

LEWISTON-AUBURN TRANSIT COMMITTEE
Thursday, July 25, 2013
12:00 PM



1. Declaration of Quorum/Call to Order
2. Consent Agenda
 - A. June 6, 2013 Minutes – (enclosed)
 - B. AVCOG May 2013 Invoice – (enclosed)
 - C. AVCOG June 2013 Invoice – (enclosed)
 - D. WMTS Fixed Route and ADA Invoice:
February, March, April, May and June – (enclosed)
 - E. ATA May Revenue Statement – (enclosed)
 - F. Canteen Services Quarterly Revenue Statement – (enclosed)
3. Public Comment
4. Bills and Communications
 - A. Budget-to-Actual June 30, 2013 – (enclosed)
 - B. Ridership Reports May and June 2013 Fixed Route and ADA (enclosed)
5. Review and Update
 - A. Public Outreach –
Tri-County and Tree Street Youth
 - B. 2013 FTA 5307 Urbanized Area Funds
 - C. FTA Direct Recipient Update
 - D. Maine Transit Association – (information enclosed – Eaton Peabody & MaineDOT)
 - E. Greyhound Bus
6. Lewiston Bus Station

Pathways, cleaning contractor, has provided the committee with an estimate to steam clean the ceramic tile floors, as well as price proposals to replace hand dryers in the bathrooms.

The Greyhound ticket agent has requested the committee look into installing a security system.
7. Draft Contract for Services between LATC and AVCOG

Enclosed for review is a draft contract for services to be entered into between LATC and AVCOG. Also, to be discussed is the need for a Cooperative Agreement between the two organizations when AVCOG is a FTA direct recipient.
8. Asset Management Plan

MaineDOT is requesting an update to transit agencies Asset Management Plan. To be presented.
9. LATC Policies and Procedures

LATC does not have a formal Policies and Procedures manual. Policies have been developed and approved as issues are brought forward. Enclosed is the “work in progress” Policies and Procedures.

Next Meeting – August – to be scheduled

10. Auburn Bus Station
Update.

11. Other Business
Executive Session

Pending

A. Changes to LATC Interlocal Agreement

Adjourn

LEWISTON-AUBURN TRANSIT COMMITTEE
Minutes of June 6, 2013

@ AVCOG

MEMBERS PRESENT

Karen Veilleux	City of Auburn
Phil Nadeau	Lewiston
Craig Saddlemire	Lewiston City Councilor
Lucy Bisson	Lewiston
Belinda Gerry	Auburn City Councilor

MEMBERS ABSENT

Howard Kroll	Auburn
Christina Berry	Lewiston

STAFF AND OTHERS PRESENT

Russell Soule	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Jennifer Williams	ATRC
Shawn Theriault	Tri-County Health Mental Health Services
Andie Hannon	Boys & Girls Club Auburn/Lewiston

(An amended agenda was sent out prior to the meeting adding the Boys and Girls Club and Bus Stop Signs.)

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. April 11, 2013 Minutes
- B. May 13, 2013 Minutes
- C. AVCOG April 2013 Invoice

MOTION by Lucy Bisson to approve the consent agenda. **SECONDED** by Craig Saddlemire.
MOTION passed 5-0.

3. Public Comment

There was no public comment.

The agenda was taken out of order.

6. Tri-County Mental Health

In December a representative from Tri-County Mental Health, Shawn Theriault, contacted LATC about extending citylink to Tri-County's facility at 230 Bartlett Street. WMTS looked at a possible route and timing and Tri-County conducted a survey of clients to determine who would use citylink. The survey was limited to those clients that walk into the office. Most said that they would walk no more than 15 minutes from a bus stop and most of the clients that could potentially use the service do live on a bus route. Currently, TCMH clients do have access to CCI and WMTS. There is a small percent of clients that are disabled, but those individuals would use WMTS.

Since LATC is looking at conducting a short range transit study update in the next year, it was recommended that any route changes are put on hold. The Lisbon Street route has had a couple of significant changes made to it, extension of service to the VA and service to Pleasant View Acres, since the last study so any new changes should wait until the whole route can be looked at. Staff was asked to follow up with the VA to see if it is worth continuing servicing this facility.

Marsha Bennett noted that she can do informational presentations to staff and clients on how to ride citylink.

No action was taken on this item.

The meeting went back to the agenda order.

4. Bills and Communications

A. Budget-to-Actual

Greg Whitney presented to the budget-to-actual for April 30, 2013. Line items of note are snow plowing and gas, both below budget; ATA revenue was budgeted at \$12,000 and we are at \$12,313 with five months left in the year; fuel remains below budget primarily due to Lewiston bulk fuel purchase; and, fixed route and ADA fare box are both above budget. LATC surplus is projecting to be over \$25,000.

MOTION by Belinda Gerry to accept and place on file the budget-to-actual for period ending April 30, 2013. SECONDED by Lucy Bisson. MOTION passed 5-0.

B. Ridership Reports April 30, 2013 Fixed Route and ADA

This April had 26 days, one more than last April. Last April saw a 25% increase in ridership and this year it was a 7% increase.

C. 5/9/13, S. Clements-Dallaire, Committee Appointment

The Auburn City Council appointed Howard Kroll, Assistant City Manager, to LATC until January 1, 2015.

The agenda was taken out of order.

7. Summer Program LA Boys and Girls Club

The Boys and Girls Club of Auburn/Lewiston is interested in using citylink bus to go on outings as one of their summer activities, and has asked if there is a discount available for students. Andie Hannon, Boys and Girls Club, explained that the BGC doesn't charge a fee, the program would be for kids that are there from 10:00AM - 4:00PM, and they anticipate approximately 10 children plus one staff person. The student cash fare for one-way is \$1.25 and the monthly student pass is \$18.00 per month. The BGC would be paying for the monthly bus passes and not receiving a discount wouldn't necessarily kill the program, but it would definitely help. The BGC is looking to have the program run 8 weeks. The committee is supportive of the idea and would like to see some publicity on the program and also data on the program.

Craig Saddlemire asked if the committee approved providing a discount to the BGC, would this be setting a precedence? The committee agreed to the following guidelines for providing discounted tickets: it must be a program administered by an organization for youth 17 and under, student monthly passes would be offered at a discounted price of \$15.00, and a summary of the program (how many kids, number of trips, etc.) needs to be reported to LATC.

MOTION by Lucy Bisson to approve issuing student monthly bus passes to the Boys and Girls

Club of Auburn/Lewiston for a summer program at a discounted price of \$15.00 per pass per month. SECONDED by Belinda Gerry. MOTION passed 5-0.

The meeting went back to the agenda order

5. Review and Update

- A. 2013 MTA/MaineDOT Bus Van Rodeo
WMTS Driver David Webster, 9 time Maine Roade winner, took 4th place at the national bus rodeo in Albuquerque, New Mexico.
- B. Business to Business Trade Show
LATC and ATA have been assigned booth 425 for the trade show. The committee will try to solicit donations from local businesses for a raffle to attract people to the booth. The committee agreed to spend up to \$50 if needed.
- C. 2013 FTA 5307 Urbanized Area Funds
A recommended allocation of FTA 5307 funds was presented to ATRC for approval but had to be tabled until the regulation concerning the eligibility of non-profits could be clarified. Non-profits have been allowed to receive 5307 funds in the past, but it appears that this has changed under MAP-21.
- D. FTA Direct Recipient Update
AVCOG is working to complete its Title VI Plan and have the Executive Committee approve it. Once approved, the plan will be submitted to FTA through their grants management program, TEAM.
- E. Greyhound Bus
Greyhound is pursuing a lease with LATC for the bus station and is saying the ticket agent is not interested in continuing selling bus passes because of the liability of keeping the cash on hand. Greyhound cannot write into their contract with the ticket agent a requirement such as selling bus passes. The two individuals that work at Greyhound and ride citylink to and from work said that they would be interested in continuing selling bus passes as long as they could get a free monthly pass as compensation. LATC approved an offer to Greyhound that would increase the monthly rent by two monthly passes and propose to enter into a separate agreement with the ticket agent to continue selling passes and be compensated with two free monthly passes each month.
- F. Short Range Transit Study Update
The Short Range Transit Study will not be started until January. MaineDOT is changing the start date of the Unified Planning Work Program to a calendar year and has extended the current UPWP 6 months. No new studies will be started in this time frame.
- G. MaineDOT URIP/Transit Bonus Program
The MaineDOT will be funding the Transit Bonus Program for FY2014. This will be the last year.
- H. Summer Service to Auburn's Municipal Beach
Citylink will begin running service to the Auburn Municipal Beach July 2. The beach may not be open for swimming but the park will be. The schedule will be same as last year.

8. Bus Stop Signs

LATC has a capital grant that is set to expire at the end of the June. Marsha Bennett is soliciting price quotes for bus stop signs from three companies. The purchase of the signs will not use all of the grant funds. LATC has some bus shelters that are in need of new plexiglass.

Russ Soule asked if any of the money could be used to replace air conditioning units on the buses.

MOTION by Lucy Bisson to approve the low bid to purchase bus stop signs and replace plexiglass in bus shelters. SECONDED by Craig Saddlemire. MOTION passed 5-0.

MOTION by Lucy Bisson to use the remaining grant to go towards replacing air conditioning units on the buses. SECONDED by Karen Veilleux. MOTION passed 5-0.

9. Lewiston Comprehensive Plan Committee

The City of Lewiston requested a bus for the Comprehensive Plan Committee for two hours to tour various parts of the city. This activity falls under FTA charter rules and was at no cost to LATC. LATC supported the use of the bus for this activity. Planning Director, David Hediger, said that the event went well, the driver was great, and it was the first time for most of the committee members to ride on a citylink bus.

10. Asset Management Plan

MaineDOT has requested copies of agencies Asset Management Plans. LATC does not have one, and has relied on WMTS' as the contractor. A draft plan will be presented at the next meeting.

11. Contract between AVCOG and LATC

A request has come from the City of Auburn for a contract for services between AVCOG and LATC. This is not a formal action from the City Council. A basic contract for services will be presented at the next meeting. This will change once AVCOG becomes a direct recipient to FTA.

12. MaineDOT Locally Coordinated Transit Plan

A copy of MaineDOT's Locally Coordinated Transit Plan for this region, LATC and WMTS, was sent as a separate attachment. The plan, formally the Biennial Operations Plan, is done every two years. Any citylink system improvements, operating and capital, must be included in this plan.

13. 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 Craig Saddlemire. MOTION passed 5-0.

Executive session ended at 2:08 PM.

14. Other Business

The window on the door from the bus station into the parking garage was broken again. Quality Glass will replace the window and will remove the mesh that is attached on the inside of the door and attached it to the outside. People will still be able to look through the window.

Pending

- A. LATC Policies and Procedures
- B. Surveillance Camera – Lewiston Bus Station
- C. Changes to LATC Interlocal Agreement

Adjournment

MOTION by Lucy Bisson to adjourn at 2:10 PM. SECONDED by Karen Veilleux. MOTION passed 5-0.

Next meeting is scheduled for Thursday, July 11, 2013 is to be rescheduled.



Date: June 7, 2013

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

330001-180

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: May-13

INVOICE

DATE	DESCRIPTION	AMOUNT
May-13	PLANNING AND FINANCE	
	Salaries and wages	588.97
	Fringe benefits	108.23
	Local Travel	0.00
	Postage	8.50
	Administrative & meetings	0.00
	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	136.56
	Total Planning & Finance	842.26
	MARKETING	
	Salaries and wages	0.00
	Fringe Benefits	0.00
	Local travel	0.00
	Project Supplies	0.00
	Printing & publications	0.00
	Indirect	0.00
Total Marketing	0.00	
TOTAL DUE AVCOG		\$ 842.26

Payable upon receipt.

Please make checks payable to:
 Androscoggin Valley Council of Governments



Date: July 10, 2013

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

330001-181

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: June-13

INVOICE

DATE	DESCRIPTION	AMOUNT
June-13	PLANNING AND FINANCE	
	Salaries and wages	512.08
	Fringe benefits	194.42
	Local Travel	7.91
	Postage	5.52
	Administrative & meetings	4.29
	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	305.04
	Total Planning & Finance	1,029.26
	MARKETING	
	Salaries and wages	0.00
	Fringe Benefits	0.00
	Local travel	0.00
	Project Supplies	0.00
	Printing & publications	0.00
	Indirect	0.00
	Total Marketing	0.00
	TOTAL DUE AVCOG \$	1,029.26

Payable upon receipt.

Please make checks payable to:
 Androscoggin Valley Council of Governments



Western
Maine
Transportation
Services

Ken Holmes, Chairperson

Sandra E. Buchanan, General Manager

March 21, 2013

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

Re: February, 2013 Billing

Dear Phil:

The following represents the invoice for Fixed Route transportation services to the LATC for the month of February, 2013:

Total - Per Contract	\$ 95,241.67
Less: Farebox	(\$ 7,241.05)
Less: Passes	(\$ 529.50)
Less: Bus-N-buy	(\$ 4,799.00)

Total Due to WMTS	\$ 82,672.12

Thank you very much.

