.00	\$ 1,000.00
Travel	\$ 33,100.00	\$ 27,600.00	\$ 5,500.00
Office Supplies	\$ 8,500.00	\$ 6,000.00	\$ 2,500.00
Drafting Supplies	\$ 1,000.00		\$ 1,000.00
Computer Supplies	\$ 500.00		\$ 500.00
Janitorial Supplies	\$ 1,200.00		\$ 1,200.00
Computer Software Maint	\$ 28,000.00	\$ 14,000.00	\$ 14,000.00
Telephone	\$ 12,500.00	\$ 3,000.00	\$ 9,500.00
Utilities	\$ 15,000.00		\$ 15,000.00
Computer & Equip Repairs	\$ 1,000.00		\$ 1,000.00
Maint Agreements	\$ 5,000.00		\$ 5,000.00
Equip Rental	\$ 8,500.00		\$ 8,500.00
Postage	\$ 4,000.00	\$ 2,500.00	\$ 1,500.00
Registrations	\$ 4,500.00	\$ 3,000.00	\$ 1,500.00
Memberships, Dues, Subscrip	\$ 13,100.00	\$ 4,100.00	\$ 9,000.00
Conf Exp	\$ 37,500.00	\$ 33,500.00	\$ 4,000.00
Liability Ins	\$ 13,000.00	\$ 1,000.00	\$ 12,000.00
Small Equip & Software	\$ 3,700.00	\$ 3,000.00	\$ 700.00
Printing & Publications	\$ 14,200.00	\$ 13,200.00	\$ 1,000.00
Building Maint	\$ 7,000.00		\$ 7,000.00
Advertising	\$ 2,500.00	\$ 2,000.00	\$ 500.00
Accounting	\$ 17,500.00	\$ 5,000.00	\$ 12,500.00
Administration	\$ 4,179.00	\$ 179.00	\$ 4,000.00
Legal Services	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00
Training	\$ 1,500.00	\$ 1,000.00	\$ 500.00
Interest Exp *	\$ 60,200.00	\$ 46,000.00	\$ 14,200.00
RE Taxes	\$ 20,275.00		\$ 20,275.00
Rent	\$ 9,000.00		\$ 9,000.00
Building Repair	\$ 15,000.00		\$ 15,000.00
Depreciation Exp	\$ 40,000.00		\$ 40,000.00
Total	\$ 3,631,515.00	\$ 3,165,643.00	\$ 465,872.00

* Note, indirect interest is for publicly owned building

Leave Rate**21.0%**

Leave costs (explanation below)	\$	185,563.64	Note: leave rate is based on historical experience and the breakdown below.
Base (explanation below)	\$	883,636.36	

Leave Costs include:

Vacation @ 168 hrs
Holiday @ 96 hrs
Sick @ 96 hrs
Total: 360 divided by 1720 productive hrs = 21%

Leave Base is total "productive" (non-leave) hours

Fringe Rate**29.3%**

Fringe costs (explanation below)	\$	313,261.00
Base (explanation below)	\$	1,069,200.00

Fringe Costs include:

Medicaid	14,554
Unemployment	1,877
Workers Comp	4,063
MainePERS	95,159
Health & Dental	<u>197,608</u>
Total	313,261

Fringe Base is the total of:

Total Salaries	\$	883,636.36
Total Leave	\$	<u>185,563.64</u>
Total	\$	1,069,200.00

Indirect Cost Rate**41.05%**

Total Indirect Cost	\$	465,872.00
Base (explanation below)	\$	1,134,964.00

Indirect cost base is the total of:

Direct salaries	\$	725,442.15
Direct leave	\$	152,342.85
Direct fringe	\$	<u>257,179.00</u>
Total	\$	1,134,964.00

Marsha Bennett

From: Marsha Bennett
Sent: Tuesday, May 05, 2015 9:05 AM
To: Marsha Bennett
Cc: Marsha Bennett
Subject: May 29th Steering Committee Meeting on the Draft Maine Strategic Transit Plan 2025
Attachments: ME Final April Strategic Plan 04-19-2015.pdf

Follow up to Monday's email –

For those interested in attending the public hearing it is being held at MaineDOT in room 216.

