



Biddeford Saco Old Orchard Beach Transit Committee

AGENDA Saco Transportation Center May 25, 2023 4:00 PM – 5:30 PM

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none"> • March 2023 Transit Committee • April 2023 Transit Committee (<i>No Quorum – Notes</i>) 	Chair	Action
5.) Financial Subcommittee Report <ul style="list-style-type: none"> • April Month End Financial Report 	Subcommittee Chair / Staff	Information
6.) Saco Transportation Center Lease Update	Staff	Information
7.) Executive Director Report <ul style="list-style-type: none"> • Ridership report • Legislative updates • Public engagements • FY24 Budget update 	Chad Heid	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"> • Upcoming Meetings: Finance Subcommittee, June 19th, 12p Committee Meeting, June 22nd, 4p 	Staff	Information
9.) New Business	Chair	Information
10.) Adjournment	Chair	Action



Biddeford Saco Old Orchard Beach Transit Committee
Meeting Minutes
March 23, 2023
4:00 PM
Saco Transportation Center

1. Call to Order –

With the absence of both the Chair and Vice-Chair of the Committee, a temporary Chair will facilitate the meeting.

Motion by Bryan Kaenrath to nominate Curt Koehler as temporary Chair for this meeting in the absence of the Chair and Vice Chair. Maya Atlas seconded the motion. There were no other nominations. Bryan Kaenrath, Maya Atlas, Eric Freeman, Tim Fleury, and Curt Koehler all voted in favor. Motion passed unanimously. Curt Koehler named temporary Chair.

Temporary Chair Curt Koehler called the meeting to order at 4:06 pm.

2. Roll Call – Members present: Bryan Kaenrath, Maya Atlas, Curt Koehler, Eric Freeman, and Tim Fleury. Absent: Kenny Blow, Phil Hatch, Doris Ortiz, Jean Saunders. Staff present: Chad Heid, Rod Carpenter, Craig Pendleton, Caroline FreeSpirit, Marianne Walters, Anne Austin.

3. Public Comment – None.

4. Approval of the Previous Meeting Minutes –

Motion by Tim Fleury to approve the Transit Committee meeting minutes of February 23, 2023. Eric Freeman seconded. Curt Koehler, Eric Freeman, Bryan Kaenrath, Maya Atlas, and Tim Fleury all voted in favor. Motion passed unanimously. Minutes approved.

5. Financial Subcommittee Report–

- At the last meeting of Monday, March 20, 2023, Phil Hatch was nominated and elected as Chair to the Finance Subcommittee.
- Finance Manager Caroline FreeSpirit presented key points from the February month end financial report.
- Two-thirds of the way through the fiscal year and roughly two-thirds of the budget. Total personnel expense is at 56.8% of budget and 87.1% through other expenses. Fuel is at 56%.
- CAD-AVL award to Swiftly, a California based firm. 3-year contract with a one-time cost of \$311,480.76. Annual costs in the mid-30s for the next 3 years (\$34k, \$36k and \$38k respectively.)
- New support van has been received to replace the old one destroyed by fire from the previous year. Funding will come from the insurance settlement.
- Future considerations: Annual budgeting process has begun. Projected payroll expenses have been determined. Review and analysis of expense line items is ongoing.
- Finance Subcommittee should have a budget to consider in the May meeting.



- Auditors have finished the audit and will be making an April presentation to the board.
- We have benefited from CARES, CRSSA, and ARPA funding over the past years, that had covered our operation 100%. This is ending in FY24 and we will be returning to the traditional 5307 funding at 50% of expenses. We are currently looking at expanding other sources of funding through MaineDOT.
- We are taking part in a process of creating a unified MaineHealth ridership contract with GP Metro, South Portland, and BSOOB Transit.

There were no questions regarding the financial update.

6. Employee Recognition - Craig Pendleton Retirement

Chad Heid acknowledged and thanked Craig Pendleton for his many contributions to BSOOB Transit including 9 years' service on the Board, as the first Director of Transportation, previously as the Director of External Affairs, involved in marketing, the pulse roll-out, battery electric buses, presence and service at the Saco Transportation Center location and all his contributions to the organization. Craig is retiring effective April 14, 2023. All wished him well.

7. Swiftly – CAD/AVL Project Update

Chad Heid reviewed the Swiftly scope of work (included in the packet.) He gave an overview of the significant improvements this software will make to our system.

Automatic passenger counters will fundamentally alter the way we understand how people are using our system.

Automated voice announcements and ADA (Americans with Disabilities Act) signage will put us in federal compliance.

We will be transitioning away from Unite GPS platform (*Where's the Bus* portal) and will feed our own map on our webpage as well as transit app, Google maps, Apple maps, etc. providing better real-time information for our customers.

We will see outcomes toward the end of the calendar year.

8. MTA Legislative Advocacy- Chad notified the Transit Committee members of opportunities to advocate for transit. He reviewed the two letters sent from the Maine Transit Association (MTA) Executive Board included in the meeting packet. Chad encourages members to review and reach out to legislators and representatives to tell the story of why transit deserves the modest increase in funding requested.

9. Executive Director Report- Chad shared his presentation.

Ridership Report – When comparing the last three years, we are seeing large spikes in ridership!

Safety Committee – Standing committee that meets every other month in conjunction with members of the union ATU Local 714 to address safety concerns and make appropriate adjustments to improve safety in the workplace. Met in January and March. “See Say Now” is a self-reporting safety app we are now using and providing staff education. Rod Carpenter is BSOOB Transit’s Chief Safety Officer.



Workforce Transportation Grant – Planned service partnership with KKACC.

Chad reviewed that there is 5 million dollars available in state funds (that do require 20% local match) to access funds and build connectivity for potential employees and employers.

Many entities in York County approached us asking us to operate if they were awarded funds. Through a regular service agreement, and with their funds and our available resources, we could deliver the service. This is a great opportunity for our agency to help bridge the transportation gap, expand connectivity, and generate economic connections and opportunities.

There would be no local match for our agency. Funded through MDOT grant program.

Award should be announced April/May timeframe.

USDOT SMART Grant –

- We have been awarded \$350,000 for smart grid enhancements.
- We were the only applicant awarded in the State of Maine, one of six in New England. Four smart grid awards.
- Planning and demonstration grant.
- Renewable energy generation, on-site storage and charging equipment.
- Leveraging agency infrastructure to reduce network demand.

STC Lease – Existing lease ends August of 2023.

Working on new terms. Hoping to maintain the existing space we have.

Current \$250/month for rent, \$100/ utilities.

More to come. Will be a Landlord/Tenant agreement.

Discussing different scenarios.

Governance Subcommittee- started September of 2021. Spent time reviewing the bylaws. Need to re-visit as they are very out of date.

Consider reconvening this meeting in April/May?

Municipal Budgets - Chad will present in April/ May to the municipalities.

Bryan Kaenrath commented that, on behalf of the Saco residents, he continues to get requests to restore the Camp Ellis trolley. This may come up in the budget discussions.

MDOT Low-No 2023- Low-No application for this round is due April 13th, coordinated by MDOT. This is a statewide low-no bus and charging infrastructure grant. Eight operators applying jointly.

We are requesting 2 additional buses in 2024 and another 2 in 2026.

Spring and Summer service changes.

Public outreach in May/June.

-Will resume the Ready Seafood run.—will be transporting approximately 70 daily.

-OOB will see greater connectivity.

-Want to make route changes so the frequency is higher—every 60 minutes versus 75 minutes.



Governance Subcommittee- looking for four (4) members representing each of the communities (but could have more.) Chad will distribute to the Committee at large a request for interest and report back what that looks like.

10. Upcoming meetings:

Biddeford CC Budget, April 10th, 7:45pm.

Finance Committee, April 24th, 12pm.

Saco CC Budget, April 24th, 6:30pm.

Committee Meeting, April 27th, 4pm.

11. New Business -

Maya asked on behalf of the Biddeford residents—would the bus ever go to the beach? Limited parking at Fortune’s Rocks.

Chad shared that the planning questions: when do you want to go there, the routing path and what times of day? Chad would consider with these details. Staffing could be a roadblock.

12. Adjournment – Motion to adjourn by Maya Atlas. Eric Freeman seconded.

Meeting was adjourned at 5:03pm.



BSOOB Transit Committee Meeting

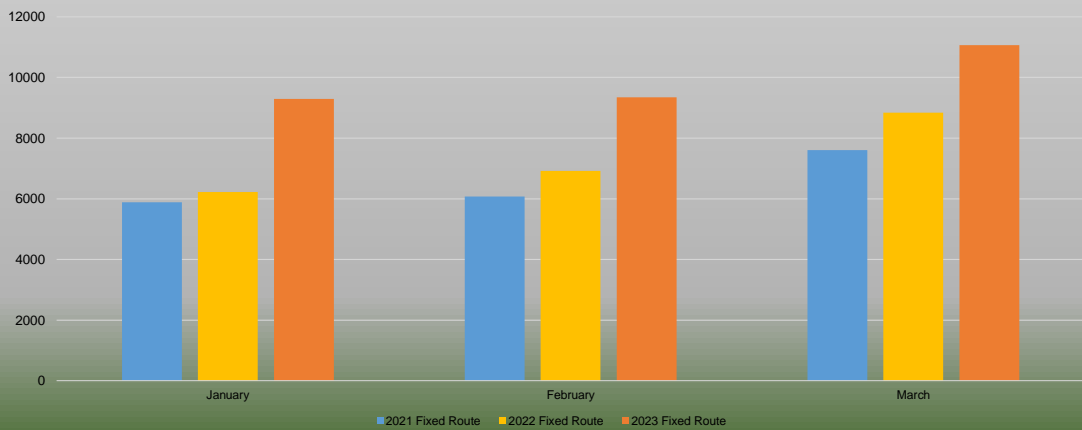
April 27, 2023



Monthly Ridership Comparison



Fixed Route Ridership Comparison
2021-2023



Proterra Performance



- Period of Use: 6/22 – 4/23
- Total Miles Operated: 46,292
- Total Charger Utility Cost: \$17,465.3
- Cost / Mile: \$0.377

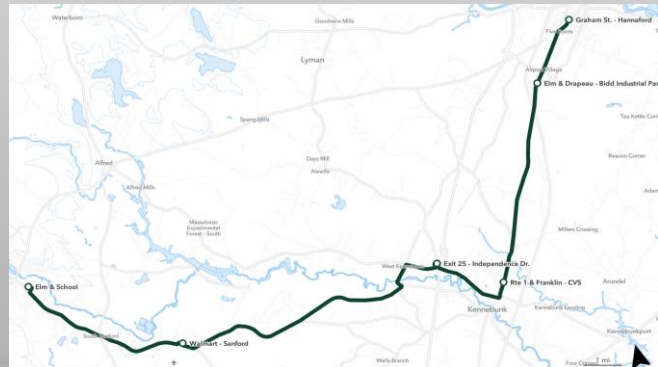
- Current Diesel Contract:
- \$3.6259/gallon
- Cost / Mile: \$0.604



