

Executive Committee

January 10, 2024 | 3:30 p.m. – 4:45 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) 558-8656 | Telephone participants: *9 to raise hand, *6 to unmute

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (3:30)	Mike Foley, Board President	N/A
2. Public Comment (3:30-3:35) The Executive Committee 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)	Mike Foley, Board President	Information
3. Approval of Meeting Minutes (3:35-3:40) Review and approve the meeting minutes associated with the October 11, 2023 meeting.	Greg Jordan, Executive Director	ACTION
4. Executive Director's Report (3:40-3:45) The Executive Director will provide brief updates on current topics.	Greg Jordan, Executive Director	Information
5. Board Officers & Committee Assignments (3:45-4:00) Due to membership changes from the municipalities of Portland and Yarmouth, there is a need to fill the Vice President role and adjust committee assignments.	Mike Foley, Board President	Information and Possible Action
6. Executive Director Performance Review Process (4:00-4:15) Staff will brief the committee on the process to conduct the Executive Director's annual performance evaluation.	Mike Foley, Board President	Information and Possible Action
7. Town of Gorham (4:15-4:30) Staff will provide an update and seek committee input on the process and considerations related to transitioning the Husky Line from its pilot phase to permanence, and inviting the town of Gorham to join the agency as a formal member municipality.	Greg Jordan, Executive Director	Information and Possible Action

<p>8. Future Agenda Items (4:30-4:45)</p> <ul style="list-style-type: none"> • Agency Strategic Planning (Ongoing) • Collective Bargaining Agreement Renewal • PACTS Initiatives and Reforms (Ongoing) • Engaging New Stakeholders (Ongoing) • ADA Paratransit Service and Contract 	<p>Mike Foley, Board President</p>	<p>Information</p>
<p>9. Upcoming Meetings (4:30-4:45)</p> <ul style="list-style-type: none"> • Board of Directors – January 25, 2024 at 4:00pm. • Finance Committee – February 7, 2024 at 4:00 p.m. • Executive Committee – February 14, 2024 at 3:30 p.m. • Ridership Committee - TBD 	<p>Mike Foley, Board President</p>	<p>Information</p>
<p>10. Adjournment (4:45)</p>	<p>Mike Foley, Board President</p>	<p>Action</p>

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.



Executive Committees Meeting
October 11, 2023 at 3:30 p.m.
DRAFT Meeting Minutes

Municipality	Representative	Title	Attendance
Westbrook	Mike Foley	President-Committee Chair	Present
Yarmouth	Nat Tupper	Vice President – Committee Vice Chair	Present
Portland	Paul Bradbury	Treasurer	Present
Westbrook	John Thompson	Secretary	Present
Falmouth	Hope Cahan	Past President	Present

Other Board Members Present

Staff Present	Members of the Public
Greg Jordan, Executive Director Glenn Fenton, Chief Transportation Officer Shelly Brooks, Chief Financial Officer Mike Tremblay, Director of Transit Development	None

Attendance roll call taken by Greg Jordan, Executive Director.

1. **With a quorum in place, the meeting was called to order at 3:33 p.m. by Mike Foley, Board President.**
2. **Public comment:** No members of the public were present.

3. Metro Strategic Planning Initiative

Executive Director, Greg Jordan provided an update on the next steps associated with the strategic planning process. Mr. Jordan provided an overview of the recently adopted mission, vision and values statements, followed by a review of the agency’s prior strategic priorities. The next step in the process is for staff to proposed short- and long-range goals and objectives along with any adjustments to strategic priorities. Mr. Jordan asked the committee if there was a preference for staff to advance a proposed set of goals or develop goals in discussion with the committee and board. The committee uniformly agreed that staff should prepare and present and draft set of short- and long-term goals and objectives.

4. Executive Session – Collective Bargaining Agreement

The purpose of this item is to discuss the agency’s positions in preparation for the 2024 renewal of the Collective Bargaining Agreement with ATU Local 714. John Thompson made a motion to enter executive session pursuant to 1 MRSA Section 405 (6) (D), to discuss renewal of the Collective Bargaining Agreement with ATU Local 714. Paul Bradbury seconded the motion. With all members present voting in favor of the motion, the committee entered executive session.

The committee exited executive session at 4:10 p.m. No additional action was taken.

5. Future Agenda Items

None added.

6. Upcoming meetings

These are upcoming meetings as presently scheduled:

- Finance Committee – October 11, 2023 at 4:15 p.m.
- Ridership Committee – October 18, 2023 at 4:00 p.m.
- Board of Directors – October 26, 2023 at 4:00pm.
- Finance Committee – November 1, 2023 at 4:00 p.m.
- Executive Committee – November 8, 2023 at 3:30 p.m.

7. Adjournment

John Thompson made a motion to adjourn the meeting. Paul Bradbury seconded the motion, at which point, Mike Foley adjourned the meeting at 4:12 p.m.

