Executive Committee

August 26, 2026 | 3:30 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/82010642334?pwd=cOocJRNGMrHFpDmD1aHFJvhaSaAshz.1
Passcode: 438132 | Webinar ID: 820 1064 2334
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 not listed 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 *three-minute time limit* 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 May 27, 2026 Executive Committee Meeting.	Ed Suslovic, Board President	**ACTION**
4. Executive Director's Report (3:35-3:50) 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. Bus Rapid Transit Update (3:50-4:10) Staff will provide an update on the status of the conceptual design planning process for the Bus Rapid Transit corridor between Gorham and Portland.	Glenn Fenton, Executive Director	Possible **ACTION**
6. Update Executive Director's Job Description (4:10-4:20) Staff will review draft changes to the Executive Director's job description designed to ensure compliance with federal regulations.	Glenn Fenton, Executive Director	**ACTION**

7. Procurement Exception Request (4:20-4:30) Staff will present a procurement exception request related to purchase of real-time digital information signs for installation at bus stops for committee consideration and approval.	Chad Heid, Chief Transportation Officer	**ACTION**
8. Future Agenda Items (4:30-4:35) • Scarborough Service Launch • Triennial Review • Metro Committee Structure • Bus Rapid Transit • PACTS Funding Formula	Ed Suslovic, Board President	Information
9. Upcoming Meetings (4:30-4:35) • Advocacy Committee – Next meeting TBD • Facilities Committee – Sept. 1, 2026 at 4:00pm • Finance Committee – Sept. 9, 2026, at 1:00pm • Market/Coms Committee – Sept. 9, 2026 at 3:30pm • Planning & Ops Committee - Sept. 16, 2026 at 10:30am • Executive Committee – September 30, 2026, at 3:30pm • Board of Directors – October 22, 2026, at 4:00pm	Ed Suslovic, Board President	Information
10. Adjournment (4:35)	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

May 27, 2026

DRAFT Meeting Minutes

Member:	Municipality:	Role:	Status:
Ed Suslovic	Portland	President	Present
Linda Cohen	South Portland	Vice President	Present
John Thompson	Westbrook	Secretary	Absent
Joshua Reny	South Portland	Treasurer	Present
Hope Cahan	Falmouth	Past President	Absent
Bill Rixon	Freeport	Board Member	Present (3:40)

Staff Present	Identified Members of the Public
Glenn Fenton, Executive Director	Curtis Pierce, Four Nines
Shelly Brooks, Chief Financial Officer	Amy Martin, Four Nines
Chad Heid, Chief Transportation Officer	Christina Winberry, Four Nines
Mike Tremblay, Director of Transit Development	
Megan Hannan, Director of Government Affairs & Community Engagement	
Frank Suszczynski, Procurement Manager	

I. **The meeting was called to order by Ed Suslovic at 3:31 pm**

II. **Public Comment:** No members of the public were present to comment.

III. **Approval of the March 25, 2026 Executive Committee meeting minutes:** Josh Reny motioned to accept the minutes; it was seconded by Linda Cohen. The motion was approved unanimously of those present following a roll call vote.

IV. **Executive Director's Report:** Glenn Fenton provided updates pertaining to Metro operations, service performance, external affairs and major projects and initiatives. The slide deck follows the minutes.

V. **Recommended Fare Policy Changes:** Glenn Fenton and Curtis Pierce of Four Nines reviewed analysis and public feedback on proposed changes to the regional fare policy. A motion to recommend the fare change was made by Josh Reny, seconded by Linda Cohen. The floor was opened to public comment. There was no one from the public present. The Chair noted there will be another opportunity for public comment at the June 25 Board meeting. The Chair opened the floor for executive committee discussion. After questions were answered, the Executive Committee voted unanimously to recommend approval of changes to the regional fare policy to Metro's Board of Directors.

VI. **Metro-Scarborough IGA:** Glenn Fenton reviewed the Intergovernmental Agreement (IGA) between the Town of Scarborough and Metro for approval, which is needed to facilitate the launch of fixed route and microtransit service in that community and is the pathway for Scarborough to become a Metro member community in the future. The chair opened the floor to public comment; no public were present and the floor was closed. Linda Cohen motioned to accept the minutes; it was seconded by Josh Reny. The motion was approved unanimously of those present following a roll call vote.

VII. **Executive Director Performance Evaluation:** Linda Cohen made a motion for the committee to enter to enter into executive session pursuant to 1 MRSA Section 405 (6) (A) (1) to discuss the Executive Director's performance evaluation; it was seconded by Josh Reny, and approved unanimously following a roll call vote. The committee entered executive session at 4:10 pm.

The committee exited executive session at 4:28 pm. Josh Reny made a motion to amend the Executive Director's employment contract to add a one-time bonus of $3,000, a 3% salary increase and an additional contribution of $3,000 to his retirement account effective July 1, 2025; it was seconded by Linda Cohen and approved unanimously following a roll call vote.

VIII. **Future Agenda Items**

- Rock Row Service Agreement
- Triennial Review
- Bus Rapid Transit
- PACTS Funding Formula
- ADD a look at the Board structure

IX. Upcoming Meetings

- Finance Committee – June 3, 2026 at 3:00 pm
- Facility Planning Committee – June 22, 2026 at 4:30 pm
- Employee Appreciation BBQ – June 24, 2026 at 11:00 am
- Board of Directors – June 25, 2026, at 4:00 pm
- Executive Committee – June 24, 2026 at 3:30 pm

X. **Adjournment:** Josh Reny motioned to adjourn; Linda Cohen seconded. Meeting was adjourned at 4:32 pm.

EXECUTIVE COMMITTEE AGENDA ITEM 5

DATE
August 22, 2026

SUBJECT
Bus Rapid Transit Update

PURPOSE
Staff will provide an update on the conceptual design for a Bus Rapid Transit (BRT) corridor between Portland, Westbrook, and Gorham.

BACKGROUND/ANALYSIS
In September 2025, Metro launched the current conceptual design phase for our Bus Rapid Transit project between Portland, Westbrook, and Gorham. This step follows the regional process completed by the Greater Portland Council of Governments (GPCOG) in January 2024 which established the BRT corridor as the locally preferred alternative (LPA).

