

Finance Committee

October 8, 2025 | 4:00 pm – 5:30 pm



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/85631151700?pwd=yrEg1G6gcM33iqD4CPMY1eleeyLgsb.1>

Passcode: 101710 | Webinar ID: 856 3115 1700

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 (4:00)	Paul Bradbury, Committee Chair	N/A
2. Public Comment (4:00-4:05) The Finance 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.	Paul Bradbury, Committee Chair	Information
3. Approval of Meeting Minutes (4:00-4:05) The committee will be asked to approve minutes from the September 24, 2025 meeting of the Finance Committee.	Paul Bradbury, Committee Chair	ACTION
4. Micro Transit Cost Allocation (4:05-4:20) Staff will review the operating cost of microtransit as it compares to fixed route bus service and how differences in these the two services could be accounted for in Metro's 2026 Operating Budget.	Shelly Brooks, Chief Financial Officer	ACTION
5. 2026 Operating and Capital Budgets (4:20 – 5:00) Staff will present the revised 2026 Operating budget and Metro's updated Capital Improvement Program.	Shelly Brooks, Chief Financial Officer	ACTION
6. Future Agenda Items (5:00 – 5:05) Committee members may request future agenda items. <ul style="list-style-type: none">• Workplan Development (Strategic Plan)- Ongoing• Review Financial Policies (Fund Balance/Procurement)- TBD• Long Range Financial Forecasting- Ongoing	Paul Bradbury, Committee Chair	Information

<ul style="list-style-type: none"> • Electric Buses- KPIs and Cost Analysis- TBD • Microtransit Cost Analysis- September/October 2025 • Federal and State Funding Outlook- Ongoing 		
7. Upcoming Meetings (5:05 – 5:10) <ul style="list-style-type: none"> • Finance Committee – October 15, 2025 at 4:00 pm • Executive Committee – October 16, 2025 at 3:30 pm • Board of Directors – October 23, 2025 at 4:00 pm • Finance Committee – November 5, 2025 at 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 	Paul Bradbury, Committee Chair	Information
9. Adjournment (5:10)	Paul Bradbury, Committee Chair	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 Finance Committee
Wednesday, September 24, 2025 10:00 am
DRAFT Meeting Minutes:

Member:	Municipality:	Role:	Status:
Paul Bradbury	Portland	Chair	Present
Josh Reny	South Portland	Vice Chair	Present
Merrill Barter	Falmouth	Member	Joined at 10:16
Tom Poirier	Gorham	Member	Absent
Ed Suslovic	Portland	Non-voting Attendee	Present

Staff Present	Identified Members of the Public
Shelly Brooks – Chief Financial Officer Glenn Fenton – Executive Director Megan Hannan – Dir. of Gov’t Affairs & Cmty Engagement	

- I. **With a Quorum in place, this meeting was called to Order By:** Paul Bradbury at: 10:05 am
- II. **Public Comment:**
No members of public requested to speak.
- III. **Approval of August 13, 2025 Draft Meeting Minutes:**
Josh Reny motioned, seconded by Paul Bradbury to approve the August 13, 2025 meeting minutes. After a roll call of the members present, it was unanimously approved.
- IV. **Micro Transit Cost Allocation:**
Shelly Brooks presented a cost comparison for cost per hour. In August, micro averaged \$44.42 v \$85.09 fixed per passenger, so 52.2% of fixed route cost (excluding maintenance due to the new vehicles). She is proposing to add micro transit at 55% of fixed route cost, and allocate other revenue sources accordingly. Metro will continue to track the costs and monitor, and in the future the board will have to think about how to transfer that allocation to new municipalities as they bring micro on board. Metro is asking the committee if this seems like the right way to analyze the services and next meeting will be asked to vote on this methodology.