Sincerely,

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

76 Merrow Rd Auburn, Maine 04210
telephone 207-333-6972 fax: 207-735-6725



**Western
Maine
Transportation
Services**

Clara Holmes, Coordinator

Sandra E. Buchanan, General Manager

March 21, 2013

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

Re: February 2013 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of February, 2013:

Total - Per Contract	\$ 12,200.00	
Less: ADA	\$ (2,499.00)	833 Trips
Less: PCA's	\$ (0)	3 Trips
Less: Escorts	\$ (6.00)	2 Trips
	-----	-----
Total Due to WMTS	\$ 9,695.00	838 Trips
December No-Shows	\$ 21.00	7 Trips (Excluded from above)

Thank you very much.

Sincerely,

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



Western
Maine
Transportation
Services

Allen Holmes, Chairperson

Sandra E. Buchanan, General Manager

April 17, 2013

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

Re: March, 2013 Billing

Dear Phil:

The following represents the invoice for Fixed Route transportation services to the LATC for the month of March, 2013:

Total - Per Contract	\$ 95,241.67
Less: Farebox	(\$ 9,592.01)
Less: Passes	(\$ 853.50)
Less: Bus-N-buy	(\$ 4,362.00)

Total Due to WMTS	\$ 80,434.16

Thank you very much.

Sincerely,

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



**Western
Maine
Transportation
Services**

4-28 Hours, Casperson

Sandra E. Buchanan, General Manager

April 17, 2013

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

Re: March 2013 Billing

Dear Phil:

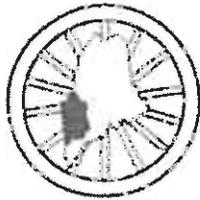
The following represents the invoice for ADA transportation services to the LATC for the month of March, 2013:

Total - Per Contract	\$ 12,200.00	
Less: ADA	\$ (2,757.00)	919 Trips
Less: PCA's	\$ (0)	2 Trips
Less: Escorts	\$ (0)	0 Trips
Total Due to WMTS	\$ 9,443.00	921 Trips
December No-Shows	\$ 18.00	6 Trips (Excluded from above)

Thank you very much.

Sincerely,

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



Western
Maine
Transportation
Services

May 22, 2013

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

Re: April, 2013 Billing

Dear Phil:

The following represents the invoice for Fixed Route transportation services to the LATC for the month of April, 2013:

Total - Per Contract	\$ 95,241.67
Less: Farebox	(\$ 8,715.29)
Less: Passes	(\$ 522.00)
Less: Bus-N-buy	(\$ 5,374.50)

Total Due to WMTS	\$ 80,629.88

Thank you very much.

Sincerely,

A handwritten signature in cursive script, appearing to read "Russell C. Soule".

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



Western
Maine
Transportation
Services

May 22, 2013

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

Re: April 2013 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of April, 2013:

Total - Per Contract	\$ 12,200.00	
Less: ADA	\$ (2,832.00)	944 Trips
Less: PCA's	\$ (0)	1 Trips
Less: Escorts	\$ (0)	0 Trips
Total Due to WMTS	\$ 9,368.00	945 Trips
December No-Shows	\$ 21.00	7 Trips (Excluded from above)

Thank you very much.

Sincerely,

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



Western
Maine
Transportation
Services

Chris Hillier, Chairperson

Joseph G. Buchanan, General Manager

June 17, 2013

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

Re: May, 2013 Billing

Dear Phil:

The following represents the invoice for Fixed Route transportation services to the LATC for the month of May, 2013:

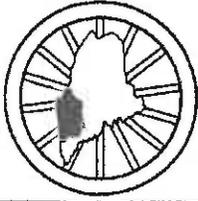
Total -- Per Contract	\$ 95,241.67
Less: Farebox	(\$ 10,126.84)
Less: Passes	(\$ 583.50)
Less: Bus-N-buy	(\$ 7,797.00)

Total Due to WMTS	\$ 76,734.33

Thank you very much.

Sincerely,

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



**Western
Maine
Transportation
Services**

Phil Holmes, Chairperson

Sandra E. Buchanan, General Manager

June 17, 2013

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

Re: May 2013 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of May, 2013:

Total – Per Contract	\$ 12,200.00	
Less: ADA	\$ (2,949.00)	983 Trips
Less: PCA's	\$ (0)	2 Trips
Less: Escorts	\$ (0)	0 Trips
Total Due to WMTS	\$ 9,251.00	985 Trips
MAY No-Shows	\$ 36.00	12 Trips (Excluded from above)

Thank you very much.

Sincerely,

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



Western
Maine
Transportation
Services

1000 Highway 101, Bangor, ME 04401

3000 State Street, Bangor, ME 04401

July 12, 2013

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

Re: June, 2013 Billing

Dear Phil:

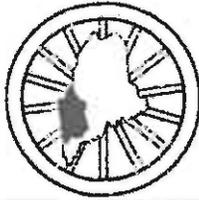
The following represents the invoice for Fixed Route transportation services to the LATC for the month of June, 2013:

Total – Per Contract	\$ 95,241.67
Less: Farebox	(\$ 8,745.93)
Less: Passes	(\$ 939.00)
Less: Bus-N-buy	(\$ 3,826.50)
	<hr/>
Total Due to WMTS	\$ 81,730.24

Thank you very much.

Sincerely,

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



Western
Maine
Transportation
Services

125 Manley Road, Auburn, ME 04210

RUSSSELL C. SOULE, Deputy Manager

July 12, 2013

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

Re: June 2013 Billing

Dear Phil:

The following represents the invoice for ADA transportation services to the LATC for the month of June, 2013:

Total - Per Contract	\$ 12,200.00	
Less: ADA	\$ (2,772.00)	924 Trips
Less: PCA's	\$ (0)	3 Trips
Less: Escorts	\$ (6.00)	2 Trips
Total Due to WMTS	\$ 9,422.00	929 Trips
JUNE No-Shows	\$ 21.00	7 Trips (Excluded from above)

Thank you very much.

Sincerely,

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

1:31 PM
06/04/13
Cash Basis

Alternate Transit Advertising, Inc.
L/A Sales
May 2 - 31, 2013

Type	Date	Num	Name	Ship Date	Paid Amount
Service					
Net Due System					
NET L/A					
Invoice	5/2/2013	9856	Lewiston-Auburn College	4/1/2013	672.00
Invoice	5/2/2013	10160	U.S. Cellular	2/1/2013	1,050.00
Invoice	5/2/2013	10445	Time Warner Cable	2/1/2013	1,834.00
Invoice	5/2/2013	10446	Time Warner Cable	3/1/2013	1,834.00
Invoice	5/2/2013	10503	Fairpoint Communications, Inc.	2/1/2013	525.00
Invoice	5/2/2013	10504	Fairpoint Communications, Inc.	3/1/2013	525.00
Invoice	5/2/2013	10505	Fairpoint Communications, Inc.	4/1/2013	525.00
Invoice	5/6/2013	10325	Oxford Casino	4/1/2013	2,310.00
Invoice	5/14/2013	10730	Efficiency Maine	5/1/2013	1,120.00
Total NET L/A					10,395.00
Total Net Due System					10,395.00
Total Service					10,395.00
TOTAL					10,395.00

CANTEEN SERVICE
 89 INDUSTRIAL PARK RD
 SACO, ME 04072
 (207) 284 - 0122

Commission Statement

LATC (LEW/AUB TRANSIT COMMITTEE)
 ATTN: MARSHA BENNETT
 125 MANLEY RD
 AUBURN ME 04210

Date Printed: 06-24-13
 Period Ending: 06-20-13
 Page 1

Location	Machine ID	Machine Type	Commission Rate	Taxes	Product Units	Commission Sales	Commission Amount
LATC	92398	Beverage - Btl P	0.00	24.34	557	973.36	139.25
		Method: 25 cents quarterly				973.36	139.25
LATC	66440	Snack - Snack	0.15	30.14	1,216	1,206.46	180.97
		Method: Flat Rate Quarterly				1,206.46	180.97

Total for this Group \$320.22

Check No. 20314

Check Amt: \$320.22

LEWISTON - AUBURN TRANSIT COMMITTEE FY2013
For the Period Ending June 30, 2013

	BUDGET	ACTUAL	VARIANCE	%	Year end Projection
BUS STATION EXPENSES					
JANITORIAL	7,500.00	4,348.00	3,152.00	57.97%	6,500.00
MAINT/REPAIRS	6,000.00	2,827.22	3,172.78	47.12%	6,000.00
SUPPLIES/JANIT.	2,000.00	1,038.40	961.60	51.92%	2,000.00
SNOW REMOVAL	7,500.00	5,075.00	2,425.00	67.67%	5,075.00
RESTROOM RENTAL	1,350.00	945.00	405.00	70.00%	1,350.00
UTILITIES:					
GAS	5,000.00	2,836.00	2,164.00	56.72%	3,500.00
ELECTRIC	4,000.00	2,258.84	1,741.16	56.47%	4,000.00
H2O/SEWER	600.00	396.67	203.33	66.11%	600.00
INSURANCE	600.00	629.02	(29.02)	104.84%	629.02
TOTAL	34,550.00	20,354.15	14,195.85	58.91%	29,654.02
ADMINISTRATION EXPENSES:					
AVCOG-PLAN/FIN	13,000.00	12,625.26	374.74	97.12%	13,000.00
MEETINGS/CONF.	2,000.00	1,202.75	797.25	60.14%	2,000.00
ADV./MARKETING	3,000.00	1,048.34	1,951.66	34.94%	3,000.00
AUDIT	6,250.00	6,100.00	150.00	97.60%	6,250.00
LEGAL	600.00		600.00	0.00%	600.00
OTHER	-	60.00	(60.00)		60.00
TOTAL	24,850.00	21,036.35	3,813.65	84.65%	24,910.00
TOTAL BUS STATION/ADMIN DEFICIT	59,400.00	41,390.50	18,009.50	69.68%	54,564.02
Federal Subsidy	29,700.00	20,695.25	(9,004.75)	69.68%	27,282.01
Vermont Transit Revenues	12,000.00	10,120.00	(1,880.00)	84.33%	12,000.00
Misc. Revenues (vending)	1,700.00	1,005.71	(694.29)	59.16%	1,400.00
ATA Revenues	12,000.00	22,708.00	10,708.00	189.23%	30,000.00
Interest Income	500.00	481.09	(18.91)	96.22%	500.00
Local Subsidy	3,500.00	(13,619.55)	(17,119.55)		(16,617.99)
			0.00		
CAPITAL MAINTENANCE REVENUES:					
FED SUBSIDY	0.00	3,628.17	3,628.17		
CAPITAL MATCH	0.00		0.00		
less: CAPITALIZED EQUIPMENT	0.00	3,016.71	3,016.71		
less: EXPENSED EQUIPMENT	0.00	1,518.50	1,518.50		
CAPITAL MAINT SURPLUS (DEFICIT)	0.00	-907.04	-907.04		
MATCH FOR STUDY					
BUS STATION SALE PROCEEDS		275,000.00			
INTEREST (THRU 9/30/12)		25,486.97			
FY 2013 INTEREST		53.59			
FEDERAL & STATE SUBSIDY		123,891.00			
LESS: NEW BUS STATION		(391,074.00)			
TOTAL AVAILABLE FOR NEW BUS STATION		33,357.56			

Lewiston-Auburn Transit Committee
FY 2013 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2010 Actual	2011 Actual	2012 Actual	2013 Approved with Expanded Saturday	2013 Year End Projection
Fixed Route					
Expenses:					
Contract	\$824,298	\$1,050,052	\$1,073,662	\$1,142,900	\$1,142,900
Fuel	\$102,278	\$154,613	\$191,126	\$217,500	204,606
Total Expense	\$926,576	\$1,204,665	\$1,264,788	\$1,360,400	\$1,347,506
Revenue:					
Federal	\$471,758	\$623,783	\$669,215	\$688,120	\$673,745
State	\$52,397	\$50,517	\$48,439	\$49,419	\$49,419
Local	\$275,887	\$390,557	\$364,799	\$439,861	\$425,486
Fare Box	\$126,534	\$139,809	\$182,335	\$183,000	198,857
Total Revenue	\$926,576	\$1,204,665	\$1,264,788	\$1,360,400	\$1,347,506
ADA Complementary Paratransit:					
Expenses:					
Contract	\$125,691	\$140,012	\$142,800	\$146,400	\$146,400
Revenue:					
Federal	\$81,648	\$89,930	\$90,706	\$95,520	\$91,430
State	\$0	\$0	\$0	\$0	\$0
Local	\$20,412	\$22,483	\$22,676	\$23,880	\$22,858
Fare Box	\$23,631	\$27,599	\$29,418	\$27,000	32,112
	\$125,691	\$140,012	\$142,800	\$146,400	\$146,400
Local Subsidy:					
Bus Station/LATC Operating	-\$2,704	\$3,500	-\$4,461	\$3,500	(16,618)
Fixed Route	\$275,887	\$390,557	\$364,799	\$439,861	\$425,486
ADA Comp. Paratransit	\$20,412	\$22,483	\$22,676	\$23,880	\$22,858
	\$293,595	\$416,539	\$383,014	\$467,241	\$431,725
Less Reserves	\$33,595	\$60,316	-\$32,544	-\$3,855	-\$39,371
Auburn	\$130,000	\$178,112	\$207,779	\$235,548	\$235,548
Lewiston	\$130,000	\$178,112	\$207,779	\$235,548	\$235,548
Surplus/Deficit	-\$33,595	-\$60,316	\$32,544	\$3,855	\$39,371
Capital match	\$400	250	10,000		907.04
Match for study	\$1,431				
Net surplus/deficit	-\$35,426	-\$60,566	\$22,544	\$3,855	\$38,464
Available Reserves	\$116,284	\$55,718	\$78,262	\$82,117	\$116,725
One month expenses	91,980	117,006	117,299	124,492	124,492