Workforce Transportation Grant



- Partnership with KKACC
- MDOT grant program





WFT Route Draft Timetable

Biddeford to Sanford via Kennebunk

Graham St. - Hannaford	Drapeau St – BIP	Rte 1- Franklin – CVS	Exit 25 – Independence Dr	Walmart - Sanford	Elm St & School St
6:28
8:03	8:10	8:21	8:30	8:46	9:00
15:52	15:59	16:10	16:19	16:35	16:49
18:02	18:09	18:20	18:29	18:45	18:59

Sanford to Biddeford via Kennebunk

Elm St & School St	Walmart – Sanford	Exit 25 – Independence Dr	Rte 1 & Post Office Square	Rte 1 & Precourt – BIP	Graham St - Hannaford
7:01	7:14	7:30	7:38	7:50	7:58
9:06	9:19	9:35	9:43	9:55	10:03
16:55	17:08	17:24	17:32	17:44	17:52
19:05	19:33



Legislative Advocacy

- LD 1559
 - An Act to Advance the State's Public Transit Systems by Reinvigorating the Public Transit Advisory Council and Increasing Funding
 - Written testimony

- LD 1796
 - An Act to Protect Maine's Transit Employees
 - Written testimony





Planned Service Adjustments

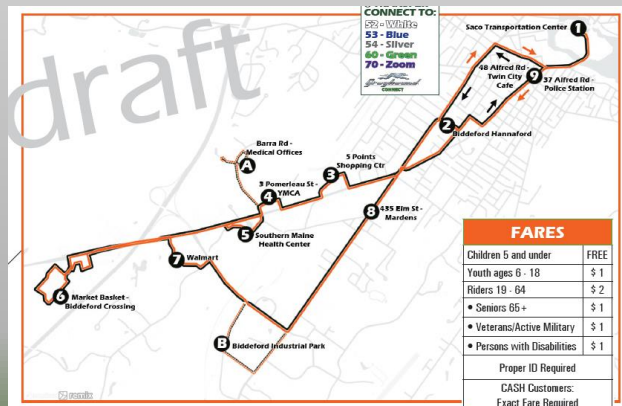
- Route #50-#54
- 60 Minute Pulse Network
 - Improved from current 75 minute pulse
 - More trips per day
 - Easier to understand
 - Precursor to 30-minute frequency options (2024)
- Reduced Sunday Spans
 - Better aligned with ridership patterns



Planned Service Adjustments



	500 Biddeford Transfer	501 Biddeford Transfer	502 Biddeford Transfer	503 Biddeford Transfer	504 Biddeford Transfer	505 Biddeford Transfer	506 Biddeford Transfer	507 Biddeford Transfer	508 Biddeford Transfer	509 Biddeford Transfer	510 Biddeford Transfer	511 Biddeford Transfer	512 Biddeford Transfer	513 Biddeford Transfer	514 Biddeford Transfer	515 Biddeford Transfer	516 Biddeford Transfer	517 Biddeford Transfer	518 Biddeford Transfer	519 Biddeford Transfer	520 Biddeford Transfer			
MONDAY - SATURDAY	5:30	5:32	5:35	5:42	5:45	5:52	5:57	5:59	6:04	6:08	6:10	6:18	6:20	6:28	6:30	6:38	6:40	6:48	6:50	6:58	7:00	7:10	7:18	
SUNDAY	7:30	7:32	7:35	7:40	7:43	7:46	7:52	7:57	7:59	8:04	8:08	8:10	8:18	8:20	8:28	8:30	8:38	8:40	8:48	8:50	8:58	9:00	9:10	9:18





**BSOOB Transit Finance Subcommittee
Meeting Agenda
Monday, May 22nd, 2023
12:00pm – 1:30pm**

Saco Transportation Center

Agenda Item	Responsibility	Action or Information
1.) Call to Order	Chair	Action
2.) Roll Call / Ascertain Quorum	Chair	Action
3.) Public Comment	Chair	Information
4.) Approval of Previous Minutes <ul style="list-style-type: none"> • April Finance 	Chair	Action
5.) April Month End Financial Report	Staff	Information
6.) FY24 Budget <ul style="list-style-type: none"> • Overview • Timeline • Remaining Action Items 	Staff	Information
7.) Saco Transportation Center Lease Update	Staff	Information
8.) Administrative Discussion Items <ul style="list-style-type: none"> • Upcoming Meetings: • Thursday, May 25, 4p Committee • Monday, June 19, 12p Finance 	Staff	Information
9.) New Business	Chair	Information
10.) Adjournment	Chair	Action



**BSOOB Transit Finance Subcommittee
Meeting Minutes
April 24, 2023
12:00 PM – 1:30 PM
Saco Transportation Center**

- 1. Call to Order** – Phil Hatch called the meeting to order at 12:14 PM.
- 2. Roll Call/ Ascertain Quorum** – Members present: Phil Hatch, Curt Koehler, Doris Ortiz. Absent: Kenny Blow. Staff present: Chad Heid, Rod Carpenter, Caroline Freespirit.
- 3. Public Comment** – None.
- 4. Approval of March Meeting Minutes** – Phil Hatch requested that the meeting minutes be modified to correctly state his abstention from the chair nomination vote, as the version presented to the committee incorrectly stated his voting action. Staff acknowledged this error and will revise.

Motion by Doris Ortiz to approve the February Meeting Minutes. Curt Koehler seconded. All members voted in favor. Motion passed.

- 5. March Month End Financial Report** – Chad Heid introduced this discussion noting that Caroline Freespirit would review the details of the month end summary memo. Caroline presented that the wages and benefits expenses are tracking at the expected pace, while other expenses are showing a higher value than budgeted, which is due to depreciation expenses. She also discussed the progress that has been made on monthly reconciliation of accounts, specifically that there were multiple transactions that need to be posted by City of Biddeford staff. Staff is also preparing a banking services RFP to establish an independent banking arrangement. This action is one of many that will be required to formalize financial independence.

Curt Koehler provided multiple observations and considerations, included a note that the balance sheet fund equity beginning of year amount should equal the FY22 year end amount once the final entries are applied. He also suggested there should be some interest in the audit services RFP from a local auditing firm, Marcum. Curt requested to be included in this RFP distribution correspondence.

Chad Heid reviewed the strategies considered to formalize independent banking, specifically the concept around an operating reserve policy as the catalyst. As noted by Caroline, the agency is taking a different approach with the banking services RFP. Phil Hatch asked staff to clarify the priority for a local banking institution. Caroline indicated that the RFP will include language defining the value of proximity to the BSOOB Transit administrative office. Phil also recommended that staff consider the range of financial services that proposing agencies may be able to provide.



- 6. Low-No Grant Application** – Chad Heid provided an update to the Committee on the MDOT coordinated Low-No application. This 2023 application includes a 3-year request for BSOOB Transit and six other transit providers in the state. The 3-year request for BSOOB Transit is 4 new battery electric buses, 2 each in 2024-25 and 2026-27, along with funding for additional depot charging infrastructure. MDOT has committed to provided 50% of the local match needed to complete the capital replacement and construction projects, with BSOOB Transit being responsible for the remainder, or \$396,785 over the 3-year timeframe if granted full award. Chad shared the full-statewide request, calling out the continued momentum towards cleaner, modern, zero-emission fleets here in the BSOOB Transit region and elsewhere in the state. Committee members had discussion on the financial impact the municipalities may see as a result of this grant commitment. Committee members also shared support, noting the track record the agency has developed in the recent past.
- 7. Administrative Discussion Items – Chad Heid noted the schedule for upcoming meetings:**

 - Thursday, April 27, 4p, Committee
 - Monday, May 22, 12p, Finance
- 8. New Business** – Chad Heid used this opportunity to provide a brief update on the legislative efforts the being pursued during the State of Maine Biennial Budget and legislative session.
- 9. Adjournment** – The meeting was adjourned at 12:45 PM.



Memorandum

5/19/23

To: BSOOB Transit Committee Members
From: Caroline Freespirit, Finance Manager
Subject: Review of Financial Position as of April 30, 2023

Month End Details:

April is the tenth month for the fiscal year and as such, represents 83% of the year. The organization is tracking approximately 83% of the way through operating expenses. Total personnel expense is at 71% of budget and 115% through Other Expenses. Depreciation expense is a non-cash expense and not budgeted for that reason. So the overage in Other is not a significant item. Fuel is at 70%.

Future Considerations:

We are in the final stages of drafting the FY24 budget. This coming year marks the end of CARES funding, which had covered 100% of operating expenses. As such, the FY24 budget will require the use of funds the agency has accumulated to help us as we transition to the leaner government funding in the future. This is also the year where the Intercity service funding will be put out to bid by MDOT, so we only have sufficient funds to last about 6 months of the new budget year. After that, if we win the bid, additional funds will be made available by MDOT. If we do not win the bid, the agency will have to evaluate the options for maintaining connections to points north of Biddeford, Saco, and Old Orchard Beach.

We have issued RFPs for auditing services and security fencing. Staff is also in the final phase of developing an RFP for banking services. To that end, we are reconciling two of the Accounts Receivable accounts where we send the information of deposits to Biddeford. There continues to be items that have been sent (twice in some cases) that are still not showing in MUNIS. But each month we are able to identify those items that are missing and follow up.

We are negotiating with the City of Saco for a long-term leasing agreement for our use at the Saco Transportation Center. Negotiations are not progressing and there the agency will have to develop contingency plans if there is no agreement in advance of the current lease expiration of August, 2023. Some options that may be considered include: upgrades to 13 Pomerleau Street to make room for the functions currently housed at the Transportation Center, reconfiguring or modifying the existing pulse network, along with the impacts to Battery Electric Bus On-Route Charger Project.

Statement of Revenues, Expenses and Changes in Fund Equity
As of APRIL 2023

	Fund 801 Transit Agency	Last Year
Revenues		
Fares:		
Intercity fares	\$ 34,733.50	40,209.54
Urban fares	68,058.76	61,941.69
Trolley fares	119,858.77	103,757.72
Zoom fares	18,041.31	21,232.21
Noreaster UNE fares	12,004.02	7,368.46
Total fares	252,696.36	234,509.62
Grant revenues, including this month unbilled:		
FTA-Urban, Planning & Capital	1,408,414.31	2,457,467.10
MDOT-Urban	90,753.02	84,792.20
MDOT-Intercity	628,674.73	483,689.62
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	273,361.34	375,121.01
MTA-ZOOM	10,727.82	0.00
FTA-Capital-Mobility	18,316.42	38,261.30
MDOT-Interline	0.00	0.00
Other grant revenue	0.00	1,840,000.00
MDOT-Capital grant	0.00	0.00
Total grant revenues	2,430,247.64	5,279,331.23
Insurance claims revenue	36,834.42	11,581.30
Fuel & miscellaneous operating revenue	57,971.57	8,342.72
Contract repair parts & labor revenue	92,052.47	96,330.01
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	124.69	312.82
Contract stops - all	97,261.35	68,958.55
Contract revenue - UNE annual contribution	48,000.00	24,000.00
Advertising revenue - urban	68,711.50	39,293.75
Advertising revenue - intercity	0.00	525.00
Advertising revenue - zoom	0.00	6,181.54
Advertising Commissions Paid	(11,019.93)	(17,394.05)
Other income	825.00	46,048.03
Total revenues	3,848,705.07	6,423,020.52
Reconciliation (for Finance Dept. use only)		
Revenue Control	3,725,440.24	6,353,143.64
Add current month unbilled grants	123,263.73	69,873.40
Less nonoperating income	(0.90)	(3.48)
Adjusted Revenue Control to tie to above	<u>3,848,704.87</u>	<u>6,423,020.52</u>
Difference	0.20	0.00

