

MaineDOT Bus and Bus Facilities  
Competitive Grant Application  
FY 2024

**Attachment E**  
**Local Match Commitment Letters**



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

April 25, 2024

The Honorable Pete Buttigieg, Secretary  
United States Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

Re: Assurance of Matching Funds

Dear Secretary Buttigieg:

This letter serves as evidence of assurance by the State of Maine Department of Transportation (MaineDOT) that matching funds for the FY2024 Buses and Bus Facilities Program application "Modernizing Maine's Infrastructure Project" submitted by MaineDOT are committed and will be provided.

MaineDOT is seeking \$3,243,433 million in FY2024 Buses and Bus Facilities Program, matched by \$267,314 from MaineDOT and \$267,314 from the local transit providers. If awarded, this project will be included in MaineDOT's *Work Plan* and the Statewide Transportation Improvement Program (STIP). It is consistent with MaineDOT's long-range plan. MaineDOT is committed to providing these matching funds to the Federal funds requested.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce A. Van Note".

Bruce A. Van Note  
Commissioner

MaineDOT Bus and Bus Facilities  
Competitive Grant Application  
FY 2024

**Attachment E**

**Local Match Commitment Letters**

**Project Components:**

**C1 – Bus Maintenance Upgrades for Improved  
System Reliability**

**C2 – Bus Shelter Rehabilitation for Rider Safety**

**C3 – Bus Station Upgrades for Security and  
Resiliency**



City of Auburn, Maine

Financial Services

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

April 22<sup>nd</sup>, 2024

Lawrence Allen  
MPO Transportation Director  
Transit Program Manager  
125 Manley Road  
Auburn, ME 04210

RE: Lewiston Auburn Transit Committee Capital

Dear Mr. Lawrence Allen,

The Auburn City Council approved funding for the Lewiston Auburn Transit Committee (LATC) Capital Improvement Projects for bus purchases every fiscal year from 2013 to 2024. To date, the total of reserved funds is \$177,427. Purchases are directed and authorized by the Lewiston Auburn Transit Committee.

Sincerely,

A handwritten signature in black ink that reads "Kelsey L. D. Earle".

Kelsey L. D. Earle  
Finance Director

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## Finance

April 19, 2024

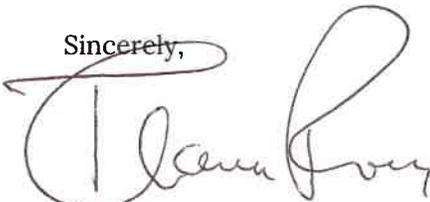
Lawrence Allen  
MPO Transportation Director  
Transit Program Manager  
125 Manley Road  
Auburn, Maine 04210

RE: Lewiston Auburn Transit Committee Capital

Dear Mr. Lawrence Allen,

The Lewiston City Council approved funding for the Lewiston Auburn Transit Committee (LATC) Capital Improvement Projects for bus purchases every fiscal year from 2015 to 2024. The total of reserved funds is \$256,797 to date. The purchases are directed and authorized by the Lewiston Auburn Transit Committee.

Sincerely,



Tracy Roy  
Finance Director

**LEWISTON-AUBURN TRANSIT COMMITTEE**  
**Thursday, April 11, 2024**  
**12:00 PM Auburn City Hall Community Room**  
**(Hybrid In Person & by Zoom)**

**Meeting Minutes**

**Attendees in Person:**

Phil Crowell, Chair – Auburn  
Larry Allen – AVCOG  
Sandy Buchanan – WMTS  
Marsha Bennett – WMTS  
Tim Cowan – Auburn  
David Chittim - Lewiston  
Paul Robinson – Lewiston  
Kim Bustamante – AVCOG  
Alan Wang – Bates College  
Jake Pepe – Bates College

**Attendees by Zoom:**

Brian O'Malley, Vice Chair – Lewiston  
Tim McCloud - Auburn  
Monique Roy - Lewiston  
Claire Winter - MaineDOT  
Stephen Martelli - Auburn  
Brienne Rowell - AVCOG

**Chairman Crowell called the meeting to order at 12:02 pm**

**1. Introductions**

Introductions were made.

**2. Public Comment**

Alan Wang and Jake Pepe presented their proposal for a new L/A - Portland Commuter Bus Line Shelter discussing proposed sites, attracting ridership, design, signage, schedule, maintenance, and cost. To date, \$2,000 has been received in grant funding, and an additional \$20,000.00 has been committed by Bates College. They are seeking the Committee's assistance in obtaining the remaining \$25,000.00 from federal funds and MaineDOT.

