



Policy Committee Meeting

September 15, 2020

ZOOM Meeting

Agenda

1) Call to Order

2) Public Comment

Members of the public in attendance of today's meeting have an opportunity to provide public comment on today's agenda items.

3) Approval of July 21, 2020 BACTS Policy Committee meeting minutes (Attachment A)

4) Staff Report (Attachment B)

5) Unified Planning Work Program Amendment (Attachment C)

Staff Report

The City of Bangor will be contracting with BACTS to coordinate and prepare a plan for designating the location of fixed bus stops. Although this task will not change BACTS' agreement with, or the amount of planning funds provided by MaineDOT, this project will be funded with Federal Transit Administration (FTA) dollars and is required to be programmed in the UPWP. Adding a new task to the Program requires an amendment.

Proposed Action: Approve the proposed 2020-2021 UPWP Amendment to add Task 14- Fixed Route Bus Stop Designation Plan.

6) Unified Planning Work Program Studies Updates

Staff Report

Oldin Road/Route 2 Traffic Study

The advisory committee met on September 2, 2020 to discuss counts, high crash locations, and discuss which alternatives the committee would be interested in moving forward on. The volumes were not as high as expected and the PM peak was higher than the AM peak. High crash locations included 60% rear end crashes. Slowing people down coming off I395 would help with those crashes. It was also noted that there were 3 crashes which were caused by red light running by outbound traffic.

The advisory committee discussed 5 preliminary alternatives and decided to focus on 3. A roundabout; adding a signal at the off ramp and T up the off ramp from I95 to I395. Also adding a right turn off ramp to Odlin Road for the I95 right turn traffic. The committee also asked Sewall to analysis adding double left turns onto Oldin Road southbound and outer Hammond Street eastbound. Next Steps: Sewall will continue to review the data and further develop the preliminary alternatives. Next meeting date to be determined will be with the Advisory Committee to discuss the traffic analysis and developed alternatives. This will be followed by a public meeting process to allow the public to have input on the draft plan.

Orono/Old Town Traffic Signal Plan

An RFP to develop timing plans and coordination for special events at the University of Maine in Orono as well as an evacuation plan for the University campus was put together with coordination from the Town of Orono, the City of Old Town and the University of Maine Orono. The RFP was sent to 5 MaineDOT prequalified consultant firms; Gorilla Palmer, Malone and MacBroom, James W. Sewall, Sebego Technics and TYLin International. Proposals are due by 4:00 on September 25, 2020. Consultants are allowed to submit technical proposals via email in a PDF format but the cost proposal must be in sealed envelop and delivered via USPS, by common carrier or in person. The selection committee made up of representatives from the Town of Orono, City of Old Town, the University of Maine, MaineDOT and BACTS will score the RFPs and anticipate making a recommendation to the Policy Committee at the October 20, 2020 Policy Committee Meeting.

7) BACTS Website Development

Staff Report

Staff requested and reviewed proposals from four different website design firms. Staff have narrowed down the selections to the preferred vendor, Pulse Marketing Agency. The estimated timeline for the complete website redesign and launch is approximately 2-3 months. Once website is done, BACTS' Facebook page will be updated to better match the website.

Proposed Action: Authorize the Executive Director to enter into contract with Pulse Marketing Agency for web site design, hosting, and maintenance. The contract is not to exceed \$7,500.00.

8) Transit Report

Staff Report

Bus Stop Project

Staff has begun the preliminary work on bus stop policy guidance and policy development. Potential members of a working group for Phase I – Development of Bus Stop Policy Guidelines have been identified and contacted requesting interest and willingness to serve on the working group. Workgroup meetings will begin in October and it is expected that the Policy should be finalized in March. Staff has developed a job description and posting for an Intern to assist with Phase II of the project, as well as other projects. Phase II will be siting of the fixed stops. We hope to have the Intern hired in October.

Workgroup meetings for Phase II work will begin as soon as the bus stop policy is finalized. The makeup of this group won't necessarily be the same as Phase I. It is anticipated that this phase of the project will take approximately 12-14 months to complete after the Bus Stop Policy is finalized.

Transit Agency Structural Analysis

As a follow up to the Transit Retreat, staff coordinated with the city of Bangor and MaineDOT to develop a Request for Proposals for a Transit Agency Structural Analysis. There are four major components to the study:

1. Agency Peer Review and Best Practices
2. Review and Analysis of Current Governance and Administrative Structure of the Community Connector.
3. Governance and Administrative Structural Alternative Analysis.
4. Implementation Plan.

Proposals are due September 18, 2020. The selection committee will select a firm by the end of September. MaineDOT is funding the analysis with Federal Transit Administration funding and Bangor is providing the match.

Proposed Action: For discussion only

9) Project Updates

Members will provide updates on BACTS funded construction projects in the region.

Proposed Action: For discussion only

10) MaineDOT Report

MaineDOT staff will provide an updated on any MaineDOT projects, policies or plans.

Proposed Action: For discussion only

11) Other Business

Discussion of other items not on today's agenda.