Expenses

Indirect Expenses		
Administrative Salaries	401,502.09	341,773.06
Administrative Benefits	139,941.62	192,100.64
Employee's Expense	25,975.60	11,479.42
Travel	7,606.59	13,049.91
Training	12,427.16	5,586.99
Utilities	19,568.98	18,963.23
Telephone	11,988.00	4,050.00
Postage	919.07	894.89
Office Supplies	13,393.18	14,316.92
Miscellaneous Office	70,133.29	77,295.52
Advertising	17,476.69	12,184.75
Professional Services	49,764.05	88,376.90
Insurance	219,907.47	172,655.03
Facility Repairs & Maint.	5,794.56	5,000.24
Vehicle Fuel	2,408.55	2,806.21
Depreciation	545,316.68	427,340.05
Total indirect expenses	1,544,123.58	1,387,873.76
Direct expenses:		
Operating wages-Drivers	852,331.67	901,907.24
Operating wages-Repair	188,015.75	260,495.50
Operating benefits-Drivers	170,994.50	168,318.22
Operating benefits-Repair	84,066.38	86,832.09
Miscellaneous supplies & costs	28,215.42	46,419.31
Vehicle Fuel	194,372.30	114,594.21
Vehicle Maintenance	154,464.96	186,070.45
Preventive Maintenance, all sources	386,275.43	139,700.64
Total operations expenses	2,058,736.41	1,904,337.66
Total operating expenses	3,602,859.99	3,292,211.42
Reconciliation (for Finance Dept. use only)		
Appropriation Control	3,845,162.73	5,948,753.24
Encumbrance Control		
Less nonoperating expense	(242,299.69)	(2,656,559.89)
Adjusted Approp. Control to tie to above	3,602,863.04	3,292,193.35
Difference	(3.05)	18.07
Operating income (loss)	245,845.08	3,130,809.10
Nonoperating revenues (expenses):		
Sale of surplus property	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	(242,299.69)	(2,659,883.80)
Interest revenue (expense)	0.00	3,323.91
Total nonoperating revenue (expense)	(242,299.69)	(2,656,559.89)
Net income (loss)	3,545.39	474,249.21
Fund equity, beginning of year	4,294,827.00	3,317,938.44
adjust reserve for inventory		
change in value of fixed assets	3,209,654.71	1,212,178.72
loss on disposal of capital assets		
prior year adjustment		
Fund equity, end of year	\$ 7,508,027.10	5,004,366.37
To tie to balance sheet fund equity	7,508,027.10	5,004,357.92
Difference	0.00	(8.45)

Balance Sheet

As of APRIL 2023

	Fund 801 Transit Agency	Fund 801 Transit Agency
ASSETS		
Current assets:		
Petty Cash	200.00	200.00
Cash on Hand	200.00	200.00
Accounts Receivable		
Billed	1,738,915.80	252,577.95
Unbilled, this month	123,263.73	69,873.40
Inventory	321,067.49	342,332.47
Total current assets	2,183,647.02	665,183.82
Fixed assets:		
Property, plant and equipment	9,869,322.91	7,445,347.03
Less accumulated depreciation	(4,097,429.80)	(3,580,990.39)
Total fixed assets	5,771,893.11	3,864,356.64
Other assets:		
Prepaid expenses	(19,909.52)	(17,025.00)
Total prepaids	(19,909.52)	(17,025.00)
Total assets	7,935,630.61	4,512,515.46
LIABILITIES AND EQUITY		
Current liabilities:		
Accounts payable	(3,601.50)	(376,179.83)
Payroll liabilities outstanding	3,001.68	17,515.17
Accrued payroll	39,569.81	58,911.67
Accrued compensated absences	105,560.37	99,075.35
Unearned receipts	5,115.72	11,115.72
Total current liabilities	149,646.08	(189,561.92)
Non-current liabilities:		
Owed to (from) City of Biddeford	277,957.43	(302,280.54)
Total non-current liabilities	277,957.43	(302,280.54)
Total liabilities	427,603.51	(491,842.46)
Equity		
Retained earnings, end of prior year	7,504,485.86	4,530,134.12
Net income, current year	3,541.24	474,223.80
Total equity	7,508,027.10	5,004,357.92
Total liabilities and fund equity	\$ 7,935,630.61	4,512,515.46
Difference - Assets - (Liab. + Fund Equity)	0.00	0.00

YTD Cost Center Analysis - Local Service As of APRIL 2023	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	68,058.76	61,941.69
Trolley fares	119,858.77	103,757.72
Zoom fares	0.00	0.00
Noreaster UNE fares	12,004.02	7,368.46
Total fares	199,921.55	173,067.87
Grant revenues:		
FTA-Urban, including this month unbilled	1,361,108.31	1,349,239.10
MDOT-Urban	90,753.02	84,792.20
MDOT-Intercity	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Total grant revenues	1,451,861.33	1,434,031.30
Insurance claims revenue	36,834.42	11,581.30
Fuel & miscellaneous operating revenue	57,091.57	8,342.72
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	97,261.35	68,958.55
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	48,000.00	24,000.00
Advertising revenue - local (budget here)	0.00	0.00
Advertising revenue - intercity (charge to grant here)	0.00	525.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	(6,493.59)	(9,989.66)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	1,847,642.21	1,698,935.78

Local Service	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	265,582.28	202,609.89
Administrative Benefits	96,517.74	123,445.80
Employee's Expense	17,915.37	7,512.13
Travel	4,828.72	8,539.86
Training	8,571.01	3,656.13
Utilities	12,127.64	10,879.31
Telephone	8,268.12	2,355.84
Postage	633.88	585.62
Office Supplies	8,823.46	6,854.19
Miscellaneous Office	40,102.59	40,914.06
Advertising	11,494.79	7,129.00
Professional Services	22,499.74	40,197.87
Insurance	143,866.30	111,208.88
Facility Repairs & Maint.	3,996.51	3,272.16
Vehicle Fuel	1,661.18	1,773.33
Depreciation	5,824.34	9,892.11
Total administrative expenses	652,713.67	580,826.18
Operations expenses:		
Operating wages-Drivers	605,289.74	603,365.69
Operating wages-Repair	101,246.48	133,413.09
Operating benefits-Drivers	116,088.17	107,578.25
Operating benefits-Repair	45,269.75	44,471.16
Miscellaneous supplies & costs	13,528.50	17,176.64
Vehicle Fuel	112,730.05	59,814.99
Vehicle Maint.- regular	18,155.92	46,500.32
Preventive Maintenance	202,690.21	90,621.35
Total operations expenses	1,214,998.82	1,102,941.49
Total operating expenses	1,867,712.49	1,683,767.67
Municipal Contribution needed	20,070.28	(15,168.11)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Intercity Service As of APRIL 2023	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 34,733.50	40,209.54
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Total fares	34,733.50	40,209.54
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	628,674.73	483,689.62
MDOT-Interline	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	628,674.73	483,689.62
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	25,000.00	25,000.00
Greyhound ticket sales	124.69	312.82
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - zoom (charge to grant here)	0.00	6,181.54
Advertising revenue - intercity (budget here)	0.00	0.00
Advertising Commissions Paid	(3,004.33)	(3,749.17)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	685,528.59	551,644.35

Intercity Service	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	85,947.46	62,386.76
Administrative Benefits	31,234.97	38,010.89
Employee's Expense	5,797.75	2,313.10
Travel	1,562.67	2,629.56
Training	2,773.74	1,125.78
Utilities	3,924.73	3,349.91
Telephone	2,675.72	725.40
Postage	205.14	180.32
Office Supplies	2,855.44	2,110.51
Miscellaneous Office	13,468.20	12,706.79
Advertising	3,970.46	2,559.95
Professional Services	7,281.34	12,377.55
Insurance	39,404.61	29,389.84
Facility Repairs & Maint.	1,293.35	1,007.55
Vehicle Fuel	537.59	585.63
Depreciation	2,694.70	3,712.56
Total administrative expenses	205,627.87	175,172.10
Operations expenses:		
Operating wages-Drivers	177,722.47	162,386.10
Operating wages-Repair	57,589.22	64,348.82
Operating benefits-Drivers	39,499.73	35,410.61
Operating benefits-Repair	25,749.53	21,449.67
Miscellaneous supplies & costs	6,602.20	8,265.47
Vehicle Fuel	54,186.39	27,737.74
Vehicle Maint.	12,618.93	47,456.01
Preventive Maintenance	139,144.83	19,988.44
Total operations expenses	513,113.30	387,042.86
Total operating expenses	718,741.17	562,214.96
Municipal Contribution needed	33,212.58	10,570.61
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Zoom Service As of APRIL 2023	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	18,041.31	21,232.21
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	18,041.31	21,232.21
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	273,361.34	375,121.01
MTA-ZOOM	10,727.82	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	284,089.16	375,121.01
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local (charge to grant here)	68,711.50	39,293.75
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom (budget here)	0.00	0.00
Advertising Commissions Paid	(1,522.00)	(3,655.22)
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	369,319.97	431,991.75

ZOOM Service	Agency	Agency
Expenses		
Administrative expenses:		
1 Administrative Salaries	33,539.53	44,615.04
1 Administrative Benefits	12,188.92	27,182.98
1 Employee's Expense	2,262.47	1,654.18
2 Travel	609.80	1,880.49
9 Training	1,082.41	805.09
3 Utilities	1,531.56	2,395.64
3 Telephone	1,044.15	518.76
9 Postage	80.05	128.95
9 Office Supplies	1,114.29	1,509.30
9 Miscellaneous Office	5,445.57	9,244.39
11 Advertising	2,011.45	2,495.81
5 Professional Services	2,841.42	8,851.64
4 Insurance	36,636.56	32,056.31
6 Facility Repairs & Maint.	504.71	720.53
7 Vehicle Fuel	209.78	447.25
10 Depreciation	1,365.14	3,619.53
Total administrative expenses	102,467.81	138,125.89
Operations expenses:		
1 Operating wages-Drivers	69,319.46	116,155.45
1 Operating wages-Repair	29,180.04	62,733.59
1 Operating benefits-Drivers	15,406.60	25,329.36
1 Operating benefits-Repair	13,047.10	20,911.26
9 Miscellaneous supplies & costs	8,084.72	19,904.20
7 Vehicle Fuel	27,455.85	27,041.49
8 Vehicle Maint.	2,464.36	6,958.93
12 Preventive Maintenance	44,440.39	29,090.85
Total operations expenses	209,398.52	308,125.13
Total operating expenses	311,866.33	446,251.02
Municipal Contribution needed	(57,453.64)	14,259.27
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Mobility/Outreach As of APRIL 2023	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
MDOT-Intercity	0.00	0.00
FTA-Capital/Mobility/Outreach	18,316.42	38,261.30
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
Total grant revenues	18,316.42	38,261.30
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	18,316.42	38,261.30

