

**LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Minutes of April 11, 2013**

**Auburn City Hall**

**MEMBERS PRESENT**

Craig Saddleire	Lewiston
Phil Nadeau	Lewiston
Lucy Bisson	Lewiston
Belinda Gerry	Auburn

**MEMBERS ABSENT**

Karen Veilleux	Auburn
Christina Berry	Lewiston
Vacant	Auburn

**STAFF AND OTHERS PRESENT**

Sandy Buchanan	WMTS
Harold Allen	WMTS
Marsha Bennett	AVCOG/LATC
Greg Whitney	AVCOG
Scott Taylor	Sun Journal
Leroy Walker	Auburn – Councilor
Jennifer Williams	ATRC

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

A quorum was declared and the meeting was called to order at 12:15 PM.

**2. Consent Agenda**

- A. March 14, 2013 Minutes
- B. AVCOG March 2013 Invoice
- C. ATA February 2013 Revenue

The minutes sent out in the agenda packet was missing page two. A complete set of the minutes was sent out via email prior to the meeting.

MOTION by Lucy Bisson to accept the complete set of minutes for March 14, 2013 minutes. SECONDED Belinda Gerry. MOTION passed 4-0.

MOTION by Lucy Bisson to approve the AVCOG March 2013 invoice and accept the ATA February revenue statement. SECONDED by Belinda Gerry. MOTION passed 4-0.

**3. Public Comment**

No comment.

**4. Bills and Communications**

A. Budget-to-Actual March 31, 2013

Greg Whitney presented the budget to actual. Bus station expenditures were relatively unchanged from the prior month. Not included in the report are the most recent snow plowing invoices totaling approximately \$1,200. This will put LATC's snow plowing budget for the year very close to last years. The year-end projection numbers are the same as

what was included in the budget package sent to the joint city council budget working group.

The committee discussed whether or not to plow the spring snow storm planned for the following day. Phil Nadeau stated that the city of Lewiston isn't planning on plowing or sanding. With the ground thawing out, snow plows could damage lawns, and the city has begun street sweeping. The committee agreed to not plow and do snow removal. Marsha Bennett will contact Washburn and Sons to notify them of this decision.

Fuel is still running under budget for fixed route. Fare box is ahead of projection. The year-end projection for fare box has gone down from what was presented to the joint city council budget committee. The year-end numbers at that time were calculated on three months of fare box. Fare box is not all reported at the end of each month and pass sales fluctuate. LATC's FY2014 budget reflects \$188,000 in fare box, and after five months fare box is projecting to be \$195,692. LATC's current budget reflected a \$3,855. Year-end projections are showing a surplus of \$19,881. The local share for the transit study is budgeted in LATC's proposed FY2014 budget.

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

**B. Ridership Reports March 2013 Fixed Route and ADA**

The March ridership reports were handed out at the meeting. Ridership is up again for March. There were four missed runs for March. Marsha Bennett updated the committee on the status of the fleet noting that the report should have been worse, but WMTS used green buses and Mountain Explorer buses throughout the month. LATC has had to deal with this problem before and looked at having to reduce or eliminate service on some routes. This is a real possibility again unless LATC gets more vehicles. Ms. Bennett updated the committee on efforts by MaineDOT to acquire buses from New York as they have in the past. LATC is at the top of the list to get some used buses. MaineDOT recently did a spot maintenance inspection of citylink buses.

MaineDOT is also looking into mid-life overhauls of the buses. Bangor and Biddeford/Saco have already committed to sending vehicles to a facility at the Loring Air Force Base. There are federal funds available for 80% of the rehab and rehabs are in the \$100,000+/- range. All vehicles are inspected and an estimate is provided before a vehicle is committed for rehab. LATC's Gillig buses require a mid-life overhaul per the maintenance manual. There is not significant capital funding in the near future for new buses so the state is looking at rehabbing the BlueBird buses as well. Phil Nadeau stated that the council has been made aware of the possibility of having to repurpose the capital funds that were put into reserves for bus purchases.

**5. Review and Update**

**A. LATC FY2014 Budget Presentation – (enclosed)**

Staff has had two budget meetings with the joint City Council budget working group. Auburn has scheduled a council workshop for Tuesday, April 16 at 5:30. Phil Nadeau will be unable to attend due to a Lewiston City Council conflict. Greg Whitney and Marsha Bennett will attend the meeting.

