Executive Committee

November 25, 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 October 19, 2026 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. Triennial Review/Update to Agency Safety Plan (3:45-3:55) Staff will present the results of Metro's 2026 FTA Triennial Review and propose updates to Metro's Agency Safety Plan to address deficiencies that have been identified.	Glenn Fenton, Executive Director	**ACTION**
6. Advertising Campaign Review (3:55-4:10) Staff will present a proposed advertising contract with Oxford Casino for committee consideration.	Glenn Fenton, Executive Director	**ACTION**
7. Nominations of Metro Board Officer (4:10-4:20) The committee will nominate officers for Metro's Board of Directors for the 2027-2028 term.	Glenn Fenton, Executive Director	**ACTION**

8. Scarborough Non-voting Membership (4:20-4:30) The committee will consider offering the Town of Scarborough non-voting representation on Metro's Board of Directors	Ed Suslovic, Board President	**ACTION**
9. Metro Committee Structure (4:30-4:40) Committee members and staff will discuss the effectness of Metro's current committee structure. Committee members may elect to propose changes to Metro's committee structure for adoption by the Metro's full Board of Directors.	Ed Suslovic, Board President	Discussion Possible & **ACTION**
10. Future Agenda Items (4:40-4:45) • MaineDOT Funding • Changes to Metro's Advertising Policy • Bus Rapid Transit • Jewel Box Shelter • Roux Partnership Update • PACTS Funding Formula	Ed Suslovic, Board President	Information
11. Upcoming Meetings (4:40-4:45) • Board of Directors – December 10, 2026, at 4:00 pm No additional Board/Committee meetings are scheduled in 2026. Once committee assignments are finalized, Metro's 2027 meetings will be scheduled.	Ed Suslovic, Board President	Information
12. Adjournment (4:45)	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

October 19, 2026

DRAFT Meeting Minutes

Committee Member:	Municipality:	Role:	Status:
Ed Suslovic	Portland	President	Absent
Linda Cohen	South Portland	Vice President	Present
John Thompson	Westbrook	Secretary	Present
Joshua Reny	South Portland	Treasurer	Present
Hope Cahan	Falmouth	Past President	Absent

Staff Present	Identified Members of the Public
Glenn Fenton, Executive Director	Present
Shelly Brooks, Chief Financial Officer	Present
Mike Tremblay, Director of Transit Development	Present
Megan Hannan, Director of Government Affairs & Community Engagement	Present
Denise Beck, Exec. Assistant	Present

1. **The meeting was called to order by Linda Cohen at 4:30 pm.**

2. **Public Comment**
   No members of the public were present.

3. **Approval of the September 30, 2026 Minutes**
   The minutes form the September 20, 2026 Executive Committee were moved for approval by Josh Reny, seconded by John Thompson, and approved unanimously.

4. **Executive Director's Report:**
   Glenn Fenton provided updates pertaining to Metro operations, service performance, external affairs, and major projects. Updates included:
   - September ridership numbers are down 2.4% from 2025.
   - Metro Connect Falmouth ridership strong through the summer and September.
   - Scarborough Route 25 ridership doing well with app 1600 boardings since the Oct. 4, 2026 start of service
   - Metro Connect Scarborough has seen a steady increase in unique accounts created for the on-demand mobile app. Service is off to a great start.
   - Legislative Update: Reduction in (IIJA) transit funding by 20%.
   - Metro and GPCOG staff to coordinate BRT strategies with municipalities.

   Additional details are included in meeting materials.

5. Budget Update

Glenn Fenton presented an update on the development of Metro's 2027 budget.

- Total budget, if approved, is $22.6M, with an 18% increase from 2025.
- Increased **expenses** are mostly due to fuel, parts, and new Scarborough service.
    - In response to a question by Josh Reny asking what the percentage increase of this budget year to year would be without Scarborough service, Shelly Brooks said the service adds app $1.6 million (6.5%) for 2027.

- **Projected Revenue:** No increase in MDOT funding; 9 % increase in FTA funding, and municipalities will have an 18% increase in their contributions.
    - John Thompson asked if municipalities get a 'heads up' on the increase in their contributions. Glenn Fenton provided a list of meetings to discuss Metro's 2027 budget, that have already been held or planned, with community representatives. He added that the South Portland Council voted on Oct. 13 to use TIF funding to expand service in South Portland next year (2027).

This budget will be presented to the full Board of Directors for a vote at the October 29, 2026 Metro Board of Directors meeting.

6. Metro Facility Alternatives Analysis

Glenn presented a summary of results of Metro's recently completed facility site alternative analysis, including the recommendation made by Metro's Facility Planning Committee. Additional details are included in the materials for this meeting.

Summary of presentation:

- Metro's current site on Valley Street has run out of room and cannot accommodate the additional buses, maintenance bays, bus storage, and admin space needed to grow Greater Portland Metro.

- From December 2025 to September 2026, Metro staff has been working with a consultant to conduct a comprehensive search of properties able to accommodate the full program. More than 40 sites were scanned, nine were shortlisted, and two were included in the final review:
    - Alt 1: Redevelop 114 Valley Street and buy leased 151 St. John next door.
    - Alt 2: Build new facility at 114 Mussey Rd., Scarborough, sell Valley St.

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- On life-cycle cost and scheduling and operations, the comparison favors redeveloping Valley Street with 151 St. John Street. Mussey Road offers more room and an easier move, but there would be higher operating costs and risk (forested wetlands, need for off-site traffic signal, etc.).

- The funding breakdown chart, shown in the presentation included in the meeting materials, will be refined.

- If this plan moves forward, phased-in construction would begin in 2029 with a goal of opening of the new facility in 2032.

This item will be presented to the full Board of Directors at the October 29, 2026 meeting.

7. Metro Committee Structure

Committee members and staff discussed the effectiveness of Metro's current committee structure, which consists of five committees:

- **Executive Committee**
- **Operations and Planning Committee**
- **Marketing and Communications Committee**
- **Finance Committee**
- **Advocacy Committee**

The full Metro Board of Directors reviews and votes on recommendations presented at committee meetings and meets four or five times a year.

Most of the discussion for this item was around whether to continue to have a separate Advocacy Committee that meets on a regular basis, include discussion items into another committee (such as (Marketing/Community Relations or Executive Committee), or ask board members to advocate for transit-related legislative bills as they are presented.

Glenn suggested these possible alternatives:

1. Not all board members need to be on a committee
2. Board members can be redistributed between committees
3. Board members to act as Advocacy Committee liaisons.

Linda Cohen said that if the Advocacy Committee is dissolved, all board members should continue to be involved in committee work. Josh Reny agreed and noted that numbers can by dynamic – not all committees need to have equal numbers. John Thompson suggested having a less formal Advocacy Committee (that doesn't meet on a regular basis). Glenn Fenton said this item will be discussed and decided at the December Board of Directors meeting (Date TBD).

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8. Future Agenda Items

- Triennial Review
- Metro Committee Structure
- Bus Rapid Transit
- Jewel Box Shelter
- Roux Partnership Update
- PACTS Funding Formula

9. Upcoming Meetings

- Finance Committee – October 22, 2026, at 3:30 (meeting to review draft budget)
- Board of Directors – October 29, 2026, at 4:00 pm
- Facility Planning Committee – October 15, 2026 at 4 pm
- Market/Coms Committee – November 4, 2026 at 3:30 pm
- Advocacy Committee – November 12, 2026 at 12:30 pm
- Planning & Ops Committee - Nov. 18, 2026 at 10:30 am
- Facility Planning Committee - (T.B.D.)
- Executive Committee - November 25, 2026 at 3:30 pm (T.B.D.)

(Glenn Fenton asked if the Committee would want to move the meeting, currently scheduled for the day before Thanksgiving. Members decided to keep the date as scheduled.)

10. Adjournment:

Linda Cohen adjourned the meeting at 5:28 pm.

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EXECUTIVE COMMITTEE AGENDA ITEM 5

DATE
November 25, 2026

SUBJECT
Federal Transit Administration's (FTA) 2026 Triennial Review Draft Report; Update to Metro's Agency Safety Plan

PURPOSE
Staff will review with the committee the results of Metro's 2026 FTA Triennial Review and approve changes to Metro's Agency Safety Plan to ensure compliance.

BACKGROUND/ANALYSIS
The Federal Transit Administration (FTA) issued its Final Report for the FY 2026 Triennial Review of Metro on October 19, 2026. The evaluation assessed Metro's compliance with federal requirements across up to 21 review areas. Overall, Metro demonstrated strong compliance, with no repeat deficiencies from the prior FY 2023 review. The FTA found Metro deficient in only one area: the Public Transportation Agency Safety Plan (PTASP).

Detailed Findings and Corrective Actions The review identified three specific deficiencies within the PTASP category. Two of these have already been resolved, while one remains pending:

Deficiency 1: Safety Committee Responsibilities (PTASP2-6)
Issue: Metro's PTASP did not establish that the Safety Committee is responsible for setting annual safety performance targets for the safety risk reduction program.
Status: Closed. Metro submitted an updated PTASP as approved by the Executive Committee on September 30, 2026, which satisfactorily addressed the requirements and closed the deficiency.

Deficiency 2: Safety Committee Procedures (PTASP2-8)
Issue: Metro failed to provide a dispute resolution process for the Safety Committee. Consequently, there was no evidence demonstrating that the Accountable Executive was restricted from resolving disputes within the committee, as required.
Status: Closed. Metro submitted an updated PTASP as approved by the Executive Committee on September 30, 2026, which satisfactorily addressed the requirements and closed the deficiency.

Deficiency 3: Missing Safety Performance Targets (PTASP3-2)
Issue: The PTASP did not include all of the 14 required annual safety performance targets. Missing targets included Collision Rate, Pedestrian Collision Rate and Vehicular Collision Rate.

Status: Pending Corrective Action. Metro submitted the required plan to address this by November 18, 2026. The agency must submit an updated Agency Safety Plan containing all 14 required targets by February 2, 2027.

Next Steps Metro's remaining compliance obligation is strictly focused on establishing the missing safety performance targets. Metro's Safety Committee met on November 20, 2026 and approved the addition of the missing performance targets to the Agency Safety Plan and also established goals for each target. Once the changes to the plan are approved by the Executive Committee staff can submit the corrected approved plan to the FTA and closed out the remaining deficiency.

Attachment A provides Metro's revised Agency Safety Plan inclusive of the missing safety performance targets. Attachment B includes FTA's final draft report which provides more information on the 3 deficiencies as well FTA's required corrective actions.

FISCAL IMPACT
None.

PRIOR COMMITTEE REVIEW
None.

RECOMMENDATION
Approve Version 1.61 of Metro's Public Transit Agency Safety Plan.

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

ATTACHMENTS
Item 5 Attachment A – Metro Agency Safety Plan Version 1.61
Item 5 Attachment B – Metro 2026 Federal Transit Administration (FTA) Triennial Review – Final Draft Report.



