



Biddeford Saco Old Orchard Beach Transit Committee

Meeting Minutes

January 28, 2021

Meeting held by Video Conference

<https://global.gotomeeting.com/join/254853997>

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Access Code: 254-853-997

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, Curt Koehler, Doris Ortiz, Jessa Berna, Amanda Jens, Maya Atlas

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

Others: Casey Leonard, Runyon Kersteen Ouellette
Parker Madden, Runyon Kersteen Ouellette
Attorney Ann M. Freeman, Bernstein Shur

3. Committee members and staff introduced themselves as roll call was taken. New members **Amanda Jens** and **Maya Atlas** were warmly welcomed to the Transit Committee.
4. **Public Comment** – There was no public comment.
5. **Approval of the Meeting Minutes** –

Motion by Curt Koehler to approve the December 3, 2020 meeting minutes. Seconded by Doris Ortiz. No discussion. Vote by roll call. Curt Koehler, Alan Minthorn, Doris Ortiz, Jessa Berna, were in favor. Amanda Jens and Maya Atlas abstained. Motion passed.

6. **Financials/Auditor's Presentation** – Casey Leonard and Parker Madden from Runyon Kersteen Ouellette presented the fiscal year 2020 audit results, including the financial summary and three compliance audits. The audit was completed in December of 2020. The financial statements received an unmodified opinion, which means the statements are fairly stated. Tests of compliance revealed no material weaknesses and no significant deficiencies-- all positive results. Casey Leonard reviewed recommendations and how management responded. Parker Madden reviewed the details of the financial results.

7. Executive Director’s Presentation – Tony Scavuzzo presented.

COVID Update

- CARES Act continues to buoy us operationally. Plans for augmented operational funding into 2022.
- Local match must be ready to pick up where CARES assistance will leave off or fiscal cliff will be present. Assumption is that ridership will not be back to pre-pandemic levels for years.
- All cleaning and safety protocols still in place on premise and on board.
- Hopeful for “normal” trolley season to begin climb back to pre-pandemic state.
- Will continue to be in holding pattern until work and school routines return.
- 50% of expected ridership is in line with other transit providers.
- Internal COVID case earlier this month. Took precautions.

Ridership Update

	Pre-COVID 19	Post COVID-19	Delta	High
Zoom Express	90	15	(-83%)	22
Local Urban	294	154	(-48%)	256
Portland Intercity	8	43	(-45%)	112

Total ridership 50% of expected (since October 1)

Progress/News Update

- UNE suspended their service early with students not returning from Thanksgiving. Resumed January 11. Contract renewal will begin soon.
- Downtown Circulator planning continues. Retained SMPDC to assist with public engagement. Still on track for mid-August launch and enhancement of UNE service.
- Maine Turnpike presentation of Route 1/Turnpike corridor funding partnership with Metro was 1/14.
- Submitted DBE program documentation to FTA for triennial review toward closure. Goal remains to close open 2016 and 2019 items. Next triennial 2022.
- “Purchased” additional vehicle from Reading, PA. Agency Transfer (\$1).

BSOOB Transit Project Update

Electronic Fare collection – Final challenges: 1) Integrating UNE issued IDs into DiriGo system and 2) DiriGo use on trolleys.

New Zoom coaches – In revenue service. Continuing promotional campaign directly in mill buildings.

New Trolleys – Purchase order submitted before holidays. Puts us on track for delivery in 2021 as of now.

Electric buses – Delivery date October 2021. Configuration and Infrastructure discussions

ongoing. Action items from stakeholder call happening in January toward finalization of on route charger location.

STC On-Route charging infrastructure update

Goal: To have on-route charging infrastructure ready for bus delivery.

If not ready, we will use depot charging and keep both buses on one route to ensure enough range to complete one shift.

Future Funding Ladder Proposal

Municipal Contribution = (currently \$165,000)

FY 2022 - \$200,000

FY 2023 - \$220,000

FY 2024 - \$240,000

Completed public engagement

11/30 - Saco City Council – Electric bus, Downtown Circulator and COVID updates

12/3 – Saco Traffic Safety Committee

12/4 – UNE – Service update, Evolution to Downtown Circulator

12/9 – Town of Scarborough – Future of service (supporting GPCOG)

1/5 - Town of Old Orchard Beach – Hope for January to give update

1/14 – Maine Turnpike Board of Directors – Pitch Route 1/Turnpike corridor funding

***City of Biddeford – waiting for council workshop

8. **Executive Session – 1 M.R.S.A. 405(6)(E) Legal Rights and Responsibilities –**
Attorney Ann Freeman

Motion to enter into Executive Session under 1 M.R.S.A. 405(6)(E) – Legal Rights and Responsibilities, by Curt Koehler. Seconded by Doris Ortiz. Vote by roll call. Alan Mintorn, Jessa Berna, Curt Koehler, Doris Ortiz, Amanda Jens, and Maya Atlas were all in favor. Passed unanimously.

**** Entered Executive Session at 5:17pm****

Motion to come out of Executive Session by Curt Koehler. Seconded by Alan Minthorn. Vote by roll call. Alan Mintorn, Jessa Berna, Curt Koehler, Doris Ortiz, Amanda Jens and Maya Atlas were all in favor. Passed unanimously.

**** Exited Executive Session at 6:00pm****

9. **Adjournment** – Meeting adjourned at 6:07 pm.

Respectfully submitted by:
Anne Austin