

Executive Committee

September 24, 2025 | 3:30 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/84875192800?pwd=xculxzOU3zxOQCXprEUUpbfBYSr639.1>

Passcode: 290666 | Webinar ID: 848 7519 2800

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

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (3:30)	Ed Suslovic, Board President	N/A
2. Public Comment (3:30-3:35) 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
3. Meeting Minutes (3:35-3:35) Review and approve minutes from the August 27, 2025 Executive Committee Meeting.	Ed Suslovic, Board President	ACTION
4. Executive Director's Report (3:35-3:45) The Executive Director will provide updates pertaining to Metro operations, service performance, external affairs and major projects and initiatives.	Glenn Fenton, Executive Director	Information
5. Mobility Access and Transportation Insecurity Project (3:45-4:05) Zoe Miller, Executive Director of the Moving Maine Network will provide an overview of the Mobility Access and Transportation Insecurity Project.	Zoe Miller, Executive Director Moving Maine Network	Information
6. Metro's 2026 Budget Strategy (4:05-4:20) Staff will review the status of Metro's 2026 Operating Budget and discuss strategies for communicating changes in local assessments to Metro member communities.	Glenn Fenton, Executive Director	Discussion
7. Future Agenda Items (4:20-4:25)	Ed Suslovic,	Information

<ul style="list-style-type: none"> • Updated ADA Complaint Procedure • Fare Policy Review • Agency Safety Plan Update • Rock Row Transit Oriented Development • PACTS Initiatives and Reforms (Ongoing) 	Board President	
8. Upcoming Meetings (4:25-4:30) <ul style="list-style-type: none"> • Finance Committee – October 8, 2025 at 4:00 pm • Finance Committee – October 15, 2025 at 4:00 pm (if needed) • Executive Committee – October 22, 2025 at 3:30 pm • Board of Directors – October 23, 2025 4:00 pm • Mkt/Coms Committee – November 12, 2025 at 3:00 pm • Plan/Ops Committee – November 19, 2025 at 10:30 am • Advocacy Committee – November 19, 2025 at 4:30 pm 	Ed Suslovic, Board President	Information
9. Adjournment (4:30)	Ed Suslovic, Board President	ACTION

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

August 27, 2025

DRAFT Meeting Minutes

Member:	Municipality:	Role:	Status:
Julie Dubovsky	Yarmouth	Vice President	Present
John Thompson	Westbrook	Secretary	Present
Paul Bradbury	Portland	Treasurer	Present
Hope Cahan	Falmouth	Past President	Present
Ed Suslovic	Portland	President	Present
Josh Reny	South Portland	Non-Voting Attendee	Present

Staff Present	Identified Members of the Public
Glenn Fenton, Executive Director Shelly Brooks, Chief Financial Officer Chad Heid, Chief Transportation Officer Megan Hannan, Director of Government Affairs & Community Engagement	

- I. **The meeting was called to order by Ed Suslovic at 3:30 pm**
- II. **Public Comment:** No members of the public were present for this item.
- III. **Approval of the June 18, 2025 Executive Committee meeting minutes:** Paul Bradbury motioned to accept the minutes. The motion was seconded by Julie Dubovsky. The motion was approved unanimously following a roll call vote.
- IV. **Executive Director's Report:** Glenn Fenton presented his Executive Director's Report. He provided updates on various initiatives that Metro staff are working on as well as a brief update on ridership performance over recent months. Staff will continue to review ridership including data of tourist levels and seek additional data to benchmark ridership. Ed Suslovic asked that all Committee meetings review Ridership and Revenue.
- V. **Bus Rapid Transit Update:** Glenn Fenton reviewed the status and intent of the Bus Rapid Transit project. Ed Suslovic asked to create a web site on the Metro web to inform, educate the public on this project.
- VI. **Regional Fare Policy Review**
Glenn Fenton review the process that would be followed to review the Regional Fare Policy and evaluate any recommended fare increases. Ed Suslovic noted that if a fare increase took place in 2026, it would very likely be 4th quarter, and the details would not be known in time to be included in the 2026 budget. Glenn Fenton to update Finance and Executive Committees as needed project progresses.

- VII. Procurement Process Exception Request:** Chad Heid reviewed the Procurement Process Exception request for Transit Stop Access Project construction. Chad explained that the public procurement process resulted in no bids received, and staff then initiated negotiations directly with Shaw Earthworks. Chad presented the requested to approve staff execution of a contract with Shaw Earthworks for Phase I construction of the Transit Stop Access Project 23 locations in the amount of \$1,240,285, with options for 3 additional locations in the amount of \$430,530. The majority of this work will be completed in 2026. Hope Cahan motioned to approve, seconded by John Thompson. The motion was approved unanimously following a roll call vote.
- VIII. Local Match Policy:** Shelly Brooks reviewed the proposed CIP Local Match Policy, which was reviewed and recommended by the Finance Committee at their August 13, 2025 meeting. Hope Cahan asked if reallocations of capital project local match would also be reported to the board. Shelly confirmed that any allocation changes of local match would be presented as informational items at the immediately preceding meetings of the Finance Committee and Board of Directors. Paul Bradbury motioned to accept the approval. The motion was seconded by John Thompson. The motion was approved unanimously following a roll call vote. Ed Suslovic requested that any future items that have been reviewed and recommended by committees be communicated in the staff memos accompanying those items.
- IX. Strategic Partnership Update**
Glenn Fenton reviewed all current partnership updates. Ed Suslovic stated the Board Reserve Account would be a good place to deposit any one-time contributions from any partnerships
- X. Future Agenda Items**
- Updated ADA Complaint Procedure
 - CIP Local Match Policy
 - Fare Policy Review
 - Rock Row Transit Oriented Development
 - Agency Strategic Planning
 - PACTS Initiatives and Reforms (Ongoing)
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- XI. Upcoming Meetings**
- Planning and Operations Committee – September 17, 2025 at 10:30 am
 - Executive Committee – September 24, 2025 at 3:30 pm
 - Plan/Ops Committee – October 15, 2025 at 10:30 am
 - Executive Committee – October 22, 2025 at 3:30 pm
 - Plan/Ops Committee – November 19, 2025 at 10:30 am
 - Executive Committee – November 26, 2025 at 3:30 pm
- XII. Adjournment:** Julie Dubovsky motioned to adjourn; Paul Bradbury seconded. Meeting was adjourned at 4:58 pm.



