

# PACTS

Portland Area Comprehensive Transportation System

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**PACTS  
Transit Committee  
Meeting Notice  
Thursday, October 8, 2009, 9:30 a.m.  
Saco City Hall**

**Agenda**

- 1. Call to order**
- 2. Approval of Minutes from the last meeting (attached)**
- 3. Status Reports (attached) – 15 min.**
- 4. Review Timeline/Work Plan (attached) – 5 min.**
- 5. Section 5307 sub-committee – 10 min.**
- 6. PACTS Transit Study Implementation Status Reports – 45 min.**
  - a. Regional Map and Timetable**
  - b. Regional Route Study**
  - c. Transit Planning in Comprehensive Planning Process**
  - d. Regional Pass System**
  - e. Other – in order of priority**
- 7. Regional AVL Project – 30 min.**
- 8. Board Approval for Major Regional Projects – 15 min.**
- 9. Update on Transportation Information Display System (TIDS) – 10 min.**
- 10. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 11. Other Business**
- 12. Next Meeting Date and Agenda (November 12 in Portland)**
- 13. Adjourn**

Attachments: September 3 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster

**PACTS Transit Committee Minutes**  
**September 3, 2009**  
**10:45 a.m. in Portland**

**Members Present:** Ed Clifford, ShuttleBus/ZOOM, Chair; Sara Behr, MaineDOT; Connie Garber, YCCAC; Alex Jaegerman, Planning Com. Appt.; Steve Kline, Private Operator; Tom Meyers, SPBS; Nick Mavodones, CBITD; Patricia Quinn, NNEPRA; David Redlefsen, METRO; Sara Trafton, RTP

**Members Absent:** John Bubier, Biddeford; Sara Devlin, MTA; Tom Gorrill, Pol Com. Appt.

**Staff and Guests:** Maddy Adams, GPCOG; Susan Davis, MNGRR; Carl Eppich, PACTS; Hilary Frenkel, League of Young Voters; Art Handman; Judy Harris, Portland; Steve Linnell, GPCOG; Tom Reinauer, SMRPC; Donna Tippett, GPCOG; Robert Wagner, Portland Transit Advocate

1. **Call to order.** Ed Clifford called the meeting to order at 10:50 a.m.
2. **Approval of Minutes from the August 13, 2009 meeting.** *Connie Garber moved approval of the August 13<sup>th</sup> minutes. Nick Mavodones seconded the motion and all were in favor.*
3. **Status Reports.** From the Policy Committee meeting, Ed reported that transit will get 9% of the STP set-aside funds (up from 7% to 9% but down from the recommended 10%); bike/ped will go up one percentage point from 3% to 4%. The Policy Committee authorized approval of the STIP. The TIP recommendations will get approved in October by the Policy Committee.
4. **Review Timeline/Work Plan.** No action.
5. **Section 5307 Subcommittee.** Regarding 5307 funds, David R. asked why the funds are divvied up differently among the various MPO's. He would like to see a quantitative analysis regarding 5307 funding. He'd like to know what the thought process is behind the 5307 allocation for demand response. Connie responded that we worked through this years ago when PACTS became a larger MPO. When there are issues about funding we have had those discussions face to face. In the state of Maine there are some very different forces at work in the different urbanized areas. In Bangor there has always been a question why BAT was the sole recipient of 5307 funds as it does not serve all of the urbanized area. LINKS does serve all of the urbanized areas and it doesn't make sense to her why they are denied funds. In the Portland area, the number of municipalities that are members of METRO has grown and shrunk over the years. With the expansion of PACTS to 15 municipalities, the fixed route providers do not serve the entire urbanized area. There has always been a complementary process for general public service in the three communities that ShuttleBus/ZOOM and YCCAC operate together. At SMRPC, the funds are split between the two types of providers.

