

**LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Thursday, April 10, 2014**  
**12:00 PM**

**@ AUBURN HALL**

1. Declaration of Quorum/Call to Order
2. Consent Agenda
  - A. March 13, 2014 Minutes – (enclosed)
  - B. AVCOG February 2014 Invoice – (enclosed)
  - C. AVCOG March 2014 Invoice – (enclosed)
  - D. WMTS Fixed Route and ADA Invoices for February 2014 – (enclosed)
  - E. ATA Revenue Statement February 2014 – (enclosed)
3. Public Comment
4. Bills and Communications
  - A. Budget-to-Actual March 31, 2014 - (to be presented)
  - B. Ridership Reports March 2014 Fixed Route and ADA– (to be presented)
  - C. Broker Letter of Intent – CCI, LeFleur Transportation, MTM, Inc. (enclosed)
5. Review and Update
  - A. FY2015 Budget Update (enclosed)
  - B. FTA FY2013 and FY2014 Funds Approved by ATRC (enclosed)
  - C. Customer Appreciation
  - D. MaineCare Brokerage Bids
6. Androscoggin Home Care & Hospice and Healthy Androscoggin Healthy Food Program

LATC has been asked to partner with AHC&H and Healthy Androscoggin to assist in eliminating transit as a barrier for people in securing healthy foods. The “*Community Food Assessment*” (under a separate attachment) clearly identifies transit as a barrier. (Action)
7. Mobility Management

CCI will make a presentation on their Mobility Management program.
8. Business to Business Trade Show (Action)

Discuss if LATC wants to be an exhibitor at year’s Androscoggin Business to Business Trade Show is June 12. Registration information enclosed. (Action)
9. SLF

WMTS received two estimates to get the two SLF buses repaired. Discuss repairing of disposing of these buses. Estimates are enclosed. (Action)
10. Short Range Transit Study

A draft scope of work for the short range transit study will be presented for discussion, as well as, a timeline to finalize the scope of work to awarding a contract. (Discussion)
11. Auburn Bus Station

Update.

Executive Session

12. Other Business

Adjourn

**Next Meeting –**  
**May 8, 2014, 12:00 PM at AVCOG**

**LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Minutes of March 13, 2014**

**@ AVCOG**

**MEMBERS PRESENT**

Belinda Gerry (via telephone)	Auburn
Phil Nadeau	Lewiston
Howard Kroll (via telephone)	Auburn
Lucy Bisson	Lewiston
Mark Cayer	Lewiston
Christina Berry	Lewiston

**MEMBERS ABSENT**

Karen Veilleux (excused)	Auburn
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**STAFF AND OTHERS PRESENT**

Russell Soule	WMTS
Harold Allen	WMTS
Sandy Buchanan	WMTS
Jennifer Williams	ATRC
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG

**1. Declaration of Quorum/Call to Order**

A quorum was declared and the meeting was called to order at 12:10 PM.

**2. Consent Agenda**

- A. February 13, 2014 Minutes
- B. WMTS Fixed Route and ADA Invoices for January 2014
- C. ATA Revenue Statement January 2014

MOTION Howard Kroll to approve the consent agenda as corrected. **SECONDED** by Belinda Gerry. MOTION passed 6-0.

(Two grammatical corrections were pointed out by Lucy Bisson.)

**3. Public Comment**

There was no public comment.

**4. Bills and Communications**

- A. AVCOG February 2014 Invoice – was not presented.
- B. Budget-to-Actual February 28, 2014 – (Hand out #1)  
Greg Whitney reviewed the financial reports through February 28, 2014. Greg has added a column to reflect a year-end projection. The year-end projection shows janitorial above budget – this is due to a new contract with a new company; janitorial supplies is below budget; snow removal is slightly above with the possibility of another month of winter; and, insurance is above budgeted. Greg estimated fuel for January for fixed route. Year-end fuel is projected to be below budget because of the City of Lewiston's locked in a price of \$3.25 per gallon. Fare box is projecting to be \$30,000 ahead of budget. Fare box is seeing

a boost from bus passes purchased by CTS. CTS is purchasing 100 passes every two months which amounts to \$3,600 in revenue. ADA fare box is projected to be on budget. At year-end, LATC is currently projecting a surplus of \$28,000. If this holds to the end of the year, LATC will have a surplus of \$151,688. That amount will almost cover one month of operating expenses. The \$33,388 "total available for new bus station" is interest earned on the proceeds from the sale of the Lewiston bus station.

MOTION by Lucy Bisson to accept and place on file the February 28, 2014 Budget-to-Actual report. SECONDED by Mark Cayer. MOTION passed 6-0.

- C. Ridership Reports January 2014 Fixed Route and ADA  
January ridership was 0.02% higher this January over last January. January saw extreme cold temperatures for the whole month.

**5. Review and Update**

- A. AVCOG Direct Recipient Status/FTA FY2013 Funds  
AVCOG has successfully completed the paper work to become a direct recipient of Federal Transit Administration funds. LATC's funding grants will be submitted by AVCOG and not MaineDOT. AVCOG has drawn down funds on LATC's FY2013 grant and is now current on its payments to WMTS.
- B. FTA FY2014 Funds – (Hand out #2)  
FTA apportionments for FY2014 5307 urbanized area funds have been released for FY2014. LATC needs to submit a formal request to ATRC Policy Committee for the allocation of funds. LATC's total request for funding is to support the FY2014 budget, a total of \$829,385 in federal funds. This includes operating and capital assistance for fixed route, capital preventive maintenance, ADA operations and bus station/LATC operating (see hand out #2).
- C. Customer Appreciation  
Tabled to the next agenda.
- D. FY2015 Budget Presentation  
LATC's FY2015 budget presentation to the city councils is enclosed in the packet.