Mobility/Outreach Coordinator	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	16,432.81	32,161.37
Administrative Benefits	0.00	3,460.97
Employee's Expense	0.00	0.00
Travel	605.40	0.00
Training	0.00	0.00
Utilities	1,985.05	2,338.37
Telephone	0.00	450.00
Postage	0.00	0.00
Office Supplies	599.99	519.00
Miscellaneous Office	3,796.78	5,526.44
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	23,420.03	44,456.15
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	1,073.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	1,073.00
Total operating expenses	23,420.03	45,529.15
Municipal Contribution needed	5,103.61	7,267.85
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Outside Repair/Sales As of APRIL 2023	Agency	Agency
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	92,052.47	96,330.01
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	92,052.47	96,330.01

Outside Agency Repairs & Fuel Sales	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	84,389.64	85,155.19
Total operations expenses	84,389.64	85,155.19
Total operating expenses	84,389.64	85,155.19
Municipal Contribution needed	(7,662.83)	(11,174.82)
Operating income (loss)	0.00	0.00

YTD Cost Center Analysis - Items not Allocated As of APRIL 2023	Agency	Agency
Revenues		
Grant revenues:		
FTA non-operating grant revenue	47,306.00	1,108,228.00
MDOT non-operating grant revenue	0.00	1,840,000.00
MDOT RTAP grant revenue	0.00	0.00
Other grant revenue	0.00	0.00
MDOT capital grant revenue	0.00	0.00
Total grant revenues	47,306.00	2,948,228.00
Municipal contributions	750,000.00	600,000.00
Fuel & miscellaneous operating revenue	880.00	0.00
Other income	825.00	46,048.03
Total revenues	799,011.00	3,594,276.03
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Miscellaneous & Office	7,320.15	2,587.25
RTAP Grant Expense	0.00	0.00
Advertising	0.00	0.00
Professional Services	17,141.55	26,949.84
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	535,432.50	410,115.86
Total administrative expenses	559,894.20	439,652.95
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	36,836.11	0.00
Total operations expenses	36,836.11	0.00
Items Paid from Restricted Fund Balance	0.00	0.00
Loss on Disposal of Capital Assets	0.00	0.00
Building Construc/Repair Capital	0.00	0.00
Equipment Purchase Capital	15,978.60	28,038.35
Vehicles Purchase Capital	226,321.09	2,631,845.45
Total capital expenses	242,299.69	2,659,883.80
Total expenses	839,030.00	3,099,536.75
Non-allocated items income (loss)	(40,019.00)	494,739.28
Income (loss) before depreciation	495,413.50	904,855.14
Municipal Contributions needed to fund operations	(6,730.00)	5,754.80
Excess (shortfall) in Municipal Contributions	502,143.50	899,100.34

YTD Cost Center Analysis - COVID RELATED As of APRIL 2023	Agency	Agency
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Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00
Biddeford rural loop fares	0.00	0.00
Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MTA-ZOOM	0.00	0.00
MDOT-Biddeford rural loop	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract stops - Biddeford rural loop	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - Biddeford rural loop	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	6,316.58
Advertising / Printing	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	6,316.58
Operations expenses:		
Operating wages-Drivers	0.00	20,000.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	20,000.00
Total operating expenses	0.00	26,316.58
Operating income (loss)	0.00	(26,316.58)
YTD Cost Center Analysis -	Agency	Agency
As of APRIL 2023		
Revenues		
Fares:		
Portland fares	\$ 0.00	0.00
Shuttle fares	0.00	0.00
Trolley fares	0.00	0.00

Biddeford-Old Orchard Beach-Saco Transit Committee

Zoom fares	0.00	0.00
Noreaster UNE fares	0.00	0.00
Fares - other	0.00	0.00
Total fares	0.00	0.00
Grant revenues:		
FTA-Urban	0.00	0.00
	0.00	0.00
	0.00	0.00
MDOT-Intercity	0.00	0.00
	0.00	0.00
MDOT-ZOOM	0.00	0.00
MDOT-Trolley	0.00	0.00
MTA-ZOOM	0.00	0.00
Grant revenue - UNE	0.00	0.00
	0.00	0.00
Total grant revenues	0.00	0.00
Fuel & miscellaneous operating revenue	0.00	0.00
Contract repair parts & labor revenue	0.00	0.00
Municipal contributions	0.00	0.00
Contract stops - Local	0.00	0.00
Contract stops - Trolley	0.00	0.00
Contract revenue - UNE annual contribution	0.00	0.00
Advertising revenue - local	0.00	0.00
Advertising revenue - intercity	0.00	0.00
Advertising revenue - trolley	0.00	0.00
Advertising revenue - zoom	0.00	0.00
Advertising Commissions Paid	0.00	0.00
Interest income	0.00	0.00
Other local revenue	0.00	0.00
Other income	0.00	0.00
Total revenues	0.00	0.00
	Agency	Agency
Expenses		
Administrative expenses:		
Administrative Salaries	0.00	0.00
Administrative Benefits	0.00	0.00
Employee's Expense	0.00	0.00
Travel	0.00	0.00
Training	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
Postage	0.00	0.00
Office Supplies	0.00	0.00
Miscellaneous Office	0.00	0.00
Advertising	0.00	0.00
Professional Services	0.00	0.00
Insurance	0.00	0.00
Facility Repairs & Maint.	0.00	0.00
Vehicle Fuel	0.00	0.00
Depreciation	0.00	0.00
Total administrative expenses	0.00	0.00
Operations expenses:		
Operating wages-Drivers	0.00	0.00
Operating wages-Repair	0.00	0.00
Operating benefits-Drivers	0.00	0.00
Operating benefits-Repair	0.00	0.00
Miscellaneous supplies & costs	0.00	0.00
Vehicle Fuel	0.00	0.00
Vehicle Maint.	0.00	0.00
Preventive Maintenance	0.00	0.00
Total operations expenses	0.00	0.00
Total operating expenses	0.00	0.00
Operating income (loss)	0.00	0.00
Biddeford-Saco-OOB Transit Committee		
YTD Cost Center Analysis - Total of all Areas	FY23	Last Year
As of APRIL 2023	Totals	F.S. Totals
Revenues		
Fares:		

Biddeford-Old Orchard Beach-Saco Transit Committee

Portland fares	\$ 34,733.50	40,209.54
Shuttle fares	68,058.76	61,941.69
Trolley fares	119,858.77	103,757.72
Zoom fares	18,041.31	21,232.21
Noreaster UNE fares	12,004.02	7,368.46
Total fares	252,696.36	234,509.62
Grant revenues:		
FTA-Urban	1,408,414.31	2,457,467.10
MDOT-Urban	90,753.02	84,792.20
MDOT-Intercity	628,674.73	483,689.62
MDOT-RTAP	0.00	0.00
MDOT-ZOOM	273,361.34	375,121.01
MTA-ZOOM	10,727.82	0.00
Planning/Mobility/Outreach	18,316.42	38,261.30
Interline grant revenue	0.00	0.00
MDOT-Other grants	0.00	1,840,000.00
Capital grants	0.00	0.00
Total grant revenues	2,430,247.64	5,279,331.23
Insurance claims revenue	36,834.42	11,581.30
Fuel & miscellaneous operating revenue	57,971.57	8,342.72
Contract repair parts & labor revenue	92,052.47	96,330.01
Municipal contributions	775,000.00	625,000.00
Greyhound ticket sales	124.69	312.82
Contract stops - Local	97,261.35	68,958.55
Contract revenue - UNE annual contribution	48,000.00	24,000.00
Advertising revenue - local	68,711.50	39,293.75
Advertising revenue - intercity	0.00	525.00
Advertising revenue - zoom	0.00	6,181.54
Advertising Commissions Paid	(11,019.93)	(17,394.05)
Other income	825.00	46,048.03
Total revenues	3,848,705.07	6,423,020.52
Expenses		
Administrative expenses:		
Administrative Salaries	401,502.09	341,773.06
Administrative Benefits	139,941.62	192,100.64
Employee's Expense	25,975.60	11,479.42
Travel	7,606.59	13,049.91
Training	12,427.16	5,586.99
Utilities	19,568.98	18,963.23
Telephone	11,988.00	4,050.00
Postage	919.07	894.89
Office Supplies	13,393.18	10,993.01
Miscellaneous Office	70,133.29	77,295.52
Advertising	17,476.69	12,184.75
Professional Services	49,764.05	88,376.90
Insurance	219,907.47	172,655.03
Facility Repairs & Maint.	5,794.56	5,000.24
Vehicle Fuel	2,408.55	2,806.21
Total administrative expenses	998,806.90	957,209.80
Operations expenses:		
Operating wages-Drivers	852,331.67	901,907.24
Operating wages-Repair	188,015.75	260,495.50
Operating benefits-Drivers	170,994.50	168,318.22
Operating benefits-Repair	84,066.38	86,832.09
Miscellaneous supplies & costs	28,215.42	46,419.31
Vehicle Fuel	194,372.30	114,594.21
Vehicle Maint.	154,464.96	186,070.45
Preventive Maintenance	386,275.43	139,700.64
Depreciation	545,316.68	427,340.05
Total operations expenses	2,604,053.09	2,331,677.71
Total operating expenses	3,602,859.99	3,288,887.51
Operating income (loss)	245,845.08	3,134,133.01
Contingency fund	0.00	0.00
Loss on disposal of capital assets	0.00	0.00
Capital expense	242,299.69	2,659,883.80
Interest expense (included in office supplies allocation)		
Total non-operating expenses	242,299.69	2,659,883.80

Biddeford-Old Orchard Beach-Saco Transit Committee

Total expenses	<u>3,845,159.68</u>	<u>5,948,771.31</u>
Net income (loss)	<u>3,545.39</u>	<u>474,249.21</u>

B-S-OOB Transit Committee
Monthly Financial Report - Revenues
Month Ending APRIL 2023