Public Transportation Agency Safety Plan

-Version 1.61-

Tom Ridge, Transit Operations Manager, CSO

Under Part 673, Greater Portland Transit District (Metro) is required to maintain documents that describe its Agency Safety Plan including those related to implementation and results from processes and activities. Metro has existing outside documentation that describes processes, procedures, and other information required in Part 673. This outside material may be referenced in this ASP by specifying the document name and locations within the appropriate sections of this plan.

Since Metro is considered a small public transportation provider not all requirements of Part 673 are applicable to Metro's ASP. Metro may choose to provide additional information beyond what is required if they so choose. Any documents related to Metro's SMS will be made available when requested by the FTA, or any other oversight agencies.

Version Numbers and Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All	originating document	12/17/2020
1.1	All	draft document – out for review by FTA	05/03/2021
1.2	Small changes made by FTA request, RTP added into doc	Suggestions made by FTA for correction	05/25/2021
1.3	New info on infectious diseases, inclusion of safety training requirements, new performance targets	Required by Bipartisan Infrastructure Law	04/25/2022
1.4	Added Appendices A & B	Required for 2022 required by Bipartisan Infrastructure Bill	12/21/2022
1.5	Updates to job titles, safety performance targets, committee participants and procedure, and the inclusion of assault on transit workers	Required inclusion of assault considerations and an annual update	2/2/26
1.6	Safety Performance Targets - Page 10 Safety Risk Assessment - Pages 17-18 Appendix B	Updated to define the responsibility for target setting to the Committee; updated to include dispute resolution process and responsibilities, updated the targets in Appendix B and targets section to reflect updated guidelines (14 total)	9/22/26

1.61	Safety Performance Targets – Page 10/Appendix B Risk Reduction Program – Appendix B	Added new target fields and Safety Committee set targets Reworked both tables to include new fields to better align with FTA requirements.	11/19/26

Contents

Safety Management Policy Statement 3

METRO is committed to: 3

Key Objectives: 4

Definitions 5

Commonly Used Acronyms 7

1. Transit Agency Information 8

2. Plan Development and Approval 9

3. Safety Performance Targets 10

4. Safety Management Policy 11

Key Objectives: 11

5. Safety Risk Management 15

Safety Risk Management 15

Safety Hazard Identification 15

Safety Risk Assessment 17

Table 1: Risk Assessment Matrix 18

Table 2: Safety Risk Criteria 18

Table 3: Severity Categories for Hazard Assessment 19

Table 4: Likelihood Levels for Hazard Assessment 20

6. Safety Assurance 21

7. Safety Promotion 23

8. Safety Groups and Meetings 25

9. Safety Training Schedule 25

Safety Management Policy Statement

This document lays the framework for Great Portland Transit District's Agency Safety Plan. The policies and procedures chronicled within allow Metro to maintain a safe work environment for its employees, its contractors, its passengers, and the public at large. Safety is a core value, and managing safety is a core business function for Metro. Metro is committed to developing, implementing, maintaining, and continuously improving our processes to provide the highest level of safety performance while meeting, or exceeding, all established safety standards.

All levels of Metro's personnel are accountable for delivering the highest level of safety performance, starting with Metro's Executive Director.

Metro is committed to:

Executive Commitment to Safety: Executive Management will lead the development of an organizational culture that promotes safe operations and provides appropriate resources to supporting this core management function through fostering and ensuring safe practices, improving safety when needed, and encouraging effective employee safety reporting and communication. Metro will hold executives, managers, and employees accountable for safety performance.

Communication and Training: Employee engagement is crucial to a functioning Safety Management System.

Responsibility and Accountability: All levels of management will be responsible for delivering safe and quality transit services that represent Metro's performance of its Safety Management System.

- Managers will take an active role in Safety Risk Management process and ensure that Safety Assurance functions are supported.
- Managers are responsible for ensuring that Safety Risk Management is being performed in their operational areas of control to assure that the safety risk associated with safety hazards is assessed and mitigated.
- Safety performance will be an important part of performance evaluations for Metro managers and employees.

Responsibility of Employees and Contractors: All employees and contractors will support safety management by ensuring that hazards are identified and reported.

Employee Reporting: Executive management will use Metro's safety reporting program as a viable tool for employees to voice their safety concerns. All frontline employees will be responsible for utilizing this program as part of the Safety Management System. No action will be taken against any employee who communicates a safety condition through the Metro safety reporting program unless such a disclosure indicates the following: an illegal act, gross misconduct or negligence, or a deliberate or willful disregard of Metro rules, policies, and procedures.

Performance Monitoring and Measuring: Metro will use industry standards, and in-house data, to establish realistic measures for safety performance, and to set safety performance targets to ensure continual improvement in safety performance. Managers will verify that the safety risk mitigations put in place are appropriate and effective.

Review and Evaluation: Metro will measure Safety Management System performance through the Safety Risk Register. Analyzing key safety performance indicators, reviewing inspections, investigations and corrective action reports, and auditing the processes that support the Safety Management System will become the basis for revising and/or developing safety objectives, safety performance targets, and safety improvement plans.

Key Objectives:

1. Executive staff and managers will communicate the purpose and benefits of the Safety Management System to all staff, managers, supervisors, and employees through Metro's All Staff meetings, bulletin boards, emails, and newsletters.
2. Providing appropriate management involvement and the necessary resources to ensure an effective Employee Safety Reporting Program (ESRP) that will encourage employees to communicate and report and unsafe work conditions, hazards, or at-risk behavior to the management team.
3. Nurturing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through Metro's ESRP, unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard for regulations or procedures.
4. Utilizing data from the ESRP, historical data, and best industry practices, Operations will develop processes and procedures to mitigate safety risk to an acceptable level.
5. Safety performance targets will be established that are realistic, measurable, and data driven. Continuous improvement of Metro's safety performance through management processes that ensure appropriate safety management action is both taken and effective.

Definitions

Term	Definition
Accident	An event that involves any of the following: a loss of life, a report of a serious injury to a person, a collision of public transportation vehicles, a runaway vehicle, or an evacuation for life safety reasons.
Accountable Executive	A single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsible for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's PTASP, in accordance with 49 USC 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 USC 5326.
Employee Safety Reporting Program	A program that gives all Metro employees and contractors the ability to report safety concerns and issues to management.
Equivalent Authority	An entity that carries out duties similar to that of a Board of Directors for a recipient or sub recipient of FTA funds under 49 USC Chapter 53, including sufficient authority to review and approve a recipient or sub recipient's Public Transportation Agency Safety Plan.
Event	An accident, incident, or occurrence.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Incident	An event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
Investigation	The process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
Metro	The public facing name for Greater Portland Transit District.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 USC Chapter 53.
Near Miss	A future event that could take place due to a hazard.
Occurrence	An event without any personal injury in which any damages to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator	A public transportation system means a provider of public transportation as defined under 49 USC 5302.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets ad to assess progress toward meeting the established targets.
Performance Target	A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
Public Transportation Agency Safety Plan (or Agency Safety Plan)	The documented comprehensive Agency Safety Plan for a transit agency that is required by 49 USC 5329 and Part 673.
Risk	The composite of predicted severity and likelihood of the potential effect of a hazard.
Risk Mitigation	A method or methods to eliminate or reduce the effects of hazards.
Safety Assurance	Processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	Responsible for reviewing any and all hazards on a bimonthly basis.
Safety Management Policy	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
Safety Management System	The formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
Safety Performance Target	A performance target related to safety management activities.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk Assessment	The formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
Safety Risk Management	A process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
Safety Risk Register	A record of identified hazards and their potential consequences. Used to record their safety risk ratings, mitigations, monitoring measures, implementation, and effectiveness of such actions.
Serious Injury	• Hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received. • Results in a fracture of any bone (except for simple fractures of fingers, toes, or noses). • Causes severe hemorrhages, nerve, muscle, or tendon damage. • Involves any internal organ.

	• Involves second or third degree burns, or any burns affecting more than 5 percent of the body surface.
Transit Agency	An operator of a public transportation system.
Transit Asset management Plan	The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 USC 5326 and 49 CFR Part 625.

Commonly Used Acronyms

Acronym	**Phrase**
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
GPCOG	Greater Portland Council of Governments (MPO)
GPTD	Greater Portland Transit District (Metro)
MPO	Metropolitan Planning Organization
PACTS	Portland Area Comprehensive Transportation System
PTAC	State of Maine's Public Transit Advisory Council
RTP	Regional Transportation Program, Metro's contracted paratransit provider
SMS	Safety Management System
SOP	Standard Operating Procedure
SRM	Safety Risk Management
USC	United States Code
VRM	Vehicle Revenue Miles

1. Transit Agency Information

Transit Agency Name	Greater Portland Transit District
Transit Agency Address	114 Valley Street, Portland Maine 04102
Name and Title of Accountable Executive	Glenn Fenton, Executive Director
Name of Chief Safety Officer or SMS Executive	Thomas Ridge, Manager of Transit Operations
Modes of Service Covered by This Plan	Fixed Route Bus Paratransit
List All FTA Funding Types	5307, 5310, 5311, 5339
Modes of Service Provided by the Transit Agency	Fixed Route Bus is directly operated; Paratransit is contracted; Demand Response in the form of microtransit
Does this agency provide transit service for another agency or entity?	No
Description of Arrangement(s)	n/a
Name and address of Agencies/Entities for which service is provided?	n/a

2. Plan Development and Approval

<table>
<tr><td>Name of Entity That Drafted This Plan</td><td colspan="2">Greater Portland Transit District</td></tr>
<tr><td colspan="2">Signature of Accountable Executive</td><td>Date</td></tr>
<tr><td colspan="2"></td><td></td></tr>
<tr><td rowspan="4">Approval by the Board of Directors or an Equivalent Authority</td><td>Name of Entity That Approved This Plan</td><td>Date</td></tr>
<tr><td>Board of Directors</td><td></td></tr>
<tr><td colspan="2">Relevant Documentation (Title and Location)</td></tr>
<tr><td colspan="2">Draft meeting minutes associated with Feb. 26, 2026 Board meeting</td></tr>
</table>

Annual Review and Update of the Agency Safety Plan

Metro's ASP meets all applicable requirements and standards set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan. The CSO will keep a written record of any changes that take place in the requirements from the FTA. These requirement changes will be crafted into Metro's ASP in a timely manner to meet or exceed any deadlines set forth by the FTA.

Metro's ASP will be jointly reviewed and updated by Metro's Manager of Transit Operations (CSO), the Executive Director (Accountable Executive), and the Chief Transportation Officer starting no later than October 1st of each year. The parties will review and approve any changes, sign the new ASP, and submit it to the Board of Directors for review and approval. The updated AP will be distributed to GPCOG and Maine's Department of Transportation for reference no later than January 31st of the upcoming year.

Revisions will be given a new version number, and documented in the table located at the front of this safety plan.

