



Policy Committee Meeting

May 18th, 2021

9:30 AM

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 April 20th, 2021 BACTS Policy Committee Meeting Minutes (Attachment A)

4) Staff Report (Attachment B)

5) BACTS Public Participation Plan (Attachment C)

Staff Report

The proposed updated Public Participation Plan was presented at the April 20th Policy Committee meeting. The Plan is required to have a 45-day public review and comment period. The draft Plan was posted to the BACTS website and public notice of the proposed update and public comment period was circulated to the Interested and Affected parties list on March 26th. The public comment period ended on May 10th.

No public comments were received during the public comment period. The Plan was updated to indicate that no public comments were received.

Proposed Action: *Approve the Public Participation Plan as written.*

6) Transportation Improvement Program Project Selection (Attachment D)

Staff Report

BACTS Policy Committee must approve FHWA and FTA projects selected for TIP funding at the July Policy Committee meeting. The following outlines the schedule for project selection:

- FHWA- Municipalities submitted project proposals before May 12, 2021. The TIP subcommittee will meet on May 13th to review the project proposals and prioritize projects for Policy Committee approval. See Attachment D-1.
- FTA- BACTS Transit Committee will meet in June to review and recommend Program of Projects (POP) for Policy Committee approval

Proposed Action: *Review and approve proposed project list.*

7) BACTS Regional Signal Inventory and Assessment

Staff Report

BACTS staff invited three firms to submit proposals in response to the Regional Signal Inventory and Assessment RFP. Two proposals were received, the review committee is

meeting on May 14th to review, score, and recommend a consultant to the Policy Committee to authorize Staff to enter into contract negotiations.

Proposed Action: *Authorize staff to begin contract negotiations with the consultant recommended by the Regional Signal Inventory and Assessment review committee.*

8) Unified Planning Work Program Budget (Attachment E)

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

- a. Transit Committee Report - The BACTS Transit Committee met on May 5th, 2021. Attached is a report from that committee meeting. (**Attachment F**)
- b. Staff and The Community Connector will provide updates on transit studies, operations, or other transit related items.

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 an update on any MaineDOT projects, policies, or plans.

Proposed Action: *For discussion only*

12) Other Business

Discussion of other items not on today's agenda.

13) Upcoming Meetings

BACTS Non Profit Board Meeting - June 15th, 2021

Policy Committee – June 15th, 2021



Attachment A
Policy Committee Meeting
April 20th, 2021
ZOOM Meeting
Minutes

Committee Members	Affiliation
John Theriault	Bangor
Aaron Huotari	Bangor
Courtney O'Donnell	Bangor
Linda Johns	Brewer
Jeremy Caron	Brewer
Amy Ryder	Hampden
Kyle Drexler	Orono
Belle Ryder	Orono
Bill Mayo	Old Town
John Rouleau	Old Town
EJ Roach	Old Town
David Pardilla	Penobscot Nation
Laurie Linscott	Community Connector
MaineDOT / FHWA	
Patrick Adams, Darryl Belz, Randall Barrows, John Devin, Fred Michaud, Stephen Landry, Carlos Pena (FHWA)	
Members of the Public	
Sherry Tompkins	
BACTS	
Sara Devlin, Connie Reed, Dianne Rice-Hansen, Paige Nadeau	

1) Call to Order

Meeting called to order by John Theriault at 9:30 A.M. John provided a brief introduction of each member in attendance for the new Assistant city Manager of Bangor, Courtney O'Donnell.

2) Public Comment

There were no public comments.

3) Approval of March 16th, 2021 BACTS Policy Committee Meeting Minutes

Belle Ryder motioned to accept the minutes as written, Jeremy Caron seconded. The minutes were accepted unanimously.

4) Staff Report

Staff provided the committee with the monthly staff report. Sara Devlin provided a brief overview. Staff have submitted the RFP for the Signal Inventory to three prequalified firms and expect to hear back around the end of the month. Sara Devlin also noted that BACTS is keeping an eye on earmark opportunities that may become available. BACTS wrote a letter of support for Orono for a Community Funding Program related to sidewalk safety and ADA improvements. Sara Devlin encourages other municipalities to reach out if they would like a similar letter of support. Staff have also been in contact with members regarding setting up a discussion for the long range plan.

5) BACTS Public Participation Plan (Attachment C)

Staff Report

An MPO is required to develop and use a documented participation plan that defines a process for providing stakeholders, the public, and specific individuals and groups, with reasonable opportunities to be involved in the metropolitan transportation planning process. The Plan is developed in consultation with all interested parties and describes planning procedures, strategies and desired outcomes that engage stakeholders and the public in the planning process. The Plan creates opportunities for public involvement, participation, and consultation throughout the development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).

MPOs must create a public participation plan that allows for:

- adequate public notice of public participation activities and time to review and comment at key decisions;
- review and comment at key decision points in the development of the MTP and TIP;
- multiple, accessible participation formats, including electronic and in-person;
- consideration and response to public input received during the development of the MTP and TIP;
- additional opportunity for public comment, if the final MTP or TIP differs significantly from the version that was made available for public comment and raises new material issues that could not reasonably have been foreseen from the public involvement efforts;
- coordinating with the statewide transportation planning public involvement and consultation processes;
- periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process;
- providing a summary, analysis, and report on the disposition of comments shall be made as part of the final MTP and TIP when significant written or oral comments are received on the draft.

The Participation Plan itself is required to have a 45-day public review and comment period. The proposed update was posted to the BACTS website and public notice of the proposed update and public comment period was circulated to the Interested and Affected parties list on March 26th. The public comment period ends on May 10th.

BACTS staff will compile all relevant public comments, or a summary of similar comments, for consideration and response (if warranted) by the BACTS Policy Committee at the May Policy Committee meeting. All relevant comments with Policy Committee response, will be

included in the final Plan. If no substantive public comments are received, the final plan will be brought to the Policy Committee for approval at the Policy Committee meeting in May. Copies of the approved Public Participation Plan will be provided to FHWA and FTA for informational purposes.

Proposed Action: For Discussion Only

Connie Reed provided a brief presentation going over key changes from the prior public participation plan. Connie Reed asked the committee to provide any comments they have to her prior to May 10th.

6) Old Town Project Funding

Staff Report

Over the past several months BACTS staff, MaineDOT, and the city of Old Town have been discussing funding options for two separate projects:

- Signal at Main/Stillwater/Water Street - BACTS Staff, the City of Old Town, MaineDOT representatives, and Sebago Technics met recently to discuss the cost and scope for this project. The current design is for mast arms however, due design needs, there is a budget deficit of approximately \$155,000 for this project. Scope alternatives were discussed, however, the City wishes to proceed with the mast arms for this intersection.
- Stillwater Ave mill and fill- The low bid for the Old Town Stillwater Ave Mill and Fill was \$242,157 over the estimate which is 152% over estimate. BACTS does not currently have funding available in the Holding WIN to fund the deficit for this project.

Old Town has requested to transfer \$155,000 from the Stillwater Ave Mill and Fill to the Main/Stillwater/Water Street signal project. The balance of the remaining funding of approximately \$267,000 will remain in WIN 22445.00, Stillwater Mill and Fill to be re-bid at a later date. Old Town would be 100% responsible for any funding deficit in the Stillwater Ave Mill and Fill once the project is awarded.

Proposed Action: Discuss and approve funding changes to two Old Town TIP projects.

Sara Devlin provided an update on the projects listed above and Old Towns request as outlined above. John Theriault asked for clarification on what the Town will do with the deficit for the mill and fill project. Bill Mayo said the Town will wait to complete this project until the bid is more reasonable and will pay the entire cost. Sara Devlin said the Town also has the option to remove this project from an MPO sponsored project and try to complete it as a Town sponsored project, this would change some of the requirements and may reduce the costs but the Town would be responsible to pay back anything used on the project thus far.

Belle Ryder made a motion to approve the funding change as written above. Linda Johns seconds the motion.

Darryl Belz asked Randall Barrows if this caused any issues for MaineDOT, Randall Barrows said traditionally the Town would need to have a funding strategy in place at the time of advertisement. Bill Mayo said the town has \$1.7M in paving projects this year, including one from Center Street Orono town line and that there is a placeholder put in that could provide the funding for the project as noted above, he is happy to provide MaineDOT a spreadsheet showing this break out. Randall Barrows said this would be helpful.

None opposed to the motion as written above.

7) BACTS Project Prioritization and Selection Process (Attachment D)

Staff Report

At the November Policy Committee meeting, the committee agreed to appoint a Transportation Improvement Program subcommittee to review, evaluate, and recommend changes to the current project selection process. Over the past several months the TIP subcommittee has met to develop a new Project Prioritization and Selection Process. The recommended process is intended to streamline the selection process for members and staff. The proposed process has updated information on data collection and scoring and is more representative of the needs of the region. The amended TIP selection process will be posted for a 10-day public comment period prior to final approval. Staff will post the process for public comment, incorporate any substantive changes, and bring back to this committee in May for final approval. Staff will also select a consultant to assist with the cost estimates of the projects once they have been selected.

Proposed Action: Approve the amended Transportation Improvement Program Project Prioritization and Selection process, to be posted for a 10-day public comment period.

Proposed Action: Authorize Staff to select a consultant to develop the final project scopes and cost estimates once the projects have been prioritized and selected.

Sara Devlin provided an overview of the document. Prior to the suggested process Staff spent a lot of administrative time collecting data. BACTS would like the process to be more collaborative. Substantial changes come under roles and responsibilities, BACTS would like a subcommittee to be formed for project list reviews. Funding matches would stay the same as currently presented. The process for FTA funded projects would remain the same. The process as currently written has a project contingency section, if a project comes in 10% over budget, that is the max a municipality could ask for from the committee, anything over that would be the municipality responsibility. The proposal requirements are similar to the previous process. Scoring is broken out with slight differences for roadway and intersection type projects. There is also a standalone sidewalk project section. Dianne Rice-Hansen added that there is also a possibility for sidewalk projects to submit through the capital work plan project process first, for projects within the MPO area. Patrick Adams clarified that these submissions would have a 8/1 or potentially 7/1 due date. Sara Devlin also noted that for proposed sidewalk projects, Staff will know early in the process if the municipality should shift to the MaineDOT process if it is not likely to qualify under BACTS prioritization funding. The proposed document has a stronger focus on the region and less on the type of project. BACTS is open to reevaluating the process next year after the first time going through to assess areas for improvement. Dianne added that the data would be coming from MaineDOT and also noted that this information is thorough, and more up to date than historically speaking. Sara Devlin also mentioned that with a signal inventory and possibly a collector paving inventory, changes in scoring, and consistent up to date data from MaineDOT, she thinks this will help the subcommittee make more thoughtful decisions.

Sara Devlin amended the suggested action to the following during the meeting in order to provide Staff with adequate time to begin the process, pending no substantive changes during the public comment period -

Suggested Action - Approve the amended Transportation Improvement Program Project Prioritization and Selection process, to be posted for a 10-day public comment period and if

no substantial comment is received then the process will be approved so Staff can move forward with work. If substantial comments are received BACTS will adjust accordingly and bring the document for final approval to the May meeting.

Belle Ryder made a motion to send for a 10 day comment and if there are no substantial comments, then to approve the process as written. Linda Johns seconded. No objections.