FY 2010 actual fuel was \$2.40/gallon, 42,519 gallons
FY2011 actual fuel was \$3.21/gallon, 48,096 gallons
FY 2012 actual fuel was \$3.40/gallon, 56,269 gallons
FY 2013 fuel projected is based on \$3.75/gallon, 58,000 gallons with expanded Saturday

Total Federal Required	\$ 624,154	\$ 784,263	\$ 833,221	\$ 858,340	\$ 839,875
Federal Allocation	\$ 754,000	\$754,861	\$1,024,460		

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

MAY 2013

OPERATING DAYS = 26

ROUTE	TRANSFR	REGLR	STDNT	CASH	SENDIS	REGLR	STDNT	REGLR	STDNT	SENDIS	RIDE	LIS	CNCT	MHLCHR	USNBUY	\$0 FARE	RDSHP	RVNUE
1 - MAIN STREET	279	464	49	189	108	173	680	108	108	894	0	17	21	30	111	3,123	\$	2,607.09
2 - SABATTUS STREET	496	975	93	424	401	292	792	77	77	700	0	6	10	0	246	4,512	\$	4,020.66
3 - LISBON STREET	493	1185	61	473	216	310	529	105	105	928	0	7	27	93	229	4,656	\$	4,033.90
4 - NEW AUBURN	325	323	33	198	49	113	373	48	48	675	0	8	6	0	44	2,195	\$	1,698.24
5 - MINOT AVENUE	34	75	15	37	13	11	73	15	15	240	0	5	11	0	1	530	\$	431.58
6 - COLLEGE ST	613	1475	207	524	135	420	584	174	174	1155	0	4	81	341	246	5,959	\$	5,133.30
7 - AUBURN MALLS	220	544	75	409	61	210	252	30	30	934	0	10	91	102	86	3,024	\$	2,461.10
8 - MALL SHUTTLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3840	3,840	\$	-
9 - DOWNTOWN SHUTTLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2981	2,981	\$	-
TOTALS	2,460	5,041	533	2,254	983	1,529	3,283	557	557	5,526	0	57	247	566	7,784	30,820	\$	20,365.87

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

May-13

ROUTE	IRNSFR	CASH REGLR	CASH STDNI	CASH SENDIS	MULTIPASS REGLR	MULTIPASS SENDIS	MINTHPASS REGLR	MINTHPASS STDNI	MINTHPASS SENDIS	SINGLE RIDE	LIS CNCT	WHLCHR	BUSNBUSY	\$0 FARE	TOTAL	YTD TOTAL
1 - MAIN STREET																
PRIOR YEAR	279	464	49	189	108	173	680	108	894	0	17	21	30	111	3123	23696
INC/DEC	308	481	83	259	164	203	953	202	1085	0	1	11	24	102	3876	22891
PERCENT CHANGE	-29%	-17%	-4%	-34%	-34%	-15%	-25%	-94%	-191%	#DIV/0!	1500%	91%	25%	9%	-753	805
																4%
2 - SABATTUS STREET																
PRIOR YEAR	496	975	93	424	401	292	792	77	700	0	6	10	0	246	4512	32035
INC/DEC	354	777	29	266	373	391	736	0	819	0	6	14	0	0	3765	27480
PERCENT CHANGE	142	198	64	158	28	(93)	56	77	(113)	#DIV/0!	0%	(4)	0	246	747	4555
																17%
3 - LISBON STREET																
PRIOR YEAR	493	1185	61	473	216	310	529	105	928	0	7	27	93	229	4655	36969
INC/DEC	341	1050	23	342	223	387	378	45	1278	0	3	30	107	126	4333	32452
PERCENT CHANGE	152	135	38	131	-7	-77	151	60	-350	#DIV/0!	4	-3	-14	103	323	4517
																14%
4 - NEW AUBURN																
PRIOR YEAR	325	323	33	198	49	113	373	48	675	0	8	6	0	44	2195	16536
INC/DEC	360	211	16	187	47	171	185	29	1434	0	1	10	0	20	2671	18808
PERCENT CHANGE	-35%	112	17	11	2	-58	188	19	-759	#DIV/0!	7	-4	0	24	-476	-2272
																-12%
5 - MINOT AVENUE																
PRIOR YEAR	34	75	15	37	13	11	73	15	240	0	5	11	0	1	530	3779
INC/DEC	22	56	0	34	20	8	64	1	70	0	0	2	0	6	283	2651
PERCENT CHANGE	12	19	34%	9%	3	38%	14%	1400%	243%	#DIV/0!	5	9	0	-5	247	1128
																43%
6 - COLLEGE ST																
PRIOR YEAR	613	1475	207	524	135	420	584	174	1155	0	4	81	341	246	5959	49263
INC/DEC	580	1288	214	480	119	454	267	258	1275	0	4	87	338	109	5473	48682
PERCENT CHANGE	33	187	-7	44	16	-34	317	-84	-120	#DIV/0!	0	-6	3	137	486	581
																9%
7 - AUBURN MALLS																
PRIOR YEAR	220	544	75	409	61	210	252	30	934	0	10	91	102	86	3024	21544
INC/DEC	227	375	54	301	44	126	201	20	925	0	1	50	89	26	2439	20089
PERCENT CHANGE	-7	169	21	108	17	84	51	10	9	#DIV/0!	900%	82%	15%	60	585	1455
																7%
8 - MALL SHUTTLE																
PRIOR YEAR	4	0	0	0	0	0	0	0	0	0	0	0	0	3840	3840	34,470
INC/DEC	4	1	0	4	0	2	0	0	0	8	0	48	6	3578	3651	36,544
PERCENT CHANGE	-100%	-100%	#DIV/0!	-100%	#DIV/0!	-100%	#DIV/0!	#DIV/0!	#DIV/0!	-100%	#DIV/0!	-100%	-100%	262	189	(2,074)
																-6%
9 DOWNTOWN SHUTTLE																
PRIOR YEAR	0	0	0	0	0	0	0	0	0	0	0	0	0	2981	2981	22,070
INC/DEC	0	0	0	0	0	0	0	0	0	0	0	19	0	2404	2423	18,929
PERCENT CHANGE	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-19%	#DIV/0!	577	558	3,141
																17%
TOTALS	2606	4622	730	2101	990	1361	2888	1027	5526	0	24	278	641	8474	30820	240382
PRIOR YEAR	2196	4239	419	1873	990	1742	2784	555	6886	8	16	564	564	7086	28914	228526
INC/DEC	264	802	114	381	-7	-213	499	2	-1360	-8	41	-24	2	1413	1906	11836
PERCENT CHANGE	12%	19%	27%	20%	-1%	-12%	18%	0%	-20%	-100%	256%	-9%	0%	20%	7%	5%

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
OPERATING STATISTICS
MAY 13' FY 13

OPERATING DAYS - 26

<u>ROUTE</u>	<u>CURRENT RIDERSHIP</u>	<u>PERCENT RIDERSHIP</u>	<u>Y-T-D RIDERSHIP</u>	<u>PERCENT MILEAGE</u>	<u>CURRENT MILEAGE</u>	<u>PERCENT MILEAGE</u>	<u>Y-T-D MILEAGE</u>	<u>PERCENT HOURS</u>	<u>CURRENT HOURS</u>	<u>PERCENT HOURS</u>	<u>Y-T-D HOURS</u>	<u>PERCENT REVENUE</u>	<u>CURRENT REVENUE</u>	<u>PERCENT REVENUE</u>	<u>Y-T-D REVENUE</u>	<u>PERCENT</u>
1 - MAIN STREET	3,123	10.13%	23,696	9.86%	3,519	17.41%	25,810	16.43%	240	15.00%	1,796	14.51%	2,607.09	12.79%	1,9225.10	12.49%
2 - SABATTUS STREET	4,512	14.64%	32,035	13.33%	2,467	12.21%	19,509	12.42%	217	13.57%	1,756	14.19%	4,020.66	19.72%	27,793.35	18.05%
3 - LISBON STREET	4,656	15.11%	36,969	15.38%	3,138	15.53%	24,638	15.68%	236	14.75%	1,816	14.69%	4,033.90	19.79%	32,216.43	20.92%
4 - NEW AUBURN	2,195	7.12%	16,536	6.88%	2,589	12.81%	22,057	14.04%	238	14.91%	1,876	15.16%	1,698.24	8.33%	12,685.35	8.24%
5 - MINOT AVENUE	530	1.72%	3,779	1.57%	1,672	8.27%	12,021	7.65%	103	6.45%	769	6.21%	431.58	2.12%	3,355.28	2.18%
6 - COLLEGE STREET	5,959	19.33%	49,263	20.50%	1,832	9.07%	14,071	8.95%	105	6.57%	838	6.77%	5,133.30	25.18%	41,394.73	26.88%
7 - AUBURN MALLS	3,024	9.81%	21,544	8.96%	1,528	7.56%	11,732	7.47%	125	7.82%	958	7.74%	2,461.10	12.07%	16,884.65	10.97%
8 - MALL SHUTTLE	3,840	12.46%	34,470	14.34%	2,637	13.05%	20,751	13.21%	224	14.03%	1,730	13.97%	0.00	0.00%	332.11	0.22%
9 - DOWNTOWN SHUTTLE	2,981	9.67%	22,070	9.18%	827	4.09%	6,542	4.16%	110	6.89%	837	6.76%	0.00	0.00%	96.08	0.06%
TOTALS	30,820	100.00%	240,362	100.00%	20,209	100.00%	157,131	100.00%	1,599	100.00%	12,379	100.00%	\$20,386	100.00%	\$153,983	100.00%

<u>ROUTE</u>	<u>CURRENT IPM</u>	<u>Y-T-D IPM</u>	<u>CURRENT IPH</u>	<u>Y-T-D IPH</u>	<u>CURRENT REV/HR</u>	<u>Y-T-D REV/HR</u>
1 - MAIN STREET	0.9	0.9	13.0	13.2	\$10.9	11
2 - SABATTUS STREET	1.8	1.6	20.8	18.2	\$18.5	16
3 - LISBON STREET	1.5	1.5	19.7	20.3	\$17.1	18
4 - NEW AUBURN	0.8	0.7	9.2	8.8	\$7.1	7
5 - MINOT AVENUE	0.3	0.3	5.1	4.9	\$4.2	4
6 - COLLEGE STREET	3.3	3.5	56.7	58.8	\$48.8	49
7 - AUBURN MALLS	2.0	1.8	24.2	22.5	\$19.7	18
8 - MALL SHUTTLE	1.5	1.7	17.1	19.9	\$0.0	0
9 - DOWNTOWN SHUTTLE	3.6	3.4	27.1	26.4	\$0.0	0
TOTALS	1.5	1.5	19.3	19.4	\$12.8	12

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
RIDERSHIP STATISTICS
FY 2013 (OCT 12-SEPT 13)