3. Safety Performance Targets

Safety Performance Targets			
Category	**Measure**	**Fixed Route**	**Non-Fixed Route**
Major Events	Major Events	0	0
	Major Events Rate*	0	0
	Pedestrian Collision Rate*	.1	.01
	Vehicular Collision Rate*	1.0	1.5
	Collision Rate*	1.0	1.5
Fatalities	Fatalities	0	0
	Fatality Rate*	0	0
	Transit Worker Fatality Rate*	0	0
Injuries	Injuries	7	2
	Injury Rate*	.41	9.09
	Transit Worker Injury Rate*	0	0
Assaults*	Assaults on Transit Workers	0	0
	Assaults on Transit Workers Rate	0	0
System Reliability (miles)	System Reliability	50,000	10,000

*Rates are per 100K revenue miles

Safety Performance Target Setting

Metro generates its safety performance targets via the activities and deliberations of the Safety Committee. The Chief Safety Officer is responsible for educating and updating Safety Committee members of the federally defined target criteria, along with reporting on the history, trends of occurrences, and mitigation steps. The Safety Committee then uses this information and other factors to inform the establishment of targets for the risk reduction program.

Metro shares the PTASP, including safety performance targets, with PACTS, which serves as the region's Metropolitan Planning Organization (MPO), and with MaineDOT each year after its formal adoption by Metro's executive staff and Board of Directors. Metro will also provide updates to the State of Maine's Public Transit Advisory Council (PTAC) on an annual basis.

Targets transmitted to the State	
State Entity Name	**Date Targets Transmitted**
Maine Department of Transportation	January 31st
Targets Transmitted to the Metropolitan Planning Organization(s)	
Metropolitan Planning Organization Name	**Date Targets Transmitted**
Portland Area Comprehensive Transportation System	January 31st

4. Safety Management Policy

Safety Management Policy Statement

Full Safety Management Policy Statement is at the beginning of this plan. The following represents an excerpt and includes the introduction and objectives:

This document lays the framework for Great Portland Transit District's Agency Safety Plan. The policies and procedures chronicled within allow Metro to maintain a safe work environment for its employees, its contractors, its passengers, and the public at large. Safety is a core value, and managing safety is a core business function for Metro. Metro is committed to developing, implementing, maintaining, and continuously improving our processes to provide the highest level of safety performance while meeting, or exceeding, all established safety standards.

All levels of Metro's personnel are accountable for delivering the highest level of safety performance, starting with Metro's Executive Director.

Key Objectives:

1. Executive staff and managers will communicate the purpose and benefits of the Safety Management System to all staff, managers, supervisors, and employees through Metro's All Staff meetings, bulletin boards, emails, and newsletters.
2. Providing appropriate management involvement and the necessary resources to ensure an effective Employee Safety Reporting Program (ESRP) that will encourage employees to communicate and report and unsafe work conditions, hazards, or at-risk behavior to the management team.
3. Nurturing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through Metro's ESRP, unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard for regulations or procedures.

4. Utilizing data from the ESRP, historical data, and best industry practices, Operations will develop processes and procedures to mitigate safety risk to an acceptable level.
5. Safety performance targets will be established that are realistic, measurable, and data driven. Continuous improvement of Metro's safety performance through management processes that ensure appropriate safety management action is both taken and effective.

Safety Management Policy Communication

The Safety Management Policy Statement will be distributed to each employee. Copies of the Safety Management Policy Statement will be posted on the Safety Communication Boards in the Operations, Maintenance, and Administrative common areas.

New-hire training and refresher training for all Metro employees will include information on the Safety Management Policy Statement. Any changes or updates made to the policy will be distributed and explained by the CSO to all Metro employees in a timely manner.

The CSO will make the ASP available to RTP (Metro's contracted paratransit) through their CSO. Any updates to the policy will be forwarded to RTP's CSO for appropriate distribution where needed.

Authorities, Accountabilities, and Responsibilities	
Accountable Executive	• Metro's Executive Director is the Accountable Executive. • Controls and directs human and capital resources needed to develop and maintain the ASP and SMS. • Designates an adequately trained CSO who is a direct report. • Ensures that Metro's SMS is effectively implemented. • Ensures action is taken to address substandard performance in Metro's SMS. • Assumes ultimate responsibility for carrying out Metro's ASP and SMS. • Maintains responsibility for carrying out Metro's Transit Asset Management Plan.
Chief Safety Officer **SMS Executive**	• The CSO is currently the Manager of Transit Operations. • Develops Metro's ASP and SMS policies and procedures. • Ensures and oversees day-to-day implementation and operation of Metro's SMS. • Manages and coordinates the activities of Metro's Safety Committee. • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in Metro's SMS and develops action plans for approval by the Accountable Executive. • Ensures Metro's policies are consistent with Metro's safety objectives. • Provides Safety Risk Management (SRM) expertise and support for other Metro personnel who conduct and oversee Safety Assurance activities.
Agency Leadership **Executive Management**	• Responsible for day-to-day SMS implementation and operation of Metro's SMS under this plan. **Metro Agency Leadership and Executive Management include:** • Executive Director (Accountable Executive) • Chief Transportation Officer • Transit Operations Manager (Chief Safety Officer) • Assistant Operations Manager • Maintenance Manager • Manager of Human Resources
Key Staff	Metro uses the Safety Committee, as well as All-Staff Meetings, to support its SMS and safety programs: • Safety Committee: Any hazards reported will be evaluated by the Safety Committee and the Chief Safety Officer during their quarterly meeting. This committee is comprised of: ○ Management Staff ○ Jamison Frager, Dispatcher / Supervisor ○ Joe Thomas, ATU President & Operator ○ Rick Tabb, Operator ○ Duane Rancourt, Operator ○ Danielle Walker, Customer Service Representative • All-Staff Meetings: Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these will be documented.

RTP's authorities, accountabilities, and responsibilities can be found on pages 4 – 6 of their ASP.

Employee Safety Reporting Program

Metro's Employee Safety Reporting Program (ESRP) encourages employees who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. A Safety Risk – Hazard Report form is available for employees to report safety conditions. These forms should be turned in to:

- The on-duty dispatcher
- Anonymously via a locked Safety Reporting box in the drivers' lobby
- Via email at safety@gpmetro.org
- Directly to any supervisor, manager, director, or the CSO

Examples of information typically reported include:

- Safety concerns in the environment (for example, county or city road conditions or the condition of facilities or vehicles)
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspections)
- Events that senior managers might not otherwise know about (for example, near misses)
- Information about why a safety event occurred (for example, radio communication challenges)

The CSO checks the Safety Reporting box, the safety@GPMetro.org email address, and meets with dispatch to review any and all safety issues on a daily basis. All reported hazards are documented in the Safety Risk Register. The CSO reviews and addresses each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through Metro's Safety Risk Management Process. All verified deficiencies, and confirmed acts of non-compliance with rules and procedures, are handled through Metro's Safety Assurance Process. The CSO will also work with the CSO of RTP (Metro's contracted paratransit) to ensure their ESRP is being handled appropriately. RTP outlines their ESRP on page 6 of their ASP. When needed, the CSO can utilize the Safety Committee for additional support. Metro's Safety Committee meetings will be used to verify ESRP compliance for both Metro and RTP.

Metro's CSO discusses actions taken to address reported and verified safety conditions during All-Staff Meetings or agency-wide communications Additionally, if the reporting employee provided their name during the reporting process, the CSO follows up directly with the employee once appropriate action has been determined and after any mitigations are implemented.

The CSO may designate a stand-in when needed.

Metro encourages participation in the ESRP by protecting employees that report safety conditions in good faith (Appendix H in Metro's Bus Operator Handbook and pages 13 – 14 in the Non-Union Policy Manual). However, Metro may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft
- Gross negligence, such as knowingly utilizing Metro equipment for purposes other than intended such that people, property, or the environment are put at risk
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.

5. Safety Risk Management

Safety Risk Management (SRM)

Metro uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. This process identifies hazards and their consequences, assesses them for potential safety risk, and resolves them in a manner acceptable to Metro's leadership. The SRM process allows Metro to carefully examine what could cause harm, determine whether we have taken sufficient precautions to minimize the harm, and if further mitigations are necessary.

The CSO leads Metro's SRM process, working with the Safety Committee to review reported hazards and consequences, assess safety risk of potential consequences, and mitigate safety risk. The results of the SRM process are documented in Metro's Safety Risk Register and referenced materials.

The SRM process applies to all elements of Metro's system including operations and maintenance; facilities and vehicles; , training, and supervision.

In carrying out the SRM process, Metro uses the following definitions:

- Safety Event – Any accident, incident, or occurrence.
- Hazard – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to GPTD; or damage to the environment.
- Assault – Incident where an individual knowingly intends to interfere, disable, or incapacitate a transit worker:
    - Physical Assault: Involves direct physical contact, including spitting, throwing substances, or using weapons, items, or projectiles against the worker.
    - Non-Physical Assault: Involves no physical contact but includes harassment, threats of violence, or intimidation.
- Risk – Composite of predicted severity and likelihood of the potential effect of a hazard.
- Risk Management – Method(s) to eliminate or reduce the effects of hazards.
- Consequence – An effect of a hazard involving injury, illness, death, or damage to GPTD property or the environment.

Safety Hazard Identification

The safety hazard identification process provides Metro with the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including:

- ESRP

- Review of vehicle camera footage
- Review of monthly performance data and safety performance targets
- Observations from supervisors
- Maintenance reports
- Comments from customers, passengers, and third parties, including Metro's transit insurance pool and vendors
- Labor Management Meetings, Safety Committee, and All-Staff Meetings
- Results of audits and inspections of vehicles and facilities
- Results of training assessments
- Investigations into safety events, incidents, and occurrences
- Federal Transit Administration (FTA) and other oversight authorities (mandatory information source).

When a safety concern is observed by management or supervisory personnel, whatever the source, it is reported to the CSO. Procedures for reporting hazards to the CSO are reviewed during All-Staff Meetings and in the Safety Committee. Metro's CSO also receives employee reports from the ESRP, customer comments related to safety, and from dispatch. The CSO reviews these sources for hazards and documents them in the Safety Risk Register.

Metro's CSO also may enter hazards into the Safety Risk Register based on their review of Metro's operations and maintenance, the results of audits and observations, and information received from FTA and other oversight authorities, as well as the National Transportation Safety Board.

The CSO may conduct further analyses of hazards and consequences entered into the Safety Risk Register to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, Metro's Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation (photographs and/or video), and taking any measurements deemed necessary
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.)
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard
- Review any past reported hazards of a similar nature
- Evaluate tasks and/or processes associated with the reported hazard

Metro's Chief Safety Officer will then prepare an agenda to discuss identified hazards and consequences with the Safety Committee during bimonthly meetings. This agenda may include additional background on the hazards and consequences, such as the results of trend analyses, vehicle camera footage, vendor documentation, reports and observations, or information supplied by FTA or other oversight authorities. Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM.

RTP outlines their own safety hazard identification process on pages 8 – 9 of their ASP. Metro will ensure compliance through regular contact between agency CSOs and though Safety Committee meetings.