Second Suggested Action - Authorize Staff to select a consultant to develop the final project scopes and cost estimates once the projects have been prioritized and selected.

Belle Ryder made a motion to approve the suggested action as written, Jeremy Caron seconded. No objections.

8) Work Plan Development Schedule

Staff Report

BACTS needs to submit the 2022-2024 FHWA and FTA funded project candidates to MaineDOT by July 31st, 2021. With the proposed TIP Project Prioritization and Selection process, the selection of projects to be funded should be less time consuming. Staff proposes the existing TIP subcommittee work as the project selection committee for the 2024 FHWA projects, and the BACTS Transit Committee recommend transit funding allocations to the Policy Committee for approval for the MaineDOT work plan. All projects, FHWA and FTA need to be approved at the July Policy Committee for inclusion into the MaineDOT work plan, and subsequently into the Transportation Improvement Program/Statewide Transportation Program.

Proposed Action: For discussion only

Sara Devlin provided an update. Sara Devlin clarified that the Policy Committee needs to approve both FHWA and FTA projects. Sara Devlin stated that Staff will work with committees over the next few months to make these lists to submit to MaineDOT prior to July 31st. Jeremy Caron asked for a date to get these projects submitted to BACTS, Sara Devlin said May 3rd, if there are no substantive comments on the Project Prioritization Process. Sara Devlin also stated that BACTS will provide members with a schedule for submitting projects as well as deadlines. Dianne Rice-Hansen encouraged the members to start developing these project lists internally. Sara Devlin said the Transit Committee will be meeting in the coming weeks to discuss FTA funding and will get recommendations to the Policy Committee for their review. John Theriault asked if Dianne Rice-Hansen will send members a list of projects that have been submitted in the past as she has done previously and Dianne Rice-Hansen said she would provide these lists with the schedule.

9) Unified Planning Work Program Budget (Attachment D)

Staff Report

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

Proposed Action: For discussion only

Sara Devlin provided an update. BACTS is projecting a \$120k surplus (not including the approximate \$50k budgeted for the signal inventory study that was recently submitted to prequalified firms under RFP BACTS-2003) in the UPWP planning budget which must be spent prior to the end of the calendar year, or at least designated to a specific study in order

to be eligible for a funding rollover. Sara Devlin shared that the Executive Committee had been in favor of conducting a regional collector paving assessment. Belle Ryder said this is a previously identified need but would also like the Committee to keep in mind what infrastructure might be vulnerable to climate change such as culverts, bridges, and roads subject to flooding. Sara Devlin said it would be a great idea to scope vulnerable infrastructure assessment. Linda Johns suggested this scoping occur during the next UPWP.

Linda Johns made a motion for Staff to develop an RFP for a regional collector paving assessment with the projected surplus and Belle Ryder seconded. None opposed.

10) Transit Updates

Staff and The Community Connector will provide updates on transit studies, operations, or other transit related items.

Proposed Action: For discussion only

Laurie Linscott - Community Connector is still running short staffed but is actively recruiting. Work on the transit hub project is ongoing.

Sara Devlin - The bus stop designation project is ongoing. Sara Devlin and Connie Reed have been presenting to members and the presentations have been well received. Sara Devlin noted they have received comments that the project may be underfunded and BACTS is keeping an eye on earmarking funding that may be available through congressional funding opportunities.

11) Project Updates

Jeremy Caron provided an update on Brewer projects

- Working on North Main MPI, going out to bid
- Signal for Dirigo and Wilson is being constructed in May

David Pardilla provided an update on Penobscot Nation projects

- Sandy Beach Road project is moving forward, costs came in over budget

John Theriault provided an update on Bangor projects

- Union Street ADA improvements are being put out soon
- Main Street project - kicking off soon, hopefully May
- Design work for a couple of MPI's being developed

Sara Devlin asked if any municipality had been contacted by the Bicycle Coalition of Maine, John Theriault said Bangor had. Sara Devlin requested that BACTS be kept in the loop regarding any recommendations they implement, Patrick Adams requested to be kept informed as well.

12) MaineDOT Report

John Devin provided an update

- MPI money for 2022 construction is pretty much allocated. If any municipalities have anything for 2023 they should start thinking about those projects. Cap on those projects is \$1.25M.

Randall Barrows provided an updated

- Orono large culvert project - put to bid in May - completion date next year.

13) Other Business

Stephen Landry inquired regarding BACTS will develop a Traffic Signal Committee. John Theriault suggested that after the traffic signal inventory is done a subcommittee may develop after. Sara Devlin agreed.

14) Upcoming Meetings

Municipal Partners Transit Committee – May 5th, 2021

Policy Committee – May 18th, 2021

Linda Johns made a motion to adjourn. Belle Ryder seconded. The motion was approved unanimously. Meeting ended at 10:35 A.M.

Attachment B

Staff Report

May 2021

Personnel Policies and Procedures – Staff are working on updating BACTS personnel policies and procedures handbook to bring up to compliance.

Metropolitan Transportation Plan Priority Setting - Staff held individual meetings with the member municipalities and Tribe, as well as the Bangor International Airport, to gain an understanding of the differing and similar perspectives of the strengths, weaknesses, opportunities, and threats of the local and regional transportation network. Staff will be compiling the feedback and presenting the results to the Policy Committee to assist in defining goals for the 2023 Long-Range or Metropolitan Transportation Plan.

Bus Stop Policy and Design Guidelines - The public comment period for the Bus Stop Policy and Design Guidelines ended on April 30. Eleven written comments were received. Comments have been compiled and a Work Group meeting to review the comments and their responses has been scheduled for May 19. Any relevant public comments received, and responses to those comments, will be posted to the project page on the website and become part of the final document.

Penobscot Indian Island Transit Funding Options- BACTS staff participated in a meeting arranged by Charlie Rutkowski of Community Transportation Association of America (CTAA), who is providing transit planning consulting services to Penobscot Indian Island. In addition to David Pardia of Penobscot Indian Island, Community Connector Staff, MaineDOT Staff, and Downeast Transportation also participated in the meeting. Charlie has been working with Penobscot Indian Island exploring funding options, and addressing the potential issue that the urban portion of the Nation, which contains the vast majority of the Nation's population, would preclude the Nation from accessing funding from the Section 5311 and Tribal Transit programs.

MaineDOT has indicated that a creative solution proposed to FTA Region 1, using Section 5311 (rural) funding to fund a feeder route which would begin in the rural portion of Penobscot Indian Island to connect to the fixed route to the Community Connector fixed route system would enable the Nation to receive rural funds based upon the rural portion of the Reservation. However, FTA has not provided any written confirmation of that allowance and the Penobscot Nation Administration has indicated that they want to run their own transit program. If FTA would allow the use of Section 5311 funding from the rural portion of the Island for a feeder service, it is not clear if that would also allow Penobscot Indian Island to also then qualify for the Tribal Transit Program.

In addition, prior to the pandemic, Penobscot Indian Island had been investigating the possibility of getting commuter bus service from the Island to Jackson Labs. This was also discussed at the meeting

More follow-up and analysis will need to be done. Before moving forward, official written confirmation and clarification from FTA should be obtained stating that Penobscot Indian Island will be able to be considered rural for transit funding eligibility. A meeting will be scheduled with FTA.

Bus Stop Designation Project - Staff has been working on GIS field data collection layers and maps and developing data collection forms. On-Board Bus Operator "Interviews" and collection is expected to begin at the end of May/early June. We have advertised for an intern to assist with the project.

Transit Structural Analysis - RLS has completed their final interview memos and peer reviews and they are currently in the final stages of developing recommendations. Staff anticipates a full report on the recommendations at the June Policy Committee meeting.

Studies

The Orono signal coordination study is still in progress. The consultant has gathered much of the information they need. The consultant has met with the City of Ellsworth traffic representative to discuss using their system to provide control over the Orono / Old Town signals in this study area. We are currently awaiting final approval by the City Manager. The Town of Orono will designate someone who will then have the access to the system to control the programs as needed. The next advisory committee meeting will take place once we have all necessary information gathered for Sebego to make their recommendations.

Regional Collector Paving Assessment

Staff has been working on developing a Request for Proposals for a regional collector paving assessment. Staff has also been working with MaineDOT staff to schedule a virtual meeting to review, discuss and possibly change some of the federal functional classification of road segments in the MPO boundary.

Data Collection

Staff conducted a speed study for the Town of Orono @ 100 and 44 Forest Avenue. The town recently put up a permanent flashing speed sign in this area. After further review of the data collected and comparing it to a study done in the same area in 2020 the vehicles speeding through the area have decreased significantly.

Traffic Incident Management

The next meetings for the TIM groups will be in June. All meetings are going to be in person with a virtual option. Guests from the electrical utility companies will be presenting their processes and protocols for “blue sky” and widespread events.

In person responder training will start up again soon. Staff met with representatives from East Millinocket Fire, NMDC, and MaineDOT personnel to discuss establishing TIM groups in Aroostook and northern Penobscot counties. BACTS has been a subcontractor under SMPDC for the Statewide TIM contract. BACTS is taking over the Statewide TIM contract soon, we are awaiting the signed contract. As part of this contract Staff will be facilitating the Statewide TIM Group, Hancock TIM Group, and Midcoast/Lincoln County TIM Group. Staff will be overseeing the scheduling and coordination of TIM Responder and Train the Trainer classes throughout the State. Staff will be meeting May 10th with a consultant to discuss the TIM statewide strategic plan. The Penobscot TIM group meetings will be covered under the TIM task in our UPWP and Penobscot county rural outreach will be covered under our Penobscot Rural TA contract.

Meetings and Conferences

- NOCoE - talking TIM Webinar series
- Value Capture Strategies and Infrastructure Bank Programs
- Maine Transit Association Quarterly Meeting
- Active Communities Engagement Workgroup Quarterly Meeting
- AMPO Membership Quarterly Meeting
- Public Transit Advisory Council Meeting
- WTS Panel Discussion- Maines Women MPO Leaders
- Regional Climate Action Plan meeting



Public Participation Plan

March 2021

Adopted by the BACTS Policy Committee on May 18, 2021



Bangor Waterfront Wayfinding Ribbon Cutting Ceremony
May 2018

The preparation of this document has been funded in part by the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The contents of this document do not necessarily state or reflect the official views or policies of the funding agencies.

Non-Discrimination Policy Statement

The Bangor Area Comprehensive Transportation System (BACTS), as a recipient of Federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes and regulations, is committed to ensuring that no person shall, on the grounds of race, color, national origin, gender, age, disability, income, or limited English proficiency, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any program or activity conducted by BACTS, regardless of whether programs and activities are federally funded or not.

