

# Planning and Operations Committee

September 17, 2025 | 10:30 am – 11:45 am



## 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/86940082456?pwd=EFTNunaLOgNGmsG7hQA4y8Swxr2PyM.1>

Passcode: 343549 | Webinar ID: 869 4008 2456

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 (10:30)</b>	Jeff Levine, Committee Chair	N/A
<b>2. Public Comment (10:30-10:35)</b> The Planning & Operations Committee welcomes public comment. For items NOT listed on this agenda, the chair will recognize speakers at this point on the agenda. For items on the agenda, the chair will recognize public comment following the staff presentation. There is a 3-minute time limit per speaker.	Jeff Levine, Committee Chair	Information
<b>3. Approval of Meeting Minutes (10:35-10:40)</b> The committee will review and consider approving the minutes from the August 2025 meeting of the Planning and Operations Committee.	Jeff Levine, Committee Chair	Action
<b>4. Operations Key Performance Indicators (10:40-10:55)</b> Staff will report monthly updates on agency KPIs.	Metro Staff	Information
<b>5. 2040 Fleet Transition Goal (10:55-11:10)</b> Staff will provide a projection of the timeline and associated expenses related to Metro's current Board adopted goal of achieving a zero emissions fleet by 2040.	Metro Staff	Information

<b>6. Bus Stop Improvements (11:10-11:20)</b> Staff will provide updates on recent and planned bus stop improvements throughout Metro's service area.	Metro Staff	Information
<b>7. 2024 – 2025 Ridership Analysis (11:20-11:35)</b> Staff will present initial findings of its comparison of ridership data from the previous two years.	Metro Staff	Information
<b>8. Future Agenda Items (11:35-11:40)</b> Committee members may request future agenda items. <ul style="list-style-type: none"> <li>• Pulse Reopening Considerations</li> <li>• Atlantic Street Ridership and Service</li> <li>• Fare Policy Review</li> <li>• Service Redesign Concepts</li> </ul>	Jeff Levine, Committee Chair	Information
<b>9. Upcoming Meetings (11:40-11:45)</b> <ul style="list-style-type: none"> <li>• Finance Committee – September 24, 2025 at 10:00pm</li> <li>• Executive Committee – September 24, 2025 at 3:30pm</li> <li>• Board of Directors – Thursday, October 23, 2025 at 4:00pm</li> <li>• Market/Coms Committee – November 12, 2025 at 3:00pm</li> <li>• Planning &amp; Operations Committee – November 19, 2025 at 10:30a</li> </ul>	Jeff Levine, Committee Chair	Information
<b>10. Adjournment (11:45)</b>	Jeff Levine, Committee Chair	<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 August 20, 2025:  
DRAFT Meeting Minutes:**

Member	Municipality	Role	Status
Jeff Levine	Portland	Chair	Present
Julie Dubovsky	Yarmouth	Vice Chair	Present
April Fournier	Portland	Member	Not Present
Gabe Faulkner-Macklin	South Portland	Member	Present

Staff Present	Identified Members of the Public
Glenn Fenton – Executive Director	Ed Suslovic – Board President
Chad Heid – Chief Transportation Officer	Josh Reny – South Portland
Mike Tremblay – Director of Transit Development	Robert Theil - Public

- 1. With a Quorum in place, this meeting was called to Order By: Jeff Levine at 10:35 am**
- 2. Public Forum:**

Robert Thiel asks that Metro staff provide details on the opening of the Elm Street Pulse. He requested that staff reach out to him and provide a detailed timeline and the conditions that are preventing the Pulse from being reopened.
- 3. Approval of April Meeting Minutes:**

The draft meeting minutes from the May 2025 committee meetings were provided in the agenda packet. **Julie Dubovsky motioned to approve the meeting minutes as written, seconded by Gabe Faulkner-Macklin . The motion passed unanimously.**
- 4. Fleet Replacement / Expansion Plan:**

Staff present the details of the applications that have been submitted for bus replacements and fleet expansion in the upcoming Federal funding year. Chad Heid outlined the considerations necessary for meeting the current organizational goal of being a zero emission fleet by 2040, specifically calling out the constraints and limitations for opportunity and funding. The Committee discussed the current goal. Ed Suslovic recommended that staff develop a modified recommendation that considers funding and fleet reliability. Jeff Levine and Julie Dubovsky concur that a revised timeline and cost considerations should be presented at a future meeting.
- 5. BRT Planning Project Update:**

Staff provide an update on the progress of the BRT planning project. The Committee discuss the considerations of recent land acquisition by Amazon, as well as the coordination among the stakeholders and the importance for a deliberate and well defined public outreach campaign.

**6. Operations Technology Project Updates:**

Chad Heid shared information on the implementation of the Optibus Operations Time & Attendance system. The Committee expressed support for staff in this endeavor.

**7. Operations Key Performance Indicators:**

Chad Heid presented the monthly KPI reports. Ridership has been lost, as a by product of the Portland Adult Education Pass Program. A slide representing the ridership per revenue hour was provided, and on time performance (OTP) was presented. Ed Suslovic asked that staff provide some rationale for why performance metrics have skewed from expectations, both anecdotal and analytical. Josh Reny pointed out the fact that the legacy South Portland routes are much lower for OTP than other routes. Ed Suslovic suggests that staff report the number of complaints, as well as the number if individual “complainers.”

**8. Future Agenda Items:**

Jeff Levine suggests future agenda items include:

- 2040 Fleet goals
- Bus stop improvements
- Status of open fare payments
- Ridership growth opportunities

**9. Upcoming Meetings:**

Jeff Levine reviewed the details of future Committee and Board meetings as presented in the meeting packet.

**10. Adjournment:**

**Motion to Adjourn by Julie Dubovsky, Seconded by Gabe Faulkner-Macklin. Adjourned at 11:42am.**