



BACTS Non-Profit Board Meeting

June 15th, 2021

9:30 AM

ZOOM Meeting

Agenda

1) BACTS Personnel Policies and Procedures (Attachment 1)

Staff have completed a full review and update of the current Personnel Policies and Procedures.

Proposed Action: *Adopt the BACTS Personnel Policies and Procedures (Attachment 1)*

Policy Committee Meeting

June 15th, 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 May 18th, 2021 BACTS Policy Committee Meeting Minutes (Attachment A)

4) Staff Report (Attachment B)

5) Metropolitan Transportation Plan (MTP) Update (Attachment C)

Staff Report

Staff have met with individual municipalities over the past two months to discuss the strengths, weaknesses, opportunities, and threats of our transportation network in the greater Bangor region. The purpose of these meetings was to gather information to determine the priorities for the upcoming MTP update, which will be completed in the next Unified Planning Work Program (UPWP). Attachment D contains a summary of the common regional transportation themes and topics discussed.

Proposed Action: *Approve the staff recommendations for the MTP priorities.*

6) Transportation Improvement Plan Project Selection (Attachment D)

Staff Report

At the May Policy Committee meeting the Committee was presented with the draft TIP project list for review. The Committee unanimously approved the list of 10 projects to move into the next phase in which Sewall will develop cost estimates for each project. BACTS staff has created a presentation for the ten priority projects selected during the TIP scoring process. Dianne Rice-Hansen will present a brief presentation giving an overview of these projects and members will provide detail as needed during the presentation. Sewall has begun their project budget development process, the TIP subcommittee will meet to review the final cost estimates, prior to the Policy Committee approval in July.

Proposed Action: For discussion only.

7) Federal Transit Administration (FTA) Planning Funding Match Request (Attachment E)

Staff Report

Currently MaineDOT provides the four MPOs of the state with a 15% state funding match for Federal Highway Administration (FHWA) planning funds as part of the UPWP. BACTS members match 20% of the FTA 5303 funds with in-kind contributions. All of the four MPO's staff have drafted a request for MaineDOT to provide a 15% state funding match of FTA funds similar to the FHWA match.

Proposed Action: Review and approve the attached funding request letter to be signed by the Policy Committee Chair and submitted to MaineDOT for consideration.

8) Unified Planning Work Program Budget (Attachment F)

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

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

Transit Committee - June 16th, 2021

Bus Stop Designation Plan Advisory Workgroup - June 25th, 2021

Policy Committee – July 20th, 2021

Blue highlights are new policies, primarily adopted from City of Bangor / State of Maine (not previously included in the policies and procedures)

Yellow highlights are changes as suggested by the Executive Committee.



Personnel Policies and Procedures

September 2013

Revised - June 2021

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Introduction

Welcome

On behalf of your colleagues, I welcome you to the Bangor Area Comprehensive Transportation System (BACTS). BACTS acts as the Metropolitan Planning Organization (MPO) designated by the federal and state government to carry out transportation planning in the greater Bangor urbanized area.

We believe that each employee contributes directly to BACTS's growth and success, and we hope you will take pride in being a member of our team.

These personnel policies and procedures were prepared and provided to guide you and your fellow employees in your daily activities, including your responsibilities, rights, and benefits as an employee of BACTS.

Sincerely,

Sara Devlin

Executive Director

Personnel Policies and Procedures Acknowledgement Form

The BACTS Personnel Policies and Procedures details important information regarding employee expectations, rights, and responsibilities as an employee of BACTS.

I understand that I should consult the Office Coordinator or the Executive Director regarding any questions concerning policies not answered in the handbook.

The information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director of BACTS (with the approval of the Executive Committee) has the authority to adopt any revisions to the policies or procedures as outlined in this handbook.