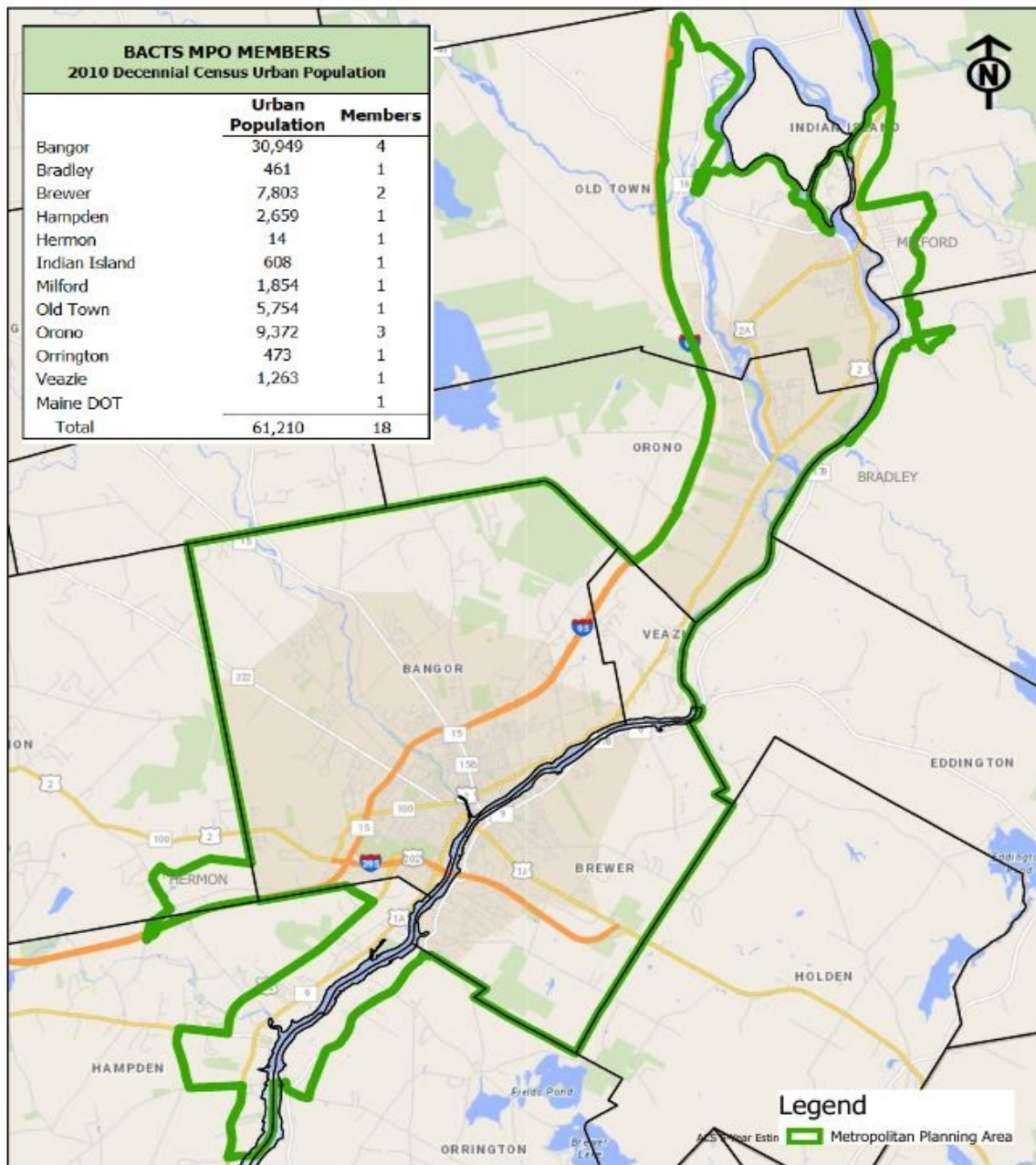
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Metropolitan Planning Area

The Bangor Area Comprehensive Transportation System (BACTS) Metropolitan Planning Area (MPA) includes all of Bangor, Brewer, Penobscot Indian Island, Veazie; and portions of Bradley, Hampden, Hermon, Milford, Old Town, Orono, and Orrington; covering 43 square miles and a population of 61,210. There is one fixed route transit operator in the greater Bangor Urbanized Area (UZA), the Community Connector. The Community Connector serves the municipalities of Bangor, Brewer, Hampden, Veazie, Orono, Old Town, and the University of Maine.



BACTS MPO MEMBERSHIP
2010 U.S. Decennial Census

What is BACTS

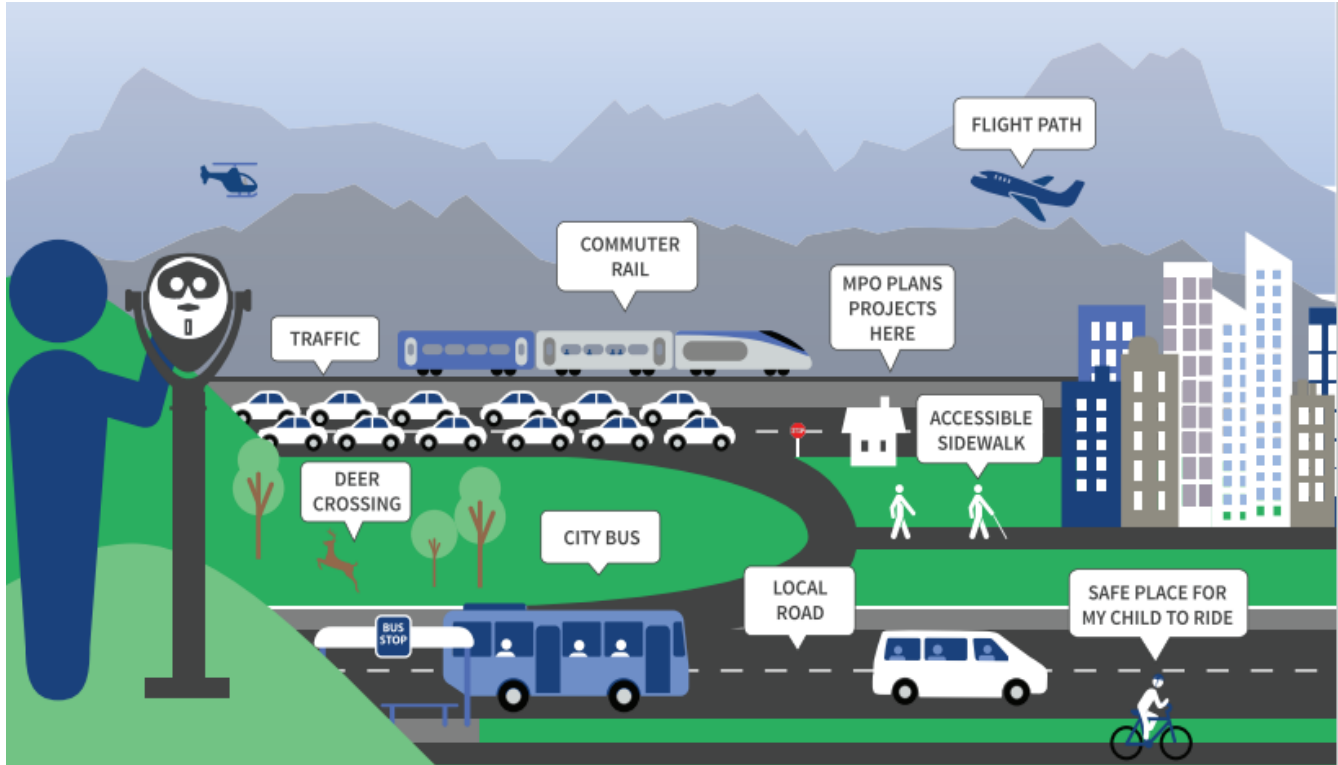
Federal legislation passed in the early 1970s requires that any UZA with a population greater than 50,000 have a designated Metropolitan Planning Organization (MPO). BACTS was designated in 1982 as the federally mandated MPO in the Greater Bangor UZA.

An MPO has authority and responsibility for transportation policy-making in metropolitan planning areas. As the MPO, BACTS focuses on advancing the transportation interests of the greater Bangor UZA. BACTS' primary responsibility is to develop regional plans that coordinate various elements of transportation networks into one cohesive regional transportation system and identify transportation investment priorities within the region. BACTS evaluates and approves proposed transportation improvement projects; facilitates communication between member communities and local, state and federal transportation agencies; and sponsors and conducts studies to assist in the transportation planning process with the goal of executing a continuing, cooperative and comprehensive (3-C) planning process in the region.

As is the case with most MPOs, BACTS does not own or operate the transportation system it serves and, therefore, is not involved in implementing the transportation project priorities established. Rather, BACTS serves an overall coordination and consensus-building role in planning and programming funds for projects and operations. BACTS involves local transportation providers in the planning process by including transit agencies, State and local highway departments, airport authorities, maritime operators, rail-freight operators, Amtrak, port operators, private providers of public transportation, and others with an interest in the transportation system within the greater Bangor UZA.

Transportation System Infrastructure

Image: US Department of Transportation Every Place Counts Leadership Academy Transportation Toolkit¹



¹ Image of transportation system infrastructure US DOT Every Place Counts Leadership Academy Transportation Toolkit <https://www.transportation.gov/leadershipacademy#:~:text=The%20Every%20Place%20Counts%3A%20Leadership,the%20transportation%20decision%20making%20process>

Membership and Governance

BACTS membership is limited to those municipalities, tribes, and the Maine Department of Transportation (MaineDOT), wholly or partially within the greater Bangor Federal UZA as defined by the most recent United States Decennial Census and MaineDOT.

BACTS is governed by a Policy Committee. Each member municipality and tribe have the right to appoint one voting member for every three thousand (3,000) people in their urbanized area to the Policy Committee, with a minimum of one member and a maximum of four (4) members per municipality or tribe. MaineDOT also has the right to appoint one (1) voting member. In addition to voting members, FHWA and FTA each have one (1) non-voting seat on the Policy Committee.

Committees

Executive Committee - The Executive Committee sets the overall strategic direction for BACTS. Duties include proposing amendments to bylaws; approving policies and procedures; and reviewing/renewing the Executive Director's contract and performing their annual performance evaluation.

Policy Committee - The Policy Committee is the governing body of the MPO. Duties include establishing subcommittees and working groups; hiring/firing of the Executive Director; setting strategic direction for the regional long-range plan and UPWP; endorsing the programming of the annual federal funding allocation; adopting the annual TIP; establishing/amending bylaws; and approving/directing the Executive Director to sign and enter contracts on behalf of BACTS. The Policy Committee meets at least quarterly, or more frequently as deemed necessary by the Policy Committee Chair.

Transit Committee - The Transit Committee provides input on overall strategic direction for the fixed route transit service in the greater Bangor UZA. Duties include providing input on the Community Connector capital plan, assisting with the annual budget development, and providing input on all transit planning efforts and studies. The Transit Committee meets quarterly, or more frequently as deemed necessary by the Committee Chair.

Open Committee Meetings

All committee meetings are open to the public. Notifications, cancellations, and any special announcements for regular meetings conducted by BACTS are posted on the BACTS website and Facebook page.

Meeting notices, agendas, and materials are provided to all members of the Committee at least seven (7) calendar days prior to a scheduled meeting. Meeting notices and agendas for committee meetings are posted to the BACTS website at least seven (7) calendar days prior to a scheduled meeting. Meeting minutes are available on the BACTS website after committee approval.

There is opportunity for public input at each BACTS committee meeting during the standing public comment agenda item. Public input is limited to five minutes per person. The Committee Chair has the discretion to allow additional time for public input or limit public comments when they determine comments are redundant.