Safety Risk Assessment

Metro uses its safety risk assessment process to determine the safety risk associated with identified safety hazards. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The CSO and Safety Committee assess prioritized hazards using the Safety Risk Matrix. This matrix expresses assessed risk as a combination of one severity category and one likelihood level, also referred to as a hazard rating. For example, a risk may be assessed as "1A" or the combination of a Catastrophic (1) severity category and a Frequent (A) probability level.

- "High" hazard ratings will be considered unacceptable and require action from Metro to mitigate the safety risk.
- "Medium" hazard ratings will be considered undesirable and require Metro's Safety Committee to make a decision regarding tier acceptability.
- "Low" hazard ratings may be accepted by the CSO without additional review.

Using a categorization of High, Medium, and Low allows for hazards to be prioritized for mitigation based on their associated safety risk.

The CSO schedules safety risk assessment activities on the Safety Committee agenda and prepares a Safety Risk Assessment Package. This package is distributed in advance of the Safety Committee meeting. During the meeting, the CSO presents the outcomes of the application of the SRM process and confirms with the Committee the mitigation or prevention plan is appropriate given the risk assessment and likelihood. The CSO will document the Safety Committee's confirmation or rejection of the safety risk assessment and mitigation or prevention plan. Should the Committee not reach consensus on the approach presented, the Committee will enter a formal dispute resolution process, which shall automatically advance with a seconded motion among the Committee. The CSO and the Committee will first attempt to mediate a mutually agreeable compromise through additional data gathering and a structured review. If

consensus cannot be reached within 15 business days, the dispute will be elevated to joint mediation between a designated employee representative and the CSO, or referred to an agreed-upon neutral third-party mediator, ensuring the Accountable Executive does not serve as the arbitrator or decision-maker in resolving Safety Committee disputes. Operations Staff or the CSO will maintain on file Safety Committee agendas, Safety Risk Assessment Packages, additional information collection, and completed Safety Risk Register sections for a period of three years from the date of generation.

Safety risk assessment for RTP is on pages 11-12 of their ASP. Compliance will be ensured through Safety Committee meetings.

Table 1: Risk Assessment Matrix

Risk Assessment Matrix				
Likelihood – Severity	**Catastrophic (1)**	**Critical (2)**	**Marginal (3)**	**Negligible (4)**
Frequent (A)	**1A**	**2A**	**3A**	**4A**
Probable (B)	**1B**	**2B**	**3B**	**4B**
Occasional (C)	**1C**	**2C**	**3C**	**4C**
Remote (D)	**1D**	**2D**	**3D**	**4D**
Improbable (E)	**1E**	**2E**	**3E**	**4E**

Table 2: Safety Risk Criteria

Safety Risk Criteria	
Safety Risk	**Criteria by Index**
	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations.
	Acceptable with CSO approval.

Table 3: Severity Categories for Hazard Assessment

Severity Categories		
Description	**Value**	**Criteria**
Catastrophic	**1**	Could result in one or more of the following: • death • permanent total disability • high monetary loss and/or property damage • irreversible and severe environmental impact
Critical	**2**	Could result in one of more of the following: • permanent partial disability • injury, or occupational illness that may result in hospitalization of at least three people • moderate monetary loss and/or property damage • reversible environmental impact
Marginal	**3**	Could result in one or more of the following: • injury or occupational illness resulting in one or more lost workdays • minor monetary loss and/or property damage • mitigatable environmental impact
Negligible	**4**	Could result in one or more of the following: • injury or occupational illness with no loss in work • little or no monetary loss and/or property damage • minimal environmental impact

Table 4: Likelihood Levels for Hazard Assessment

Likelihood Levels		
Description	**Value**	**Definition**
Frequent	**A**	Repeat occurrences will happen often.
Probable	**B**	Repeat occurrences will happen sometimes.
Occasional	**C**	Repeat occurrences may happen.
Remote	**D**	Occurrence unlikely to happen, and/or be repeated.
Improbable	**E**	Occurrence is highly unlikely to happen, and/or be repeated.

Safety Mitigation

Metro's Accountable Executive and CSO review the current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on outcomes of deliberation among the Safety Committee. RTP's ASP discusses mitigation on page 10. Metro will ensure RTP's mitigation strategies are appropriate through the Safety Committee. The reduction of potential hazards' likelihood and severity can reduce safety risk for both agencies.

Prioritization of safety risk mitigations is based on the results of safety risk assessments. Metro's CSO tracks and updates safety risk mitigation information in the Safety Risk Register and makes the Register available to the Safety Committee during bimonthly meetings and to the Metro staff upon request. In the Safety Risk Register, the CSO will also document any specific measures or activities, such as reviews, observations, or audits that will be conducted to monitor the effectiveness of mitigations once implemented.

6. Safety Assurance

Safety Performance Monitoring and Measurement

Metro utilizes many different processes to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits
- Informal inspections
- Regular review of onboard camera footage to assess drivers and specific incidents
- Safety surveys
- ESRP
- Investigation of safety occurrences
- Safety review prior to the launch or modification of any facet of service
- Daily data gathering and monitoring of data related to the delivery of service
- Regular vehicle inspections and preventative maintenance
- Communications with RTP's CSO (RTP's safety assurance is on pages 10 – 12 of their ASP)

Results from the above processes are compared against recent performance trends quarterly and annually by the CSO to determine where action needs to be taken. The CSO enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

Metro monitors safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The CSO maintains a list of safety risk mitigations

in the Safety Risk Register. The mechanism for monitoring safety risk mitigations varies depending on the mitigation.

The CSO establishes one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process, and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The CSO will make use of existing Metro processes and activities before assigning new information collection activities.

The CSO and Safety Committee review the performance of individual safety risk mitigations during bimonthly Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performed as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The CSO will approve or modify this proposed course of action and oversee its execution.

The CSO and Safety Committee also monitor Metro's operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accidents, incidents, and occurrence investigations
- Monitoring employee safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns
- RTP monitors their own operations. They can get assistance, if needed, from Metro's CSO, and through the Safety Committee.

The CSO works with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

Metro conducts safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors, and to review existing mitigations in place at the time of the event. These factors include:

- Organizational: managerial decisions, policies, and procedures that contribute to an event
- Equipment/Infrastructure: vehicles, technology, or buildings that contribute to an event
- Environmental: natural world conditions that contribute to an event
- Human: errors, mistakes, rule violations, personalities, etc. that contribute to an event
- Outside: the area in which the agency operates, but has no control over that leads to an event

These procedures also reflect all traffic safety reporting and investigation requirements established by State of Maine's Department of Motor Vehicles. The CSO maintains all

documentation of Metro's investigation policies, processes, forms, checklists, activities, and results.

The CSO and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the CSO and Safety Committee ensure that the concerns are investigated and/or analyzed through Metro's SRM process.

The CSO and Safety Committee verify internal and external reviews, including audits and assessments, with findings concerning Metro's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

RTP handles their own monitoring, investigating, and reporting. However, Metro is available for assistance with the process at any time. Verification of proper practices will take place during Safety Committee meetings, and through regular communications between CSOs.

7. Safety Promotion

Competencies and Training

Metro's comprehensive safety training program applies to all Metro employees directly responsible for safety, including:

- Bus operators
- Mechanics
- Building technicians
- Utility workers
- Fleet care workers
- Managers and supervisors
- Agency leadership and executive managers
- Chief Safety Officer
- Accountable Executive

Metro has a comprehensive safety training program as well as in-depth training on SMS roles and responsibilities. The scope of the training, including annual refresher training, is appropriate to each employee's individual safety-related job requirements and their role in the SMS.

Basic training requirements for Metro employees, including frequencies and refresher training, are documented in Metro's Safety Training Matrix and the Metro Employee Handbook.

Operations safety-related skill training includes the following:

- New-hire operator classroom and hands-on training for buses
- Operator retraining (recertification or return to work) for buses

- Classroom and on-the-job training for dispatchers
- Classroom and on-the-job training for operations supervisors and managers
- Accident investigation training for operations supervisors and managers

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training
- Ongoing skill training for vehicle maintenance supervisors
- Accident investigation training for vehicle maintenance technicians and supervisors
- Training provided by vendors

RTP's competencies and training can be found on pages 12 – 13 of their ASP.

Safety Communication

Metro's CSO and Director of Human Resources coordinate Metro's safety communication activates for the SMS. Metro's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- ***Communicating safety and safety performance information throughout the agency:***
  Metro communicates information on safety performance in its quarterly newsletter and during All-Staff meetings. Metro also has a permanent agenda item in all monthly Labor Management meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Metro's service or safety performance, and updates regarding SMS implementation. Metro also requests information from employees during these meetings which is recorded in meeting minutes. Finally, the Director of Human Resources, or the CSO, posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms advertising safety messages and promoting awareness of safety issues.
- ***Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:***
  As part of new-hire training, Metro distributes safety policies and procedures, included in the Metro Bus Operator Manual and Personnel Policies, to all employees. Metro provides training on these policies and procedures, and discusses them during safety talks between supervisors and bus operators, and supervisors and mechanics. For newly emerging issues, or safety events at the agency, the CSO issues bulletins or messages that are reinforced by supervisors in one-on-one or group discussions with employees.
- ***Informing employees of safety actions taken in response to reports submitted through the ESRP:***
  Including handouts and flyers, safety talks, updates to bulletins, and one-on-one discussions between employees and supervisors.

Any safety communications that are relevant to RTP will be distributed to their CSO for proper handling. RTP's own safety communications are outlined on pages 13 -14 of their ASP. Safety Committee meetings will ensure that both agencies handle safety communication in an appropriate and effective manner.

8. Safety Groups and Meetings

Group	Staff	Frequency
All Staff	All Metro employees	Semi-annually
Safety Committee	• Management Staff • Jamison Frager, Dispatcher / Supervisor • Joe Thomas, ATU President & Operator • Rick Tabb, Operator • Duane Rancourt, Operator • Danielle Walker, Customer Service Representative Equal numbers from management and frontline employees.	Quarterly

Labor Management	• Management Staff
	• Representatives from:
	  ○ Dispatch
	  ○ Operators
	  ○ Maintenance
	  ○ Admin
	  ○ Customer Service
		Quarterly

Management	• Chief Transportation Officer • Transit Operations Manager • Assistant Manager of Operations • Maintenance Manager • IT	Bi-Weekly

9. Safety Training Schedule

Group	Frequency
Staff	Annually
Operators	Annually
Maintenance	Annually
Dispatch	Annually

Appendix A

Infectious Disease Control Policy

Handling Infectious Diseases

In the event of an infectious disease outbreak, Greater Portland Transit District (Metro) will take proactive steps to protect the workplace and the public. Metro will strive to operate effectively, will ensure that all services are continuously provided, and that its employees and passengers are safe within the workplace.

Metro is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. Metro will follow all Federal, State, and CDC guidelines as required.