12) Upcoming Meetings

Policy Committee – October 20, 2020

Municipal Partners Transit Committee – November 4, 2020



Attachment A

**Policy Committee Meeting
July 21, 2020 @ 9:30 a.m.
Zoom Meeting**

Committee Members	Affiliation
John Theriault	Bangor
Laurie Linscott	Bangor/Community Connector
Eric Willett	Bangor
Linda Johns	Brewer
Frank Higgins	Brewer
Jeremy Caron	Brewer
Belle Ryder	Orono
Rob Yerxa	Orono
Kyle Drexler	Orono
Sean Currier	Hampden
Amy Ryder	Hampden
John Rouleau	Old Town
MaineDOT	
Chris Mann, Darryl Belz, Patrick Adams	
BACTS	
Sara Devlin, Dianne Rice Hansen, Cindy Meservey	
Guests	
Lynn Frazier, JW Sewall	

1) Call to Order

Rob Yerxa called the meeting to order at 9:33 am.

2) Public Comment

There were no public comments.

3) Approval of June 16, 2020 BACTS Policy Committee meeting minutes

Eric Willett moved to accept the minutes, and John Theriault seconded. The minutes were accepted, as written, unanimously.

4) Staff Report

Staff provided the committee with the monthly staff report. Sara mentioned that the office coordinator job posting, posting will close at end of July.

5) Election of new Policy Committee Officers

In accordance with the BACTS Bylaws, all officers shall be elected biannually by the Policy Committee at the July meeting in even years. Rob Yerxa has served as the Chairman for the past 4 years, John Theriault is the Vice Chairman and Linda Johns is the Secretary/Treasurer. New elected officers should be from a variety of municipalities. New officers will be elected for a minimum of two years .

Secretary/Treasurer position – Per by laws they are separate but can be done by one individual. The following positions were nominated and approved:

- Chair – President
Linda Johns nominated John Theriault to be chair, Laurie Linscott seconded.
None opposed. Unanimous approval.
- Vice Chair
Frank Higgins nominated Belle Ryder. Linda Johns seconded.
None opposed. Unanimous approval.
- Secretary/Treasurer
Belle Ryder nominated Linda Johns. Laurie Linscott seconded.
None opposed. Unanimous approval.

6) Work Plan Development

Staff presented funding options to the Committee for the 2023 Capital Improvement allocation and the remaining 2022 allocation. There are primarily two options for the 2022 remaining allocation. (Both can be completed the funding available.

- 1) Fund Penobscot Corridor Project WIN 0231114.00 \$727,651.00
- 2) Replenish the Holding WIN 014272.40 to meet the 10% reserve \$66,481.00 (Federal \$ only)

Motion – Belle Ryder moves to approve options 1 and 2. Eric Willett seconded.

Rob Yerxa asked to approve option 1 and then just allocate any remaining balance to the Holding WIN.

Discussion further ensued regarding these options for remaining funds – Place in Holding WIN vs. not. Following the discussion, group decided to vote on 2022 and 2023 work plan at the same time. Subsequently Belle Ryder, withdrew her previous motion.

Typically the Capital Improvement Program allocations are divided up as a percentage for each project type which allows for a starting point on the amount of funding available for each category. The Committee decided not to do this with the 2023 allocation. –

Since both the South Main Street (Brewer) and Hancock Street (Bangor) projects were so large, discussions focused if it was possible to split these project into smaller sections. and fund part with the 2023 allocation and resubmit the other portions or consideration in 2024.

John Theriault decided that a portion of the Hancock Street project (Bangor) would not last until the 2023 construction season so the Bangor will apply for an MPI for that portion and resubmit the other portion for funding consideration in 2024.

Belle Ryder suggested to fund the Penobscot Corridor with the remaining 2022 allocation, and leave a balance of \$59,250 available to put towards 2023 project if needed. After more discussion it was decided that South Main Street (Brewer) and Oak Street (Bangor) would be funded at 100%.

Belle Ryder made the following motion

Allocate \$654,854 of the remaining 2022 funding to the Penobscot Corridor (Bangor)

Allocate \$36,382.00 of the 2022 allocation and \$540,800 of the 2023 allocation to fund Oak Street (Bangor)

Allocate \$1,239,350.00 of the 2023 allocation to fund South Main Street (Brewer).

Transfer any remaining 2022 allocation funds to the holding WIN 014272.40 which will replenish the 10% reserve and leave a surplus.

Frank Higgins seconded. Motion approved.

7) Bangor Odlin Road/ Route 2 Study

During the past several months, staff has been working with the City of Bangor on developing the Request for Proposals for the Oldin Road/Route 2/I-395 study. The study team invited 5 firms to submit study proposals. We received 5 strong proposals, which the scoring team reviewed, evaluated, and scored, based on qualifications. The scoring team met on July 10th to discuss the scores and has selected J.W. Sewall to enter into contract negotiations.

Final Price - \$27,096.47 with a negotiated scope.

Frank Higgins made a motion to, **Authorize the BACTS Executive Director to enter into contract negotiations with J.W. Sewall for the Odlin Road/Route 2 traffic study.**

Rob Yerxa seconded. Motion approved.