Meeting Accessibility

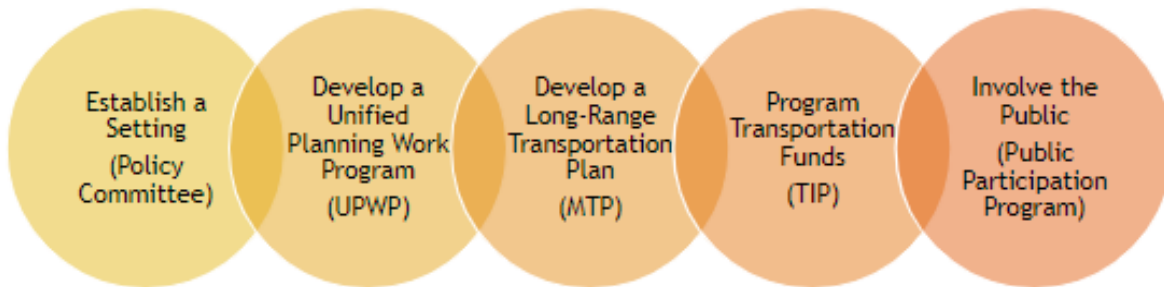
The transportation needs and opinions of all persons shall be included in the transportation planning process. The planning process will be made accessible by ensuring that all public meetings are held at convenient and accessible locations and times. When possible, public meetings shall be held at facilities accessible by public transit. Meetings shall also be offered virtually and/or by telephone when possible. Individuals needing special accommodations to participate in meetings or individuals with

limited English proficiency should contact BACTS staff at (207) 974-3111 at least three (3) business days prior to the scheduled meeting in order to make arrangements to accommodate their needs.

Key Products of the Metropolitan Transportation Planning Process

As an MPO, BACTS performs six core functions:

1. Establish a setting for effective decision-making.
2. Identify and evaluate transportation improvement options.
3. Prepare and maintain a Metropolitan Transportation Plan (MTP).
4. Develop a Transportation Improvement Program (TIP).
5. Identify performance measure targets and monitor whether implemented projects are achieving targets.
6. Involve the public.



BACTS creates plans and policies for transportation at the regional level. The federally required key products of an MPO include:

Unified Planning Work Program (UPWP)

The UPWP lists the transportation studies and tasks that BACTS staff and member agencies will perform to support the metropolitan transportation planning process. The UPWP identifies the funding source for each project, the schedule of activities, and the agency or agencies responsible for each task or study.

The UPWP covers a two-year period and typically includes the following elements:

- Planning data and analysis tasks, such as data collection and trends monitoring, and studies of a variety of demographic, development, transportation, and environmental factors.
- Public outreach activities conducted in accordance with the Public Participation Plan (PPP), including collaborative development and periodic evaluation of its effectiveness.
- Preparing the MTP and TIP, including supporting studies and products that will result from these activities.
- Completing all Federally funded studies, including all relevant State and local planning activities conducted without Federal funds.

Prior to drafting the UPWP, BACTS will solicit public input for proposed planning activities. A Notice of Public Comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least ten calendar (10) days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration.

Any public comments received will be compiled and presented to the BACTS Policy Committee for consideration prior to development of the UPWP. The approved UPWP will be posted to the BACTS website and available at the BACTS office.

Metropolitan Transportation Plan (MTP)

The MTP covers a 20-year horizon and must be updated at least every five (5) years. The MTP serves as the region's comprehensive plan for transportation investment to support the safe and efficient movement of people and goods. Federal law requires that the MTP "...include both long-range and short-range strategies/actions that provide for the development of an integrated intermodal transportation system... to facilitate the efficient movement of people and goods in addressing current and future transportation demand."

The MTP is prepared through active engagement with the public and stakeholders using an approach that considers how roadways, transit, nonmotorized transportation, and intermodal connections are able to improve the operational performance of the multimodal transportation system.

In developing the MTP, BACTS will consult and coordinate, to the maximum extent practicable, with agencies and officials responsible for other planning activities within the region that are affected by transportation (including MaineDOT and public transit providers, State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements). In addition, BACTS develops the MTP with due consideration of other related planning activities within the metropolitan area, and the process provides for the design and delivery of transportation services within the area that are provided by:

1. Recipients of FTA assistance (under title 49 U.S.C. Chapter 53);
2. Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the USDOT to provide non-emergency transportation services; and
3. Recipients of Federal Lands and Tribal Transportation Programs assistance (under 23 U.S.C. 201-204).

Developing and updating the MTP can take several months, if not longer. Throughout the long-range planning process, the public will be engaged at key stages of development. Once the revised MTP is in final draft form, a comment period of thirty (30) calendar days will be provided for public review. If the final MTP differs significantly from the version that was made available for public comment, a second public comment period of at least ten (10) calendar days will be held before final approval by the BACTS Policy Committee.



Photo Credit: BACTS

Public Notification of MTP Development

BACTS shall provide notice to the public of public participation activities and time for public review and comment at key decision points in the development or update of the MTP. These notices will be posted on the BACTS website and sent to those on the list of *Interested and Affected Parties*.

BACTS shall also attempt to reach those interested in the Plan's development by using various public outreach strategies which may include, but are not limited to social media posts, news releases, and public service advertisements.

At the onset of the MTP development process, BACTS shall prepare a detailed list of objectives to obtain public input and outline a public participation plan based on those objectives. The MTP specific public participation activities shall be established with the following core principals in mind:

- Establishing early and continuing public participation
- Providing adequate notice of activities and time for public review and comment at key decision points
- Ensuring information and meetings are accessible to all persons, to the maximum extent possible
- Seeking out and considering the needs of those populations traditionally underserved
- Explicitly considering and responding to input received during the development of the MTP
- Consulting with agencies and officials responsible for planning activities within the region.

Preparation of Final MTP

BACTS will prepare the final MTP after carefully considering all of the comments and input received from the public process. All relevant written or oral comments received on the draft will be included in the final plan. If the final MTP contains substantive changes from the one that was made available for public comment, or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts, then BACTS shall provide an additional duly noticed ten (10) calendar day public comment period on the revised draft Plan.

The final MTP shall contain a summary, analysis, and the BACTS Policy Committee responses to all relevant comments received on the draft and if necessary, the final MTP. The final approved MTP will be posted on the BACTS website and will be available at the BACTS office for public viewing.

MTP Modifications or Amendments

In general, the MTP is updated every five years. Whenever significant action is taken by the Policy Committee or planning regulations call for substantive changes between this time period, an amendment to the MTP may be necessary.

If amendments are warranted, a notice of public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least ten (10) calendar days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration. BACTS will make available the proposed amendment to the MTP with a brief description or summary of the amendment(s) and supporting documentation on the BACTS website and at the BACTS office.

BACTS will compile all relevant public comments, or a summary of similar comments, for consideration by the Policy Committee prior to approval of the MTP amendment. All relevant comments received will be included in the Plan, as well as the Policy Committee responses to all relevant comments. The approved amended MTP will be posted on the BACTS website and will be available at the BACTS office for public viewing.

Transportation Improvement Program (TIP)

The TIP identifies transportation projects and strategies covering a four-year timeframe and is updated every year. All projects receiving funding by the FHWA and FTA must be listed in an approved Statewide Transportation Improvement Program (STIP) before they are eligible for federal expenditures. These projects reflect the investment priorities detailed in the MTP.

The TIP lists the immediate program of investments that, once implemented, will go toward achieving the performance targets established by the MPO and documented in the MTP. The TIP is the region's means of allocating its transportation resources among the various capital, management, and operating investment needs of the area, based on a clear set of short-term transportation priorities prepared through a performance-driven process.

Brewer Riverwalk²



In addition, BACTS shall develop the TIP with due consideration of other related activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

1. Recipients of FTA assistance (under title 49 U.S.C. Chapter 53);
2. Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the USDOT to provide non-emergency transportation services; and
3. Recipients of Federal Lands and Tribal Transportation Programs assistance (under 23 U.S.C. 201-204).

Under Federal law, the TIP must:

- Cover at least four years of investment.
- Be updated at least every four years.
- Remain fiscally constrained so that projects are only included if their full funding can reasonably be anticipated.
- In air quality nonattainment and maintenance areas the projects in the first two years of the TIP are limited to those with available or committed funding. *
- Conform with the State Implementation Plan (SIP) for air quality in nonattainment and maintenance areas. *
- Report on anticipated progress in meeting performance targets.
- Include projects for which Federal funds were obligated in the prior year.
- Be approved by the MPO and the Governor.
- Be incorporated, directly or by reference and without change, into the STIP.

**The BACTS MPA is currently in attainment for air quality.*

² Brewer Riverwalk image City of Brewer <https://brewermaine.gov/home/brewer-riverwalk/>

Public notice of TIP development and opportunity for public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least 10 calendar days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration. The City of Bangor, as a direct recipient of FTA Section 53 federal funds and fixed route urban public transit provider in the greater Bangor UZA, uses the BACTS TIP public involvement process to satisfy their program of projects (POP) public involvement requirements. Public notices relating to the TIP (and significant amendments of the TIP) shall say, in part, “*public notice of public involvement activities and time established for public review and comment on the Transportation Improvement Program (TIP) will satisfy the Program of Projects (POP) requirements of the Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Program.*”

BACTS will compile all relevant public comments, or a summary of similar comments, for consideration by the Policy Committee prior to final approval of the TIP. All relevant comments received and Policy Committee responses will be included in the final TIP document. The approved TIP will be posted on the BACTS website and will be available at the BACTS office for public viewing.

TIP Revisions

Whenever action is taken at the project level by the BACTS Policy Committee between updates, a revision to the TIP may be necessary. BACTS follows the same TIP revision guidelines and processes as those agreed upon by FHWA, FTA, and MaineDOT in adding, removing, or changing projects to the STIP.

The procedure for formally revising the S/TIP varies depending on the nature of the proposed change to the document. As described in 23 CFR §450, there are two types of revisions to an approved S/TIP:

1. Amendment (Requires public process and Federal approval)
2. Administrative Modification (Information Only)

The degree of MPO, State and Federal action and approval varies based on revision type. As agreed upon by the FHWA, FTA, and MaineDOT, the guidelines included in Appendix A distinguish between an Amendment and an Administrative Modification to revise the S/TIP.

TIP Amendment Public Notification Process

Amendments are major changes; therefore, a public involvement process is required. In accordance with 23 CFR § 450, the S/TIP Amendment process must provide a “reasonable opportunity” for public comment. For any project requiring an amendment, Public notice of TIP Amendment and opportunity for public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least ten (10) calendar days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration.

BACTS will make available the proposed amendment(s) with a brief description or summary of the amendment(s) and supporting documentation on the BACTS website and at the BACTS office. Any technical analysis in support of the amendment will be referenced in the public notice and made available to the public for review and comment.

TIP Administrative Modification Public Notification Process

Administrative Modifications are not significant changes; therefore, no public involvement process is required. For administrative modifications made to Maine-DOT funded and sponsored projects in the BACTS region, MaineDOT submits the request to the BACTS Executive Director who executes the administrative modification following a three-business day notification and comment period to the Policy Committee. BACTS will post TIP administrative modifications on the BACTS website and have the document available for public viewing at the BACTS office.

