

Public Transit Advisory Council

Meeting Agenda

December 10, 2025

2:00 – 3:30

Location: Zoom

<https://mainestate.zoom.us/j/89164669828>

Agenda Item	Responsibility	Action or Information
1) Call to Order & Quorum	Megan Hannan, Chair	Action
2) Introductions (30 mins) <ul style="list-style-type: none">• Name, Organization, Quick Ice-Breaker	Members	Information
3) Approval of Previous Minutes September 2025 (Attachment 1)	Megan Hannan, Chair	Action
Council Structure and Planning (30 min)		
4) New Agenda Development (Attachment 2) 5) Planning Schedule for 2026 (Attachment 3) 6) Committee Charters (Attachment 4)	Megan Hannan, Chair	Discussion
State Updates (10 mins)		
7) MaineDOT Report <ul style="list-style-type: none">• LD 1359• LD 1451• Other		
Council Business (20 mins)		
8) Discussion Items	Open	Discussion
9) Public Comment	Public	Information
10) New Business	Open	Discussion
11) Adjourn	Megan Hannan, Chair	Action

Attachment 1

Public Transit Advisory Council

Meeting Minutes of September 22, 2025 – Held via Zoom

PTAC Members in attendance: Ryan Neale, Dean Williams, Larry Allen, Maddie Jensen, Andrew Clark, Tim Cowan, Eamonn Dundon, Michael Hallundbaek, Jay Kamm, Kirk Bellavance, Dana Knapp, Catherine Kruglak, Katherine Freund, Rebecca Grover, Duane Scott, Amanda Dioszeghy, Josh Caldwell (vice chair), Sandy Buchanan, Chad Heid (chair), Omolola Achuba, Cole Cochrane.

Others in attendance: Megan Hannan, Laurie Linscott, Alex Pine, Tom Reinauer, Megan Salvin (attending for Kim Moody), Rick Szilagyi.

1. Call to Order. Council chair Chad Heid called the meeting to order at 9:36 am.

2. Ascertain Quorum. It was determined that the quorum was met.

3. Approval of February 19 minutes. Tim Cowan moved to approve the minutes as presented, and Kirk Bellavance seconded. The minutes were approved unanimously.

4. Updates on Terms/Appointments. Chad began the discussion by stating that the terms for chair and vice chair are for one year, and the Council bylaws allow the Council to change the length of the terms. Chad also mentioned his term as chair expired before the meeting. MaineDOT staff will update the list of Council members currently on the MaineDOT website.

Chad noted that Dean Williams replaced Steph Carver as the Kittery Area Comprehensive Transportation System's representative on the Council. Dean's appointment is through December 31, 2026.

Chad recommended several new appointments to the Council:

- Megan Hannan, Director of Government Affairs and Community Engagement for Greater Portland Metro, to replace Chad on the Council for a three-year term beginning on the date of appointment
- Tom Reinauer, Transportation Director for York County Community Action Corporation and President of the Maine Transit Association, to one of the six vacant seats for optional knowledgeable parties
- A representative from Biddeford Saco Old Orchard Beach Transit or Bangor Community Connector to the vacant urban transit provider seat.

Council vice chair Josh Caldwell noted there are empty optional knowledgeable party seats which could be filled by individuals with additional perspectives. Ryan will connect with members with expiring terms and prepare a list for consideration by the MaineDOT Commissioner. Ryan noted that MaineDOT tries to balance the size of the Council with the desire to have a range of perspectives.

5. Nomination and Election of New Chair and Vice Chair. Chad thanked everyone for the opportunity to serve as Council chair and for their work on the Biennial Report. He recommended that the Council continue to advocate for and highlight the economic and community benefits of public transit. Chad asked for nominations for a new Council chair and vice chair.

Cole Cochrane asked Chad to clarify the roles of the chair and vice chair. Chad stated that the chair is responsible, along with MaineDOT staff, for organizing the work of the Council. The vice chair assists with this and runs meetings if the chair is absent. Chad noted that the next Biennial Report is not due to the legislature until February 2027 and recommended considering a two-year term for the chair covering the year before the report is due and the report year.

Chad reviewed the duties of the Council chair as set forth in the bylaws. Andrew Clark suggested the Council discuss the potential of extending the terms before voting. Cole Cochrane noted that the statute as revised in 2023 limits the terms of the chair and vice chair to one year but does not set a term limit. Tim Cowan noted that the Council could reelect the chair and vice chair to additional one-year terms if desired.

