



**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.