

LEWISTON-AUBURN TRANSIT COMMITTEE
Minutes of January 24, 2013

AVCOG

MEMBERS PRESENT

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

MEMBERS ABSENT

Vacant	Auburn
Vacant	Lewiston

STAFF AND OTHERS PRESENT

Sandy Buchanan	WMTS
Russell Soule	WMTS
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 12:15 PM.

2. Consent Agenda

- A. December 20, 2012 Minutes
- B. AVCOG December 2012 Invoice
- C. WMTS Fixed Route and ADA November 2012 Invoices
- D. ATA November 2012 Revenue
- E. Canteen Services Commission Statement Quarter Ending December 2012

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.

4. Bills and Communications

- A. Budget-to-Actual December 31, 2012
Greg Whitney presented the budget-to-actual for the period ending December 31, 2012. At three months into the fiscal year, maintenance is the only line that is not within the budget. There were issues with the furnace and an automatic flush sensor in one of the bathrooms had to be replaced. Year-to-date, ATA revenues are low, but payments are usually one month behind. Currently, fixed route and ADA farebox are slightly ahead of budget, and the cost per gallon for fuel is lower than what was budgeted.

MOTION by Lucy Bisson to accept and place on file the Budget-to-Actual for the period

ending December 31, 2012. SECONDED by Belinda Gerry. MOTION approved 5-0.

- B. Ridership Reports November and December 2012 Fixed Route and ADA
(The agenda incorrectly listed ridership reports as October and November.) Monthly ridership for December did see a drop; however, there were two fewer operating days and two significant snow storms. Though total monthly ridership may be lower than last December, the ridership per day was higher. There were three missed runs reported all due to mechanical issues.

5. **Review and Update**

- A. Compressed Natural Gas for Vehicles
A representative from Maine Clean Communities made a presentation at Central Maine Health Care on January 15. The presentation was to provide information on CNG for vehicles and to start a discussion locally on bringing CNG for vehicles to the Lewiston-Auburn area.
- B. Injury Claim
WMTS' insurance company is collecting information on the injury claim received in November 2012.
- C. NEMT (Non-Emergency Transportation) Brokerage Contracts
The Maine Department of Health and Human Services awarded brokerage contracts for the delivery of MaineCare transportation to three different companies. A private-for-profit company will provide brokerage services in York County, Penquis CAP, a current transit operator for the Penobscot region will broker trips in that region, and a private-not-for-profit will provide brokerage services for the rest of the state. The brokerage model is only for MaineCare trips at this time.
- D. Auburn Proposed FY2014 CIP
The City of Auburn has \$40,000 in capital replacement in the draft CIP.
- E. Maine Transit Association
- *Dues* – The MTA contracts with Eaton Peabody for provide development and legislative assistance. LATC would like to know the percent of time spent on each activity to determine how the dues will be paid.

- *MaineDOT Report* – At the last MTA meeting MaineDOT reported that they are looking into doing mid-life bus overhauls to extend the useful life of buses. The overhauls would be done at the former base in Limestone. The Governor and Congressman Michaud support this plan. The state would work on securing a contingency fleet that would be used in service while buses were being overhauled. There is no significant money in MAP-21 for capital.

- *State Budget and Bills* – Based on an initial review of the Supplemental and Biennial Budgets released by the Governor's Office there are some changes that will be made to transit funding if the budget passes as is. The Transit Bonus Program will be repealed and it is thought that the money set aside in that program (\$590,000) will be put in the new Multi-Modal Transit Fund along with an additional \$850,000 for a total of \$1.44 million per year. \$200,000 left over from the Van Pool Program will also be placed in the Multi-Modal Fund, and there is an additional \$760,000 allocated for transit capital in each year of the current biennium. One thing that has not been determined is how the funds in the Multi-Modal program will be dispersed to the transit operators. Marsha Bennett will contact both Auburn and Lewiston to let them know of the possible elimination of the Transit Bonus program which will impact funds the municipalities receive in their URIP funding.