DRAFT



EXECUTIVE COMMITTEE

AGENDA ITEM 5

DATE

January 10, 2024

SUBJECT

Officer Roles and Board Committee Assignments

PURPOSE

Fill the Vice President role and adjust committee assignments.

BACKGROUND/ANALYSIS

In December, the following changes to board member appointments occurred:

- **Yarmouth** – Assistant Planner, Juliana Dubovsky, will replace Town Manager Nat Tupper who is retiring in February 2024.
- **Portland** – City Councilor Roberto Rodriguez replaces City Councilor Andrew Zarro.

The table outlines the current officers and committee assignments while noting now current vacancies.

Due to these changes, there is a need to fill the Vice President role and adjust committee assignments. Board approval is required to fill the Vice President role whereas committee assignments are traditionally made by the Board President.

The 2023-24 officers were elected by Board of Directors following a process in which the Executive Committee served as a Nominating Committee. In accordance with that process, staff recommends the Executive Committee nominate a board member to fill the Vice President role through December 31, 2024.

Executive Committee			
Member	Municipality	Role	Voting Weight
Mike Foley	Westbrook	President & Chair	1.0
Vacant			
Paul Bradbury	Portland	Treasurer	1.6
John Thompson	Westbrook	Secretary	1.0
Hope Cahan	Falmouth	Past President	1.0
Current Meeting Schedule: 2nd Wednesday at 3:30pm			
Finance Committee			
Member	Municipality	Role	Voting Weight
Paul Bradbury	Portland	Chair	1.6
Ryan Leighton	Brunswick	Member	1.0
Jeff Levine	Portland	Member	1.6
John Thompson	Westbrook	Member	1.0
Vacant			
Current Meeting Schedule: 1st Wednesday at 4:00pm			
Ridership Committee			
Member	Municipality	Role	Voting Weight
Pious Ali	Portland	Member	1.6
Merrill Barter	Falmouth	Member	1.0
Hope Cahan	Falmouth	Chair	1.0
Prosper Lohomboli	Westbrook	Member	1.0
Bill Rixon	Freeport	Member	1.0
Ed Suslovic	Portland	Member	1.6
Vacant			
Current Meeting Schedule: TBD			
Unseated			
Roberto Rodriguez	Portland		
Juliana Dubovsky	Yarmouth		

For committee assignments, it is customary for the Board President to make appointments. Typically, Board officers are charged with chairing the three standing committees: Executive, Finance, and Ridership.

Considerations for the selection of officers and committee assignments include:

- Customary officer succession (i.e., vice-president becomes president, etc.).
- Geographic equity.
- Willingness and ability to serve in an officer or committee chair position.
- Interest and aptitudes related to the work of various committees.

FISCAL IMPACT

None.

PRIOR COMMITTEE REVIEW

First Review.

RECOMMENDATION

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

CONTACT

Greg Jordan
Executive Director
207-517-3025
gjordan@gpmetro.org

ATTACHMENTS

Attachment A – By-laws of the Greater Portland Transit District

Revised 12/12/2019; _____
Adopted by the Board: 12/12/2019

Greater Portland Transit District By-Laws

Article I Name

Section 1. The name of the District shall be GREATER PORTLAND TRANSIT DISTRICT.

Article II Purpose

Section 1. To furnish motor vehicle mass transportation for public purposes in the interest of public health, safety, comfort, and convenience on the inhabitants of the municipality or municipalities comprising the District, in accordance with the provisions of 30-A, Chapter 163 of the Maine Revised Statutes, as the same now exists or may hereafter be amended.

Section 2. To take, purchase, hold, maintain, operate, lease, rent, mortgage and convey any and all real and personal property, or to lease or sublease the same, or to enter into contracts with private companies, for the purpose of providing mass transportation services and for such purpose to contract with the Federal, State and municipal governments for donations, loans, grants, gifts, or other assistance and in such contracts to agree to be bound by all applicable provisions of Federal, State and municipal statutes and regulations as the case may be.

Section 3. To do any and all other things, which may be necessary or useful in order to accomplish the foregoing purposes.

Article III Membership

Section 1. The membership of the District shall be comprised of the following municipalities: Brunswick, Falmouth, Freeport, Portland, Westbrook and Yarmouth (“member municipalities”). Brunswick’s membership is subject to a change to state statute that will allow municipalities contiguous to the Portland Area Comprehensive Transportation System (“PACTS”) to join the Greater Portland Transit District.

Section 2. The Board of Directors of the District shall consist of 5 directors appointed from the City of Portland, 3 directors appointed from the City of Westbrook, 2 directors appointed from the Town of Falmouth, 1 director appointed from the Town of Brunswick, 1 director appointed from the Town of Freeport, and 1 director appointed from the Town of Yarmouth. The member municipalities may, by ordinance, provide that their appointees serve at the will of the appointing power or for terms that are shorter than those established in Article IV, Section 1.