Marsha

Marsha C. Bennett
Transit Coordinator
AVCOG
125 Manley Road
Auburn, ME 04210
E: mbennett@avcog.org
T: 207.783.9186
F: 207.783.5211

From: Marsha Bennett
Sent: Monday, May 04, 2015 8:34 AM
To: Marsha Bennett
Cc: Marsha Bennett
Subject: May 29th Steering Committee Meeting on the Draft Maine Strategic Transit Plan 2025

The final draft report of MaineDOT's "Maine Strategic Transit Plan 2025" (attached) has been released for a 30-day public review.

The public hearing is scheduled for May 29 from 9:00-11:00 AM or comments can be submitted online on MaineDOT's website <http://www.maine.gov/mdot/planningstudies/mstp/comment.htm>

Please take the time to review and submit comments.

Thank you.

Marsha



LEWISTON-AUBURN TRANSIT COMMITTEE

FY2016

DESCRIPTION

Lewiston-Auburn Transit Committee (LATC) is quasi-municipal agency providing a public bus system serving the Lewiston/Auburn area, and is operated through a contract between the LATC and a private contractor providing bus operation and maintenance. The Lewiston-Auburn Transit Committee is a seven (7) member committee created by an interlocal agreement between the cities of Lewiston and Auburn. Committee membership is comprised of three (3) representatives from Lewiston, three (3) representatives from Auburn, and a seventh member whose term alternates between the communities. At least one (1) member will be an elected official from each city. Each City Council appoints its representatives.

LATC is directly owned and funded by the Cities of Lewiston and Auburn. Direct oversight of the system is provided by LATC. Operating subsidies for LATC are provided through the cities, state funds, Federal Transit Administration (FTA) 5307 Urban Programs funds, fare box revenue and advertising revenue. LATC operates the Fixed Route System and Americans with Disabilities Act (ADA) Complementary Paratransit services through contracts with private contractors.

The authority provided to AVCOG under Maine Statute allows for AVCOG to be a direct recipient of FTA 5307 funds. AVCOG is responsible for oversight of FTA 5307 funds received on behalf of LATC for the operation of citylink and ADA complementary paratransit service. AVCOG provides staff to administer the FTA program and to carry out policies set by LATC.

LATC's bus system, *citylink*, operates Monday through Friday providing service on nine routes using seven (7) buses and limited service on Saturday providing service on seven (7) routes using four (4) buses. *citylink* buses run on thirty (30) minute and sixty (60) minute headways. LATC's *citylink* system operates from two hubs, one in Lewiston and one in Auburn. The Lewiston hub located on the corner of Bates Street and Oak Street is operated out of a bus station owned and maintained by LATC. The station provides restroom facilities for passengers and a driver's break room. The Auburn hub is located in Great Falls Plaza. LATC, the City of Auburn and the Maine Department of Transportation are currently working to construct a permanent bus station providing amenities for passengers and drivers.

MISSION STATEMENT

The purpose of the Committee shall be to establish, maintain and implement a short- and long-range bus transit development program, and to apply for, receive and administer Federal and State grants-in-aid for mass transit on behalf of the Cities of Lewiston and Auburn to provide adequate and efficient mass transit for the Lewiston-Auburn area. The committee's purpose is to ensure the provision of urban mass transit in the Lewiston-Auburn area.

GOALS AND OBJECTIVES

Goal 1: To provide fixed route public transportation in Lewiston and Auburn.

Objectives:

- Establish bus routes in Lewiston and Auburn.
- Secure funding for operations – federal, state and local subsidies.
- Meet the transit needs of the public.
- Perform short range transit study every 5-7 years.

Goal 2: Ensure stable and dependable funding.

Objectives:

- Apply annually for Federal Transit Administration operating and capital funds.
- Request required local funding from the cities, as well as, additional funds needed to subsidize the transit system.
- Secure available State funds.
- Maximize advertising revenue.

Goal 3: Comply with all Federal and State requirements.

Objectives:

- Meet the reporting requirements associated with receiving funding from Federal Transit Administration and the Maine Department of Transportation.
- Perform grant management – applying, reporting, drawing down funds, close out procedures.

