



**MAINE TURNPIKE AUTHORITY
MEETING
December 19th, 2024**

1. Pursuant to notice, a meeting of the Maine Turnpike Authority was held at 9 a.m. on December 19th, 2024

The following were present:

Michael Cianchette, Chair
Nina Fisher, Member (*joined after executive director's report*)
Jane Lincoln, Member
Andrew McLean, Member
Bruce Van Note, MaineDOT Commissioner

2. Chairman Michael Cianchette called the meeting to order.
3. On motion of Jane Lincoln, seconded by Bruce Van Note, and with unanimous approval of the members present, it was voted to approve the minutes of the board's November 21st meeting.
4. John Sirois, Chief Financial Officer and Treasurer, reported on traffic and revenue. Mr. Sirois stated that transactions were up about 3.5 % and revenue up around 3% thus far in December, with the growth in commercial traffic greater than the rest. He said that the MTA was ahead of last year on its required deposits and that the 4.5% return on investments remained strong.
5. Mr. Sirois said that he was considering asking the board for permission to refinance the MTA's 2015 bond issue in 2025. Commissioner Van Note asked what the rate on those bonds was. Mr. Sirois replied that it was currently 3.7% but that he expected rates to go down in the spring.
6. On motion of Andrew McLean seconded by Jane Lincoln, with unanimous approval of the members present, it was voted to approve investments of money to the credit of Maine Turnpike Authority funds made during the month of November, 2024, as detailed on a report submitted to this meeting by Bangor Savings Bank, dated December 12th, 2024.

7. Acting Executive Director Peter Merfeld reported on various matters, including the recently completed annual MTA employee toy drive, which had resulted in donations of over 1,000 toys over its 20 years of operation. He reported that he had recently sent employees a memo on Maine's paid Family and Medical Leave Act, and the 1 percent payroll deduction, split equally between employer and employee, that would be required to fund it. Mr. Merfeld said the memo had generated a lot of questions and that he hoped to schedule employee meetings in January to explain the program further.
8. Mr. Merfeld shared a memo that MTA staff had drafted to the legislature's Transportation Committee, intended for inclusion in a larger response to the committee's questions from last session on MTA-MaineDOT cooperation and contractor relations. Mr. Merfeld noted that the memo was largely historical and presented what he felt was a good background on this issue for legislators, and the MTA's next executive director, to have. He noted that he expected to have the full response to the committee to share with the board in January.
9. Nina Fisher joined the meeting at this point.
10. Deputy Director of Engineering Kristi Van Ooyen reported on the activities of the Employee Policy Committee. Ms. Van Ooyen said that the committee had worked through about half of the policies in the MTA's Policy Manual, and had judged that many of them did not require comment or amendment. She said that other policies seemed outdated, including the policies on personal communication devices and acceptable computer use, and that the committee would be recommending a thorough review of those policies by management.
11. Chairman Michael Cianchette noted that at the last board meeting he had suggested that the board consider amending its bylaws to remove the provisions on formal standing committees.
12. Staff Attorney Jonathan Arey reviewed revisions to the bylaws that he had drafted for consideration by the board.
13. Chairman Cianchette recommended that the board adopt the redlines proposed but that the comments included for consideration of possible changes be dealt with at a future date.
14. Commissioner Van Note said that he agreed that the committee process was sometimes a little redundant and asked how the proposed replacement process would work. Michael Cianchette replied that he believed it would be more efficient if the whole board participated in reviews that were previously done by committees, such as reviews of the MTA's 30 Year Plan. He envisioned this as being done in a workshop format, with minutes being taken, but no formal actions except at board meetings.
15. On motion of Andrew McLean, seconded by Nina Fisher, and with unanimous approval of the members present, it was voted to adopt the changes marked in red on the draft of bylaw changes submitted to the board.