**6. Election of Vice-Chair (Action)**

LATC elected a Vice-Chair to act on behalf of the Chair if the Chair is unavailable. The Vice-Chair will run meetings and sign documents in the Chair person's absence.

MOTION by Lucy Bisson to nominate Howard Kroll as Vice-Chair. SECONDED by Belinda Gerry. MOTION passed 6-0.

**7. Mobility Management (Information)**

CCI was awarded a contract from MaineDOT for a Mobility Management program. CCI's program is focused on improving access to transit for disabled and immigrants challenged with a language barrier. CCI's program is in three parts: 1) a bus pass program; 2) a transit trainer program; and 3) a transit brochure. CCI intends to purchase bus passes from LATC at face value and resell them to participants at half price. The transit trainer program involves recruiting volunteers that are familiar with the fixed route system and have them go with participants on the bus to assist them with learning how to ride. The brochure will be a comprehensive source for all transit options in the area. CCI would like to work with LATC in implementing this program. More information will be provided as project details are finalized.

**8. MaineCare Letter of Intent to Subcontract (Action)**

DHHS is going out to bid for a transit broker. LATC has been approached by two potential bidders requesting a letter of intent to contract from LATC. Last year, when the bid went out for brokerage service, LATC submitted a letter on behalf of CTS stating that they would work with them if they were the successful bidder.

MOTION by Mark Cayer to approve sending a standard letter stating LATC's willingness to work with a potential bidder submitting a proposal to DHHS' for the MaineCare Transportation bid, if requested. SECONDED by Lucy Bisson. MOTION passed 6-0.

**9. General Contract Resolution (Action)**

LATC's Attorney, Kelly Matzen, recommended that LATC adopt a resolution authorizing the chair and vice-chair to act on behalf of the committee. This action would be done annually. A resolution for signature was enclosed in the agenda.

MOTION by Lucy Bisson to approve the General Contract Resolution and to make this an annual certification. SECONDED by Mark Cayer. MOTION passed 6-0.

**10. LATC Capital**

**A. Bluebird Bus (Update)**

WMTS is still waiting for parts for two Bluebird buses – 0603 and 0604. Phil Nadeau filed a safety concern with the National Highway Traffic Safety Administration (NHTSA) concerning the steering linkage on the Bluebird buses. LATC has not received a response from FTA on the report Phil submitted on behalf of LATC, but it has been submitted to all 10 FTA regions.

**B. SLF (Update)**

LATC was directed by MaineDOT to get a quote to repair the two SLF buses. Coleman Collision performed an inspection this morning and an estimate is expected in the next few days. The estimated useful life value of each SLF bus is \$16,000.

**C. LATC Capital Improvement Plan (Action)**

A 5-year Capital Improvement Plan was developed to address LATC's future capital needs and to support LATC's annual request for local funds for capital replacement. Phil Nadeau summarized the CIP enclosed in the agenda packet referencing the table on page 9 of the document. The table tracks local funding, status of each bus – spare, fleet, midlife, condition of the bus – new or used, number of spare buses available, replacement year and replacement buses from 2014 to 2019. Based on the replacement schedule LATC would be purchasing one new cutaway in 2015 and three used 12 year buses. In 2016, LATC is scheduled to buy one new cutaway, a new 30' heavy duty 12 year bus and a used 12 year bus. All of LATC's SLF and Bluebird buses will be used as spares in 2014 and all retired in 2015. Implementing the CIP is contingent on the availability of federal funds.

The 2011 Gilligs are scheduled to have a midlife overhaul beginning in 2017. LATC would be looking at doing one bus over a three year period. The plan also includes performing overhauls on some of the used buses that LATC purchases. The need and benefit of the midlife and bus overhauls will be assessed for each bus as the time draws near. Federal funds can be used for the midlife and bus overhaul.

MOTION by Lucy Bisson to approve LATC's Capital Improvement Plan dated February 26, 2014 as presented. SECONDED by Belinda Gerry. MOTION passed 6-0.

D. Request FTA 5307 and 5339 Capital Funds (Action)

There is available to LATC FTA 5307 and 5339 capital funds from FY2013 and FY2014. In MAP-21 a new capital funds only program, 5339, was created. The Lewiston-Auburn area received \$79,553 in FY13 and \$81,420 in FY14. In addition to 5339 capital funds, there is \$97,652 in FY13 5307 funds that is unobligated and a balance of \$100,433 in FY14 5307 that is available. To receive these funds, LATC needs to submit a request to ATRC Policy Committee. ATRC will then need to approve the allocation and amend the Transportation Improvement Plan (TIP).

MOTION by Lucy Bisson to submit a request to ATRC for FTA FY2013 5307 funds in the amount of \$97,652 to purchase a 10 year cutaway bus. SECONDED by Christina Berry. MOTION passed 6-0.

