

**Public Transit Advisory Council
Meeting Agenda**

Monday, April 22nd, 2024

12:00pm – 1:30pm

Location: Zoom

<https://mainestate.zoom.us/j/89856887546>

Or Telephone:

+1 646 931 3860 US

Webinar ID: 898 5688 7546

Agenda Item	Responsibility	Action or Information
1.) Call to Order (12:00)	Chad Heid, Chair	N/A
2.) Ascertain Quorum (12:00-12:05)	Chad Heid, Chair	Action
3.) Approval of Previous Minutes (12:05-12:10) <ul style="list-style-type: none"> • February 2024 	Chad Heid, Chair	Action
4.) Review Objectives of PTAC (12:10-12:20) <ul style="list-style-type: none"> • Assessment of services & infrastructure • Recommendations • Estimating costs • Funding strategies • Biennial report (Due 3/1/25) 	Chad Heid, Chair	Information
5.) Overview of Current State Funding (12:20-12:30)	MDOT Staff	Information
6.) Priorities / Concerns of the Members (12:30-1:00) <ul style="list-style-type: none"> • Allow members to voice priorities and concerns regard transit, which will be used to develop the PTAC work plan. 	Chad Heid, Chair	Information
7.) Discussion Items (1:00-1:10) <ul style="list-style-type: none"> • Task - Locally Coordinated Plan Review • Task - DOL and DHHS Transportation Review • Admin – Committee Development • Admin - Meeting Cadence 	Chad Heid, Chair	Information
8.) Public Comment (1:10-1:15)	Chad Heid, Chair	Information
9.) New Business / Meeting Feedback (1:15-1:30)	Chad Heid, Chair	Information
10.) Adjournment (1:30)	Chad Heid, Chair	Action

Public Transit Advisory Council

Meeting Minutes of February 29, 2024

Decisions and commitments in ***bold italic*** type

PTAC Members in attendance: Stephanie Carver, Larry Allen, Maddie Jensen, Andrew Clark, Jess Maurer, Tim Cowan, Eamonn Dundon, Chris Hall, Paul Towle, Erin Binghamlib, Dana Knapp, Katherine Freund, David Landry, Jonathan Labonte, Rebecca Grover, Duane Scott, Amanda Dioszeghy, Josh Caldwell, Sandy Buchanan, Greg Jordan, Chad Heid, Omolola Achuba, Cheryl Harkins, Cole Cochrane.

Others in attendance: Ryan Neale, Jennifer Grant, Dale Doughty, and Lori Brann from MaineDOT. Tom Reinauer from York County Community Action.

Ryan Neale called the meeting to order at 12:32 and informed participants that the meeting was being recorded. Meeting minutes, recordings, presentations, membership listings, and reports can be found here: <https://www.maine.gov/mdot/transit/ptac/>

Welcome and Introductions: Ryan Neale introduced himself and other MaineDOT staff. He expressed that Commissioner Van Note was unable to attend, but will try to attend future meetings. PTAC members and others introduced themselves.

Approve January 2023 minutes: Ryan said that a majority of the membership needed to be in attendance to approve, and since that was the case, asked for a motion to approve the minutes. ***Jess motion to approve, seconded by Tim. None opposed, minutes approved.***

Review New PTAC Membership Requirements, Roles, and Responsibilities: Ryan reviewed new legislation on the PTAC membership, roles, and responsibilities. He presented a slide on changes from the last legislative session. One new requirement is that the members need to elect a chair and vice-chair. Ryan explained that some seats are vacant due to rules imposed by the Secretary of State's office which manages the Council membership. Later in the meeting members will be able to elect the new Chair and Vice-Chair.

The legislation created new, required seats. The new chair and vice-chair will set the meetings in the future and create agendas, with MaineDOT staffing the meeting. The Council will be responsible for the biennial report to the Legislature. The next report is due by March, 2025. An additional new requirement is that the Council will meet 3 times per year. The bylaws need to be updated to match the updated legislation.

MaineDOT updates:

- L/A to Portland commuter bus service: Focus on workforce transportation. Service from 5-11 M-F, shorter hours on weekends. MaineDOT received proposals and will begin to score those shortly. Service to begin June 2024. Question: Will the route be flexible, depending on rider input? Answer: DOT will work with selected provider to

make reasonable changes upon evaluation of how the route is performing. Keep cities in the loop about changes, this is a pilot and review will be ongoing on the performance. Meant to be a connection between the two urban locations that connect to other existing services. Funded with state funds for now, could be eligible for federal funds at a later date.

