Present: Greg Lewis, John Ripley, Gabe Falkner-Macklin, Mayor Kate Lewis

Staff: Donna Tippett, Rick Sargent

Member of the public: Orion Breen

1. Public Comment Period
There were no members of the public present at the start of the meeting. Orion Breen from the South Portland Cape Elizabeth Chamber of Commerce joined the meeting late and introduced himself. He is interested in learning more about transit in South Portland.

2. Introductions
Donna Tippett and Rick Sargent provided the committee background about themselves and their work with the South Portland Bus Service. Each committee member present shared a little about themselves and their interest and experience with transit in South Portland and other places they’ve lived.

3. Purpose of the Transit Advisory Committee
Donna Tippett asked if all received the copy of the South Portland Code of Ordinances language relating to the purpose and rules of the Transit Advisory Committee and if there were any questions. Donna pointed out that a quorum shall consist of six members, at least one of whom shall be a City Council member. There are currently resident vacancies in district 1, 3 and 5. It will be important to fill those vacancies so we are ensured a quorum for voting purposes. The committee will need to select a
committee chair. Mayor Lewis stated that it should be a resident member not a City Council Member.

4. **Review Proposed Committee Meeting Calendar**
The committee agreed with the proposed meeting calendar, which is based on the 4th Monday of the month at 9:00 a.m. We will try to keep the meetings to 1 hour in duration and the agenda items will be limited to allow time for deep discussion on each topic. Although there are vacancies, the committee agreed to meet on December 28th to share information even if a quorum can’t be reached.

5. **Discussion About Topics For Future Meetings**
   - Electronic Fare System Update
   - CARES Funding for Greater Portland Transit Agencies
   - High School Student Free Fares & Ways to Provide More Needed Rides
   - Website, Social Media, Mobile Apps and Other Rider Tools
   - Route and Frequency Expansion: Planning, Costs, Benefits
   - Fleet Status: State of Good Repair, Bus Size, Battery Electric Buses
   - Ridership Stats and Other Trends
   - Transit Stop Improvements
   - Shelter Planning & Installation
   - Status of Regional Plans for Consolidation & Coordination
   - South Portland Bus Service Internal Goals

6. **Adjournment**: Meeting Adjourned at 9:50 a.m.

   **Next Meeting December 28th, 2020 9:00 a.m.**