Kirk Bellavance put forward a conditional motion for Megan Hannan as chair and Tom Reinauer as vice chair, on condition that they are appointed to the Council by the MaineDOT Commissioner. Michael Hallundbaek seconded the motion. Tom said he would be stepping down as president of the Maine Transit Association but will still be involved as past president and will provide a link between the MTA and the Council. Megan spoke to her experience and interest in serving as chair. Cole recommended that the Council focus on the transportation challenges experienced by young workers in the state.

The motion to elect Megan Hannan as Council chair and Tom Reinauer as Council vice chair, pending their appointment as Council members, passed unanimously.

6. Status of MaineDOT Response to LDs 1359 and 1451. Chad reminded the group that LD 1359 calls for MaineDOT to provide an update on the recommendations of the PTAC's Biennial Report and LD1451 establishes a mobility management commission.

Ryan provided a summary of progress on both bills. MaineDOT will prepare the report called for in LD 1359, which is due on December 3. Ryan noted that the legislation charges MaineDOT with preparing the report but that the Council's input will also be important. He suggested that a draft could be shared with the Council for comment prior to finalization of the report. Josh agreed, noting that the intent of the legislation is for MaineDOT to provide information to the PTAC on progress over the last year which will inform the Council's efforts going forward.

MaineDOT is working with state agencies and stakeholders on appointing representatives to the commission established in LD 1451. There may be some crossover with PTAC and commission members. LD 1451 allows the commission to bring on a consultant to identify best practices from other states and assist in developing recommendations. The report required by LD 1451 is due on February 3, 2026. LD 1451 does not provide funding, but MaineDOT is looking into using Rural Transit Assistance Program funds. Chad recommended that the PTAC be engaged in the efforts of the mobility management commission.

7. Planned Schedule for 2026. Chad suggested the Council meet in early December. He suggested that the steering committee continue in its role and will share the list of those members with Megan and Tom.

Tom asked if there was interest among the members in a hybrid meeting format. Several members supported a hybrid setting with an in-person option at MaineDOT headquarters in Augusta.

Megan asked about the meeting frequency. Chad said the Council generally met every other month, with committees meeting in the off months. The full Council met more frequently when preparing the report. Megan will share a Doodle poll to find a recurring meeting day and time.

8. Discussion Items

- **Open Floor.**
- **Review of Bylaws.** Chad recommended that the Council review bylaws, terms, and the committee structure during the next year before report preparation begins.
- **Federal Transportation Budget.** Megan discussed the uncertainties of the federal budget and the potential for a federal government shutdown. Tom added that the MTA has asked MaineDOT about the potential impact of a shutdown on formula and discretionary funds.
- **Next Meetings.** As noted, a Doodle poll will be shared for a meeting in early December.

9. Public Comment. There was no public comment.

10. New Business. Chad asked that Council members share news on any service changes or other challenges and noted Downeast Community Partners' discontinuation of transportation service.

- Cole mentioned the discontinuation of Western Maine Transportation Services' Gold Line service. Sandy Buchanan said it does not make sense to continue the service at this time as it has been running for six months and only has a few riders per day.
- Cole also mentioned Maine Youth for Climate Justice's work to highlight transportation challenges for young workers in the state.
- Katherine Freund noted ITN's work on a national volunteer driver recruitment program. ITN will begin recruiting providers in early October and any interested organizations are invited to participate. There is no cost to participate. Recruitment of individual volunteer drivers will occur after the recruitment of providers. Several providers expressed interest and will follow up with Katherine. Katherine shared that ITN is assembling and sharing data on the connection between the lack of transportation and health outcomes and invited members to contact her for more information.
- Tim Cowan noted that the Maine Shared Community Health Needs Assessment's identification of transportation as a key challenge presents an opportunity for advocacy for public transit. This work encourages Maine's health systems to participate in discussions around transportation. More information is available at <https://www.maine.gov/dhhs/mecdc/data-reports/population-health/community-health-needs-assessment>
- Josh noted the drop-off of volunteer drivers as a challenge for DCP. Tom noted the importance of volunteer drivers to small rural systems. This contracted service is an important piece of the match for federal funds. Michael Hallundbaek said that WCAP is likely to assume the general public transportation services previously provided by DCP. DCP struggled with the loss of MaineCare trips and this is a concern for other providers as well. Chad reminded the group that supporting volunteer driver needs is included as a recommendation in the PTAC Biennial Report.

