



Biddeford Saco Old Orchard Beach Transit Committee

**Meeting Minutes**

**March 18, 2020**

***Teleconference- Emergency Meeting of the BSOOB Transit Committee***

4:30 PM

1. **Call to Order:** Chairman Greg Tansley called the meeting to order at 4:32 PM.
2. **Members present:** Greg Tansley, Alan Minthorn, Louise Reid, Jessa Berna, Doris Ortiz, Curt Koehler, Kenny Blow, Bette Brunswick

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

3. **Discussion and Action on Issues Related to Response to the Coronavirus (COVID-19)**

In meeting with adjacent sister transit agencies in the last 24 hours (SPBS, RTP, Metro), we have decided to take to our parent entities the following collective regional action in light of the current climate and COVID-19 response. With approval of all needed boards, committees and councils, starting Friday 3/20:

**Reduced Service**

- All transit agencies will offer reduced service. For BSOOB Transit, this will mean:
  - Ending our Portland Intercity and local runs at 6:30pm Monday-Saturday.
  - No service on Sundays.
  - ZOOM Express remains unchanged.

This would be for a period of 30 days and re-evaluated at that time whether to extend or truncate.

**Fare Free Initiative**

- All transit agencies will go fare free for a period of 30 days and re-evaluated at that time whether to extend or truncate.

**Financial Implications**

Tony Scavuzzo, Executive Director shared our position is that we have 5307 and 5311 funding to cover our payroll and expenses. FTA has announced any pandemic related response capital and operating expenses can be reimbursed at 80% for the foreseeable future. Those full time employees who are quarantined or do not feel confident in working may use their company issued sick leave. Part-time employees effected will be able to apply for unemployment through the new law passed by the state legislature. We will lose fare revenue, but make up for it

internally with less payroll and less operating expenses to account for. We also need to stay ahead of the spread of this to protect our bus operators anticipating reduced operator capacity in the near future, which also will affect our level of service.

The regional actions will economically aid those who will still depend on public transportation to get to doctor visits, shopping and work, promote social distancing while boarding, and reduce the handling of cash and fare media for our employees on the back end.

Curt Koehler inquired about the UNE service. Tony responded that he is in communication with the UNE contact. Tony is suggesting same reduced schedule for workforce transportation. He will advise the Transit Committee once officials confirm how they want to handle.

Alan Minthorn, Vice Chair asked if separate account codes were being established to keep track of expenses related to the Coronavirus (COVID-19). Tony Scavuzzo confirmed he and Finance Manager Doug Morison discussed and will track.

Greg Tansley, Chair, noted that time spent working on Coronavirus (COVID-19) related items should be tracked and may be reimbursable, including meetings.

Jessa Berna wants to ensure Tony has the authority and flexibility to make decisions regarding further service reductions in the future if so needed.

Chairman Greg Tansley asked for any public comment. No comments were made.

**Motion by Curt Koehler to authorize the Executive Director to put into place immediately the steps that were outlined concerning service reductions and an initial thirty (30) day fare free period caused by the national and state emergency for the COVID-19 virus response and further authorize the Executive Director to review the situations periodically and consult with the Chair and Vice Chair for extensions to those authorizations with anything considered a vast reduction or change to be brought back to the Transit Committee in a meeting of the proper format. Seconded by Alan Minthorn. No discussion. A roll call vote was taken. All were in favor. Passed unanimously.**

Tony Scavuzzo confirmed these changes will take place Friday, March 20, 2020.

**Adjournment** – Meeting adjourned at 4:50pm.

Respectfully submitted by:  
Anne Austin