Section 3. After the formation of the District, the Board of Directors shall have the right to accept or to refuse the application of any other municipality located wholly or partially within, or contiguous to, the Portland Area Comprehensive Transportation System as may apply for membership in the District.

Section 4. A member municipality may withdraw from the District at the end of the District's fiscal year provided that it has given the Board of Directors at least one year's written notice of its intention to do so. Such municipality shall be permitted to withdraw only if it pays its proportionate share of the current indebtedness of the District before withdrawal and agrees by appropriate written documentation to pay its proportionate share of any long-term indebtedness of the District as that indebtedness becomes due and payable. During the period of notice, the withdrawing municipality does not become liable for any capital expenditure or borrowings which may be made by the District. The proportionate share of the withdrawing municipality in any current and long-term indebtedness of the District shall be in accordance with the formula then in effect for payment of the current and long-term indebtedness.

Article IV Board of Directors

Section 1. Subject to the provisions to Article III, Section 2, the members of the Board of Directors shall serve for three years and until their successors have been appointed, with vacancies being filled by the appointing authority for the unexpired portion of the respective terms.

Section 2. A majority of the directors so appointed shall constitute a quorum for the transaction of business, and action taken by 2/3 of those directors physically present at any meeting at which a quorum is in attendance shall be deemed to be the action of the full board of directors.

Section 3. Each year the Board of Directors of the District, by a 2/3 vote of its entire membership physically present at a meeting of the Board, shall establish a formula for contributions to be made by each participating municipality in order to defray any projected deficit.

Section 4. The Board of Directors shall have full power and authority to manage and control the affairs and business of the District including, without limitation, all powers granted to Boards of Directors of Transit Districts by Title 30-A, Chapter 163 of the Maine Revised Statutes, as the same now exists or may hereafter be amended, and may adopt such rules and regulations for the conduct of their meetings and management of the affairs of the District as they may deem proper.

Section 5. The Board of Directors may appoint such committees for such purposes as they deem expedient.

Section 6. The directors shall cast weighted votes, which shall be apportioned as follows: Each of Portland's directors shall be apportioned a voting weight of 1.6; all other directors shall be apportioned a voting weight of 1.0. This apportionment of votes shall apply to any votes cast by directors while serving on the Board of Directors or while serving on any of the Board's duly appointed committees.

Article V Officers

Section 1. The officers of the District shall be a President, a Vice President, a Treasurer, and a Secretary/Clerk who shall be elected by a majority vote of the Board of Directors from their own membership and who shall serve for two years. The duties of the President, Vice President, Treasurer, and Secretary/Clerk shall be such as are usually imposed upon such officials and as are required by law and such as may be assigned to them respectively by the Board of Directors from time to time. The President, Treasurer, General Manager, and Director of Finance shall give bond in such sum as the Board may designate. The premium of said bond(s) will be paid by the District.

Section 2. The Board of Directors shall appoint and fix the salary of a District manager who shall be the chief executive officer of the District. The duties shall be such as are usually imposed upon such an official and as are required by law and such as may be assigned by the Board of Directors from time to time. The General Manager shall appoint such other employees as are required for District purposes and shall recommend annual salary adjustments of such employees to the Board. No District employee shall be a Director of the District.

Section 3. The Board of Directors may by resolution indicate which appointments by the District Manager and salaries established by the District Manager shall require confirmation of the Board of Directors.

Article VI Meetings

Section 1. Regular Board meetings shall be held as determined by the Board of Directors. There shall be at least four scheduled meetings per year. A Board Meeting may be canceled by the President. Special meetings of the Board of Directors may be called by the President at any time and shall be called by the President upon written request directed to the President and signed by at least one-third of the members of the Board of Directors.

Section 2. Notice of meetings shall be sent by the Secretary/Clerk or designate to each Director not less than four days before the date thereof. Notice of the holding of any meeting may be waived by a written statement signed by all of the Directors.

Article VII Seal

Section 1. The District shall have a seal of such design as the Board of Directors may adopt. Such seal shall be in the custody of legal counsel and the Director of Finance.

Article VIII Amendments

Section 1. These By-laws may be amended or altered by the Directors at any meeting, regular or special, provided that notice of the proposed change shall have been sent by the Secretary/Clerk or designate to each Director not less than four days before the date of such meeting.



EXECUTIVE COMMITTEE

AGENDA ITEM 6

DATE

January 10, 2024

SUBJECT

Executive Director Annual Performance Evaluation

PURPOSE

Review process for Executive Director's annual performance review.

BACKGROUND/ANALYSIS

Materials related to the process for conducting the Executive Director's annual performance evaluation are included in the attachments. The major elements and milestones of the process are outlined in the Executive Director's contract with the board. The process outlined in Attachment A is drawn directly from the contract, but includes additional detail and the major areas of focus as determined by past Executive Committees and Boards.