I acknowledge that this handbook is neither a contract of employment nor a guarantee of employment or the policies, procedures, or benefits described herein. I understand that my employment at BACTS is on an at-will basis and that my employment can be terminated at any time, with or without cause, at the option of either BACTS or me. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Signature

Date

Employee's Name (Typed or Printed)

Note: Please sign and return this form to the Office Coordinator for your Personnel File.

1. General Provisions

1.1 Purpose

This document is designed to acquaint you with BACTS and provide you with information about working conditions, employee benefits, and policies affecting your employment. As an employee of BACTS, it is your responsibility to read, understand, and comply with all policies and procedures as outlined in this document. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

1.2 Management Authority

Except as may otherwise be specifically limited by the BACTS By-Laws and/or by this document, the authority to administer and manage the day-to-day operations of BACTS shall remain with the Executive Director. This authority shall include the right to take such administrative action they deem necessary or appropriate. Such authority shall also include, but is not limited to, the operation of the various divisions, direction of work, establishment of work schedules, introduction of new or improved methods, techniques or facilities, the right to hire, discharge, or suspend, to change assignments, to promote, to reduce or expand the working force, to transfer, and to maintain discipline.

1.3 Disclaimers

Although rules outline the rights, responsibilities, and benefits of BACTS employees, the document does not create legally enforceable rights. The following disclaimers are included to provide notice to that effect:

- This document is neither a contract of employment nor a guarantee of employment and nothing in the document affords employees any contractual rights. Employment at BACTS is on an at-will basis, which means that either the employee or BACTS can terminate the employment relationship at any time, with or without cause.
- Where this document contains descriptions or references to insurance or other benefit plans, the specific provisions of the benefit plan will take precedence and govern should a conflict arise concerning interpretation, application, or benefit level.
- BACTS may change, amend, repeal, or modify any of these policies and procedures at any time. Employees will be notified of these changes as they occur.
 - Changes to the policies and procedures outlined in this document will be drafted by the Office Coordinator and submitted to the Executive Director for review. Once reviewed by the Executive Director the draft will then be submitted to the Executive Committee for review and approval.

1.4 Safety in the Workplace

BACTS recognizes that promoting the health and welfare of its employees in the workplace is not only legally required, but is mutually beneficial to BACTS and its employees. BACTS is committed to the goal of providing a safe place of employment

and sound operating practices designed to result in safe and efficient working conditions. Likewise, BACTS expects that its employees will do their part to work safely and properly use safety equipment, see Section 7.1 for further information.

1.5 Non-Discrimination

BACTS shall administer and implement these policies and procedures in a manner that shall not discriminate unlawfully against any person because of race, color, religion, gender, gender expression, national origin, age, physical or mental disability, genetic information, marital status, veteran status, genetic predisposition, protected activity under the Maine Whistleblowers' Protection Act, or sexual orientation.

2. Employment

Every BACTS employee will be classified according to work status, position, schedule, and job responsibilities. For benefit purposes, any change in an employee's status will be effective only on or after the date proper authorization is recorded and submitted to the Office Coordinator. The effective date of any employment action is always a Sunday (except termination of employment or the commencement of a leave of absence.)

2.1 Anniversary Dates

Employment Anniversary - The date on which the employee is most recently hired by BACTS. This date shall remain constant unless the employee separates from BACTS and is subsequently rehired. The employment anniversary date may be used to compute any benefits for which the employee is eligible.

Merit Anniversary - The date on which the employee may be eligible for consideration of a merit pay increase. This generally occurs at twelve-month intervals and may or may not coincide with the anniversary date. A promotion, demotion, leave of absence, or extended use of Workers' Compensation, or a change of employment status, may change the merit anniversary date.

2.2 Employment Categories

Full Time (FT): A regularly scheduled position normally requiring 40 or more hours of work each week is eligible for full benefits.

Part Time (PT): A regularly scheduled position normally requiring at least 24, but fewer than 40 hours of work each week. Eligibility for pro-rated benefits is assessed on a case by case basis by the Executive Director.