MOTION by Lucy Bisson to submit a request to ATRC for FTA FY2013 5339 funds in the amount of \$79,553 to purchase a 10 year cutaway bus. SECONDED by Christina Berry. MOTION passed 6-0.

MOTION by Lucy Bisson to submit a request to ATRC for FTA FY2014 5307 and 5339 funds in the amount of \$100,433 and 81,420, respectively, to purchase a 10 year cutaway bus. SECONDED by Christina Berry. MOTION passed 6-0.

Agenda item 12 was taken out of order so all public business could be taken care of before entering into Executive Session.

**12. Other Business**

- RKO has not completed the audit but has submitted an invoice for substantial completion. RKO is waiting for AVCOG's 5307 grant for LATC to be approved before completing the audit. The invoice was submitted for payment.

- Staff is preparing a draft scope of work for the transit system and management study. LATC will need to approve the study scope.

**11. Auburn Bus Station**

A motion to enter into executive session was made at 1:55 PM.

MOTION by Lucy Bisson to go into Executive Session under State of Maine statute Title 1, Chapter 13, Public Records and Proceedings, §405 Executive Sessions, Section 6, C, to discuss the acquisition or use of real property. SECONDED by Mark Cayer. MOTION passed 6-0.

Executive session ended at 2:12 PM

**Adjournment**

MOTION by Lucy Bisson to adjourn at 2:12 PM. SECONDED by Mark Cayer. MOTION passed 6-0.

**Next scheduled meeting will be Thursday, April 10, 2014, at Auburn Hall.**



Date: March 12, 2014

Mr. Phil Nadeau  
 Lewiston-Auburn Transit Committee  
 125 Manley Road  
 Auburn, ME 04210

330001-187

RE: Invoice for Administrative Services performed by Androscoggin Valley Council of Governments for the Lewiston-Auburn Transit Committee in Administration, Marketing and the Intermodal Transfer Facility

Period: February-14

**INVOICE**

DATE	DESCRIPTION	AMOUNT
February-14	<b>PLANNING AND FINANCE</b>	
	Salaries and wages	829.74
	Fringe benefits	237.98
	Local Travel	0.00
	Postage	8.48
	Administrative & meetings	5.46
	Telephone	0.00
	Web Page Maintenance	0.00
	Office supplies	0.00
	Printing & Publications	0.00
	Advertising	0.00
	Memberships, dues & subscriptions	0.00
	Building repairs and maintenance	0.00
	Legal	0.00
	Indirect costs	472.78
	<b>Total Planning &amp; Finance</b>	<b>1,554.44</b>
	<b>MARKETING</b>	
	Salaries and wages	0.00
	Fringe Benefits	0.00
	Local travel	0.00
	Project Supplies	0.00
	Printing & publications	0.00
	Indirect	0.00
	<b>Total Marketing</b>	<b>0.00</b>
	<b>TOTAL DUE AVCOG \$</b>	<b>1,554.44</b>

Payable upon receipt.

Please make checks payable to:  
 Androscoggin Valley Council of Governments



Date: April 4, 2014

Mr. Phil Nadeau  
 Lewiston-Auburn Transit Committee  
 125 Manley Road  
 Auburn, ME 04210

330001-187

RE: Invoice for Administrative Services performed by Androscoggin Valley Council of Governments for the Lewiston-Auburn Transit Committee in Administration, Marketing and the Intermodal Transfer Facility

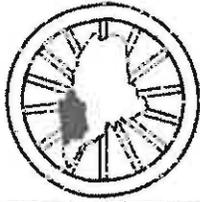
Period: March-14

**INVOICE**

DATE	DESCRIPTION	AMOUNT
March-14	<b>PLANNING AND FINANCE</b>	
	Salaries and wages	618.09
	Fringe benefits	172.82
	Local Travel	5.60
	Postage	8.48
	Administrative & meetings	2.34
	Telephone	31.53
	Web Page Maintenance	0.00
	Office supplies	0.00
	Printing & Publications	0.00
	Advertising	0.00
	Memberships, dues & subscriptions	0.00
	Building repairs and maintenance	0.00
	Legal	0.00
	Indirect costs	251.00
	<b>Total Planning &amp; Finance</b>	<b>1,089.86</b>
	<b>MARKETING</b>	
	Salaries and wages	0.00
	Fringe Benefits	0.00
	Local travel	0.00
	Project Supplies	0.00
	Printing & publications	0.00
	Indirect	0.00
	<b>Total Marketing</b>	<b>0.00</b>
	<b>TOTAL DUE AVCOG \$</b>	<b>1,089.86</b>

Payable upon receipt.

Please make checks payable to:  
 Androscoggin Valley Council of Governments



Western  
Maine  
Transportation  
Services

Equal Housing Opportunity

Division of Administration, System Manager

March 6, 2014

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

Re: February, 2014 Billing

Dear Phil:

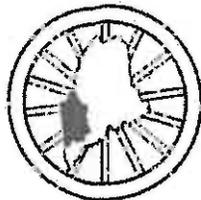
The following represents the invoice for Fixed Route transportation services to the LATC for the month of February, 2014:

Total - Per Contract	\$ 96,883.34
Less: Farebox	(\$ 9,147.80)
Less: Passes	(\$ 1,383.00)
Less: Bus-N-buy	(\$ 6,169.00)
	-----
Total Due to WMTS	\$ 80,183.54

Thank you very much.