Goal 4: To procure rolling stock necessary for meeting the needs of the fixed route system.

Objectives:

- Develop bus specifications.
- Work with partnering agencies to procure buses.
- Secure federal, state and local funds needed to purchase buses.
- Update LATC's Capital Improvement Plan.

Goal 5: Increase public awareness.

Objectives:

- Provide up to date bus schedules and kiosk displays.
- Conduct presentations to inform people on how to ride citylink.
- Hold public meetings to get input from the public.

Goal 6: Maintain facilities, resources and systems.

Objective:

- Update LATC's Capital Assets Management Plan as needed.
- Provide oversight of all LATC's capital assets.

PROGRAMS

Fixed Route: Provide fixed route transit service based on a time schedule and bus routes approved by LATC. LATC contracts with WMTS to operate the fixed route, maintain the buses, and provide customer service. In addition to overseeing the contract with the operator, other responsibilities included marketing, outreach, compliance with Federal requirements. *Associated Goals: 1, 3, 5*

ADA Complementary Paratransit: LATC is required by law to provide complementary paratransit service for people with disabilities. LATC contracts with WMTS to provide the ADA Complementary Paratransit Service using WMTS owned buses, schedule trips, and process ADA applications. The ADA service is provided in accordance with LATC's ADA Policies and Procedures. *Associated Goals: 1, 3, 5*

Bus Station and Operations: In addition to owning the citylink bus fleet, LATC also owns the bus station in Lewiston. LATC is responsible for the management and upkeep of the station, as well as, meeting reporting requirements, financial management, and system policies.
Associated Goals: 1-6

BUDGET DRIVERS

- Fare box revenues exceeded budget in FY 2014 by 13%.
- Fare box is projected to increase by \$23,000 over the FY 2015 budget.
- Fuel expenses were 10% lower than budgeted in FY 2014 because the City of Lewiston locked in prices at lower than market rates.
- Fuel expenses are projected to decrease by \$18,000 in comparison to the FY 2015 budget.
- FY 2014 advertising revenues exceeded budget by \$26,000.
- Advertising revenues are projected to increase by \$19,550 over the FY 2015 budget.

PROGRAM EXPENSES AND REVENUES

Fixed Route					
	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Revenues					
City of Auburn		187,458	188,043	585	0.31%
City of Lewiston		187,458	188,043	585	0.31%
Fare Box		192,000	215,000	23,000	11.98%
FTA 5307 Operating		423,550	437,597	14,047	3.32%
FTA 5307 PM & Capital Maintenance		277,920	304,615	26,695	9.61%
State Operating		98,115	98,115	0	0.00%
Advertising		<u>20,000</u>	<u>39,550</u>	<u>19,550</u>	<u>97.75%</u>
Total Revenues		<u>1,386,500</u>	<u>1,470,963</u>	<u>84,463</u>	<u>6.09%</u>
Expenses					
Fixed Route Contract		1,180,000	1,197,700	17,700	1.50%
Fuel		206,500	188,370	-18,130	-8.78%
Maintenance Contract		0	5,000	5,000	
Personnel	0.65	<u>0</u>	<u>79,893</u>	<u>79,893</u>	
Total Expenses		<u>1,386,500</u>	<u>1,470,963</u>	<u>84,463</u>	<u>6.09%</u>

ADA Paratransit					
	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Revenues					
City of Auburn		12,570	13,611	1,041	8.28%
City of Lewiston		12,570	13,611	1,041	8.28%
Fare Box		30,000	31,000	1,000	3.33%
FTA 5307 ADA		100,560	108,886	8,326	8.28%
Total Revenues		<u>155,700</u>	<u>167,107</u>	<u>11,407</u>	<u>7.33%</u>
Expenses					
ADA Paratransit Contract		155,700	158,000	2,300	1.48%
Personnel	0.07		<u>9,107</u>	<u>9,107</u>	
Total Expenses		<u>155,700</u>	<u>167,107</u>	<u>11,407</u>	<u>7.33%</u>