FISCAL IMPACT

None.

PRIOR COMMITTEE ACTION

First review.

RECOMMENDATION

This item is for information and discussion.

CONTACT

Greg Jordan
Executive Director
(207) 517-3025
gjordan@gpmetro.org

ATTACHMENTS

Attachment A – Executive Director's 2023 Performance Evaluation Process
Attachment B – Board Member Evaluation Form

Executive Director Performance Evaluation 2023 Process

Part 1: ED Self-Evaluation

By February 15 of each year the Executive Director will submit to the Board a self-evaluation covering the period of the prior calendar year as well as an evaluation form to be completed by individual board members. As part of this evaluation, the ED will report results of key performance indicators where applicable and provide a status report on major projects and initiatives.

Part 2: Board Assessment

Following receipt of the ED's Self-Evaluation, Board members shall be asked to provide their satisfaction level and comments in the following four (4) areas and submit these to the Board President no later than March 1:

- a) In reference to the ED's Self-Evaluation, how satisfied are you that Metro is making progress on its goals?
- b) How satisfied are you that the ED works effectively with Board chairs, committees and the Board as a whole?
- c) How satisfied are you that the ED and staff submit committee and Board materials that are professional, accurate and provide sound information and analysis to make informed policy decisions?
- d) How satisfied are you that the ED maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, stakeholders, residents, customers and other relevant community organizations?

Part 3: Metro Senior Staff Assessment

During the month of March of each year, the Board President (or his/her designee) will interview the department heads who report to the ED for the purpose of gathering information on the following questions – staff will be asked for a general satisfaction level and any substantiating comments:

- a) How satisfied are you that the ED listens to and works effectively with Metro employees?
- b) How satisfied are you that the ED has taken steps to build and support a healthy and productive work environment?
- c) How satisfied are you that the ED has taken appropriate steps to engage all levels of staff on the achievement of Metro's goals and objectives?
- d) How satisfied are you that the ED has taken steps to develop policies and systems that hire and promote the best qualified staff?
- e) How satisfied are you that the ED has taken steps to provide effective employee professional development?

- f) How satisfied are you that the ED has taken steps to implement policies and systems that emphasize organizational and individual accountability for actions and results?

Part 4: Executive Committee Final Assessment

Before April 1 of each year, the Board President will assemble results from Parts 1-3 of the evaluation and confer with the Executive Committee on a final composite assessment at its April meeting. The final assessment will be organized around the following elements:

- a) Narrative summary of overall performance including:
 - *Performance advancing goals and objectives.*
 - *Full Board assessment on board management and external relations.*
 - *Staff assessment on organizational leadership.*
- b) Affirmation of strengths and achievements.
- c) Discussion of areas for improvement.
- d) Suggestions for professional development.

Part 5: Final Board Review

Before May 1 of each year, the Executive Committee will present the Final Assessment to the Board of Directors for review and acceptance.

BOARD MEMBER EVALUATION FORM

Part 2: Board Assessment

Following receipt of the ED's Self-Evaluation, Board members shall be asked to provide their satisfaction level and comments in the following four (4) areas and submit these to the Board President no later than March 1:

- a) In reference to the ED's Self-Evaluation, how satisfied are you that Metro is making progress on its goals?**

Please check one:

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

Comments:

- b) How satisfied are you that the ED works effectively with Board chairs, committees and the Board as a whole?**

Please check one:

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

Comments:

BOARD MEMBER EVALUATION FORM

c) **How satisfied are you that the ED and staff submit committee and Board materials that are professional, accurate and provide sound information and analysis to make informed policy decisions?**

Please check one:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

Comments:

d) **How satisfied are you that the ED maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, stakeholders, peer agencies, residents, customers and other relevant community organizations?**

Please check one:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

Comments:

Board Member Name:

EXECUTIVE COMMITTEE

AGENDA ITEM 7

DATE

January 10, 2024

SUBJECT

Town of Gorham

PURPOSE

Transitioning the Husky Line from its pilot phase to permanence, and inviting the town of Gorham to join the agency as a formal member municipality.

BACKGROUND/ANALYSIS

The Husky Line was launched in 2018 as limited stop express bus service that serves the municipalities of Gorham, Westbrook and Portland. The project was the result of a multi-party partnership that included the municipalities of Gorham, Portland, and Westbrook as well as the Maine Department of Transportation, University of Southern Maine, and Greater Portland Council of Governments.

Three bus stops are provided within the town of Gorham, including at the USM Gorham campus, Gorham Village, and Route 25 at Libby Street. There are currently two Husky Line bus stops in Westbrook and seven bus stops in Portland. The Husky Line serves bus stops every 30 minutes on weekdays from 6:30 a.m. to 11:00 p.m. with reduced service levels on weekends.