Sincerely,

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



Western  
Maine  
Transportation  
Services

4700 Forest Hill Road, Jay, ME 04859

Stephen E. Hutchinson, General Manager

March 6, 2014

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

Re: February, 2014 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of February, 2014:

Total – Per Contract	\$ 12,783.34	
Less: ADA	\$ (2,505.00)	835 Trips
Less: PCA's	\$ (0.00)	23 Trips
Less: Escorts	\$ (3.00)	1 Trips
<b>Total Due to WMTS</b>	<b>\$ 10,275.34</b>	<b>859 Trips</b>
February No-Shows	\$ 33.00	11 Trips (Excluded from above)

Thank you very much.

Sincerely,

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

2:12 PM

03/04/14

Cash Basis

Alternate Transit Advertising, Inc.

L/A Sales

February 2 - 28, 2014

Type	Date	Num	Name	Ship Date	Paid Amount
Service					
Net Due System					
NET L/A					
Invoice	2/2/2014	10169	U.S. Cellular	11/1/2013	1,050.00
Invoice	2/5/2014	10377	From the First Tooth	12/1/2013	42.00
Invoice	2/5/2014	10700	From the First Tooth	12/1/2013	42.00
Invoice	2/5/2014	11186	Maine Health Access Foundat...	11/1/2013	805.00
Invoice	2/14/2014	10438	From the First Tooth	1/1/2014	42.00
Invoice	2/14/2014	10701	From the First Tooth	1/1/2014	42.00
Total NET L/A					<u>2,023.00</u>
Total Net Due System					<u>2,023.00</u>
Total Service					<u>2,023.00</u>
TOTAL					<u><u>2,023.00</u></u>



Lewiston-Auburn Transit Committee

en-piled 3/18/14

## LETTER OF INTENT

March 18, 2014

Koriene Low  
Director of Transportation  
Community Concepts, Inc.  
240 Bates Street  
Lewiston, ME 04240

RE: Letter of Intent in Providing Transportation Services of Non-Emergency  
Transportation Services - Maine

Dear Ms. Low:

Community Concepts, Inc. (CCI) is responding to a Request for Proposals from the Maine Department of Health and Human Services for Brokerage Services to manage non-emergency medical transportation for MaineCare in Region 7.

The Lewiston-Auburn Transit Committee (LATC) operates public fixed route transit in Lewiston and Auburn (Region 7). CCI has contacted LATC regarding the possibility of providing Non-Emergency Medical Transportation (NEMT) services to MaineCare members in this area.

This *Letter of Intent* conveys a willingness by LATC to work with CCI to provide NEMT services in Maine if CCI is awarded with the MaineCare NEMT contract.

Name of Company: Lewiston-Auburn Transit Committee (LATC)

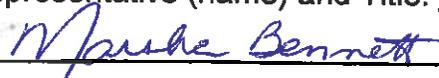
Company Address: 125 Manley Road

City, State, Zip Code: Auburn, Maine 04210

Phone #: 207-783-9186

Fax #: 207-783-5211

Company Representative (name) and Title: Marsha Bennett, Transit Coordinator

Signature: 

Date: March 18, 2014



Lewiston-Auburn Transit Committee

*revised 3/18/14*

## LETTER OF INTENT

### LETTER OF INTENT IN PROVIDING TRANSPORTATION SERVICES OF NON-EMERGENCY TRANSPORTATION SERVICES – MAINE

LeFleur Transportation is responding to a Request for Proposals from the Maine Department of Health and Human Services for Brokerage Services to manage non-emergency medical transportation for MaineCare.

The Lewiston-Auburn Transit Committee (LATC) operates public fixed route transit in Lewiston and Auburn (Region 7). LeFleur Transportation has contacted LATC regarding the possibility of providing non-emergency medical transportation (NEMT) services to MaineCare Members in this area.

This *Letter of Intent* conveys a willingness by LATC to work with LeFleur Transportation to provide NEMT services in Maine if LeFleur Transportation is awarded with the MaineCare NEMT contract.

Name of Company: Lewiston-Auburn Transit Committee (LATC)

Company Address: 125 Manley Road

City, State, Zip Code: Auburn, Maine 04210

Phone #: 207-783-9186

Fax #: 207-783-5211

Company Representative (name) and Title: Marsha Bennett, Transit Coordinator

Signature: *Marsha Bennett*

Date: March 18, 2014



Lewiston-Auburn Transit Committee

## LETTER OF INTENT

### LETTER OF INTENT IN PROVIDING TRANSPORTATION SERVICES OF NON-EMERGENCY TRANSPORTATION SERVICES – MAINE

MTM, Inc. is responding to a Request for Proposals from the Maine Department of Health and Human Services for Brokerage Services to manage non-emergency medical transportation for MaineCare.

The Lewiston-Auburn Transit Committee (LATC) operates public fixed route transit in Lewiston and Auburn (Region 7). MTM has contacted LATC regarding the possibility of providing non-emergency medical transportation (NEMT) services to MaineCare members in this area.

This *Letter of Intent* conveys a willingness by LATC to work with MTM to provide NEMT services in Maine if MTM, Inc. is awarded with the MaineCare NEMT contract.