The current phase largely entails finalizing the alignment of the route, identifying opportunities for bus priority (e.g. bus lanes, queue jump lanes, lane and curb use changes, signal timing changes, etc), station locations, and cost estimating. While many elements of the BRT design have advanced, numerous possible opportunities to provide bus priority have been flagged by municipal partners as either infeasible or incompatible with municipal goals and plans.

Metro's technical consultant for the project Nelson/Nygaard has provided a detailed update on the project. In the attached project update Nelson/Nygaard provides a comparison of how the current design is tracking as compared to the original estimate from the locally preferred alternative.

This item is informational however the committee may elect to take action based on their assessment of the BRT project's status.

FISCAL IMPACT
None.

RECOMMENDATION
This item is for information and discussion.

ATTACHMENT
Nelson/Nygaard BRT Project Update August 2026

CONTACT

Glenn Fenton
Executive Director
(207) 517-3025
gfenton@gpmetro.org

Gorham-Westbrook-Portland BRT Design

Project Update - August 2026

Greater Portland Metro (Metro) in fall 2025 embarked on a design refinement process for the Gorham-Westbrook-Portland Bus Rapid Transit project. This project represents the first of four corridors envisioned in *Transit Tomorrow* as the Portland Metropolitan Region's high-capacity transit network. The objective of the work is to begin with the Locally Preferred Alternative (LPA) from the 2024 PACTS adopted Rapid Transit Study and work with municipal stakeholders and the community to optimize the design for overall safety, connectivity, and mobility.

The current effort is making design refinements in six locations – (1) end-of-line in Gorham, (2) downtown Westbrook, (3) along Brighton Avenue, (4) near Maine Medical Center, (5) along Congress Street, and (6) end-of-line at the Eastern Waterfront. The design refinement process has consisted of detailed conversations and worksessions between Metro and municipal staff with Portland, Westbrook, and Gorham. Metro in July participated in four in-person informal events to present design refinements and hosted an online survey to seek community feedback.

Today's briefing seeks your input before confirming design refinements, as the current conceptual design differs considerably from the LPA adopted by the PACTS Policy Board in relation to transit priority, and is less aligned with sentiment coming from the community.

Design Update

The current conceptual design differs considerably from the LPA. The LPA assumed bus lanes along almost 50% of the corridor, including lanes in one or both directions on Main Street in Gorham Village, Main Street and William Clarke Drive in Westbrook, Brighton Avenue in Portland, and Franklin Street in Portland. During the design refinement process, most of these bus lanes were removed, largely due to municipal staff's discomfort with bus lanes' potential impact to general-purpose traffic.

The major changes in planned transit priority elements for the project are in Figure 1.

Figure 1 Transit Priority Elements, LPA vs. Current Conceptual Design

Transit Priority Element	LPA	Current Conceptual Design
Miles of bus lanes	~6 miles in each direction (48% of full corridor)	~0.75 miles in each direction (6% of full corridor)
Station pairs	19	18
Queue jumps	4	2*
Intersections with transit signal priority (TSP)	100% of signals	100% of signals

*The City of Portland is assessing one of the remaining two locations for queue jumps, on Brighton Avenue at Dartmouth Street.

Change in Project Performance Relative to LPA

Changes to the amount of transit priority in the project have resulted in changes to the expected performance of the project for riders.

Travel Time and Operating Cost

Changes to the LPA to reduce the extent of transit priority adds to rider travel time, as shown in Figure 2.

Figure Driving and Transit Travel Times, LPA vs. Current Conceptual Design

	Driving Time	LPA Runtime	Current Design Runtime	LPA vs. Driving	Current Design vs. Driving
Westbrook <> Portland	~30 mins.	~34 mins.	~38 mins.	13% slower	**27% slower**
Gorham <> Portland	~45 mins.	~48 mins.	~53 mins.	7% slower	**18% slower**

Notes: Driving times were estimated using Google Maps with a 5:00 p.m. Tuesday trip start time.

The extent of this additional runtime translates into the need to add a vehicle to maintain planned headways, resulting in capital cost increases to purchase an additional bus, and an increase in operating costs by about $560,000 annually.[1]

[1] Assuming an additional 4,250 annual revenue hours at Metro's 2024 operating cost per revenue hour of $131.96 (2024 Annual Agency Profile - Greater Portland Transit District (NTD ID 10016)).

Speed and Reliability

An impact of removing bus lanes and other aspects of transit priority is that the current design is unlikely to see the speed and reliability benefits envisioned in the LPA. Buses will operate in general-purpose traffic for most of the route, where they will be exposed to unpredictable traffic conditions, which can cause delays and bunching.

Metro considers the speed and reliability of the future route to be one of the most important project elements. This is based on consistent feedback received during the engagement process that ridership will depend on transit travel times being competitive with driving and the bus being a reliable service that riders can count on—especially for people considering shifting modes from driving to transit.

Case Study: Congress Street

Congress Street on the Portland Peninsula is the Greater Portland region's key transit corridor, both today (16 bus routes operate here) and in the future, when all off the region's planned BRT lines are expected to operate on the roadway. Today, bus speed on Congress Street is consistently under 10 miles per hour, and there are hundreds of hours of existing passenger delay on the average weekday. The current design for Congress Street does not include dedicated bus lanes, instead relying on TSP and minor curb programming changes. These improvements are likely to have only marginal benefits for transit travel times and reliability.

The LPA envisioned more robust transit priority on Congress Street, including bus lanes and/or queue jumps.

"If full dedicated lanes are not possible on parts of Congress Street, the project should explain what alternative design treatments will prevent downtown Portland from becoming the bottleneck for the entire line."
– Portland resident (spring 2026 survey respondent)

Ridership

Based on the reduction in bus lanes and increases in travel time from the LPA to the current conceptual design, ridership along the route is expected to decrease from the levels modeled in the LPA.

