



## ***Policy Committee Meeting***

**October 21, 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 September 15, 2020 BACTS Policy Committee meeting minutes**

**(Attachment A)**

**4) Staff Report (Attachment B)**

**5) BACTS Bylaws Amendments**

***Staff Report***

The BACTS bylaws were last amended in April of 2015. Staff provided proposed amendments to the Executive Committee for consideration, today the Policy Committee will review the suggested amendments, provide comments or additional changes. Once we have the final draft, staff will work with legal counsel for a legal review of the final document. The final amendments will be available for review and approval at the November Policy Committee meeting.

***Proposed Action: Approve the proposed draft BACTS bylaws amendments for legal review.***

**6) Orono Traffic Signal Coordination Study and Evacuation Plan**

***Staff Report***

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 developed in coordination with 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; Gorrill Palmer, Malone and MacBroom, James W. Sewall, Sebego Technics and TYLin International. Three firms submitted proposals in response to the RFP. The selection committee made up of representatives from the Town of Orono, City of Old Town, the University of Maine, MaineDOT and BACTS is meeting on October 15, 2020 to make their selection. The details of the contract will be provided to the Policy Committee at the meeting.

***Proposed Action: Authorize the Executive Director to enter into contract with the selected firm to conduct and develop the Orono Traffic Signal Coordination Study and Evacuation Plan.***

## **7) BACTS' Priority Setting**

### ***Staff Report***

As part of the current Unified Planning Work Program, reviewing the Transportation Improvement Program project ranking criteria for roadway projects, was identified as an area for staff to focus time and resources. The current project scoring criteria was last updated in 2011. The TIP scoring criteria should be linked to the BACTS' Metropolitan Transportation Plan (MTP) or Long Range Transportation Plan (LRP) and the Unified Planning Work Program. Each of these documents should outline regional goals for which BACTS funding will be programmed. At the Policy Committee meeting, the committee will be asked to review the existing regional transportation goals and provide feedback as to how BACTS is doing with achieving those goals.

***Proposed Action: For discussion only***

## **8) Unified Planning Work Program Budget (Attachment C)**

### ***Staff Report***

Staff will provide the Policy Committee an update on the status of the 2020/2021 UPWP Budget.

***Proposed Action: For discussion only***

## **9) Transit Updates**

### **• Bus Route/Schedule Changes**

- Effective October 5:
  - Capehart route will operate the Saturday service schedule all week through November 30.
  - BBOE route will start at 7:20 a.m. instead of 6:50 a.m.; eliminate the 11:20 a.m. and 2:50 p.m. runs; and the last run of the day will be at 5:20 p.m. through November 25 when fall semester service will end.

### **• Pickering Square Transit Facility Progress**

- A&E Consultant selected Artifex Architects and Engineers
- Preliminary Excavation and Fencing work - Eastwood Contractors

- **Purchase of Seven (7) New Buses** - The City of Bangor will be purchasing seven (7) Heavy Duty Gillig transit buses through a "piggyback" contract with Vermont Public Transportation Authority (CPTA). The purchase includes four (4) 35-foot buses and three (3) 29-foot buses. The purchase will be funded with \$2,869,000 in funds awarded through FTA in FY2018 in a Section 5339b grant and \$519,000 in matching funds awarded by MaineDOT through the Maine

Volkswagon Environmental Mitigation Settlement Funds. Four (4) 35-foot buses and one (1) 29-foot bus will be delivered in 2021-2022 and the remaining two (2) 29-foot buses will be delivered in 2023-2024.

- **FY20 Section 5339b Grant Award** – On August 11th, FTA announced that the City of Bangor was awarded \$396,800 in federal funds to add passenger shelters and bus boarding areas for the Community Connector service. The funds were awarded to fund a project which “will produce a bus stop location plan considering ridership, connectivity, transfer points, accessibility, safety, streetscapes and rider amenities, creating more efficient, better connections to jobs, schools, and community services.”

