

**LEWISTON-AUBURN TRANSIT COMMITTEE**

**Thursday, April 11, 2013**

**12:00 PM**

**Auburn City Hall**

**Community Room (Room 206)**

1. Declaration of Quorum/Call to Order
2. Consent Agenda
  - A. March 14, 2013 Minutes – (enclosed)
  - B. AVCOG March 2013 Invoice – (enclosed)
  - C. ATA February 2013 Revenue – (enclosed)
3. Public Comment
4. Bills and Communications
  - A. Budget-to-Actual March 31, 2013 – (enclosed)
  - B. Ridership Reports March 2013 Fixed Route and ADA (to be presented)
5. Review and Update
  - A. LATC FY 2014 Budget Process
  - B. Tri-County Mental Health – Bartlett Street
  - C. FTA Direct Recipient
  - D. 2013 NEPTA Conference and Expo – Sustain, Maintain & Retain: A MAP-21 to Best Navigate the Future
  - E. Greyhound Bus
  - F. Reschedule/Cancel May Meeting
6. Bus Fleet
  - A. Breakdowns and Impact on Service
  - B. DOT Maintenance Review
  - C. Mid-Life Overhauls
  - D. Used Buses
7. Portable Oxygen

At its March meeting, LATC approved a first reading of a policy on Portable Oxygen defining what is permitted on citylink buses. This will be the second and final reading. The proposed policy is enclosed.
8. Video Cameras and GPS Capabilities

All **citylink** buses are now equipped with video cameras and passive GPS systems. A demonstration will be provided so committee members will have an understanding of what information is being collected.
9. Complete Streets Policy

The LA Bike Ped Committee has presented a Complete Streets Policy to the City Councils. Craig Saddlemire would like LATC to review, provide comment and move to endorse the policy (separate attachment).
10. Auburn Bus Station

Update.

Executive Session

**Next Meeting – May 9, 2013 AVCOG**

11. Other Business

Pending

- A. surveillance Camera – Lewiston Bus Station
- B. Changes to LATC Interlocal Agreement

Adjourn

**LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Minutes of March 14, 2013**

**Lewiston City Hall**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Craig Saddlemire	Lewiston
Vacant	Auburn

**STAFF AND OTHERS PRESENT**

Sandy Buchanan	WMTS
Russell Soule	WMTS
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Joan Walton	AVCOG
Myles LaBonte	AVCOG Intern/UMF
Fern Masse	Auburn

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

A quorum was declared and the meeting was called to order at 12:10 PM. New committee member Christina Berry was welcomed and introductions were made.

**2. Consent Agenda**

- A. February 28, 2013 Minutes
- B. AVCOG February 2013 Invoice

There were minor corrections made to the minutes and the AVCOG invoice was distributed at the meeting. The Consent Agenda items were voted on separately.

MOTION by Lucy Bisson to accept the February 28, 2013 minutes, as corrected. SECONDED Belinda Gerry. MOTION passed 5-0.

MOTION by Lucy Bisson to approve the AVCOG February 2013 invoice. SECONDED by Belinda Gerry. MOTION passed 5-0.

**3. Public Comment**

Myles LaBonte, a University of Maine student working with ATRC, introduced himself to the committee and explained the project he is working on. Mr. LaBonte was scheduled to attend last month's meeting but was unable to due to the weather. Mr. LaBonte will have his section of ATRC's 20-year plan, Energy Conservation, completed by May.

**5. Review and Update**

A. LATC FY2014 Budget Presentation – (enclosed)

Enclosed in the agenda packet was the budget presentation sent to the joint City Council Budget Working Group. LATC's local request for FY2014 is \$235,373, \$175.00 less than FY2013.

B. Tri-County Mental Health – Bartlett Street

Shawn Theriault, Tri-County Mental Health, has not been able to collect data from clients to determine how many people would ride citylink if it served Tri-County's Bartlett Street facility. This will be tabled until Tri-County is able to present data.

C. Business to Business Trade Show

Alternate Transit Advertising has agreed to attend the Business to Business Trade Show with LATC, and will pay for half of the booth cost.

6. (Discussed above.)