Gorham's participation was organized as a three-year pilot project (2019-2021) during which time the town would contribute \$35,000 per year to cover a small portion of the Husky Line's operating cost. At the time of project approval by the town council, GP Metro staff clearly communicated the following key points:

- GP Metro would complete an evaluation of the Husky Line at the end of the pilot phase and make a recommendation on continuation.
- Based on a recommendation to continue the service, GP Metro would request that the Gorham Town Council state its desire to maintain Husky Line stops within town limits (excluding the USM campus).
- In the event Gorham desires to maintain Husky Line service within the town, GP Metro would ask the town to join the Greater Portland Transit District as a member municipality and provide funding to cover its fair share of operating and capital costs in accordance with GP Metro's cost-revenue allocation policies.

The pilot phase was extended by two years as a result of the COVID-19 pandemic's impact on public transit service operations, ridership, costs and fare revenue.

For the purposes of the process with the town of Gorham, GP Metro staff have concluded that the Husky Line project has demonstrated its effectiveness as a regional public transit service and its value to residents, workers, students and visitors from across the region. Husky Line ridership totaled nearly 200,000 boardings in its first full year of operation in 2019. While the COVID-19 pandemic caused ridership to drop in years 2020-2022, boardings recovered to 160,000 in 2023. GP Metro staff project an increase to 190,000 in 2024.

Additionally, the Husky Line corridor was identified in the Metropolitan Planning Organization's (PACTS) long range transit plan ([Transit Tomorrow](#)) as one of five corridors in the region with the potential to support high capacity transit (e.g., Bus Rapid Transit, Light Rail, Streetcar). PACTS selected the Gorham-Westbrook-Portland corridor as the first alignment on which to conduct a 2022-23 Alternatives Analysis (AA). The AA is a federal prescribed process that seeks to determine the best transit mode/technology and route alignment for a particular study area. That process is complete and the recommended Locally Preferred Alternative (LPA) is essentially the Husky Line alignment with two mid-route route adjustments.

GP Metro staff met with Gorham's Town Manager and senior staff on two occasions, most recently on January 4, 2024. The purpose of the meetings was to discuss and agree on a process for the Town Council to assess the performance of the Husky Line and determine if the town wanted the service to continue and to join the agency.

GP Metro and Town staff reviewed the performance of the Husky Line as well as the key issues and questions involved in joining the agency as a member municipality. These issues included: anticipated town costs as full members, agency process of determining annual municipal funding, board representation and commitment, withdrawal from the district, municipal debt obligations (including hold harmless provision for past debt), and balance of local-Metro control over transit decisions.

The next step in the process is for GP Metro staff to attend a Gorham Town Council workshop on February 13, 2024. Depending on the outcome of this workshop, this matter will be advanced for Town Council action in March 2024. An affirmative vote by the council will mean Gorham will join the agency immediately thereafter and continue to have active transit access within the town.

The attached slide deck was the principal source of information for this meeting and is attached for Executive Committee review.

FISCAL IMPACT

Based on GP Metro's current cost-revenue allocation plan, the fiscal impact of the town joining the district will be to increase the town's municipal contribution from \$35,000 to \$170,139.

PRIOR COMMITTEE REVIEW

Executive Committee – December 14, 2022

RECOMMENDATION

This item is for input and discussion.