TIP Project Rating Criteria

Any substantive change in BACTS' TIP project rating criteria is subject to public review and comment. Amendments to the TIP rating criteria shall be accomplished before the initiation of the TIP development process. Public notice of amendments to the TIP rating criteria and opportunity for public comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties*. A period of at least 10 calendar days beginning from the date of public notice will be provided during which comments may be submitted to BACTS for consideration. BACTS will make available the criteria and supporting documentation on the BACTS website and at the BACTS office.

BACTS-Sponsored Transportation Studies

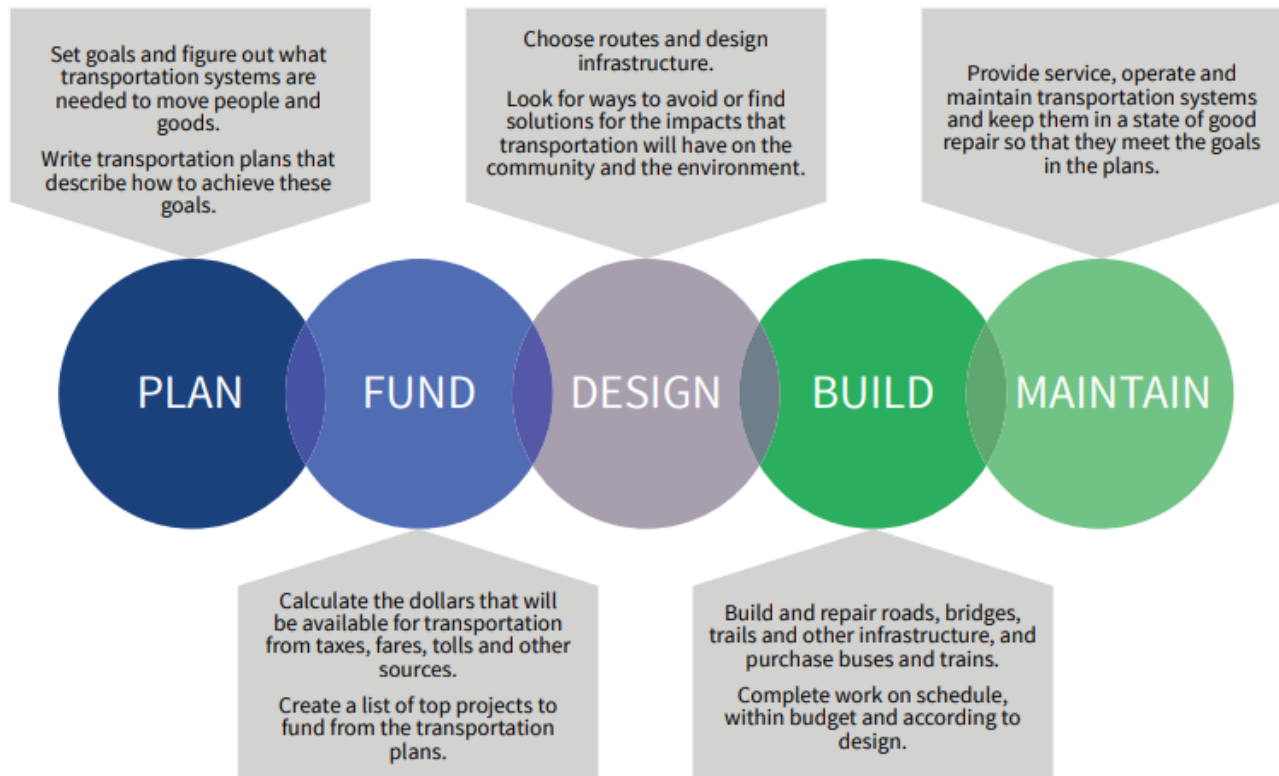
During the two-year implementation of the UPWP, members of the public have opportunities to be involved with the funded studies and other planning efforts. Each study will have its own public participation plan and schedule. Members of the public can serve on or provide input to municipal-level committees convened to advise BACTS-funded studies, attend public meetings or workshops hosted by BACTS, and/or attend and provide comments at BACTS committee meetings during the standing public comment agenda item.



Metropolitan Transportation Planning Key Product Update Schedule

Plan / Program	Time Horizon	Contents	Update Frequency	Current Document Adoption Date
UPWP	2 Years	Planning Activities and Studies	Biennially	9/17/2019 Amended 9/15/2020
TIP	4 Years	FHWA and FTA Funded Projects	Annually	3/16/2021
MTP	20 Years	Future Goals, Strategies, and Products	5 Years	1/16/2018
PPP	NA	Opportunities for Involvement in the Metropolitan Transportation Planning Process	3 Years	5/18/2018

Five Basic Steps Of Transportation Decision-Making Process³



Public Involvement Procedures

Scheduling And Notice Procedures

See Appendix B - “Chart of Comment Periods and Minimum Notice.”

Public Outreach Strategies

BACTS recognizes public outreach is essential to the planning and transportation programming process and understands a variety of techniques and tools should be used to ensure transparency and increase opportunities for the public to participate. BACTS will track the type and amount of public involvement methods used, and feedback received in developing metropolitan transportation plans and programs.

Interested And Affected Parties Distribution List

In order to promote active, informed public participation in the transportation planning process, a broad range of organizations and individuals are included in the *Interested and Affected Parties* list. Any agency or individual requesting to be included as an Interested and Affected Party will be kept informed during the development of the key products of the Metropolitan Transportation Planning Process.

³ Five Basic Steps of Transportation Decision-Making Process Image from US DOT Every Place Counts Leadership Academy Transportation Toolkit

<https://www.transportation.gov/leadershipacademy#:~:text=The%20Every%20Place%20Counts%3A%20Leadership,the%20transportation%20decision%2Dmaking%20process.>

The BACTS *Interested and Affected Parties* distribution list includes:

- Public Agencies
- Public Transportation Providers
- Public Transportation Employee Organizations
- Port Authority
- Freight Shippers
- Freight Transportation Providers
- Private Transportation Providers (Intercity Bus and Taxi Operators)
- Healthcare Providers
- Housing Authorities
- Economic and Business Development Organizations
- Tourism Organizations
- Lodging Establishments
- Utility Providers
- Transportation Safety Agencies
- Emergency Management, Law Enforcement and Rescue Services
- Airport
- Environmental Agencies and Organizations
- State, County, and Municipal Representatives
- Advocacy Groups
- Schools, Colleges and Universities
- Large Employers
- Organizations representing the interests of vulnerable and traditionally underserved populations (older adults, minority populations, persons with disabilities, and economically disadvantaged persons)
- Media Contacts
- Private Citizens



The distribution list is periodically reviewed and updated by BACTS staff to ensure adequate inclusion of agencies and individuals traditionally underserved by the existing transportation system. Any agency or individual interested in the BACTS planning process can request to be added to the distribution list by contacting BACTS staff at info@bactsmmpo.org or (207) 974-3111.

Advisory Boards

As necessary, BACTS will convene advisory groups in developing studies and plans and in forming recommendations. Advisory boards do not replace public input, rather provide additional resources, perspectives, and expertise during the planning process. Individuals invited to be part of an advisory board are designated by the Policy Committee. Members of any such advisory board serve in an honorary capacity and, in such capacity, have no right to notice of, or to vote at, any meeting of the Policy Committee, and shall not be considered for purposes of establishing a quorum.

Charette / Public Workshop

On occasion, intense working sessions during which planners, engineers, members of the public, elected officials, and others will come together to collaborate and brainstorm solutions and spark conversation may be held.

News Media

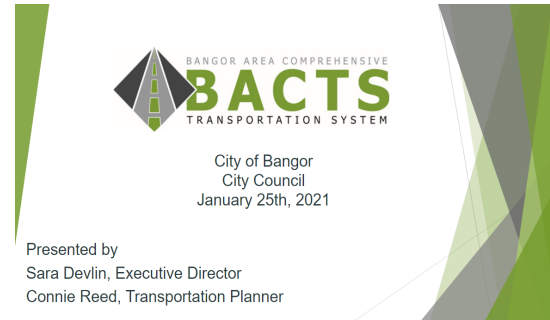
The BACTS designated newspaper for required legal ads is:



Bangor Daily News
PO Box 1329
Bangor, ME 04402-1329

Presentations

Presentations may be delivered by BACTS staff for various purposes and in various settings (as part of a regular committee meeting, a scheduled public meeting, or by request to a specific organization, agency or group with a specific interest). Whenever possible, presentations will be posted to the BACTS website for access to the general public.



Public Hearings

Notices of public hearing will be posted on the BACTS website and sent to the list of *Interested and Affected Parties* at least ten (10) calendar days prior to a scheduled public meeting. Public Hearings are formal meetings where comments made by members of the public during the hearing go into the public record. The notice will encourage submission of written comments by those unable to attend the meeting and detail the public comment timeframe and procedure for submitting comments for consideration by the BACTS Policy Committee.

Public Meetings

Notices of public meeting will be posted on the BACTS website and sent to the list of Interested and Affected Parties at least seven (7) calendar days prior to a scheduled public meeting. A public meeting is open to the public and provides time for the public to ask questions, present ideas, voice opinions, and discuss the topic at hand. There are different types of public meetings:

- Open House - an informal meeting to learn about a transportation plan or project by viewing displays, exploring scenarios, and talking with project staff or consultants.
- Town Hall - an informal meeting usually facilitated by an official, featuring a question and answer session.

Public Notices

Public notices will be posted on the BACTS website and through direct communication (email or postal mail) with all those on the *Interested and Affected Parties* distribution list. Timeframes for providing public comments vary by product, plan and program (see Appendix A *Chart of Minimum Notice and Comment Periods*). Any significant public comments, or a summary of similar comments, will be compiled and provided to the Policy Committee for review and response prior to approval of any plan or program. Comments of a substantive nature received during the designated comment period will be addressed and included in the final document.

Social Media

Social media has become an essential way to reach individuals. BACTS will use social media to share ideas and information on a variety of transportation-related topics, post meeting announcements, and inform the public about activities related to the metropolitan transportation planning process and public participation activities. Although BACTS will read and consider all comments made on social media platforms, only comments that are submitted in accordance with requirements described in the *Notice of Public Comment* will be part of the official public comment record for a product that is out for public review and comment.

**Facebook**

BACTS uses Facebook as its primary social media presence

<https://www.facebook.com/BangorAreaComprehensiveTransportationSystem/>

**LinkedIn**

BACTS also has a professional social media presence on LinkedIn

<https://www.linkedin.com/company/bangor-area-comprehensive-transportation-system-bacts/>

**YouTube**

BACTS has a YouTube Channel where video content is available to the public

https://www.youtube.com/channel/UCwXqrOszDlrS_MZPTKj8udQ

Surveys

Surveys can be an integral part of the planning process. Surveys may be developed and compiled as a means of soliciting feedback for a variety of reasons and may be obtained through different methods (online, paper, telephone, and in-person). Any survey undertaken by BACTS will be posted on the website and compiled results will be shared with the Policy Committee and other stakeholder agencies and organizations.

Webinars

A presentation, lecture, workshop, or seminar that is transmitted over the web using video conferencing software. Facilitators can share audio, video, and documents with attendees. In some cases, participants can also give, receive, and discuss information in real-time.