Discussion:

- Ed Suslovic asked why the service is so much less expensive. Glenn Fenton answered there are several reasons, including operator cost
- Paul Bradbury asked about the upfront app cost. Glenn Fenton answered that there were up-front fees to pay for hardware and license, and licensing fees will continue monthly.
- Ed Suslovic commented that CityLink has shortened its fixed routes and added micro in other areas. Glenn Fenton said he expects more in the future.
- The committee agreed to the methodology and will vote at the next meeting.

V. 2026 Operating Budget Draft

Shelly Brooks presented the 2026 budget draft. The expenditures are \$20.8M, an 8% increase over present year. Revenue is \$18.8M, about 2% decrease from present. There is about \$2M shortfall.

Expenses

- Tech & IT are the biggest drivers of increase in misc expenditures, and they are necessary to do business today
- Supplies & Equipment are generally upgrading computers, shelters, etc.
- Misc are generally dues & subscriptions (largest are APTA and MTA based on size of budget, so goes up w budget); conf & travel up 94%
- Capital & Reserves is increased to \$100K from \$45K per strategic plan goals; placeholder for CIP
- ADA and para transport show a 13% increase; ridership was down, now trending back up; contract has increased
- Lease is a 3.3% increase. It was noted that Metro does have MaineDOT approval for the '26 lease but this is the final year

Revenue

- Fare revenue is lower, has been every year
- Misc lower due to ads
- State projected to be flat
- Fed 5307 is rebounding, but ARPA going away
- Municipal funds as a percent of budget has been declining, but as actual dollar amount has been going up

Budget Balancing Measures

- Further increasing ads & fares
- Refining expenditures

- Increase fed revenue
- MDOT discretionary (still do not have '26 allocation letter)
- Fare increase in analysis
- Targeted service reductions as last resort

Discussion

- Josh Reny asked if staff would add more detail about things like advertising. Glenn Fenton said the RFP is due for reissue, and they are looking for more favorable terms (currently 70-30). Staff need to push them to sell more; they have indicated the market is shrinking, but Glenn does see opportunity. Paul Bradbury asked if the revised ad policy is affecting the revenue. Glenn Fenton answered that they asked them about it, and told the contractor if there are requests that conflict but will still probably be OK, they need to bring them to staff but they haven't seen any gains.
- Ed Suslovic noted that the budget still seems pretty lean, and asked if there is really \$500K that can be reduced without reduction in Metro's ability to function. Glenn Fenton said when Metro is going to ask communities for more money, they feel like they need to say they've done what they can on Metro's end.
- Josh Reny asked about the fare increase, noting there is a study but warning against putting too much in the budget based on the hope for new revenue. Glenn Fenton agreed and added they are also looking for growth.
- Paul Bradbury asked if staff have an estimate of the membership community increases. Glenn Fenton answered yes, but the number and percent are different for each depending on their percent of riders and ARPA additions (i.e. those w large ARPA enhanced service, like Falmouth, will have a large increase, some have none.)
- Merrill Barter asked with respect to ARPA services, is there an analysis of benefits, which then informs the need to dial them back if not as successful as we hoped – or to add more. Glenn Fenton answered yes, that is absolutely how we are looking at it.

Paul Brabury said at the October 8 meeting, they will have updated budget. He expects to have the DOT funding number, some route info w ARPA break out, and to have micro methodology for final approval. Staff agreed.

VI. Future Agenda Items:

- Workplan Development (Strategic Plan)- Ongoing
- Review Financial Policies (Fund Balance/Procurement)- TBD
- Long Range Financial Forecasting- Ongoing

- Electric Buses- KPIs and Cost Analysis- TBD
- Micro-transit Cost Analysis- September/October 2025
- Federal and State Funding Outlook- Ongoing

VII. Upcoming Meetings:

- Executive Committee – September 24, 2025 at 3:30 pm
- Finance Committee – October 8, 2025 at 4:00 pm
- Finance Committee – October 15, 2025 at 4:00 pm
- Board of Directors – October 23, 2025 at 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

VIII. Adjournment: Josh Reny motioned, Merrill Barter seconded. Paul Bradbury adjourned the meeting at 11:05.