Temporary and/or Contracted: A position which requires fewer than 12 months per year. Employees with this status are not eligible for benefits, except those mandated, including Worker's Compensation and Unemployment Compensation.

Exempt: An exempt employee is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). To be considered exempt, the employee must have a minimum weekly salary amount as determined annually by the FLSA, work must be executive, administrative or professional in nature, requiring the regular exercise of discretion and judgment. Exempt employees are paid on a salary basis.

Non-Exempt: A non-exempt employee performs work other than that work defined by the FLSA as Exempt. Non-exempt employees are paid on an hourly basis and receive overtime pay for any hours worked in excess of 40 per week.

2.3 Probationary Period

All new and rehired employees shall serve a probationary period for the first 120 days after their date of hire. The employee should understand that they are an employee-at-will and that employment may be terminated at any time with or without cause during their probationary period, as well as following the completion of the probationary period. Any time spent on leave without pay, Workers' Compensation or layoff, shall not count toward the probationary period.

Employees who are promoted or transferred within BACTS must complete a secondary probationary period of the same length with each reassignment to a new position. An employee who, in the judgement of the Executive Director or Executive Committee, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to their former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and BACTS's needs.

2.4 Recruitment

2.4.1 Equal Employment Opportunity

BACTS shall continue to pursue a policy of non-discrimination in all employment actions, practices, procedures, and conditions of employment.

1. Employment decisions will be based on the principles of equal employment opportunity. Recruitment, testing, selection, and promotion will be administered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.
2. Reasonable accommodations for any qualified individuals, applicant or employee, will be made in accordance with the provisions of the American with Disabilities Act (ADA).

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Office Coordinator or Executive Director. Employees can raise concerns and make reports without fear of reprisal. Any individual found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.4.2 Announcement of Available Positions

BACTS will advertise publicly any available positions. Applications for employment shall be directed to the Office Coordinator through the submission of a completed BACTS application, resume, and any other document required, as listed in the job posting. Failure to complete these forms fully and truthfully may be cause for rejection of the application and/or termination of employment.

2.4.3 Selection Policy

BACTS policy is to select the best qualified applicant for vacant positions. Hiring decisions shall be based upon the ability of the applicant to meet the requirements of

the position, the level and degree of prior job related experience, the strength of the applicant's employment history, the applicant's educational background as it specifically relates to the position sought, the quality of references, and such other facts as may be related to the applicant's ability to perform the duties of the position in question.

2.4.4 Nepotism

Hiring of immediate family members of any BACTS employee is prohibited due to potential conflicts, issues with favoritism, and employee morale.

For the purpose of this policy, immediate family is defined to include mother, father, spouse, children, grandparents, grandchildren, brother or sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, and domestic partner.

2.5 Outside Employment

No employee shall, during non-work hours, be engaged in any employment, activity or enterprise that is incompatible or in conflict with their duties, functions, and responsibilities with BACTS. All BACTS employees will be judged by the same performance standards and will be subject to BACTS's scheduling demands, regardless of any existing outside work requirements.

If BACTS determines that an employee's outside work interferes with performance standards and /or the ability to meet the requirements of BACTS, the employee may be asked to terminate the outside employment if they wish to remain employed by BACTS.

Any contemplated outside employment should be screened for potential conflict of interest through discussion with the Office Coordinator or the Executive Director for actual, potential, or perceived adverse impact on BACTS. Any employee who bids on any contract currently being sought by BACTS shall be subject to immediate termination.

2.6 Social Media

Personal use of social media outside of work is subject to First Amendment protections. However, where such personal use is related to subject matter pertinent to BACTS employment, it must be conducted in such a manner that no impression is created that the employee is speaking on behalf of BACTS.

