

# Executive Committee

April 12, 2023 | 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/85686361578?pwd=OTluMjRjY0Y5dTFUang0TzEzb1NtUT09>

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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 (3:30)</b>	Mike Foley, Board President	N/A
<b>2. Public Comment (3:30-3:35)</b> 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
<b>3. Approval of Meeting Minutes (3:35-3:40)</b> Review and approve the minutes from the February 8, 2023 meeting of the Executive Committee.	Mike Foley, Board President	<b>ACTION</b>
<b>4. Agency Strategic Planning (3:40-4:00)</b> Finalize agenda for April 27 Board Workshop and solicit committee input on revisions to planned process.	Greg Jordan, Executive Director	Information
<b>5. Request for Additional State Funding (4:00-4:15)</b> Update on efforts to increase state funding for statewide transit agency operations and local match needs, and discuss ways in which board members and member municipalities can directly assist.	Greg Jordan, Executive Director	Information
<b>6. Partnership with Town of Gorham (4:15-4:20)</b> Update the committee on activities to evaluate the town of Gorham's transit service pilot phase and the process for the town to consider joining Metro has members.	Greg Jordan, Executive Director	Information

<p><b>7. Update on PACTS Items (4:20-4:30)</b></p> <p>Staff will provide an update on current issues and projects under consideration at PACTS including Transit Together, ARPA funded projects, Rapid Transit Study, Connect2045, and upcoming processes to allocate annual formula funding and new formula “set-aside” funding.</p>	<p>Greg Jordan, Executive Director</p>	<p>Information</p>
<p><b>8. Future Agenda Items (4:30-4:45)</b></p> <ul style="list-style-type: none"> <li>• Agency Strategic Planning (Ongoing)</li> <li>• PACTS Initiatives and Reforms (Ongoing)</li> <li>• Engaging New Stakeholders (Ongoing)</li> </ul>	<p>Mike Foley, Board President</p>	<p>Information</p>
<p><b>9. Upcoming Meetings (4:30-4:45)</b></p> <ul style="list-style-type: none"> <li>• Board of Directors – April 27, 2023 at 4:00 p.m.</li> <li>• Finance Committee – May 3, 2023 at 4:00 p.m.</li> <li>• Executive Committee – May 10, 2023 at 3:30 p.m.</li> </ul>	<p>Mike Foley, Board President</p>	<p>Information</p>
<p><b>10. Adjournment (5:30)</b></p>	<p>Mike Foley, Board President</p>	<p>N/A</p>

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**Executive Committees Meeting  
February 8, 2022 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	Not 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. Approval of December 14, 2022 Meeting Minutes**  
Nat Tupper made a motion to approve the December 14, 2022 meeting minutes. John Thompson seconded the motion. After a roll call vote of the members present, the minutes were unanimously approved.
- 4. Review 2023-2024 Committee Assignments**  
Greg Jordan noted that Ridership and Finance committees will elect vice-chairs during their first meetings of the year. He stressed that our Strategic Plan will be a key goal this year and suggested that the chair of each committee work with appropriate staff on a committee work plan throughout 2023. Mr. Jordan also suggested a return to a prior practice of having committee chairs provide high level briefings to the full board on committee work.
- 5. Staffing Review**  
Greg Jordan discussed current vacancies and presented information the proposed organizational structure, including the proposed budgetary unfreezing of certain positions, and a plan to situate the HR function as a division within the Finance-Administration Department, under the leadership of Chief Financial Officer, Shelly Brooks.

John Thompson asked if the frozen positions are on hold because of budgetary reasons? Mr. Jordan responded that there remain several frozen positions due to budgetary constraints.

Nat Tupper indicated he thought we are headed in the right direction related to HR and payroll, but asked if the accounting department, particularly payroll is adequately staffed. Mr. Jordan indicated that staff thinks this structure and positions will ensure payroll is adequately staffed and backed up, while also improving the connectivity between HR and Finance functions.

Mr. Tupper asked to confirm if the administrative assistant position was acting in a supervisor capacity given how it presented on the chart. Mr. Jordan responded that it was not; the position reports to Ms. Brooks, but does not supervise staff.

#### **6. Agency Strategic Planning**

Greg Jordan reported on the logistical challenges of the scheduling the kick-off board meeting for the strategic planning process on February 23, and indicated that staff are working to find dates/times in March. Mr. Jordan reviewed the draft agenda for the meeting with which the members were in general agreement.

#### **7. Executive Director Performance Review Process.**

Greg Jordan reviewed the standard process as outlined in the packet's materials. After some discussion, Mike Foley asked if it would make more sense to pause the process this year, and develop an updated process for implementation following completion of the strategic planning work. Mr. Jordan indicated he was comfortable deferring the performance review.

John Thompson asked whether deferring the review would impact any salary review for Greg. Mr. Jordan reported that while his contract stipulates the annual performance review process, it does not mandate a salary review.

Nat Tupper indicated agreement with deferring the review, but suggested that the Board President let the members know and invite anyone on the Board to offer input on anything of note.