CONTACT

Greg Jordan

Executive Director

207-517-3025

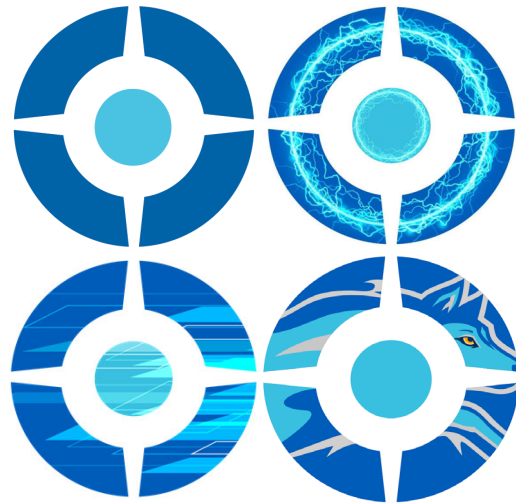
gjordan@gpmetro.org

ATTACHMENTS

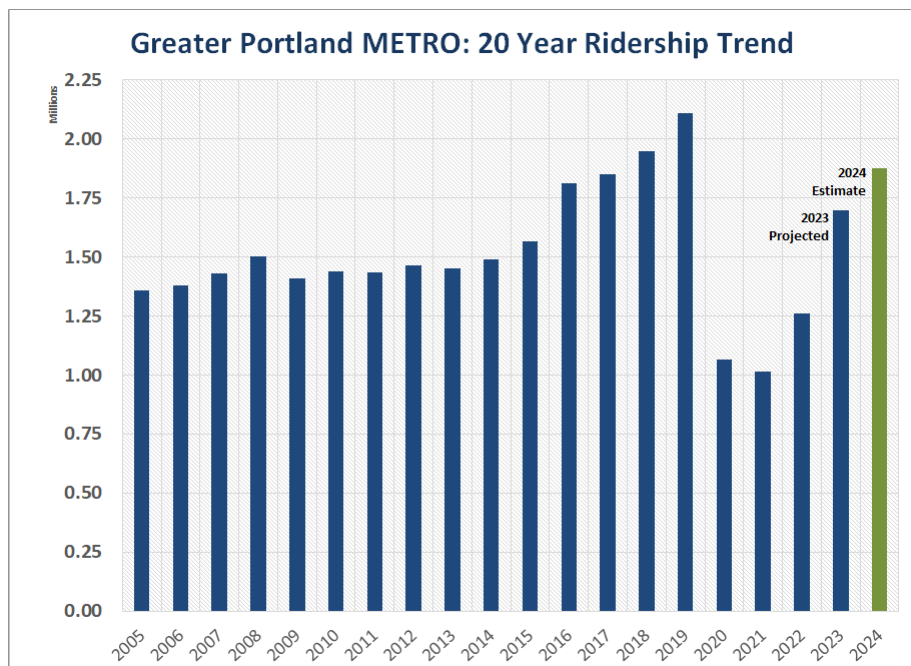
Attachment A – Town of Gorham Slide Deck: January 4, 2024.