- Transit Bus Electrification: Consultant has completed fleet transition plans for 8 agencies. Four more in development. Low-No grant opportunity announced on February 8. Will use consultant support to develop worthy grant application for statewide transit infrastructure and vehicles.
- GTFS Flex: GIS mapping for on-demand transit routes. Winning bidder was AECOM and a contract is in process to begin this work.
- Workforce Transportation Pilot: ARPA funds \$5M total, \$3M awarded so far, more projects to be under contract soon. Good opportunity. Jonathan Labonte offered that he has heard good things from a manufacturer in his area. Project allowed MaineDOT to be more engaged in this type of service.
- GO Maine: Re-launched in 2022, consultant, MTA, MaineDOT very engaged in the re-launch and seems to be successful with quantifiable accomplishments such as VMT reduction, trip reduction, and CO2 reduction. 11,000 current members.

Chair/Vice Chair Nomination: Greg nominated Chad as Chair and Josh as Vice Chair. Seconded by Jonathan. Chad willing to accept nomination as chair. Josh willing to accept vice chair.

Unanimous vote by attendees, Chad Heid new PTAC Chair and Josh Caldwell is Vice Chair.

Meeting facilitation transferred from Ryan to Chad after the vote.

Roundtable:

Chad: will use doodle poll to identify new meeting dates for upcoming PTAC meetings

Greg: First and last meeting of PTAC. Will be moving to city of Portland as an assistant City Manager. Will miss being a part of the PTAC. Hopes his seat will stay with Metro.

Chad: Thanks, Greg, for your service. Good luck in new role.

Public Comment: None

Motion to adjourn by Tim, seconded by Steph. Adjourned by Chad Heid, 1:23 pm.

Public Transit Advisory Council

Bylaws

(Adopted March 2, 2018)

Section 1. Purpose

The Maine Public Transit Advisory Council, hereinafter "the Council," was established via 23 MRSA §4209-A to advise the Maine Legislature and the Maine Department of Transportation regarding public transit services in the State. The Council shall advise the department on the review and approval of locally coordinated plans for regional transit under Title 23, section 4209 and shall advise on any statewide strategic transit planning undertaken by the department, including short-term and long-term fiscal, operating and capital investments, and the integration of transit planning with the Sensible Transportation Policy Act. Under 23 MRSA §4209, the Council is further charged with advising the Departments of Labor and Health and Human Services regarding their respective transportation programs, with a directive to maximize synergies.

Section 2. Membership

Members shall be appointed by the Commissioner of Transportation as outlined in statute. Representatives of the Maine Legislature's Transportation Committee and the Northern New England Passenger Rail Authority (NNEPRA) shall be appointed to serve as regular voting members. Employees of MaineDOT shall not be voting members.

Section 3. Meetings

The Council shall meet at the call of the chair, or at the call of at least three (3) voting members of the council. The Council must meet at least twice per calendar year. All meetings of the Council are open to the public; notice of all meetings will be posted on the MaineDOT web site. Meetings may be held all or in part by teleconference or videoconference provided a main location is accessible to the public.

Section 4. Quorum and Voting

51% of voting members constitutes a quorum for conduct of official business. Provided a quorum is reached during a meeting, the entire meeting's actions shall be considered valid; however, a minimum of 4 affirmative votes must be cast on any motion for it to carry. If fewer than a quorum is present at a duly called meeting, the Council may discuss and deliberate, with opinions expressed recorded in meeting minutes.

Section 5. Duty of Chair

It is the duty of the chair to lead the Council's work, including but not limited to the following:

- Advise the Commissioner on making Council appointments and meeting statutory requirements;
- Keep members informed of pertinent concerns within the Council's purview;
- Prepare for, call and conduct meetings;
- Appoint Council committees and working groups;
- Develop and deliver Council reports to the Maine Legislature;
- Keep the Commissioner and other appropriate parties aware of Council positions as taken; and
- Oversee work of the clerk.

Section 6. Duty of Clerk

It is the duty of the clerk to support the Council's work, including but not limited to the following:

- Keep a record of Council proceedings;
- Post Council documents on the MaineDOT web site; and
- Prepare the Council's Annual Report to the Secretary of State.

Section 7. Amendments

These bylaws may be amended by majority vote at any duly called meeting at which such action is published with the meeting agenda. Proposals initiated during a meeting without prior notice may be adopted at the following meeting.