3. Personnel Actions

3.1 Performance Evaluation

The Executive Director and staff are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The Executive Director and each staff member meet on a quarterly basis for a brief check in on current year goals which are created at the annual evaluation. New staff, or staff who are rehired, promoted, or otherwise subject to a probationary period, meet with the Executive Director at the end of the probationary period for a formal evaluation. The annual evaluation is typically held in November and provides the Executive Director and staff a time to discuss job responsibilities, expectations, and employee performance. The annual evaluation includes a formal written evaluation which is signed by both the Executive Director and the staff and later retained in the personnel file.

The purpose of the performance evaluation is

- to develop and provide an opportunity for open and constructive communication between employee and their supervisor,
- provide an opportunity for self-reflection on employee performance and goal setting / meeting
- and promote employee development

3.1.1 Executive Director Performance Evaluation

The Executive Director is evaluated on an annual basis by the Executive Committee. Any specific details pertaining to the Executive Directors annual performance evaluation may be outlined in the employment contract of the Executive Director or by the Executive Committee.

3.1.2 Merit Pay Increase

When performance evaluations result in a recommendation for a merit increase, the decision to award such an adjustment is dependent upon numerous factors, including the information documented by the annual evaluation process. Such merit-based pay adjustments will not exceed the cap adjustment which is approved annually by the Executive Committee. Any such merit increase, if applicable, will be included on the final copy of the formal written annual evaluation which is signed by the Executive Director and staff.

3.2 Personnel Files

BACTS maintains a personnel file for each employee. The personnel file includes information such as the employee's job application, resume, records of training, documentation of performance evaluations, salary increases, and other employment records.

Employee personnel files are considered confidential documents. Only those persons with the right or need to know may have access to the personnel files. Any employee has the right to view their personnel file. Employees who wish to review their own personnel file should contact the Office Coordinator, with reasonable written advance notice. An employee may obtain a copy of documents in their own personnel file by paying, in advance, for the copies at a cost of \$0.25 per page.

3.2.1 Personnel File Content

Personnel files are maintained by the Office Coordinator, they are kept in a locked cabinet. Files contain information and documentation verifying the positions held by an employee. Personnel files contain, but are not limited to including, the following information, when applicable; signed job description, copy of appropriate licenses and/or certifications, copy of diplomas or other educational items related to requirements of job description, signed and dated Personnel Policies and Procedures Acknowledgement Form, all performance evaluations and supporting documentation, documents generated during employment hiring process (including interview notes, completed BACTS application, resume, references), signed employment offer letter, and emergency contact information.

3.2.2 Personnel Data Changes

BACTS employees are responsible to notify the Office Coordinator of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other such information should be accurate and current at all times.

3.3 Promotions

In the event of a vacancy, present qualified employees may apply for an opening within BACTS. See Section 2.4.2 Announcement of Available Positions for BACTS policy regarding posting of job openings. An employee who is selected as the candidate for the job opening will be subject to the probationary period, as discussed in Section 2.3. Any pay or benefit changes, which will be stated in the offer letter, will be effective the date outlined in the signed and authorized offer letter.

3.4 Demotions

On occasion, circumstances may arise where an employee shall be demoted. An employee may be demoted for any of, but not limited to, the following reasons; inability to satisfactorily perform the duties and responsibilities of their job classification or related to disciplinary reasons. Such reasons may result in a job classification with a lower pay rate than assigned to their current job classification.

Upon such demotion, the employee may be required to serve the probationary period, as discussed in Section 2.3.

3.5 Disciplinary Procedures

Except as outlined in an individual employees contract, all BACTS employees shall be subject to the disciplinary action as provided in these rules and regulations or in other disciplinary regulations set by the Executive Director or Executive Committee.

Unless limited by applicable law or contract, any employee may be reprimanded verbally or in writing, suspended with or without pay, reduced in pay, demoted or discharged by the Executive Director, or Chair of the Executive Committee, if applicable. A written statement of the reason(s) for any suspension, demotion, or discharge shall be submitted to the Office Coordinator to retain in the personnel file and to each employee who is suspended, demoted, or discharged.

