

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 Rodeo 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 Saddle mire. 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.