It was asked if this should be a subcommittee item. Tom M. responded that the impact affects anyone who is eligible; all seven providers should be involved in the discussion. WMTS does a contract with LATC for their fixed route bus system and they operate the complementary paratransit for that service. LA is operating closer to what we do; the only difference is that they contract out with Western Maine. Nick agreed that getting the information about how the other MPOs do this would be a good idea. Any historical information would also be helpful (perhaps from old minutes). Robert W. asked why this decision is made by the PACTS Transit Committee as he thought it was a Policy Committee decision. The response was that the PACTS Transit Committee makes a recommendation to the Policy Committee. Steve K. added that the issue is so vital; the paratransit situation continues to be underserved. There is so much need out there. Different areas have different needs in terms of paratransit; serving the rural area is harder. Tom M. explained that 5307 is for urban areas, not rural. Sara T. reported that she had to deny seven ADAPT applicants ranging in age from 65-95. The number of people that need help is incredible; there are over 600 ADAPT applicants. The parameter of service is a problem. Art explained the federal mandate regarding qualified ADA recipients (the 3/4 mile rule).

John D. stated that staff will get the history of how decisions were made and look at how other MPO's make their decisions; staff will provide a synopsis. Alex asked that the parameters as well as the federal requirements be spelled out. Connie added that it needs to be understood that if there is a fixed route provider there needs to be complementary paratransit services. The next meeting of the subcommittee is scheduled for September 16<sup>th</sup>.

**6. PACTS Transit Study Implementation Status Reports.**

**a. 6Regional Map and Timetable.** Steve received two requests to stop the presses. One from Dave R. because the Veranda Street Bridge is now open – ahead of schedule; and one from Ed because they have a schedule change. The document is ready to print. Tom M. stated that he is out of schedules and the Committee agreed that we would go with what we had on September 1<sup>st</sup>. Any schedule changes can be included in the next printing. Steve reported that COG has signed a contract with the printer. COG will keep the contract for a year but we will need to revisit this next year to determine who should sign the contract. The schedules will be dropped off at METRO and everyone can go and pick them up there. **Google Transit** is moving forward. Donna Tippett is refining shape files. She will be contacting the providers when the information is ready to be reviewed. She is looking at the end of September for a test run. Carey Shapiro is putting the information into a format that Google can use. There is a lack of clear communication between the Google rep and Carey. Donna will fill out the link for now and the providers may need to do it again.

**6b. Regional Route Study.** Steve L. reviewed the scope. It is about connectivity. If you agree with the scope we can start the process on the RFP. Carl asked how the three systems should interface. Should more studies be included? Carl would like to add or subtract a few items from the draft, and then we can send it out to the Committee for final review and approval. It was suggested that municipal representation be added to the advisory committee, and that other studies be added to the purpose. Art asked what the consultant will be asked to do. Steve L. responded that the Consultant would be taking the next step from what Tom Crickelair did. Timing points is what the consultant should come up with. We want to make it easier for the rider to transfer between the systems. For example we would want to know that Route whatever needs to be tweaked by so many minutes to meet with Route whatever, etc. We want the service to work so that people can get where they want to go. Tom M. pointed out that the dilemma with this project is whether or not the three providers will do what the new study recommends. If we cannot agree to that, then it makes no sense to do the study.

*David R. moved approval of the scope and Tom M. seconded the motion. The motion was approved with the changes noted above.* Tom M. asked if we should be getting approval from our Board of Directors. It would make the study have a more formal oversight. Sara T. said she liked the idea. We will bring it up on a future agenda.

**6c. Transit Planning in Comprehensive Planning Process.** The next joint meeting of the Transit and Planning Committees is scheduled for December 10 at 9:30. Tom R. mentioned that providers can be notified when traffic movement permits come through if they are interested. Ed requested that a status report on the Regional Coordination Study be provided for the next meeting.

**6d. Regional Pass System.** A meeting to discuss this item is scheduled for September 16<sup>th</sup> at 12:00 at GPCOG.