**7. Draft Policies**

A. Portable Oxygen Tanks

A draft policy on Portable Oxygen was distributed at the meeting. The committee reviewed and approved the policy. The policy will be presented at the next meeting for a second and final reading.

MOTION by Lucy Bisson to accept as the first reading the Portable Oxygen Policy as presented. SECONDED by Belinda Gerry. MOTION passed 5-0.

B. Service for Special Events

LATC has been asked several times in the past month to provide service to the Colisee. This type of request for service falls under FTA's "charter service" rules. Charter regulations are in place to protect private transit operators. Marsha Bennett recommended avoiding providing any service that would fall under Charter Service rules and reporting requirements. The transit committee can make a route change that would include service to the Colisee. The committee agreed to not provide service to the Colisee for events, and to include the Colisee in the next transit study.

**8. Short Range Transit Study**

At the last meeting, LATC approved budgeting \$7,500 in local match to fund a Short Range Transit Study update. Marsha Bennett sent out via email prior to the meeting the scope of work from the last transit study update to get the committee thinking of any key elements that they would like to see included in the study. The study will be part of ATRC's FY14-15 Unified Planning Work Program.

**9. Greyhound Bus**

Marsha Bennett received a telephone call from a representative from Greyhound's Corporate Office. Greyhound is looking to get a reduction in rent and would like to sign a new lease agreement. LATC reduced Greyhounds rent in April 2011. The lease agreement expired May 2012 and Greyhound has been a tenant at will since that time. Greyhound is paying \$1,012 per month. The committee agreed to enter into a one-year lease agreement at \$1,000 per month or to stay with the current tenant at will arrangement.

MOTION by Lucy Bisson to contact Lincoln Jeffers to get fair market rent values for the downtown area, and to enter into a one-year lease at \$1,000 or allow Greyhound to remain a tenant at will at the current rate of \$1,012. SECONDED by Karen Veilleux. MOTION passed 5-0.

**10. Complete Streets Policy**

This was tabled to the next meeting.

**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**

Buses – Two of the Gillig buses will be going in for engine warranty work. The warranty runs out May 2013. WMTS is experiencing several mechanical issues with citylink buses and has put Mountain Explorer buses or green WMTS buses into service. These buses are identified with “citylink” signage.

Pending

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

**Adjournment**

MOTION by Lucy Bisson to adjourn at 1:45 PM. SECONDED by Belinda Gerry. MOTION passed 5-0.

**Next meeting is scheduled for Thursday, April 11, 2013  
@ Auburn City Hall**



Date: April 3, 2013

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

330001-178

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

Period: March-13

**INVOICE**

DATE	DESCRIPTION	AMOUNT
March-13	<b>PLANNING AND FINANCE</b>	
	Salaries and wages	1,128.42
	Fringe benefits	425.59
	Local Travel	19.77
	Postage	8.76
	Administrative & meetings	38.59
	Telephone	0.00
	Web Page Maintenance	0.00
	Office supplies	0.00
	Printing & Publications	26.50
	Advertising	0.00
	Memberships, dues & subscriptions	0.00
	Building repairs and maintenance	0.00
	Legal	0.00
	Indirect costs	641.90
	<b>Total Planning &amp; Finance</b>	<b>2,289.53</b>
	<b>MARKETING</b>	
	Salaries and wages	0.00
	Fringe Benefits	0.00
	Local travel	0.00
	Project Supplies	0.00
	Printing & publications	0.00
	Indirect	0.00
<b>Total Marketing</b>	<b>0.00</b>	
	<b>TOTAL DUE AVCOG</b>	<b>\$ 2,289.53</b>

Payable upon receipt.

Please make checks payable to:  
 Androscoggin Valley Council of Governments

10:58 AM  
03/04/13  
Cash Basis

Alternate Transit Advertising, Inc.  
**L/A Sales**  
February 2 - 28, 2013

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Ship Date</u>	<u>Paid Amount</u>
Service					
Net Due System					
NET L/A					
Invoice	2/4/2013	9853	Lewiston-Auburn College	1/1/2013	672.00
Total NET L/A					672.00
Total Net Due System					672.00
Total Service					672.00
<b>TOTAL</b>					<b>672.00</b>