Bus Station & Operations					
	FTE	FY 2015 Approved	FY 2016 Proposed	Inc./Dec.	% Change
Revenues					
City of Auburn		11,350	7,591	-3,760	-33.12%
City of Lewiston		11,350	7,591	-3,760	-33.12%
FTA 5307 Operating		37,700	30,075	-7,625	-20.23%
Rent		12,000	12,144	144	1.20%
Vending		2,500	2,500	0	0.00%
Interest		<u>500</u>	<u>250</u>	<u>-250</u>	<u>-50.00%</u>
Total Revenues		<u>75,400</u>	<u>60,150</u>	<u>-15,250</u>	<u>-20.23%</u>
Expenses					
Personnel	0.01		1,000	1,000	
AVCOG Contract		13,000		-13,000	-100.00%
Janitorial		18,800	18,800	0	0.00%
Maintenance & repairs		9,000	9,000	0	0.00%
Supplies		2,000	2,000	0	0.00%
Snow Removal		7,500	4,000	-3,500	-46.67%
Natural Gas		5,000	5,000	0	0.00%
Electricity		5,500	5,500	0	0.00%
H2O/Sewer		1,200	1,200	0	0.00%
Insurance		1,300	1,300	0	0.00%
Meetings		2,000	2,000	0	0.00%
Advertising/Marketing		3,000	3,000	0	0.00%
Audit		6,500	6,750	250	3.85%
Legal Services		<u>600</u>	<u>600</u>	<u>0</u>	<u>0.00%</u>
Total Expenses		<u>75,400</u>	<u>60,150</u>	<u>-15,250</u>	<u>-20.23%</u>

PERFORMANCE MEASURES

General Measures:

	FY13	FY14
Passenger Trips	352,923	372,864
Missed Trips	0.3%	0.2 %
ADA Passenger Trips	10,624	10,336

FY15 Measures (through 1/15/2015):

Goal:	Objective:	Strategy:	Results:
Provide fixed route public transportation	Establish bus routes in Lewiston and Auburn; Secure funding for operations – federal, state and local subsidies; Meet the transit needs of the public; Perform short range transit study every 5-7 years.	Implement system improvements identified in the short range transit study conducted every 5-7 years.	Operate a fixed route transit system that best meets the public's need and is financially constrained.
Ensure stable and dependable funding	Apply annually for Federal Transit Administration operating and capital funds through AVCOG; Request required local funding from the cities, as well as, additional funds needed to subsidize the transit system; Secure available State funds; Maximize advertising revenue.	Submit grant applications to FTA as soon as apportionments have been released; Drawdown federal, state and local funds in a timely manner; Work with Alternate Transit Advertising to promote citylink and L/A to potential advertisers.	Secure funding to support the approved budget based on the transit system's needs.
Comply with all Federal and State requirements	Meet the reporting requirements associated with receiving funding from Federal Transit Administration and the Maine Department of Transportation; Perform grant management – applying, reporting, drawing down funds, close out procedures.	Work with FTA, AVCOG, MaineDOT and WMTS to ensure all federal and state regulations are being met; Ensure compliance with FTA's Triennial Review.	Comply with federal and state requirements.
Procure rolling stock	Develop bus specifications; Work with partnering agencies to procure buses; Secure federal, state and local funds needed to purchase buses; Update LATC's	Work with MaineDOT, other Maine transit provider or piggy back on an open bid in order to expedite the procurement process; Update LATC's CIP.	Maintain safe, reliable fleet of buses to provide citylink fixed route service.

	Capital Improvement Plan.		
Increase public awareness	Provide up to date bus schedules and kiosk displays; Conduct presentations to inform people on how to ride citylink; Hold public meetings to get input from the public.	Conduct "citylink 101" presentations throughout the year to educate people on how to ride citylink; Work with local partnering agencies to promote citylink; Hold public meetings and public hearings as needed.	Increase the public's awareness of the transit service available to them in L/A; Provide up-to-date information; Attract new riders.
Maintain facilities, resources and systems	Provide oversight of all LATC's capital assets.	Update LATC's Capital Assets Management Plan as needed; Review vehicle maintenance records; Incorporate facility and other assets into LATC's Comprehensive Asset Management Plan.	Maintain LATC's bus station on a day-to-day basis; Address major system improvements to the bus station; Include all LATC assets in its CAMP.