ROUTE	October	November	December	January	February	March	April	May	June	July	August	Sept	TOTAL	2012	2011
1 - MAIN STREET	3,323	3,294	2,551	2,799	2,485	3,036	3,105	3,123					23,896	37,316	23,819
2 - SABATTUS STREET	4,173	3,872	3,551	3,717	3,875	4,239	4,096	4,512					32,035	43,590	32,490
3 - LISBON STREET	5,009	4,813	4,385	4,259	4,221	4,787	4,829	4,656					36,969	50,738	40,597
4 - NEW AUBURN	2,352	2,078	1,783	1,853	1,915	2,202	2,158	2,195					16,536	28,191	21,455
5 - MINOT AVENUE	457	502	383	463	444	490	510	530					3,779	4,366	3,723
6 - COLLEGE STREET	6,853	6,461	6,181	5,542	5,948	5,980	6,339	5,959					49,263	71,371	62,686
7 - AUBURN MALLS	2,767	2,611	2,441	2,426	2,514	2,811	2,950	3,024					21,544	32,039	27,045
8 - MALL SHUTTLE	4,545	4,677	4,310	3,877	4,366	4,214	4,641	3,840					34,470	53,776	47,940
9 - DOWNTOWN SHUTTLE	2,820	2,397	2,310	2,816	2,841	2,962	2,943	2,981					22,070	29,217	25,454
GRANDTOTALS	32,299	30,705	27,885	27,752	28,809	30,721	31,571	30,820	0	0	0	0	240,362	350,604	285,209
PERCENT CHANGE	16.90%	7.95%	-5.92%	6.07%	0.53%	2.84%	7.37%	6.59%	-100.00%	-100.00%	-100.00%	-100.00%			
FY 2013	32299	30705	27885	27752	28609	30721	31571	30820					240362		
FY 2012	27629	28445	29639	26165	28457	29872	29405	28914	30553	28896	32654	29975	350604	29975	
FY 2011	21889	23049	24646	19852	21455	24460	24458	23176	25055	23771	26302	27096	285209	27096	
FY 2010	20675	18370	20848	17844	18415	20500	20722	19287	20226	19364	20012	22869	239132	22869	
FY 2009	20762	16804	20309	17305	17562	18682	19955	17633	18593	18998	18712	19416	224931	19416	
FY 2008	19119	18412	17967	17520	16527	18305	20933	20458	19122	21664	21553	19349	230929	19349	
FY 2007	17743	17238	17175	15971	14090	17349	15237	17748	16978	16524	19007	15865	200925	15865	
FY 2006	17451	17633	17683	16197	16789	19532	16984	18406	19273	16836	20321	17730	214835	17730	
FY 2005	15214	15948	16819	14251	13918	17384	17407	17160	17631	16185	19086	17542	198545	17542	
FY 2004	12841	11149	13187	11272	11227	16470	16422	14769	16544	14688	15245	15157	168971	15157	
FY 2003	11889	9978	10183	9958	9687	10185	11319	10975	11464	11651	12045	11216	130550	11216	
FY 2002	11030	10039	9854	10008	9315	10064	10450	10501	10053	10656	10258	9995	122223	9995	
FY 2001	10718	10420	9920	10479	9488	9520	9953	10557	9577	9497	11210	9119	120458	9119	
FY 2000	10176	10540	10689	8609	9754	12032	9557	10870	10630	9457	10812	10320	123446	10320	
FY 1999	10840	10117	11492	8878	9690	12167	11217	10145	11112	10183	11017	10673	127531	10673	
FY 1998	10298	8731	10148	7417	9036	10678	9804	9519	10435	9592	10594	11433	117685	11433	
FY 1997	9836	8173	9008	8547	8885	8984	9031	8967	9140	8736	9272	9316	107895	9316	

	October	November	December	January	February	March	April	May	June	July	August	September
OPERATING DAYS												
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
FY 2011	26	25	26	25	24	27	26	25	26	25	26	25
FY 2010	22	21	22	20	20	23	22	20	22	22	26	21
FY 2009	22	19	22	21	22	22	22	20	22	21	21	21
FY 2008	23	20	20	22	21	21	22	21	21	22	21	21
FY 2007	22	21	20	22	20	22	21	22	21	21	23	19
FY 2006	21	21	22	21	20	23	20	22	22	20	23	20
FY 2005	21	21	23	21	19	23	21	21	20	20	23	21
FY 2004	23	19	22	22	20	23	22	20	22	21	22	21
FY 2003	22	20	21	22	20	21	22	21	21	22	21	21
FY 2002	22	20	20	21	20	21	21	22	20	22	22	20
FY 2001	21	20	20	21	20	22	20	22	21	21	23	19
FY 2000	20	20	20	21	21	23	19	22	22	20	23	20
FY 1999	21	19	22	19	20	23	21	20	22	21	22	21
FY 1998	22	18	22	19	20	22	21	20	22	22	21	21
FY 1997	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 RDEERSHP/DAY												
FY 2013	1,196	1,228	1,115	1,067	1,244	1,182	1,214	1,185	1,175	1,156	1,209	1,249
FY 2012	1,063	1,138	1,088	1,006	1,138	1,106	1,176	1,112	964	951	974	1,084
FY 2011	842	922	948	794	894	906	941	927	919	880	770	915
FY 2010	940	875	948	892	921	891	942	964	919	880	891	925
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	453	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

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

JUNE 2013

OPERATING DAYS = 25

ROUTE	TRANSFR	CASH REGLR	STDNT	SENDIS	REGLR	SENDIS	REGLR	STDNT	SENDIS	RIDE	CNCT	MILCHR	USNB	BUY	\$0 FARE	RDSHP	RVNUE
1 - MAIN STREET	230	392	53	175	153	121	462	101	664	0	1	8	43	189	2,592	\$ 2,110.68	
2 - SABATTUS STREET	523	814	101	316	419	180	770	21	519	0	7	4	1	232	3,907	\$ 3,482.15	
3 - LISBON STREET	456	974	104	373	177	243	458	72	825	0	3	19	101	203	4,008	\$ 3,435.04	
4 - NEW AUBURN	219	267	32	203	42	93	270	55	673	0	3	2	0	60	1,919	\$ 1,470.79	
5 - MINOT AVENUE	36	82	8	34	29	26	55	3	128	0	1	19	2	8	431	\$ 372.78	
6 - COLLEGE ST	520	1225	183	501	150	404	428	103	1125	0	5	119	353	221	5,337	\$ 4,508.62	
7 - AUBURN MALLS	220	479	47	297	39	170	182	28	818	0	22	71	78	65	2,516	\$ 2,002.10	
8 - MALL SHUTTLE	0	0	0	0	0	0	0	0	0	0	0	0	0	3512	3,512	\$ -	
9 - DOWNTOWN SHUTTLE	0	0	0	0	0	0	0	0	0	0	0	0	0	2590	2,590	\$ -	
TOTALS	2,204	4,233	528	1,899	1,009	1,237	2,625	383	4,752	0	42	242	578	7,080	26,812	\$ 17,382.16	

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

June-13

ROUTE	TRANSFER	CASH REGLR	CASH STNDT	CASH SEMIDIS	MULTIPASS REGLR	MULTIPASS SEMIDIS	MINTHPASS REGLR	MINTHPASS STNDT	MINTHPASS SEMIDIS	SINGLE RIDE	US.CNCT	WHLCHR	BUSNBLY	\$0 FARE	TOTAL	YTD TOTAL
1 - MAIN STREET																
PRIOR YEAR	230	392	53	175	153	121	462	101	664	0	1	8	43	189	2592	26288
INC/DEC	250	488	55	260	197	173	910	124	1077	0	0	16	13	280	3843	26734
PERCENT CHANGE	-20%	-8%	-4%	-33%	-22%	-44%	-49%	-19%	-23%	-39%	#DIV/0!	-8%	231%	-33%	-1251	-446
2 - BARATTUS STREET																
PRIOR YEAR	304	814	101	316	419	180	770	21	519	0	7	4	1	232	3907	35942
INC/DEC	4076	846	29	307	464	424	820	20	842	0	6	4	0	10	4076	31556
PERCENT CHANGE	72%	4%	248%	3%	-10%	(45)	(50)	5%	(323)	#DIV/0!	17%	0%	#DIV/0!	2220%	-169	4386
3 - LISBON STREET																
PRIOR YEAR	456	974	104	373	177	243	458	72	825	0	3	19	101	203	4008	40977
INC/DEC	411	1091	31	363	212	397	438	22	1237	0	5	17	81	212	4517	36969
PERCENT CHANGE	11%	-11%	235%	3%	-17%	-35	-154	20	-412	#DIV/0!	-2	12%	25%	-9	-508	4008
4 - NEW AUBURN																
PRIOR YEAR	219	267	32	203	42	93	270	55	673	0	3	2	0	60	1919	18455
INC/DEC	364	158	21	203	30	172	68	49	1337	0	0	7	0	221	2630	21438
PERCENT CHANGE	-40%	89%	52%	0%	40%	12	-79	202	8	#DIV/0!	3	-5	#DIV/0!	-161	-711	-2883
5 - MINOT AVENUE																
PRIOR YEAR	36	82	8	34	29	26	55	3	128	0	1	19	2	8	431	4210
INC/DEC	20	70	10	56	17	13	31	5	74	0	1	0	0	3	300	2951
PERCENT CHANGE	80%	17%	-20%	-38%	71%	12	13	-2	54	#DIV/0!	0%	19	2	181	131	1259
6 - COLLEGE ST																
PRIOR YEAR	520	1225	183	501	150	404	428	103	1125	0	5	119	353	221	5337	54600
INC/DEC	544	1384	168	716	150	378	243	126	1272	0	10	81	358	74	5506	54188
PERCENT CHANGE	-4%	-15%	8%	-30%	0%	28	185	-23	-147	#DIV/0!	-5	38	-5	147	-169	412
7 - AUBURN MALLS																
PRIOR YEAR	220	479	47	297	39	170	182	28	818	0	22	71	78	65	2516	24060
INC/DEC	249	398	60	514	30	165	59	25	1263	0	0	56	113	56	2988	23077
PERCENT CHANGE	-12%	20%	-22%	-42%	30%	9	123	3	-445	#DIV/0!	22	15	-35	9	-472	983
8 - MALL SHUTTLE																
PRIOR YEAR	0	0	0	0	0	0	0	0	0	0	0	0	0	3512	3512	37,982
INC/DEC	1	6	2	2	2	1	0	0	12	0	0	43	4	4021	4094	40,638
PERCENT CHANGE	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	#DIV/0!	-100%	-100%	-100%	-508	-582	(556)
9 DOWNTOWN SHUTTLE																
PRIOR YEAR	0	0	0	0	0	0	0	0	0	0	0	0	0	2590	2590	24,660
INC/DEC	1	1	1	1	0	0	0	0	0	0	0	27	0	2568	2599	21,528
PERCENT CHANGE	-100%	-100%	-100%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-100%	#DIV/0!	22	-9	3,132
TOTALS	2608	4622	730	2101	990	1961	2888	1027	5526	0	24	278	641	8474	26812	267174
PRIOR YEAR	2144	4442	377	2424	1102	1723	2599	371	7114	0	22	251	569	7088	30553	259078
INC/DEC	60	-209	151	-525	-83	-486	56	12	-2362	0	20	-9	9	-365	8085	8085
PERCENT CHANGE	3%	-5%	40%	-22%	-8%	-28%	2%	3%	-33%	#DIV/0!	91%	-4%	2%	-5%	-12%	3%

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
OPERATING STATISTICS
JUNE 13' FY 13

OPERATING DAYS - 25

ROUTE	CURRENT RIDERSHIP	PERCENT	Y-T-D RIDERSHIP	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	2,592	9.67%	26,288	9.84%	3,063	16.37%	28,873	16.42%	223	15.04%	2019	14.57%	2110.68	12.14%	21335.78	12.45%
2 - SABATTUS STREET	3,907	14.57%	35,942	13.45%	2,306	12.32%	21,815	12.41%	207	13.97%	1963	14.16%	3482.15	20.03%	31275.50	18.25%
3 - LISBON STREET	4,008	14.95%	40,977	15.34%	2,922	15.61%	27,560	15.67%	221	14.90%	2039	14.71%	3435.04	19.76%	35651.47	20.80%
4 - NEW AUBURN	1,919	7.16%	18,455	6.91%	2,490	13.30%	24,547	13.96%	221	14.92%	2097	15.13%	1470.79	8.46%	14156.14	8.26%
5 - MINOT AVENUE	431	1.61%	4,210	1.58%	1,549	8.28%	13,570	7.72%	92	6.22%	861	6.21%	372.78	2.14%	3728.06	2.18%
6 - COLLEGE STREET	5,337	19.91%	54,600	20.44%	1,675	8.95%	15,746	8.95%	98	6.63%	936	6.75%	4508.62	25.94%	45903.35	26.79%
7 - AUBURN MALLS	2,516	9.38%	24,060	9.01%	1,496	7.99%	13,228	7.52%	115	7.77%	1073	7.74%	2002.10	11.52%	18886.75	11.02%
8 - MALL SHUTTLE	3,512	13.10%	37,982	14.22%	2,524	13.49%	23,275	13.24%	210	14.14%	1940	13.99%	0.00	0.00%	332.11	0.19%
9 - DOWNTOWN SHUTTLE	2,590	9.66%	24,660	9.23%	691	3.69%	7,233	4.11%	95	6.41%	932	6.72%	0.00	0.00%	96.08	0.06%
TOTALS	26,812	100.00%	267,174	100.00%	18,716	100.00%	175,847	100.00%	1,482	100.00%	13,861	100.00%	\$17,382	100.00%	\$171,365	100.00%