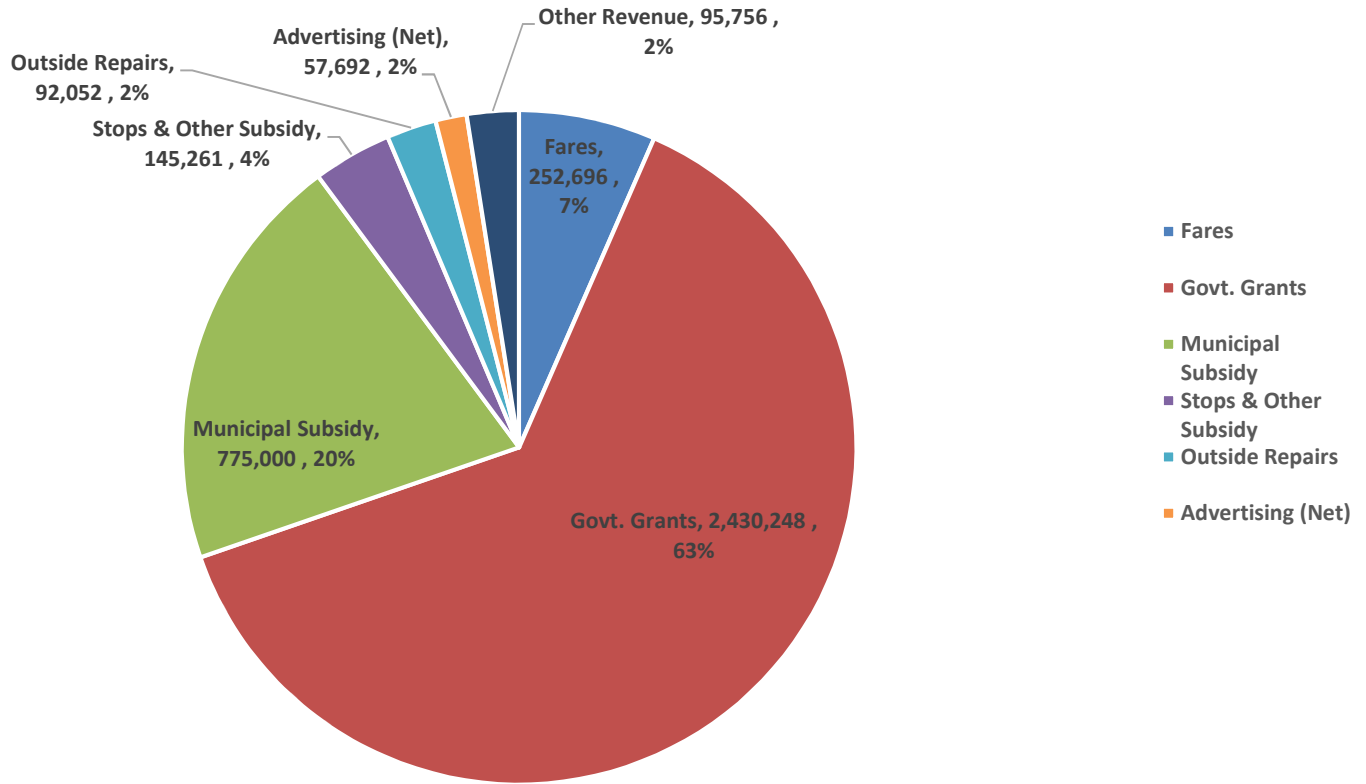
Target %: 83

	FY2023				FY2022		
	Estimate	Month Ended April	Remaining Estimate	Percentage Realized	Revised Estimate	Month Ended April	Percentage Realized
General Revenues:							
Sale of surplus property	0	825	(825)	0.0%	0	46,048	0.0%
Donations	0	0	0	0.0%	0	0	0.0%
Interest earned	0	0	0	0.0%	0	0	0.0%
Advertising commissions paid	(13,480)	(11,021)	(2,459)	81.8%	(13,200)	(17,398)	131.8%
Miscellaneous revenue	500	93,926	(93,426)	18785.2%	500	19,924	3984.8%
YCCTC Repairs Revenues:							
Repair parts	52,000	35,448	16,552	68.2%	27,022	35,791	132.5%
Repair labor	63,000	28,461	34,539	45.2%	27,022	31,163	115.3%
Other Agency Repairs Revenues:							
Repair parts	20,000	12,503	7,497	62.5%	3,333	16,772	503.2%
Repair labor	15,000	15,641	(641)	104.3%	3,333	12,604	378.2%
Local Service Revenues:							
FTA Urban grant	1,650,391	1,361,108	289,283	82.5%	1,473,970	1,349,239	91.5%
Local fares	176,000	199,922	(23,922)	113.6%	69,878	173,068	247.7%
Advertising sales	47,650	68,712	(21,062)	144.2%	31,553	39,294	124.5%
Contract stops	87,150	97,261	(10,111)	111.6%	103,282	68,959	66.8%
MDOT grants	120,862	90,753	30,109	75.1%	0	84,792	0.0%
UNE contribution	90,000	48,000	42,000	53.3%	62,000	24,000	38.7%
Other local service revenues	0	0	0	0.0%	0	0	0.0%
Zoom Service Revenues:							
Zoom fares	26,000	18,041	7,959	69.4%	27,942	21,232	76.0%
Advertising sales	0	0	0	0.0%	7,888	6,182	78.4%
MDOT Zoom grant	256,281	273,361	(17,080)	106.7%	440,655	375,121	85.1%
MTA Zoom grant	0	10,728	(10,728)	0.0%	0	0	0.0%
Intercity Service Revenues:							
Intercity fares/ticket sales	35,300	34,858	442	98.7%	50,250	40,522	80.6%
Advertising sales	0	0	0	0.0%	0	525	0.0%
MDOT Intercity grant	804,828	628,675	176,153	78.1%	687,104	483,690	70.4%
Municipal contributions	25,000	25,000	0	100.0%	25,000	25,000	100.0%
Mobility/Outreach Coordinator							
FTA Planning grant	52,211	18,316	33,895	35.1%	52,953	38,261	72.3%
Fuel Sales Revenue:							
Fuel sales	0	0	0	0.0%	0	0	0.0%
Non-operating Revenues:							
FTA non-operating grants	1,821,970	47,306	1,774,664	2.6%	3,927,739	1,108,228	28.2%
MDOT non-operating grants	136,059	0	136,059	0.0%	0	1,840,000	0.0%
MDOT RTAP grant	0	0	0	0.0%	0	0	0.0%
Other grants	20,800	0	20,800	0.0%	104,860	0	0.0%
Capital grants	0	0	0	0.0%	0	0	0.0%
Municipal contributions	750,000	750,000	0	100.0%	600,000	600,000	100.0%
Other non-operating revenues	43,125	880	42,245	2.0%	0	0	0.0%
TOTAL REVENUES	6,280,647	3,848,704	2,431,943	61.3%	7,713,084	6,423,017	83.3%
Total, less Municipal contributions	5,530,647	3,098,704	2,431,943	56.0%	7,113,084	5,823,017	81.9%
Total fares	237,300	252,821	(15,521)	106.5%	148,070	234,822	158.6%
Total less fares & Municipal conts.	5,293,347	2,845,883	2,447,464	53.8%	6,965,014	5,588,195	80.2%
Total external repairs/fuel sales	150,000	92,053	57,947	61.4%	60,710	96,330	158.7%
Total operating revenues	3,508,693	3,050,518	458,175	86.9%	3,080,485	2,874,789	93.3%

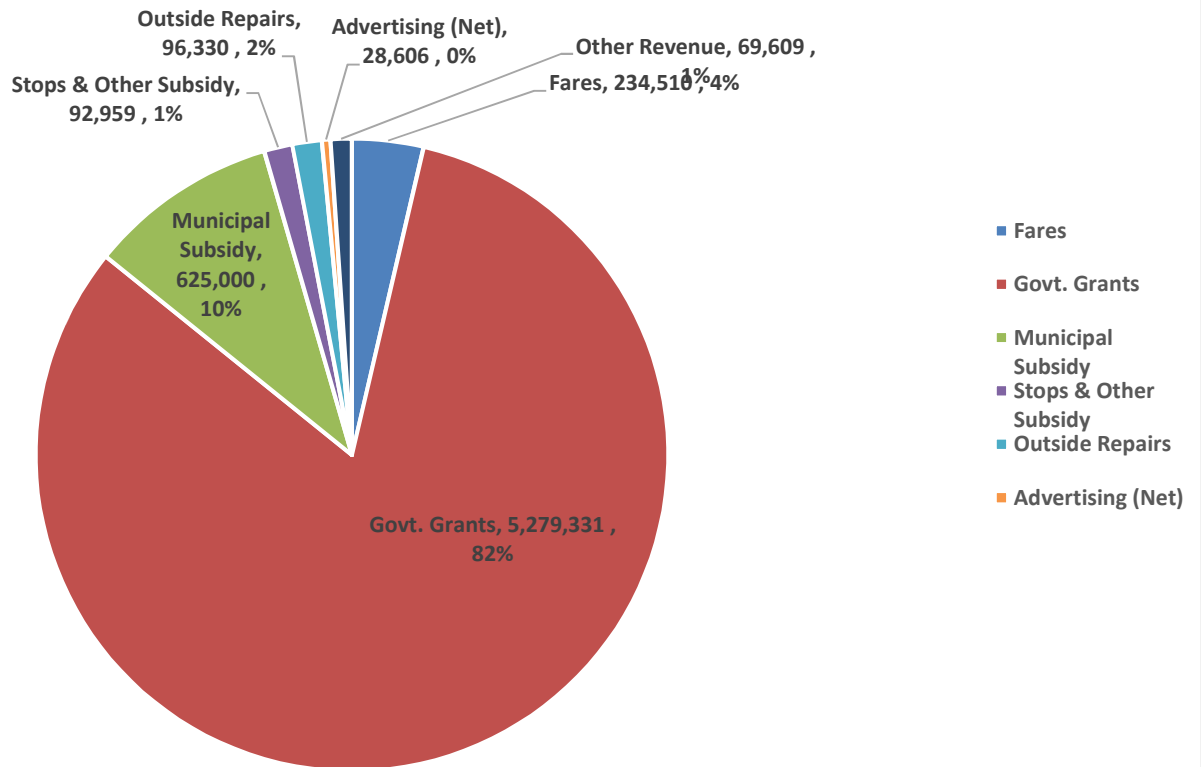
B-S-OOB Transit Committee
Monthly Financial Report - Expenditures
Month Ending APRIL 2023