8) Stay at Home Directive Traffic Analysis

Staff completed an analysis of traffic volume from March 15 to May 15, 2020 compared to the same time period in 2019. The analysis shows that overall traffic volume in 2020 was 48 percent lower than during the same time in 2019. Trips with

origination points and exit points in the BACTS region both decreased by approximately 50.8 percent, with all analyzed origination and exit points experiencing decreases. Orono – BACTS put counters out – got a lot of speed data. Appreciated the assistance from BACTS on this matter.

9) Transit Report

BACTS hosted a transit retreat in May. The retreat was well attended. BACTS is working with the City of Bangor on next steps and post retreat activities. Laurie Linscott gave a brief update on the Community Connector operations and service. The Community Connector is Open to public. Masks given out, public are doing well with compliance in wearing face coverings. ADA pick up service going well. Newest employee Rob K., has his permit.

10)Project Updates

Members provide updates on current projects

11)MaineDOT Report

MaineDOT staff provided updates on the estimates and bicycle/pedestrian work in the region

12)Other Business

Staff provided a brief update on areas of focus for the next several months:

- Website
- Transit Structural analysis
- Long Range Plan Update Scoping
- Transportation Improvement Program Scoring

13)Adjourn

Frank Higgins motioned to adjourn; Bell Ryder seconded. The motion was approved unanimously.

Attachment B

BACTS Staff Report
September 2020

Office Coordinator Training: Staff has been training to transfer QuickBooks to an online platform. Staff has been training on processing payroll, invoicing MaineDOT, and other office procedures.

Title VI: Staff prepared annual report of Title VI Goals and Accomplishments to be submitted to MaineDOT by the end of the month. Staff updated the Title VI/Environment Justice Non-Discrimination Plan and related information on the BACTS website. The Plan will be submitted to MaineDOT by the end of the month.

Trail V Ribbon Cutting Ceremony: Staff attended the Stillwater-Sylvan Connector multi-use trail "Trail V" Ribbon Cutting ceremony. Photos from the event have been posted on the BACTS website.

Traffic Incident Management

Met with MaineDOT staff and SMPDC staff to discuss the current TIM statewide contract and the Strategic planning study RFP. Staff is working with SMPDC to develop the RFP.

Met with Steve Theberge, Joe Lacerda and Aaron Turcotte to discuss the Penobscot TIM group meeting and trainings moving forward. Next Penobscot TIM group meeting is September 16, 2020 via Zoom, Next Hancock County TIM group meeting is September 9, 2020 via Zoom.

ADA Curb Ramp Inventory

Staff is working with MaineDOT to collect an inventory of curb ramps in the BACTS urbanized area. The inventory includes reviewing all pedestrian facilities to determine if they are ADA compliant.

BACTS Bylaws Amendments

Staff has been reviewing the current BACTS bylaws and developing suggested amendments for the Policy Committee to consider at the October meeting.

Webinars, Training and Meetings

- NCATT Technology Summit documentation review
- Streetlight Insight Product Updates Webinar
- FTA Joint Development Update Webinar
- TRB Congressional update webinar
- MaineDOT Regional Planning Organizations Quarterly meeting

Attachment C

TASK 14 – FIXED ROUTE BUS STOP DESIGNATION PLAN

Objective: To designate fixed bus stops for the Community Connector fixed route transit system.

Activities

1. Workgroup Development - The workgroup will meet regularly to maintain a transparent process and solicit constructive communications throughout the project.
2. Outreach - We will create a page and post updates of the progress of the project on our website. Public meetings will be held and feedback will be solicited.
3. Data Collection – Various data will be collected and reviewed to assist in determining different factors that may affect the siting of bus stops.
4. Stop Location – Bus stops locations will be visualized based precisely on the parameters of the finalized Bus Stop Guidelines, then overlaid with major activity/trip generators. Adjustments will be made to address connectivity, accessibility, and environmental/geographical impediments as needed.
5. Draft Bus Stop Map – A draft map of each route will be developed with the location of each stop and type of stop/amenities recommended per guidelines.
6. Bus Stop Inventory - An inventory of all bus stops and bus stop infrastructure will be developed.
7. Facility Improvement/Needs Plan – An Improvement Plan will be developed to identify needs for each designated stop based on the approved Guidelines.

Anticipated Product/Outcome	Responsibility	Anticipated Schedule
Workgroup Meetings	BACTS City of Bangor Municipal Partners	April 2021 – April 2022
Municipal Staff Meetings	BACTS Municipal Partners	July 2021 – February 2022
Public Outreach	BACTS City of Bangor	Ongoing
Project Webpage	BACTS	Ongoing
Draft Proposed Stop Location Maps	BACTS	January – December 2021
Bus Stop Inventory	BACTS	February 2022
Facility Improvement/Needs Plan	BACTS	March 2022
Final Bus Stop Location Maps	BACTS	April 2022

Responsibility	Estimated Cost	Funding Source	Amount
BACTS	\$43,254	FTA CARES Act	\$43,254

Note: The City of Bangor is the direct recipient of the funding for this task. This task is included as part of this document for information purposes. This task is funded separately from planning funds which all other tasks in this document are funded from and are the basis of the contract between BACTS and MaineDOT.