Nothing in these rules shall limit BACTS's right to suspend or discharge a probationary employee during the employees probationary period with or without cause. Nothing in these rules shall limit BACTS's right to discipline, suspend, or terminate any non-probationary employee with or without cause as provided in an applicable individual employment contract. These rules do not limit the right of BACTS to suspend or discharge employees for non-disciplinary reasons, e.g., lay off; lack of work; elimination of job position; reductions in workforce, or budget constraints.

3.5.1 Causes for Disciplinary Procedures

The following are declared to be among the causes for disciplinary action, which may include reprimand, suspension, reduction in pay, demotion, or discharge. Disciplinary action may be based on other justifiable causes other than those enumerated herein:

- a) That the employee is incompetent or inefficient in the performance of their assigned duties.
- b) That the employee has violated or failed to obey any personnel rule or any lawful and reasonable direction given them by a supervisor, when such violation or failure to obey amounts to insubordination or serious breach of discipline.
- c) That the employee has solicited or taken for personal use a fee, gift, or other valuables in the course of their work or in connection with it.
- d) That the employee has violated any Local Ordinances, or State or Federal Laws or has been convicted of a crime in connection with such violation. The provisions of this section shall not apply to minor traffic offenses, Class E Offenses under the Maine Criminal Code, or violations of the law not punishable by confinement where a maximum fine of \$500 may be imposed unless the violation occurs on the job or affects the job.
- e) That the employee, through negligence or willful misconduct, has caused damage to BACTS property or equipment.
- f) That the employee has hindered the regular operation of BACTS because of absenteeism or inappropriate or unacceptable behavior.
- g) That the employee, after hearing, is found to have violated BACTS' Fit for Duty Policy as outlined in Section 7.3.
- h) That the employee has intentionally falsified a time record or has made a false claim or has failed to report their absence from duty to the Executive Director or other designated individual.
- i) That the employee, after employment, has been found to have made a false statement in, or material omission from, the application for employment.
- j) That the employee has been consistently tardy in reporting for duty or has been absent from duty during regular working hours without authority.
- k) That the employee, during off duty hours, has engaged in employment, activity or enterprise that is incompatible or in conflict with duties, functions, and responsibilities as an employee of BACTS.
- l) That the employee, after hearing, is found to have violated BACTS' Policy Against Harassment as outlined in Section 7.4.
- m) That the employee, after hearing, is found to have violated applicable provisions of the BACTS Safety Regulations as outlined in Section 7.1.
- n) That the employee has been unable to maintain a cooperative attitude or working relationship with colleagues or members of the public.
- o) That the employee, after hearing, is found to have violated applicable provisions of the BACTS Ethics Policy as outlined in Section 8.

3.6 Reductions in Workforce

BACTS will *always* attempt to avoid a forced reduction in worked hours or the need to reduce the active workforce through layoff(s). If despite these efforts BACTS is required to reduce the workforce, it will consider the following practice.

Where there may be more than a single active employee with the same job title and in the same work area affected, seniority will serve as a primary basis for selection. Past performance is a secondary factor; however it may take precedence over seniority in the case of an active employee who is a marginal or low performer as determined by the Executive Director.

A minimum of two weeks advance notice will be given to the affected employee(s). Consideration may be given to the payment of wages in lieu of notice. Full time employees being laid off may be allowed, if possible, during their final one to four weeks to work no more than a 32 hour work week and be paid for forty hours to allow time for job search and interview(s).

3.7 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with BACTS. BACTS requests written notice of resignation at least **ten** working days prior to the effective date of resignation. Failure to comply with this procedure may result in denying the employee's future employment by BACTS.

3.7.1 Final Responsibilities

The effective date of resignation shall be at the close of business on the date specified in the employees written resignation. Separating employees shall return all BACTS owned property in their possession. Separating employees shall leave a forwarding address with the Office Coordinator for purposes of forwarding Internal Revenue forms and any remaining checks for unpaid compensation.

