

# Executive Committee

April 18, 2024 | 3:30 p.m. – 4:30 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/84142523243?pwd=RjBWTStDV2R3enB6MzA0Q1haZVFQZz09>

Passcode: 344764 | Webinar ID: 841 4252 3243

Phone: (646) 931-3860 | Telephone participants: \*9 to raise hand, \*6 to unmute

## MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (3:30)</b>	Ed Suslovic, Board President	N/A
<b>2. Public Comment (3:30-3:35)</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 (3:30-3:35)</b> Review and approve minutes from the March 28, 2024 meeting.	Ed Suslovic, Board President	<b>ACTION</b>
<b>4. Executive Search Kick-off Discussion (3:35-4:00)</b> Staff from Metro's executive search firm (KL2 Connects) will review their workplan for recruiting Metro's next executive director.	Shelly Brooks Chief Financial Officer	Information
<b>5. Board Committee Assignments (4:00-4:10)</b> Incoming Metro Board members will be assigned to committees.	Glenn Fenton, Interim Executive Director	<b>ACTION</b>
<b>6. Collective Bargaining Update (4:10-4:25)</b> Staff recommends the committee enter executive session pursuant to 1 MRSA Section 405 (6) (D), to review proposed tentative agreements with ATU Local 714 for the incorporation of three (3) job classes (comprising 7 employees) into the existing Collective Bargaining Agreement. Any action must be taken in public session.	Glenn Fenton, Interim Executive Director	Information
<b>7. Future Agenda Items (4:25-4:30)</b> <ul style="list-style-type: none"><li>Executive Director Search Process</li><li>Agency Strategic Planning (Ongoing)</li></ul>	Ed Suslovic, Board President	Information

<ul style="list-style-type: none"> <li>• Collective Bargaining Agreement Renewal</li> <li>• PACTS Initiatives and Reforms (Ongoing)</li> </ul>		
<b>8. Upcoming Meetings (4:25-4:30)</b> <ul style="list-style-type: none"> <li>• Board of Directors – April 25, 2024 at 4:00 pm</li> <li>• Finance Committee – April 24, 2024 at 4:00 pm</li> <li>• Executive Committee – May 8, 2024 at 3:30 pm</li> <li>• Ridership Committee – May 15, 2024 at 3:30 pm</li> </ul>	Ed Suslovic, Board President	Information
<b>9. Adjournment (4:30)</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 Metro Executive Committee  
Wednesday, March 28, 2024:  
DRAFT Meeting Minutes:**

Member	Municipality	Role	Status
Ed Suslovic	Portland	President & Chair	Present
Hope Cahan	Falmouth	Vice President & Vice Chair	Not Present
Paul Bradbury	Portland	Treasurer	Present
John Thompson	Westbrook	Secretary	Present

Staff Present	Identified Members of the Public
Glenn Fenton – Interim Executive Director Shelly Brooks – Chief Financial Officer Bill Rixon – Board member Debbie Fitzpatrick – Accounting Manager Jeff Levine – Board Member Mike Tremblay – Director of Transit Development	

**I. With a Quorum in place, the meeting was called to order at: 3:32 pm by Ed Suslovic.**

**II. Public Comment:** No members of the public present.

**III. Approval of March 13, 2024 Meeting Minutes:**

John Thompson made a motion to approve March 13, 2024 meeting minutes. Paul Bradbury seconded the motion, after a roll call of the members present, the minutes were unanimously approved.

**IV. Town of Gorham Metro Membership:**

Ed Suslovic leads the discussion for the membership of Gorham into Metro. John Thompson makes a motion to approve, seconded by Paul Bradbury seconded the motion. After a roll call vote of the members present, the motion was unanimously approved to go to board for adding Gorham as a permanent member of the Metro service and have two seats on Board.

**V. Executive Search Firm Selection:**

Shelly Brooks lead the discussion on the firm to help find a new Executive Director. John Thompson makes a motion to bring to board, Paul Bradbury seconded the motion. After a

roll call vote of the members present, it was unanimous that the board will review the firm. Discussion follows on whether there should be outsiders from the board and company have input on the new Executive Director, any organizations/associations, and stakeholders.

**VI. Future Agenda Items:**

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

**VII. Upcoming Meetings:**

- Board of Directors – March 28, 2024 at 4:00 pm
- Finance Committee – April 3, 2024 at 4:00 pm – Cancelled
- Executive Committee – April 10, 2024 at 3:30 pm
- Ridership Committee – April 17, 2024 at 3:30 pm

**VIII. Adjournment:**

Following a motion by Paul Bradbury, and a second by John Thompson Ed Suslovic adjourned the meeting at 3:58 pm.



## EXECUTIVE COMMITTEE

## AGENDA ITEM 4

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### DATE

April 18, 2024

### SUBJECT

Board Committee Assignments

### PURPOSE

Assign new board member to committees and adjust committee assignments if necessary.

### BACKGROUND/ANALYSIS

In March 2024, Gorham became an official Metro member community. Gorham was approved to join Metro with two voting board members. Gorham has assigned to town staffers to sit on Metro's Board of Directors. One or both of these staffers may be replaced with Gorham elected officials at a future date. The new Gorham board members are:

- **Ephrem Paraschak** – Gorham Town Manager
- **Tom Poirier** – Director of Community Development

Additionally, in March 2024, Westbrook City Councilor, **Michael Shaughnessy** was assigned to Metro's Board of Directors to replace outgoing Board Member Michael Foley.

Metro's practice has been to assign all board members to either the Finance Committee or the Ridership Committee, with the Executive Committee being made up of the board officers and the past president. With the additional board members, it will be necessary to have 7 members on Finance Committee and 8 members on Ridership Committee (or vice versa).

The table below outlines the current Metro Board officers and committee assignments, while noting the new unseated board members:

<b>Current Metro Committee Assignments</b>			
<b>Executive Committee</b>			
Member	Municipality	Role	Voting Weight
Ed Suslovic	Portland	President & Chair	2.0
Hope Cahan	Falmouth	Vice President	1.0
John Thompson Jr	Westbrook	Secretary	1.0
Paul Bradbury	Portland	Treasurer	2.0
Vacant		Past President	
<b>Finance Committee</b>			
Member	Municipality	Role	Voting Weight
Paul Bradbury	Portland	Chair	2.0
Merrill Barter	Falmouth		1.0
Ryan Leighton	Brunswick		1.0
John Thompson	Westbrook		1.0
Jeff Levine	Portland		2.0
Ed Suslovic	Portland		2.0
<b>Ridership Committee</b>			
Member	Municipality	Role	Voting Weight
Hope Cahan	Falmouth	Chair	1.0
Julie Dubovsky	Yarmouth		1.0
Pious Ali	Portland		2.0
Prosper Lohomboli	Westbrook		1.0
Roberto Rodriguez	Portland		2.0
Bill Rixon	Freeport		1.0
<b>New Unseated Board Members</b>			
Member	Municipality	Role	Voting Weight
Michael Shaughnessy	Westbrook		1.0
Ephrem Paraschak	Gorham		1.0
Tom Poirier	Gorham		1.0

For committee assignments, it is customary for the Board President to make appointments.

**FISCAL IMPACT**

None.

**PRIOR COMMITTEE REVIEW**

First Review.

**RECOMMENDATION**

Action on this item is at the discretion of the committee.

**CONTACT**

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Interim Executive Director  
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**ATTACHMENTS**