Target %: 83

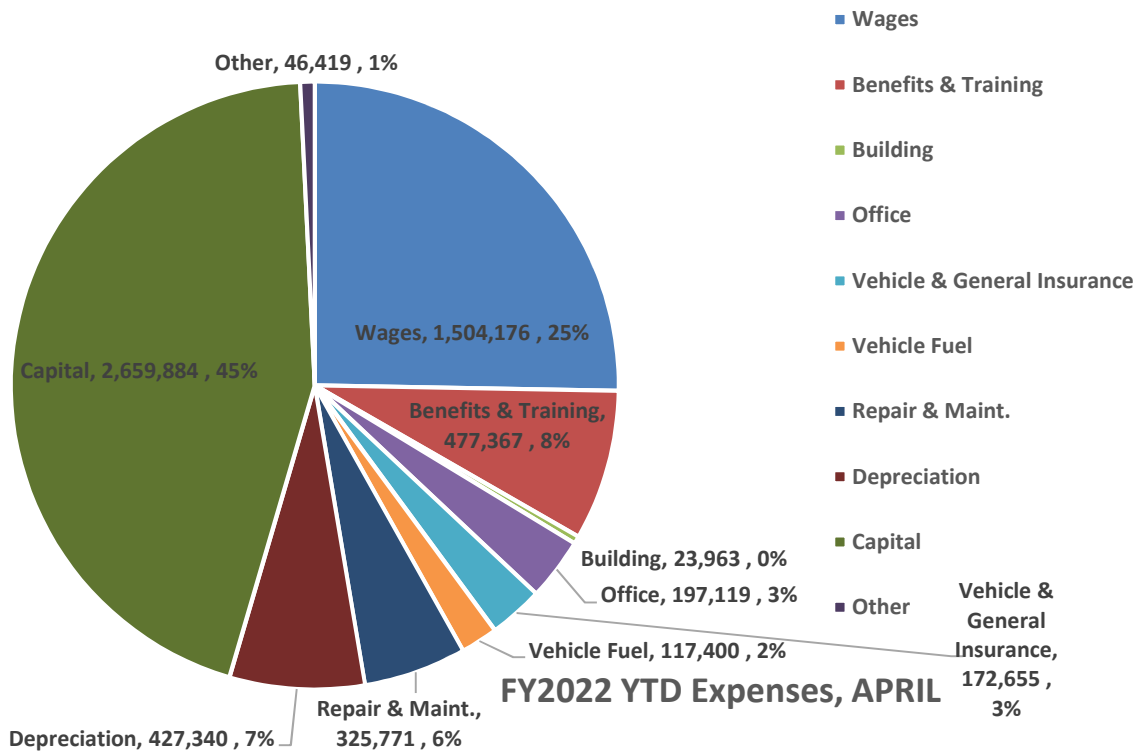
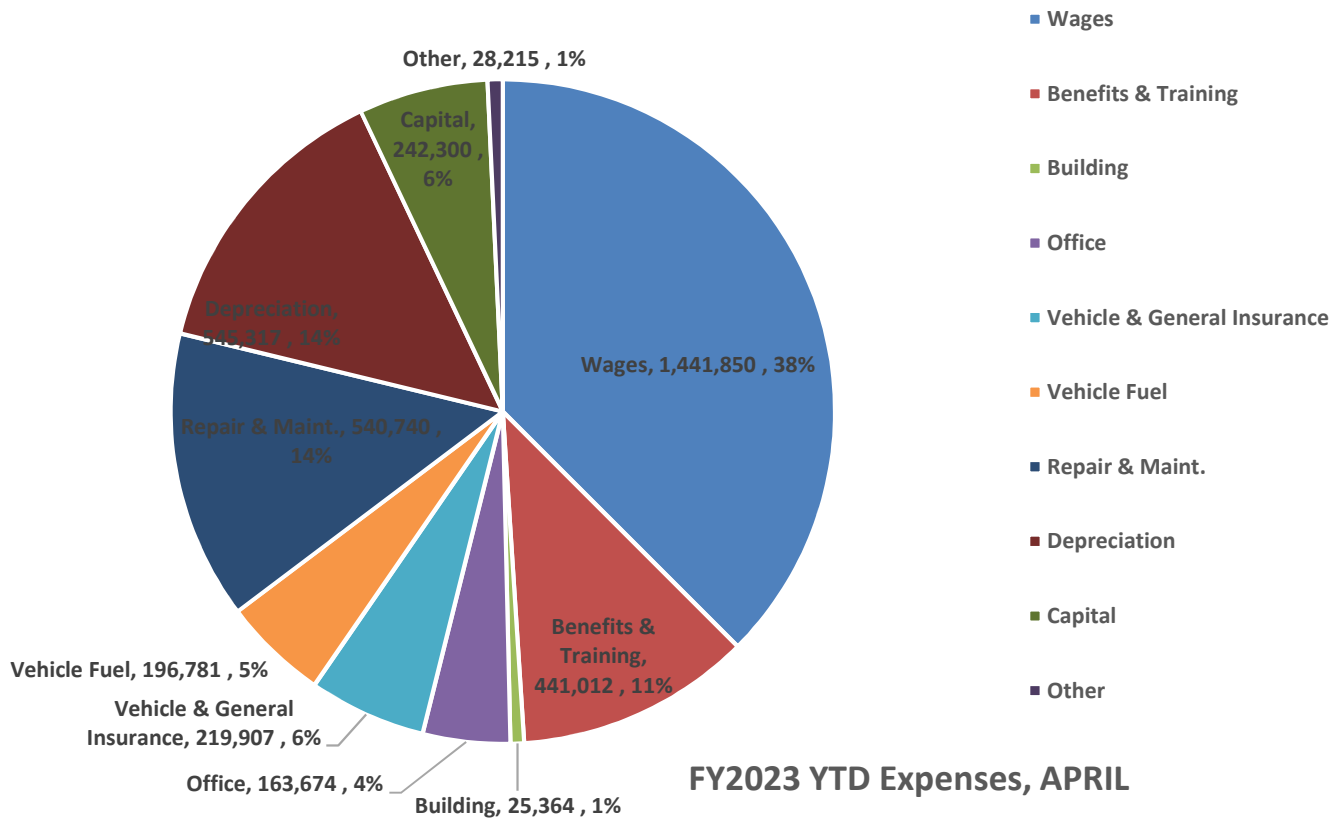
	FY2023				FY2022		
	Budget	Month Ended April	Remaining Budget	Percentage Expended	Budget	Month Ended April	Percentage Expended
Admin/Overhead Expenditures:							
Salaries & wages	501,050	385,069	115,981	76.9%	342,361	309,612	90.4%
Employee benefits	252,033	139,738	112,295	55.4%	204,064	188,640	92.4%
Other employment costs	42,000	45,608	(3,608)	108.6%	30,300	30,116	99.4%
Purchased professional svcs.	74,000	44,183	29,817	59.7%	67,000	68,720	102.6%
General operating costs	237,200	667,823	(430,623)	281.5%	169,850	165,523	97.5%
Insurances	224,739	219,907	4,832	97.8%	196,363	172,667	87.9%
Borrowing costs	0	0	0	0.0%	0	(3,324)	0.0%
Contingency	0	0	0	0.0%	0	0	0.0%
Garage Operating Expenditures:							
Salaries & wages, regular	383,481	332,637	50,844	86.7%	354,061	293,555	82.9%
Overtime wages	33,187	46,715	(13,528)	140.8%	39,252	47,813	121.8%
Employee benefits	126,382	84,066	42,316	66.5%	118,488	86,841	73.3%
Other employment costs	2,000	4,025	(2,025)	201.3%	2,000	3,047	152.4%
Reclassification to external repairs	(80,000)	(191,336)	111,336	239.2%	(115,000)	(80,847)	70.3%
General operating costs	439,352	330,257	109,095	75.2%	159,430	44,756	28.1%
YCCTC Repairs Expenditures:							
All costs	75,000	58,124	16,876	77.5%	110,000	58,255	53.0%
Other Agency Repairs Expenditures:							
All costs	35,000	26,266	8,734	75.0%	20,000	26,900	134.5%
Bus Services Expenditures:							
Salaries & wages, regular	1,108,724	839,300	269,424	75.7%	959,126	706,842	73.7%
Overtime wages	55,644	68,139	(12,495)	122.5%	34,627	54,447	157.2%
Employee benefits	272,626	187,791	84,835	68.9%	248,755	174,174	70.0%
Other employment costs	0	1,921	(1,921)	0.0%	0	40	0.0%
Advertising costs	7,500	2,913	4,587	38.8%	7,500	308	4.1%
Fuel costs	251,200	176,906	74,294	70.4%	210,410	111,779	53.1%
General operating costs	78,500	30,603	47,897	39.0%	123,500	255,752	207.1%
Mobility/Outreach Coordinator							
Salaries & wages, regular	51,031	0	51,031	0.0%	47,326	0	0.0%
Overtime wages	0	0	0	0.0%	0	2,485	0.0%
Employee benefits	5,528	0	5,528	0.0%	5,125	976	19.0%
Other employment costs	0	0	0	0.0%	0	890	0.0%
General operating costs	13,845	6,987	6,858	50.5%	13,020	28,955	222.4%
Fuel Sales Expenditures:							
Fuel costs	0	0	0	0.0%	0	6,317	0.0%
Non-operating Expenditures							
Training/Travel/Lodging	0	0	0	0.0%	0	26,950	0.0%
Consultants	73,560	17,142	56,418	23.3%	19,200	0	0.0%
RTAP grant expenses	0	0	0	0.0%	0	0	0.0%
Repairs & maintenance, non-cap	0	36,836	(36,836)	0.0%	0	28,038	0.0%
Loss on disposal of assets	0	0	0	0.0%	0	0	0.0%
Capital equipment	1,927,330	242,300	1,685,030	12.6%	4,013,368	2,630,345	65.5%
Other non-oper. Expense	35,435	7,320	28,115	20.7%	169,665	0	0.0%
Total Expenditures	6,226,347.00	3,811,240.00	2,415,107.00	61.2%	7,549,791.00	5,440,572.00	72.1%
Total Personnel Costs	2,863,686.00	2,028,063.00	835,623.00	70.8%	2,400,485.00	1,903,786.00	79.3%
Total Fuel Costs	251,200.00	176,906.00	74,294.00	70.4%	210,410.00	118,096.00	56.1%
Total Capital Equipment Costs, net	1,927,330.00	242,300.00	1,685,030.00	12.6%	4,013,368.00	2,630,345.00	65.5%
Total Other Costs	1,184,131	1,363,971	(179,840)	115.2%	925,528.00	788,345.00	85.2%



FY2023 YTD Revenues, APRIL



FY2022 YTD Revenues, APRIL



Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
FTA: ME-2020-031-01-00			5307 Funds FY21	FTA: ME-2020-031-01-00		Start Date 8/21/20 - End Date 6/30/23			
	117	A2	Preventive Maintenance	163,560.00	0.00	-	#DIV/0!	163,560.00	204,450.00
	114	A4	Cap-Surv/Security	57,567.00	38,433.00	9,608.25	20%	96,000.00	120,000.00
	117	A2	Mobility Management	51,660.00	0.00	-	20%	51,660.00	64,575.00
	441	A3	Planning Consultant	2,799.00	14,801.00	3,700.25	20%	17,600.00	22,000.00
FTA: ME-2021019			5307 Funds FY22	FTA: ME-2021019		Start Date 8/23/21 - End Date 6/30/24			
	300	A1	Service Operations	728,810.00	0.00	0.00	#DIV/0!	728,810.00	1,457,620.00
	117	A4	Preventive Maintenance	114,680.00	52,151.00	13,037.75	20%	166,831.00	179,868.75
	114	A3	Cap-Surv/Security	0.00	60,000.00	15,000.00	20%	60,000.00	75,000.00
	114	A3	2 Support Vehicles	38,608.00	121,392.00	30,348.00	20%	160,000.00	190,348.00
	111	A5	Replacement VANS	60,000.00	0.00	-	#DIV/0!	60,000.00	60,000.00
	117	A4	Mobility Management	27,160.00	24,028.00	6,007.00	20%	51,188.00	57,195.00
	441	A2	Planning Consultant	0.00	19,200.00	4,800.00	20%	19,200.00	24,000.00
FTA: ME-2023-006-00			5307 Funds FY23			Start Date 8/23/21 - End Date 6/30/24			
	300	xx	Service Operations	659,037.00	198,963.00	198,963.00	50%	858,000.00	1,716,000.00
	117	xx	Preventive Maintenance	0.00	170,168.00	42,542.00	20%	170,168.00	212,710.00
	114	xx	AVL	144,000.00	0.00	-	#DIV/0!	144,000.00	144,000.00
	xx	xx	Improve Shelters	0.00	40,000.00	10,000.00	20%	40,000.00	50,000.00
	xx	xx	Harness System for Safety	0.00	68,000.00	17,000.00	20%	68,000.00	85,000.00
	xx	xx	Onroute Charger Overage	0.00	104,047.00	26,011.75	20%	104,047.00	130,058.75
	117	xx	Mobility Management	0.00	52,211.00	13,052.75	20%	52,211.00	65,263.75
	441	xx	Planning Consultant	0.00	20,800.00	5,200.00	20%	20,800.00	26,000.00
FTA: ME-2023 DRAFT			5307 Funds FY24			Start Date 8/23/23 - End Date 6/30/25			
	300	xx	Service Operations	0.00	5,000.00	5,000.00	50%	5,000.00	10,000.00
	117	xx	Preventive Maintenance	0.00	6,000.00	1,500.00	20%	6,000.00	7,500.00
	114	xx	AVL	0.00	8,000.00	2,000.00	20%	8,000.00	10,000.00
	xx	xx	Improve Shelters	0.00	9,000.00	2,250.00	20%	9,000.00	11,250.00
	xx	xx	Harness System for Safety	0.00	10,000.00	2,500.00	20%	10,000.00	12,500.00
	xx	xx	Onroute Charger Overage	0.00	7,000.00	1,750.00	20%	7,000.00	8,750.00
	117	xx	Mobility Management	0.00	11,000.00	2,750.00	20%	11,000.00	13,750.00
	441	xx	Planning Consultant	0.00	12,000.00	3,000.00	20%	12,000.00	15,000.00
FTA: ME-2020-022-00			Zoom Coaches	FTA: ME-2020-022-00					