F. Maine Sports Commission

The Maine Sports Commission is an organization that was formed to promote Maine for sporting and other events. The Commission puts together proposals based on the resources in a particular area that would help sell that venue. A request came in asking about transit service in and around the Colisee. LATC needs to include the potential venues and activities as areas for possible improvements when LATC does its next short range transit plan update.

6. **FY2012 Audit**

Greg Whitney presented the FY2012 Audit, noting that it is a "clean audit", meaning that there were no findings. LATC disposed of three buses last year which are reflected as a loss in the audit. LATC ended the year with a surplus of approximately \$20,000 because of the special fuel grant. There were no questions concerning the audit.

7. **Hillview Apartments and Dow Avenue**

Mr. Chuck Barnies, a resident of Dow Avenue, raised concerns in October about the bus traveling down his street and the overall need to provide service in the Hillview Apartment neighborhood siting that it's within walking distance to Sabattus Street. WMTS looked into why the bus was traveling down Dow Avenue when its route is on Rideout Avenue, which runs parallel to Dow Avenue. The bus is unable to negotiate the turn from Sabattus Street if there are cars at the stop sign at Rideout and Sabattus Street. The driver would use the next street, Dow Avenue, and cut back over to Rideout on the first cross street. Since October, WMTS has been tracking ridership from Hillview Apartments and the number of times the bus had to use Dow Avenue. Ridership fluctuates daily from 0 to 25 passenger trips. In an eleven week period daily ridership average 13 trips from Hillview. Also in that time period, *citylink* did not use Dow Avenue. The driver made a concerted effort to avoid having to use Dow Avenue. If he saw a car at the stop sign he would start to slow down prior to getting to the intersection thereby allowing the car to pull out onto Sabattus Street. Phil Nadeau stated that in the near future that section of Sabattus Street will be going to a three lane road. That should help move traffic off Rideout at the intersection. Mr. Nadeau asked that a letter be sent to Mr. Barnies stating the results of the ridership tracking and the efforts the driver has made to avoid using Dow.

8. **RFP for Operation and Maintenance of Fixed Route and ADA**

Marsha Bennett informed the committee that Western Maine Transportation Services, Inc. submitted the only proposal and that the proposal is complete.

MOTION by Lucy Bisson to enter into Executive Session pursuant to Maine Revised Statute 405.6.D to discuss the proposal submitted by Western Maine Transportation Services, Inc. SECONDED by Belinda Gerry. MOTION passed 5-0.

Marsha Bennett presented a summary of WMTS' three year price proposal. For FY2014 the combined fixed route and ADA is 2.03% over the current FY2013 contract. Years 2015 and 2016 combine for a 1.47% and 1.48% increase.

MOTION by Craig Saddlemire to award a three year contract for operation and maintenance of fixed route and ADA services to Western Maine Transportation Services, Inc., per the proposal submitted. SECONDED by Karen Veilleux. MOTION passed 5-0.

The agenda was taken out of order to finish discussing all public matters before going into Executive Session, Item 9 – Auburn Bus Station.

10. **Other Business**

Maintenance Computer – The laptop used by WMTS for maintenance for LATC's buses needs to be replaced. Russ Soule stated that the cost to replace the computer is \$3,000 to \$4,000. The

computer contains all of the diagnostics for the buses and is used in the garage.

MOTION by Lucy Bisson to use federal capital funds to purchase a new maintenance department computer. SECONDED by Belinda Gerry. MOTION passed 5-0.

Boys and Girls Club – Representatives from the Boys and Girls Club are interested in using **citylink** to get kids from schools in Lewiston and Auburn to the Boys and Girls Club for after school programs. They have asked to be on the February agenda.

9. Auburn – Bus Station

MOTION by Lucy Bisson to enter into Executive Session pursuant to Maine Revised Statute 405.6.C to discuss real estate issues pertaining to the Auburn Bus Station. SECONDED by Belinda Gerry. MOTION passed 5-0.

Pending

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

Adjournment

MOTION by Lucy Bisson to adjourn at 1:55 PM. SECONDED by Craig Saddlemire. MOTION passed 5-0.

**Next meeting is scheduled for Thursday, February 14, 2013
@ AVCOG**