Name of Company: Lewiston-Auburn Transit Committee (LATC)

Company Address: 125 Manley Road

City, State, Zip Code: Auburn, Maine 04210

Phone #: 207-783-9186

Fax #: 207-783-5211

Company Representative (name) and Title: Marsha Bennett, Transit Coordinator

Signature: 

Date: March 19, 2014

## Follow up Budget Questions

### LATC Citylink

**-How does Citylink plan to address or show in the budget the accounting of using ATRC (UPWP funds) AVCOG? It is not Citylink's charge to integrate the ATRC or AVCOG budget into their budget. And, if they were included in the Citylink budget, we would be accounting for these funds twice, once in the AVCOG financials and once in the LATC financials. The UPWP includes FHWA funds (which has nothing to do with transit), and FTA funds which are used for transit program administration and planning. The FTA funds are included in the UPWP because by law, the MPO is the entity which allocates these funds. The Attached Appendix A shows only the FTA 5303 & 5307 funds reflected in the UPWP which was approved by the ATRC Policy Committee in December of 2013. Although this is a 2 year budget the staff funded by FTA funds is shown on an annual basis. The Appendix also agrees closely with the AVCOG Transportation Division budget which was approved by the AVCOG Executive Committee in August of 2013.**

**-Should a policy be in place to not use UPWP money in the LACT (LATC) budget? This is a policy decision to be made by ATRC. However, the FTA 5303 & 5307 funds are to be used for transit planning & operations only.**

**-Detailed budget of Marsha's time with costs and what funds paid for the time. The attached Appendix B shows a breakdown of Marsha's tasks. 87% of her time is funded with FTA 5303 & 5307 funds, and 13% with the \$13,000 LATC/AVCOG contract. Appendix B also shows the tasks performed by Greg Whitney (Finance Director) and Sandra Fournier (Finance Assistance) which are paid for with FTA 5303 & 5307 funds. 23% of Greg's time and 17% of Sandi time is allocated to FTA.**

**-Detail extra costs not detailed in the budget request? The FTA costs are listed on the attached Appendix A. The only other Citylink costs are the \$7,500 from reserves to provide match for the study, and any capital expenditures. Major capital expenditures (buses) are included in the CIP, and minor capital expenditures (ie. an engine replacement) are usually paid with federal funds and with match provided by WMTS and thus, have no effect on the annual request for match from the cities.**

**-Are government subsidies or grants available to expand the bus system? There are between \$80,000 and \$100,000 in 5307 funds that have been allocated to purchase new or used buses. These funds have been reflected in the CIP presented to each city. At the present time, there are no additional federal funds available for transit operations.**

## Appendix A

### FTA Funds allocated by ATRC - 2004-2015 UPWP

#### Revenues

FTA 5307 & 5303	282,416	
AVCOG (funded with dues)	43,104	
LATC (funded with reserves)	7,500	Match for Study
In-Kind	20,000	Value of volunteer committees
<b>Total Revenues (2 years)</b>	<b>353,020</b>	

#### Expenditures (non-salary, 2 years)

Contract Services	37,500	Route and management study
In-Kind	20,000	Value of volunteer committees
Local Travel	1,600	
Conference Expense	2,200	NEPTA
Legal	1,000	FTA Direct Recipient
Membership & dues	2,700	MTA, NEPTA
Meetings	300	
Web Page Maintenance	400	
Advertising	800	FTA Direct Recipient
<b>Total non-salary expenses (2 years)</b>	<b>66,500</b>	

Available for salaries, fringe, indirect (2 years) 286,520

Available for salaries, fringe, indirect(annual) 143,260

#### Salaries

Marsha Bennett (87% of annual salary)	48,770	Balance paid with \$13,000 LATC contract
Sandi Fournier (17% of annual salary)	7,682	
Greg Whitney (23% of annual salary)	21,467	
Fringe Benefits (28.3% as approved by MDOT)	22,048	
Indirect (43.3% of sal & fr as approved by MDOT)	43,293	

## **APPENDIX B**

### **Transit Functions and Responsibilities**

#### **Transit Coordinator – (Marsha Bennett)**

##### **LATC –**

Attend monthly meetings

Prepare monthly meeting agenda's and meeting packets

Prepare annual budget and budget packet

Oversight of Lewiston bus station and Auburn's transfer locations at Great Falls and Hannaford

- Contracts for janitorial and snow plowing

Oversight of fixed route and ADA complementary paratransit contractor

##### **ATRC – UPWP FTA**

###### **Marketing**

- Community outreach and education on how to access citylink and other transit services

- Develop marketing material for citylink (schedules, kiosk displays, bus passes)

