

PACTS

Portland Area Comprehensive Transportation Committee

Regional Transit Study Meeting Notice

Thursday, April 12, 2007
9:00 a.m.

GPCOG, 68 Marginal Way

Agenda

1. Call to order
2. Approval of Minutes from the last meeting (attached)
3. Approval of Prioritized Recommendations (attached) – Action Item – 5 min.
4. Report on status of Draft Report (attached) – 10 min. (Please submit comments and changes in writing before, during or soon after meeting.)
5. Public meetings (April 24 @ Portland High, April 26 @ Saco City Hall) – 45 min.
 - a. Approve Public Outreach Plan (to be presented at meeting)
 - b. News Release (to be presented at meeting)
6. Process to Move the study forward – 15 min.
7. Report on Regional Map and Timetable, first meeting – 10 min.
8. Discussion/Next Steps
9. Next Meeting Date (Month, day, time, location), Agenda
10. Adjourn

PACTS Transit Study Advisory Committee

March 8, 2007

9:00 a.m. at Saco City Hall

Members Present: Tom Meyers, Chair, South Portland Bus Service; Sara Behr, MaineDOT; Linda Boudreau, South Portland, Policy Com. Appointee; John Bubier, Biddeford; Catherine Debo, CBITD; Ed Clifford, ShuttleBus/ZOOM; Connie Garber, York County Community Action; Ray Penfold, Private Operators; Patricia Quinn, NNEPRA. (David Redlefsen, METRO and Tom Gorrill arrived at 10:15.)

Members Absent: Art Handman, Policy Com. Appointee; Jonathan LaBonte, MTA; Dave Libby, Falmouth, Policy Com. Appointee; Mike McGovern, Cape Elizabeth, Policy Com. Appointee; Jon McNulty, RTP

Staff and Guests: Maddy Adams, GPCOG; Susan Davis, MNGRR; Steve Linnell, GPCOG; Tom Reinauer, SMRPC; Robert Wagner; Chris Small, MNGRR; David Willauer, GPCOG

1. **Call to Order.** Tom Meyers called the meeting to order at 9:07 a.m. Introductions were made.
2. **Approval of February 8, 2007 Minutes.** It was noted that Chris' last name should be corrected from Soule to Small. *Linda Boudreau moved approval of the February 8th, 2007 minutes, with the above noted correction. The motion was seconded and all were in favor.*
3. **Discussion of Subcommittee work on Completion of Plan.**
 - 3a. Prioritization of Recommendations. Steve reviewed the recommendations as displayed in the table dated 2/8/07. The #1 priority was a regional map and timetable; followed by a regional route study; and tied for third place were expanding the present network, improving interlocal connections, and improving transit to underserved locations. Some of the items on the list are already occurring such as Item 1 under planning - Transit Committee, coordination on agenda at each meeting; and Item 1 under capital - explore cooperative purchasing. It was noted that there are opportunities to do some of these items in a more informal way. It appears that the commitment is to improve customer service and that is why the capital category wasn't given such a high priority. It was noted that bus shelters are definitely a customer service issue but didn't score high under the capital category. It was suggested the items be listed in order of priority (highest score to lowest) under each section. The Regional Route Study will be recommended by the PTC as a high priority for the UPWP. We also need to improve service and shouldn't lose sight of improving transit to underserved locations. Connie noted that for the regional providers (RTP, YCCAC, NNEPRA) that have service beyond the PACTS area, it is her understanding that their participation will be to the extent feasible and appropriate. For example, the regional route study would only include three of the 29 towns that YCCAC serves.

The Committee approved the recommendations by unanimous consent.

- 3b. Draft Table of Contents. Steve distributed a handout. Connie had a number of comments. For example, 1.7 should be Summary of Recommendations, rather than Summary of Actions. Section 2.2 - Purpose, should be moved upfront. Section 4.8 - Four C's, needs to be upfront and it shouldn't be called the Consolidation Chapter because there are four C's. The four C's should be at the top of the chapter list. Steve explained that we were trying to show the evolution of how we got to the four C's. Connie suggested that the intro statement should frame the discussion by explaining how we started out with a review of historical information and came to the value of the 4 C's. Tom noted that the intro statement will be important but that we should leave it to the staff. Connie was concerned because history has shown that someone will pick up a document and since they don't have the value of the process and, unless you lay it out properly, they might get the wrong idea. She suggested that Section 4 be changed to Evolution of the

Study instead of Consolidation chapter. John B. agreed with Connie. We are talking about several different transportation providers in two counties with different modes of transportation, etc. It needs to be spelled out.

Regarding the Committee listing, it was recommended that the names of the players be included along with the name of the provider. In the case of CBITD, both Pat Christian and Catherine Debo should be named. Additionally, the private carriers should be listed.

3c. Draft mockup of report. This is in progress.

3d. Public meetings. It was suggested that two meetings be held – one in Portland and one in the Biddeford/Saco area. The location should be on a bus route and the bus schedule should be taken into consideration. The public meeting will include a PowerPoint presentation of recommendations. The Committee suggested April 24th for the Portland public meeting and April 26th for the York County meeting, from 5:30-7:00 p.m. Possible locations for the Portland event included Portland Public Library, Merrill Auditorium downstairs, and Portland City Hall. For York County, Saco City Hall would be a good location, if it is available. On April 12th, this Committee will review a final draft of the study and on May 10th we will review the final draft with any public comments incorporated. Our goal is to have the study report ready for the May 17th meeting of the Policy Committee for its “first reading” and then it would be blessed or approved at the PACTS Annual Meeting in June.