**6e. Other.** Carl – we are moving forward with the signalization coordination plan.

**7. Regional AVL.** Donna Tippett will be working on this project. Tom M. and Rebecca Lambert collaborated on this summary. Page 11 shows a summary of the decisions that have been made. Tom reviewed the history and said that we need to agree on the functionality. Consultant funds and system integration funds are included. Staff can develop an action plan for the need and the technical requirements. Sara B. asked what happens when someone has a project that they are no longer doing. Sara T. stated that the mobile data terminal piece is important to RTP and asked if that money is still there. Sara B. responded

that it is still there. Tom M. explained that the decision the Committee made at the meeting is that we would lump all of the AVL/ITS projects together and that is different from what Sara B. is saying. The Committee would need to agree that the RTP project wouldn't be part of the regional effort and that money would have to be deducted from the full pot of money.

Nick said he liked the regional approach. He added that Catherine D. was working on electronic fare media. He doesn't feel informed enough to vote on this today but he doesn't want this to be held up. Tom M. stated that when COG lost David Willauer who was pushing this effort forward, there was a gap because no one was working on it. Nick asked what the timeline is on the regional approach. Tom M. explained that we need to decide if we want to continue on a regional approach; all of our ITS projects need to be compatible. It was suggested that a timeline and benchmarks be sent to the committee before the October meeting so that they can be presented to their respective boards. Sara B. asked what happens if someone has a project and they no longer want to use the funds for the original project. What happens to that money; does it need to come back to the Committee for a decision? Tom M. responded that he believes it goes back to PACTS for redistribution – it doesn't stay with the PTC. We would like to keep our 7% of projects within transit rather than having the money be allocated to other projects. Sara T. said she would like to see the idea of an ITS integrated service center on a future agenda. It would be great to be able to access AVL for all the buses through an integrated center. At RTP, they have a projection on their wall of where their buses are. It would be nice if they could also see SPBS, METRO, etc. Steve K. recommended looking at case studies of what other places have done so that we don't reinvent the wheel.

8. **Information sharing.** Ed C. reported that there will be some schedule changes effective in October. Trolley ridership was down in June and July but it was very high in August. Connie said the Shoreline Explorer was the same. Steve L. reported that Maine Clean Communities was not a recipient for Clean Cities ARRA funding. Tom M. is working on a transit TIP in South Portland.
9. **Other business.** None
10. **Next meeting date and agenda.** The next meeting is scheduled for October 8<sup>th</sup> in Saco.
11. **Adjourn.** The meeting adjourned at 12:45 p.m.

## **Agenda Item #3**

### **Status Reports**

- The PACTS Planning Committee met on October 1<sup>st</sup>.
  - Reviewed 2012-2013 TIP Application Process for Intersections, Rebuild Roads and Bike/Ped set asides.
  - Reviewed Long Range Plan update – Destination Tomorrow sub-committee work
- Joint meeting of Planning and Technical Committees
  - PACTS Regional Bicycle and Pedestrian Plan Update
  - Update on work of TIP Process Committee
- Joint meeting of Planning and Transit Committees
  - Update on transit planning work underway
  - Presentation by vendor on transit and emergency/municipal vehicle priority and pre-emption at traffic signals.

- The *Destination Tomorrow* Update Subcommittee met yesterday
  - Has met three times, and has decided to keep the effort to a “minor update” – and do a major update in 2014. Great participation by several Policy Committee members.
  - Fourth meeting scheduled for Wednesday, October 7.
  - Currently identifying the major recommendations for this update, and updating the existing plan’s 90 strategies (and eliminating many).
  
- Other Updates
  1. The Gorham East-West Corridor Study:
    - Steering Committee has met six times, and has already reached a major milestone in the adoption of the study’s “purpose and need” statement.
    - Advisory Committee has met three times.
    - *PACTS staff attended six meetings for this study just in September – and will attend three this week. COG staff has attended the Advisory Committee meetings.*
    - Public meeting this Thursday October 8, 2009, 6-8 pm *in* Gorham Town Council Chambers - 75 South St., Gorham
    - A land use scenario workshop (30 participants) will be held next month.
  
  2. Personnel Changes
    - 20 people recently retired from MaineDOT’s Bureau of Project Development! They have lost 40 people to retirement during the past 12 months – a loss of 1,000 years of experience. Chief Engineer, John Dority, was a big loss.
    - Ray Faucher has also retired from the Bureau of Planning. He now works at HNTB and is involved in the Gorham East-West study
    - Project Manager Shawn Smith has been reassigned out of our region. Shawn was very well liked and respected.
  