###### **ADA**

Planning – local/regional/state wide

- Work with MaineDOT

- Work with Maine Transit Association

- Assist towns with requests for transit service to the urban area

- Work with Maine Clean Communities

- Community outreach with local agencies to improve transit access

###### **FTA Direct Recipient**

- Grant management

- Invoicing

###### **FTA Compliance**

- National Transit Database

- Disadvantage Business Enterprise

- Drug and Alcohol

- Title VI

- Procurement

- Quarterly Milestone

#### **Finance Director – (Greg Whitney)**

##### **ATRC – UPWP FTA**

###### **Planning**

- Work with Maine Transit Association

###### **FTA Direct Recipient**

- Grant management

- Invoicing

###### **FTA Compliance**

- National Transit Database

- Procurement

#### **Finance Assistant – (Sandra Fournier)**

##### **ATRC – UPWP FTA**

###### **FTA Direct Recipient**

- Invoicing

###### **FTA Compliance**

- Procurement

**MPO**

**FFY 2014**

**TIP Amendment/Modification #1 (Transit)**

**\*\*\*Federal Amounts Only\*\*\***

Program	WIN	Recipient (Op/Cap/Admin)	Fiscal Year	Previous Amount	Change +/-	Revised		Description
						Amount	Amount	
5307	19608.01	LATC - Capital	2013	\$0	\$97,652.00	\$97,652.00	Budget Increase (new)	
5339	22763.00	LATC - Capital	2013	\$0	\$79,553.00	\$79,553.00	Budget Increase (new)	
5303	22774.00	AVCOG - Planning	2014	\$0	\$72,730.00	\$72,730.00	Budget Increase (new)	
5307	20649.00	LATC - Operating	2014	\$1,098,475.00	(\$642,450.00)	\$456,025.00	Budget Decrease	
5307	22758.00	LATC - Capital	2014	\$0.00	\$273,840.00	\$273,840.00	Budget Increase (new)	
5307	20641.00	LATC - Operating ADA	2014	\$95,000.00	\$4,520.00	\$99,520.00	Budget Increase	
5307		LATC - Capital	2014	\$0.00	\$100,433.00	\$100,433.00	Budget Increase (new)	
5307	20640.00	AVCOG - Planning	2014	\$45,000.00	\$25,000.00	\$70,000.00	Budget Increase	
5339	20616.00	LATC - Capital	2014	\$0.00	\$81,420.00	\$81,420.00	Budget Increase (new)	
				\$0.00	\$0.00	\$0.00		
<b>TOTAL</b>				<b>\$1,238,475.00</b>	<b>\$92,698.00</b>	<b>\$1,331,173.00</b>		

Date  
4/24/2014

Policy/Exec Committee Agenda Item  
Policy/Exec Committee Meeting Minutes

From To  
3/27/2014 4/27/2014

Amendments only: **Public Comment Period**  
If comments and/or responses are applicable - scan and E-mail with the amendment/adjustment sheet.

Comments/Responses  
Yes No

**DIRECTIONS:**

- #1 Areas with yellow highlight may need to be updated (i.e. each fiscal year or the TIP Amendment/Adjustment #)
- #2 Enter information in chart above (see notes in cells with red arrows - read prior to filling out form for the first time).
- #3 Enter the information regarding Policy/Exec Committee dates and the public comment period.

## Androscoggin Business to Business Trade Show 2014 Exhibitor Registration Form

**DATE:** Thursday, June 12, 2014, 9:30 a.m. to 5:30 p.m.  
**PLACE:** Androscoggin Bank Colisee  
**WEBSITE:** [www.b2bMaineTradeShow.com](http://www.b2bMaineTradeShow.com)

**COMPANY NAME:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY/STATE/ZIP:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_

**BOOTH FEES:**

	# of booths	Total Cost
Androscoggin County Chamber of Commerce Members	\$475	\$ _____
Non-Androscoggin County Chamber of Commerce Members	\$625	\$ _____
Androscoggin County Chamber of Commerce Members (Micro Business: 1-3 employees)	\$225	\$ _____
Non-Androscoggin County Chamber of Commerce Members (Micro Business: 1-3 emplo	\$275	\$ _____

*Larger booths may be available for an additional fee. Call the LAEGC at 207-784-0161*

**BOOTH FEE INCLUDES THE FOLLOWING:**

- 1 8'w x 7'd booth - 7' back wall and 30" sides
- 1 6' table with tablecloth and skirting
- 1 6" x 44" sign with blue vinyl lettering
- 1 110 volt, 5 amp receptacle
- 2 Chairs
- 4 Exhibitor nametags

**ITEMS FOR AN ADDITIONAL FEE:\***

	# of items	Total Cost
Carpeting for Booth 4' x 7'	\$25.00	\$ _____
Exhibitor Lunch**	\$12.00	\$ _____
Waste basket	\$5.00	\$ _____
Electronic list of attendee:	\$25.00	\$ _____

**\*Free for Prime & Gold Sponsors**  
**\*\*If lunch ordered, please see reverse side.**

**PAYMENT SUMMARY\***

**Booth Fees** \$ \_\_\_\_\_  
**Additional Fees** \$ \_\_\_\_\_  
**TOTAL AMOUNT ENCLOSED** \$ \_\_\_\_\_

\* Cancellations made before May 2, 2014 will receive a 50% refund.  
 \* BOOTH(S) WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED. SPONSORS RECEIVE PRIORITY B

**IMPORTANT: COMPLETE REVERSE SIDE**

**COMPANY DESCRIPTION:**

Please provide us with a brief description of your company - not to exceed 25 words. This information will be printed in the Business to Business Trade Show Program, along with the contact information on this form. If you prefer different contact information, please include that as well. If you want the same description as last year, write "SAME". The LAEGC and Sun Journal reserve the right to edit all copy in the event of space limitations.

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Provide four names of representatives who will be exhibiting. Up to four (4) nametags will be provided at no cost. Companies may provide their own nametags, otherwise a fee of \$2.00 will be charged for each additional nametag.

