

# Board of Directors

May 23, 2024 | 4:00 p.m. – 5:00 p.m.



## Onsite:

Greater Portland Transit District  
114 Valley Street, Conference Room A | Portland, ME 04102

## Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81569993494?pwd=MUQ2SzV3UzBuSkFFSmdsN1k3aVFhUT09>

Passcode: 131272 | Webinar ID: 815 6999 3494

Phone: (646) 558-8656 | Telephone participants: \*9 to raise hand, \*6 to unmute

## MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (4:00)</b>	Ed Suslovic, Board President	N/A
<b>2. Public Comment (4:00-4:05)</b> The Board of Directors welcomes public comments at this time for items <u>not listed</u> on this agenda at this time. For items listed on the agenda, the chair will allow members of the public to comment following the staff presentation. There is a <i>three-minute time limit</i> per speaker. (Comments will be paraphrased in meeting minutes)	Ed Suslovic, Board President	Information
<b>3. Meeting Minutes (4:00-4:05)</b> Review and approve meetings minutes from the February 29, 2024 meeting.	Ed Suslovic, Board President	<b>ACTION</b>
<b>4. Executive Director's Report (4:05-4:20)</b> The Executive Director will provide a brief report on current topics.	Glenn Fenton, Interim Executive Director	Information
<b>5. Executive Director Search Update (4:20-4:25)</b> Staff will provide an update on the process of identifying and hiring Metro's next Executive Director.	Glenn Fenton, Interim Executive Director	Information
<b>6. Potential South Portland Merger (4:25-4:55)</b> Staff will provide an update on the development of a proposal to have the City of South Portland's Bus Service merge with Metro's operation.	Glenn Fenton, Interim Executive Director	Information
<b>7. Future Agenda Items (4:55-5:00)</b> <ul style="list-style-type: none"><li>Agency Strategic Planning (Ongoing)</li><li>Collective Bargaining Agreement Renewal</li><li>PACTS Initiatives and Reforms (Ongoing)</li></ul>	Ed Suslovic, Board President	Information

<ul style="list-style-type: none"> <li>• Employee Policy Manual Update</li> <li>• Executive Director Search Process</li> </ul>		
<b>8. Upcoming Meetings (4:55-5:00)</b> <ul style="list-style-type: none"> <li>• Finance Committee – June 5, 2024 at 4:00 pm</li> <li>• Executive Committee – June 12, 2024 at 3:30 pm</li> <li>• Ridership Committee – June 19, 2024 at 3:30 pm</li> <li>• Board of Directors – June 27, 2024 at 4:00 p.m.</li> </ul>	Ed Suslovic, Board President	Information
<b>9. Adjournment (5:00)</b>	Ed Suslovic, Board President	<b>ACTION</b>

*As of November 9, 2022 Greater Portland METRO is holding meetings of the Board of Directors (and its committees) in hybrid format, both in person at METRO's offices and via webinar. The remote portions of all meetings are conducted in accordance with the requirements of [METRO's Remote Participation Policy](#) (adopted August 25, 2022) as well as LD 1772, PL 2022 Ch. 666, and 1 MRSA Chapter 13, Subchapter 1.*



**Greater Portland Board of Directors Meeting  
Thursday: April 25, 2024:  
DRAFT Meeting Minutes:**

<b>Member:</b>	<b>Municipality:</b>	<b>Role:</b>	<b>Status:</b>
Ed Suslovic	Portland	President	Present
Hope Cahan	Falmouth	Vice President	Present
Paul Bradbury	Portland	Treasurer	Present
John Thompson	Westbrook	Secretary	Absent
Merrill Barter	Falmouth	Member	Absent
Ryan Leighton	Brunswick	Member	Present
Jeff Levine	Portland	Member	Present
Michael Shaughnessy	Westbrook	Member	Present
Pious Ali	Portland	Member	Absent
Julie Dubovsky	Yarmouth	Member	Present
Prosper Lohomboli	Westbrook	Member	Absent
Bill Rixon	Freeport	Member	Absent
Roberto Rodriguez	Portland	Member	Absent