***Proposed Action: For discussion only***

#### **10) Project Updates**

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

***Proposed Action: For discussion only***

#### **11) MaineDOT Report**

MaineDOT staff will provide updates on any MaineDOT projects, polices, or plans.

***Proposed Action: For discussion only***

#### **12) Other Business**

Discussion of other items not on today’s agenda.

#### **13) Upcoming Meetings**

Municipal Partners Transit Committee – November 4, 2020  
Policy Committee – November 17, 2020



**Attachment A**

**Policy Committee Meeting  
September 15, 2020  
Zoom Meeting**

<b>Committee Members</b>	<b>Affiliation</b>
John Theriault	Bangor
Linda Johns	Brewer
Frank Higgins	Brewer
Jeremy Caron	Brewer
Rob Yerxa	Orono
Kyle Drexler	Orono
Sean Currier	Hampden
<b>MaineDOT</b>	
Chris Mann, John Devin, Randall Barrows, Carlos Pena	
<b>BACTS</b>	
Sara Devlin, Connie Reed, Dianne Rice, Paige Nadeau	

**1) Call to Order**

John Theriault called the meeting to order at 9:33 am.

**2) Public Comment**

There were no public comments.

**3) Approval of July 21, 2020 BACTS Policy Committee meeting minutes**

Rob Yerxa moved to accept the minutes, and Chris Mann seconded. The minutes were accepted, as written, unanimously.

**4) Staff Report**

Staff provided the committee with the monthly staff report. Sara mentioned that the October meeting is expected to be a longer meeting than usual due to a higher number of agenda items.

**5) Unified Planning Work Program Amendment**

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.

Discussion was held regarding funding; the City of Bangor is the direct recipient of the funding for this task.

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

Frank Higgins motioned to accept proposed action. Rob Yerxa seconded.

## **6) Unified Planning Work Program Studies Updates**

### **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 Oldin 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, Sebege 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.

Sara Devlin opened the discussion to talk about the public comment process; BACTS is currently looking into Metroquest, and staff are scheduled to attend training. Sara asked if anyone had any other ideas for how to best reach the public during this time.

Carlos Pena said the State of Maine is working on allowing other organizations to utilize PEMA.

Sara Devlin recognized that the PEMA tool has an ADA component but may be on a larger scale than is necessary for the projects in question at BACTS at this time.

John Devin said he has attended remote meetings in Sedgewick and will get back to the group regarding what service those meetings utilize to encourage public engagement.

Chris Mann suggested that BACTS reach out to PACTS, they have had success with various public outreach tools.

## **7) BACTS Website Development**

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.*

Linda Johns moved to accept the proposed action as written, Sean Currier seconded.

## **8) Transit 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.

John Theriault gave an update regarding the transit building (bus hub). The City is currently reviewing proposals from four vendors: CES, Artifacts, Dirigo, and Seland Architects. The City is reaching out to Artifacts to negotiate their proposal. The cost is higher than anticipated but considered reasonable given how experienced Artifacts is with signage and communication, two primary goals of the project.

### **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.

John Theriault opened discussion regarding the structural analysis by asking if this went through an RFP process.

Sara Devlin responded no, it was below the minimum threshold and so BACTS was able to select 5 vendors from the prequalified list.

John Theriault asked if BACTS had worked with these vendors before.

Sara Devlin responded that BACTS and Bangor have worked with these vendors in the past (Vendors discussed included AECOM, Cambridge, RLS, CDM Smith, and VHB). Sara also mentioned that this topic is only for discussion and will not require the policy committee's approval. DOT is funding this project with a match from the City of Bangor. BACTS will keep the committee informed on progress.

### **9) Project Updates**

Sean Currier provided an update on Hampden projects;

- Bridge closure on 1A is a work in progress, tentative end date is projected at mid-November
- Hampden is looking into a sewer project on Western Ave (approx. 2,000 feet), they are working with DOT and looking to put a bid out in the fall.