Members of the committee thanked Mr. Wang and Mr. Pepe for their thorough and well-put-together proposal. Discussion was had by the committee concerning a potential lease agreement, the proposed construction cost seeming high, student bus fare cost, vandalism, combining private and federal funding, as well as maintenance and repair. Larry Allen indicated that there may be discretionary funding for this project, as well as other existing shelter areas where improvements are warranted, which could be applied for in May.

Claire Winter offered that MaineDOT is working with the preferred bidder for the pilot commuter service and will discuss with municipalities and stakeholders in more detail where exact locations for pilot commuter services will be once the contract is finalized. This proposal will be considered in MaineDOT's contract discussions.

Tim McCloud suggested that the Committee reach out to others that have existing or proposed shelters for additional in-kind contributions.

Other Capital Projects were discussed to be included in the 5339 Discretionary Grant Application and the committee authorized pursuing funding for all of the Capital Projects listed in Agenda Item 4.

**Capital Projects Considerations**

- A. Transit Bus Shelters – Bates, St Mary's, College & Montello, Tall Pines Drive
- B. Oak Street Station Remodel
- C. Bus Wheel Lifts

A **Motion** was made by David Chittim for Larry Allen to pursue an application for discretionary funding as a package, and correspond with Bates College to accept their \$20,000.00 contribution, **seconded** by Paul Robinson, **Vote** 7-0, motion carried.

**3. Consent Agenda**

- A. Minutes of February 8, 2024
- B. WMTS Fixed Route & ADA Invoices for Jan-Feb-Mar 2024

- C. Fixed Route Ridership Jan-Feb 2024
- D. ADA Ridership Jan-Feb 2024
- E. Lewiston Auburn Bus Station Inspections Jan-Feb-Mar 2024
- F. Complaints and Missed Runs Jan-Feb 2024

A **Motion** was made to accept the consent agenda items by David Chittim, **seconded** by Paul Robinson, **Vote** 7-0, motion carried.

#### 4. **Capital Projects Considerations**

- A. Transit Bus Shelters – Bates, St Mary’s, College & Montello, Tall Pines Drive
- B. Oak Street Station Remodel
- C. Bus Wheel Lifts

#### 5. **Review and Update: Action Items**

- A. Approve Budget to Actual February 29, 2024  
Kim Bustamante presented the Budget to Actual Financial Report stating that operating costs are well within budget and fare box revenue is doing well above budget. Ms. Bustamante spoke of the maintenance and repairs being high due to door repairs required at both stations. It was suggested to include the cost of repairs in the bundle when applying for funding in May. Ms. Bustamante highlighted the advertising revenue generated and low administrative costs.

Discussion was had regarding the Vermont Transit Revenue; Larry Allen indicated that they will remain on a month-to-month basis due to Vermont Transit’s high changeover and low ridership.

A **Motion was made** to accept the finance report by David Chittim, **seconded** by Paul Robinson, **Vote** 7-0, motion carried.

- B. Token Transit Update
- C. Bus Station Security
- D. Citylink for School Transportation

Information was provided for Token Transit, Bus Station Security, and citylink for school transportation by Larry Allen.

#### 6. **Approval of FY2025 LATC Draft Budget**

Larry Allen presented the FY2025 LATC draft budget reflecting a minimal increase of 3%; the budget does not include many discretionary line items with the exception of bus station security.

A **Motion** was made to accept the FY2025 LATC Draft Budget by Paul Robinson, **seconded** by Monique Roy, **Vote** 7-0, motion carried.

#### 7. **Authorize the Board Chair to Execute a 1-year contract extension with Western Maine Transportation Service for FY2025 Fixed Route and Complimentary ADA Paratransit Services**

A **Motion** was made to enter into a 1-year contract extension with Western Maine Transportation Service for FY2025 by Tim Cowan, **seconded** by Paul Robinson, **Vote** 7-0, motion carried.

#### 8. **Other**

Larry Allen discussed requests to modify the route in New Auburn due to missed connections at Oak Street, with the suggestion to remove one portion of the two trips that go to Walton School, changing this portion of the route from every 30 minutes, to every 60 minutes. This will keep drivers from rushing through their route and protects the rest of the system. It’s a relatively low ridership segment of the route and will still be serviced at once an hour.

A **Motion** was made to revise as suggested and advertise the change by Tim Cowan, **seconded** by David Chittim, **Vote** 7-0, motion carried.

Stephen Martelli asked if Greyhound and Concord would be servicing the proposed new shelters; he was informed by the Committee that those details are still being worked out.

#### 9. **Next Meeting**

Thursday, May 9, 2024, at 12:00 PM at Auburn City Hall

#### 10. **Adjourn**

A **Motion** to adjourn by Tim Cowan, **seconded** by Paul Robinson, **Vote** 7-0, motion carried.