**LEWISTON - AUBURN TRANSIT COMMITTEE FY2013**  
**For the Period Ending March 31, 2013**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE</b>	<b>%</b>	<b>Year end Projection</b>
<b>BUS STATION</b>					
<b>EXPENSES</b>					
JANITORIAL	7,500.00	2,761.00	4,739.00	36.81%	7,500.00
MAINT/REPAIRS	6,000.00	2,642.22	3,357.78	44.04%	6,000.00
SUPPLIES/JANIT.	2,000.00	589.00	1,411.00	29.45%	2,000.00
SNOW REMOVAL	7,500.00	3,846.25	3,653.75	51.28%	7,500.00
RESTROOM RENTAL	1,350.00	630.00	720.00	46.67%	1,350.00
<b>UTILITIES:</b>					
GAS	5,000.00	2,196.38	2,803.62	43.93%	4,000.00
ELECTRIC	4,000.00	1,506.60	2,493.40	37.67%	4,000.00
H2O/SEWER	600.00	159.40	440.60	26.57%	600.00
INSURANCE	600.00	629.02	(29.02)	104.84%	629.02
<b>TOTAL</b>	<b>34,550.00</b>	<b>14,959.87</b>	<b>19,590.13</b>	<b>43.30%</b>	<b>33,579.02</b>
<b>ADMINISTRATION</b>					
<b>EXPENSES:</b>					
AVCOG-PLAN/FIN	13,000.00	9,495.75	3,504.25	73.04%	13,000.00
MEETINGS/CONF.	2,000.00	840.74	1,159.26	42.04%	2,000.00
ADV./MARKETING	3,000.00	498.49	2,501.51	16.62%	3,000.00
AUDIT	6,250.00	5,100.00	1,150.00	81.60%	6,250.00
LEGAL	600.00		600.00	0.00%	600.00
OTHER	-				
<b>TOTAL</b>	<b>24,850.00</b>	<b>15,934.98</b>	<b>8,915.02</b>	<b>64.12%</b>	<b>24,850.00</b>
<b>TOTAL BUS STATION/ADMIN DEFICIT</b>	<b>59,400.00</b>	<b>30,894.85</b>	<b>28,505.15</b>	<b>52.01%</b>	<b>58,429.02</b>
Federal Subsidy	<b>29,700.00</b>	<b>15,447.43</b>	<b>(14,252.58)</b>	<b>52.01%</b>	<b>29,214.51</b>
Vermont Transit Revenues	12,000.00	6,072.00	(5,928.00)	50.60%	12,000.00
Misc. Revenues (vending)	1,700.00	328.24	(1,371.76)	19.31%	1,312.96
ATA Revenues	12,000.00	5,593.00	(6,407.00)	46.61%	15,000.00
Interest Income	500.00	410.42	(89.58)	82.08%	500.00
Local Subsidy	<b>3,500.00</b>	<b>3,043.77</b>	<b>(456.24)</b>		<b>401.55</b>
			0.00		
<b>CAPITAL MAINTENANCE</b>					
<b>REVENUES:</b>					
FED SUBSIDY	0.00	3,720.58	3,720.58		
CAPITAL MATCH	0.00		0.00		
less: CAPITALIZED EQUIPMENT	0.00	3,016.71	3,016.71		
less: EXPENSED EQUIPMENT	0.00	1,268.50	1,268.50		
<b>CAPITAL MAINT SURPLUS (DEFICIT)</b>	<b>0.00</b>	<b>-564.63</b>	<b>-564.63</b>		
<b>MATCH FOR STUDY</b>					
<b>BUS STATION SALE PROCEEDS</b>		275,000.00			
<b>INTEREST (THRU 9/30/12)</b>		25,486.97			
<b>FY 2013 INTEREST</b>		35.71			
<b>FEDERAL &amp; STATE SUBSIDY</b>		123,891.00			
<b>LESS: NEW BUS STATION</b>		(391,074.00)			
<b>TOTAL AVAILABLE FOR NEW BUS STATION</b>		<b>33,339.68</b>			