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
	111	A1	Zoom Coaches	854,154.00	191,306.00	47,826.50	20%		
FTA: ME-2022-007-01-00			CARE 5307 Funds PHASE V All Covid	651,783.00	140,690.00			792,473.00	
FTA: ME- 2023-007-00									
			FTA: ME- 2023-007-00	0.00	1,224,531.00				
			MEDOT CSN 43211	0.00	136,059.00				
			Total Project	0.00	1,360,590.00				
					1,224,531.00	0%		1,224,531.00	
FTA: ME-2019-020-00									
			FTA: ME-2019-020-00	1,016,453.00	128,547.00	10,919.74		1,145,000.00	1,204,225.00
			MEDOT CSN 42857	1,500,000.00	0.00			1,500,000.00	1,500,000.00
MDOT: ME-2018-024-00, CSN 41564			Intercity 2020-2 Intercity 2020-2						
				119,121.08	384,331.92	384,331.92	50%		50% covered by Greyhound
Intercity CARISSA			Intercity CARISSA Intercity CARISSA						
				700,000.00	(0.00)				
Intercity ARPA			Intercity ARPA Intercity ARPA						
				283,435.78	748,564	0	0%	1,032,000	1,032,000

Grant	Scope	Suffix	Comments	Amount Spent	Balance Remaining	Local Match Still Required	Match Percent	Original Grant	Original Total Budget
MDOT: ME-2019-019-00, CSN 40774			Zoom 2020 Operating	132,069.13	39,930.87	39,930.87	50%		50% covered by MTA in the past, but that is uncertain now
MDOT: ME-2020-027, CSN ???			ZOOM 2023 Operating Prev Maint	0.00 0.00	137,000.00 31,000.00	137000 7750	50% 20%		Assignment Letter not yet available, but promis
MDOT: ME-2021-005-00, CSN 43013			ZOOM Carissa ZOOM Carissa	550,000.00	0.00	0	0%		
MDOT: ME-2022-006-00, CSN 44083			ZOOM ARPA ZOOM ARPA	162,818.59	215,681.41				\$187,500 has been added to help us through th
Assignment Letter 25 CSN 44162			Urban State 2023	100,687.69	19,869.31	0			Supplements 5307 funds and silver line for 3 years, this is t

Memorandum

May 22, 2022

To: BSOOB Transit Finance Subcommittee
From: Chad Heid, Executive Director
Subject: Saco Transportation Lease Status

Background:

BSOOB Transit is seeking to extend the lease agreement between the City of Saco and the agency. The current terms began in September, 2020, with an expiration of August 31, 2023. The current lease provides the agency access to multiple offices and workspaces that used by administrative staff and Operators. Transit staff began discussions with the City in January, 2023, with the intention of reviewing and considering alterations and new terms that could be mutually beneficial.

Noting the current terms expire at the end of August, 2023, and the gap between the parties, it is advisable that contingency plan discussions commence to provide a seamless transition between facilities and to mitigate negative impacts to the customer experience.

Terms Under Consideration

Leased Office Space

The City has proposed a \$12/square foot annual rate for all leased administrative space. The current footprint of useful/productive space for the agency is between 900 sq. ft-1100 sq. ft. Although the only spaces that are critical to the operation and customer experience are the customer service window, the bathroom, and the operator breakroom/kitchen. The total footprint of these three spaces is 283 sq. ft.

It is critical that the security of the current space is improved should the agency continue it's presence at the location. Staff have requested that the City add a access lock controlled door at the entry point to the leased space from the closed door lobby, along with replacing the existing single-pane, sliding glass windows with stronger units (ex. bank tellers, drive through windows).

Common Area Responsibilities & Cost Sharing

The parties are reviewing opportunities to consider separate agreements to fund activities necessary to operate and maintain the common areas used by the general public, Downeaster customers, BSOOB Transit customers, as well as other tenants, and public transportation providers. These responsibilities include custodial, security, plowing, and general maintenance.

License to Operate / Permitted Uses Agreement

The current pulse network configuration is based on the ability for all BSOOB Transit bus routes to use the easterly parking lot as defined in Article 11.e in the current lease. The City has indicated a pricing these terms based on the rate per parking space not functional due to the bus activity.

On-Route Charger Installation

The agency continues to advance the Proterra On-Route Charger Project, which has the goal of installation and commissioning of the new chargers at the Transportation Center by the Spring of 2024 at the latest. The engineering is at 30% complete for the site and 60% is expected by mid-June, 2023. Noting the considerable expense and impacts of this installation, the parties both agree that a long-term agreement is beneficial. It should be noted that if the agency wishes to pursue an alternative site, it is important to make that decision in the coming weeks. If the parties cannot reach agreement on permitted uses of the easterly parking lot, then the agency will need to pivot away from the location and seek options elsewhere.

Financial Impacts

The current agreement is for an annual expense of \$4,200; \$3,000 for rent, \$1,200 for the shared cost of utilities. Assuming the \$12/sq. ft. rate, and considering the variables below, the annual lease rates will increase as stated:

Scenario	Sq. Ft.	Annual Expense	% Increase from Current
All Admin Space, w/ 50% share of back closet	1074.5 sq. ft.	\$12,894	207%
Admin Space, less no back closet, no corner office, 50% cost of hallway	628 sq. ft.	\$7,536	79%
Only lease bathroom, customer window office, kitchen/breakroom, and back office	386 sq. ft.	\$4,632	10%
BSOOB Transit responsible for 50% of custodial expense for common space	N/A	\$25,000 <i>(proposed by City)</i>	495%

Not all of these scenarios have been discussed with the City, and staff recognize that a partial arrangement may not be suitable for consideration. That said, it is assumed that these scenarios also fail to include any costs related to the terms proposed by the City regarding common space responsibilities or permitted uses.

Next Steps

BSOOB Transit is awaiting a proposal from the City regarding permitted use expenses. Financial and operational impacts will be discussed at the May Finance Subcommittee and Transit Committee meetings. It is recommended that alternatives be considered, both short-term and long-term, noting the timing of any alteration will have impacts elsewhere. Staff will gather feedback from the Committee, the City of Saco, and draft an alternative approach as directed.

COMMERCIAL LEASE

THIS LEASE AGREEMENT, entered into this 16th day of September 2020, is by and between the City of Saco, a municipal corporation, having a principal place of business at 300 Main Street, Saco, Maine (hereinafter referred to as "The City" or "Landlord") and the Biddeford-Saco-Old Orchard Beach Transit Committee, a quasi-municipal administrative entity, 13 Pomerleau Street, Biddeford, Maine, hereinafter referred to as "Tenant". This Lease shall constitute the entire agreement between the City and Tenant regarding the parties' rights and obligations pertaining to the Saco Transportation Center (the "Transportation Center") at 138 Main Street, Saco, Maine.

WITNESSETH:

1. PREMISES. The City has built the Transportation Center at 138 Main Street, Saco, Maine, as a public space for visitors, and to service passengers traveling on the AMTRAK Train. A portion of the interior of the Transportation Center was developed as office/administrative space, and a part of that portion is hereby leased to Tenant as professional office space ("the Leased Premises") for its business subject to the terms herein, all as identified and set forth below:
 - a. A floor plan diagram of the Leased Premises is affixed hereto and identified as Tab A. The Leased Area comprises 450 Square feet of space, more or less. It does not include the Conference Room, but Tenant shall have equal access to the Conference Room subject to the additional terms set forth below.
 - b. The remainder of the first floor space within the Transportation Center shall be separately leased to another third party, or, is otherwise reserved for benefit of the public including as an Amtrak Ticketing station, ticketing for other local and/or regional transportation systems, as a public waiting area, and other public restrooms and/or public facilities, including on-site ATM/Banking, and other associated services, all for public use and benefit, to be run, managed and overseen by the City, and Tenant shall have no claim to such space.
 - c. If additional office space on the ground floor becomes available for lease, the City will negotiate in good faith to lease such additional office space to Tenant, although no guarantee is made.
 - d. The Tenant shall have and enjoy shared occupancy of the "reception area" that forms the entry way to Tenant's demised space, as well as to a certain kitchen area nearby. The reception area and kitchen space will be jointly used by a third party (Saco Main Street) that will be renting offices within close proximity to Tenant.
 - e. The Tenant may also cause its buses to enter and temporarily park in the facilities existing parking lot, in an agreed location, for the purposes of picking up and

dropping off passengers. It may also, at a future time, use the outside facilities for the purposes of charging its buses with electrical energy.

2. **TERM.** Tenants shall have and hold the Leased Premises, unless sooner terminated, for a term of three (3) years, which term commences September 1, 2020 and shall run until August 31, 2023.
3. **RENT.** The annual rent is \$3,000.00 per year, divided into twelve equal monthly payments of \$250.00. Said rent shall be payable on the first day of each month. Payments made more than fourteen (14) days after the due date are subject to a \$100.00 late fee, and interest accruing at twelve (12) percent interest. The City shall directly pay to energize, heat and cool the Leased Premises, but Tenant shall also pay an additional fee of \$100.00 per month as an offset for its share of heating, cooling and electricity used at the Leased Premises, such offset to be added into the monthly rental fee described herein.
4. **CONFERENCE ROOM.** The Conference Room shall not be considered part of the Leased Premises, and no particular party shall have or enjoy priority of use except for the City of Saco, itself. The Conference Room is deemed public space for parties, including Tenant, to reserve for use via the City's on-line "SKEDDA" system.
5. **STAFFING OF TRAIN STATION.** The City shall be responsible for staffing the Train Station to assist the public. The Tenant is not responsible in any form or fashion to assist with those obligations.
6. **RENEWAL OPTION.** There is no right of renewal, but the Parties agree to consult with each other 3 months prior to the expiration of the Lease regarding any extension, and possible terms thereof.
7. **COMMON AREA CLEANING AND SUPPLIES.** The City shall be responsible for all care, upkeep, and cleaning of the Transportation Center, excluding the Leased Space which shall be cleaned and maintained by the Tenant. The City shall provide supplies for the public restrooms and common areas at the Transportation Center including but not limited to toilet paper, paper towels and hand soap. The City shall also supply, and/or incur the expenses for all cleaning supplies for the transportation lobby and public restrooms. The Tenant shall be responsible for the supplies, toilet paper, cleaning materials, light bulbs, etc required for the Leased Premises.
8. **UTILITIES and TAXES.** The City will pay all heat, water, electric, air conditioning and sewer fees related to the entire Transportation Center, including the Leased Premises. Tenant's portion of those costs are and shall be recouped as described in Section 3, subject also to the conditions of Section 27 (Re-Opener Clause) below. Tenant will also pay for any set-up, service and usage fees and costs for telephone, cable and internet services or lines. There are no real property taxes due at any time hereunder, but Tenant is responsible for any personal property taxes related to their own equipment and furnishings found in the Leased Premises.