Meeting ended 1:15 pm

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FY 2024

**Attachment E**

**Local Match Commitment Letters**

**Project Components:**

**C4 – Transit Fleet Service Facility Upgrades for  
Operational Efficiency**



April 25, 2024

The Honorable Pete Buttigieg, Secretary  
United States Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

RE: Evidence of Fund Availability for the “Modernizing Infrastructure in Maine” Project for the Federal Transit Administration’s Bus and Bus Facilities Competitive Program

Dear Secretary Buttigieg:

With the Maine Department of Transportation (MaineDOT), Kennebec Valley Community Action Program (KVCAP) is excited to submit the “Modernizing Infrastructure in Maine” Project under the Federal Transit Administration’s FY 2024 Bus and Bus Facilities Competitive Program. This project supports KVCAP’s goal of improving the condition of public transportation, maintaining critical public services, and assuring our personnel and our local community have access to safe and reliable transportation.

KVCAP hereby commits up to \$20,000 in local match funds for the proposed project.

Our support and funding of this pivotal project is consistent with our Transit Asset Management Plan (TAM) and MaineDOT’s Locally Coordinated Plan. The funds are available, unencumbered, not from a federal source, and are not being put forward as match funds for any other grant or project.

Thank you for your consideration of this commitment and the associated application. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Walsh".

Suzanne Walsh  
CEO  
KVCAP  
suzanne@kvcap.org  
(207) 859-1500

MaineDOT Bus and Bus Facilities  
Competitive Grant Application  
FY 2024

**Attachment E**

**Local Match Commitment Letters**

**Project Components:**

**C5 – Vehicle Replacement for Safety and Reliability**

April 18, 2024

The Honorable Pete Buttigieg, Secretary  
United States Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

Re: Assurance of Matching Funds

Dear Secretary Buttigieg:

This letter, along with attachments, serves as evidence of assurance by the Greater Portland Transit District (GP Metro) that local matching funds for the FY 2024 Bus and Bus Facilities Grant Program submitted by the Maine Department of Transportation (MDOT) are committed and will be provided.

GP Metro is seeking \$1,730,870 in FY 2024 grant funding, matched by \$152,978 in state funding and \$152,978 from GP Metro. This project is included in GP Metro's 2024-2028 Capital Improvement Program (CIP) as approved by the agency's Board of Directors on March 28, 2024. Documentation of this approval is provided as an attachment to this letter.

Further, GP Metro will accept progress payments if requested by the manufacturer based on established milestones in order to assist the manufacturer with cashflow during vehicle production. GP Metro understands and appreciates that the project will be included in MDOT's *Work Plan* and the Statewide Transportation Improvement Program (STIP), and that it is consistent with MDOT's long-range plan.

This project represents a way for GP Metro to meet its goal of on-time fleet replacement as part of its Transit Asset Management Plan. We appreciate the Federal Transit Administration's consideration of our request.

Sincerely,

*Glenn Fenton*

Glenn Fenton  
Interim Executive Director





CITY OF  
**SOUTH  
PORTLAND**

**Scott Morelli**  
*City Manager*

**Joshua Reny**  
*Assistant City Manager*

April 25, 2024

The Honorable Pete Buttigieg, Secretary  
United State Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

RE: Evidence of Fund Availability for the “Modernizing Infrastructure in Maine” Project for the Federal Transit Administration’s Bus and Bus Facilities Competitive Program

Dear Secretary Buttigieg:

With the Maine Department of Transportation (MaineDOT), The City of South Portland is excited to submit the “Modernizing Infrastructure in Maine” Project under the Federal Transit Administration’s FY 2024 Bus and Bus Facilities Competitive Program. This project supports our City Council’s goal of improving the condition of public transportation, maintaining critical public services, and assuring our personnel and our local community have access to safe and reliable transportation.

I, Scott Morelli, recommended that the South Portland City Council approve \$180,000 in local match funds for the proposed project.

Our support and funding of this pivotal project is consistent with the City of South Portland Bus Service Transit Asset Management Plan. This local match fund is included in my recommendations for the city’s FY25 Capital Improvement Plan. If approved by the South Portland City Council the funds will be available on July 1, 2024. The funds will then be unencumbered and not put forward as match funds for any other grant or project.

Executive Department, 25 Cottage Road, South Portland, ME, P.O. Box 9422 South Portland, ME  
04116-9422 | [southportland.gov](http://southportland.gov) | **Phone:** (207) 767-7606 | **Fax:** (207) 767-7627 | **Email:**  
[smorelli@southportland.org](mailto:smorelli@southportland.org)

Thank you for your consideration of this commitment and the associated application. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Morelli". The signature is fluid and cursive, with a horizontal line at the end.

Scott Morelli  
City Manager  
City of South Portland  
smorelli@southportland.org  
207 767-7606

cc:

Donna Tippett, Director of Bus Service  
BBF