EXECUTIVE COMMITTEE

AGENDA ITEM 5

DATE

September 24, 2025

SUBJECT

Mobility Access and Transportation Insecurity Project (MATI)

PURPOSE

Zoe Miller, Executive Director of the Moving Maine Network will provide an overview of the MATI Project and how it could affect Metro.

BACKGROUND/ANALYSIS

See attachment

RECOMMENDATION

This item is for discussion only.

CONTACT

Glenn Fenton
Executive Director
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ATTACHMENTS

Attachment A – MATI

Southern Maine Mobility Access and Transportation Insecurity (MATI) Project

Maine has received one of four demonstration project grants through the University of Minnesota with funding from the Federal Transit Administration.

Project Goal: Improve transportation security for people experiencing very low incomes from a range of identities. Our populations of focus include older adults, people with disabilities, unhoused youth and adults, as well as asylum-seekers and other immigrants.

Project Approach: Our project seeks to improve transportation security by making it easier for people to use existing bus service in York and Cumberland Counties in Southern Maine. We are focused on reducing cost barriers; increasing knowledge and skills about using the bus system; and improving the accessibility of information.

Southern Maine's demonstration project, Dirigo Access, has three components:

1. A New Income-Eligible Fare Program with Two Tiers:
 - A 50% fare option available to anyone with a household income at or below 200% of federal poverty level. During the demonstration project, we aim to have 3,200 people enroll in the reduced fare.
 - A free fare option for people who are referred by a Hub and have a household income at or below 130% of federal poverty level. During the demonstration project, we aim to have 300 people participate in the free fare component. This group will be engaged in the study.
 - The overall target for participation in the fare program is 3,500 individuals. This is 10% of the 35,000 people in Cumberland and York County who have a household income at or below 200% (based on the most recent American Community Survey data).
2. A Network of Hubs hosted by Community-Based Organizations with Physical Locations in Southern Maine that provide:
 - Personalized support with fare program applications and preliminary verification. This will be offered in-person and through virtual or phone meetings.
 - Assistance for using the electronic fare system including serving as a location to add value onto electronic fare card/app accounts.
 - Culturally tailored mobility management programming like travel training, trip planning and Bus Ambassadors (a peer-to-peer bus education program currently operating out of the Greater Portland Council of Governments).
 - Hubs will be located at organizations already serving people with low incomes.
3. Development of a Regional Cooperative Purchasing Group:

We seek to establish a sustainable, ongoing mechanism for covering the cost of free fare. Using an institutional pass program model, the Cooperative will be composed of nonprofits and community-based organizations that become paying members. We will engage charitable foundations, businesses, and anchor institutions to provide funding to subsidize the cost of free fare.

Southern Maine Mobility Access and Transportation Insecurity (MATI) Project

Backbone organizations

Cumberland County Public Health Department (CCPHD) and Moving Maine Network (MMN) will continue to co-lead the project in Phase 2.

CCPHD Staff:

- Alexis Guy, MPH, RD, Healthy Eating Active Living Promotion Team Lead.
- Program Coordinator, TBD - This will be a new 40 hr/wk position based in Maine and focused entirely on this project.

MMN Staff:

- Zoe Miller, MPH, Executive Director.
- Program Associate, TBD - This will be a new 32 hr/wk position based in Maine and focused on logistics and engagement for this project and another new mobility management project that MMN is starting in Southern Maine.

Key partners

- All four of the MPO region's public transit agencies that provide bus service are committed partners. They include: Biddeford Saco Old Orchard Beach Transit, Greater Portland Metro, RTP, and York County Community Action Program.
- Greater Portland Council of Governments (GPCOG) – operator of the region's Metropolitan Planning Organization, PACTS (the Portland Area Comprehensive Transportation System) – is committed to partnering.

Hub organizations

Hub organizations include three key partners across York and Cumberland County. They are all direct service-providing organizations who are already interfacing with community members in need of transportation support. They will directly connect participants to the pass program as well as receiving referrals from other partner organizations. They include:

- City of Portland Department of Health and Human Services
- York County Community Action Corporation (YCCAC)
- MaineHealth Access to Care

Partner organizations

Partner organizations include a large network of community-based organizations across Cumberland and York Counties that have been engaged in phase 1 and are interfacing with community members experiencing transportation insecurity.

Data collection team

Data collectors will be staffed per diem at the Greater Portland Council of Governments. The team of 2 collectors will be supported by GPCOG staff and the project coordinator at CCPHD.