Capital Cost

Because major project elements have changed considerably from the LPA to the current conceptual design, Metro expects the capital cost will also change significantly. One of the critical assumptions made in the capital costing work during the LPA was that the BRT project would bear the cost of re-paving roads on the project corridor. Because the BRT project is no longer expected to include transit priority on these roadways, we have changed this assumption, as we assume grant-funding programs would not be supportive of funding construction work unrelated to the BRT line.

Figure 2 Capital Cost Concepts, LPA vs. Current Conceptual Design (2023$)

	Low Estimate	High Estimate
LPA[2]	$116,000,000	$192,000,000
Current Conceptual Design	$80,000,000	$125,000,000

The change in capital costs shown in Figure 3 is due to the following design changes:

- **Roadway work:** Removal of most bus lanes from the concept and the change in assumptions around roadway repaving and resurfacing
- **Alignment changes:** A deviation to avoid Deering Avenue between Park Avenue and Congress Street in Portland, bi-directional operation in downtown Westbrook between New Gorham Road and Spring Street (with inbound service on Main Street and outbound service on William Clarke Drive), and a slightly longer turnaround on University of Southern Maine Gorham campus.
- **TSP changes:** The removal of two signals from inclusion in the project (William Clarke Drive at Captain Bill Hartley Avenue and William Clarke Drive at Stroudwater Street) and the addition of two signals to the project (Congress Street at Weymouth Street and Park Avenue at Weymouth Street [proposed new signal]).
- **Access-to-transit improvements:** We now assume approximately $800,000 in access-to-transit construction costs at stations.
- **Additional bus:** One additional bus is required.

[2] GPCOG. 2024. Gorham-Westbrook-Portland Rapid Transit Study Final Report. p. 51. <https://gpcog.org/DocumentCenter/View/3340/Gorham-Westbrook-Portland-Rapid-Transit-Study-Final-Report->

Engagement Update

Stakeholder agency collaboration built through the design refinement process has been strong, and the team has heard the concerns over extent of transit priority treatment in the vein of concerns about overall traffic congestion and mobility. However this is not what Metro heard from its recent round of public engagement.

Community engagement conducted in both the Rapid Transit Study and the Bus Rapid Transit Design projects has been consistent: the public overwhelmingly supports the project and is eager for a service that is more competitive with driving. Among 709 respondents to a spring 2026 survey, over 95% of survey respondents supported implementing bus lanes, many supporting implementation even with impacts to parking and general-purpose traffic. Large majorities of respondents in various demographics—including residents of all three project communities (Figure 4), as well as non-bus riders—supported implementing bus lanes. Frequent riders were almost unanimously supportive (Figure 5).

Figure 3 Bus-Lane Support by Home Location (n=639)

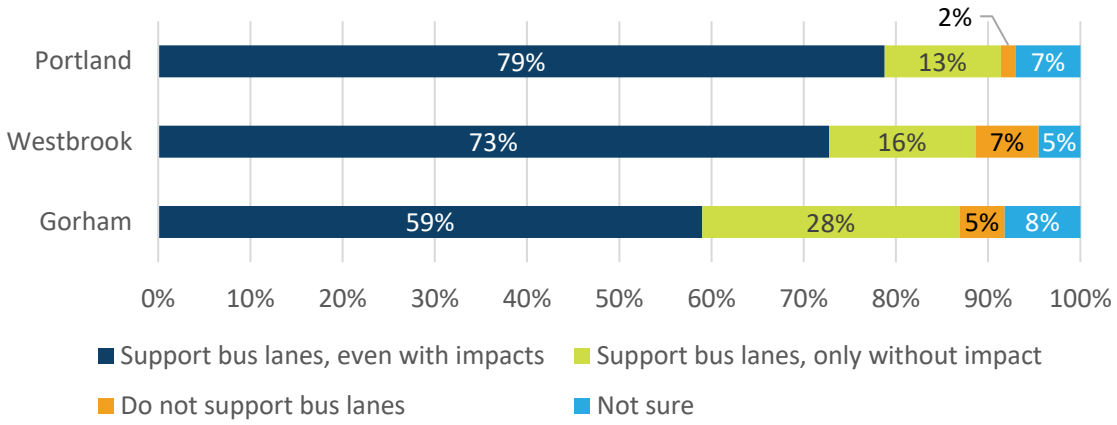
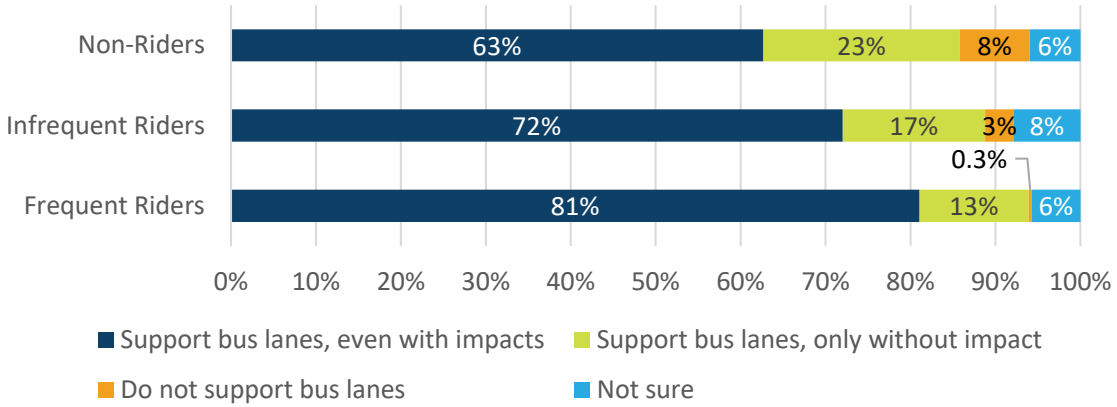


Figure 4 Bus-Lane Support by Existing Frequency of Transit Usage (n=698)



Open-ended survey responses elaborate on and describe this support.

Community Voices

"In my experience, bus lanes help make the bus route faster and encourage people to use the buses instead of driving. I'm very much in support of bus lanes." – *Portland resident*

"100 percent support bus lanes anywhere. Not only do they greatly improve the transit experience, they also signal transit being a normal piece of the transit landscape and "normalize" taking it!" – *Portland resident*

"Bus lanes are absolutely critical. Nearly every time my bus isn't on time, it's because of cars getting in the way" – *Gorham worker*

Anonymized quotations from spring 2026 GP Metro project survey responses.