<b>Staff Present:</b>	<b>Identified Members of the Public:</b>
Glenn Fenton – Chief Transportation Officer, Interim Executive Director	Bill Weber – Portland Climate Action Team
Shelly Brooks – Chief Financial Officer	Myles Smith – Mainers for Smarter Transportation
Debbie Fitzpatrick – Accounting Manager	Joe Thomas – President business agent ATU 17
Mike Tremblay – Director of Transit Development	Barbara Montgomery – Bus Operator
	Matt Gikas – Bus Operator
	Bill Feagans – Bus Operator
	Joe Thomas – Bus Operator
	John Cail – Bus Operator
	Ryan James – Bus Operator
	Michael Frager – Dispatcher/Supervisor
	Richard Price – Bus Operator

**I. With a Quorum in place, the meeting was called to order by: Ed Suslovic at: 4:10 pm**

**II. Public Comment:**

Joe Thomas President business agent for ASU 417, reaching out to board for contract negotiations. The members are feeling frustrated and are considering an informational picket, we are hoping that the Board would reconsider their union negotiations and show appreciation for our hard work and dedication.

Myles Smith – Resident of Portland – Mainers for Smarter Transportation, we are concerned about the Gorham Connector, due to a study to the MTA, it has been shown to be concerns about the expenses for a little benefit, four less minutes during the rush hour for billions of dollars of spending. They are reaching out to give us this information for us to be informed and will continue to support us, but keep up to date on this issue.

Bill Webber – Portland – Portland Climate Action Team – PCAT have expressed concern over the viability of the Gorham Connector, have offered an analysis of different methods for the same thing with a less environmental impact. This hasn't been done.

**III. Approval of March 28, 2024 Meeting Minutes:**

Hope Cahan made a motion to approve, Jeff Levine seconded. After a roll call of the members present, the minutes were unanimously approved with two abstain votes.

**IV. Executive Director's Report:**

Glenn Fenton leads the discussion into Item 4, Executive Directors Report. He updated the board on ridership recovery and the status of various projects and initiatives.

**V. Executive Director Search Update:**

Shelly Brooks leads item 5, Executive Director Search Update. The Executive Committee did have a discussion on the start of hiring a new Executive Director.

**VI. Metro 2023 Financial Audit:**

Shelly Brooks leads item 6. Metro 2023 Financial Audit. The takeaway is that there were no findings. Paul Bradbury makes a motion to accept the results of the audit, Hope Cahan seconds the motion. After a roll call vote, it's unanimously passed to accept the results of the Metro 2023 Financial Audit.

**VII. Update of Metro's Drug and Alcohol Testing Program:**

Glenn Fenton leads item 7, update on Metro's Drug and Alcohol Testing Program. The drug and alcohol testing program needed to be updated and underwent a legal review, revised program was presented. Hope Cahan makes a motion to approve the update to Metro's Drug and Alcohol Testing program, Julie Dubovsky seconds. After a roll call vote, it's unanimously approved to accept the updates to Metro's drug and alcohol testing program.

**VIII. Future Agenda Items:**

- Agency Strategic Planning (Ongoing)
- Collective Bargaining Agreement Renewal
- PACTS Initiatives and Reforms (Ongoing)
- ADA Paratransit Service and Contract
- Executive Director Search Process

**IX. Upcoming Meetings:**

- Executive Committee – May 8, 2024 at 3:30 pm

- Ridership Committee – May 15, 2024 at 3:30 pm
- Board of Directors – May 23, 2024 at 4:00 pm

**X. Adjournment: Michael Moves, Hope seconds. Adjourned at 4:39 pm.**



## **BOARD OF DIRECTORS**

## **AGENDA ITEM 5**

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### **DATE**

May 23, 2024

### **SUBJECT**

Executive Director Search

### **PURPOSE**

Review the status of GP Metro's search for its next executive director.

### **BACKGROUND/ANALYSIS**

Metro's executive search firm KL2, reviewed the input that they received from the stakeholder and Metro staff surveys with the Executive Committee. This information was used to help craft the candidate evaluation matrix which KL2 will use to screen and select the shortlist of applicants that will then be forwarded to the Executive Committee for review.

Based on the feedback from the Executive Committee KL2 finalized the brochure and job posting. The job listing was posted on May 16, 2024 in various industry news and media outlets.

### **FISCAL IMPACT**

None.

### **PRIOR COMMITTEE REVIEW**

### **RECOMMENDATION**

No action at this time.