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

	<b>FY 2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Approved with Expanded Saturday</b>	<b>2013 Year End Projection</b>
<b>Fixed Route</b>					
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	205,795
<b>Total Expense</b>	<b>\$926,576</b>	<b>\$1,204,665</b>	<b>\$1,264,788</b>	<b>\$1,360,400</b>	<b>\$1,348,695</b>
Revenue:					
Federal	\$471,758	\$623,783	\$669,215	\$688,120	\$675,921
State	\$52,397	\$50,517	\$48,439	\$49,419	\$49,419
Local	\$275,887	\$390,557	\$364,799	\$439,861	\$427,662
Fare Box	\$126,534	\$139,809	\$182,335	\$183,000	195,692
<b>Total Revenue</b>	<b>\$926,576</b>	<b>\$1,204,665</b>	<b>\$1,264,788</b>	<b>\$1,360,400</b>	<b>\$1,348,695</b>
<b>ADA Complementary Paratransit:</b>					
Expenses:					
Contract	\$125,691	\$140,012	\$142,800	\$146,400	\$146,400
Revenue:					
Federal	\$81,648	\$89,930	\$90,706	\$95,520	\$92,605
State	\$0	\$0	\$0	\$0	\$0
Local	\$20,412	\$22,483	\$22,676	\$23,880	\$23,151
Fare Box	\$23,631	\$27,599	\$29,418	\$27,000	30,643
	\$125,691	\$140,012	\$142,800	\$146,400	\$146,400
<b>Local Subsidy:</b>					
<b>Bus Station/LATC Operating</b>	<b>-\$2,704</b>	<b>\$3,500</b>	<b>-\$4,461</b>	<b>\$3,500</b>	<b>402</b>
<b>Fixed Route</b>	<b>\$275,887</b>	<b>\$390,557</b>	<b>\$364,799</b>	<b>\$439,861</b>	<b>\$427,662</b>
<b>ADA Comp. Paratransit</b>	<b>\$20,412</b>	<b>\$22,483</b>	<b>\$22,676</b>	<b>\$23,880</b>	<b>\$23,151</b>
	<b>\$293,595</b>	<b>\$416,539</b>	<b>\$383,014</b>	<b>\$467,241</b>	<b>\$451,215</b>
<b>Less Reserves</b>	<b>\$33,595</b>	<b>\$60,316</b>	<b>-\$32,544</b>	<b>-\$3,855</b>	<b>-\$19,881</b>
<b>Auburn</b>	<b>\$130,000</b>	<b>\$178,112</b>	<b>\$207,779</b>	<b>\$235,548</b>	<b>\$235,548</b>
<b>Lewiston</b>	<b>\$130,000</b>	<b>\$178,112</b>	<b>\$207,779</b>	<b>\$235,548</b>	<b>\$235,548</b>
Surplus/Deficit	-\$33,595	-\$60,316	\$32,544	\$3,855	\$19,881
Capital match	\$400	250	10,000		
Match for study	\$1,431				
Net surplus/deficit	-\$35,426	-\$60,566	\$22,544	\$3,855	\$19,881
Available Reserves	\$116,284	\$55,718	\$78,262	\$82,117	\$98,143
One month expenses	91,980	117,006	117,299	125,567	124,591

FY 2010 actual fues 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	\$ 843,227
Federal Allocation	\$ 754,000	\$754,861	\$1,024,460		

**LATC/citylink Policy  
Portable Oxygen**

**Second and Final Reading**

**Portable Oxygen**

If a passenger uses oxygen, the tank must be portable, and the passenger must be able to carry the tank into the vehicle themselves. Passengers with sling, backpack, etc. type oxygen tanks will be responsible for making sure that their oxygen tank is with them and secured at all times. Passengers may not leave their tank in another seat or unattended.

If the passenger is in a wheelchair, the tank must be attached to the wheelchair. If the passenger transfers from their wheelchair to a seat and has a portable oxygen tank, the passenger must ensure that the portable oxygen tank is secured.

Oxygen tanks are not permitted to be stored or secured in the aisle. Bus drivers are to make sure passengers requiring oxygen are seated so as they do not restrict access to exits or use of the aisle. Oxygen tanks that are on portable carts with wheels are not permitted on buses.

If a care attendant is needed to assist the passenger with their oxygen tank, that care attendant will ride free as long as the passenger has applied for ADA Complementary Paratransit Service and has indicated the need for a Personal Care Attendant.

*(Approved April , 2013)*