The public has been engaged with this project for nearly a decade, beginning with the Greater Portland Council of Government's (GPCOG's) *Transit Tomorrow* plan. During GPCOG's alternatives analysis for the BRT line, a survey of 590 respondents showed an 85% approval rate for the LPA.[3]

Together, the GPCOG and Metro teams have held in-person and virtual public meetings, orchestrated approximately 10 pop-up events, conducted dozens of stakeholder interviews and meetings, and conducted three public surveys. The planning teams have spoken with thousands of people regarding the project, with two key findings:

- Overall **enthusiastic support for the project** with hopes it will reduce traffic congestion, expand opportunity, and reduce pollution.
- **Fast, late-night, and high-frequency service** are often cited as the most desired aspects of a future BRT line.

[3] GPCOG. January 2024. Gorham-Westbook-Portland Rapid Transit Study Executive Summary. p. 9 <https://www.gpcog.org/DocumentCenter/View/3212/Gorham-Westbrook-Portland-Rapid-Transit-Study-Executive-Summary-?bidId=>

"…the most important aspects are that the time needs to be competitive with driving (eg, not much longer than driving) AND the frequency has to be good enough that missing a bus doesn't add 30-60 minutes to your trip." *– Portland resident (spring 2026 survey respondent)*

"I would substitute using a car for a bus if the bus service was frequent, fast, and reliable. The current metro service is too infrequent."
– Westbrook resident (spring 2026 survey respondent)

"In FULL support of this route. My family and I would use it regularly, as that's the exact route we take between Gorham and Portland on almost a daily basis." *– Gorham resident (spring 2026 survey respondent)*

"As much of the route should be run on dedicated right of way as possible" *– Portland resident (spring 2026 survey respondent)*

Impacts on Grant Funding Competitiveness

Funding to construct the BRT project would likely come in part from a federal grant program. These grant programs are highly competitive and projects with more expected public benefit are more likely to receive funding.

Capital Investment Grant (CIG) Programs

A potential avenue for funding this project is the Federal Transit Administration's (FTA's) CIG Small Starts program. To be considered for a fixed guideway project under this program, the route must operate at least 50% in a separated right-of-way dedicated for transit use during peak periods.[4] The **current conceptual design is too far from this threshold for eligibility to be a feasible goal**.

The project's competitiveness as a corridor-based Small Starts project is also likely reduced based on the current conceptual design, as scoring criteria focus on ridership and congestion relief, both of which are likely to be diminished in this project.

[4] FTA. November 2025. Capital Investment Grants Final Policy Guidance. p. II-2. <https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-11/CIG-Policy-Guidance-November-2025.pdf>

Better Utilizing Investments to Leverage Development (BUILD) and Other Programs

Similarly, **reduced travel-time benefits for passengers are likely to make this project less competitive for other federal discretionary grant programs, including BUILD**, which has economic competitiveness, quality of life, and mobility-based evaluation criteria.[5] FTA Section 5307 formula funding also uses a higher formula value for fixed-guideway service, meaning the fixed guideway attracts additional federal formula funding investment, a benefit that compounds every year the service operates.

Opportunities for Implementation Efficiency

Although the amount of planned transit priority has been reduced, Metro continues to coordinate with Maine Department of Transportation (MaineDOT) and municipal stakeholders on several roadway reconstruction projects that are planned to occur on the project corridor. These projects remain opportunities to restore transit priority to the conceptual design:

- *Reimagining Franklin Street* (Franklin Street in Portland), City of Portland
- Rosemont Corner intersection redesign, MaineDOT and City of Portland
- Brighton Avenue at St. John Street intersection redesign, City of Portland
- Brighton Avenue Safe Streets and Roads for All Safety Demonstration Project (Brighton Avenue from Westbrook city line to Rand Road), City of Portland
- Main Street pedestrian improvements (Main Street from Captain Bill Hartley Avenue to William Clarke Drive), MaineDOT
- Route 25 Improvements (ME-25 near Cherry Hill Market), MaineDOT
- *Portland West* (regional), MaineDOT

[5] USDOT. December 2025. FY 2026 Notice of Funding Opportunity. pp. 28-36. <https://www.transportation.gov/sites/dot.gov/files/2025-12/FY_2026_BUILD_NOFO_Final.pdf>

EXECUTIVE COMMITTEE AGENDA ITEM 6

DATE
August 26, 2026

SUBJECT
Update to Executive Director's Job Description

PURPOSE
Update Executive Director's job description to ensure compliance with FTA regulations.

BACKGROUND/ANALYSIS
During the week of August 17, 2026 Federal Transit Administration staff and their contractor were on-site at Metro offices to conduct a standard FTA mandated triennial review. One of the subject areas for review is Metro's Transit Asset Management Plan. In the course of the review of this area the reviewers noted that although Metro's Transit Asset Management Plan identifies the Executive Director as being responsible for oversight of the plan's implementation, this specific responsibility is not noted in the Executive Director's job description.

Metro's Executive Director's job description was last updated in February 2023. Staff are recommending that the current job description have the following language added to the representative duties section of the job description to ensure compliance with FTA regulations:

"Oversee the application of Metro's Transit Asset Management Plan; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's TAM plan, in accordance with 49 U.S.C. 5326."

FISCAL IMPACT
None.

RECOMMENDATION
Update the Executive Director's job description to include responsibility for oversight of Metro's Transit Asset Management Plan.

ATTACHMENTS
Draft Job Description

CONTACT
Glenn Fenton
Executive Director

(207) 517-3025
gfenton@gpmetro.org

Executive Director

APPLICATION INSTRUCTIONS

Posted:
Closing Date:

Instructions and Notes to Applicants:

- Apply through Indeed (click here) and submit an up to date resume and letter of interest (finalists will be asked to provide 3 professional references with current/previous employers).
- Submit your materials no later than (date).
- **Starting salary shall be between the minimum ($) and step three of the salary plan ($) depending on qualifications.** A starting salary above step three may be approved based on qualifications that significantly exceed the minimum requirements.