Website

The BACTS website, www.bactsmpto.org, is the primary means by which BACTS makes information available to the public. Interested parties may be directed to the site using traditional media, social media, emails and other forms of notification. The website provides public access to a variety of documents, containing both policy and technical information used in the transportation decision-making process. The *Events* section of the website <https://bactsmpto.org/events/> lists all meetings and current public participation and comment opportunities.



Virtual Meetings

With the assistance of MaineDOT, BACTS held a pilot hybrid in-person-virtual public meeting format using Adobe Connect in 2018. The virtual meeting component had no attendees and unfortunately, due to audio technical difficulties, the recording of the meeting was unable to be posted to the BACTS website as planned. Because of these factors, further investment in resources for developing virtual components for public meetings were not made at the time. In early 2019, BACTS began piloting a hybrid in-person-virtual meeting format with the Transit Committee meetings using free conferencing.

As was the case with all other agencies, in response to the COVID-19 pandemic, BACTS stopped holding in-person Committee and public meetings in March 2020 and moved to an all virtual meeting format. With this, BACTS invested in virtual meeting tools. With the global move to virtual meetings and widespread public usage, BACTS intends to continue allowing for a virtual component to Committee and public meetings beyond the pandemic in order to have a wider reach.

Visualization Techniques

Attempts will be made to incorporate visualization techniques in the metropolitan transportation planning process. Visualization techniques used by BACTS include, but is not limited to:

- Maps
- Photographs
- Charts
- Graphs
- Diagrams
- Sketches.

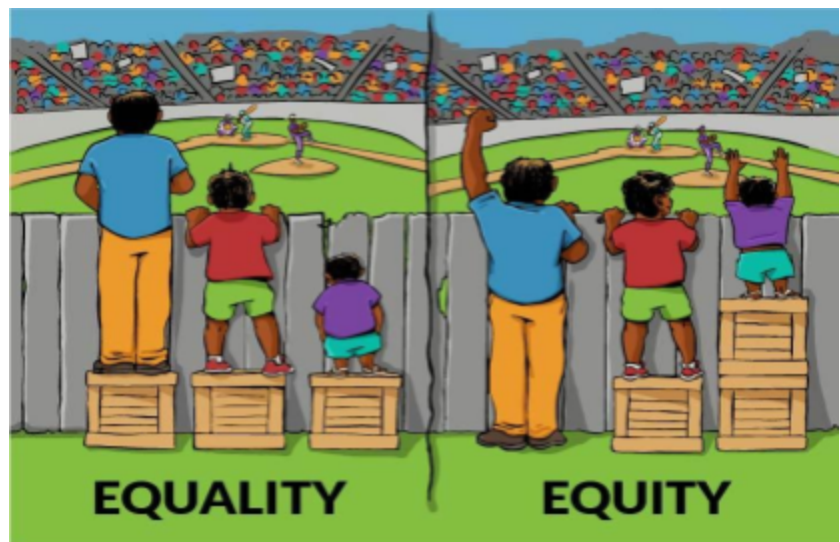
Access to Information

All documents for public review and comment will be posted on the BACTS website. BACTS staff will make printed materials available to the public upon request. When appropriate, a fee may be collected for copies of publications. The fee will cover the cost of production and, if applicable, the cost of mailing the materials. All such materials are available for viewing at the BACTS office at no cost.

Equity, Diversity, and Inclusion

BACTS is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions and ensuring that the public-at-large is afforded access to our programs and services. To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any BACTS program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. BACTS assures all of its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

BACTS will ensure all individuals have meaningful access to programs and activities by providing reasonable accommodations for persons with disabilities and/or limited English proficiency. Auxiliary aids and/or sign language interpretation services will be provided upon advanced notice. For individuals who speak English less than well, BACTS uses a language card, and LanguageLine Solutions to provide over-the-phone translation services at public meetings. Individuals needing special accommodations to participate in meetings should contact BACTS staff at (207) 974-3111 at least three (3) business days prior to the scheduled meeting in order to make arrangements to accommodate their needs.



*Equality/Equity image Interaction Institute for Social Change |
Artist: Angus Maguire
<https://interactioninstitute.org/illustrating-equality-vs-equity/>*

The BACTS TitleVI/Environmental Justice Non-Discrimination Program is reviewed and updated annually and submitted to MaineDOT by October 1 of each year. BACTS is also required to submit an

annual report of Title VI/Environmental Justice related accomplishments and goals to MaineDOT annually. The Plan is available to the public on the BACTS website and at the BACTS office.

Inquiries concerning BACTS' policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice, may be directed to the Title VI Coordinator:

Connie Reed
Bangor Area Comprehensive Transportation System
12 Acme Road, Suite 104
Brewer, ME 04412
(207) 974-3111
connie.reed@bactsmmpo.org

Goals and Performance Measures

Effective public participation is essential to the successful implementation of any planning program or project. Without the involvement of local citizens, it is difficult to design a program that effectively meets the needs of the public. A proactive public involvement process leads to a transportation system that reflects the needs and values of the community. To that end, BACTS actively seeks to incorporate the involvement of the public in its planning efforts.

Public participation efforts are intended to include and afford individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. This PPP is designed to provide all interested parties, including local public agencies and planning partners, with information on how BACTS engages the public in the transportation planning and programming processes.

BACTS' goals for public participation in the metropolitan planning and programming processes are to:

1. Inform and engage local and state agencies, planning partners and stakeholders in plans and programs.
2. Obtain an understanding of transportation needs and desires.
3. Engage the public in transportation decision-making early and often.
4. Provide the public reasonable access at key decision points during the development of plans and programs.
5. Ensure full and fair participation in the transportation decision making process.
6. Provide timely and adequate notice to the public about meetings and plans.
7. Seek out and consider the needs of those traditionally underserved by existing transportation systems, who may also face challenges accessing employment and other services, including:
 - a. Low-income households
 - b. Minority households
 - c. Limited-English proficiency populations
 - d. Senior populations
 - e. Zero-car households; and
 - f. Persons with disabilities.

To assess the effectiveness of BACTS' public involvement activities, the following strategies, performance measures, and evaluation criteria shall be used:

Strategy	Performance Measure	Evaluation Criteria	Method to Meet Goal
Interested and Affected Parties Distribution List	Keep database current	Number of returned items	Make immediate corrections when items are returned
BACTS Website	Increase number of unique website visitors	Number of hits	Use other tools to increase awareness of website
Calendar of Events	Keep calendar current	Calendar reflects all currently known events	Post on website in a timely manner
Meeting and Public Hearing Advertisements	Advertise all required Committee meetings and public hearings 7/10 days in advance	All required Committee meetings and public hearings are advertised 7/10 days in advance	Ensure system is in place to advertise with enough lead time
Translation and Interpretive Services	Satisfy all requests	How many requests are made and how many requests are filled	Advance notice of meetings; opportunity for translation service is prominent and clear on all notices
Social Media	Maintain and post content regularly	Calls, messages, number of followers	Provide information, announcements, access to surveys, and meeting information; maintain and monitor account
Comment Forms; Surveys; Questionnaires	50% of meeting attendees complete; OR 25% of mail/email recipients complete	Number of responses received; number of persons reached	Encourage response by explaining importance of receiving feedback to improve planning process; incentivize completion
Public Forums, Meetings, Hearings, Workshops, Project Meetings	Attendance reflects public interest; progress is able to be made using input from affected parties	Attendance, emails, letters, etc.	Schedule at convenient times and locations; hold multiple workshops to allow for options; use virtual and offline tools to increase awareness
Advisory Committees	80% member participation across length of project	Percent of member participation	Schedule at convenient times and locations; ensure timely distribution of materials; keep members engaged and informed

Periodic Review of Public Participation Procedures and Strategies

BACTS will review this public participation plan and the procedures and strategies used to solicit public participation and feedback and ensure a full and open participation process at least once every three years.

Public Participation

A Notice of Public Comment will be posted on the BACTS website and sent to the list of *Interested and Affected Parties* when the Public Participation Plan is revised. A period of at least of 45 calendar days will be provided during which comments may be submitted to BACTS for consideration. BACTS will make available the proposed Plan with a brief description of significant changes on the BACTS website and at the BACTS office.

BACTS staff will compile all relevant public comments, or a summary of similar comments, for consideration and response (if warranted) by the BACTS Policy Committee. BACTS will prepare the final Public Participation Plan after carefully considering all of the comments and input received from the public process. All relevant written or oral comments received on the draft Plan, with Policy Committee response, will be included in the final Plan. Copies of the approved Public Participation Plan will be provided to FHWA and FTA for informational purposes and be posted on the BACTS website.

2021 Proposed Plan Public Participation

A public notice of the proposed update and public comment period, with a list of the significant changes from the 2018 Plan was issued to the Interest and Affected Parties list, and the draft March 2021 Public Participation Plan was posted on the BACTS website for the 45-day public review and comment period on Friday, March 26, 2021. The notice was also posted on BACTS' Facebook page.

The public comment period ended at 4:00 p.m., on Monday, May 10, 2021. No public comments were received.

The Public Participation Plan was approved by the Policy Committee at the May 18, 2021 meeting.

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) PROCEDURES FOR THE STATE OF MAINE

I. Introduction

The Statewide Transportation Improvement Program (STIP) lists transportation programs and projects covering four years. Projects funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) must be listed in an approved STIP before they are eligible for federal expenditures. A STIP is necessary for states to demonstrate fiscal constraint, adequate public involvement, and compliance with the Clean Air Act. Projects or programs become included in an approved STIP through a comprehensive revision process that supersedes the previous STIP or they are amended to the current STIP, and they must be developed according to the performance-based provisions of 23 CFR Part 450. This agreement between the FHWA, FTA, and MaineDOT, describes the process for adding, removing, or changing projects in the current STIP.

II. STIP Revision Guidelines

The procedure for formally revising the STIP varies depending on the nature of the proposed change to the STIP document. As described in 23 CFR §450, there are two types of revisions to an approved STIP:

- Amendment (Requires public process and federal approval)
- Administrative Modification (Information Only)

The degree of state and federal actions varies depending on revision type. As agreed upon by the FHWA, FTA, and MaineDOT, the following guidelines distinguish between an Amendment and an Administrative Modification to revise the STIP.

NOTE: For financial adjustments, federal funding would come from reserved federal funding, existing projects with excess funding based on latest estimate, bid savings from advertised projects, and/or unprogrammed federal funding associated with the fourth year of the STIP. Schedule adjustments may be required to accommodate the obligation of funding.

Amendment Guidelines

- Any change to a project in the current STIP/TIP that impacts the regional air quality conformity emissions analysis used for the current conformity determination
- Adding or removing a significant project (Project requiring an EIS and a construction cost greater than \$35M)
- Adding or removing a Non-Exempt phase of a project
- Adding or removing a project
- Adding or removing a phase(s) to a project with a financial adjustment in accordance with Table 1
- A scope change resulting in a financial adjustment in accordance with Table 1
- A change in the total cost of a project in accordance with Table 1
- Creating a lineage WIN with a total project cost in accordance with Table 1
- Project location/limits (by reference or otherwise) can be revised/updated in accordance with Table 1 and/or Table 2
- Adding a project from a prior STIP to the current STIP.

Administrative Modification Guidelines

- Statewide and Regional Capital Projects
Capital projects identified as “Statewide” and/or “Regional” or “Region #” in the current MaineDOT STIP can be re-established as location-specific project(s) in the current STIP, given the following requirements are met.