### **CONTACT**

Glenn Fenton  
Interim Executive Director  
(207) 517-3029  
[gffenton@gpmetro.org](mailto:gffenton@gpmetro.org)

### **ATTACHMENTS**

Executive Director Brochure  
Candidate Evaluation Matrix

# Executive Leadership Opportunity

GREATER PORTLAND  
**metro**

GREATER PORTLAND  
TRANSIT DISTRICT (METRO)

## Executive Director

Metro has retained KL2 Connects LLC to seek its new Executive Director to lead the organization in providing an exceptional public transportation experience to the greater Portland area.



Executive  
LEADERSHIP  
Opportunity



Located in  
PORTLAND,  
MAINE



Extensive  
BUS SYSTEM

# Where You'll Be Working



**10**  
BUS  
ROUTES

**44**  
VEHICLES  
IN FLEET

**1.7**  
MILLION  
PASSENGER  
TRIPS

**58**  
BUS  
SHELTERS

**108**  
EMPLOYEES

Greater Portland Transit District, more commonly known as Greater Portland Metro or Metro, was formed in 1966 and is a not-for-profit, quasi-governmental organization governed by representatives from each of our member communities.

## MISSION

Provide a public transportation experience that is frequent, fast, safe and simple.

## VISION

Be the mobility option of choice that connects people to each other and all the places that make for a full life. Serve as a foundation for regional prosperity, growing communities, and a healthy environment.

## CORE VALUES

**Safety** – Metro's highest priority is the safety of riders, employees, and the public.

**Service** – Metro serves its riders and communities, supports its employees, and acts in the public interest.

**Simplicity** – Metro does the hard work to make transit easy for all.

**Sustainability** – Metro is committed to responsible and equitable practices today to ensure a sustainable and better future.

**Innovation** – with imagination and determination, Metro never stops building a better public transportation experience for riders.

Metro, a transit district located in Maine's largest city, operates a fixed-route bus service in the communities of Portland, Westbrook, Falmouth, Yarmouth, Freeport, Brunswick, and Gorham.

Metro is overseen by a 15-member Board of Directors made up of five (5) representatives from the City of Portland, three (3) from the City Westbrook, two (2) from the Town of Falmouth, one (1) from the town of Yarmouth, one (1) from the town of Freeport, one (1) from the Town of Brunswick, and two (2) from the Town of Gorham. The majority of Metro is funded by local entities, federal and state transit funds, and farebox revenues.

Metro operates 44 buses with peak ridership of 2,100,000 passengers (2019); more than 1,450,000 vehicle miles per year; employs 115 full time union and nonunion employees,





and has an annual operating budget of \$16.9 million. Metro has been advancing several projects from the long range Capital Improvement Program including electrifying its fleet, AVL system enhancement and replacement, and is working towards a major facility expansion over the next five (5) to six (6) years. Additionally, Metro is leading the exploration of Maine's first BRT project.

Metro's Board of Directors includes representatives from communities of: Brunswick, Falmouth, Freeport, Portland, Westbrook and Yarmouth, and Gorham. Gorham officially joined the Greater Portland Transit District in March 2024. Metro's board and committees meet monthly and are open to the public.

Daily public transportation is provided with ten (10) bus routes serving eight (8) municipalities: Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook and Yarmouth with connections to Casco Bay Ferry, Amtrak Downeaster, Portland Jetport, Concord Coach, Biddeford Saco Old Orchard Beach Transit, and South Portland Bus Service. Metro's bus fleet has 44 vehicles: 31 diesel, 11 CNG, and 2 electric buses.

Metro employs more than 100 people from Accounting staff to Mechanics; from Customer Service staff to Fleet Care Technicians; and, of course, Bus Operators. They offer competitive, weekly pay, annual increases, and low-cost benefits. Non-administrative operations staff are members of Amalgamated Transit Union (ATU), the largest labor union representing transit and allied workers in the U.S. and Canada.

**Ridership:** Greater Portland Metro reached record ridership of 2.1 million in 2019. The following years of 2020 and 2021 saw a downturn from the effects of the COVID pandemic. In 2023, Metro showed a rebound in ridership and finished with 1.7 million trips, representing 81% of 2019's ridership.

**Funding and Revenue:** The majority of Metro's funding is from federal grants and through partnership communities. Additional funding includes 2.7% through the State of Maine and 14.8% from passenger fares, including those received from pass programs.