JOB CLASSIFICATION INFORMATION			HR Manager
Department:		FLSA Status	Exempt
Supervisor:	Board of Directors	Salary Band	See Salary Plan
Supervision Level:	Supervisory	Salary Min:	Step 0
Employee Group:	Non-Union	Salary Mid:	Step 5
Drug Screen:	N	Salary Max:	Step 10
Physical:	N	Last Comp Review:	03/10/2022

PURPOSE-DISTINGUISHING FEATURES

The Executive Director position reports to the 15-member Board of Directors and is responsible for management and direction of operations, maintenance, vehicle and facilities, strategic vision and planning, responsible growth, finances, procurement, personnel and public relations of Metro. The individual must be a visionary with demonstrated leadership, organizational, and negotiating skills as well as an excellent written and oral communicator with the ability to assign, coordinate, and evaluate the work of administrative, professional, and technical staff. The individual must have the ability to interface with a wide array of stakeholders, elected officials, regional and community leaders, and customers. The Executive Director serves as a liaison to key local, regional, state, and federal organizations to facilitate multimodal transportation planning and funding and to advance the system's future, including the possibility of consolidating with other transit providers.

MINIMUM QUALIFICATIONS

Experience:	5-10 years of progressively more responsible professional level public transportation-related experience, including multiple years in a supervisory capacity. A combination of experience and training that provides the required knowledge, skills, and ability in lieu of may be considered.
Education:	Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, transportation planning, environmental studies, political science, public policy, or a related field. A master's degree in one of those fields is highly desirable.

REPRESENTATIVE DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Lead with professionalism inspiring trust and confidence with integrity, honesty, transparency, and humor combined with creative problem solving.

Work effectively with a Board of Directors.

Leverage collaboration and maintain transparency in all working relationships.

Develop logical and useful transit routing schedules.

Understand and integrate a variety of transit-related programs.

Process mathematical calculations.

Analyze difficult problems, develop a positive course of action and follow through on its implementation.

Demonstrate sound professional judgement, reason logically, and think creatively.

Research and interpret applicable federal and state rules and regulations as well as agency policies.

Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information in a manner consistent with job functions.

Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.

Make effective presentations.

Establish and maintain effective relationships with those contacted in the course of the work.

Represent GP Metro effectively in contacts with elected and other officials, representatives of other agencies, and the public, occasionally in situations where relations may be difficult or strained.

Oversee the application of Metro's Transit Asset Management Plan; responsibility for carrying out transit asset management practices; and control or direction over the human and capital resources needed to develop and maintain both the agency's TAM plan, in accordance with 49 U.S.C. 5326.

Organize, supervise, coordinate, and evaluate the work or subordinate employees.

Train staff regarding work procedures.

ESSENTIAL KNOWLEDGE, SKILLS AND APTITUDES

- Transit laws and regulations
- Operations and scheduling

- Local and regional transit issues
- Commuter and intercity bus operations
- Applicable local, state, and federal laws, regulations, and funding
- Report preparation and record keeping techniques
- Governmental procurement and contracts management
- Principles of employee development
- Logistics and analytics
- Organization
- Detail orientation
- Professional judgement
- Effective communication and correspondence
- Professional relationship management
- Professional public representation

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise and occasional interruptions.
- Operate variety of standard office equipment: e.g., computer, phone, calculator, copy machine.
- Continuous and repetitive arm, hand and eye movement.
- May work in a stationary position for considerable periods of time.
- May lift and carry materials weighing up to 25 pounds.
- May require extensive reading and close vision work.
- May require working extended hours.
- May travel to/from meetings and various locations.

JOB DESCRIPTION HISTORY

Created February 2023.

_____ Date: _____

Signature

_____ Date: _____

Department Head Signature

EXECUTIVE COMMITTEE AGENDA ITEM 7

DATE
August 26, 2026

SUBJECT
Ineo Systrans – ConnectPoint ePaper Signage and Licensing Procurement Exception Request

PURPOSE
Review and approve a contract with Ineo Systrans USA Inc. for ConnectPoint ePaper digital bus stop signage, Falcon voice announcement system, and ConnectPoint Asset Management (CPAM) cloud software licensing resulting from a non-competitive procurement.

BACKGROUND/ANALYSIS
Greater Portland Metro is advancing a pilot deployment of high-resolution, ultra-low-power solar ePaper digital signage and ADA-compliant text-to-speech audio units at multiple bus stop locations. In accordance with the Metro Procurement Policy, a non-competitive procurement exception is requested based on single-source operational and technical requirements:

- **Exclusive CAD/AVL System Integration**: Metro utilizes the Systrans Navineo CAD/AVL platform for real-time fleet tracking. Procuring directly through Ineo Systrans USA Inc. guarantees native compatibility between the CPAM platform and Systrans GTFS-Realtime APIs without middleware, maintaining synchronized arrival predictions and data quality.
- **Limited Market Specialty Hardware**: ConnectPoint is the primary U.S. market provider of solar-powered, ruggedized ePaper transit signage with integrated ADA text-to-speech functionality.
- **Operational & Fiscal Efficiency**: Direct sourcing unifies system architecture and vendor oversight. Physical posts will be acquired separately, and field installation will be handled in-house by Metro staff to minimize costs.

FISCAL IMPACT
The contract totals $188,013.00 across a 3-year lifecycle ($123,864.00 one-time capital deployment subtotal and $64,149.00 for 3 years of recurring hosting/licensing). The funds for this deployment will be sourced from ARPA funds programmed for this purpose through South Portland and BSOOB Transit.

RECOMMENDATION
Approve staff's recommendation for a non-competitive procurement exception to allow the award of a contract to Ineo Systrans USA Inc. in the amount of $188,013.00.