LATC WORKPLAN

Compliance

FTA Grants

- Prepare grant applications in TEAM (FTA's electronic grant system)
- Perform grant milestone reporting
- Perform grant close out procedures
- Perform grant amendments
- Submit bi-annual DBE reports

Drug and Alcohol Reporting – prepare and submit annual report

Vehicle Maintenance

- Perform quarterly maintenance reviews
- Prepare RFP for maintenance consultant to perform annual maintenance review
- Prepare and submit maintenance reports to MaineDOT

Disadvantaged Business Enterprise (DBE)

- Prepare and submit DBE Goal and Methodology
- Ongoing outreach to DBE businesses

Title VI

- Prepare and submit a Title VI/Environmental Justice Non-Discrimination Plan
 - Review plan annually
 - Update plan every three years
- Ongoing outreach and public participation to minority and disadvantaged populations in the community

National Transit Database Reporting – Annual

Maine DOT

- Prepare and submit grant applications
- Invoice MaineDOT

Procurement – Follow FTA's Best Practices Procurement Manual

- Vehicles – Develop bus specifications, prepare RFP, solicit bids, and coordinate factory inspection
- Services and equipment

Marketing

- Update bus schedules and kiosks
- Procure printing services to reproduce schedules, kiosk displays and bus passes
- Outreach – presentation at various organizations, agencies, residential homes, etc.
- Distributing and invoicing bus passes to social service agencies
- Working with other agencies to promote special events – job fair, Winter Carnival, Shriner Convention, etc.

Prepare and submit to MaineDOT a Capital Asset Management Plan

LATC

- Prepare monthly meeting agenda's, packets and minutes
- Provide assistance to people that call with citylink and other transit questions
- Maintain LATC's website – update information, post meeting material, post service notices and other public notices
- Work with consultants on LATC study's and projects – develop study RFP's, solicit firms, provide consultant oversight
- Work with fixed route and ADA contracted operator
- Prepare budget material

Bus station –

- Provide oversight of the Lewiston bus station for LATC
- Solicit cleaning, snow plowing, and other services needed to operate the station
- Work with tenant

Ensure compliance with the Americans with Disabilities Act

- Update LATC's ADA Complementary Paratransit Service Policy and Procedures
- Work with the contractor addressing issues and/or concerns that arise
- Work with LATC's ADA Committee

Financial

FTA Drawdowns via ECHO

- Reconcile matching funds to Federal funds
- Monitor availability of Federal funds in various grant categories

Monthly FTA/LATC financial reporting

- Present reports at monthly LATC meetings
- Compare actual performance to budgets

Annual FTA/LATC budget preparation

- Attend budget presentations to cities

Work with external auditors on financial and compliance audits

Assist with reporting in TEAM (soon to be TRAM)

Assist with FTA grant applications

Assist with reporting in NTD

Assist with FTA/LATC procurement

Assist with bus station issues

Supervise FTA/LATC payables & receivables processing

Lewiston Auburn Transit Committee **Total** **\$211,378** **\$209,244**

Lewiston Auburn Transit Committee FY 15 FY 16 Change (FY16-FY15)

Revenues

City of Auburn	\$211,378	\$209,244	-\$2,133
City of Lewiston	\$211,378	\$209,244	-\$2,133
Fixed Route Fare Box	\$192,000	\$215,000	\$23,000
ADA Fare Box	\$30,000	\$31,000	\$1,000
FTA 5307 Operating	\$461,250	\$467,672	\$6,422
FTA 5307 PM & Capital	\$277,920	\$304,615	\$26,695
FTA 5307 ADA	\$100,560	\$108,886	\$8,326
State Operating	\$98,115	\$98,115	\$0
Advertising	\$20,000	\$39,550	\$19,550
Rent	\$12,000	\$12,144	\$144
Vending	\$2,500	\$2,500	\$0
Interest	\$500	\$250	-\$250