16. Chairman Michael Cianchette said that he believed the board should go ahead with the current 2025 meeting schedule, with the committee meetings deleted. He asked staff to return with a schedule in January that included whatever proposed workshops staff believed would be needed.
17. Interim Executive Director Peter Merfeld reviewed a proposed 2025 Contributions and Memberships Budget with the board. Andrew McLean asked why the cost of IAG membership had increased as dramatically as it did. Chief Financial Officer and Treasurer John Sirois replied that the IAG had adopted a single repository (the Hub) for exchange of files and transactions between agencies. He said that the IAG assessed each member for the Hub's operational costs and receives little benefit from it at this time, but is preparing for the future when nation-wide interoperability between regions using different protocols becomes necessary, the idea being that under nation-wide interoperability, files and transactions would be conducted between each regional HUB. Mr. Sirois added that IAG membership was required for reciprocity with other IAG members and participation in E-Z Pass.
18. On motion of Jane Lincoln, seconded by Nina Fisher, and with unanimous approval of the members present, it was voted to approve the 2025 Budget for Contributions to Outside Organizations, in the total amount of \$ 256,384.00, as presented to the board.
19. Financial Analyst Tyler Laveriere presented the bids received to provide MTA's Excess Workers' Compensation insurance. Mr. Laveriere noted that the recommended award represented a seven percent decrease from the cost of last year's policy. Chairmn Cianchette asked what staff believed the reason for the decrease was. Mr. Laveriere said that the MTA had done business with the low bidder in the past and that he believed they were simply eager to get the business back.
20. On motion of Nina Fisher, seconded by Jane Lincoln, and with unanimous approval of the members present, it was voted to award a contract to provide the MTA's Excess Workers' Compensation coverage for two years, at \$ 128,834.00 a year, to Arch Insurance, as recommended by MTA staff.
21. Acting Executive Director Peter Merfeld presented the current version of the MTA's Four Year Capital Plan for approval, noting that there had been minor adjustments in recent weeks, such as an increase in cost to one of the paving projects, but that this was substantially the same plan that had been proposed and reviewed by the board in July.
22. On motion of Bruce Van Note, seconded by Nina Fisher, and with unanimous approval of the members present, it was voted to approve the MTA's Capital Investment Plan for 2025-2028 as presented to the board.
23. Acting Executive Director Peter Merfeld presented a draft bill to establish a pilot program for automated speed enforcement in work zones. Mr. Merfeld said that the MTA had assisted the MaineDOT and the Department of Public Safety in developing the bill and had

submitted it as an agency bill in order to meet cloture. He said that he believed there would be one or more legislators who would sponsor a similar bill, or a version of this one, in which case the MTA would withdraw the bill as submitted.

24. Commissioner Van Note said that if a bill authorizing or mandating a work zone automated speed enforcement program were enacted, the MaineDOT would likely ask the MTA for a financial contribution to establish and/or operate the program. Peter Merfeld replied that he expected the MTA would support the program but that if it did expand beyond a pilot program in the future the cost could be substantial, possibly in the millions of dollars.
25. Chairman Cianchette asked if there were any questions or objections related to items on the consent agenda. There were none, and the December Contract Consent Agenda was considered approved.
26. Deputy Director of Engineering Kristi Van Ooyen presented the current version of the MTA's construction contract advertising schedule to the board. Ms. Van Ooyen noted that some 2026 projects had been added to the schedule, with dates to be determined, and the estimated cost of the upcoming paving project in Wells had increased from \$ 8.2 million to \$13.1 million. She said that this increase was due to the fact that necessary bridge repairs and shoulder paving had not been included in the previous program estimate.
27. On motion of Nina Fisher, seconded by Jane Lincoln, and with unanimous approval of the members present, it was voted to award Contract 2025.02 – Portland Area Pavement Rehabilitation, in the amount of \$7,984,120.00, to Coastal Road Repair.
28. On motion of Bruce Van Note, seconded by Jane Lincoln, and with unanimous approval of the members present, it was voted to approve final payment the following contracts:
 - Contract 2022.08 – Litchfield Maintenance Eight Bay Garage, in the amount of \$64,045.85, for a final contract amount of \$ 2,787,166.79, to Doten's Construction.
 - Contract 2022.56 – Headquarters Chiller Replacement, in the amount of \$ 50,444.63, for a final contract amount of \$ 672,595.00, to Damon Mechanical Services.
29. Deputy Director of Engineering Kristi Van Ooyen presented several engineering consultant contracts to the board for approval. Nina Fisher asked why there were three contract proposed for Building Services and only one for Toll Services. Ms. Van Ooyen replied that MTA staff had two specific building projects in mind for the first two consultants and that the third had been very useful in the past for filling in with other building related needs as they arose. Treasurer and Director of Finance John Sirois said that the MTA currently had one other toll services consultant under contract, working on sticker tags, and that there were other consultants the MTA would seek a contract with for other services, such as revenue studies. Mr. Sirois said the proposed contract for HNTB was to allow them to

continue providing more routine, “day to day”, toll services as they had been doing under their previous contract.

