

Bangor Area Comprehensive Transportation System

Policy Committee Meeting Minutes

November 21, 2017
Machias Savings Bank

Name	Representing
Rob Kenerson	BACTS
Cindy Meservey	BACTS
Connie Reed	BACTS
Dianne Rice	BACTS
Rob Yerxa	Town of Orono
John Theriault	City of Bangor
Carlos Pena	FHWA
Darryl Belz	Maine DOT
Frank Higgins	City of Brewer
Janna Richards	Town of Orono
Linda Johns	City of Brewer
Laurie Linscott	City of Bangor, Community Connector
Erik DaSilva	Bicycle Coalition of Maine

Approval of Meeting Minutes

Topic	Discussion	Action
Minutes	Rob Yerxa called the November 21 meeting of the Bangor Area Comprehensive Transportation System Policy Committee to order at 9:37 am, at Machias Savings Bank.	<i>Linda Johns made the motion to accept the minutes of October 24, 2017 Policy Committee meeting. John Theriault seconded the motion. Unanimously approved.</i>

Safety – Performance Measures and Targets

Topic	Discussion	Action
	MPO safety performance targets are required to be established and submitted to MaineDOT by February 27, 2018. DOT has established state-wide targets and proposed MPO targets that reflect the state-wide incremental change. BACTS Policy Committee can choose to either support and adopt the targets established by MaineDOT or adopt locally established targets. The performance targets must be integrated into the planning process and included in any new plans and	

	<p>programs which are created or updated on or after March 1, 2018. Project selection criteria will be reviewed and updated and scoring system revised to include factors related to performance target achievement.</p> <p>Duane Brunell provided MPO-specific safety performance targets based on the State's established performance targets and the methodology used to calculate targets.</p> <p>Connie and Rob discovered a calculation error in targets provided by Duane, but were not able to contact Duane to confirm prior to the meeting. The targets presented show a 5-year total, rather than a 5-year rolling average. Connie will connect with Duane to verify the correct calculation of the targets to be the 5-year average.</p> <p>The Committee agreed that it would be best to adopt the targets set by Maine DOT.</p>	<p><i>Linda Johns made the motion to adopt the 2018 safety performance targets as established by Maine DOT with the understanding that the calculation will reflect a 5-year rolling average, rather than a 5-year total. Frank Higgins seconded the motion. Unanimously approved.</i></p>
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MTP Draft Approval

Topic	Discussion	Action
	<p>A copy of the draft Municipal Transportation Plan was given to Committee members at the October meeting. Rob asked the members to look it over and submit any comments no later than November 14. BACTS staff received comments from three people. The comments were discussed and clarified by those present who submitted them. Notes were made by staff for changes to the document prior to posting for public comment.</p> <p>Rob distributed a copy of the anticipated schedule for the finalization of the Plan, with public meetings proposed for December 1 and December 6 pending availability of meeting space. Both meetings will be held at Bangor City Hall. The public comment period will end January 3. Public comments will be compiled and addressed with final approval of the Plan by Policy Committee at the January meeting.</p>	<p><i>Frank Higgins made the motion to approve the release of the draft 2018-2038 Municipal Transportation Plan for public comment beginning Monday, November 27. John Theriault seconded the motion. Unanimously approved.</i></p>

Depreciation Limit

Topic	Discussion	Action
	BACTS currently has a depreciation limit of \$1,000. If a purchase is above the limit, BACTS staff has to depreciate over time. The auditors suggested raising the limit to \$2,500, which is the limit the IRS has set.	<i>Linda Johns made the motion to increase depreciation limit to \$2,500. Laurie Linscott seconded the motion. Unanimously approved.</i>

BACTS Pavement Committee Volunteers

Topic	Discussion	Action
	Rob reminded the Committee that they were looking to set up a subcommittee to further explore the pavement analysis process. It was decided that the Committee would revisit the task in January.	

Transit Report

Topic	Discussion	Action
	The next Municipal Partnership Transit Committee meeting will be on December 6 in the Brewer Auditorium second floor conference room at 10:00 a.m.	

Technical Issues

Topic	Discussion	Action
Construction Updates	<p>Bangor</p> <ul style="list-style-type: none">• The water and sewer main project on French Street will be wrapping up in December.• John Theriault spoke with the Council about keeping Park Street one way until the construction is done on the retaining wall.• Gorrill Palmer is doing a study for Earle and Center intersection on Broadway to look at how to reduce crashes. <p>Orono</p> <ul style="list-style-type: none">• The schedule for Rangeley Road is on track. The town will be advertising in December. <p>Brewer</p> <ul style="list-style-type: none">• The City is still working on the interconnect project. Not all are up and running yet.	

	<ul style="list-style-type: none"> • They are updating cameras on the second intersection to add a left-hand turn lane. 	
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Other Business

Topic	Discussion	Action
UPWP	<p>Rob distributed a document showing the adjustments to the UPWP. He is moving \$20,000 from Task 5 with \$3,950 going into Task 2 and \$16,050 going into Task 13.</p> <p>Rob and Dianne are attending a series of training for Signal Technician. In the past, no time had been charged to Task 2 – Professional Development. Rob has changed the process so staff time is now included.</p> <p>More time was spent on Task 13 – Long Range Plan than expected.</p> <p>BACTS currently doesn't have a model, so funds are available in Task 5 – Modeling Activities.</p> <p>BACTS received the final Overhead Audited Rate. The rate for this year is 114.56%. Staff will forward the information to Maine DOT for approval.</p> <p>An email was sent to the Committee Members with a link to the draft 990. Staff is currently reviewing the document.</p>	<p><i>Frank Higgins made the motion to authorize Rob Kenerson to make adjustments to the UPWP as presented. Linda Johns seconded the motion. Unanimously approved.</i></p>
Financial Review	<p>Rob will have the Financial Review at the next meeting.</p>	
Maine DOT/MPO Contract	<p>Maine DOT is looking to change the contract that begins January 2018. One proposal is to have a fixed rate for salaries and fringe for the two years. The problem is that the MPOs have no way to recoup the loss when someone gets a raise or benefit costs go up. This is an ongoing discussion between Maine DOT and MPOs. Rob is asking for the WIN to stay open longer in order to true up the accounts.</p>	
ITE TRIP Generation	<p>BACTS now has the ITE TRIP Generation in software and hard copy.</p>	

December Meeting	Other than finalizing Rob’s performance review and approving renewal of his contract, there is no other anticipated business for the December meeting. The Executive Committee will be completing the review and contract in the next week. If the Policy Committee authorizes the Executive Committee to finalize the review and renew the contract, the December meeting can be canceled.	<i>Laurie Linscott made the motion to allow the Executive Committee to finalize Rob Kenerson’s review and renew his contract. Janna Richards seconded the motion. Unanimously approved.</i>
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Topic	Discussion	Action
Adjournment		<i>The meeting was adjourned at 11:24 a.m.</i>