



Biddeford Saco Old Orchard Beach Transit Committee
Meeting Minutes
January 23, 2020
Saco Transportation Center Conference Room
12:00 PM

1. **Call to Order:** Chairman Greg Tansley called the meeting to order at 12:09 PM.
2. **Members present:** Greg Tansley, Alan Minthorn, Louise Reid, Jessa Berna, Doris Ortiz, Curt Koehler, Bette Brunswick

Staff: Tony Scavuzzo, Craig Pendleton, Anne Austin, Doug Morison, Perian Carpenter

3. **Approval of the Minutes -**

Motion by Louise Reid to approve the Meeting Minutes of December 5, 2019 as written. Seconded by Bette Brunswick. No discussion. All were in favor. Passed unanimously.

4. **Financial Report** – Doug Morison, Finance Manager, reviewed the November 2019 financials.

As of November 30, total revenues were \$215,000 ahead of last year. Fare Revenues of \$269k remains steady from the previous year. The biggest increase in revenue over the previous year is from FTA-Urban, Planning and Capital. There is also an increase in Municipal Contributions from the previous year of \$75,000.

Total expenditures were \$421k higher than last year. Personnel costs were up by \$256k, mostly from wage and benefit cost increases, not additional employees. Fuel costs were about even, year to year, but should be decreasing as we are now into our lower-priced contract.

Vehicle Maintenance costs are up \$82k. There have been several costly repairs to some of our aged fleet this year. That is beyond our control and we cannot wait to get going with purchasing the new buses that for which we have been approved.

Net Income YTD is now \$33.8k.

Motion by Curt Koehler to accept the financial report through November 30, 2019. Seconded by Doris Ortiz. All were in favor. Passed unanimously.

5. **Executive Director's Presentation** – Tony Scavuzzo, Executive Director, gave his presentation, highlighting progress to date, project update, employee handbook update, and purchasing policy.

Progress-

- 2019 Triennial review report has been returned. We are “on the clock” to return documented corrective action.
- 2016 Triennial review still has outstanding items we have been told in recent weeks we have to address, which we will.
- Attended training earlier in January, “Introduction to Transit Operations Planning”.
- Anne Austin and Doug Morison will both be pursuing SHRM certification in 2020 to ensure we have this skill in house.
- Soft launch of new branding to all partners and stakeholders. Included launch of new website, social media announcement, new email suffix (bsoobtransit.org). Replacement of signage next.

Project update –

- Wi-Fi on board – U.S. Cellular sending routers to us for installation. Mission critical to drive fare box technology.
- Automated Vehicle Locator (GPS) – UniteGPS is nearly complete setting up our routes. Should be live soon.
- Electronic Fare collection – Installing prototype set up on one bus to test locally. If successful, we will install for full fleet.
- Electric buses – Delivery date has been pushed back to late 2021 due to Proterra scheduling challenges.

Employee Handbook

- Re-written and updated to remove antiquated policies.
- Human Resources consultant was a great first step (before my tenure).
- In general, previously far too loose and not enforced enough.
 - High points of document evolution:
 - Cleaner, more concise, more modern document
 - New vacation time parameters
 - Annual EPP/PIP documents introduced
 - Pay increases based on annual merit process
 - Travel policy now introduced.
- Currently in legal review before presented to board.

Purchasing Policy

- Former purchasing routine was loose.
 - Too many cards issued. Caught on previous financial audit missing receipts.
 - Professionally do not feel comfortable with spending directly out of company accounts.
- Moving from Bank of America to People's United (where banking is done).
- Ready to move on issuing new cards to less employees.

- Fleet Manager and Parts Manager will still have corporate cards to ensure purchasing power for fleet maintenance.
- Remainder of staff will have cards issued in their name on behalf of BSOOB Transit.
- Expense reports with receipts will be created and approved.
- Reimbursement payments will be issued. Employees will receive bills at home.
- Will present to board for full approval once ready.

6. **Election of Officers** – Chairman, Vice Chair, and Secretary

Motion by Louise Reid to elect Greg Tansley as Chairman of the Biddeford Saco Old Orchard Beach Transit Committee. Seconded by Jessa Berna. All were in favor. Passed unanimously.

Motion by Greg Tansley to elect Alan Minthorn as Vice Chair of the Biddeford Saco Old Orchard Beach Transit Committee. Seconded by Doris Ortiz. All were in favor. Passed unanimously.

Motion by Alan Minthorn to elect Ken Blow as Secretary of the Biddeford Saco Old Orchard Beach Transit Committee. Seconded by Louise Reid. All were in favor. Passed unanimously.

7. **Adjournment** – Meeting adjourned at 12:55 pm.

Respectfully submitted by:
Anne Austin