GREATER PORTLAND METRO

Town of Gorham
Husky Line Continuation
&
District Membership
January 4, 2024



SYSTEM RIDERSHIP 20 Year History



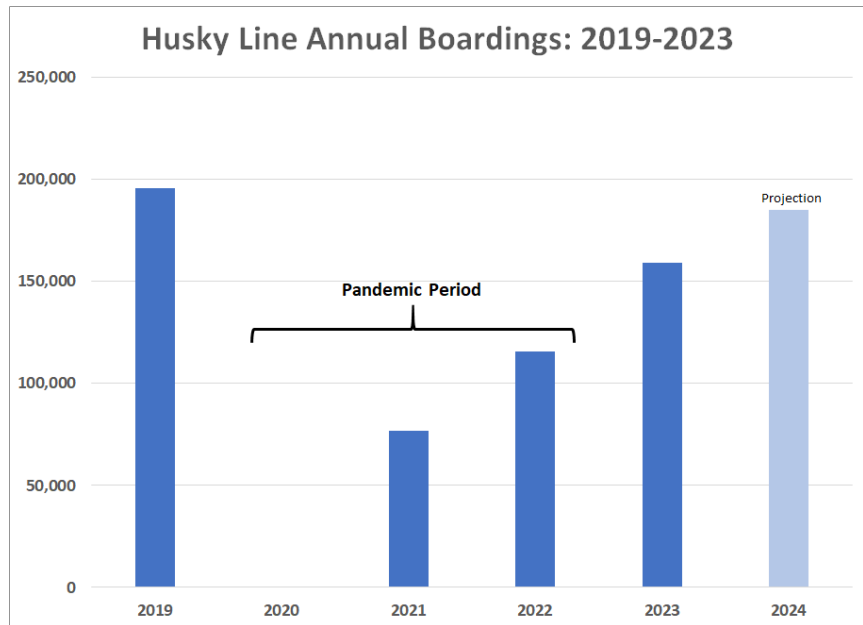
Husky Line & Town of Gorham

Route Alignment and Bus Stops

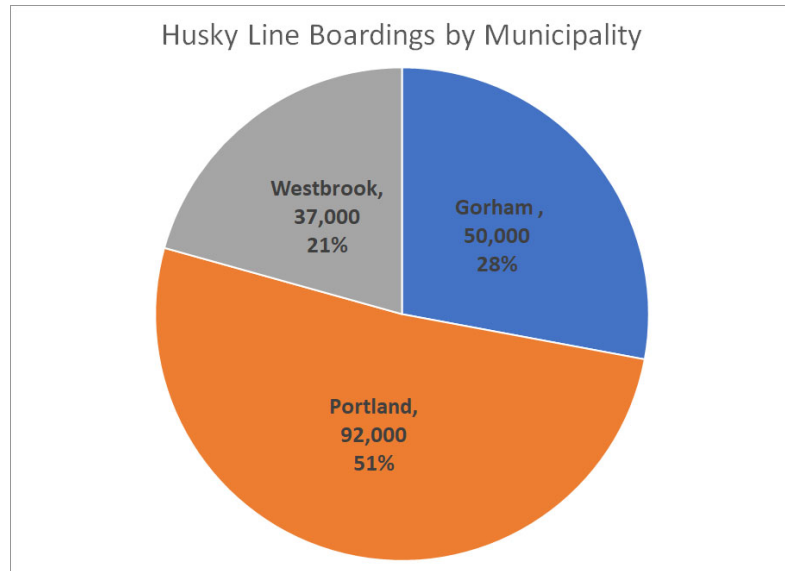


HUSKY LINE

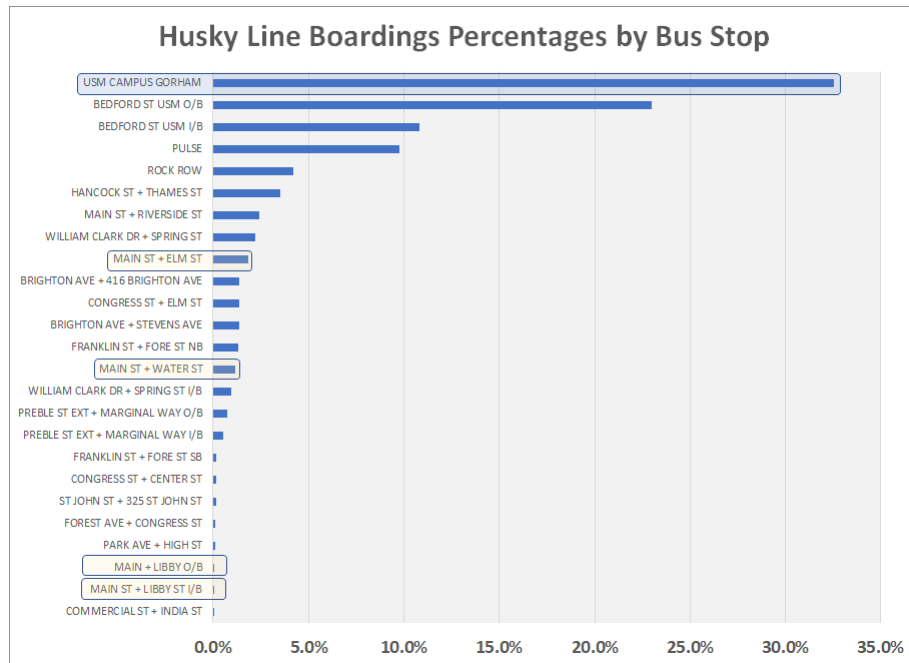
Annual Ridership



HUSKY LINE
Boardings by Municipality



HUSKY LINE
Ridership by Bus Stop



Husky Line & Town of Gorham

State Statute and Agency By-laws

MRS Title 30-A, Chapter 163: TRANSPORTATION

§3516: Estimate of Expenditures; Contributions; Budget

Milestone	Action
October 31	Date by which a preliminary operating budget must be approved along with the formula by which local contributions are determined and the local contribution amounts.
November 1	Date by which Metro is required to submit the preliminary budget, local contribution formula, and local contribution amounts to the "municipal officers" (i.e., the city/town councils) of member municipalities.
November 30	Date by which city/town councils are required to notify Metro of a rejection of the formula by which local assessments are determined. A rejection would trigger a mediation process through the Public Utilities Commission.
February 29	Date by which Metro must approve a final budget.
April 1	Date by which Metro transmits "warrants for taxes" to the member municipalities.
July-August	Local contributions due to Metro within 30 days after the date that taxes are due within each member municipality.

Husky Line & Town of Gorham

2024 Cost and Funding Allocations

Husky Line (2024)	Direct Operating Costs & Associated Funding						Fixed Costs & Associated Funding				Total Local Funding
	Operating Hours	Operating Costs (Variable)	Fare Revenue	Non-Local Funding	Local Funding	Total Funding	Cost Allocation	Non-Local Funding	Local Funding	Total Funding	
Gorham	4,280	\$ 369,146	\$ 172,153	\$ 72,274	\$ 124,719	\$ 369,146	\$ 258,939	\$ 213,519	\$ 45,420	\$ 258,939	\$ 170,139
Portland	4,949	\$ 426,847	\$ 244,528	\$ 83,571	\$ 98,748	\$ 426,847	\$ 299,414	\$ 246,894	\$ 52,520	\$ 299,414	\$ 151,267
Westbrook	4,146	\$ 357,589	\$ 151,556	\$ 70,011	\$ 136,022	\$ 357,589	\$ 250,832	\$ 206,834	\$ 43,998	\$ 250,832	\$ 180,020
Total	13,375	\$ 1,153,582	\$ 568,237	\$ 225,857	\$ 359,488	\$ 1,153,582	\$ 809,185	\$ 667,247	\$ 141,938	\$ 809,185	\$ 501,426

Local contributions developed based on following factors and considerations:

- Fixed and variable costs are determined.
- Most federal funding covers agency's fixed costs, except that portion which must be covered with local funding (i.e., debt service, local match on grant funding, contribution to agency reserves) – local funding for fixed costs allocated in proportion to Revenue Hours.
- Direct operating costs (variable) determined based on Revenue Hours within each municipality multiplied by variable cost/hour:
 - Fare revenue is applied by route/municipality based on total boardings multiplied by average fare.
 - Remaining non-local funding is allocated in proportion Revenue Hours – unless funding is earmarked for specific routes.
 - Local funding required from municipalities is remainder after all other funding sources accounted for.

