

LEWISTON-AUBURN TRANSIT COMMITTEE
Minutes of February 28, 2013

AVCOG

MEMBERS PRESENT

Karen Veilleux	Auburn
Phil Nadeau	Lewiston
Lucy Bisson	Lewiston
Belinda Gerry	Auburn

MEMBERS ABSENT

Craig Saddlemire	Lewiston
Christina Berry	Lewiston
Vacant	Auburn

STAFF AND OTHERS PRESENT

Andie Hannon	Boys & Girls Club – Auburn/Lewiston
Joyce Campbell	Boys & Girls Club – Auburn/Lewiston
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Jennifer Williams	ATRC

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. January 24, 2013 Minutes
- B. AVCOG January 2013 Invoice
- C. WMTS Fixed Route and ADA January 2013 Invoices
- D. ATA December 2012 Revenue

MOTION by Lucy Bisson to approve the Consent Agenda. SECONDED Belinda Gerry. MOTION passed 4-0.

3. Public Comment

There was no public comment.

The agenda was taken out of order to accommodate representatives of the Boys and Girls Club.

6. Boys and Girls Club

Andie Hannon and Joyce Campbell from the Boys & Girls Club of Auburn/Lewiston explained that they are looking for after school transportation for elementary school children in Lewiston and Auburn from schools to the facility located in New Auburn. Currently, after school transportation is being funded through a grant from Safe Schools/Healthy Students. The transportation funding runs out the end of March for the Auburn school and the end of April for the Lewiston schools. BGC is hoping that they will be able to pull funds together to finish off this school year but would like to work with LATC to see if citylink can be used next year and for their summer program.

The grant is providing for transportation from Montello and Geiger Elementary schools in Lewiston and from Washburn Elementary School in Auburn. The BGC has a van that they use to transportation kids from Lewiston Middle School and High School and Auburn's school buses that serve Sherwood Heights and Walton Elementary schools will stop at the BCG. Participation in the after school program has increased since transportation was provided to the kids. There are more kids registered for the after school program from each school but on average Montello has 45-50 kids attending the club house each day, Geiger between 35-45 and Washburn between 15-20. The BGC has looked into **citylink's** schedule and the elementary schools and found that the bus goes by almost all of Lewiston's elementary schools and some in Auburn but the time the bus arrives does not coincide with the release of students with the exception of Montello. The BGC would like to at a minimum use citylink for Montello school children and would like the committee to keep in mind after school programs and school release times in future planning efforts.

The BGC would like to be able to use citylink to help transport kids to their summer program. The BGC would set up stops along routes and have staff members present to ride with the kids. They would like to be able to advertise using citylink to get to their summer program. The summer program runs Monday through Friday, 10 AM to 4 PM for elementary school aged children and until 7 PM for older kids. Parents would be responsible for buying a monthly bus pass for their kids and the BGC would be willing to sell the passes.

The committee was supportive of working with the Boys & Girls Club and having the BGC sell passes for the summer program and where applicable for the after school program in the fall.

4. **Bills and Communications**

A. Budget-to-Actual January 31, 2013

Greg Whitney presented the budget-to-actual for the period ending January 31, 2013. Bus station expenses are within budget at this point in the fiscal year, with the exception of snow plowing. LATC has spent half of the snow plowing budget which doesn't include February and its back to back snow storms. ATA revenues are starting to come in. An additional check for \$2,500 came in the mail this week. Fare box for fixed route and ADA continue to stay slightly ahead of budget, and the cost per gallon for fuel is lower than what was budgeted. January fixed route and ADA was not reported because the January fuel bill has not come in yet.

B. Ridership Reports January 2013 Fixed Route and ADA

Ridership continues to stay strong. This January saw a 6% increase over last January. There were 10 missed trips for January, all due to mechanical issue attributed to the cold temperatures

MOTION by Belinda Gerry to accept and place on file the Budget-to-Actual for the period ending January 31, 2013 and the January 2013 ridership report. SECONDED by Lucy Bisson. MOTION approved 4-0.

5. **Review and Update**

A. Summer Service – Auburn Municipal Beach and Lots to Gardens

citylink will serve Auburn's Municipal Beach this summer if the beach opens **this summer**. Right now the city will not be opening the beach due to high levels of bacteria in the water. Belinda Gerry stated that the city may look at opening just the park and closing off the beach area. A representative of a community garden project at the East Auburn Community School inquired as to whether or not the bus was going to be running to the beach this coming summer. He was interested in promoting the bus as a source for people to get to the garden.

B. Greyhound Bus

Greyhound Bus is in the process of securing a new Ticket Agent. At this time, Greyhound is not looking to move out of the bus station and does not have a lease with LATC. LATC decided to not pursue a new lease with Greyhound and to keep them as a tenant at will.