11. Adjournment. The meeting adjourned at 10:48 a.m.

Attachment 2 – DRAFT Sample Agenda

Public Transit Advisory Council

SAMPLE Meeting Agenda

Date

2:00 – 3:30

Location: Hybrid / Zoom / Location

Agenda Item	Responsibility	Action or Information
1) Call to Order & Quorum	Megan Hannan, Chair	Action
2) Approval of Previous Minutes (5 mins)	Megan Hannan, Chair	Action
Council Updates (30 mins)		
3) From the Chair	Megan Hannan	Information and Discussion
4) Committee Reports <ul style="list-style-type: none">• Steering Committee• State of Transit• Mobility Management• Research and Policy• Equity	Committee Chairs	Information and Discussion
State Updates (30 mins)		
5) Maine Department of Transportation	MaineDOT Staff	Information and Discussion
6) Department of Health and Human Services	DHHS Staff	Information and Discussion
7) Legislative / Transportation Committee <ul style="list-style-type: none">• LD X• LD Y	Legislators or Staff	Information and Discussion
Council Business (30 mins)		
8) Discussion Items	Open	Discussion
9) Public Comment	Public	Information
10) New Business	Open	Discussion
11) Adjourn (90 mins total)	Megan Hannan, Chair	Action

Attachment 3 – DRAFT Timeline

PTAC Year-at-a-Glance (Starting 2026–2027 Cycle)

The outline is designed to pace our work throughout the year so that report writing feels manageable and inclusive. By contributing along the way, committees provide the writers with strong material, everyone has time to weigh in, and the final product can be completed smoothly and on schedule.

Committee Work Guidelines

- **Each committee produces at least one deliverable per year** (e.g., data snapshot, policy brief, stakeholder engagement summary).
- **Equity Committee (emphasis on multilingual engagement and accountability) reviews** each committee's deliverables for representation and inclusion.
- **Report Writing Committee starts assembly in fall of even years** so that by early 2027, the heavy lifting is already done.

2025

- December (Full PTAC - Virtual)
 - Discuss and agree to Agenda development
 - Include occasional guest speakers, meetings with other groups, etc.
 - Include time for hearing about what's new, good news, bad news
 - Discuss and agree to DRAFT Timeline
 - Discuss and agree to DRAFT Committee Charters
 - Check on Committee membership, revise as needed
 - Choose leaders
 - Discuss MaineDOT report to Transportation Committee per LD 1359
 - Discuss LD 1451 progress

2026 (to be ironed out further)

- January (Committees – Virtual)
 - Steering develops a PTAC “year roadmap.”
 - Committees set annual work plans.
- February (Full PTAC - Virtual)
 - Discuss and Approve roadmap and annual work plans.
 - Launch committee priorities.
- March (Committees - Virtual)
 - Committees begin work on assigned areas (e.g., data review, equity, policy scan, economic impact).
 - Steering checks on progress.
- April (Full PTAC - Hybrid)
 - Committee updates: “what we’re digging into.”
 - Guest spotlight (provider, best practice).
- May (Committees - Virtual)
 - Committees work on mid-year deliverables (Regional updates, policy options).

- Steering monitors alignment.
- June (Full PTAC - Hybrid)
 - Mid-year review: progress against work plans.
 - Identify gaps or additional needs.
- July (Committees - Virtual)
 - Deep dive sessions — e.g., Equity review of other committees, Policy scan of funding models.
- August (Full PTAC - Virtual)
 - Preliminary findings shared from committees.
 - Start discussing framing for 2027 biennial report.
- September (Committees - Virtual)
 - Committees refine deliverables, prepare draft findings.
 - Steering starts mapping report outline.
- **October (Full PTAC – Best In-Person, also Hybrid)**
 - Review draft committee findings.
 - Agree on themes and priority recommendations, including any bills to be put in.
- November (Committees - Virtual)
 - Report Writing Committee begins assembling first outline.
 - Equity Committee (emphasis on multilingual engagement and accountability) reviews for integration.
- December (Full PTAC - Virtual)
 - Year-end review: confirm progress, assign report drafting tasks for 2027 (report writing committee).

2027 – Report Year

- January (Committees - Virtual)
 - Draft report sections completed.
 - Steering reviews for consistency.
 - Legislative updates and calls to action (as appropriate)
- February (Full PTAC - Virtual)
 - Approve final report.
 - Submit to MaineDOT for their required response.
 - Legislative updates and calls to action (as appropriate)
- **March 1 (Deadline)**
 - Report due to Governor and Legislature.
 - Legislative updates and calls to action (as appropriate)
- **April (Full PTAC – Best In-Person, also Hybrid)**
 - Reflect on report process.
 - Begin setting agenda for next cycle.
 - Legislative updates and calls to action (as appropriate)
 - Celebrate!
- June
 - Legislative updates and calls to action (as appropriate)
 - Continue setting agenda for 2026-27

Attachment 4 – DRAFT Committee Charters

Public Transit Advisory Council (PTAC) Committee Charters – Updated

This document outlines the Purpose and Functions & Responsibilities of each standing committee of the Public Transit Advisory Council (PTAC). The charters are intended to provide structure, clarify roles, and support the Council in meeting its statutory obligations, including the preparation of the biennial report to the Governor and Legislature.