Linda suggested that we get some publicity from the local newspapers about the report prior to the public hearings. Staff could get the information out to the newspapers. Tom M. will write an op-ed on the study and invite people to attend the public meetings. Linda suggested also contacting the Forecaster. We can probably work with Denise from METRO as well. Susan suggested doing interviews in more than one newspaper. The Munjoy Hill Observer could do a piece from the MNGRR point of view. There’s also the Bayside and West End News. Patricia suggested that a story be run two days ahead of the public meeting, not two weeks ahead. She offered to make a couple of calls. We do need to be careful how we frame this out. Notices should be put up on the buses regarding the public meetings. It was also suggested that a free ride home pass be offered.

3e. New Business. Steve distributed a handout on Board Structure and Agency Roles. This could go in as an Appendix or be part of a chapter. Connie noted that for YCCAC there are six members representing certain regions so it should be represented differently. Committee members were asked to let Steve know if any changes were necessary to the handout.

Regarding the Agency roles piece at the bottom of the handout, Tom M. questioned its importance. What does it add? Ed thought that it may be important to show that the providers have representation on various committees. Since this information is ever-changing, it was suggested that the information be captured in a narrative format rather than a chart. Under Portland Explorer, add that it is administered by GPCOG. Ed mentioned that Biddeford and Saco have representation on the Planning Committee. The Committee agreed that the top part of the handout (Board Structure) would remain in table format and that the bottom (Agency Roles) would be incorporated into a paragraph. Please send any changes to Steve.

Funding Profile. Tom M. pointed out that people will want to see numbers regarding funding. It would take a lot of time to break out this information. If you are looking for what is needed to run the service and the revenues generated, that is all we need to spell out. We don’t need to overcomplicate this. Connie noted that the categorization doesn’t apply to YCCAC at all. What does this list give the reader? What are the salient pieces? Simplicity is critical. We need to make it simple and spell out our missions. We already have a lot of this information. CBITD would need to show the total of non-transportation revenues (non-passenger revenue). RTP and YCCAC would show contract revenue. Spell out how the organizations are funded in

words rather than a chart. We will have spreadsheets to back up the information for anyone who has questions about the text. We will ignore the Plans and Studies and Funding Profile sheets.

4. **Review Updates to Operating Trends.** An updated version of the graphs displaying Operating Trends was distributed; more data will be added. Robert thought it was confusing because it showed local subsidy plus ridership. He suggested removing the ridership bar on the graph. Steve explained that this shows the trend that all costs are going up while marketing has been reduced, and local subsidy has not kept pace. Please talk to Steve if you have issues with what is appropriate and what is not appropriate on the graphs. Connie noted that the Downeaster cannot pull out the costs for the urban area. The consolidated data of trends in the region is the most valuable piece – slicing and dicing doesn't work. Labor costs are going up while administrative costs are kept under control. The charts don't tell the story. The operations are all very different even among the bus services. Again, include a summary. It was asked if total operating costs could be shown. Tom M. suggested overlapping one on top of the other and it will show all the labor costs going up, etc. Tom R. noted that analysis of the charts needs to be done before discussing this further. If there is anything on here that does not capture your most important information, please give it directly to staff. An appendix can be included to support the narrative.
5. **Discussion/Next Steps.** On February 22nd, Tom Meyers made a presentation of the Study to the Portland Transportation Committee. It was well received.
6. **Next Meeting Date.** The next meeting was scheduled for April 12th at 9:00 a.m. at GPCOG.
7. **Adjourn.** The meeting adjourned at 11:00 a.m.

Agenda Item # 3

Category	Priority	ID #	Recommendation	Total Votes	Start
Marketing	1	2	Regional Map and Timetable	9	ASAP
		1	Marketing staff, collective advertising opportunities	3	
Operations	2	4	Regional Route Study	6	SOON
		4.1	Examine design, schedule & efficiency of routes	3	
		4.2	Identify new transit hubs	0	
		4.3	Timed Schedule with common denominator	0	
		4.4	Timed transfers	2	
		4.5	Expand Bus service to Park & Ride lots	0	
		4.6	Improve transit to underserved locations	5	
		4.7	Coordinate service between major origins and destinations	1	
		4.8	Consider new route between Wal-Mart & Mall	0	
		3	Improve intermodal connections	5	
Planning		5	Expand present network	5	
Planning	3	4	Incorporate transit planning in comp plan process	4	SOON
		4.1	Include transit in major land use development	4	
		4.2	Explore Impact Fees for Transit	2	
Marketing		5	Promote transit incentives w/ major employers	4	
Marketing	4	7	Develop regional pass system	3	ASAP
Planning	All Other	1	Transit Committee, coordination on agenda each mtg.	Already Happening	
		2	Annual meeting of all transit boards	1	
		3	Better coordination ridership and other data	1	
Operations		1	Combine major employee training	4	
		2	Maintenance staff, feasibility of shared facility	1	
		5	Take advantage of Safety and Security Funding	2	
Marketing		3	Explore common branding	0	
		4	Regional information website	2	
		6	Develop common survey instrument	1	
Capital		1	Explore cooperative purchasing	3	
	2	Collectively work w/ MDOT on capital purchases	1		
	3	Improve & expand Downtown Transportation Center	Already Happening		
	4	Create new transfer points, mini-hubs	1		
	5	Improve and increase shelters and amenities	2		
	6	Explore shared maintenance facilities	2		