ROUTE	CURRENT IPM	Y-T-D IPM	CURRENT IPH	Y-T-D IPH	CURRENT REV/HR	Y-T-D REV/HR
1 - MAIN STREET	0.8	0.9	11.6	13.0	\$9.5	11
2 - SABATTUS STREET	1.7	1.6	18.9	18.3	\$16.8	16
3 - LISBON STREET	1.4	1.5	18.1	20.1	\$15.6	17
4 - NEW AUBURN	0.8	0.8	8.7	8.8	\$6.7	7
5 - MINOT AVENUE	0.3	0.3	4.7	4.9	\$4.0	4
6 - COLLEGE STREET	3.2	3.5	54.3	58.3	\$45.9	49
7 - AUBURN MALLS	1.7	1.8	21.9	22.4	\$17.4	18
8 - MALL SHUTTLE	1.4	1.6	16.8	19.6	\$0.0	0
9 - DOWNTOWN SHUTTLE	3.7	3.4	27.3	26.5	\$0.0	0
TOTALS	1.4	1.5	18.1	19.3	\$11.7	12

WESTERN MAINE TRANSPORTATION SERVICES, INC.
LEWISTON-AUBURN TRANSIT COMMITTEE
RIDERSHIP STATISTICS
FY 2013 (OCT 12-SEPT 13)

ROUTE	October	November	December	January	February	March	April	May	June	July	August	Sept	TOTAL	2012
1 - MAIN STREET	3,323	3,294	2,531	2,799	2,485	3,036	3,105	3,123	2,592				26,288	37,316
2 - SABATTUS STREET	4,173	3,872	3,551	3,717	3,875	4,239	4,096	4,512	3,907				35,942	43,590
3 - LISBON STREET	5,009	4,813	4,395	4,259	4,221	4,787	4,829	4,656	4,008				40,977	50,738
4 - NEW AUBURN	2,352	2,078	1,783	1,853	1,915	2,202	2,158	2,195	1,919				18,455	28,191
5 - MINOT AVENUE	457	502	383	463	444	490	510	530	431				4,210	4,366
6 - COLLEGE STREET	6,853	6,461	6,181	5,542	5,948	5,980	6,339	5,959	5,337				54,600	71,371
7 - AUBURN MALLS	2,767	2,611	2,441	2,426	2,514	2,811	2,950	3,024	2,516				24,060	32,039
8 - MALL SHUTTLE	4,545	4,677	4,310	3,877	4,366	4,214	4,641	3,840	3,512				37,982	53,776
9 - DOWNTOWN SHUTTLE	2,820	2,397	2,310	2,816	2,841	2,962	2,943	2,981	2,590				24,660	29,217
GRANDTOTALS	32,299	30,705	27,885	27,752	28,609	30,721	31,571	30,820	26,812	0	0	0	267,174	350,604
PERCENT CHANGE	16.90%	7.95%	-5.92%	6.07%	0.53%	2.84%	7.37%	6.59%	-12.24%	-100.00%	-100.00%	-100.00%		
FY 2013	32,299	30,705	27,885	27,752	28,609	30,721	31,571	30,820	26,812				267,174	
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	20,848	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	14,668	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	
FY 1999	10,840	10,117	11,492	8,878	9,690	12,167	11,217	10,145	11,112	10,183	11,017	10,673	127,531	
FY 1998	10,298	8,731	10,148	7,417	9,036	10,678	9,804	9,519	10,435	9,592	10,594	11,433	117,685	
FY 1997	9,836	8,173	9,008	8,547	8,885	8,984	9,031	8,967	9,140	8,736	9,272	9,316	107,895	

	October	November	December	January	February	March	April	May	June	July	August	September
OPERATING DAYS												
FY 2013	27	25	25	26	23	26	26	26	25	25	27	24
FY 2012	26	25	27	26	25	27	25	26	26	25	27	25
FY 2011	26	25	26	25	24	27	26	25	26	25	27	25
FY 2010	22	21	22	20	20	23	22	20	22	22	26	25
FY 2009	22	19	22	21	20	22	22	20	22	21	21	21
FY 2008	23	20	20	22	21	21	22	21	21	22	21	21
FY 2007	22	21	20	22	20	22	21	22	21	21	23	19
FY 2006	21	21	22	21	20	23	20	22	22	20	23	20
FY 2005	21	21	23	21	19	23	21	21	22	20	23	21
FY 2004	23	19	22	22	20	23	22	20	22	21	22	21
FY 2003	22	20	21	22	20	21	22	21	21	22	21	21
FY 2002	22	20	20	21	20	21	21	22	20	22	22	20
FY 2001	21	20	20	21	20	22	20	22	21	21	23	19
FY 2000	20	20	21	20	21	23	19	22	22	20	23	20
FY 1999	21	19	22	19	20	23	21	20	22	21	22	21
FY 1998	22	18	22	19	20	22	21	20	22	22	21	21
FY 1997	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 RDEERSHP/DAY												
FY 2013	1,196	1,228	1,115	1,067	1,244	1,182	1,214	1,185	1,072	#DIV/0!	#DIV/0!	#DIV/0!
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	453	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

DATE	BUS #	RUN	RUN TIME	REASON MISSED	DATE	BUS #	RUN	RUN TIME	REASON MISSED
			Jul-10						
					6/16/2013	293	NEW AUBURN	4:48	MECHANICAL ISSUES
					6/16/2013	602	SABATTUS	4:16	STALLING BUS/ANTIFREEZE LEAK
					6/12/2013	1101	LISBON ST	9:30	STALLING BUS/ELECTRICAL ISSUE
					6/16/2013	1103	COLLEGE ST	8:15 - 10:15	DRIVER HAD CAR PROBLEM
					6/17/2013	1101	LISBON ST	6:00	ELECTRICAL PROBLEMS
					6/17/2013	1103	COLLEGE ST	3:15	MECHANICAL ISSUES

Lewiston-Auburn Transit Committee
 ADA Ridership

October 2012 - September 2013

	Total Trips	ADA Trips	Companion Trips	PCA Trips	Total No Show	Revenue	Total Miles	Revenue per Mile	Riders per Mile	Operating Cost	Total Cost per Mile	Total Rev per Trip	Total Deficit per Trip
Oct-12	925	925	0	10	11	\$2,775.00	2,336	1.19	0.40	\$12,200.00	\$5.22	\$13.19	\$10.19
Nov-12	829	829	0	6	10	\$2,487.00	2,080	1.20	0.40	\$12,200.00	\$5.87	\$14.72	\$11.72
Dec-12	752	752	0	2	6	\$2,256.00	1,984	1.14	0.38	\$12,200.00	\$6.15	\$16.22	\$13.22
Jan-13	915	915	0	2	15	\$2,745.00	2,295	1.20	0.40	\$12,200.00	\$5.32	\$13.33	\$10.33
Feb-13	835	833	2	3	7	\$2,499.00	2,079	1.20	0.40	\$12,200.00	\$5.87	\$14.61	\$11.62
Mar-13	919	919	0	2	6	\$2,757.00	2,275	1.21	0.40	\$12,200.00	\$5.36	\$13.28	\$10.28
Apr-13	944	944	0	1	7	\$2,832.00	2,303	1.23	0.41	\$12,200.00	\$5.30	\$12.92	\$9.92
May-13	983	983	0	2	12	\$2,949.00	2,462	1.20	0.40	\$12,200.00	\$4.96	\$12.41	\$9.41
Jun-13	926	924	2	3	7	\$2,778.00	2,360	1.18	0.39	\$12,200.00	\$5.17	\$13.17	\$10.17
Jul-13	0	0						#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Aug-13	0	0						#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Sep-13	0	0						#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
Total	8,028	8,024	4	31	81	\$24,078.00	20,174	\$0.26	0.40	\$109,800.00	\$5.44	\$13.68	\$10.68
Mth Avg	892	892	0	3	9	\$2,675.33	2,242						

Memorandum

To: Maine Transit Association
From: Rick McCarthy *RM*
Date: July 17, 2013
Re: End of Session Legislative Report to MTA – 2013

The First Regular Session of the 126th Maine Legislature met from December 5, 2012 through July 10, 2013. The Legislature considered a variety of issues of concern to MTA membership. They fall into several broad categories, which are reviewed below.

Support for the Transit System

Rep. Sharon Treat of Hallowell made expanding access to public transportation a priority for this Legislature. Rep. Treat is one of the most skillful and dedicated legislators and her support is a very positive development. She was alerted to the large unmet need by a number of constituents while campaigning last year.

Treat convened a forum on transit issues in early January. It was attended by a number of representatives of MTA. The result of Treat's work was LD 1365 *An Act to Promote New Models of Mobility and Access to Transportation*. The bill did NOT offer major new funding for transit, but did propose a variety of structural changes to current law that are designed to increase the level of awareness and attention transit receives within the DOT, among legislators, and in the general public. The hope and expectation is that necessary support will follow. The major changes proposed by in LD 1365 are the following:

1. It strengthens the statutory charge to DOT to support transit, including to provide state operating funds to the extent possible.
2. Expands the requirements for the BOP, including the identification and prioritization of transit needs
3. Directs the DOT to implement the BOP by linking existing services and supporting new models for service delivery, among other things
4. Replaces the existing ITCC with an expanded Maine Public Transit Advisory Council, adding representation for legislators and representatives of some of the communities we serve (seniors, the disabled, low-income).

Treat circulated her draft language to MTA's Legislative Committee, which made a number of suggestions, which were adopted. When the legislative language appeared, MTA took an even closer look and offered a number of amendments for consideration at the public hearing on LD 1365. More than 20 people testified in support, including Jim Wood and Connie Garber.

The Department testified neither for nor against LD 1365 and pointed out that it was also proposing changes, although much more modest, to the transit statute in its on bill, LD 1464 *An Act to Streamline the Laws Related to Transportation*.

The public hearing on LD 1365 was not held until May 3 and the hearing on LD 1464 was later than that. The Transportation Committee decided to carry over LD 1365 to consider it when it has more time in 2014. They removed the sections of LD 1464 related to transit. The Committee also requested that the DOT convene a stakeholder group to consider transit issues and make recommendations next year.

MTA will want to be active in these transit discussions during the interim and in 2014.

MaineCare Non-Emergency Transportation Brokerage

3 separate bills were offered regarding the transition to the new MaineCare brokerage. They were -

LD 650 Resolve, to Require the Department of Health and Human Services to Seek a Federal Waiver of Certain Requirements Regarding Contracting for Transportation Services under MaineCare sponsored by Sen. Tuttle.

LD 710 Resolve, Requiring the Department of Health and Human Services to Adopt an Alternative MaineCare Nonemergency Transportation System to the Current Risk-based Prepaid Ambulatory Health Plan sponsored by Sen. Collins.

LD 1089 Resolve, To Allow York County to Renegotiate with the Department of Health and Human Services a Decision Regarding Transportation Services sponsored by Rep. Tuttle.

All three of these bills were heard by the Health and Human Services (HHS) Committee, which expressed concern about the impact of the new brokerage. However, the Committee was not willing to undo the Department's decision to proceed with a brokerage.

Ultimately, the Committee sent a letter to DHHS asking that the Department regularly update the Committee on the progress with the move to the brokerage.

Highway Fund Budget

This year's highway fund budget contained good news for transit. It apportioned some of the increase in the Multi-Modal Fund to transit services. The Multi-Modal Fund-Transit (MMFT) was increased by \$250,000 in FY 14 to \$800,000. The next year, FY 15, will see the end of the Transit Bonus Program, a \$600,000 loss, but that will be offset by an increase in the same amount to the Multi-Modal Fund-Transit. In other words, the MMFT will be \$1.4M in FY 15.

DOT has NOT committed to any specific plan regarding how the additional MMFT funds should be utilized. Working with the DOT on this issue should be a priority of MTA.

Bond Funding for Transit

In 2012, MTA was successful in getting \$1 million in that year's transportation bond dedicated to transit vehicles. The Transportation bond was approved by voters in November, 2012, but Governor LePage did not authorized release of those bond funds until the past couple of weeks. It is expected that these funds will become available in the next few months.

Last year we prevailed despite an uphill fight, because no transit funding had been included in the printed bond bills and the DOT did not support any bond. Bond negotiations are currently ongoing, but transit is positioned very strongly to become part of any bond package that emerges. First, transit funding is expressly included in all major transportation bonds. These include:

LD	Sponsor	Use	Amount
16	Rep Peoples	Improve access to public transportation	\$20,000,000
942	Sen Mazurek	Transit bus replacement	\$2,000,000
1052	Rep. Farnsworth	Repair, maintain & improve intermodal infrastructure	\$20,000,000
1095	Rep. Flood (Governor)	Facilities & equipment related to ports, aviation, railroads and transit	\$19,000,000
1492	Sen. Katz	Facilities & equipment for public transportation	\$9,000,000

The Legislature did not develop a bond package before adjourning, but the Governor continues to strongly insist that he needs a transportation bond ASAP. The Appropriations Committee is expected to discuss bonds when they meet in August. There is talk of a possible special session in September to adopt a bond package.