Infectious Disease Management

Metro will utilize its Safety Risk Management (SRM) plan as outlined in part 5, page 15, of Metro's Agency Safety Plan in response to an infectious disease event. Metro's Chief Safety Officer will enact the SRM process when an infectious disease event unfolds. The Safety Committee will identify all possible safety risks pertaining to the event. They will rate the various risks using the same Risk Assessment Matrix, page 19, in the Agency Safety Plan. The creation of effective mitigations for the safety risks will utilize all current State, Federal, and CDC guidelines. The Safety Committee will continue to monitor mitigations for their effectiveness, and to implement any changes that may be required. Mitigations will be communicated to all Metro employees as outlined in part 7, pages 23 – 24, of Metro's Agency Safety Plan. Metro will further promote safety risks and mitigations to the public, where applicable, using their website, social media, public meetings, radio, and television.

Limiting the Spread of Infection in the Workplace

Metro will ensure a clean workplace. Cleaning will include the regular cleaning of objects, all buildings, Metro vehicles, and all Metro buses. Metro's Chief Safety Officer will work with the Accountable Executive and Agency Leadership to implement, coordinate, and monitor any work rules needed to promote and enhance safety through infection control. Metro's Labor Management Team and Safety Committee will further monitor the implementation of any needed controls for their implementation and effectiveness.

All Metro employees will be required to follow any and all guidelines, mitigations, and work rules put into place to reduce or stop the transmission of infectious diseases in the workplace. Metro will work with individuals who cannot meet implemented requirements due to reasonable accommodation on a case by case basis. Metro reserves the right to determine when and which employees may work within an office setting or from home during an event to limit transmission, and to protect its workforce.

Procedures and Policies

The following list contains procedures and policies that Metro may implement during an infectious disease outbreak. This list may be adjusted, or expanded upon, depending on the nature of the event.

Temperature Screenings	All employees will report to designated areas to have their temperatures recorded when they report to work.
Limiting Travel	Metro will follow all State and Federal restrictions for outside travel.
Telecommuting	The Accountable Executive and Agency Leadership will determine when and who will participate in telecommuting.
Staying Home When Ill	All employees that experience any symptoms that are congruent with the event's symptoms will not report for work.
Medical Information/Documentation	Medical information and documentation may be requested during an event. Metro will follow all contractual language, all legal language both Federal and State, and workplace policies when requesting medication information.
Medical Information Confidentiality	Any and all obtained medical information will remain confidential. Metro will disclose information in limited circumstances with management, first responders, or government officials as required by law.
Building Closures to the Public	The Accountable Executive and Agency Leadership will determine when and what buildings should be closed during an event. These actions could include the complete closure or partial closure of any or all buildings to the public.
Building Closures to Employees	The Accountable Executive and Agency Leadership will determine when and what buildings should be closed during an event. These actions could include the complete closure or partial closure of any or all buildings to employees.
Limiting Employee Contact	Metro will implement social distancing measures amongst its employees to reduce transmission.
Limiting Outside Contact	Metro will implement social distancing measures will all outside contractors, board members, and other public. The use of teleconferencing will be used when needed.
Passenger Interactions	Metro will limit passenger interactions on buses between operators, and between other passengers through limited physical seating, total passenger limits, and rear door boarding and alighting.
Vehicle Cleaning	All Metro buses will receive thorough cleaning and disinfecting during and after each day of service. Other Metro vehicles will receive the same treatment as needed based on their use. Cleaning will be based on CDC guidelines.
Building Cleaning	All Metro buildings will receive thorough cleaning and disinfecting throughout the day. Cleaning will be based on CDC guidelines.

Appendix B

Risk Reduction Program

Risk Performance Data – 3 Year Rolling Mean									
Category	Measure	Fixed Route				Non-Fixed Route++			
		2025	2024	2023	Rolling Mean	2025	2024	2023	Rolling Mean
Major Events*	Major Events	1	1	1	1	0			0
	Major Events Rate	.07	.07	.07	.07	0			0
	Collisions	126	146	110	127	0			0
	Collision Rate	.87	1.01	.79	.89	0			0
	Pedestrian Collision Rate	0	0	.07	.02	0			0
	Vehicular Collision Rate	.87	1.06	.81	.91	0			0
Fatalities*	Fatalities	0	0	0	0	0			0
	Fatality Rate	0	0	0		0			0
	Transit Worker Fatality Rate	0	0	0	0	0			0
Injuries*	Injuries	0	0	0	0	0			0
	Injury Rate	0	0	0	0	0			0
	Transit Worker Injury Rate	1	0	1	.66	0			0
Assaults*	Assaults on Transit Workers	0	1	1	.666	0			0
	Assaults on Transit Workers Rate	0	.07	.07	.05	0			0
System Reliability (miles)	System Reliability	72,502	43,954	40,513	52,323	22,743			22,743

*Per 100K Revenue Mile

++Demand response service started in 2025

Safety Performance Targets			
Category	**Measure**	**Fixed Route**	**Non-Fixed Route**
Major Events*	Major Events	0	0
	Major Events Rate	0	0
	Pedestrian Collision Rate	.1	.01
	Vehicular Collision Rate	1.0	1.5
	Collision Rate	1.0	1.5
Fatalities*	Fatalities	0	0
	Fatality Rate	0	0
	Transit Worker Fatality Rate	0	0
Injuries*	Injuries	7	2
	Injury Rate	.41	9.09
	Transit Worker Injury Rate	0	0
Assaults*	Assaults on Transit Workers	0	0
	Assaults on Transit Workers Rate	0	0
System Reliability (miles)	System Reliability	50,000	10,000

*Rates are per 100K revenue miles

Should Metro fail to meet any of these fourteen targets, Metro will follow the guidelines listed in paragraph 4C of the Bipartisan Infrastructure Law changes to 49 U.S.C 5329(d).

Metro generates its safety performance targets via the activities and deliberations of the Safety Committee. The Chief Safety Officer is responsible for educating and updating Safety Committee members of the federally defined target criteria, along with reporting on the history, trends of occurrences, and mitigation steps. The Safety Committee then uses this information and other factors to inform the establishment of targets for the risk reduction program.

Metro shares the PTASP, including safety performance targets, with PACTS, which serves as the region's Metropolitan Planning Organization (MPO), and with MaineDOT each year after its formal adoption by Metro's executive staff and Board of Directors. Metro will also provide updates to the State of Maine's Public Transit Advisory Council (PTAC) on an annual basis.

Table figures are ratios derived from the actual number of events divided by per 100K revenue miles.

U.S. Department of Transportation
Federal Transit Administration

REGION 1
Connecticut, Maine,
Massachusetts,
New Hampshire,
Rhode Island, Vermont

Volpe Center
220 Binney Street,
Floor 9, Suite 940
Cambridge, MA 02142-1093

October 19, 2026

Ed Soslovic
Board President
Greater Portland Metro
46 Kenwood St
Portland, ME 04102

Re: Fiscal Year FY2026 Triennial Review– Final Report

Dear Mr. Suslovic:
I am pleased to provide you with a copy of this Federal Transit Administration (FTA) final report which documents the results of FTA's Fiscal Year (FY) 2026 Triennial Review of the Greater Portland Transit District (GPTD) in Portland, Maine. Although not an audit, this Triennial Review is FTA's review and evaluation of GPTD's compliance with Federal requirements, determined by examining award management and program implementation practices. As such, this review is not a comprehensive and final review of compliance with program funding requirements. The Federal Transit Administration may engage in further compliance reviews, audits, or evaluations appropriate to determine the recipient's compliance with federal law and the terms and conditions of its funding agreements. The Triennial Review focused on GPTD's compliance in up to 21 areas. Deficiencies were found in one (1) area: Public Transportation Safety Plan (PTASP). GPTD had no repeat deficiencies from the FY2023 Triennial Review.

This report contains proposed corrective actions that, if implemented within the provided timeframes, will resolve FTA's finding of non-compliance. Failure to implement the corrective actions within the stated timeframes may result in remedial measures, including possibly an adjustment to the amount of an FTA-funded grant or the withdrawal of such grant.

After the site visit, GPTD provided corrective action responses to address/and close deficiencies noted in the PTASP area of the report that follows.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Mr. Sean McGrath, General Engineer, at 617-494-2396 or by email at sean.mcgrath@dot.gov; or Mr. Abram Auguste, General Engineer, at 617-494-6311 or by email at abram.auguste@dot.gov; or Mr. Gene Perry, your reviewer, at 859-322-4994 or by email at Gene.perry@longevityconsulting.com.

Sincerely,

Peter S. Butler
Regional Administrator

Enclosure:

cc: Sean McGrath, General Engineer, FTA Region I
Abram Aguste, General Engineer, FTA Region I
Gene Perry, Lead Reviewer, Longevity Consulting
Glenn Fenton, Executive Director, Greater Portland Transit District

FINAL REPORT

FISCAL YEAR 2026
TRIENNIAL REVIEW

Of

Greater Portland Transit District
(GPTD)
Portland, Maine
Recipient ID# 1348

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION #1

Prepared By:

SUMMIT Risk and Resilience Services LLC
under subcontract to Longevity Consulting, LLC

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Table of Contents

I. Executive Summary 1
1. Metric 1
2. Summary of Findings 1
II. Review Background and Process 1
1. Review Background 1
2. Process 1
III. Recipient Description 3
1. Organization 3
2. Award and Project Activity 3
IV. Results of the Review 6
1. Legal 6
2. Financial Management and Capacity 6
3. Technical Capacity – Award Management 6
4. Technical Capacity – Program Management & Subrecipient Oversight 6
5. Technical Capacity – Project Management 7
6. Transit Asset Management 7
7. Satisfactory Continuing Control 7
8. Maintenance 7
9. Procurement 7
10. [Reserved] 8
11. Title VI 8
12. Americans with Disabilities Act (ADA) – General 8
13. ADA – Complementary Paratransit 8
14. [Reserved] 8
15. School Bus 8
16. Charter Bus 9
17. Drug Free Workplace Act 9
18. Drug and Alcohol Program 9
19. Section 5307 Program Requirements 9
20. Section 5310 Program Requirements 10
21. Section 5311 Program Requirements 10
22. Public Transportation Agency Safety Plan (PTASP) 10
23. Cybersecurity 14
V. Attendees 15
VI. Appendices 13

I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Greater Portland Transit District (GPTD) of Portland, Maine. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by Longevity Consulting (Contractor). During the site visit, the reviewers discussed the administrative and statutory requirements and reviewed recipient documents.

1. Metric

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- Not Deficient (ND): An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- Deficient (D): An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable (NA): An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

2. Summary of Findings

The Fiscal Year (FY) 2026 Triennial Review focused on GPTD's compliance in up to 21 areas. Deficiencies related to the COVID-19 Relief funds have been clearly identified as part of the deficiency description in the respective review area.

There were no repeat deficiencies from the FY 2023 Triennial Review.

Deficiencies were found in the areas listed below.