This version integrates elements from earlier PTAC committee drafts to ensure continuity. It strengthens accountability, equity, and innovation while maintaining clarity and structure. If any committee has already met its end, we can change or eliminate it, as well as add new committees to meet the PTAC mission and workplan.

Steering Committee

Purpose

To provide overall guidance and coordination for PTAC, ensuring alignment between committees, the biennial report, and statutory obligations.

Functions & Responsibilities

- Develop annual and biennial work plans for PTAC.
- Establish PTAC goals and objectives.
- Coordinate across committees to prevent duplication and ensure integration of findings.
- Set meeting agendas with the Chair and MaineDOT staff.
- Schedule presentations and check-ins with committee chairs.
- Monitor progress toward report deadlines and policy objectives.
- Act as the liaison between PTAC and MaineDOT leadership on procedural or logistical matters.

State of Transit Committee

Purpose

To review and document the current transportation systems and networks by region, and to identify gaps/areas that need attention for improvement or investment; and/or recognizing satisfactory current conditions. Create (or update) regional reports on a quarterly basis.

Functions & Responsibilities

- Work with regional subject matter experts, transit operators, and MaineDOT to prepare materials on current transit conditions.
- Document current funding levels and sources for all providers.
- Establish the current level of need for public transit in Maine.
- Capture rider and stakeholder perspectives, including successes, challenges, and unmet needs.
- Identify opportunities to improve transparency and collaboration between providers and stakeholders.

Research and Policy Committee

Purpose

To identify and evaluate innovative policies, programs, and funding models that can strengthen Maine's public transit system.

Functions & Responsibilities

- Monitor emerging best practices nationally and regionally.
- Assess applicability of external models (funding strategies, service delivery, workforce supports) to Maine.
- Provide comparisons of state investment and transit subsidy across states to highlight Maine's position.
- Estimate funding levels needed to implement viable transportation policies.
- Track and summarize relevant federal and state policy developments.
- Develop white papers or policy briefs for PTAC and legislative audiences.
- Recommend specific policy proposals for inclusion in PTAC's biennial report.
- Collaborate with the Equity Committee (emphasis on multilingual engagement and accountability) to ensure that proposed policies are equitable and inclusive.

Equity Committee

Purpose

To ensure that Maine's public transit system advances equity by improving access for older adults, people with disabilities, low-income households, rural residents, and other historically underserved populations.

Functions & Responsibilities

- Review data on who is being served and who is not; identify equity gaps.
- Confirm representation of diverse populations in PTAC's work and recommendations.
- Elevate voices of communities most affected by transportation insecurity.
- Recommend metrics for evaluating equity in service provision and funding allocations.
- Ensure PTAC's biennial report includes an equity impact assessment.
- Review and comment on the work of other PTAC committees to ensure equity integration.
- Provide accountability by validating that equity considerations are incorporated in the final report.
- Encourage outreach to diverse communities, including multilingual communication and engagement.

Report Writing Committee

Purpose

To coordinate the drafting of PTAC's biennial report to the Legislature and Governor, ensuring clarity, accuracy, and alignment with statutory requirements.

Functions & Responsibilities

- Compile committee findings into a single draft report.
- Work with MaineDOT staff to ensure data consistency and accuracy.

- Draft narrative sections, including needs assessment, funding analysis, and recommendations.
- Edit for readability, accessibility, and legislative audience.
- Coordinate the review and approval process within PTAC.
- Document best practices and highlight innovative funding or policy approaches identified by other committees (in collaboration with Research & Policy).

Mobility Management & Alternatives Committee

Purpose

To advance strategies that improve access, coordination, and efficiency across Maine's transportation system, while also evaluating alternative and innovative mobility solutions outside the publicly funded network.

Functions & Responsibilities

- Review statewide and regional mobility management practices and recommend improvements.
- Identify gaps in coordination among transit, human services, workforce, and healthcare transportation.
- Explore 'one-call, one-click' models, volunteer driver support, and technology tools to improve rider navigation.
- Research effective mobility solutions in rural communities and assess their applicability to Maine.
- Identify private partnerships and community-based options (e.g., volunteer coordination, shared mobility) that could supplement public services.
- Recommend state-level mobility management policies and funding approaches.
- Collaborate with MaineDOT and other agencies (DHHS, Labor, Education) to align efforts.