



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

June 25, 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 4:00 PM.
2. **Members present on video/ call:** Greg Tansley, Alan Minthorn, Bette Brunswick, Curt Koehler, Doris Ortiz, Louise Reid.

Staff: Tony Scavuzzo, Craig Pendleton, Anne Austin, Doug Morison, Perian Carpenter.
3. **Public Comment** - No public comment at this time.
4. **Approval of the May 28, 2020 Meeting Minutes -**

Motion by Alan Minthorn to approve the May 28, 2020 Meeting Minutes. Seconded by Curt Koehler. No comments, questions or discussion. Vote. All were in favor. Passed unanimously.
5. **Financial Report** – Doug Morison, Finance Manager, reviewed the financials and proposed budget.
 - Overall goal was to be conservative on the budget.
 - Month shutdown in April 2020 due to the COVID-19 pandemic. Were able to pay employees in full. No buses running and help from emergency CARES Act funding allowed for this.
 - To keep expenses down, no pay increases budgeted for the coming year.
 - Insurance costs went up 15 %. Unavoidable.
 - The drop in fare revenues is basically an unknown. If approved, Phase II under the CARES Act would cover expenses that normally would be covered by fare revenue, or other revenue income not collected due to COVID-19 related issues, such as cancelled contract stops, advertising, etc.
 - Municipal contributions were also lower than initially planned.
 - Completing capital projects on camera and security.
 - Other big change: Greyhound will continue to fund us beyond December 2020. Doug expects net zero impact on the budget bottom line. Does allow us to continue the Green line service.
 - Overall budget is tight.

Tony added that the Green line service looks like it will be able to continue to run through calendar year 2021. Maine DOT wants it to be an urban run going forward, but do not know exactly when.

Louise Reid asked that in the budget process next year consideration be given to budgeting some kind of funding for the staff. She said Tony and the staff have done a wonderful job and realizes times are tough, but she wants all to know the Board appreciates all they do.

Tony also wanted to commend Doug Morison for the difficult work, understanding all the pieces, dealing with the COVID-19 challenges and dealing with the CARES Act to present this budget.

Motion by Curt Koehler to approve the budget for Fiscal Year 2021 as presented with the request that Management come back at next month’s meeting with a supplemental budget to cover the other six month’s of the Intercity Service (Green Line). Seconded by Alan Minthorn. After discussion members voted. Passed unanimously. Unanimous approval of the budget to move forward July 1, 2020 with a stipulation of a supplemental budget be presented at the next board meeting.

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

COVID-19 Response:

- June 1 – Added one afternoon run to Zoom Express. Still running just one bus. Added later run leaving the Exit 32 Park and Ride. Asked to accommodate longer 12-hour nursing shifts at Maine Med.
- Added Portland Intercity Connector which has been asked for the most. This run has gained the most back in ridership. One of the day’s ridership was almost back to pre-COVID “normal” ridership. This is very encouraging.
- Also extended hours for local runs from approx. 8:30 am to 5:30 pm.
- June 15 – Eliminated chaser bus. Began boarding up to 50% capacity.
- August-October – Tentative time line to return to fare collection and launch electronic fare box.
- Return to full service still unknown. Currently at 30% of former baseline ridership and growing slowly.

COVID-19 Response – Ridership update (Daily Averages thru 6/22)

	Pre-COVID 19	Post COVID-19	Delta	High
Zoom Express	90	13	(-86%)	17
Local Urban	294	104	(-64%)	152
Portland Intercity	78	37	(-52%)	70
UNE	****Suspended for Academic Year****			

Total ridership down 69%

Budget/ CARES Act - Progress Update

- 2016 & 2019 Triennial review responses are still in process at FTA.
- City budget presentations – Biddeford completed.
- Submitted request for CMAQ funding to MEDOT for Downtown Circulator.
- CARES Act funding drawn down (PACTS Phase I).
- All admin staff back in office on June 1.

- Turnpike proposal on hold currently. Not looking good. Tony has spoken with Peter Mills and it looks like some funding will continue for a few months into FY 2021. Peter Mills will circle back with Tony regarding this.
- Spoke to Greyhound about their future in Maine.
- Annual financial audit has started. Parts room inventory “best it’s ever been”.
- Received VW local match dollars for 3 of 4 trolleys remaining.

Project Update

- Wifi on board – Installs are continuing on all vehicles. Down to 2 trolleys left.
- Electronic Fare collection – Postponing launch until further notice due to virus response. Early adopters and other activity also postponed. Keeping this and regional fare policy launch linked. All 3 agencies will launch together.
<https://vimeo.com/426980795>
- 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.
- Electric buses – Delivery date still November 2021. Spoken with Heliox about on charging systems.

Trolley Season

- Started Friday, June 19.
- No more than 50% capacity for time being. Masks and social distancing required.
- Obvious there will be summer activity.
- 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.
- Will be fare free until we return to collecting fares on June 28.
- Seats marked that can and cannot be occupied for social distancing protocol.
- Cutting headways regularly on West Side run with Camp Ellis trolley helping.
- With Route 1 destinations closed or refusing service this year (Funtown, Wagonwheel), this gives more capacity to help cut headways elsewhere.
- 1000 riders in first 3 days
- Included in grant request from Town of Old Orchard Beach to support costs.

Alan Minthorn noted that AquaBoggan would be opening July 1st. Tony Scavuzzo confirmed that AquaBoggan is on the trolley route and will be serviced.

Safety Plan

Executive Director, Tony Scavuzzo stated last July we were informed that FTA would be requiring all transit agencies that fall under FTA guidelines to have a mandatory formal Safety Plan. We were asked if we wanted to do our own or be part of the plan that Maine DOT was sponsoring. We chose to join with the sponsored plan along with Lewiston Auburn, RTP, YCCA, and Bangor. Came up with a template together and all will use the same template.

The Safety Plan formalizes and defines the different types of accidents and makes sure there is documentation to track action items. Needs to be implemented by December. Rod Carpenter,

Deputy Director, and Rita Rose, Driver Supervisor contributed to the final document. Rod Carpenter is named as the Safety Officer leading this charge.

Clarification asked by Chairman Tansley – Even though this was done under 5307, this applies to not 5307 funding activities also. Tony Scavuzzo confirmed.

Bette Brunswick asked if there were any special considerations needed to follow for students. Tony Scavuzzo confirmed that the student riders fall under all the same safety protocols as other passengers.

Approval of the Safety Plan –

Motion by Curt Koehler the Board accept the Safety Plan as written giving Management the authority to make changes as needed to conform with federal regulations. Seconded by Alan Minthorn. No further questions or discussion. Vote. All were in favor. Passed unanimously.

There were no additional questions.

There was no public comment.

Adjournment – Meeting adjourned at 5:06pm.

Respectfully submitted by:
Anne Austin