Review Area	Findings	Deficiencies		Corrective Action(s)	Response Due Date(s)	Date Completed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	ND					

Review Area	Findings	Deficiencies		Corrective Action(s)	Response Due Date(s)	Date Completed
		Code	Description			
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	ND					
10. [Reserved]						
11. Title VI	ND					
12. Americans With Disabilities Act (ADA) - General	ND					
13. ADA – Complementary Paratransit	ND					
14. [Reserved]						
15. School Bus	N/A					
16. Charter Bus	N/A					
17. Drug-Free Workplace Act	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	N/A					
21. Section 5311 Program Requirements	N/A					

Review Area	Findings	Deficiencies		Corrective Action(s)	Response Due Date(s)	Date Completed
		Code	Description			
22. Public Transportation Agency Safety Plan (PTASP)	D	PTASP2-6: Safety Committee is not responsible for minimum requirements.	The *GPTD PTASP Version 1.5* document does not identify or establish the responsibility for the Safety Committee to set annual safety performance targets for the safety risk reduction program.	1. Develop a plan for submitting evidence that the ASP includes or incorporates by reference the minimum Safety Committee responsibilities. 2. Submit evidence that the ASP includes or incorporates by reference the minimum Safety Committee responsibilities.	14 days (November 18, 2026) 90 days (February 02, 2027)	September 28, 2026 October 8, 2026

Review Area	Findings	Deficiencies		Corrective Action(s)	Response Due Date(s)	Date Completed
		Code	Description			
	D	PTASP2-8: Safety Committee procedures not established as required.	GPTD did not provide the Safety Committee's dispute resolution process or procedures. As a result, there is no evidence substantiating that the Accountable Executive is not responsible for resolving disputes among the Safety Committee.	1. Develop a plan for submitting evidence that the ASP includes, or incorporates by reference, the Safety Committee's dispute resolution process ensuring it does not identify the Accountable Executive as responsible for resolving disputes. 2. Submit evidence that the ASP includes, or incorporates by reference, the Safety Committee's dispute resolution process ensuring it does not identify the Accountable Executive as responsible for resolving disputes.	14 days (November 18, 2026) 90 days (February 02, 2027)	September 28, 2026 October 8, 2026

Review Area	Findings	Deficiencies		Corrective Action(s)	Response Due Date(s)	Date Completed
		Code	Description			
	D	PTASP3-2: ASP missing any of the 14 required safety performance target(s)	The *GPTD PTASP Version 1.5* document does not include the following required annual safety performance targets: major events, major event rate, collision rate, pedestrian collision rate, vehicular collision rate, transit worker fatality rate, transit worker injury rate, assaults on transit workers, and rate of assaults on transit workers.	1. Develop a plan for submitting an updated ASP that addresses all 14 required safety performance targets. 2. Submit an updated ASP that addresses all 14 required safety performance targets.	14 days (November 18, 2026) 90 days (February 02, 2027)	
23. Cybersecurity	N/A					

* Denotes repeat deficiency

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

II. Review Background and Process

1. Review Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that "At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements..."

The Triennial Review includes a review of the recipient's compliance in up to 21 areas. The basic requirements for each of these areas are summarized in Section IV. FTA contracts with experienced reviewers to lead and conduct the Triennial Reviews, in partnership with the staff of the regional office.

This report presents the findings from the Triennial Review of the recipient. The review concentrated on procedures and practices employed since the recipient's previous Triennial Review; however, when appropriate, FTA may have reviewed activities and policies from earlier periods to assess policies and the management of award funds during the review period. The specific documents reviewed and referenced in this report are available at the FTA regional office or the recipient's location.

2. Process

The Triennial Review includes a pre-review assessment, a desk review and scoping meeting with FTA staff, and a site visit to the recipient's location. The review activities occurred between January 26, 2026, and August 31, 2026, as stated in the table below.

The review began with the regional office transmitting a "Notification of Review and a Recipient Information Request (RIR)". Thereafter, FTA conducted a desk review and scoping meeting, which included review of FTA files and recipient information in FTA's electronic award management systems: Transit Award Management System (TrAMS) and Oversight Tracking System (OTrak). Following the desk review and scoping meeting, the reviewers and the recipient corresponded and exchanged information and documentation in preparation for the site visit. Prior to the site visit, the reviewer sent to the recipient an agenda package indicating the issues that would be discussed, records to be reviewed, and interviews to be conducted.

The site visit began with an entrance conference, at which the reviewers and FTA staff discussed the purpose of the Triennial Review and the review process. The Reviewers conducted additional interviews and reviewed documentation to evidence the recipient's compliance with FTA requirements.

Upon completion of the site visit, the reviewers and FTA staff discussed preliminary findings with the recipient. Afterwards, the reviewers and FTA staff presented the findings at the exit conference. The table below summarizes key review dates. Section V of this report lists the individuals who participated in the site visit.

Process Date	Process
January 6, 2026	FTA transmittal of the Recipient Information Request (RIR)
February 27, 2026	Recipient Transmittal of RIR to Reviewers
March 12, 2026	FTA and Reviewers Scoping Meeting/Desk Review
August 13, 2026	Reviewer Transmittal of the Agenda Package
August 18, 2026	Site Visit: Entrance Conference
August 31, 2026	Site Visit: Exit Conference
September 24, 2026	FTA Transmittal of the Draft Report
October 19, 2026	FTA Transmittal of the Final Report

III. Recipient Description

1. Organization

GPTD is a quasi-municipal organization and regional public transit agency established in 1966 in accordance with Maine State Statutes. GPTD is a standalone agency governed by a Board of Directors that represent the municipalities it serves. The service area includes the municipalities of Brunswick, Falmouth, Freeport, Gorham, Portland, South Portland, Westbrook, Yarmouth, and Bath with a combined population of approximately 225,853 persons.

Doing business as "GP Metro", GPTD operates a network of 14 fixed-routes, Monday through Saturday from 5:00 a.m. to 11:00 p.m., and Sundays from 8:00 a.m. to 7:00 p.m. Complementary paratransit service is provided under contract with the Regional Transportation Program, Inc. (RTP), a private, non-profit agency. ADA complementary paratransit service is provided during the same hours and service areas as the GPTD fixed-route service.

The regular, full one-way fare for local bus routes is $2.25 and $4.50 for express service. Reduced fares are offered at all times for seniors (age 65+); red, white, & blue Medicare card holders; persons with disabilities; Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), & Veterans Affairs (VA) benefit recipients; veterans; and youth (age 6-18). GPTD offers various multi-ride tickets and passes. The fare for ADA paratransit service is $3.00 per one-way trip within one town and $5.00 per one-way trip between non-adjoining towns.

GPTD operates 37 FTA-funded transit buses during fixed-route peak service, through a bus fleet of 49 FTA-funded buses and one (1) microtransit bus. GPTD operates from its operations and maintenance facility located at 114 Valley Street and from a downtown transportation center located at 17 Elm Street. Both facilities are FTA-funded. RTP operates out of its own facility at 1 Ledgeview Drive in Westbrook, Maine.

2. Award and Project Activity

Below is a list of GPTD's open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
ME-2019-010-00	$6,026,080	2019	2019 Operating Asst. and Capital Program Grant
ME-2019-013-00	$1,245,000	2019	GPTD Battery Electric Bus Project
ME-2020-025-01	$4,656,052	2021	2020 Operating Asst. and Capital Program Grant
ME-2021-016-00	$3,796,528	2021	2021 Operating Asst. and Capital Program Grant
ME-2022-011-00	$5,114,800	2022	2022 Operating and Capital Grant
ME-2023-012-01	$4,338,290	2024	GPTD ARPA Recovery Projects
ME-2023-044-01	$6,892,205	2024	2023 Operating and Capital Grant
ME-2016-017-01	$875,398	2025	Regional Bus Shelter-Sign Project
ME-2024-010-01	$8,997,328	2025	2024 Operating and Capital Grant
ME-2025-013-00	$8,328,241	2025	2025 Operating and Capital Grant
ME-2020-010-05	$8,809,584	2026	Greater Portland Transit District Section 5307 CARES ACT Operating and Planning
ME-2026-001-00	$2,596,305	2026	Greater Portland Transit District-FFY2024 Section 5339 (b) Bus and Bus Facilities Grant-Replacement Buses
ME-2026-004-00	$757,917	2026	Greater Portland Transit District and South Portland Bus Service Merger- Grant Consolidations

GPTD received Supplemental Funds for operating assistance in award numbers ME-2019-010, ME-2020-025, ME-2021-016, ME-2022-011, ME-2023-044, ME-2024-010, ME-2025-013, and ME-2020-010. This is not the first Triennial Review in which GPTD received operating assistance from FTA.

Projects Completed

In the past few years, GPTD completed the following noteworthy projects:

- Ongoing service expansions.
- Merger with South Portland Bus Service
- Fleet replacement (FTA funded)
- Launched microtransit service in Falmouth

Ongoing Projects

GPTD is currently implementing the following noteworthy projects:

- Planning for a new operations and maintenance facility
- Planning launch new transit services in Scarborough
- Planned fare changes (2026)
- Planning/design efforts for a BRT line
- Construction of ADA bus stop improvements

Future Projects

GPTD plans to pursue the following noteworthy projects in the next three to five years:

- Additional fleet replacement/expansion
- Construction of a new operations and maintenance facility
- Construction of Maine's first BRT line

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify FTA of legal matters and additionally notify the USDOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: No deficiency.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates fiduciary authority; and financial management systems in place to manage, match, and charge only allowable costs to the award. The recipient must conduct required Single Audits, as required by 2 CFR part 200, and provide financial oversight of subrecipients.

Finding: No deficiency.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to FTA and close awards timely.

Finding: No deficiency.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: Designated Recipients and States must document and follow a public involvement process for the development of the long-range statewide transportation plan and State Transportation Improvement Program (STIP). Designated recipients of Section 5310 funds and States receiving funds from Sections 5310, 5311, and 5339(a) National Distribution allocation must develop and submit a State Management/Program Management Plan to FTA for approval. Recipients must enter into an agreement with each subrecipient, obtain required certifications from subrecipients, report SAM.gov on subawards, and ensure subrecipients comply with the terms of the award.

Finding: No deficiency.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and applicable laws and regulations using sound management practices.

Finding: No deficiency.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: No deficiency.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available and used for its originally authorized purpose throughout its useful life until disposition.

Finding: No deficiency.

8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: No deficiency.

9. Procurement

Basic Requirement: The recipient and subrecipient must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR 200. With regard to the procurement standards in 2 CFR 200, state recipients can use the state's overall policies and procedures, except that the state must comply with 200.322 (domestic preferences), 200.323 (procurement of recovered materials), and 200.327 (contract provisions). States also must comply with any requirement applicable to FTA recipients by reason other than a 2 CFR 200 procurement standard; for example, 49 U.S.C. 5325(a) requires recipients to conduct all procurement transactions in a manner that provides full and open competition, regardless of 2 CFR 200's allowance for states to use state procedures.

Finding: No deficiency.

10. [Reserved]

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: No deficiency.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: No deficiency.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. "Comparability" is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: No deficiency.