CONTACT

Chad Heid
Chief Transportation Officer
(207) 571-3029
cheid@gpmetro.org

ATTACHMENTS

Attachment A – Systrans ConnectPoint Quote

GREATER PORTLAND TRANSIT DISTRICT

TECHNICAL AND COMMERCIAL PROPOSAL

PA26-7903-C

Solar ePaper Signage

Date: August 21, 2026

WRITER	ACCOUNT MANAGER	SYSTEM MANAGER
M. MIYATA	M. MIYATA	B. GAILLARD

Ineo Systrans USA inc.
8601 Dunwoody Place, Building 1, Suite 115
Sandy Springs, GA 30350

CONTENT

I INTRODUCTION

I.1 PURPOSE OF THE DOCUMENT

This document is SYSTRANS' proposal for solar-powered e-Paper digital bus stop display signage.

I.2 REVISIONS

RELEASE	DESCRIPTION
A	First Release
B	Added CP-32
C	Revised to remove installation from SOW & revised pricing and warranty

II TECHNICAL PROPOSAL

II.1 PREAMBLE

SYSTRANS is pleased to offer Greater Portland Metro the Solar-powered e-Paper signage – The ConnectPoint CP-13 digital bus stop display.

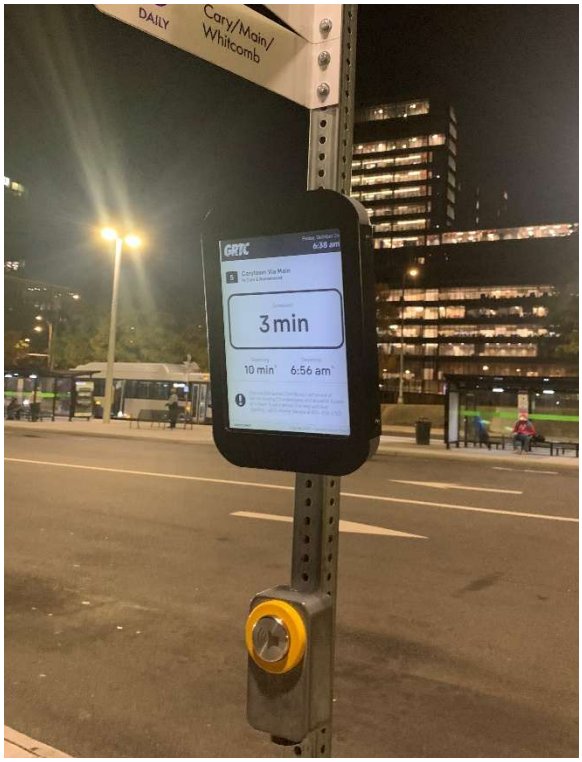
The CP-13 provides plug and play digital signage for AC or solar-powered locations and can be mounted to a shelter or freestanding pole. The CP-13 is designed for extreme weather and outdoor use and offers a high-resolution ePaper screen with crisp daytime and nighttime visibility.

The CP-13 offers a variety of dynamic messaging options, including real-time or scheduled next departure information, real-time alerts, and advertising imagery.

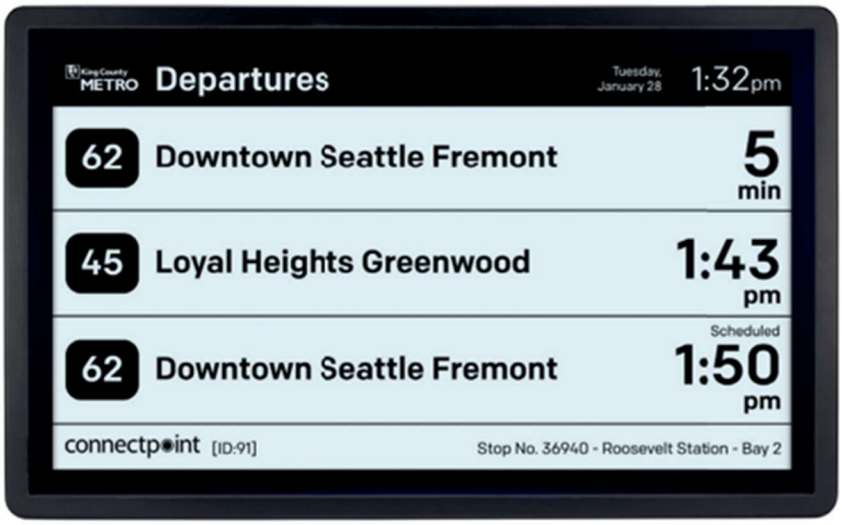
A few photos from previous SYSTRANS implementations in Green Bay, MN (with vandal guards), Lynchburg, VA (no vandal guards), and Greenville, SC of the CP-13 ePaper signage with SYSTRANS GTFS and GTFS-real-time feeds and alerts are shown below for reference.

Ineo Systrans USA inc.
8601 Dunwoody Place, Building 1, Suite 115
Sandy Springs, GA 30350

One night time photo from our customer in Greenville, SC.



Per customer request, the CP-32 has been added to the proposal. It features the same properties as the CP-13 signs. Please note, the pricing provided is for an AC powered sign. If a solar-powered sign is preferred, please advise. ConnectPoint has determined, based on the installation location of an interior vestibule of a security-monitored building, additional enclosures are not necessary. The CP32 comes with VESA mount compatibility, ideal for such wall applications.



Active Screen Area	32 inches
Dimensions	30.7" H x 18.8" W x 1.5" D
Weight	32 lbs
Resolution	2560 x 1440 pixels
Orientation	Landscape or Portrait
Screen Protection	2 layer: 3mm Tempered , 2.5mm Gorilla Glass 3 (anti-glare & UV stability) / IK10
Viewing Angle	Ultra-Wide 160°
Screen Color	16 level Grayscale Monochrome
Screen Illumination	Direct Light Guide
Connectivity	Wireless Cellular (4G) or WiFi

Operating Temperature	-4°F to 140°F / -20°C to 60°C
IP Rating	IP66
Text-to-Speech	TTS capable with audio button option
Power Requirements	Ultra Low Power 12v (DC), Solar/LiFePo Battery, 110v Adapter (AC)
Installation Applications	Shelter, Wall, Totem, Kiosk, Custom Build

II.2 EQUIPMENT

Each ePaper signage package includes:

- One (1) 13-inch digital display
- One (1) solar panel with wiring
- One (1) set of bracketry to mount the solar panel and sign to a standard bus stop pole
- One (1) 32-inch digital display
- Each sign can support two different GTFS feeds to support the Systrans' feed and BSOOB feed

Optional items:

- Vandal Guard with GPM logo.
- Falcon Buttons

II.3 CPAM, CONNECTPOINT ASSET MANAGEMENT SYSTEM (CPAM)

The system's power and content are remotely managed by the Connectpoint Asset Management System (CPAM™) from the convenience of a desktop or mobile device.