It is certain that bonds will be revisited, if not this summer then certainly when the legislature reconvenes in January.

Transportation Funding

MTA recognizes that Maine is underfunding all parts of its transportation network, including transit. In recognition of that, we offered testimony in support of LD 614 *An Act to Adjust Fuel Taxes to Improve Sustainability*. This was Rep. People's attempt to make the motor fuel tax in part a sales tax and to raise additional revenues for transportation. One of the benefits of the change is that sales tax revenues could be used for transit, unlike fuel excise taxes.

Unfortunately, there was no interest in expanding revenues for transportation this year. The bill was killed unanimously by the Taxation Committee.

Methadone Treatment

Because methadone patients are often MaineCare recipients whose transportation is covered under NET, we always track methadone bills. This year there were a number of bills proposed to

amend the standards under which patients can receive methadone and suboxone treatment. Recall that the last legislature capped treatment with both medications at two years without prior authorization.

A number of proposals were offered this year, both to tighten and weaken the current standard. LD 951, which would have slightly weakened the current 2 year cap, was initially approved by both bodies, but was never finally enacted and sent to the Governor (for a likely veto). It has since been carried over.

Also carried over is LD 1213 sponsored by Rep. Lockman, which would increase the number of FQHC's offering methadone treatment and require patients to go to the nearest clinic.

Transit Placeholder Bill Carried Over

LD 120 *An Act to Facilitate Regional Transit* sponsored by Rep. Peoples is a concept draft she filed as a placeholder in case transit providers in her area (Westbrook) require statutory changes.

MTA Legislative Event

On February 26th the MTA held a Legislative Breakfast in the Cross Cafe at the State Office Building. We had a decent turnout of legislators.

The best part was a chance to talk with Rep. People's, which led to an invitation for Connie Garber to make a presentation on MTA to the Transportation Committee. It was an opportunity to discuss the challenges we face and lay the groundwork for Treat's bill and including transit in a bond package.

The meeting was also an opportunity for us to establish a Legislative Agenda. At the breakfast we distributed the following:

MTA Goals - 2013

- Manage the NEMT Transition
- Obtain State Match for Federal Transit Capital Funding (9/1 Leveraging). Please include Transit in any Bond Package.
- Dedicate at least \$1 million a year from the Multi-Modal Fund to Transit.
- Retain Existing Transit and MaineCare Transportation Services.
- Develop New Programs and Funding to provide Transportation for Veterans, Seniors, and others who are currently without regular access to groceries, health care, and other essential goods and services.

We did not achieve all of these goals, but made progress on each of them.

STATUS REPORT

To: Maine Transit Association
From: MaineDOT, Office of Multimodal Planning and Operations
Re: BTSP Department Updates
Date: July 17, 2013

Planning & Operations

Manager's Guide & State Management Plan: MaineDOT is updating the 2007 Manager's Guide in conjunction with the 2011 State Management Plan (SMP). Both documents will offer the latest requirements/policies as well as incorporate the new FTA circulars under Map-21. Work has already begun on the Manager's Guide and expected to be completed in the Fall. The State Management Plan will be updated over the next eight months.

Updated Transit Region Map: Attached please find an updated Transit Region Map. The boundaries have been changed to include three Waldo County towns in Region 5. Town names have updated where needed.

Training: MaineDOT is attending the training "In-depth Review of OMB Circulars" to be held October 1-2, 2013, in Portland, Maine. Topics include: Administrative Requirements, Cost Principles, and Cost Allocation. For more information, click here:
http://www.wipfli.com/EventDetail_NGP_In-Depth_Review_OMB_Portland_Oct2013.aspx

FFY 2013 Apportionments: The allocation package has been sent to all providers.

Urban/Rural Grant Management

Urban-5307 funds: Direct grantees are responsible for their own grant applications. Lori is available to provide technical assistance. MaineDOT will apply on behalf of YCCAC, WMTS, and RTP.

Locally Coordinated Transit Plan - formerly Biennial Operations Plan: Rich Rothe is continuing to draft the Regional Locally Coordinated Transit Plan reports. If you have not provided the requested data forms to Rich Rothe for the regional reports, please do so.

Rural-5311 funds: Grant Applications for Federal FY 2013/State FY 2014 were emailed to transit providers on July 1, 2013. When completing your applications, remember to request **only** what funding will be needed to run your services/programs for one year. MaineDOT will not be entering into contracts with sub-recipients who have open contracts for more than one year of operating funds. **If a sub-recipient is still drawing funds from a contract that is two years old and hasn't begun to draw down from last year's contract; no new funds will be given.** FTA has become insistent that State grantees become more adept at spending down grant balances that exceed two years. Your completed 5311 grant applications should be returned to Barbie by July 31, 2013.

We have also learned that some of our sub-recipients have been drawing down currently awarded state funds as match for older grants. MaineDOT wants to emphasize that the state

funds awarded to transportation providers must be drawn down to match the Federal funds that are awarded with the grant. If this is not clear, let us know.

Intercity: The Request for Applications for the Intercity Bus Services has been drafted and will be posted around the end of July, first of August for services beginning January 1, 2014.

FTA FUNDING and GUIDANCE - 5310 GRANTS

5310 Funds (Combination of 5310 and former Section 5317)

MaineDOT has been notified that a Federal Assistance Grant in the amount of \$1,154,970 is available, as follows: (1) Rural (for 8 Regions): \$690,027; (2) Small Urban: \$270,719; (3) Portland UZA: \$194,224.

MaineDOT plans to file a consolidated application for the Rural funds in the amount of \$690,027 and has requested that the 8 rural regional providers submit applications to this office by July 31, 2013. The allocation for the Small Urban and the Portland UZA is still undetermined for distribution.

FTA has become insistent that State grantees become more adept at spending down grant balances that exceed two years. Therefore, MaineDOT will be focusing on closing grants that are over two years old. Subrecipients are being asked to purchase vehicles/equipment in old grants within the next six months or funds will be reallocated to another subrecipient who has the ability to purchase capital.

5310 Circular - Proposed

FTA has published a proposed circular entitled ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES: PROGRAM GUIDANCE AND APPLICATION INSTRUCTIONS, Circular 9070.1G. In addition, FTA published a notice in the Federal Register on July 11, 2013 (78 FR 41824) seeking public comment on this proposed circular chapter and suggestions for specific issues to cover in future chapters. These two documents can be found at http://www.fta.dot.gov/legislation_law/12349_15555.html

CAPITAL PROCUREMENT AND FLEET INVENTORY

Deliveries - Update

- 12 +2s (5 years or 150,000 miles) - DATTCO
MaineDOT has accepted delivery of thirteen 12+2s (City of Bath, KVCAP, Penquis, RTP, WHCA, WMTS). MaineDOT still needs to inspect CTI's 12+2. We will keep them apprised of the status.
- Seven Passenger Minivans (with no lift) (4 years or 100,000 miles) - Northern Bus
MaineDOT has accepted delivery of three Seven Passenger Minivans (with no lift) for WMTS and WHCA. MaineDOT will be in contact with these Agencies to discuss delivery to their location.

Current Orders and Upcoming Orders - Update

- 12+2s (5 years or 150,000 miles - DATTCO)
MaineDOT has placed an order for four 12+2s (WCAP and RTP). We anticipate delivery within 90-120 days.
- 12+2s (5 years or 150,000 miles)
MaineDOT has to go out to bid again for 12+2s. The deadline to express interest in purchasing 12+2s over the next two years was July 12, 2013. To date, the City of Bath, Penquis, RTP and WMTS have expressed interest in a gas version. ARTS would like a diesel option but no plans to purchase yet.
- Seven Passenger Minivans (with no lift) (4 years or 100,000 miles) - Northern Bus
There are five remaining vehicles on our current open bid. MaineDOT has requested that Agencies express their interest in purchasing 7 Passenger minivans with no lift. WMTS has expressed an interest in some of these vehicles. The deadline is July 18, 2013.
- 7 Passenger Accessible Minivans
FTA has now certified Braun and El Dorado to handle final assembly of transit minivans that meet FTA's Buy America rules -
http://www.fta.dot.gov/newsroom/12286_15539.html

MaineDOT is updating the technical specifications for a Seven Passenger Accessible Minivan and estimates that we will issue an Invitation for Quotation within the next few weeks. To date, Penquis, WCAP, YCCAC, Milo Taxi and A-1 has expressed an interest to purchase Seven Passenger Accessible Minivans for a total of 11 vehicles. Based on the estimates to date, MaineDOT will add at least an additional 9 over the two-year period. MaineDOT will change its ordering schedule based on quarterly orders to twice a year. We will be updating our procurement schedule and will send out to the Agencies when completed.

- 16+2s
MaineDOT will revise its Technical Specifications for 16+2s (Medium size, Light Duty/5 years or 150,000 miles or Medium size, Medium Duty/7 years or 200,000 miles). KVCAP and YCCAC have expressed an interest in going out to bid for this bus.
- 18+2 School Bus - W.C. Cressey

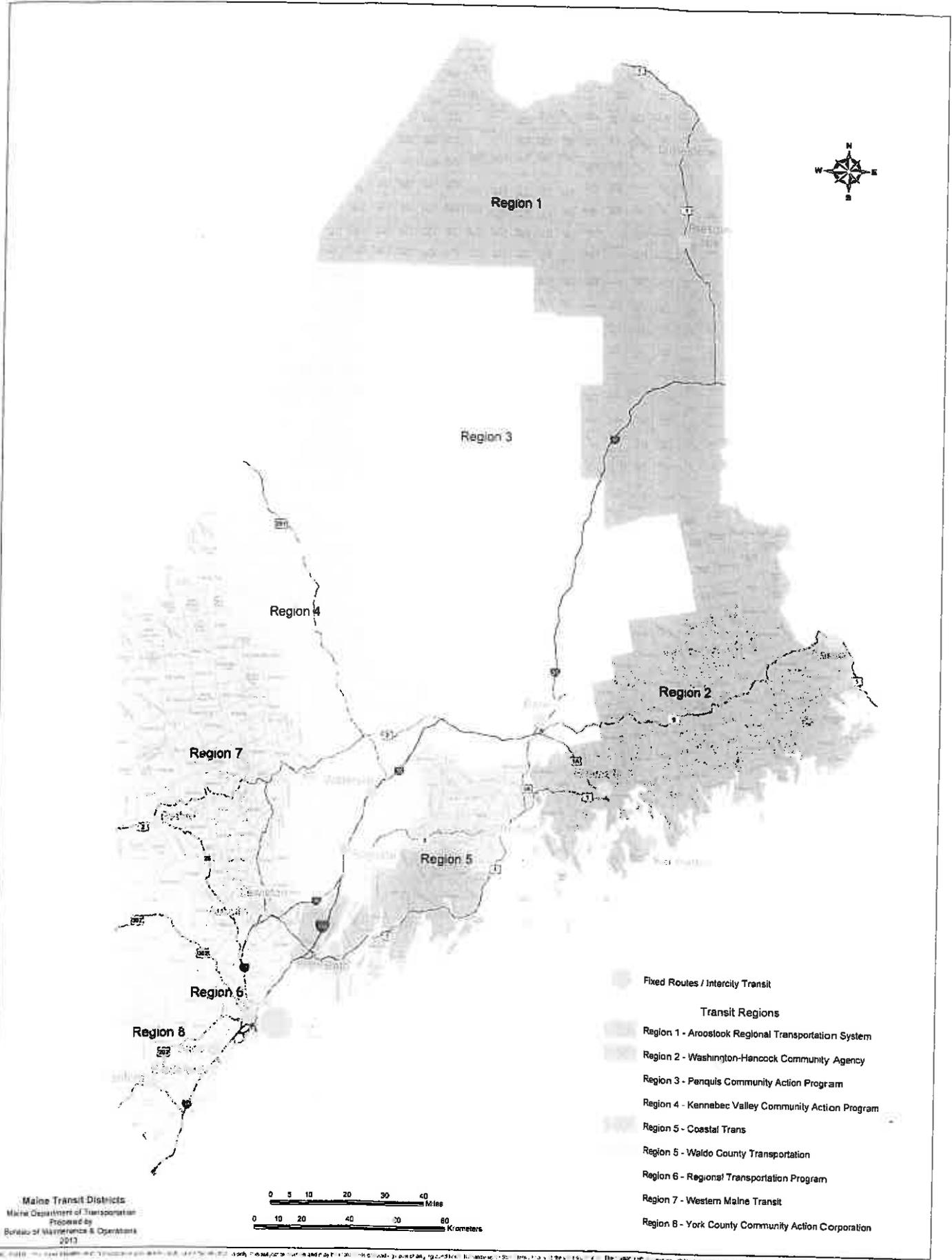
ARTS has order three 18+2 school buses from W.C. Cressey. The anticipated delivery date is October 2013. We will keep them apprised.