Total Revenues \$1,617,600 \$1,698,220 \$80,620

Expenses

Fixed Route Contract	\$1,180,000	\$1,197,700	\$17,700
ADA Paratransit Contract	\$155,700	\$158,000	\$2,300
Fuel	\$206,500	\$188,370	-\$18,130
Maintenance Review Contract	\$0	\$5,000	\$5,000
AVCOG Contract	\$13,000	\$0	-\$13,000
Personnel	\$0	\$90,000	\$90,000
Janitorial	\$18,800	\$18,800	\$0
Bus station maintenance & repairs	\$9,000	\$9,000	\$0
Supplies	\$2,000	\$2,000	\$0
Snow Removal	\$7,500	\$4,000	-\$3,500
Natural Gas	\$5,000	\$5,000	\$0
Electricity	\$5,500	\$5,500	\$0
H2O/Sewer	\$1,200	\$1,200	\$0
Insurance	\$1,300	\$1,300	\$0
Meetings	\$2,000	\$2,000	\$0
Advertising & Marketing	\$3,000	\$3,000	\$0
Audit	\$6,500	\$6,750	\$250
Legal Services	\$600	\$600	\$0

Total Expenses \$1,617,600 \$1,698,220 \$80,620

Surplus (deficit) \$0 \$0 \$0

PUBLIC MEETING BUS SHELTER LOCATIONS

The Lewiston-Auburn Transit Committee (LATC) held two public meetings to provide the public with an opportunity to provide input on the location of bus shelters for the citylink bus service.

The meetings were held Wednesday, April 29, 2015 at –
2:00 PM at Auburn Hall and 6:00 PM at the Lewiston Public Library.

Auburn Hall:

Attendance: Marsha Bennett, staff for LATC, Harold Allen, WMTS, Belinda Gerry (LATC member), Leroy Walker and Tizz Crowley

Marsha Bennett explained that LATC will be looking to improve the location of its bus shelters through relocating some existing shelters and/or adding new shelters. LATC will be including bus shelters into its capital maintenance plan and capital improvement plan for funding. As new shelters are purchased, it is LATC's intent to have all of the shelters have the same look. LATC currently has a total of 11 bus shelters – 5 in Auburn and 6 in Lewiston. LATC is considering relocating four of the shelters in Lewiston because they are no longer on a bus route or they are not being used – Saratoga Street behind USM/LA, Sabattus Street in front of Hannaford, Sabattus Street next to the fire station, and on College Street at the intersection of Montello Street.

Marsha Bennett stated that as LATC identifies shelter locations they will take into account safety, ADA accessibility, passenger demand and the ability to maintain it. LATC does not have the resources to be able to perform winter maintenance so ideally shelters are located at businesses that will maintain the shelters.

Tizz Crowley stated that she wouldn't support installing bus shelters if they cannot be maintained. She suggested developing an informational tri-fold brochure that can be given out to businesses located along bus routes encouraging an "Adopt-a-Shelter" program.

Marsha Bennett identified on the map where the five shelters in Auburn are located – Barker Arms (New Auburn), Hannaford on Spring Street, Great Falls Plaza, Lake Auburn Towne House on Lake Auburn Avenue, and Walmart. Auburn Housing Authority provides winter maintenance for the two shelters located at Barker and Towne House; Walmart takes care of the shelter located at their store; and Auburn's snow plow contractor removes snow at the Great Falls Plaza shelter. Citylink was using the Spring Street shelter as a transfer hub and was removing snow. Once it was decided that this was not going to be the Auburn hub, LATC no longer paid for snow removal but wait for the city to plow the sidewalk and remove snow. Leroy Walker stated that Auburn Public Works cleared the snow banking immediately after snow storms.

Other comments and suggestions were made about opportunities to promote citylink. Ms. Crowley asked if there is a national transportation week that LATC could participate in to promote and educate people. She also asked to mark Dinny Sullivan Day, March 12, 2016 on the calendar so citylink can be part of the activities planned for the day.

Lewiston:

Attendance: Marsha Bennett, staff for LATC, and Mark Cayer (LATC member)

Mark Cayer is interested in installing a bus shelter on Lisbon Street near McDonalds. LATC has discussed this and is looking into options. He also stated that new shelters should be a lean-to style shelter offering a roof and a bench to sit on. He noted that the plexi-glass panels turn color and do not look appealing.