  3. Other Topics
    - a. Paul Niehoff will soon distribute the **application forms for TIP proposals** for the next biennium.
    - b. Paul is organizing a regional multi-organization collaboration to finance an **aerial flight** for the PACTS area-plus.
    - c. MaineDOT might do a “**context sensitive solutions**” **pilot project** for the design of improvements to an 8-mile section of River Road in Windham.
    - d. Our **Regional Bike and Pedestrian Plan** is almost done. The Technical and Planning Committees will meet again on this in November.
    - e. Our study of bicycle travel **near Tukey’s Bridge** is almost done.
    - f. Our **Regional Signal Coordination Study** is almost done – and a fair amount of the recommendations may get federal funding in the foreseeable future.
    - g. The **Franklin Arterial Corridor Study** Phase I is almost done. Carl has attended many meetings and made other contributions.

- h. PACTS and GPCOG staff will attend a quarterly meeting with MaineDOT and other **MPO's in Bangor** this month. Mike Laberge organizes these meetings which are usually very productive.
- i. John Duncan will attend later this month the annual meeting of the national **Association of MPO's** in Savannah, Georgia.
- j. John is going to serve on the **Legislative Committee** of the Maine Better Transportation Association.
- k. MaineDOT, Carl Eppich and area staff will soon rank the proposals for the design-build of a replacement for the **Veterans Bridge**.
- l. Carl will attend the **Railvolution** annual conference in Boston later this month.
- m. Carl and GPCOG's Rebecca Schaffner organized the very successful annual meeting in Belfast last month of the **Northern New England Chapter of the American Planning Association**.
- n. **Eben Marsh** is the new GPCOG representative on the Technical Committee.

## Agenda Item #4

### Draft Timeline/Work Plan for the PACTS Transit Committee

**DRAFT**  
10/28/2009

#### Fiscal Year 2009:

<i>July 2008</i>	Review criteria for submitting proposals for 2010/2011 STP Capital
<i>August</i>	
<i>September</i>	
<i>October</i>	↓ Review and Approve Allocation Formula for 5307 and STIC
<i>November</i>	<a href="#">Regional Transit Study: Annual Report</a> Provider information (ridership, miles, etc.) due
<i>December</i>	
<i>January 2009</i>	FTA Budget announced (tentative) Public Comment/TIP Amendment Operators submit requests for planning functions and funding for UPWP
<i>February</i>	Draft Unified Planning Work Program (UPWP) submitted and first review
<i>March</i>	Review UPWP
<i>April</i>	Complete recommendations to Policy Committee re: UPWP
<i>May</i>	
<i>June 2009</i>	Annual evaluation of Committee (year 5)

#### Fiscal Year 2010:

<i>July 2009</i>	Sub-Committee on 5307 Formula funding allocation
<i>August</i>	Provide input to PACTS Process Review
<i>September</i>	Participate in PACTS TIP Process Review, including JARC
<i>October</i>	Approve Allocation Formula for 5307 and STIC
<i>November</i>	Public comment period for Section 5303 and 5307 funds, '10/'11 (pending release of Federal Register notice) Develop Study Proposals for 5303 and 5307 Planning funds Provider information (ridership, miles, etc.) due
<i>December</i>	

January 2010	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	Submit STP proposals to staff for ratings Public Comment Period... Update TIP
March	FTA Budget announced
April	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
<b>May</b>	
June	Annual evaluation of Committee (year 6) Elect New Committee Officers

Other tasks:

- Execute the Implementation Schedule for the **Regional Transit Coordination Study**.
- Provide assistance and coordination for implementing **Destination Tomorrow** and associated studies and plans
- Determine level of involvement of the Committee wishes to have in ongoing studies such as:
  - Peninsula Transit Study
  - Passenger Rail to Brunswick
  - Transit Oriented Zoning
  - Maine Narrow Gauge RR Extension Study
  - Other future studies
- Begin orientation of what it will mean to be a part of a Transportation Management Area
- Respond to Policy Committee requests for action, information or recommendations as needed