Mileage Updates

MaineDOT has sent a list of vehicles to each respective Agency and has requested mileage updated as of the end of June 2013. The deadline to return the mileage update is July 31, 2013.

Comprehensive Asset Management Plan/Fleet Maintenance Plan

MaineDOT sent a copy of a revised sample Comprehensive Asset Management Plan/Fleet Maintenance Plan to each of the Agencies. This is a generic plan that is intended to be used as a guide to design your maintenance plan. MaineDOT requested that each agency review their current asset management plan/fleet against this revised version so that any changes could be incorporated. MaineDOT encouraged providers to complete this task prior to June 30, 2013.





Proposal From:

Proposal No.: 1
Sheet No.: 1
Date: 07/08/13

Attn To: Cindy Dubois-Pathways
Phone #: 207-795-4085
Email: CindyD@pathwaysmaine.com

Work to be performed at:

Bus Station
Bates Street
Lewiston, Maine 04240

We hereby propose to provide the materials and perform the labor necessary for the completion of:

Pressure Steam Clean all ceramic tile flooring

For the sum of: \$ 600.00

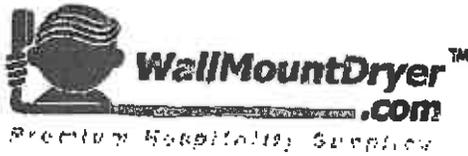
Respectfully Yours,
Jackie & Roland Bisson –
Bisson Enterprises, Inc.-dba-
Jackie's Cleaning & Maintenance
116 Crowley Rd.
Lewiston, Me 04240
Phone: 784-0632
Fax: 689-3204
Email: Roland@jackiescleaning.com
Website: www.jackiescleaning.com

BluStorm HD950 High Speed Touchless Hand Dryer 110/120V

Connect with us:   

SIGN IN OR CREATE AN ACCOUNT

Now in your cart: 0 items



1-800-670-4490
ORDER ONLINE OR BY PHONE

SEARCH FOR A PRODUCT

Search

[View Cart](#)

[Checkout](#)

[Bed & Bath Linens](#)

[Guestroom Amenities](#)

[Hair Dryers](#)

[Guest Bath](#)

[Restroom Supplies](#)

[Housekeeping](#)

[SALE](#)

FREE SHIPPING on all orders over \$260. Offer valid on all store items. [see details](#)

Home [Restroom Supplies](#) [Hand Dryers](#) BluStorm HD950 High Speed Touchless Hand Dryer Stainless Steel, 110/120V

[Login Form](#)

Email Address:

Password:

[Sign In](#)

[Forgot your password?](#)

[Create an account](#)



BluStorm HD950 High Speed Touchless Hand Dryer Stainless Steel, 110/120V

RRP:

\$475.64

\$339.99

(You save \$135.65)

SKU:

HD950-SS

Brand:

Palmer Fixture

Weight:

15.00 LBS

Availability:

Summer Special - Buy 6 BluStorm HD950, Get One Free! Limit 3 Free Hand Dryers. Valid Through June 30th.

Shipping:

Free Shipping

Quantity:

[Add to Cart](#)

[Add to wishlist](#)

PRODUCT DESCRIPTION



WallMountDryer.com guarantees the best price on Palmer Fixture BluStorm and EcoStorm hand dryers. WallMountDryer.com is an Authorized Online Retailer for Palmer Fixture. If you find a current lower price advertised online on an identical hand dryer, we will match or beat the price. Call us at 954-933-8420 for details on our Best Price Guarantee or if you have questions on which dryer is best for your particular application.

• BluStorm HD950 delivers 110/120 V

• BluStorm HD951 delivers 220/140 V

• Completely touchless

• Less than 10-15 second dry time

• Saves energy by automatically shutting itself off

8/25/13

BluStorm HD950 High Speed Touchless Hand Dryer 110/120V

- Automatic cutoff for irregular use over 60 seconds
- 95% cost savings vs. paper towels
- Over 70% cost savings vs. conventional hand dryers
- Constructed out of stainless steel
- 2 vandal-proof lock screws and key wrench

Dimensions: 9 1/10"x 7 2/5"x 11 1/10"

Operating Voltage: 120V, 50/60 Hz

WARRANTY INFORMATION

FIND SIMILAR PRODUCTS BY CATEGORY

PRODUCT REVIEWS

Customers Who Viewed This Product Also Viewed



Excel Dryer XLERATOR Automatic High Speed Hand Dryer XL-BW, White

~~\$629.00~~ \$400.00

Add To Cart



BluStorm HD951 High Speed Touchless Hand Dryer Stainless Steel

~~\$475.64~~ \$339.99

Add To Cart



American Dryer ExtremeAir EXT7 Hand Dryer, Non Heated - White ABS -

~~\$660.00~~ \$385.00

Choose Options



Jerdon JWM6CF 1600W Wall Mount Hair Dryer - Plug In

~~\$84.00~~ \$29.99

Add To Cart

ADD TO WISH LIST

Your Account

- My Account
- Order Status
- Wish Lists
- View Cart
- Create Account

Customer Service

- Shipping Information
- Privacy Policy

Shopping Resources

- Top Sellers
- Store Brands
- Gift Cards & Gifts

Shop With Us

- Bed & Bath Linens
- Guestroom Amenities
- Hair Dryers
- Mirrors
- Guest Bath
- Hand Dryers
- Restroom Supplies
- Housekeeping
- Sale

Company Info

- About Us
- Why Buy From Us
- Testimonials
- Site Map



All prices are in USD. Copyright 2013 WallMountDryer.com. Site map | Privacy Policy

CONTRACT FOR SERVICES

1. Date of Agreement: _____ 3. Termination Date: _____
2. Account Number: _____ 4. Dollar Amount: _____

THIS AGREEMENT, made this _____ day of _____, 20____, is by and between Androscoggin Valley Council of Governments, hereinafter called "Contractor" and the Lewiston-Auburn Transit Committee, hereinafter called "Committee."

For the payments and agreements described in Rider B, to be made by the Committee, Contractor agrees to furnish all necessary qualified personnel, facilities, materials, and services and in consultation with the Committee, to perform the services described in Rider A. The following riders are hereby incorporated into the contract by reference.

- Rider A – Specifications of Work to be performed
- Rider B – Payment and Other Provisions

IN WITNESS WHEREOF, Contractor and the Lewiston-Auburn Transit Committee by their representatives duly authorized, have executed this agreement in _____ originals as of the day and year first above written.

Androscoggin Valley Council of Governments

Lewiston-Auburn Transit Committee

By: _____
Authorized Signature

Robert J. Thompson
Executive Director

By: _____
Authorized Signature

Phil Nadeau
Chair

RIDER A
SPECIFICATIONS OF WORK TO BE PERFORMED

Contractor will perform the following services (attach additional pages if necessary):

The Contractor will provide staff, Transit Coordinator, to perform administrative functions, to comply with state and federal requirements, to act as a liaison between the Committee and the fixed route operator, and fulfill other required duties. The duties and responsibilities of the Transit Coordinator will be for the Committee's fiscal year (October 1 through September 30).

The Lewiston-Auburn Transit Committee will be responsible for providing the following information, services, and guidance (attach additional pages if necessary):

The Lewiston-Auburn Transit Committee will provide policy decisions for all planning and operations of the fixed route transit system in Lewiston and Auburn.

RIDER B
PAYMENT AND OTHER PROVISIONS

1. **CONTRACT PRICE:** \$13,000.00
2. Work shall be billed on a fixed rate plus expenses which shall include postage, travel and subsistence, and any other expenses unique to the project and approved by the municipality. The Committee shall be obligated to pay the total contract fee plus expenses billed.
3. **INVOICE AND PAYMENTS:** Invoices will be sent monthly, payment shall be made by the Committee within 30 days after receipt of an approved itemized invoice submitted by Contractor.
4. **STAFF INVOLVED**

Contractor Project Manager

Name: Marsha C. Bennett

Title: Transit Coordinator

Lewiston-Auburn Transit Committee Contact:

Name: Phil Nadeau

Title: Chair

LEWISTON-AUBURN TRANSIT COMMITTEE

**Fixed Route Bus
And
ADA Complementary Paratransit Service**

Policy and Procedures

TABLE OF CONTENTS

**Lewiston-Auburn Transit Committee
Policy and Procedures**

I. Lewiston-Auburn Transit Committee Policy and Procedures

- A. Fare Policy
 - 1. Increasing Fares
 - 2. Fare Structure
- B. Financial
 - 1. Procurement of Services
 - 2. Surplus/Deficit
- C. Public Participation
 - 1. Meetings
 - 2. LATC Members
 - 3. Executive Session
 - 4. Meeting Participation
 - 5. Meeting Agenda
- D. Route Changes
 - 1. Temporary (Construction, Accident, etc.)
 - 2. Service Reduction
 - 3. Service Increase
- E. Transit Advertising
- F. Video Surveillance System Camera

II. citylink Policy and Procedures

- A. Animals/Pets
 - 1. Certified Assistance Animals
 - 2. Non-Certified Assistance Animals/Pets
- B. Bicycles
- C. Common Wheelchairs
- D. Drug and Alcohol
- E. Family
- F. Food and Beverages
- G. Public Participation
- H. Safety and Security

I. Seating Priority

J. Service Days

K. Smoking

L. Strollers/Folding Shopping Carts

M. Weather

III. **citylink and American's with Disabilities Act Complementary Paratransit Policy and Procedures**

I. LATC Policy and Procedure

A. Fare Increase or Major Reduction in Service

LATC will solicit public comment and comply with the following public process prior to increasing fares or implementing a major reduction in service.

1. A fare increase or major reduction in service will be discussed as an agenda item at a regularly scheduled LATC meeting. LATC must approve moving forward with a fare increase or major reduction in service.
 - a. A thirty (30) day public comment period begins the day following committee action.
 - b. All LATC meetings are open to the public and are held in locations accessible by public transit.
2. Two public hearings, one in Auburn and one in Lewiston, will be scheduled to provide the public with an opportunity to comment.
 - a. Attendance will be taken at the public hearings.
 - b. All comments will be documented.
3. A legal notice notifying the public as to the exact change, fare increase or major reduction in service, will be placed in the local newspaper at least seven (7) days prior to the public hearing.
 - a. A notice will also be placed on all buses, fixed route and ADA complementary paratransit, bus station(s), and distributed to low-income, elderly, and minority residential complexes.
 - b. A notice will be placed on LATC's website, www.purplebus.org . Comments can be made through the website and may be posted on the internet.
4. The fare increase or major reduction in service will be placed on LATC's next meeting agenda for final approval.
 - a. All comments received will be reviewed.
 - b. If the thirty (30) day public comment is not over, LATC may chose to approve the change barring no additional comments or table a final vote until the next meeting. Any comments expressing concerns with the changes prior to the conclusion of the thirty (30) day comment period will automatically void a vote taken by the committee
5. A fare increase or major reduction in service will become effective at a date set by LATC after the thirty (30) day public comment and approval by LATC.

Major reduction in service – a change that would affect 25% or more of the total number of transit route miles or the elimination of a transit route.

(Approved July 14, 2011)

B. Financial

1. Procurement of Services

LATC follows the Androscoggin Valley Council of Governments procurement procedures, which is consistent with state and federal guidelines.
(Approved February 16, 2006)

2. Surplus/Deficit

Local match funds from the cities of Lewiston and Auburn are generally paid to LATC in advance of the expenditures being incurred, creating the potential for a surplus or deficit to occur on an annual basis.

The Committee shall review the unrestricted surplus on an annual basis during its budget process. The source for surplus revenue includes local match funds, interest on deposits, and advertising revenues. Unrestricted surpluses are held in "reserve" to be used in the following manner:

- fund operating deficits;
- reduce local funding in the subsequent year;
- designated for a specific project; or
- provide LATC the ability to fund increases in service without having to request additional funds from the cities.

The recommended minimum level of surplus shall be equivalent to one month of operating expenses.

Federal and State grant funds are received on a reimbursement basis, no surplus is derived from these funding sources. If a Federal or State grant was over-expended, the deficit would be funded with unrestricted, local funds.

(Approved February 16, 2006)

C. Public Participation

1. Meetings

a. All LATC meetings are open to the public.

b. Meeting Notification and Distribution of Agenda's

Notification of LATC meetings will be posted on the Lewiston-Auburn Transit Committee's website, www.purplebus.org, and at the City Clerk's Office at Auburn and Lewiston City Halls. A complete agenda packet will be available for the public to review at each city's City Clerk's office.

2. LATC members

3. Executive Session

a. Should the need arise for LATC to go into Executive Session only committee members and staff shall be permitted, unless otherwise requested by the committee.

b. The need for Executive Session will be noted on the meeting agenda, unless the need arises during a meeting, and an Executive Session is called for by the committee.

c. Entering into Executive Session will be for those matters sited in Title 1, § 405 Executive Session. Matters include but are not limited to discussing personnel (A), acquisition or use of real property (C), contract negotiations (D), and advice from council (E).

d. To enter into Executive Session, the Chair will accept a motion to go into Executive Session indicating the precise nature of the business to be discussed. An example: "I move that the board go into executive session pursuant to 1 M.R.S.A § 405(6)(A) to discuss the appointment of a new town manager."