30. On motion of Thomas Zuke, seconded by Jane Lincoln, and with unanimous approval of the members present, it was voted to award the following engineering consultant contracts:

- Contract 2024.104a– MTA Facility Building Design, with a not to exceed amount of \$ 1,000,000, to Harriman.
- Contract 2024.104b – MTA Facility Building Design, with a not to exceed amount of \$ 500,000, to Salas O’Brien.
- Contract 2024.104c – MTA Facility Building Design, with a not to exceed amount of \$ 250,000to Grant Hays Associates.
- Contract 2024.105a – Toll Services, with a not to exceed amount of \$1,500,000, to HNTB.

31. Project Manager Jamie Mason reported on ongoing construction projects. Mr. Mason said that the contractor on the Saco Interchange Project was working on foundations for interchange lights, signage, and building work, with a skeleton crew kept on for the winter. He said that work on the headquarters project was still focused on the third floor and outside work in the front of the building. He said the contractor was still a little behind due to difficulty obtaining the correct lighting and HVAC controls at the beginning of the project. Mr. Mason reported that the enclosure for the generator at York Maintenance had been installed, but that the generator itself had been damaged in transit. He said that it was supposed to be fixed by the end of the year but would probably not be installed until February. He said the contractor on the York Garage project was not currently working as the structural steel had not yet been delivered, but should be coming within a couple of weeks.

32. Erin Courtney, Director of Communications, updated the board on subjects relating to her department. Ms. Courtney described recent news coverage of the MTA’s 77th anniversary and described the annual MaineDOT Transportation Conference, which had been held on December 5th. She said that the MTA’s Annual Report this year would focus on employees in little understood MTA jobs and that the intention was to do more in this line, either with the newsletter or otherwise, throughout the remainder of the year. She shared a list of legislative committee membership with the board.

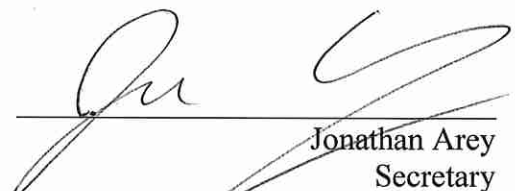
33. Director of E-Z Pass Pamela Lambert presented a proposed purchase of E-Z Pass transponders to replenish the MTA’s current supply. She said that she expected this purchase would meet the MTA's requirements through September.

34. On motion of Jane Lincoln, seconded by Nina Fisher, and with unanimous support of the members present, it was voted to approve the purchase of 27,000 E-Z Pass transponders for a total amount of \$ 180,900.00, from Kapsch Trafficcom IVHS, Inc.

35. Interim Executive Director Peter Merfeld presented a proposed purchase of seven crash attenuators, to replace two that had been destroyed and to further increase the stock of attenuators in the MTA's fleet. Michael Cianchette asked about collection from the MTA's insurers on damaged attenuators. Director of Finance John Sirois replied that, as with other claims, the MTA received compensation, though processing could be slow and the normally the MTA did not end up receiving 100 percent reimbursement due to depreciation by the insurance companies.
36. On motion of Andrew McLean, seconded by Nina Fisher, and with unanimous approval of the members present, it was voted to approve the purchase of seven Scorpion Trailer crash attenuators in the total amount of \$ 253,092.00, from Royal Truck and Equipment.
37. On motion of Andrew McLean seconded by Nina Fisher, and with unanimous approval of the members present, it was voted to enter executive session for the purposes of:
- Discussion, pursuant to 1 MRSA § 405(6)(A)(1) of a practice relating to payroll deductions for charitable donations and a policy relating to remote work; and
 - Discussion, pursuant to 1 MRSA § 405(6)(C), of the possible acquisition of property in Biddeford, Maine, and the use of recently acquired property in Scarborough, Maine.

The executive session began at 10:30 A.M. and ended at 11:35 A.M. Andrew McLean left the meeting during the executive session.

38. On motion of Nina Fisher, seconded by Jane Lincoln, and with unanimous approval of the members present it was voted to approve a policy entitled Policy on Telework, as presented to the board by MTA staff.
39. On motion of Jane Lincoln, seconded by Bruce Van Note, and with unanimous approval of the members present, it was voted to adjourn.
40. Adjourned at 11:36 A.M.


Jonathan Arey
Secretary

11/23/25
Date