C. Tri-County Mental Health – Bartlett Street

This item will be on the agenda for discussion at the next meeting. Harold Allen was able to take a bus into this area to determine if it would be feasible. The route Mr. Allen tested was out and back on Birch Street, turning around at the Colisee. To add this to the schedule it would add approximately 15 minutes - five minutes without stopping for passengers, plus two minutes for passengers plus two times per run. Mr. Allen reminded the committee that the addition of the VA Clinic took up a lot of the "extra" time that was built into the schedule when we went to 60 minute headways. The committee wants to see data from Tri-County supporting the need for transit service to their clinic.

Further discussion and questions concerning the VA were raised due to the lack of ridership. Marsha Bennett will work on getting a contact for the VA and to look into setting up a meeting. Phil Nadeau will talk to someone with the Veteran's Council.

7. **Proposed FY2014 Budget**

A proposed FY2014 budget was presented. With the new contract approved with WMTS, the budget was based on actual costs for fixed route and ADA. Under the proposed budget LATC is requesting \$235,373, which is \$175 less than last year.

MOTION by Belinda Gerry to approve the budget as presented. SECONDED by Lucy Bisson. MOTION passed 4-0.

8. **Business to Business Trade Show**

Request for **citylink** Service – The Lewiston-Auburn Economic Growth Council has approach LATC to see if **citylink** serves the Colisee and if it doesn't, is it possible to on the day of the trade show. This is the third event at the Colisee in a one month period that has come to LATC asking if transit service is available to the Colisee. Marsha Bennett explained that in order to comply with Charter Service rules LATC would have to set a policy that would allow them to design the service to be provided, set the schedule and not be compensated by a third party. The service would be open to the public and the regular fare structure would apply.

citylink Booth – Marsha Bennett is recommending that LATC partner with ATA to participate in this year's Business to Business Trade Show. This is an opportunity to promote **citylink's** service and to promote to area businesses the advertising potential. The cost of the booth is \$475.

MOTION by Lucy Bisson to draft a policy that would permit LATC to provide **citylink** service to the Colisee during public events, and to secure a booth at the 2013 Business to Business Trade Show. SECONDED by Belinda Gerry. MOTION passed 4-0.

9. **ATRC Long Range Plan Update**

ATRC is in the process of updating its long range transportation plan. This is a 20-year plan that is required to be updated every 5 years. The plan is required to address eight planning factors, one being promoting energy conservation through transportation planning. ATRC has not addressed this topic in past plans. Myles Labonte, a University of Maine Farmington student, will be working on that section for ATRC focusing on energy conservation as it relates to public transportation. Mr. Labonte will be looking at the cost and feasibility of converting the **citylink** fleet to CNG. Mr. Labonte's work will set the foundation for future efforts on bringing alternative fuels to the area.

10. Complete Streets Policy

Enclosed in the agenda packet was a draft of a Complete Streets Policy prepared by the LA Bike Ped Committee. Phil Nadeau requested that the committee review the policy and discuss it further at the next meeting when Craig Saddlemire (also a LA Bike Ped Committee member) will be present.

11. Auburn – Bus Station

LATC is waiting to hear back from the land owner. MaineDOT wants the committee to move forward with the land appraisal.

12. Other Business

FY14-15 UPWP – Short-range Transit Plan Update – LATC 5-year short-range transit plan needs to be updated in FY14. In the past, the study has been included in ATRC’s Unified Planning Work Program. As part of the UPWP, FTA planning funds have been used to pay for the study with LATC providing the 20% local match requirement. ATRC is in the process of developing their FY2014 and 2015 work program, effective July 1, 2013. Marsha Bennett is recommending that LATC submit a study request to ATRC to be included in the new work plan and to set aside \$7,500 in reserves for match.

MOTION by Lucy Bisson to request a Short-range Transit Study task be included in ATRC’s FY2014-15 UPWP and to take \$7,500 from LATC reserves for local match. SECONDED by Belinda Gerry. MOTION passed 4-0.

LD 763 – Representative Bolduc and Senator Cleveland, both of Auburn, are sponsoring LD 763, a resolve Directing the Department of Transportation and the Maine Turnpike Authority to conduct a study regarding the need for a passenger transit service linking municipalities from Portland north to Lewiston and Auburn.

Compliance Workshop – MaineDOT held a compliance workshop for all FTA funding recipients, focusing on Title VI.

Pending

- A. Surveillance Camera – Lewiston Bus Station
- B. GPS Capabilities
- C. Changes to LATC Interlocal Agreement

Adjournment

MOTION by Belinda Gerry to adjourn at 2:00 PM. SECONDED by Lucy Bisson. MOTION passed 4-0.

**Next meeting is scheduled for Thursday, March 14, 2013
@ Lewiston City Hall**