Public Participation Plan

- Located in non-metropolitan and/or rural areas – any located within the metropolitan planning area (MPA) must be programmed in the MPO's TIP
- Statewide and regional capital projects are developed using MaineDOT's documented public involvement process
- Scope of location-specific work is consistent with or not materially different with the scope of the statewide or regional effort from which it is derived
- Qualifies for a Categorical Exclusion per the Programmatic Agreement between FHWA and MaineDOT
- In non-attainment and maintenance areas, project is exempt as defined in the EPA's transportation conformity regulations

*NOTE: Activities that do not meet the above requirements must be added to the STIP and/or respective MPO's TIP per the Amendment process.

- Financial adjustments in accordance with Table 1
- Combining or separating two or more projects that are part of an approved STIP/TIP
- Combining or separating phases within a project that are part of an approved STIP/TIP
- Adding or removing phase(s) to a project with a financial adjustment in accordance with Table 1
- Creating a lineage WIN with a total project cost in accordance with Table 1
- A scope change resulting in a financial adjustment in accordance with Table 1
- Project location/limits (by reference or otherwise) can be revised/updated in accordance with Table 1 and/or Table 2
- Can add a fully obligated project from a past STIP to the current STIP
- Can add "Other" funding (non-federal) to a project, which is not associated with the state and/or local match to the FHWA or FTA funding, which pertains to work not associated with FHWA and/or FTA funding such as utility work, local work, or other work regardless of Table 1
- Can change the time frame of the expenditures for projects listed in the current STIP.

Table 1 - Financial Tables Guidelines		
Project's Current Approved Funding	Funding Change Thresholds	
	Administrative Modification	Amendment
Less than or equal to \$2 Million	For changes up to \$1,000,000	Required for changes greater than \$1,000,000
Greater than \$2 Million	For changes up to 50% of current approved funding	Required for changes greater than 50% of current approved funding
Contract Awards and Change Orders require no action. (Changes to MPO-sponsored projects require approval by the MPO).		
Table 2 - Linear Project-Location Limits Change Table		
Asset	Administrative Modification	Amendment
Interstate	Unlimited	n/a
Non-interstate	Up to 1 Mile	> 1 mile
*NEPA review covers the revised limits.		

III. STIP Revision Approval Process

Public Participation Plan

Administrative Modifications are not significant changes to the existing STIP. Therefore, no public involvement process is required. For Administrative Modification, MaineDOT e-mails FHWA and/or FTA and updates the STIP change information on the MaineDOT website. FHWA and/or FTA shall reply in a timely manner to MaineDOT if they have concerns.

Amendments to the STIP are major changes. Therefore, a public involvement process is required. In accordance with 23 CFR § 450, the STIP Amendment process must provide a “reasonable opportunity” for public comment. The level of public involvement is scaled to the significance of the change. For any project requiring a STIP amendment, each of the following public involvement activities constitute a “reasonable opportunity” for public comment and satisfies the public review and comment requirement:

- Public meetings
- Public hearings
- Public Advisory Committee (PAC) meetings
- City/Town Council or Select Board Meetings
- Announcements on MaineDOT’s website (can be concurrent with MPO public process if applicable)
 - 10 calendar days
- Meetings with Municipal Professional Staff that have been Open to the Public; or
- A project that has been included in a published MaineDOT Work Plan that has been made available to the public via MaineDOT’s website per the parameters set in the 5th bullet above concerning "Announcements on MaineDOT's website".

For new projects (excluding lineage projects) or any projects that have not had adequate public involvement as defined above, MaineDOT will allow a minimum public comment period of 10 calendar days prior to requesting FHWA and/or FTA approval. STIP amendments will be posted on MaineDOT’s website. Once the public involvement period ends, MaineDOT will respond to or address all substantive comments received. FHWA and/or FTA may assist MaineDOT in determining whether a comment is substantive.

To request a STIP Amendment, MaineDOT e-mails FHWA and/or FTA. FHWA and/or FTA shall approve or reject the Amendment and notify MaineDOT as soon as practicable, but generally within 10 business days. If an Amendment is rejected, the notification will explain the reasoning and provide guidance on the corrective action needed to obtain approval.

IV. Air Quality Conformity Analysis

As indicated above, any project that is not exempt from air quality conformity requirements must be included in a conforming TIP and STIP. Under the provisions of Section 176(c) of the Clean Air Act, as amended, in 1990, certain types of projects, primarily those that add capacity in federally designated “non-attainment” or “maintenance” areas, must be included in the regional emissions analysis for the current TIP and STIP. For purposes of this agreement, it is understood by MaineDOT, FHWA, and FTA that any project requiring an air quality conformity analysis will be included in the regional emissions and air quality conformity determination for the current TIP and STIP and provide that determination with project information during the public process.

V. National Environmental Policy Act (NEPA) Requirements

For projects funded by FHWA, the most current Programmatic Agreement between FHWA, Maine Division and MaineDOT will be followed for a Categorical Exclusion (CE). For anything above a CE, FHWA and MaineDOT will coordinate.

For projects funded by the FTA, the project sponsor should coordinate with the FTA Region 1 office to complete NEPA.

Public Participation Plan

VI. Metropolitan Planning Organizations (MPOs)

Maine's four MPOs approve MaineDOT-derived Transportation Improvement Programs (TIPs) project listings for their respective MPA and revise them as needed, which MaineDOT then incorporates into its STIP. MaineDOT and the MPOs coordinate under the same guidelines and public involvement periods described in this agreement such that MaineDOT will request STIP amendments from FHWA and/or FTA commensurate with this process. These are documented in each organization's respective public involvement plans.

In witness thereof, the parties hereto have approved these procedures on the day and year below.

Maine Department of Transportation

This is to certify that these procedures have been reviewed by the Department, and approved as to form and execution, and are considered adopted.

Date 8/10/18

By: 

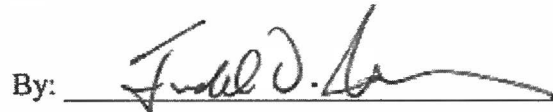
Printed Name: David Bernhardt, P.E.

Title: Commissioner

Federal Highway Administration

This is to certify that these procedures have been reviewed by the Administration, are approved as to form and execution, and are considered adopted.

Date 8/21/18

By: 

Printed Name: Todd D. Jorgensen

Title: Division Administrator

Federal Transit Administration

This is to certify that these procedures have been reviewed by the Administration, are approved as to form and execution, and are considered adopted.

Date 8/28/18

By: 

Printed Name: Peter Butler

Title: Acting Regional Administrator

Appendix B - Comment Periods and Minimum Public Notice

The following table clarifies the required notice for meetings or public hearings for each of BACTS planning activities. All notices of public meetings and public hearings will be posted to the BACTS website.

Plan or Program	Minimum Public Comment Period (Calendar Days)	Notes
New or updated Public Participation Plan	45 Days	<i>Plan reviewed every three years, or as deemed necessary through the planning process.</i>
New UPWP	10 Days	<i>Prior to UPWP development, odd numbered years</i>
New or updated MTP draft	30 Days	<i>Comment period is 30 days from notice of public hearing, and at least 10 days from date of the first public hearing</i>
Final MTP	*10 days	<i>*only if the Final Plan contains substantive changes from the draft made available for public comment, or raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts</i>
MTP Amendment	10 Days	
New TIP	10 Days	
TIP Amendment	10 Days	
TIP Project Rating Criteria	10 Days	
Other Transportation Studies or Plans	TBD	<i>At the discretion of the BACTS Policy Committee</i>

Meetings	Dates	Notice of Meeting	Notes
Policy Committee	At least once each quarter. Usually held the third Tuesday of the Month.	Seven (7) calendar days prior to scheduled meeting	<i>Meetings may be held more often or at different dates and times as deemed appropriate by the Committee Chair.</i>
Executive Committee	At least once each quarter.	Seven (7) calendar days prior to scheduled meeting	<i>Meetings may be held more often or at different dates and times as deemed appropriate by the Committee Chair.</i>
Transit Committee	Once each quarter. Usually held the first Wednesday of the month.	Seven (7) calendar days prior to scheduled meeting	<i>Meetings may be held more often or at different dates and times as deemed appropriate by the Committee Chair.</i>
Public Hearing		Ten (10) calendar days prior to scheduled meeting	
<p><i>Meetings shall be open to the public in accordance with applicable law; provided however, that the Board shall have the power to go into executive session and exclude the public when authorized under applicable law.</i></p> <p><i>There is opportunity for public input at each BACTS committee meeting during the standing public comment agenda item. Public input is limited to five minutes per person. The Committee Chair has the discretion to allow additional time for public input or limit public comments when they determine comments are redundant.</i></p>			



12 Acme Road
Suite 104
Brewer, Maine 04412
www.bactsmo.org

Attachment D

Capital Work Plan Timeline for 2024-25

Timeline if staff is able to move forward after the comment period has ended and no substantial comments are received.

May 2021	Request for Projects – BACTS Staff will send an overview of the Capital Work Plan Process. Electronic forms will be sent out to the policy committee with a copy of this time line and a formal request for projects on May 3rd, 2021. Project forms should be submitted electronically on the form provided and emailed back to Dianne Rice-Hansen (dianne.rice-hansen@bactsmmpo.org) no later than the end of day May 12th, 2021. Any questions should be directed to Dianne Rice-Hansen (dianne.rice-hansen@bactsmmpo.org). Use one form per project submission and save the document as such “City-Location-Category”. (I.e. Bangor-State Street-Preservation). Forms can be submitted all together in one email. Save a copy for your own files.
May 13th-16th, 2021	TIP Subcommittee will meet to review the projects and develop a prioritized list to recommend to the Policy Committee at the May 18th Policy Committee meeting
May 18th-June 11th, 2021	BACTS Staff (Dianne) will collect data on submitted projects.
May 18th-June 11th, 2021	MaineDOT will review the prioritized list and provide any comments no later than June 18th, 2021.
June 15th, 2021	Virtual project ride to be sent or presented at the Policy Committee Meeting.
May 18th-June 14th, 2021	BACTS consultant will meet with each of the towns who submitted projects to discuss the project scope and develop preliminary estimates.
July 14th, 2021	BACTS Consultant will provide BACTS a list of final scopes and estimates for the prioritized list of projects.
July 14th, 2021	BACTS Staff (Dianne) will send the TIP Committee a list of prioritized projects with final score and estimates for review.
July 15th-19th, 2021	The Subcommittee will meet to develop a list of projects to recommend to the BACTS Policy Committee for funding.
July 20th, 2021	Policy meeting. The Subcommittee will present the recommendations to the Policy Committee. The Policy Committee will need to approve the final list to be sent to MaineDOT.
July 21st-31st, 2021	BACTS Staff (Dianne) will send 2024 Capital work plan list to MDOT Staff.

NOTE: MaineDOT has gone to an Annual Work plan process. The 2025 projects will be selected during this process however BACTS Staff will send the 2025 list to MaineDOT no later than July 31st, 2022.