**Pass Program Partners:** Metro launched a transit pass program with Portland Public High Schools in 2015. Through this program, students at the three high schools ride Metro at no cost to them. This successful program has grown and Metro now has pass programs with several partners including: Baxter High School, Maine Health, Portland Adult Education, Roux Institute (Northeastern University), Southern Maine Community College (SMCC), University of New England (UNE), University of Southern Maine, and the University of Maine School of Law.

[VIEW WEBSITE TO LEARN MORE](#)

# Executive Director



The Executive Director position reports to the 15-member Board of Directors and is responsible for management and direction of operations, maintenance, vehicle and facilities, strategic vision and planning, responsible growth, finances, procurement, personnel and public relations of Metro. The individual must be a visionary with demonstrated leadership, organizational, and negotiating skills as well as an excellent written and oral communicator with the ability to assign, coordinate, and evaluate the work of administrative, professional, and technical staff. The individual must have the ability to interface with a wide array of stakeholders, elected officials, regional and community leaders, and customers. The Executive Director serves as a liaison to key local, regional, state, and federal organizations to facilitate multimodal transportation planning and funding and to advance the system's future, including the possibility of consolidating with other transit providers.

## CANDIDATE REQUIREMENTS

The ideal candidate must be a professional leader who can inspire trust and confidence with integrity, honesty, transparency, and humor combined with creative problem solving. Candidates must possess knowledge of transit laws and regulations; operations and scheduling; local and regional transit issues; report preparation and record keeping techniques; governmental procurement and contracts management; and principles of employee development. Required skills include logistics and analytics, organization, detail orientation, professional judgment, effective communication and correspondence,

professional relationship management, and professional public representation.

This position seeks a person with a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field. A master's degree in one of those fields is highly desirable. While a bachelor's degree is preferred, equivalent experience will be considered. Candidates should also possess between five (5) and 10 years of progressively more responsible professional-level public transportation-related experience, including multiple years in a supervisory capacity. A combination of experience and training that would provide the required knowledge, skills, and abilities may be qualifying.

In addition, the successful applicant will possess the following:

Knowledge of:

- Transit operations and scheduling.
- Local and regional transit issues.
- Commuter and intercity bus operations.
- Applicable local, state, and federal laws, regulations, and funding.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.

- Modern administrative and management principles, procedures, and techniques.
- Principles of management, supervision, training, and employee development.
- Accounting principles and practices.
- Budget preparation and management.
- Organization and function of local, state, and federal public agencies as they relate to transportation issues.
- Meeting noticing and agenda setting requirements for public meetings.
- Working in a collective bargaining environment.

**Ability to:**

- Work effectively with a Board of Directors.
- Leverage collaboration and maintain transparency in all working relationships.
- Develop logical and useful transit routing schedules.
- Understand and integrate a variety of transit-related programs.
- Process mathematical calculations.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions.
- Prepare detailed reports, plans, and

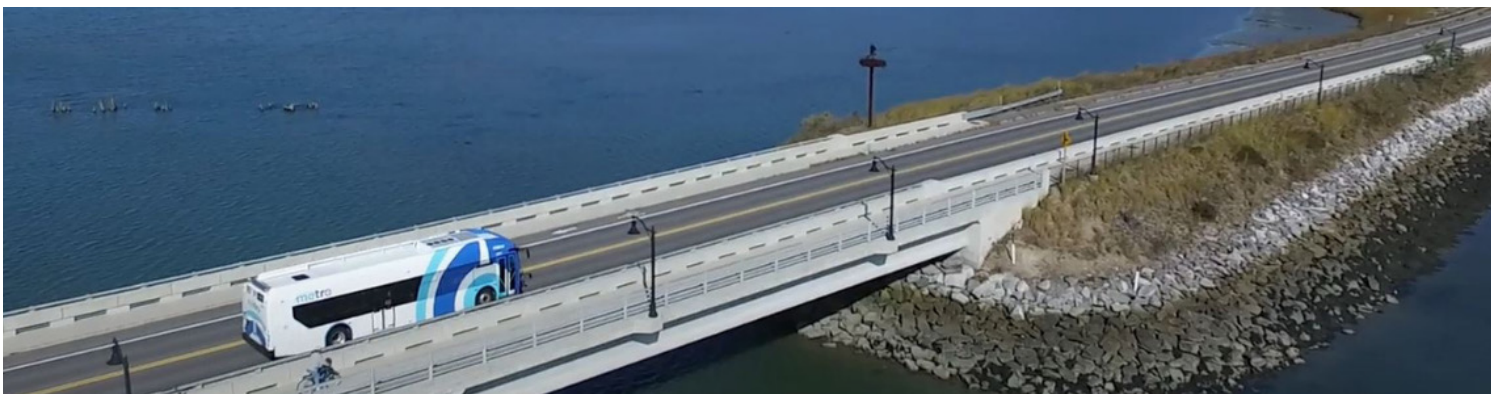
specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.

- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent Metro effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.
- Organize, supervise, coordinate, and evaluate the work of subordinate employees
- Train staff regarding work procedures.

**BENEFITS**

GP Metro provides affordable insurance options for you and your family’s security, along with a retirement plan boasting a generous match of up to 7.5%. Employee benefits include:

- Medical Insurance with HRA funded by GP Metro
- Medical Insurance OPT out Benefit
- Dental and Vision Insurance
- Basic Life and Voluntary Supplemental Life
- Short Term and Long Term Disability Insurance
- 457 Retirement
- Legal Shield
- Employee Assistance Program
- Tuition Assistance
- Free Bus Service
- 136 hours of PTO (front loaded at time of hire)
- 13 Paid Holidays
- Free Parking



**VISIT PAGE 9 TO LEARN HOW TO APPLY**

ABOUT THE AREA

# Portland, Maine

The most populous city in Maine, Portland boasts a metro hub with cobblestone streets, nationally-lauded eats, and a scenic working waterfront in the heart of the Old Port. From the city center to its neighboring communities, one can find beaches, arts and culture, shops and boutiques, lighthouses, outdoor adventures, and world-class accommodations.



CULTURAL  
ASSETS



OUTDOOR  
ACTIVITIES



NATURAL  
BEAUTY

# About the Area



Home to a population of approximately 550,000 people, the region is historically tied to commercial shipping, the marine economy, and light industry. While Portland's economy in the 21st century relies mostly on the service sector, the Port of Portland is the second-largest tonnage seaport in the New England area as of 2019.

Described as one of the "Best Places to Live in the U.S. in 2023-2024" by U.S. News, Portland has a long history of prominence in the arts. The Arts District, centered on Congress Street, is home to the Portland Museum of Art, Portland Stage Company, Maine Historical Society & Museum, Portland Public Library, Maine College of Art, SPACE Gallery, Children's Museum of Maine, Merrill Auditorium, the Kotschmar Memorial Organ, and Portland Symphony Orchestra, as well as many smaller art galleries and studios.

Portland has developed a national reputation for the quality of its restaurants, eateries, and food culture. The city has been visited by many food shows, including Rachael Ray's Food Network show \$40 a Day, the Travel Channel's Man v. Food, and Anthony Bourdain: No Reservations. Bon Appetit named Portland the Restaurant City of the Year in 2018. A variety of food festivals are held in the city throughout the warmer months.





The city is home to four minor league teams. The Portland Sea Dogs, the Double-A farm team of the Boston Red Sox, play at Hadlock Field. The Maine Celtics, the NBA G League affiliate of the Boston Celtics, play at the Portland Exposition Building. The Maine Mariners, ECHL affiliates of the Boston Bruins, play at Cross Insurance Arena. A USL League One soccer team was granted to Portland in 2023. The team, called Portland Hearts of Pine, will begin play by 2025. The city is also home to Portland Rugby Football Club, the oldest continually active sports team in the city, founded in 1969.

The city of Portland includes more than 700 acres of open space and public parks. The city and surrounding communities are linked by 70 miles of trails, both urban and wooded, maintained by the nonprofit Portland Trails. The Portland Parks Conservancy, which was established in 2019, is a nonprofit organization that raises money to support Portland's park system. In addition to its parks, Portland's coastline boasts a number of public beaches and scenic, rugged coastlines. Popular activities include kayaking, stand up paddle boarding, kite surfing, and shell collecting.



This is an excellent opportunity that offers attractive compensation, relocation, and equal opportunity.