CPAM meets and exceeds your requirements for a CMS.

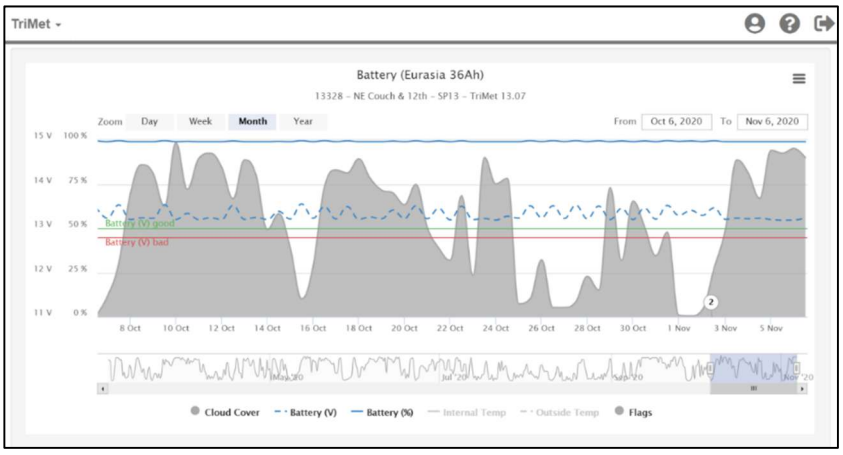
- ☑ Communicate with all display technologies.
- ☑ Ability to display multi-modal data and real-time content from GTFS-RT or AVL APIs.
- ☑ One application to control and monitor content and monitor multiple devices, including smart lighting and audio annunciation.
- ☑ Scalable: easy to add displays of different types and models.
- ☑ Flexible: move displays to different stop locations as needed.
- ☑ Ability to manage displays and upload content from a desktop computer using a web interface or a mobile phone.
- ☑ Diagnostics and remote health monitoring of power, battery strength and connectivity
- ☑ Upload a variety of image formats.
- ☑ Third-party data integration, such as weather or news available.

Device Monitoring

Connectpoint displays and solar panels do not require an external third-party controller to reset the power supply. The power to an ePaper display is supplied by a LiFePO4 battery, which is refreshed by the solar panel.

Connectpoint utilizes CPAM to monitor the battery levels and power of each display (Figure 2). When battery performance reaches a critical level, Connectpoint staff receive automatic alerts from the display and then act. A default "splash" message for a display can be set up before a display cannot operate due to a lack of power or when operating temperatures exceed limits. With cellular or Wi-Fi connectivity, Connectpoint can remotely reset ePaper displays and provide notifications directly to the agency when a display is not functioning properly. When remote reset is not feasible, Connectpoint will work directly with your team to troubleshoot a display.

Figure 2: Remote Monitoring of Battery Strength for a CP13 Display at TriMet, Portland, OR



Programmatic API Updates and Software Updates

Unless an emergency update is required, updates are performed outside of regular service hours. Connectpoint can provide additional capabilities for the city to adjust operating parameters, including display lighting. Other parameters, such as audio volume and sleep cycles, are universal parameters that Connectpoint sets. However, we can provide this functionality in CPAM.

Wireless Cellular Connectivity and Security

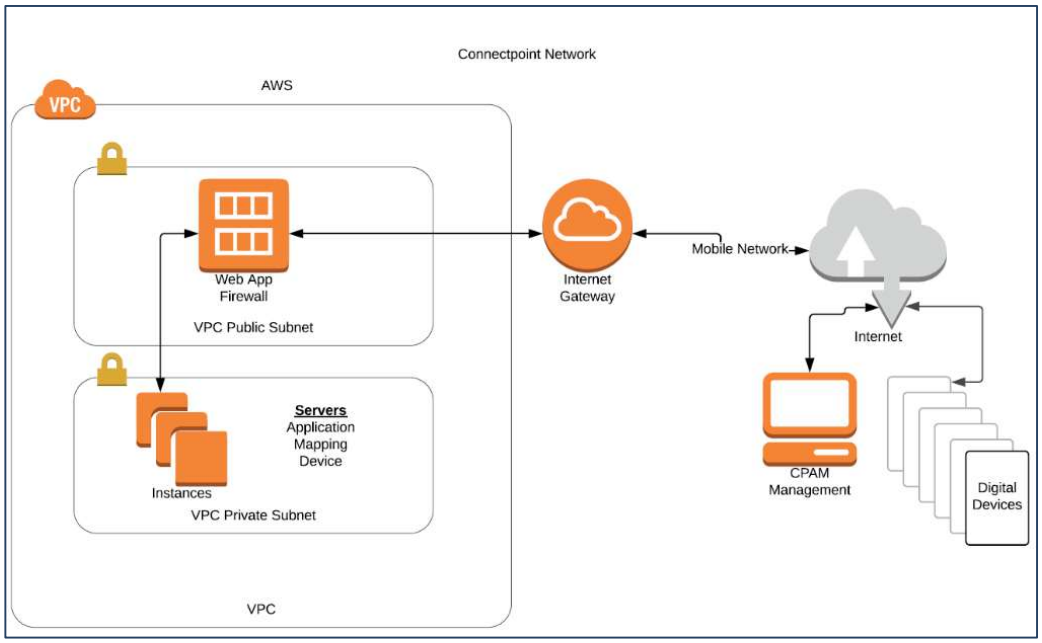
Figure 3 presents a network diagram of how Connectpoint's CMS (CPAM) communicates with Connectpoint displays, smart LED lighting, and Push-to-Talk (PTT) audio annunciation buttons. All devices are 4G compliant. Connectpoint utilizes Amazon Web Services (AWS) for our server architecture and network connectivity. Mobile, Wi-Fi, and Ethernet data handling support user-defined strategies, including secure Wi-Fi or mobile VPN requirements.