Glossary of Terms

ARRA	American Recovery and Reinvestment Act
AVL	Automatic Vehicle Location
BOP	Biennial Operations Plan (MDOT)
BTIP	Biennial Transportation Improvement Program (MDOT)
CMAQ	Congestion Mitigation Air Quality Program (Federal Funds)
EMDC	Eastern Maine Development Corporation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation Systems
JARC	Job Access & Reverse Commute
MDOT	Maine Department of Transportation
MPO	Metropolitan Planning Organization (FACTS, KACTS, ATRC, BACTS)
NNEPRA	Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
OPT	Office of Passenger Transportation (MDOT)
FACTS	Portland Area Comprehensive Transportation System (Portland Area MPO)
SAFETEA-LU	Safe, Affordable, Flexible, Efficient, Transportation Act—Legacy for Users
STIC	Small Transit Intensive Cities
STIP	Statewide Transportation Improvement Program
STPA	Sensible Transportation Policy Act
STP	Surface Transportation Program (Federal Funds)
TE	Transportation Enhancement Program (Federal Funds)
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TIP	Transportation Improvement Program (FACTS)
UPWP	Unified Planning Work Program
URIP	Urban-Rural Initiative Program
5303	FTA Planning Program
5307	FTA Urbanized Assistance

**Agenda Item # 5**  
**Section 5307 sub-committee**

The sub-committee met at 10:30 AM, Wednesday, September 30. The committee reviewed information collected by GPCOG regarding the distribution of 5307 funds in all four Maine MPO's specifically as it relates to ADA Paratransit. Another meeting will be held to further discuss how to deal with STIC funds in the allocation formula for PACTS.

**Agenda Item #6 a**  
**Regional Map and Timetable**

The maps have been printed and distributed. We need to set a new timeline for the January printing. We also need to select a designer to work with on making changes. GPCOG can do all of the GIS work but a designer working with Adobe Illustrator has to make the final changes for the printer.

**Agenda Item #6 b**  
**Regional Route Study**

The Scope was approved at the last meeting with some minor changes noted in the minutes.

**Agenda Item #6 c**  
**Transit Planning in Comprehensive Planning Process**

Planning and Transit Committees continue to meet.

Current schedule is to meet:

- On December 10<sup>th</sup> at 9:00 prior to the Transit meeting?

**Agenda Item #6 d**  
**Regional Pass System**

GPCOG, with input from METRO and SPBS is preparing a presentation to representatives of the two Boards.

**Agenda Item #7**  
**Regional AVL Project**

Staff will provide a draft action plan and timeline for determining the functional and technical needs of each provider at the meeting.

**Agenda Item #8**  
**Board Approval for Major Regional Projects**

This came up at the last meeting in the discussion on the Regional Route Study. The purpose is to ensure Board buy-in and follow-through on major regional projects before we put a lot of work into them.

### **Agenda Item #9**

#### **Update on Transportation Information Display System (TIDS)**

A few months ago staff reported that GPCOG was looking at how we could extract ourselves from the TIDS project. This was a demonstration project which demanded time and resources for technical support that we feel are inappropriate to continue. There are several partners in the TIDS project and some of them are interested in keeping it going. We have had a couple of meetings with the City of Portland and the JetPort, one of which included CBITD and VIP.

At this time the JetPort will continue to host the central server that supports the software. GPCOG will work with VIP to find them a private website developer who can transition their delayed-real-time feed that they are contractually obligated to provide at USM to a commercial provider.

## PACTS Transit Committee Roster

Updated on 9/4/09

<b>Members</b>	<b>Affiliation</b>	<b>Phone</b>	<b>Email</b>
Sara Behr	MaineDOT	624-3255	<a href="mailto:sara.behr@maine.gov">sara.behr@maine.gov</a>
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Ed Clifford - Chair	ShuttleBus/ZOOM	282-5408	<a href="mailto:director@shuttlebus-zoom.com">director@shuttlebus-zoom.com</a>
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 <u>Others and Alternates</u>			
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