14. [Reserved]

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally-funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: No deficiency.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service that unfairly competes with private charter operators. Recipients may operate charter only when the service meets a specified exception defined in rule.

Finding: No deficiency.

17. Drug Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug free awareness program.

Finding: No deficiency.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: No deficiency.

19. Section 5307 Program Requirements

Basic Requirement: The recipient must participate in the transportation planning process in accordance with Federal Transit Administration (FTA) requirements and the metropolitan and statewide planning regulations.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: No deficiency.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend Section 5310 funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all subrecipient leases of Section 5310-funded vehicles. Leases of Section 5310-funded vehicles must include required terms and conditions. Either the recipient or subrecipient must hold the title to the leased vehicles.

Finding: This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable.

21. Section 5311 Program Requirements

Basic Requirement: States must expend Section 5311 funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable.

22. Public Transportation Agency Safety Plan (PTASP)

Basic Requirement: Recipients must comply with the Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) to ensure public transportation providers develop and implement an Agency Safety Plan (ASP). The PTASP Final Rule published in the Federal Register April 11, 2024 became effective May 13, 2024. FTA expects transit agencies to address the regulatory changes in the new PTASP Final Rule in their next Agency Safety Plan (ASP) annual update.

FTA requires applicable recipients to certify that they have established an ASP that meets the requirements of the PTASP regulation and 49 U.S.C. 5329(d) as part of the annual Certifications and Assurances for FTA grants and cooperative agreements. FTA notes that per 49 U.S.C. 5307(c)(1)(L), this certification is a required condition of receiving section 5307 funding (though noncompliance can impact access to Section 5307 funding as well as other grant funds where 5307 requirements apply). FTA monitors these certifications in its Transit Award Management System (TrAMS).

Finding: Three (3) deficiencies were found with FTA requirements for PTASP.

Deficiency Description: ***Safety Committee is not responsible for minimum requirements. (PTASP2-6)***

The GPTD PTASP contained only four (4) of the five (5) minimum responsibility requirements, missing the responsibility for the Safety Committee's responsibility to set annual safety performance targets for the safety risk reduction program. The *GPTD PTASP Version 1.5*

document does not identify or establish the responsibility for the Safety Committee to set annual safety performance targets for the safety risk reduction program.

Corrective Action(s) and Schedule: For the deficiency *Safety Committee is not responsible for minimum requirements. (PTASP2-6)*, on September 28, 2026, GPTD submitted an email to FTA documenting their plan for submitting evidence that the ASP includes or incorporates by reference the following minimum Safety Committee responsibilities: 1) Reviewing and approving the transit agency's ASP and any updates to the ASP; (2) Setting annual safety performance targets for the safety risk reduction program (3) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the recipient's safety risk assessment; (4) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (5) identifying safety deficiencies for purposes of continuous improvement.

On October 8, 2026, GPTD must submitted an updated *PTASP version 1.6 document* as evidence that the Safety Committee is responsible for, at a minimum: 1) Reviewing and approving the transit agency's ASP and any updates to the ASP; (2) Setting annual safety performance targets for the safety risk reduction program (3) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the recipient's safety risk assessment; (4) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and (5) identifying safety deficiencies for purposes of continuous improvement, satisfactorily resolving and closing the deficiency.

Governing Directive:

49 CFR § 673.19 Safety Committees

(d) Safety Committee responsibilities. The Safety Committee must conduct the following activities to oversee the transit agency's safety performance:

(1) Review and approve the transit agency's Public Transportation Agency Safety Plan and any updates as required at § 673.11(a)(1)(i);

(2) Set annual safety performance targets for the safety risk reduction program as required at §673.11(a)(7)(iii); and

(3) Support operation of the transit agency's SMS by:

(i) Identifying and recommending safety risk mitigations necessary to reduce the likelihood and severity of potential consequences identified through the transit agency's safety risk assessment, including safety risk mitigations associated with any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program;

(ii) Identifying safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended, including safety risk mitigations associated with any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program; and

(iii) Identifying safety deficiencies for purposes of continuous improvement as required at §673.27(d), including any instance where the transit agency did not meet an annual safety performance target in the safety risk reduction program.

Deficiency Description: ***Safety Committee procedures not established as required. (PTASP2-8)***

GPTD did not provide the Safety Committee's dispute resolution process or procedures. As a result, there is no evidence substantiating the Accountable Executive is not responsible for resolving disputes among the Safety Committee.

Corrective Action(s) and Schedule: For the deficiency *Safety Committee procedures not established as required. (PTASP2-8)*, on September 28, 2026, GPTD submitted an email to FTA documenting their plan for submitting evidence that the ASP includes, or incorporates by reference, the Safety Committee's dispute resolution process ensuring it does not identify the Accountable Executive as responsible for resolving disputes.

On October 8, 2026, GPTD submitted an updated *PTASP version 1.6 document* as evidence that the ASP includes, or incorporates by reference, the Safety Committee's dispute resolution process ensuring it does not identify the Accountable Executive as responsible for resolving disputes, satisfactorily resolving and closing the deficiency.

Governing Directive:

49 CFR § 673.19 Safety Committees

c) Safety Committee procedures. Each large urbanized area provider must include or incorporate by reference in its Public Transportation Agency Safety Plan procedures regarding the composition, responsibilities, and operations of the Safety Committee which, at a minimum, must address:

(1) The organizational structure, size, and composition of the Safety Committee and how it will be chaired;

(2) How meeting agendas and notices will be developed and shared, and how meeting minutes will be recorded and maintained;

(3) Any required training for Safety Committee members related to the transit agency's Public Transportation Agency Safety Plan and the processes, activities, and tools used to support the transit agency's SMS;

(4) The compensation policy established by the agency for participation in Safety Committee meetings;

(5) How the Safety Committee will access technical experts, including other transit workers, to serve in an advisory capacity as needed; transit agency information, resources, and tools; and submissions to the transit worker safety reporting program to support its deliberations;

(6) How the Safety Committee will reach and record decisions;

(7) How the Safety Committee will coordinate and communicate with the transit agency's Board of Directors, or equivalent entity, and the Accountable Executive;

(8) How the Safety Committee will manage disputes to ensure it carries out its operations. The Safety Committee may use the dispute resolution or arbitration process from the transit agency's Collective Bargaining Agreement, or a different process that the Safety Committee develops and agrees upon, but the Accountable Executive may not be designated to resolve any disputes within the Safety Committee; and

(9) How the Safety Committee will carry out its responsibilities identified in paragraph (d) of this section.

Deficiency Description: ***ASP missing any of the 14 required safety performance target(s) (PTASP3-3)***

The GPTD PTASP Version 1.5 document does not include the following required annual safety performance targets: major events, major event rate, collision rate, pedestrian collision rate, vehicular collision rate, transit worker fatality rate, transit worker injury rate, assaults on transit workers, and rate of assaults on transit workers.

Corrective Action(s) and Schedule: For the deficiency *ASP missing any of the 14 required safety performance target(s) (PTASP3-3)*, by November 18, 2026, GPTD develop a plan for submitting an updated ASP that addresses all 14 required safety performance targets.

By February 2, 2026, GPTD must submit an updated ASP that addresses all 14 required safety performance targets.

Governing Directive:

49 CFR § 673.11 General Requirements

(a) A transit agency or State must establish a Public Transportation Agency Safety Plan that meets the requirements of this part and, at a minimum, consists of the following elements:

(3) The Public Transportation Agency Safety Plan must include annual safety performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. Safety performance targets for the safety risk reduction program are only required for large urbanized area providers.

(7) The Public Transportation Agency Safety Plan of each large urbanized area provider must include a safety risk reduction program for transit operations to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. The safety risk reduction program must, at a minimum:

(i) Address the reduction and mitigation of vehicular and pedestrian safety events involving transit vehicles that includes safety risk mitigations consistent with § 673.25(d)(3);

(ii) Address the reduction and mitigation of assaults on transit workers that includes safety risk mitigations consistent with § 673.25(d)(4);

(iii) Include the safety performance targets set by the Safety Committee pursuant to § 673.19(d)(2) for the safety risk reduction program performance measures established in the National Public Transportation Safety Plan. These targets must be set—

(A) Based on a three-year rolling average of the data submitted by the large urbanized area provider to the National Transit Database (NTD);

(B) For all modes of public transportation; and

(C) Based on the level of detail the large urbanized area provider is required to report to the NTD. The Safety Committee is not required to set a target for a performance measure until the large urbanized area provider has been required to report three years of data to the NTD corresponding to such performance measure.

(iv) Include or incorporate by reference the safety risk mitigations identified and recommended by the Safety Committee as described in § 673.25(d)(5).

23. Cybersecurity

Basic Requirement: Recipients that operate rail fixed guideway public transportation systems must certify compliance with the requirements for establishing a cybersecurity process under 49 U.S.C. § 5323(v).

Finding: This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable

V. Attendees

Name	Title	Phone Number	E-mail Address
Greater Portland Transit District			
Glenn Fenton	Executive Director	207-517-3025	gfenton@gpmetro.org
Shelly Brook	Chief Financial Officer	207-221-8710	sbrooks@gpmetro.org
Chad Heid	Chief Transportation Officer	202-517-3029	cheid@gpmetro.org
Mike Trembley	Director of Transit Development	207-517-3023	mtrembley@gpmetro.org
Allison Parker	Accounting Manager	207-289-9061	aparker@gpmetro.org
Frank Suszczynski	Procurement Manager	207-776-8249	fsuszczynski@gpmetro.org
Kim Watson	Human Resources Manager	207-221-8715	kwatson@gpmetro.org
Joshua Bradford	Chief Safety Officer, Reports, and IT - RTP	207-773-2666	jbradford@rtprides.org
Don Libby	Executive Director – RTP	207-615-0395	dlibby@rtprides.org
FTA			
Abram Auguste	General Engineer	617-494-6311	abram.auguste@dot.gov
Longevity Consulting			
Gene Perry	Lead Reviewer	859-322-4994	gene.perry@longevityconsulting.com
Donald Lucas	Associate Reviewer	202-297-2942	donald.lucas@longevityconsulting.com
Nik Goodson	Reviewer	919-247-5919	nikita.goodson@longevityconsulting.com

Appendices

EXECUTIVE COMMITTEE AGENDA ITEM 6

DATE
November 25, 2026

SUBJECT
Gambling Advertisement on Metro Buses

PURPOSE
To provide financial and brand considerations for the Executive Committee's decision on whether to accept a proposed Oxford Casino advertising contract and prohibit gambling advertising in Metro's future advertising policy.

BACKGROUND & ANALYSIS
Greater Portland Metro's current advertising policy does not prohibit gambling advertisements. However, earlier this year, Metro received public criticism following the "Bet on the Bus" Caesars Sportsbook campaign. Although the advertisements required 21+ disclosures, concerns centered on promoting gambling on public transit and its exposure to younger riders.

