



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

April 23, 2020

Meeting held by Video Conference

<https://global.gotomeeting.com/join/462398981>

4:00 PM

1. **Call to Order:** Chairman Greg Tansley called the meeting to order at 4:04 PM.
2. **Members present on call:** Greg Tansley, Alan Minthorn, Jessa Berna, Doris Ortiz, Curt Koehler, Kenny Blow, Bette Brunswick

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

3. **Approval of the February 27, 2020 and March 18, 2020 Meeting Minutes -**

Motion by Alan Minthorn to approve the February 27, 2020 and the March 18, 2020 Meeting Minutes. Seconded by Curt Koehler. No comments, questions or discussion. All were in favor. Passed unanimously.

4. **Financial Report** – Doug Morison, Finance Manager reviewed the financials through February 28, 2020. Revenues at 2.4 million dollars, up compared to last year. Expenses up by \$288k plus an additional \$20k in capital expenses. Net loss of \$46k which compares to previous year of \$34k net loss. Even though we are a little deeper in the hole by about \$12k, this is not a significant loss. Big changes are occurring because of the COVID-19 pandemic and the CARES Act funding which will increase our cash reserve, effective February 1st. CARES Act matches at 100 percent (versus the 5307 funding which matches at only 50 percent.)

There were no questions regarding the financial report.

There was no public comment at this time.

5. **Executive Director's Presentation –**

COVID-19 Update:

- March 20 - Reduced service and suspended fare collection.
- April 1 - Shutdown service after Maine CDC confirmed two positive internal tests. Contacted all employees that had been in close contact with positive testing

employees within 48 hours prior to exposure to make sure they stayed quarantined.

- CARES Act for transportation will keep us whole financially for any related expenses, payroll for affected employees. This does not include lost fare revenue.

- Plans being made to return to limited service to ensure those depending on our service can get to essential destinations (health care, grocery shopping, essential employment, pharmacy etc.).

- Continuing to take all cleaning measures to ensure buses are sterilized each day. Cleaning staff back as of April 13th. Some garage staff back to prepare buses.

- Connected with staff through video messages posted on website employee portal.

- Plan is to return to reduced service that is sustainable but providing life line connection for those dependent on us. Plan is for May 1st for this reduced service.

- Masks will be provided and will be worn by drivers. Passengers encouraged to also wear masks/facial covering. Social distancing will be implemented on board. Seats are marked on buses. Only about 8 passengers will be able to board at a time before bus is considered full. Chaser bus on the Black and Orange local line will pick up passengers missed if first bus is full and calls for chaser.

- CARES Act will cover all operating expenses, employee wages and COVID-19 related expenses in local “first phase” (2/1- 6/30/2020). CARES Act funding will be used first until funding is expended.

- Next phase (7/1/2020) and beyond will include eligible capital expenses (2/1-present).

Progress

- 2016 & 2019 Triennial review feedback has been received. We are in the process of answering feedback toward closure.

- Employee Handbook legal review – Tim Murphy has reviewed. Seeking 2nd review.

- City budget presentations – Biddeford postponed, Saco 4/21, OOB 4/28.

- Submitted request for CMAQ funding to MEDOT for Downtown Circulator.

- PACTS split letter has been agreed upon. Waiting on submittal to FTA and USDOL approval for access to CARES Act funding.

- All admin staff remain at home except Doug and I. All bus operators on administrative leave until return to service. Cleaning and Garage staff are back preparing for return to service.

- Turnpike proposal on hold currently.

- Future of Greyhound in Maine in doubt.

- This will mean the end of the in-kind match funding we receive from Greyhound.

- In process to connect with Greyhound on their intentions.

- This will mean the end of the Portland Intercity Connector. We will not have the funds to continue the service.

- Plans to transition to Metro in the works. May be truncated sooner than we expected or hoped due to this change.
- Waiting on discussion with Greyhound to make any decisions.

Project Update

- Wifi on board – Installs are continuing on all vehicles. Down to 3 trolleys left.
- Electronic Fare collection – Postponing launch until further notice due to virus response. Early adopters and other activity also postponed.
- Electric buses – Delivery date has been pushed back to November 2021 due to Proterra engineering challenges.

There were no additional questions.

Adjournment – Meeting adjourned at 4:52pm.

Respectfully submitted by:
Anne Austin