4. Meeting Participation

a. LATC meeting agenda will be set up to include two periods for public comment – one at the beginning of the meeting after the meeting has been called to order and one at the end of the meeting prior to adjournment.

b. For each significant agenda item (excluding Bills and Communications and Review and Update), the Chair will allow the public to comment after the committee's discussion.

c. A person will be allowed to participate in the discussion of an agenda item, if they are directly involved with said item.

5. Meeting Agenda

D. Route Changes

1. Temporary (Construction, Accident, etc.)

2. Service Reduction

3. Service Increase

To be edited

a. Public Comment Process for Fare and Service Changes

b. 30 days prior to the effective date, a public notice is placed in the Lewiston Sun-Journal notifying the public as to the exact nature of the change; for example, a fare increase or a major service reduction. Notice is also placed on all fixed route buses. The definition of a major service reduction is one that would affect 25% or more of the number of transit route miles of a route or the institution of a new route.

c. A public hearing is scheduled within the 30-day comment period. Public hearings are held in locations that are accessible by bus and for people with disabilities. The comment period ends at the close of business the day after the public hearing. All comments recorded at the hearing and those received in writing, are reviewed by the Lewiston-Auburn Transit Committee.

d. Based on public comment, LATC will approve the change as scheduled or will extend the implementation date.

F. Transit Advertising

1. In general the following policies are meant to protect the interests of the Lewiston-Auburn Transit Committee while maximizing the revenues received from compliant advertisers. In no way are these policies meant to deny or in any way limit the rights advertisers have as guaranteed by the First Amendment of the Constitution of the United States.

2. The following types of advertising are prohibited:

a. Advertising that advocates violence, crime and anti-social behavior, or presents violence as erotic, entertaining, amusing or appropriate.

b. Advertising that promotes pornography or businesses that traffic in pornography. This applies to advertising X-rated movies.

- c. Advertising that portrays individuals with characteristics protected under federal law as inferior or contemptible under those protected characteristics.
 - d. Advertising that states or implies the endorsement of product or service by LATC.
 - e. Advertising that is obscene (i.e. patently offensive sexual material lacking literary, social, artistic and/or political value, that appeals to the prurient interest of a person of average sensibilities).
 - f. Advertising that is false, misleading, deceptive or relates to an illegal activity.
 - g. Advertising which includes language that is obscene, profane or libelous.
 - h. Advertising that is vulgar or is intended to be disreputable to a person, business or organization.
 - i. Advertising that appears as graffiti, gang signs or symbols, encourages graffiti, or appears to encourage or implies that destruction or marking of property of any sort. Copy and graphics using "graffiti style" art may be deemed acceptable if, in the judgment of transit system officials, such style art does not imply or appear as destructive, malicious or inappropriate in its context.
3. Alcoholic beverage advertising will be accepted; however, the following guidelines are to be followed:
- a. No more than 22.5% of all classes of exterior space locations on buses will be sold to alcoholic beverage advertisers in any given calendar year. Also, alcoholic beverage advertising may not exceed 35% of space in any given month (this will accommodate potential overlaps but will not affect the overall annual average).
 - b. All alcoholic beverage advertising accepted must contain a responsible drinking message.
 - c. In order to maintain this ratio, not more than 20% of all fully illustrated buses will carry alcohol beverage advertising.
 - d. Appropriateness of alcoholic beverage ads will be judged on the way the product is presented. For example, copy or graphics that do not portray responsible use by legal age groups will not be deemed acceptable.
 - e. No advertising promoting the consumption of alcoholic beverages will be accepted inside the bus. However, at the discretion of LATC

No ads for tobacco, liquor or illegal activities are permitted on and in the transit buses and transit facilities.

4. With regard to accepting advertising for tobacco products, the following guidelines are to be followed:
- a. The advertising sales company may not sell space that exceeds 10% of all classes of exterior space locations without consent from transit officials. In no instance can tobacco product advertising exceed 20% of all classes to exterior space.
 - b. Tobacco product advertising must comply with all federal, state, and local requirements dealing with such advertising (e.g. surgeon general's warning).

F. Video Camera Surveillance System

A video surveillance camera system may be installed on *citylink* buses or at LATC owned facilities. The purpose of the video surveillance camera system is to promote a safe environment for *citylink* personnel and passengers, and to protect *citylink* property. The primary use of the video surveillance camera system will be to record images and sounds for future identification of individuals in the event of legal or policy violations.

Only authorized representatives of LATC and authorized personnel of LATC's Contracted service provider will be involved in, or have access to, surveillance camera data. The Contracted service provider's General Manager shall determine authorized personnel.

1. Video data will be downloaded only if there is a reported incident that warrants video review authorized by a representative of LATC. An authorized representative includes the LATC Chair or LATC Vice-Chair, or authorization by a majority vote of the Committee.
2. When removing the hard drive from a camera one authorized personnel of the Contractor and one authorized representative of LATC will perform the task to prevent and avoid questions of tampering with the device. An authorized representative of LATC will include any board member, AVCOG's Transit Coordinator, or AVCOG's Finance Director.
3. Video data will be downloaded onto a computer provided by LATC. The computer will be password protected and the video will only be viewed by and authorized representatives of LATC. An authorized representative of LATC will include any board member, AVCOG's Transit Coordinator, or AVCOG's Finance Director. The video may be reviewed by law enforcement or other entities approved by LATC for the purpose of an investigation.
4. A Video Surveillance Camera Incident Report and Video Download Log will be kept by the Contractor and will track the following information:
 - a. The incident number, the date the of the incident, the bus number, the name of the bus driver, the date the incident is reported, and the name and contact information of the person reporting the incident;
 - b. The date and time the hard drive was removed and the names of those removing it; and,
 - c. The date the video data was downloaded and the name of the authorize personnel handling the download.
5. A Video Surveillance Camera Video Data Review Log will be kept by the Contractor.
 - a. Individuals permitted to view video data must be logged, including LATC members, LATC's authorized representative, and Contractor's authorized personnel.
 - b. The Video Data Review Log will include the incident number, the date video data is reviewed, name and contact information of individual permitted access to the video data, the date of video data being reviewed, and the purpose for the review.
6. Video data that has been downloaded will be kept on file for one year unless the video data is being used in an active investigation. Deletion of video data used in an investigation will be disposed of by personnel designated by the Contractor and an authorized representative of LATC on a case-by-case basis as determined in each instance by a vote of LATC. An authorized representative of LATC will include any board member, AVCOG's Transit Coordinator, or AVCOG's Finance Director. Deletion of video will be recorded in the Video Surveillance Camera Video Disposal Log.
 - a. The Video Disposal Log will include the incident number, the date of the incident, the date the incident is resolved, the resolution, the date of committee action approving disposal of video, and the date the video is deleted.

Notice of the use of a video surveillance camera system shall be conspicuously posted in each bus containing a camera system.

All video data is property of LATC, the Federal Transit Administration, the Maine Department of Transportation, and said Contractor. At no time will video data be transmitted or shared with any person outside of LATC and its Contractor for any purpose except when requested by law enforcement or a court order or with the written consent of LATC's Chair authorized by a vote by LATC.

(Approved August 5, 2009)

II. *citylink* Policy and Procedures

Animals/Pets

1. Certified Assistance Animals
 - a. Certified assistance animals are permitted on transit buses and in transit facilities
 - b. Owners of assistance animals should be prepared to show the animal's verification of training.
2. Non-Certified Assistance Animals/Pets
 - a. Only small fur-bearing and feathered pets contained in secure, clean, handheld cages are permitted on transit buses and in transit facilities.
 - b. The cage should be appropriate for the pet's size.
 - c. Cages must be small enough to fit on the owner's lap.
 - d. One hand-held cage per passenger.
 - e. Passengers must hold onto their cages at all times and are responsible for the safety of their pets. If there is room on the bus, you can place the cage beside you on the floor. The cage should not block the aisle or restrict other passengers.
 - f. Your transit driver may refuse a trip, if your pet poses a health or safety risk or if it misbehaves.
 - g. When the bus is busy, there may not be room for your pet. Call the transit service and ask which trips tend to be busy.

Bicycles

All *citylink* transit buses are equipped with bicycle racks on the front of each bus. Each rack can carry up to two bicycles, but trips are not guaranteed to have a rack.

1. When two bicycles are in the rack, each bicycle can be loaded or unloaded independently.
2. The bike rack holds most wheel and frame sizes, but is not designed to hold tandem and motor-powered bicycles.
3. Bags and other loose items must be removed from bicycle during transport.
4. There is no extra charge to transport your bicycle on the bus.
5. Bicycles are not permitted inside the transit bus or inside transit facilities.

Cancellation of Service

The Lewiston-Auburn Transit Committee's Contracted operator is responsible for the operation of the vehicles and the safety of the passengers. The Contractor will be responsible for determining service delays and cancellation of service due to inclement weather.

The Contractor will take measures to notify its passengers

Common Wheelchairs

Definition: A common wheelchair is defined as a mobility aid belonging to any class of three or four-wheeled devices, usable indoors, designed for and used by individuals with mobility impairments, whether operated manually or powered. A common wheelchair does not exceed 30 inches in width and 48 inches in length measured two inches above the ground, and does not weigh more than 600 pounds when occupied (ADA 1990, CFR Parts 27, 37 and 38).

1. All common wheelchairs are required to be secured, while aboard the bus. A rider whose wheelchair does not comply with the definition of a common wheelchair or a rider who refuses to be secured while aboard the bus can be denied service.
2. A two-part securement system will be equipped on the bus, one to secure the common wheelchair, and a seatbelt and shoulder harness for the wheelchair user. Use of the seatbelt and shoulder harness is not required.
3. Bus drivers are required to assist riders boarding and disembarking the bus, as well as to secure the common wheelchair.
4. Accessibility equipment is to be kept in good working condition. If a bus' accessibility equipment is not working, the contractor is required to provide alternative accessible transportation.
5. Passengers using wheelchairs that do not fit the definition of a common wheelchair, exceeding the specified chair size of 30 inches in width and 48 inches in length or the wheelchair when occupied weighing more than 600 pounds, as stated in the Americans with Disabilities Act can be denied service.
(Approved September 10, 2008)

Drug and Alcohol

Fare

citylink fare will be determined by the Lewiston-Auburn Transit Committee. The fare for elderly and people with disabilities is one-half the regular fare, and a rate for student fare is at the discretion of LATC.

1. Fare Payment
 - a. Passengers must pay the bus fare when boarding the bus.
 - b. Passengers must use exact change, a multi-ride ticket, or a valid monthly pass. Bus drivers do not handle cash.
2. Fare Increase

A public hearing must be held before a fare increase can occur.
3. Special Occasions
 - a. LATC may offer "free fare" days or other special rates to citylink passengers.
 - b. citylink service on the Friday following Thanksgiving Day is FREE.

Food and Beverages

Consumption of food and beverages on **citylink** buses is prohibited. Passengers will be asked to put away or dispose of any open food and drink containers prior to boarding the bus.

Public Participation

No Idling

Safety and Security

Seating Priority

Accessible seating on the bus is prioritized to best meet the needs of all transit customers. The priorities are as follows:

1. Customers who use wheelchairs, scooters, or other mobility aids.
2. Elderly customers and customers with disability or mobility issues.
3. Customers with children.

Customers are permitted to stand on the bus, but must remain behind the white line located behind the bus driver at the front of the bus.

(Final Reading January 13, 2011)

Service Days

citylink will operate on full-service on weekdays, Monday through Friday, and limited service on Saturday with the exception of specified holidays.

1. Holiday's observed by **citylink** are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
2. **citylink** will run on the observed date and not on the actual date of the holiday.

(Final Reading January 13, 2011)

Smoking

Smoking is prohibited on all LATC/**citylink** buses and in all LATC/**citylink** bus facilities, including, but not limited to bus station(s) and bus shelter(s) per State law.

(Final Reading January 13, 2011)

Strollers/Folding Shopping Carts

1. Strollers

- a. Strollers are allowed in the bus, when space allows.
- b. Strollers must be folded and carried onto the bus. The stroller must be kept clear of the aisle, stored between the seats.
- c. The parent or guardian is responsible at all times for the stroller and child during the trip and is required to hold onto the stroller at all times.
- d. Strollers must be kept clear of the aisles (the aisle is considered to be the width of the distance between the normal seats, not the width of the accessible area.)

2. Folding Shopping Carts

- a. Folding shopping carts are permitted in the bus when space allows.
- b. The shopping cart must be stored clear of the aisle.
- c. All contents must be confined to the storage area of the shopping cart. Contents must be secured.
- d. The owner of the shopping cart is responsible for all contents of the cart.

(Effective November 14, 2010)