**B. Tri-County Mental Health – Bartlett Street**

Shawn Theriault, Tri-County Mental Health, has completed a survey of clients but has not had time to tabulate the results. The Committee will continue to discuss Tri-County's request once they are ready to present the data.

- C. FTA Direct Recipient  
LATC through AVCOG is moving through the process of becoming an FTA Direct Recipient. Staff now has access to FTA's on-line grant management program, TEAM. AVCOG will be applying for FTA 5307 urban funds directly to FTA through TEAM. AVCOG will still need to get Civil Rights sign-off prior to being able to apply for funds.
- D. 2013 NEPTA Conference and Expo  
Marsha Bennett informed the committee of her attendance at the 2013 NEPTA Conference. This conference is held every two years and is a joint effort between NEPTA and the Federal Transit Administration. The conference theme was "Sustain, Maintain & Retain: A MAP-21 to Best Navigate the Future."
- E. Greyhound Bus  
Greyhound Bus has not followed up with LATC about entering into a lease agreement. LATC approved keeping Greyhound as a tenant at will at the current rent.
- F. Reschedule/Cancel May Meeting  
Marsha Bennett has a conflict with the scheduled May 9 meeting date. The committee approved cancelling the May meeting and scheduling the June meeting for June 6.

**6. Bus Fleet**

- A. **Breakdowns and Impact on Service**
- B. **DOT Maintenance Review**
- C. **Mid-Life Overhauls**
- D. **Used Buses**

The discussion of items A through D was included as part of the Ridership Report, Missed Trips, above.

**7. Portable Oxygen**

Enclosed in the agenda packet was the Portable Oxygen policy as presented at the last meeting. The committee did not recommend any changes to the policy.

MOTION by Belinda Gerry to approve the second and final reading of the Portable Oxygen Policy. SECONDED by Lucy Bisson. MOTION passed 4-0.

**8. Video Cameras and GPS Capabilities**

LATC was given a visual demonstration of the video camera systems that are installed on citylink buses. LATC's retrofitted five buses in its fleet with Pro-Vision camera systems that provide both video and audio. The Gillig buses were delivered with camera systems installed. Each bus is equipped with four camera's allowing for four camera shots. The GPS feature was an add-on to the camera system. The GPS tracks speed, location and time of day. The entire system is a passive system, meaning the information gets recorded to a memory card. The memory card needs to be pulled from the bus and viewed on a computer. Video cards are pulled at the request of WMTS if there is a complaint or an incident that has been reported. The request goes to Phil Nadeau as Chair to authorize pulling the video card. LATC has a video camera surveillance policy.

**9. Complete Streets Policy**

Craig Saddlemire, a member of the LA Bike Ped Committee, gave an overview of the Complete Streets Policy. The intent of the policy is to get people thinking of bike, pedestrian, transit, accessibility, etc. at the beginning of project design and approval of street improvement projects. The committee will have an oversight role making recommendations to the cities on projects

before they become part of the CIP. Each city/City Council has the ultimate final answer on project design. The Bike Ped Committee is working on other projects as well – public outreach and working with Pan Am to do a rail to trail project between Lisbon in Lewiston extending the Green Way. Both Councils have reviewed and submitted comments. It is expected that the policy will be adopted by both City Councils.

MOTION by Lucy Bisson to endorse the goals of the LA Bike Ped Committee's Complete Streets Policy. SECONDED by Belinda Gerry. MOTION passed 4-0.

The agenda was taken out of order to address any remaining items before going into executive session.

**11. Other Business**

Rules of Conduct Policy – For discussion purposed the South Portland Bus Service's policy statement on Rules of Conduct and Inappropriate Behavior was distributed. LATC does not have a written policy addressing appropriate/inappropriate behavior while on the buses, at bus stops or at the bus station. Marsha Bennett asked the committee to review the document and provide suggestions prior to the next meeting so that a draft policy can be reviewed.

Phil Nadeau asked if all of LATC's policy can be put together in one document and be included on the next meeting agenda.

**10. Auburn – Bus Station**

A motion to enter into executive session was made at 1:15 PM.

MOTION by Belinda Gerry 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 Lucy Bisson. MOTION passed 4-0.

Executive session ended at 1:30 PM.

Pending

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

**Adjournment**

MOTION by Craig Saddlemire to adjourn at 1:30 PM. SECONDED by Belinda Gerry. MOTION passed 4-0.

**Next meeting is tentatively scheduled for Thursday, June 6, 2013  
@ AVCOG**