** In connection with joining the district, Gorham's local contribution would be sourced from the town's 2024-25 fiscal year.*

**Husky Line
& Town of
Gorham**
State Statute and
Agency By-laws

MRS Title 30-A, Chapter 163: TRANSPORTATION

• **§3504. Management: Greater Portland Transit District**

- The board of directors of the Greater Portland Transit District, composed of the City of Portland, the City of Westbrook and the Town of Falmouth, consists of 5 directors appointed from the City of Portland, 3 directors appointed from the City of Westbrook and 2 directors appointed from the Town of Falmouth.
- Notwithstanding the other provisions of this chapter, the **board of directors of the Greater Portland Transit District may receive and accept applications for membership from other municipalities** located wholly or partially within, or contiguous to, the Portland Area Comprehensive Transportation System whether or not they are contiguous to other members of the Greater Portland Transit District and **may determine the number of directors to be appointed from those municipalities** to the board of directors of the Greater Portland Transit District on any basis that is **mutually agreed upon by the municipality applying for membership and the board of directors** of the Greater Portland Transit District.
- The **member municipalities may, by ordinance, provide that their appointees serve at the will of the appointing power** or for terms that are shorter than those established in subsection 2.

**Husky Line
& Town of
Gorham**
Board
Representation

CURRENT								
Municipality	Rev. Hours	%	Population	%	Avg	Board Weight	%	
Brunswick	2,270	2%	21,836	15%	9%	1	6%	
Falmouth	3,324	4%	12,575	9%	6%	2	13%	
Freeport	2,270	2%	8,767	6%	4%	1	6%	
Gorham	-	0%	-	0%	0%	0	0%	
Portland	64,463	70%	68,313	48%	59%	8	50%	
Westbrook	17,407	19%	20,572	15%	17%	3	19%	
Yarmouth	2,270	2%	8,997	6%	4%	1	6%	
Total	92,003	100%	141,060	100%		16	100%	
PROPOSED								
Municipality	Rev. Hours	%	Population	%	Avg	Board Weight	%	
Brunswick	2,270	2%	21,836	14%	8%	1	6%	
Falmouth	3,324	3%	12,575	8%	6%	2	11%	
Freeport	2,270	2%	8,767	5%	4%	1	6%	
Gorham	4,280	4%	18,426	12%	8%	1	6%	
Portland	64,463	67%	68,313	43%	55%	9	50%	
Westbrook	17,407	18%	20,572	13%	15%	3	17%	
Yarmouth	2,270	2%	8,997	6%	4%	1	6%	
Total	96,283	100%	159,486	100%		18	100%	

**Husky Line
& Town of
Gorham**
State Statute and
Agency By-laws

MRS Title 30-A, Chapter 163: TRANSPORTATION

• **§3518. Withdrawal**

- A municipality may withdraw from the district at the end of a fiscal year provided that it has given the board of directors at least one year's written notice of its intention to do so.
- The municipality must pay its proportionate share of the current indebtedness of the district before withdrawal and must agree by appropriate written document to pay its proportionate share of any long-term indebtedness of the district as that indebtedness becomes due and payable.
 - *Gorham to be held harmless from any district debt obligations incurred prior to the town becoming a member.*
- During the period of notice, the withdrawing municipality does not become liable for any capital expenditures or borrowings which may be made by the district.
- The proportionate share of the withdrawing municipality in any current and long-term indebtedness of the district shall be in accordance with the formula then in effect for payment of the current and long-term indebtedness.

Husky Line & Town of Gorham
Next Steps

Next Steps:

Milestone	Timeframe
Gorham Town Council workshop(s)	January-February
Gorham Town Council vote to join Metro	February-March
Metro board action to accept town membership	February-March
Town representative seated on board	April
Formal notice of local assessment issued	April
Local assessment due from member municipalities	July
Process starts to develop agency's FY 2025 budget	August

Husky Line & Town of Gorham

Rapid Transit Project – Project Status

- **Phase I study complete.**
- **Seeking endorsements of Locally Preferred Alternative (Alignment & Mode):**
 - Metro Board of Directors: October 2023
 - City of Portland: 2024
 - City of Westbrook: 2024
 - Town of Gorham: 2024
 - Maine DOT: 2024
 - PACTS Policy Board: 2024
- **Next Step Determination:**
 - a. Pursue 2024 RAISE Planning Grant to address state and municipal concerns and reach 30% design.

OR

 - a. Use available state and local funding to conduct further study on state and municipal concerns prior to seeking 2025 RAISE Planning Grant.

Recommended LPA

