



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

May 28, 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 4:02 PM.
2. **Members present on video/ call:** Greg Tansley, Alan Minthorn, Louise Reid, Jessa Berna, Curt Koehler, Kenny Blow

Staff: Tony Scavuzzo, Doug Morison, Craig Pendleton, Anne Austin, Perian Carpenter
3. **Public Comment** - No public comment at this time.
4. **Approval of the April 23, 2020 Meeting Minutes -**

Motion by Curt Koehler to approve the April 23, 2020 Meeting Minutes. Seconded by Alan Minthorn. No comments, questions or discussion. All were in favor. Passed unanimously.
5. **Financial Report** – Doug Morison, Finance Manager, reviewed the financial information.

Restricted fund balance- Last June \$278,712 was put aside as a reserve fund balance for capital assets. Used this fiscal year- Two coaches being purchased for the ZOOM run. Because the purchase is anticipated to go through in October, we are asking for approval to carry over the fund balance to fiscal 2021.

Approval to move match money to next fiscal year to use toward coach purchase-

Motion by Curt Koehler to carry over the fund balance for capital items approved a year ago over into FY 2021. Seconded by Louise Reid. Curt Koehler asked if there was any capital match money beyond that in the 2020 budget that could be carried over. Doug confirmed that was it and the \$278,712 should cover the 2021 needs. There were no other questions. Vote. All were in favor. Passed unanimously.

CARES Act funding- With the current COVID-19 crisis, we are one hundred percent funded through CARES for the rural runs.

-Also, we are approved CARES funding under the 5307, which is the urban.

-We were able to draw down one hundred percent of our urban expenses from the CARES funding.

- This means 100% of April expenses plus back to March and February and pick up the other 50% that the usual 5307 does not cover.
- Looking for a draw-down of about \$300,000.
- Doug shared that this funding should result in our point of credit being paid off and we will be in good shape going forward.

There were no further questions.

There was no public comment.

6. Executive Director's Presentation – Executive Director Tony Scavuzzo gave his monthly presentation via shared screen on video.

COVID-19 Response:

- May 1 – Returned to reduced service. Fare collection still suspended.
 - Zoom Express – 1 bus, 2 runs in morning and 2 in evening.
 - Black/Orange, Blue/White lines – 8:45am-4:15pm, Mon-Sat only.
- June 1 – Adding one afternoon run to Zoom, Adding Portland Intercity Connector and extending hours for local runs.
- Early July – Tentative date to return to full service in concert with Metro and South Portland if conditions allow.
- August-October – Tentative time line to return to fare collection and launch electronic fare box.

COVID-19 Response – Facility and Buses

- Continuing to take all cleaning measures to ensure buses are sterilized each day.
 - Masks on all employees, bus operators and passengers
 - Curtain installed to separate bus operators from passengers
 - No passenger sits within 6 feet of a bus operator
 - Boarding and exiting from rear doors when possible
 - Hand sanitizer dispensers installed on board all vehicles
 - Social distancing on board, seats marked that can be occupied
 - Chaser bus to support full buses when needed
 - Purchasing cleaning/PPE supplies to be ready for future
 - Removed all seats/tables from driver room to ensure social distancing

COVID-19 Response – Ridership update (Daily Averages as of 5/17)

	Pre-COVID 19 shutdown	Post COVID-19
Zoom Express	90	8
Local Urban	294	45
Portland Intercity	78	0
UNE	****Suspended for Academic Year****	

- Total ridership down 89%

COVID-19 Response – Communication/Future Challenges

- Connected with staff and public through video messages posted on employee portal and social media. Will continue this.
- Ridership/Fare recovery, other operating revenue will take a very long time to recover. Will it come back before CARES Act help runs out?

- Need all three genres of ridership to return (dependent, discretionary, seasonal).
- Exposing how underfunded we are for operating match dollars. Must continue to improve.
- Public health/cleaning more important than ever.

Budget /CARES Act - Progress Update

- 2016 & 2019 Triennial review feedback has been received. We are in the process of answering feedback toward closure.
- Employee Handbook legal review – Contacted Bernstein Shur for this.
- City budget presentations – Biddeford still outstanding, Saco 4/21, OOB 4/28.
- Submitted request for CMAQ funding to MEDOT for Downtown Circulator.
- CARES Act funding is ready to draw down (PACTS Phase I).
- All admin staff remain at home except Doug, Rod and Tony. Will return to office on June 1st. Nearly all bus operators ready to return to full service. Cleaning and Garage staff back since late April.
- Turnpike proposal on hold currently. Not looking good.
- Speaking to Greyhound in June. Creating future road map.

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. Discussing August 1 with Metro/SPBS for this and regional fare policy launch.
- Electric buses – Delivery date has been pushed back to November 2021 due to Proterra engineering challenges.
- New Zoom coaches – Will be Prevost. Fast tracked around virus disruption, delivery could be as early as October. Money is ready and order is close.

Trolley Season

- Held off on decision until more information was available.
- June 1 and July 1 milestone dates are being planned for.
- Getting inquiries on what trolley season will look like from OOB businesses.
- Delayed opening – No Memorial Day weekend or early June Saturdays.
- Spoke with Dana Kelley about our plans and answered his questions.
- Plan is to open Father’s Day weekend.
- Must retain/sustain as much operating revenue the summer generates as possible (Advertising, Stops, Fares etc). Vital for match dollars in current financial model.
- Will use same safety protocols as Transit side.
- Would be fare free until we returned to collecting fares.
- Strategizing on how to handle social distancing on board.
- Looking for Committee feedback/approval to move forward.

There were no additional questions.

There was no public comment.

Adjournment – Meeting adjourned at 5:11pm.

Respectfully submitted by:
Anne Austin