Frank Higgins provided an update on Brewer projects;

- South Main street is being resurfaced, approximately two weeks left

- Intersection of Wilson and Dirigo – Equipment is expected end of November, expected to start in December

John Theriault provided an update on Bangor projects;

- Hogan Road sidewalk is complete
- Ohio Street Bridge is expected to be completed by the end of October
  - John Devin from DOT said this may be done by early October
- Broadway work is on schedule
- Main Street – Looking into repaving contractors.
- State Street – To prepare for work to be done in future, City is looking at working on sewer and water on this stretch now and to wrap it up by the spring so this area can be repaved the following summer.

Rob Yerxa provided an update on Orono projects;

- Kelley Road Bridge – on schedule

## 10) MaineDOT Report

John Devin provided an update on DOT projects;

- I-95 from Old Town to Carmel is going to be repaved
  - Randall Barrows added that DOT is looking at working on the ramps this year, and then ultra-thin layer next year.
  - Randall also provided an update on the Orrington overlay – stating an expected end date of October 20<sup>th</sup>.
- Old Town Stillwater Avenue project is expected to be advertised in February

John Devin was also contacted by the Bike Coalition of Maine regarding wanting to do a bike demo in the Bangor area.

- John Theriault stated that they completed a demo last year and it was well received.
- Sara Devlin stated that BACTS would like to be involved.

Chris Mann provided a policy update stating that the DOT was going to be sending along a highlight of policy changes to MPO's in the coming weeks.

## 11) Other Business

TIP scoring discussion will be discussed at future meetings

Classification of Roads

- Dianne Rice stated that Pete is looking at classification of roads
- John Theriault asked regarding DOT's interest in the classification
- Dianne responded that the DOT wants to assess the classification to ensure that roads are being properly captured
- Sara Devlin mentioned that this occurred when she was at PACTS and the net was a few very small changes.

## 12) Adjourn

Linda Johns motioned to adjourn; Chris Mann seconded. The motion was approved unanimously.

## **Attachment B**

Staff Report  
October 2020

**Regional Bus Stop Policy and Designated Bus Stop Project** - The first meeting of the Bus Stop Policy Work Group was held on October 7th. Each municipality served by the Community Connector had a representative present, as well as the MaineDOT transit program, ADA program, Community Connector staff, and BACTS staff. Information was prepared and presented to the workgroup on federal accessibility requirements, general design principles, and choosing bus stop location. The Work Group anticipates meeting monthly until the Policy is completed. A page on BACTS website has been designated for the project where documents and information will be publicly posted (<https://bactsmo.org/transit/>). Based on the tentative project timeline, the Policy should be completed by March. Once finalized, the Policy will serve as the blueprint for designating bus stops throughout the system. A work group for the second phase of the project will be formed and then work will begin on designating stops following the finalization of the Policy.

**Intern Job Posting** - A Transportation Planning Intern job position was developed and posted with the University of Maine and Unity College. The posting has been active since September 15 with no response. Understanding that the academic experience and on-campus activity is very different this Fall and students may not be using traditional programs and services; staff reached out to Faculty to ask if there may be students they know of who are in the region who may be interested in the position. One professor responded that they would inform current students of the opportunity but were unaware of anyone at the time. A change in strategy may be necessary to fill this need because of limited in person classes and on-campus activities this year.

**FY20 Ridership** - Staff has been working the Community Connector staff throughout the month to finalize fiscal year-end 2020 ridership data. The final ridership data was received October 8th and ridership reports by route will be provided to the municipal partners with the November meeting agenda materials.

**Transit Structural Analysis Proposals** - The Transit Structural Analysis RFP was sent to 5 firms. BACTS received two proposals. The proposal review committee, reviewed, scored, and discussed the proposals based on firm qualifications, project understanding, previous experience, and the firms project management methodology. Due to the firm's proposals scoring less than a point different, and both firms having strong references, the committee has decided to conduct 30 minute interviews with each firm. Those interviews will take place during the next two weeks

**Traffic Incident Management** - Hosted Penobscot TIM Group Meeting via ZOOM, prepared minutes from the meetings and scheduled the next meeting. Met with Aaron Turcotte, Joe Lacerdo and Steve Theberge to discuss future training needs. Organized administered 2 training sessions (Oct 6 and Oct 16) for the TIM Responder Training class and attended the class on October 6, 2020. Hosted the Hancock TIM Group Meeting via ZOOM on October 7<sup>th</sup>, 2020. Organizing a live ZOOM Train the Trainer class with Tom Reinauer and Stephanie Carver. Date anticipated to be in November.