Attachment D-1

Municipality	Contact Person	Address	Phone Number	Email Address	Project Type	Project	Project Location	Project Perimeters (To / From)	Project Purpose / Deficiencies	Detailed Project Scope	AADT Max	Truck	Pavement	Safety Max	Congestion	Bus Route 5	Pedestrian	Bicycle	Project	Total Score
Brewer	Jeremy Caron	221 Greenpoint Road	989-8430	jcaron@brewermaine.gov	Operational and Safety Improvements - Signal Project	Roadway	Parkway South and Wilson	Intersection of Parkway South and Wilson	Replace detection cameras that are no longer supported by the manufacturer at critical intersection. Replace pedestrian buttons to meet new requirements including adding talking ped buttons.	Replace detection cameras. Replace pedestrian buttons to meet new standards and add talking ped buttons.	17	5	0	5	15	5	6	0	0	53
Bangor	John Theriault	73 Harlow Street Bangor	992-4249	john.theriault@bangormaine.gov	Operational and Safety Improvements - Signal Project	Roadway	Intersection of Kenduskeag and Griffin Road	Intersection kenduskeag Avenue and Griffin Road	Traffic signal replacement due to age and slight widening for turn lane	Full replacement of all traffic signal equipment and minor widening for turn lane	13	5	0	15	15	5	0	0	0	53
Brewer	Jeremy Caron	221 Greenpoint Road	989-8430	jcaron@brewermaine.gov	Preservation	Roadway	Parkway South	Wilson Street to I395 bridge joint	To replace aging pavement and provide pedestrian safety improvements.	1 1/2" mill and fill travel way and shoulders (curb to curb). Construct sidewalk near Brewer rehab and realign crosswalk with high school. Install RRFB at high school crossing. Install advanced signage for crosswalk at I395 interchange and evaluate other possible safety improvements.	13	5	5	2.5	0	5	10	0	5	45.5
Brewer	Jeremy Caron	221 Greenpoint Road	989-8430	jcaron@brewermaine.gov	Preservation	Roadway	State Street	Eastern Avenue to Penobscot Bridge	Replace deteriorating pavement, replace sections of damaged curb.	1 1/2" mill and fill travel way and shoulder (curb to curb). Replace sections of damaged curb and where curb reveal does not meet minimum. Possible safety improvements needed at Washington St intersection.	17	5	8	4	0	5	0	0	5	44
Bangor	John Theriault	73 Harlow Street Bangor	992-4249	john.theriault@bangormaine.gov	Preservation	Roadway	Outer Hammond Street (Route 2)	Hammond Street Extension to Hermon Town Line	Improve roadway surface and roadway preservations	2300 LF of Shim and overlay of roadway to improve roadway surface and preserve Roadway.	13	5	3.33	5	0	0	0	10	5	41.33
Bangor	John Theriault	73 Harlow Street Bangor	992-4249	john.theriault@bangormaine.gov	Preservation	Roadway	Union Street (Route 222)	Griffin Road to Davis Road	Improve riding surface preserve roadways	Shim and overlay of 1.5 Miles	13	5	7.5	0	0	0	0	10	5	40.5
Brewer	Jeremy Caron	221 Greenpoint Road	989-8430	jcaron@brewermaine.gov	Preservation	Roadway	Wilson Street	From Downeast Toyota to Bartlett Street	To resurface roadway that is showing significant wear.	1 1/2" mill and fill of the travel way and shoulders (curb to curb).	17	5	5	1.25	0	5	0	0	5	38.25
Bangor	John Theriault	73 Harlow Street	992-4249	john.theriault@bangormaine.gov	Preservation	Roadway	Ohio Street	Bailey Street to Bean Estates	Improve riding surface, improve bicycle facilities, and preserve pavement integrity.	Shim and overlay 8200 lf of existing pavement and widen shoulders for bicycles.	13	0	5	5	0	5	0	10	0	38
Orono	Rob Yerxa	59 Main St	12078896101	ryerxa@orono.org	Preservation	Roadway	Park St Preservation	Boulder Drive to Orono/Old Town Townline	Poor pavement condition, rutting, poor drainage - ponding in ruts and pot holes	Mainline 1 1/2" mill & fill to eliminate rutting and slow reflective cracking with full width 1 1/2" curb to curb overlay.	13	5	15	0	0	5	0	0	0	38
Bangor	John Theriault	73 Harlow Street Bangor	992-4249	john.theriault@bangormaine.gov	Preservation	Roadway	Cumberland Street	Harlow Street to Broadway	Improve pavement surface and preserve pavement structural integrity	Mill and fill 4,125 LF of of roadway. Reset granite curb where reveal lost. Repave sidewalk.	10	0	12.5	0	0	5	10	0	0	37.5

Attachment E

BACTS UPWP DOT Contract - Figures updated through 04/30/2021													
	Update Monthly					Contract to Date Trend			Forecasted Trend				
TASK	PROJECT	Total Allotted	Total Spent	In Kind	Total Remaining	Actual % Usage	Amount spent should be as of 04/30	Variance	Total Remaining (Less In Kind)	Projected Salary	Projected Indirect	Projected Direct Expenses	Est. Remaining
1	Administration/Coordination	\$290,414	\$199,091	\$0	\$91,323	68.55%	\$193,609	-\$5,481	\$91,323	\$39,814	\$49,365	\$171	\$1,973
2	Professional Development	\$40,000	\$17,022	\$0	\$22,978	42.56%	\$26,667	\$9,645	\$22,978	\$1,536	\$1,905	\$867	\$18,670
3	Data Collection & Database Management	\$115,000	\$51,122	\$0	\$63,878	44.45%	\$76,667	\$25,544	\$63,878	\$3,702	\$4,590	\$462	\$55,124
4	GIS and Demographic	\$55,000	\$27,340	\$0	\$27,660	49.71%	\$36,667	\$9,327	\$27,660	\$2,704	\$3,352	\$8	\$21,596
5	Public Outreach	\$9,000	\$19,012	\$0	-\$10,012	211.25%	\$6,000	-\$13,012	-\$10,012	\$2,471	\$3,064	\$19	-\$15,566
6	Bicycle and Pedestrian Planning	\$30,000	\$3,088	\$0	\$26,912	10.29%	\$20,000	\$16,912	\$26,912	\$1,130	\$1,402	\$11	\$24,368
7	Transportation Safety	\$5,000	\$1,162	\$0	\$3,838	23.23%	\$3,333	\$2,172	\$3,838	\$186	\$230	\$0	\$3,422
8	Traffic Incident Management	\$28,000	\$10,008	\$0	\$17,992	35.74%	\$18,667	\$8,658	\$17,992	\$3,041	\$3,770	\$6	\$11,175
9	TIP Development	\$35,000	\$33,827	\$0	\$1,173	96.65%	\$23,333	-\$10,493	\$1,173	\$5,234	\$6,490	\$7	-\$10,557
10	Metropolitan Transportation Plan Update	\$5,000	\$2,342	\$0	\$2,658	46.84%	\$3,333	\$991	\$2,658	\$2,053	\$2,545	\$17	-\$1,957
11	Performance Measures	\$12,000	\$3,316	\$0	\$8,684	27.63%	\$8,000	\$4,684	\$8,684	\$1,747	\$2,167	\$21	\$4,749
12	Studies	\$156,000	\$61,324	\$0	\$94,676	39.31%	\$104,000	\$42,676	\$94,676	\$3,039	\$3,768	\$42,800	\$45,068
	FHWA PL SUBTOTAL	\$780,414	\$428,654	\$0	\$351,760	54.93%	\$520,276	\$91,622	\$351,760	\$66,658	\$82,649	\$44,388	\$158,066
13	Transit Planning	\$211,104	\$118,812	\$23,762	\$68,529	67.54%	\$140,736	-\$1,839	\$50,071	\$31,562	\$39,134	\$503	-\$21,129
	FTA 5303 SUBTOTAL	\$211,104	\$118,812	\$23,762	\$68,529	67.54%	\$140,736	-\$1,839	\$50,071	\$31,562	\$39,134	\$503	-\$21,129
	TOTALS	\$991,518	\$547,466	\$23,762	\$420,290	57.61%	\$661,012	\$89,784	\$401,831	\$98,220	\$121,783	\$44,892	\$136,937

Comments (Note all figures in comments are approximate)

Overage primarily driven by new website (contract with Pulse and increased staff time to update and ensure compliance with Title VI)

TIP Development is materially complete, estimated figures include staff time that will likely be allocated to other areas projecting a surplus

Studies update - Orono Traffic (Remaining on contract \$42.8k). Does not include approx \$50k for Traffic Signal Inventory

Salary (and indirect) likely to decrease due to signed bus stop designation plan contract with Bangor as well as increased time spent on bike/ped later in year

24 Total Contract Months

16 Number of Months into Contract

8 Remainder of Contract

66.67% % Into Contract

Attachment F
Transit Committee Meeting Report
May 2021

May 5 Transit Committee Meeting Materials -

<https://bactsmmpo.org/wp-content/uploads/2021/04/Transit-Committee-Agenda-05052021.pdf>

Service Updates - As a result of Community Connector staff experiencing a COVID positive test and related employee exposures, Community Connector suspended service April 23-24 and service on the VOOT route was reduced to one bus for the week of April 26. Because of driver shortages, the Hammond and Center routes are still running on combined service and Capehart is not running the third bus.

On Monday, May 3rd, BBOE completed service for the academic year with one driver for most of the year on a reduced schedule. Will resume again in August. There is no date for resuming full service at this time.

Transit Center Update - The City of Bangor is in the process of preparing the RFP materials for construction of the building. It is expected that the RFP will be posted Mid-May. The concept renderings for the center are on the City's website. Because of concerns about the bidding climate, the City has put together bidding documents with alternatives for heated sidewalks and canopy options. A Transit Center completion date of December will be a little optimistic. Through Rep. Golden's office, additional funding has been applied for through member designated funds for the sidewalks and canopy.

ADA Vans - Three new vans have been purchased with FTA CARES Act funds and one was purchased with CDBG funds. All four are on the road, two are hybrid and two are gas minivans.

Driver Shortage - Getting enough drivers is still a problem. Currently borrowing drivers from public works and general aviation to stay afloat. As of February 7th, 2022 all CDL requirements and licensing will be federally regulated, making obtaining them more difficult.

There is also an issue with the legalization of marijuana in Maine, marijuana remains illegal on a Federal basis. Therefore, when doing the required drug and alcohol testing of drivers, marijuana is tested for, there is no way to provide for a marijuana test that shows an "in the moment" test like there is for alcohol.

Ridership - As of March 31st, ridership was at about 50 percent of where previous year ridership numbers were, but current ridership is increasing. Effective May 24th, DECD guidelines will allow 75 percent occupancy (or 50 persons), whichever is greater. Community Connector staff feel that ridership should be strong going into the fall.

Transit Program of Projects and Work Plan Development - Each year in July, the BACTS Policy Committee has to approve the list of federally funded projects to be submitted to MaineDOT to be included in their work plan, which subsequently becomes the projects that are included in the S/TIP, which is how we get our federal funding for both FHWA and FTA projects. For FHWA projects, BACTS has a process by which to evaluate, select, and prioritize projects to be funded. There is not a similar process for the FTA projects. A meeting will be held in June for the Transit Committee to discuss the FY 22 transit program of projects and three year projected projects to be funded to be included in the work plan submitted to the Policy Committee for approval to be submitted to MaineDOT.