If no one objects, Mr. Foley concluded that we'll hold off on the evaluation and communicate to the board that we'll work on refreshing the evaluation for next time.

#### **8. Update on PACTS Items**

Greg Jordan provided updates on Transit Together (approved by PACTS Policy Board in January), moving into implementation planning process, and noted an update on the Rapid Transit Study from Gorham thru Westbrook to Portland. He also indicated that METRO applied for 5307 Formula Set-Aside funding to implement two enhancement projects. If awarded, the funding would augment two existing projects including the Transit Stop Access Project and Transit Signal Priority Project.

#### **9. Maine Transit Association and Legislative Activities**

Greg Jordan distributed a new mission statement and goals & objectives for the Maine Transit Association, with a goal of being a more effective organization and secure additional state investment in transit.

Nat Tupper stated this is great, but asked if the mission statement could more expressly call out the value of public transit to the environment. Mr. Jordan responded that the MTA membership thinks this is implied, and that we're locked in now. But, we will raise this consideration when the mission statement is re-evaluated at year end.

Mike Foley asked how MTA is advocating for more funding. Mr. Jordan responded by stating the "Advocacy Committee" will be organizing the association's work around state funding levels work.

## **10. Future Agenda Items**

Mike Foley asked about the need to maintain the “Engaging New Stakeholders” item. Greg Jordan responded by indicating this had related to South Portland, but suggests this is an item we should broaden and focus on as part of the strategic planning.

## **11. Upcoming meetings**

These are upcoming meetings as presently scheduled:

- Finance Committee – February 15, 2023 at 4:00 p.m.
- Ridership Committee – February 14, 2022 at 4:00 p.m.
- Board of Directors – February 23, 2023 at 4:00 p.m.
- Finance Committee – March 1, 2023 at 4:00 p.m.
- Executive Committee – March 8, 2023 at 3:30 p.m.

## **12. Adjournment**

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

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# Board of Directors

April 27, 2022 | 4:00 p.m. – 7:00 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:

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## DRAFT AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
<b>1. Call Meeting to Order (4:00)</b>	Michael Foley, Board President	N/A
<b>2. Public Comment (4:00-4:05)</b> 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)	Michael Foley, Board President	Information
<b>3. Approval of Meeting Minutes (4:05-4:10)</b> Review and approve the minutes from the March 23, 2023 meeting of the Board of Directors.	Michael Foley, Board President	<b>ACTION</b>
<b>4. Metro Strategic Plan Workshop (4:10-6:45)</b> A. Review purpose, process, and milestones for completing the strategic plan (4:10-4:30). B. Presentation on state of public transit at local and national levels (4:30-5:10). <ul style="list-style-type: none"><li>• <i>Review existing conditions on Metro's services, ridership, infrastructure, costs and funding, organization, and past achievements.</i></li><li>• <i>National level trends, opportunities, threats, and emerging consensus on best practices and new approaches to providing mobility.</i></li><li>• <i>Review principal goals and recommendations stemming from PACTS/GPCOG's recent planning studies.</i></li></ul>	METRO Staff	Information

<p>C. <i>Presentation on rider/non-rider survey research (5:10-5:40)</i></p> <p>D. <i>Public comment period (5:40-6:30) – riders, stakeholders, and interested parties invited to speak to the board on the priorities we should consider when adopting a strategic plan, and provide input on the process we should undertake to complete it.</i></p> <p>E. <i>Board discussion (6:30-6:50) - proposed to be limited to major reactions and take-aways that should inform later steps in the process; questions for staff follow-up, suggestions on process modifications.</i></p>		
<p><b>5. Future Agenda Items (6:45-7:00)</b></p> <p><u>Metro Strategic Planning Effort:</u></p> <ul style="list-style-type: none"> <li>○ Mission-Vision-Values <b>WORKSHOP</b> (May-Jun)</li> <li>○ Service-Capital Dev. Scenario Planning (May-Sep)</li> <li>○ Agency Assessment (Sep-Oct)</li> <li>○ Finance and Funding Assessment (Sep-Oct)</li> <li>○ Strategic Priorities and Goals-Objectives <b>WORKSHOP</b> (Nov-Dec)</li> <li>○ Progress Reporting Plan (Jan-Feb)</li> <li>○ Implementation Plan (Jan-Feb)</li> </ul>	Michael Foley, Board President	Information
<p><b>6. Upcoming Meetings (6:45-7:00)</b></p> <ul style="list-style-type: none"> <li>● Finance Committee – May 3, 2023 at 4:00 p.m.</li> <li>● Executive Committee – May 10, 2023 at 3:30 p.m.</li> <li>● Ridership Committee – TBD</li> <li>● Board of Directors – May 25, 2023 at 4:00 p.m.</li> </ul>	Michael Foley, Board President	Information
<p><b>7. Adjournment (7:00)</b></p>	Michael Foley, Board President	<b>ACTION</b>

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