9. TRASH AND RECYCLING. The Tenant shall participate in the City's recycling and waste reduction programs, as they are amended from time to time. The City shall provide the Tenant, at no cost, recycling carts for the handling and disposal of all its materials, waste and recyclables. The City shall collect and dispose of the Tenant's waste and recycling materials for so long as the Tenant participates in the City's recycling programs, but if they cease participation, then the Tenant shall be responsible for and shall pay the costs of its own waste disposal.

10. PARKING. The City shall maintain all parking spaces associated with Premises. The Tenant shall be assigned four (4) parking spaces for their employees at locations determined by the City but on City property at the Transportation Center. All other parking shall be public, on a first come, first serve basis.

11. PERMITTED USES.

- a. The Tenant shall use the Leased Premises as office space. They may not use the Leased Premises for any other purposes without the written consent of the City. No trade or occupation shall be conducted in the Leased Premises which will be unlawful, improper, noisy or offensive, or contrary to any state or federal law, regulation, or any municipal by-law or ordinance. The Tenant may also use the parking lot as detailed in Section 1 (e).
- b. It shall be Tenant's responsibility to assure that any use conducted within the Leased Premises is safe, and conducted or operated pursuant to all applicable local building, plumbing, electrical and Life-Safety Codes ("City Codes"). The failure of the Tenants to correct any such deficiency or to abate the use or operation in contravention of such City Codes shall constitute a breach of this Lease.
- c. In no event or circumstances shall either Tenant bring onto the Leased Premises, or store within it any toxic, explosive, special or hazardous materials or waste, nor in any manner or form violate Maine's Hazardous Waste Acts (38 MRSA, Sections 1301, et. Seq. and 1351 et.seq.); and the following Federal Acts: Comprehensive Environmental Response, Compensation and Liability Act of 1990 ("CERCLA") as Amended; and 42 U.S.C. 6921, et seq. ("Solid Waste Disposal Act"), as Amended.
- d. In no event shall Tenant, or any employee or agent of Tenant, interfere with the routine and customary operations of the AMTRAK passenger system, its personnel, or its trains, or of the City and its personnel, agents and contractors. Any violation of this condition shall be deemed a material breach of this Lease.
- e. As noted in section 1 (e), the Tenant may also use the outer loop of the easterly parking lot as a corridor for its buses to drop off and pick up passengers for carriage, and for the operation of a re-charging station or equipment. Any costs to re-apportion or re-stripe this outer corridor shall be borne by the City.

12. QUIET ENJOYMENT. Tenant shall peacefully and quietly enjoy the Leased Premises for the intended purposes without disturbance of the City. A reciprocal duty is owed by the Tenant to all others. It shall be a breach of this Lease for Tenant or any employee, agent or guest of Tenant to cause disturbance, or to threaten, intimidate or interfere with any other tenants or guests at the premises, or the City.

13. MAINTENANCE, REPAIRS, ALTERATIONS, IMPROVEMENTS.

- a. The Tenant agrees to keep the entire interior of the Leased Premises in a reasonably neat, clean and sanitary condition.
- b. The City agrees to undertake all maintenance and repair responsibilities for the remaining interior space and for the exterior of the Transportation Center, including the Leased Premises, except in those cases where the repair and/or damage is caused in whole or part by the fault, neglect or negligence of the Tenant. The City shall be responsible for all salting, sanding, plowing and winter care of the exterior except for the two doorways accessing only the Leased Premises.
- c. The Tenant shall make no alterations in, or additions or improvements to the Leased Premises, without first obtaining the City's written consent, to such alterations and improvements. Notwithstanding the preceding, the Parties agree the Tenant may install certain electrical charging facilities or equipment that will permit buses to be re-charged on site, such improvements to be at Tenant's sole cost, and the premises to be restored to the condition found, or better, again at Tenant's sole cost.
- d. Any alterations or additions authorized by the City to the Leased Premises shall be performed with reasonable care, and in a workmanlike manner, and shall be at Tenant's cost unless otherwise agreed in writing. All work and improvements must be reviewed and approved in advance by the City's Department of Public Works, and any and all contractors working for Tenant on Premises must show and provide proof of insurance, acceptable to the City as to form and content, that covers both the Tenant and the City as named insureds.

14. INSURANCE AND INDEMNIFICATION.

- a. Tenant shall defend, indemnify and hold the City harmless from and against any and all claims, actions, damages, liabilities, judgments, costs, fees, and fines (hereinafter "Claims") which claims arise from or relate in any way to their lease of, use, or occupancy of the Leased Premises and for any outdoor activities or improvements, the Parties expressly intending that this obligation to defend and indemnify be read as broadly as possible. This duty to defend, indemnify and hold harmless is meant and intended to extend outside the Leased Premises to other areas of the Transportation Center, including the Parking Lots, but only to the extent those outside areas are used by Tenant or Tenant's buses, and only as to claims arising from or related to harms caused by or directly related to Tenant's operations or to Tenant's buses and includes any recharging facilities to be installed by Tenant.

- b. The Tenant shall provide and maintain, at all times this Lease is in effect, comprehensive general liability and property casualty insurance with policies that name the City of Saco as an additional insured covering the Leased Premises alone. The Tenants shall have no duty to insure other non-leased portions of the Premises. Such insurance shall provide a minimum of \$1,000,000.00 for single claims and not less than an aggregate of \$2,000,000.00 of coverage per year. This insurance shall always be Primary as regards to the availability of any other coverage(s), and must not contain any deductibles or self-insurance retention provisions to limit the indemnity provided herein. Proof of such coverage shall be due at the execution of this Lease and upon each yearly anniversary thereafter

15. DAMAGE, DESTRUCTION OR CONDEMNATION. In case the Transportation Center and/or Leased Premises shall be damaged by fire or other casualty so as to render the same untenable in whole or in part for a period of time lasting longer than 7 days, a just abatement of rent shall be made until the same shall be repaired by the City, and made ready for re-occupancy by the Tenant. The City shall notice the Tenant within 30 days of the incident of its decision to either repair/replace the Leased Premises, or, to not repair and to terminate the Lease. If the City opts to replace or repair the premise improvements, it shall commence such repairs in good faith. In such case, it shall consult with the Tenant periodically to update it as to the status/progress of any and all repairs.

16. ASSIGNMENT AND SUBLETTING. The Tenant shall not assign or encumber this Lease, nor shall it either sublet or permit the Leased Premises or any part thereof to be used by other parties.

17. DEFAULT

- a. The following events shall be deemed to be events of default by the Tenant under this Lease:
 - i. Tenant shall fail to pay the rent when due and such failure shall continue for a period of fourteen (14) days; or
 - ii. Tenant shall fail to comply with any other term, provision or covenant of this Lease, and shall not cure such failure within twenty (20) days after written notice specifying the nature of such default; or
 - iii. Tenant shall abandon the Leased Premises or fail to conduct business in the Leased Premises as required by this Lease for a period of thirty (30) days; or
 - iv. Tenant shall become insolvent, admit in writing its inability to pay the rent generally as it becomes due, file a petition in bankruptcy or a petition to take advantage of any insolvency statute, make an assignment to benefit of creditor, make a transfer in fraud of creditors, apply for or consent to the appointment of a receiver of itself or of the whole or any substantial part of its property, or file a petition or answer seeking reorganization or arrangement under the federal bankruptcy laws, as now in effect or hereafter amended.

18. REMEDIES UPON DEFAULT: In the event of a default, the City and the Tenant shall each have all remedies available to them under law and equity, provided that such party has given the defaulting party reasonable opportunity to cure the default.

19. ACCESS. The City and its Administrator, representatives, officers, agents or employees, may enter the Leased Premises at any reasonable time for the purpose of inspecting the property, performing any work which the City elects to undertake, or such other purposes as it deems necessary, provided that the City gives the Tenant 24-hour advance notice, except for emergencies, in which case the City may enter as deemed necessary.

20. NOTICES. Any notice or communication relating to this Lease shall be deemed duly given if in writing and sent by certified mail, postage addressed as follows:

To Tenant: Biddeford Saco Old Orchard Beach Transit Committee
ATTN: Anthony Scavuzzo
13 Pomerleau Street
Biddeford, Maine 04005

To Landlord: City of Saco City Administrator
300 Main Street
Saco, Maine 04072

21. PARTIAL PAYMENT/NO WAIVER OF RIGHTS. The acceptance of a check or cash by the City for a lesser amount than the full rent with an endorsement or statement thereon, or upon any letter accompanying such check, to the effect that such lesser amount constitutes payment in full shall be given no effect. The City may accept such funds without prejudice to any other rights or remedies which it may have against the Tenant.

22. SURRENDER. The Tenant shall at the expiration of this Lease remove all of its goods and effects from the premises within seven (7) business days. The Tenant shall deliver to the City all keys, locks thereto; and other fixtures which the City does not request the Tenant to remove, in the same condition as they were at the commencement of the term, or as they were put in during the term hereof, reasonable wear and tear excepted.

23. SUBORDINATION. The Tenant agrees this Lease and its Tenancy shall be subordinate to any Mortgage or Deed of Trust now on the property, and/or any time in the future. The Tenant agrees to execute, at request of any lender, such documents as may be reasonably necessary to effectuate the subordination of this Lease Agreement.

24. EXTERIOR SIGNAGE. The City will establish a "Pylon" sign near the Main Street entrance. The Tenant shall enjoy a listing on said pylon. The Tenant may also install one interior sign within the premises immediately adjacent to its entrance for Tenant, size, location and content to be approved by the City. Tenant may also install one sign on the exterior of the premises subject to design review and final approval by the City, done at

Tenant's expense. All signage must comply with City Zoning rules and standards.

25. NO SMOKING POLICY. The Tenant, its employees, agents and guests, are prohibited from smoking in or on any part of the Leased Premises including all curtilage and walkways, as pursuant to City Ordinance

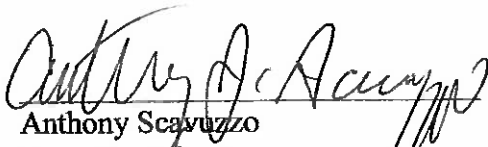
26. GOVERNING LAW. This Lease shall be governed exclusively by the provisions hereof and by the laws of the State of Maine.


27. RE-OPENER. The Parties agree that certain limited terms of this Lease are subject to re-negotiation if during the term it is reasonably determined that the Tenant's average monthly share of utilities used or consumed on Premises is markedly more than \$100.00 per month, meaning by at least a factor of 20% more. Upon installation and use of the herein referenced re-charging station, the City may also renegotiate terms if such facilities interfere with normal operations of the train station or the public parking.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals on and as of the date first set forth above.

TENANT:

CITY OF SACO:


Anthony Scavuzzo
Executive Director
Biddeford Saco Old Orchard Beach Transit Comm.


Bryan Kaenrath
City Administrator