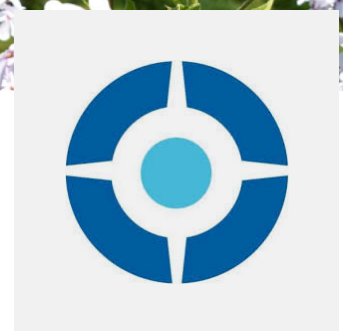


## How to Apply

Metro values diversity at all levels of its workforce – all ethnicities, genders, and people with disabilities are encouraged to apply.

To be considered, please visit <https://jobs.kl2connects.com/jobs/current>, select the Metro listing, and upload your letter of interest, resume, salary expectations, and four (4) to five (5) professional references (preferably supervisory and including name, title, phone number, email address, and relationship to you). For more information on this exciting opportunity, please contact KL2 Connects LLC's Kristen Joyner at [Kristen@KL2connects.com](mailto:Kristen@KL2connects.com).

Thank you for your interest and consideration!



**Candidate Evaluation Matrix: Greater Portland Metro Executive Director**

Evaluation Criteria	Candidates		
	A:	B:	C:
<b>Management</b> <i>Ops, Finance, Planning</i>			
<b>Vision</b> <i>Organization Coordination</i>			
<b>Interface</b> <i>Stakeholders</i>			
<b>Liaison</b> <i>Local, State, Federal</i>			
<b>Leadership</b> <i>Integrity, Transparency</i>			
<b>Knowledge</b> <i>Laws, Regulatory, Issues</i> <i>Organized Labor</i>			
<b>Skill</b> <i>Judgement, Analytics</i>			
<b>Other</b>			
<b>Education</b> <i>BA: Admin, Policy, Related</i> <i>MA: Admin, Policy, Related</i>			
<b>Comments</b>			





## BOARD OF DIRECTORS

## AGENDA ITEM 6

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### DATE

May 23, 2024

### SUBJECT

South Portland Merger Proposal

### PURPOSE

Review the status of Metro's development of a proposal for South Portland to rejoin Metro.

### BACKGROUND/ANALYSIS

On May 8, 2024 South Portland entered into a contract with Metro to provide management services of South Portland's Bus Service. Since that date, Metro's Transit Operations Manager, Tom Ridge has been serving as South Portland's Acting Executive Director. Metro Staff continue to be in close communication with Mr. Ridge as he works to keep South Portland's Bus Service operating without disruption.

Metro staff are in the process of developing a proposal for South Portland to rejoin Metro. The proposal is multi-faceted and is being created in cooperation with South Portland staff.

Elements of the proposal will include:

- **Overview of Metro Operations** – Review of recent accomplishments, planned service improvements and ridership.
- **Board Representation Proposal** – The number of Board seats and voting power of South Portland based on Metro's model for Board representation which uses revenue hours and population to calculate representation.
- **Wage/Benefit Analysis** - A comparative analysis of Metro's and South Portland's pay and benefits.
- **Employee Transition Plan** – A plan that outlines how South Portland's employees would phase into Metro's union ranks.
- **Cost Sharing Model** – An estimate of what South Portland's local assessment would be.
- **Service Enhancement Concepts** – Metro Staff will offer some conceptual service enhancements and interlines of existing South Portland bus routes.
- **Outline of the Benefits of Rejoining Metro** – A comprehensive list of all of the benefits of South Portland joining Metro. This will include; rider benefits, South Portland staff benefits as well as ways that the merger will allow South Portland to achieve its strategic goals.
- **Open Items** – Any parts of the merger that have not been completely solved will be flagged for future follow-up.

**Proposal Timeline:**

May 20 – South Portland Transit Advisory Committee discussion of potential merger.

June 5 - Finance Committee Review of financial elements of the proposal.

June 12 – Executive Committee Review of governance elements of the proposal.

June 17-19 – Meeting with South Portland staff to review final proposal.

June 25 – Workshop presentation to South Portland City Council.

June 27 – Metro Board update on the status of the proposal.

**FISCAL IMPACT**

None.

**PRIOR COMMITTEE REVIEW**

Executive Committee – 4/30/24

**RECOMMENDATION**

No action at this time.

**CONTACT**

Glenn Fenton

Interim Executive Director

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[gfenton@gpmetro.org](mailto:gfenton@gpmetro.org)

**ATTACHMENTS**