**Odlin Road/Route Transportation Study** - The study is on schedule. Sewall will be presenting the alternatives, with layouts, analysis results and cost estimates to the Advisory Committee in November (Date TBD). The desired result of the Advisory Committee meeting is to determine the final recommendations.

A public presentation via ZOOM will take place in December followed by a 30-day public comment period at which time the public may provide feedback through a metro quest survey.

**Penobscot Rural Contract** - Staff prepared a list of contacts in Penobscot County. Sent a letter to all the municipal representatives outside of the BACTS urbanized area to introduce BACTS and let them know what services we can provide to them through the Rural contract. Staff had initial conversations with the following municipalities to discuss their current needs Towns of Millinocket (general information), Howland (walking trails), Dixmont (culvert replacement and stream crossing upgrades), Orrington (bike and walking path), and Newport (railroad crossings). Followed up the conversations with MaineDOT staff to discuss next steps and funding options.

### **Data Collection**

- Continued work on the ADA Curb Ramp inventory.
- Preparing to do Speed Studies for the Town of Orono as well as MaineDOT.
- MaineDOT is doing a study to determine if additional signage will help reduce travel speeds. The studies are set to start Oct 12th, with a week of preliminary data collection followed by 1 to 2 weeks of data collections after the signs have been installed. The areas being studied are Harlow Street in Bangor, from Valley Ave to Cumberland St. and Park St./Route 2 in Orono from College Ave. to Crosby Street.
- Orono requested speed studies in the College Avenue area, Bennoch Road, Middle Street, and Beach Street.

**Old Town Route 2 Signal Project WIN 23971.00** - The draft PDR was submitted to MaineDOT in late August. MaineDOT finalized their comments on September 25, 2020. Sebege Technics is reviewing the comments and moving forward on the PDR. BACTS will be sending the 2<sup>nd</sup> letter to the Utility companies. The project is on schedule. The final PDR should be done later this month.

**Website** - Staff have been communicating with Pulse. Staff have attended the introduction meeting and the first design template for the site is expected within the next couple of weeks for staff to review.

**Audit** - Staff have been working with our auditors to complete FY20 audit. Audit is on time and staff are providing auditors with all required materials in a timely fashion.

**Interested and Affected Parties List** - Staff have gone through and updated BACTS' interested and affected parties list. All recipients of the list have been sent an email given the option to opt out of being a recipient.

**Maine Department of Transportation Pre-qualification Application** - Staff applied to MaineDOT to be on considered for the list of pre-qualified firms working on MaineDOT projects. BACTS' application was for the focus areas of regional planning studies and transit planning. BACTS has previously been on the MaineDOT pre-qualified firm list for the area of regional planning studies. Firms will be selected by February 2021.

### **Webinars, Training and Meetings**

- AARP Livable Communities Transportation Workshop
- AMPO GIS Quarterly Webinar: Enterprise Data Enhancement for Planning
- Moving Maine Network Gathering
- AMPO General Membership Webinar
- MetroQuest Webinar: Winning Tactics for Community Engagement in the New Normal
- NNECAPA Conference and Annual Meeting
- MMA Annual Conference
- Streetlight Data user group meeting