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**Does your company need electricity?** **YES** **NO**  
 If so, does your company need more electricity than a 110 volt, 5 amp receptacle? **YES** **NO**  
 If yes, what items do you need extra power for? \_\_\_\_\_

**Will your company be offering free food samples?** **YES** **NO**

**Will your company be giving away door prizes?** **YES** **NO**  
 If yes, please describe: \_\_\_\_\_  
 (Please note: Individual companies are responsible for door prize drawings and contacting their own winners.)

**Does your company want the sign that is included in the booth fee?**

Yes, please provide a sign \_\_\_\_\_  
 No, we have a sign from last year \_\_\_\_\_  
 No, we will use our own sign \_\_\_\_\_

**For Exhibitors Who Order Bag Lunches Only:** (Note - The Androscoggin Bank Colisee will also have its concession stand open for lunch & beverages)

Please indicate the type of bag lunches you would like:

	# of
	lunches
Ham	_____
Turkey	_____
Veggie	_____
<b>TOTAL:</b>	_____

(Be sure to include total on front of form)

**BOOTH CHOICES:** (See floor plan attached - booths will be assigned based on date of paid registration. Sponsors will be given priority booth selection)  
**\*\*Ask about limited outdoor space availability!**

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_ 5: \_\_\_\_\_

**MAKE CHECK PAYABLE TO THE LAEGC AND MAIL WITH REGISTRATION FORM TO:**

**LAEGC**  
 P.O. Box 1188  
 Lewiston, ME 04243-1188  
 Phone: 207-784-0161; Fax: 207-786-4412  
 e-mail: laegc@economicgrowth.org



**12 BORDER ROAD**

**P. O. BOX 1390**

**SCARBOROUGH, ME 04070-1390**

**wagonmasters@maine.rr.com**

**PHONE 207-883-6994**

**FAX 207-883-2685**

**Western Maine Transportation Services**

**Mr. Mark Laskey**

**76 Merrow Road**

**Auburn, ME 04210**

**March 26, 2014**

**Mr. Laskey,**

**I have reviewed bus numbers 0202 and 0201 for an estimate to repair. It is in my professional opinion that you would spend close to \$20,000 on each and you could possibly still have DOT issues. There are structural issues that can lead to hidden costs on both of these buses.**

**Please contact me if you need any further information.**

**Thank you,**

A handwritten signature in black ink that reads "Raymond Cole". The signature is written in a cursive style with a large, looping initial "R".

**Raymond Cole**

**COLEMAN'S COLLISION**  
"WHERE MAINE GOES FOR QUALITY COLLISION  
REPAIR"

Workfile ID: 84b5111e  
Federal ID: 510594089

1524 MINOT AVE, AUBURN, ME 04210  
Phone: (207) 784-6121  
FAX: (207) 784-9244

**Preliminary Estimate**

**Customer: WESTERN MAINE TRANSPORTATION**

**Job Number:**

Written By: Dick Wells

Insured: WESTERN MAINE  
TRANSPORTATION

Policy #:

Claim #:

BUS#0202

Type of Loss:

Date of Loss:

Days to Repair:

Point of Impact:

**Owner:**

WESTERN MAINE TRANSPORTATION  
76 MERROW ROAD  
AUBURN, ME 04210  
(207) 784-9335 Business  
(207) 330-3314 Cell

**Inspection Location:**

COLEMAN'S COLLISION  
1524 MINOT AVE  
AUBURN, ME 04210  
Repair Facility  
(207) 784-6121 Business

**Insurance Company:**

C/P

**VEHICLE**

Year: 2002

Body Style: CITY BUS

VIN: 5DF232DA42J3A3058

Mileage In:

Make: DENNIS

Engine:

License: 8369

Mileage Out:

Model: SLF200

Production Date:

State: ME

Vehicle Out:

Color: PURPLE Int: GRAY

Condition: Fair

Job #:

**Preliminary Estimate**

**Customer: WESTERN MAINE TRANSPORTATION**

**Job Number:**

Vehicle: 2002 DENNIS SLF200 CITY BUS PURPLE

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	R&I LEFT BODY SIDE PANELS FOR ACCESS Note: TIME INCLUDES R & I SIDE MOULDINGS AND DRILLING OUT AND INSTALLING ALL RIVETS FOR ACCESS.				18.0	
2	#	R&I RIGHT BODY SIDE PANELS FOR ACCESS				18.0	
3	#	Repl RIGHT OUTER FRAME RAIL Note: THE OUTER RAILS ARE NOT REPAIRABLE, WOULD HAVE TO REPLACE THE ENTIRE RAIL AND THIS IS 12 FT LONG.		1	350.00	22.0	
4	#	Repl LEFT OUTER FRAME RAIL		1	350.00	22.0	
5	#	R&I WHEEL WELL FLARES TO REMOVE PANELS				2.0	
6	#	Repl CROSSMEMBER BEHIND FRONT AXLE		1	250.00	12.0	
7	#	R&I HYDRO LINES AND ELECTRICAL CABLES FOR ACCESS Note: NO PLACE TO DISCONNECT, HAS TO BE REMOVED ALL THE FORWARD.				17.0	
8	#	Repl RADIATOR SUPPORT		1	300.00	5.0	
9	#	R&I RADIATOR FOR ACCESS Note: INCLUDES DRAIN & REFILL RADIATOR.				3.0	
10	#	Repl COOLING SHROUD ASSY		1	197.00	2.0	
11	#	R&I RADIATOR ACCESS DOOR				2.0	
12	#	Rpr WELD FRAME CRACKS AS NEEDED				6.0	
13	#	R&I INTERIOR FOR WELDING ( AS NEEDED ) Note: WE NEED TO REMOVE THE RUBBER MAT FOR WELDING TO THE FLOOR PANELS . TO REMOVE THE MAT WE NEED TO REMOVE THE SEATS				12.0	
14	#	Rpr CLEAN AND PREP FOR WELDING ( SANDBLAST )				4.0	
15	#	Repl WELD THRU PRIMER		1	35.00	1.0	
16	#	Repl MATERIALS : ( RIVETS , WELDING WIRE ,GRINDING DISC & CAULK )		1	165.00		
17	#	Repl UNDERCOAT AS NEEDED		1	50.00	1.0	
18	#	Rpr LIFT & SUPPORT BUS				2.0	
19	#	Rpr WELD BURN TO FLOOR PAN Note: THE REPAIRS TO THIS BUS IS ALL RUST REPAIR AND COULD INCREASE DO TO RUSTED BOLTS , BROKEN BRACKETS AND MORE DAMAGE FQUND AFTER THE RAILS ARE REMOVED. IT COULD INCREASE AS MUCH AS 10%.				2.0	
20	#	Subl TIME TO INSPECT BUS 0202		1	190.00 X		
<b>SUBTOTALS</b>					<b>1,887.00</b>	<b>151.0</b>	<b>0.0</b>

Preliminary Estimate

Customer: WESTERN MAINE TRANSPORTATION

Job Number:

Vehicle: 2002 DENNIS SLF200 CITY BUS PURPLE

**ESTIMATE TOTALS**

Category	Basis	Rate	Cost \$
Parts			1,697.00
Body Labor	151.0 hrs @	\$ 95.00 /hr	14,345.00
Miscellaneous			190.00
Subtotal			16,232.00
Sales Tax	\$ 1,697.00 @	5.5000 %	93.34
<b>Grand Total</b>			<b>16,325.34</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>16,325.34</b>

"It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits."

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

**COLEMAN'S COLLISION**  
"WHERE MAINE GOES FOR QUALITY COLLISION  
REPAIR"  
1524 MINOT AVE, AUBURN, ME 04210  
Phone: (207) 784-6121  
FAX: (207) 784-9244

Workfile ID: 8a464065  
Federal ID: 510594089

**Preliminary Estimate**

**Customer: WESTERN MAINE TRANSPORTATION**

**Job Number:**

Written By: Dick Wells

Insured: WESTERN MAINE  
TRANSPORTATION

Policy #:

Claim #: BUS#0201

Type of Loss:

Date of Loss:

Days to Rep: 0

Point of Impact:

**Owner:**

WESTERN MAINE TRANSPORTATION  
76 MERROW ROAD  
AUBURN, ME 04210  
(207) 784-9335 Business  
(207) 330-3314 Cell

**Inspection Location:**

COLEMAN'S COLLISION  
1524 MINOT AVE  
AUBURN, ME 04210  
Repair Facility  
(207) 784-6121 Business

**Insurance Company:**

C/P

**VEHICLE**

Year: 2002	Body Style: CITY BUS	VIN: 5DF232DA62JA30587	Mileage In:
Make: DENNIS	Engine:	License: 30587	Mileage Out:
Model: SLF-200	Production Date:	State: ME	Vehicle Out:
Color: PURPLE Int; GRAY	Condition: Fair	Job #:	

**Preliminary Estimate**

**Customer: WESTERN MAINE TRANSPORTATION**

**Job Number:**

Vehicle: 2002 DENNIS SLF200 CITY BUS PURPLE

Line		Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	R&I	LEFT BODY SIDE PANELS FOR ACCESS Note: TIME INCLUDES R & I SIDE MOULDINGS AND DRILLING OUT AND INSTALLING ALL RIVETS FOR ACCESS.				18.0	
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14	#	Rpr	CLEAN AND PREP FOR WELDING ( SANDBLAST )				4.0	
15	#	Repl	WELD THRU PRIMER		1	35.00	1.0	
16	#	Repl	MATERIALS : ( RIVETS , WELDING WIRE ,GRINDING DISC & CAULK )		1	165.00		
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20	#	Subl	TIME TO INSPECT BUS 020		1	190.00 X		
<b>SUBTOTALS</b>						<b>1,887.00</b>	<b>151.0</b>	<b>0.0</b>

Preliminary Estimate

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# EAT HEALTHY ON A BUDGET

You will learn how to:

- Find and cook healthy foods
- Save money when shopping for healthy foods
- Choose foods that will help you stay healthy



**WHEN? APRIL 30<sup>TH</sup> 2014, 11:00AM TO 12:00 PM**

**WHERE? ST. MARY'S NUTRITION CENTER, 208 BATES ST.  
LEWISTON, ME**

**HOW? CALL ANDROSCOGGIN HOMECARE AND HOSPICE TO SIGN  
UP TODAY! 777-7740**