ATA Outdoor Media has proposed two full bus wraps for Oxford Casino, running for six months beginning in May 2027. The contract could generate approximately $22,000 in gross advertising revenue. Oxford Casino has previously advertised on Metro buses without notable public backlash.

Financial & Inventory Considerations
Metro's advertising program is currently on pace to exceed its 2026 revenue target. As of October 21, 2026, advertising revenue totaled $228,493. Metro's budgeted advertising revenue for 2026 is $243,600. Approximately 69% of available exterior advertising inventory across buses and shelters is currently sold. ATA has also reported additional proposals in progress.

For 2027, Metro's advertising revenue budget is $226,200, accounting for the retirement of five buses and less favorable contract terms with Metro's advertising contractor.

The proposed Oxford Casino contract represents approximately 5.9% of the projected 2027 advertising budget. While meaningful, Metro's current revenue performance indicates that it is not relying on this particular contract to meet its annual advertising target. Further clarification from ATA regarding the availability and competing demand for the two proposed bus placements would help establish the opportunity cost of declining the contract.

Brand Considerations
The previous Caesars campaign demonstrated that gambling advertising can generate public criticism and concerns about Metro's role as a public transportation provider. While there is no

established evidence of measurable or lasting damage to Metro's reputation, the public response highlights a potential conflict between this advertising category and the expectations of some riders and community members.

As a public transit provider serving a broad population, including younger riders and families, Metro should consider how highly visible advertising partnerships align with its community-focused brand and public trust.

RECOMMENDATION
It is recommended that the Executive Committee decline the proposed Oxford Casino contract and consider adding gambling and sports betting advertising to Metro's prohibited advertising categories.

Although the contract offers approximately $22,000 in gross revenue, Metro is currently exceeding its advertising revenue targets, and the financial contribution should be weighed against potential reputational concerns. Establishing a consistent prohibition would also provide a clear standard for future advertising opportunities rather than evaluating gambling advertisers individually.

Metro's long-term brand reputation and community relationships are important organizational assets. The potential short-term advertising revenue should be considered alongside those broader organizational priorities.

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ATTACHMENTS
Attachment A – Oxford Casino Bus Image


METRO RUNS ON CLEAN NATURAL GAS
www.OxfordCasino.com
Think
Beyond Pink!
OXFORD
CASINO · HOTEL
Southern Maine's
Casino!

EXECUTIVE COMMITTEE AGENDA ITEM 8

DATE
November 25, 2026

SUBJECT
Scarborough Board Representation

PURPOSE
To explore the offering the Town of Scarborough non-voting representation on Metro's Board of Directors.

BACKGROUND & ANALYSIS

In May 2026 the Scarborough Town Council voted to enter into an Intergovernmental Agreement (IGA) with Metro. The agreement specifies service levels, contributions and a timeline for the Town to consider joining Metro as a full member community. During the current pilot phase of the Scarborough service, the town is not entitled to any representation on Metro's Board of Directors.

Offering non-voting board seats to the Town of Scarborough presents a strategic bridge between expanding regional service and maintaining established governance structures. With the October 2026 launch of Route 25 and the Metro Connect microtransit service in Scarborough, Metro's Board must balance the benefits of municipal buy-in with the complexities of proportional representation.

Considerations:

- **Governance and Precedent:** Metro has completed pilot services in four communities in the last ten years. All though included in certain Metro communication, none of these communities were offered non-voting board representation prior to officially voting to join Metro.

- **Managing Precedents for Future Expansion:** Creating non-voting municipal seats establishes a precedent for how Metro handles future expansions into other neighboring towns. The board should formalize an "ex-officio" or non-voting tier in its governance structure to ensure consistent application for any future pilot communities, preventing ad-hoc board adjustments.

- **Future Funding Commitments:** A non-voting seat allows Scarborough town officials to see the inner workings of Metro's budgeting and capital planning. This transparency can be crucial for building political will within the Scarborough Town Council to eventually join

Metro and appropriate the local municipal funds required to sustain the routes once pilot funding expires.

- **Direct Ground-Level Intelligence:** Having a designated Scarborough liaison on the board provides direct, localized feedback on pain points, microtransit zone efficiency and community adoption rates, allowing Metro to pivot quickly if adjustments are needed and be highly responsive to the needs of the community.

- **Mitigating the "Taxation Without Representation" Perception:** Even if Scarborough is not yet a full financial member the Town is paying for a portion of its service. A non-voting seat gives the town a dedicated voice and fosters goodwill, ensuring the town feels like a partner rather than merely a customer of the transit district.

Representation:

If the Board elects to offer Scarborough non-voting representation on Metro's Board of Directors it can choose one of two options:

1. Offer one seat to the Town of Scarborough understanding that without voting privileges it is unnecessary for the town to have the proportional representation on the board.

2. Offer proportional non-voting representation on Metro's Board to the Town of Scarborough. This approach could better prepare the town and its representatives for the commitments associated with being a Metro member community.

See Attachment A for projected representation for the Town of Scarborough based on 2027 service levels and 2020 census data.

RECOMMENDATION

It is recommended that the Executive Committee carefully consider offering the Town of Scarborough non-voting representation on Metro's Board of Directors. It is important to note that this decision need not be timely and that the committee may elect to seek further input or request more information prior to acting on this matter.

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ATTACHMENTS

Attachment A – Hypothetical Board Representation with Scarborough Included

CURRENT METRO BOARD REPRESENTATION

Municipality	Rev Hours	%	Population	%	Avg %	Board Seats	Seat Weight	Weighted Seats	Weighted %	Weighted vs. Avg %
Brunswick	2,770	3%	21,756	14%	8%	1	1	1	5%	-3%
Falmouth	10,361	10%	12,444	8%	9%	2	1	2	10%	1%
Freeport	2,270	2%	8,737	5%	4%	1	1	1	5%	1%
Gorham	4,280	4%	18,336	11%	8%	2	1	2	10%	2%
Portland	64,464	62%	68,408	43%	53%	5	2	10	50%	-3%
South Portland	17,426	11%	26,498	13%	12%	4	1	4	15%	4%
Westbrook	17,407	17%	20,400	13%	15%	3	1	3	15%	0%
Yarmouth	2,270	2%	8,990	6%	4%	1	1	1	5%	1%
Total	**103,321**	**100%**	**159,486**	100%	**100%**	**15**	**9**	**20**	**100%**	

HYPOTHETICAL 2027 METRO BOARD REPRESENTATION

Municipality	Rev Hours	%	Population	%	Avg %	Board Seats	Seat Weight	Weighted Seats	Weighted %	Weighted vs. Avg %
Brunswick	2,588	2%	21,756	10%	6%	1	1	1	4%	-2%
Falmouth	8,727	5%	12,444	6%	6%	2	1	2	8%	2%
Freeport	2,588	2%	8,737	4%	3%	1	1	1	4%	1%
Gorham	4,278	3%	18,336	9%	6%	2	1	2	8%	2%
Portland	83,209	52%	68,408	33%	42%	5	2	10	38%	-4%
Scarborough	13,221	8%	22,135	11%	9%	2	1	2	8%	-2%
South Portland	26,419	16%	26,498	13%	15%	4	1	4	15%	1%
Westbrook	16,964	11%	20,400	10%	10%	3	1	3	12%	1%
Yarmouth	2,588	2%	8,990	4%	3%	1	1	1	4%	1%
Total	**160,582**		**207,704**			**21**	**10**	**26**	**100%**	

EXECUTIVE COMMITTEE AGENDA ITEM 9

DATE
November 25, 2026

SUBJECT
Metro Board and Committee Structure

PURPOSE
Discuss options for changing Metro's Committee structure to make it more effective.

BACKGROUND/ANALYSIS
In December 2024, Metro's Board of Directors voted to restructure its committees authorize the Executive Committee to act on behalf of the full board for ministerial approvals to facilitate the necessary approvals to advance Metro's mission. The restructuring of the committees assigned the following responsibilities to each committee:

BOARD OF DIRECTORS
- Approval of annual capital and operating budgets (preliminary & final)
- Approval of debt issuance (short term & long term)
- Approval of real estate sale/purchase and leases
- Changes in GPTD bylaws
- Acceptance of new member communities
- Fare changes
- Service reductions
- Selection/termination of Executive Director

EXECUTIVE COMMITTEE
- Approval of MOU's and other intergovernmental agreements
- Approval of contracts
- Approval of changes to agency policies
- Executive Director annual review
- Executive Director search committee
- Approval of unbudgeted purchases and contracts resulting from a non-competitive procurement process

FINANCE COMMITTEE
- Reviews and recommends proposed capital and operating budget for approval
- Reviews and recommends changes to financial policies for approval
- Reviews annual financial audit

- Provides guidance on financial planning and strategy

OPERATIONS & PLANNING COMMITTEE

- Reviews KPIs regularly
- Reviews advancement of capital projects and service initiatives
- Reviews and recommends service modifications
- Reviews fare policy changes and recommends for approval
- Reviews service cuts (when necessary) and recommends for approval

MARKETING & COMMUNICATIONS COMMITTEE

- Advises on marketing strategies and campaigns to promote Metro.
- Reviews promotions for new services or changes, such as route expansions or technology upgrades.
- Advises on collaborations with local businesses, government agencies, and community organizations to boost visibility.
- Reviews the marketing department budget plan.
- Reviews surveys, focus groups, and studies to understand rider needs and preferences.
- Reviews Metro's communication plans for service disruptions, emergencies, or controversies.

ADVOCACY COMMITTEE

- Support policies that benefit public transportation at local, state, and federal levels.
- Monitor legislative developments and inform stakeholders of potential impacts on transit.
- Advocate for policies that improve transit accessibility, equity, and sustainability.
- Advocate for increased funding from federal, state, and local sources.
- Educate the public about the importance of transit for economic development, environmental sustainability, and social equity.
- Oversees development of campaigns to highlight the economic, environmental, and social benefits of transit.
- Track progress on advocacy goals and provide regular updates to the agency and stakeholders.

MEETING FREQUENCY

To keep committee meetings from becoming an undue burden on staff and board members, the full Metro Board of Directors would only meet four times a year (Feb, Jun, Oct, Dec). The new Executive Committee would meet monthly to make sure that timely items were reviewed and approved. All other committees would meet eight times a year. This would mean that members of these committees would only be obligated to one meeting per month on average.

EFFECTIVENESS

After two years of operating with the new committee structure, the committees have been largely successful at meeting their charge from the full board. Meetings are occasionally canceled when there are not pertinent issues to discuss or that require action.

The Advocacy Committee has been the committee that has had the most meetings canceled. This is directly related to a lull in updates when the federal and/or state legislatures are out of session. For this reason, it would make more sense if the scheduling of Metro's Advocacy Committee were on an as needed basis rather than a regularly reoccurring schedule.

FISCAL IMPACT
None.

RECOMMENDATION
Change the scheduling of Metro's Advocacy Committee to be as needed. To be determined by Metro's Director of Government Affairs and the Committee Chair.

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ATTACHMENTS