Because Connectpoint has partnered with AT&T, data support is prioritized as part of their network, enabling Connectpoint to receive the highest level of security and priority for its communications with its clients.

Devices connect to AT&T's APN and data center. From there, a dedicated VPN connects the APN to Connectpoint's servers. Device traffic is securely routed from ATT's network to Connectpoint through the VPN tunnel.

Connectpoint offers a cyber-secure virtual private network (VPN) using AT&T machine-to-machine-certified SIM cards for its Connectpoint displays and Falcons. A critical advantage of our advanced partnership with AT&T is that Connectpoint displays do not lose their cellular connection and are not de-prioritized for cellular communications during data surges or emergencies. This approach ensures the highest level of network security available using AT&T server encryption, which is not found in voice devices or used by our competitors for data communication to their displays. These critical safety features come at no additional cost.

Figure 3: Connectpoint Secure Network Communications



Agencies manage permissions for users with assistance from Connectpoint. New users will receive usernames and passwords and will be designated either as a manager or reviewer, which defines the scope of what they can monitor in CPAM.

Coordination with Available Data

Generally, Connectpoint programs GTFS-RT data to provide real-time updates of vehicle positions and ETAs for its ePaper displays. When real-time alerts are available, Connectpoint can use this feed to automatically display alerts from a CAD/AVL system, such as SYSTRANS' as they are posted.

Connectpoint can offer well-designed display templates using GTFS-RT data that meet your specific requirements, ensuring the agency does not sacrifice customization for functionality.

Opportunities for Feedback

Connectpoint welcomes feedback on how to improve their products, processes, and approach. Your team will have ample opportunities to provide feedback through regular project meetings throughout this engagement if requested. They are a phone call away.

Cybersecurity

Connectpoint utilizes industry best practices, including MFA and SOC 2 Type II.

II.4 PROFESSIONAL SERVICES

SYSTRANS will provide the following professional services:

- Project management and coordination for all items in this proposal.
- Shipping and Handling to Greater Portland Metro.
- Initial setup and software programming.

DISCLAIMERS:

Site preparation, including mounting structure, is the responsibility of Greater Portland Metro.

Storage of delivered equipment prior to installation is the responsibility of Greater Portland Metro. Displays and battery assemblies must be stored indoors in a heated, dry environment. Warranty does not cover damage or capacity loss resulting from storage outside of these conditions.

Connectpoint recommends a 2" x 2" square pole or round hollow pole as the cabling could be installed inside the pole/post. GPM has U-channel poles which will leave the cabling exposed.

III FINANCIAL PROPOSAL AND TIMING

III.1 LEAD TIME

A purchase order is required by August 31, 2026, to deliver the equipment by mid-December. ***The costs provided are assuming a support, licensing and hosting period from December 2026 through December 2029 for a full 3-year term.***

III.2 PRICING

Prices are in USD and do not include Sales Tax. ***Extended Hardware Warranty was provided at no cost provided the 3 year term is pre-purchased.***

III.2.1 E-PAPER SIGNS & FALCON BUTTON PRICING

Price for 11, CP-13 signs, 5 falcon buttons and one CP-32 sign:

Systrans Pricing Quote for GPM					
E-Paper Signs - One Time Costs	**Unit**	**Quantity**	**Unit Price**	**Total Price**	**Comments**
13" DBS Monochrome ePaper Outdoor Signage, Gen 3	Per Sign	11	$6,622.00	$72,842.00	3-year Warranty Included
CP 13 Vandal Guard Cover Kit	Per Sign	11	$826.00	$9,086.00	
32" DBS Monochrome ePaper Outdoor Sign	Per Sign	1	$13,194.00	$13,194.00	3-year Warranty Included
Falcon TTS button mobile, No Solar	Per button	5	$2,368.00	$11,840.00	5-year Warranty Included
Setup and Programming	Lump Sum	1	$5,023.00	$5,023.00	
Project Management and Administrative Costs	Lump Sum	1	$9,583.00	$9,583.00	
Shipping	Lump Sum	1	$2,296.00	$2,296.00	
One Time Costs Total				**$123,864.00**	
E-Paper Signs - Recurring Costs					
CPAM Support, Licensing, and Hosting Year 1	Year 1 Per Sign	12	$1,674.00	$20,088.00	
CPAM Support, Licensing, and Hosting Year 2	Year 2 Per Sign	12	$1,674.00	$20,088.00	
CPAM Support, Licensing, and Hosting Year 3	Year 3 Per Sign	12	$1,674.00	$20,088.00	
Falcon Button Hosting Year 1	Year 1 Per Button	5	$259.00	$1,295.00	
Falcon Button Hosting Year 2	Year 2 Per Button	5	$259.00	$1,295.00	
Falcon Button Hosting Year 3	Year 3 Per Button	5	$259.00	$1,295.00	
TOTAL				**$188,013.00**	

Note: Pricing excludes permitting or engineering certification requirements by the City of Portland, ME or the state of Maine, if applicable.

III.3 VALIDITY

This proposal is valid until December 31, 2026.

III.4 WARRANTY

Hardware Warranty:

E-Paper Signs: 3 year hardware warranty is included, starting upon delivery.
Falcon Buttons: 5 year hardware warranty is included, starting upon delivery.

Annual Support, Licensing and Hosting Fees:

E-Paper & Falcon Buttons: To begin upon installation completion, provided installation be completed prior to February 1, 2027.

Standard warranty ensures the equipment will conform to published specifications and be free from defects in material and workmanship for five years from the shipping date.

The warranty does not cover damages resulting from acts of vandalism, and customers are required to report any visible damage within 24 hours of delivery.

III.5PAYMENT TERMS

Payment term are as follows:

- 50% due upon order
- 25% due upon delivery
- 25% balance due upon installation completion, provided installation be completed prior to February 1, 2027

Payments are due within 30 days of receipt of each invoice.