Attachment C

BACTS UPWP DOT Contract - Figures updated through 09/30/2020

Update Monthly					Contract to Date Trend			Forecasted Trend			
TASK	PROJECT	Total Allotted	Total Spent	Total Remaining	Actual % Usage	Amount should be as of 09/30	Variance	Remaining Allotted	Avg Monthly Cost	Projected Forecast	Variance (- Over + Under)
1	Administration/Coordination	\$290,414.00	\$131,251.07	\$159,162.93	45%	\$108,905.25	-\$22,345.82	\$181,508.75	\$14,583.45	\$350,002.85	-\$59,588.85
2	Professional Development	\$40,000.00	\$4,683.15	\$35,316.85	12%	\$15,000.00	\$10,316.85	\$25,000.00	\$520.35	\$12,488.40	\$27,511.60
3	Data Collection & Database Management	\$115,000.00	\$46,097.14	\$68,902.86	40%	\$43,125.00	-\$2,972.14	\$71,875.00	\$5,121.90	\$122,925.71	-\$7,925.71
4	GIS and Demographic	\$55,000.00	\$20,878.31	\$34,121.69	38%	\$20,625.00	-\$253.31	\$34,375.00	\$2,319.81	\$55,675.49	-\$675.49
5	Public Outreach	\$9,000.00	\$9,573.82	-\$573.82	106%	\$3,375.00	-\$6,198.82	\$5,625.00	\$1,063.76	\$25,530.19	-\$16,530.19
6	Bicycle and Pedestrian Planning	\$30,000.00	\$1,483.63	\$28,516.37	5%	\$11,250.00	\$9,766.37	\$18,750.00	\$164.85	\$3,956.35	\$26,043.65
7	Transportation Safety	\$5,000.00	\$954.00	\$4,046.00	19%	\$1,875.00	\$921.00	\$3,125.00	\$106.00	\$2,544.00	\$2,456.00
8	Traffic Incident Management	\$28,000.00	\$4,499.27	\$23,500.73	16%	\$10,500.00	\$6,000.73	\$17,500.00	\$499.92	\$11,998.05	\$16,001.95
9	TIP Development	\$35,000.00	\$25,480.68	\$9,519.32	73%	\$13,125.00	-\$12,355.68	\$21,875.00	\$2,831.19	\$67,948.48	-\$32,948.48
10	Metropolitan Transportation Plan Update	\$5,000.00	\$0.17	\$4,999.83	0%	\$1,875.00	\$1,874.83	\$3,125.00	\$0.02	\$0.45	\$4,999.55
11	Performance Measures	\$12,000.00	\$737.08	\$11,262.92	6%	\$4,500.00	\$3,762.92	\$7,500.00	\$81.90	\$1,965.55	\$10,034.45
12	Studies	\$156,000.00	\$21,364.41	\$134,635.59	14%	\$58,500.00	\$37,135.59	\$97,500.00	\$2,373.82	\$56,971.76	\$99,028.24
	<b>FHWA PL SUBTOTAL</b>	<b>\$780,414.00</b>	<b>\$267,002.73</b>	<b>\$513,411.27</b>	<b>34%</b>	<b>\$292,655.25</b>	<b>\$25,652.52</b>	<b>\$487,758.75</b>	<b>\$29,666.97</b>	<b>\$712,007.28</b>	<b>\$68,406.72</b>
13	Transit Planning	\$201,278.00	\$63,569.59	\$137,708.41	32%	\$75,479.25	\$11,909.66	\$125,798.75	\$7,063.29	\$169,518.91	\$31,759.09
	<b>FTA 5303 SUBTOTAL</b>	<b>\$201,278.00</b>	<b>\$63,569.59</b>	<b>\$137,708.41</b>	<b>32%</b>	<b>\$75,479.25</b>	<b>\$11,909.66</b>	<b>\$125,798.75</b>	<b>\$7,063.29</b>	<b>\$169,518.91</b>	<b>\$31,759.09</b>
	<b>TOTALS</b>	<b>\$981,692.00</b>	<b>\$330,572.32</b>	<b>\$651,119.68</b>	<b>34%</b>	<b>\$368,134.50</b>	<b>\$37,562.18</b>	<b>\$613,557.50</b>	<b>\$36,730.26</b>	<b>\$881,526.19</b>	<b>\$100,165.81</b>

24 Total Contract Months  
 9 Number of Months into Contract  
 15 Remainder of Contract