4. Employee Benefits

Eligible employees at BACTS are provided a wide range of benefits, outlined in the following section. Benefit eligibility is dependent upon a variety of factors, the Office Coordinator can identify the programs for which you are eligible.

Individual employment contracts and/or agreed upon items as detailed in annual evaluations may supersede the benefits as outlined below.

4.1 Holidays

BACTS will grant holiday time off to all eligible employees on the holidays listed below:

New Year's Day

Labor Day

*Martin Luther King, Jr. Day

*Indigenous Peoples Day

*President's Day

*Veterans Day

*Patriot's Day

Thanksgiving Day

Memorial Day

Day after Thanksgiving Day

Independence Day

Christmas Day

*These days are considered floating holidays. Full-time employees may trade these days to use at another time, if utilizing a float holiday prior to the date of the actual holiday, the employee must request and receive written authorization from the Executive Director. A copy of this authorization is to be retained in the personnel file.

Part-time employee holiday pay will be calculated based on the employee's pro-rata share pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g. vacation, sick leave) holiday time off will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime for non-exempt hourly employees.

4.2 Vacation Leave

All regular, full-time employees who are working the standard work week shall accumulate time as noted below. Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

The amount of paid vacation time employees receive each year is as follows (Note: figures will be prorated for part time employees, if eligible).

	<u>Years Served</u>	<u>Vacation Days</u>	<u>Hours Accrued / Pay Period</u>
Executive Director	0 - 3	15	4.62
	3 - 8	18	5.54
	8+	20	6.16
Staff	0 - 3	10	3.08
	3 - 8	15	4.62
	8+	20	6.16

4.2.1 Requests for Vacation Leave

For vacation leave requests less than 3 business days, employees are expected to put these times on the BACTS Scheduling calendar. Employees do not need to formally request the use of vacation time for less than 3 business days.

For vacation amounts greater than 3 business days, employees are expected to communicate with the Executive Director their request in addition to putting this time on the BACTS Scheduling calendar.

As a general rule, annual leave shall not be taken by an employee for more than two (2) consecutive weeks at any one time.

BACTS provides a generous amount of vacation leave for eligible employees. However, in the event an employee would like to borrow vacation time, they may submit a request to the Executive Director. The Executive Director will use their discretion regarding this request.

4.2.2 Unused Vacation Leave

Employees will be allowed to carry a maximum of 80 hours of vacation time from one calendar year to the next. Any additional vacation time an employee has accrued as of December 31st will not be carried forward to the next calendar year. The employee is responsible to be aware of their accumulated vacation leave balance.

Annual leave shall not be accrued by an employee during a leave of absence without pay (including workers' compensation absence), a suspension, or when the employee is otherwise on a non-pay status.

4.2.3 Vacation Leave Payment on Retirement or Separation

Upon retirement or separation from BACTS, employees shall receive a lump sum payment of unused vacation leave up to the maximum total vacation leave accrual. Such payment shall be made at the employee's regular rate of pay at the time of retirement or separation.

4.3 Workers' Compensation

Employees who sustain work-related injuries or illnesses must inform the Executive Director or Office Coordinator immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither BACTS nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by BACTS.

BACTS shall not make additional compensation available during the period that the employee receives workers' compensation benefits.

A certificate from the attending physician is required for leave of absence and/or return to work.

4.4 Unemployment Compensation

Unemployment compensation benefits are governed by State Law. BACTS contributes these benefits to employees in accordance with the Unemployment Compensation Insurance laws. Employees or former employees who may have specific eligibility questions should contact the nearest **Maine CareerCenter** regarding their status.

4.5 Sick Leave

BACTS provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illness, injury, or to attend routine appointments that can only be scheduled during work times related to an employee's personal or preventative health care, such as doctors, dentists, or other health providers. All full-time eligible employees accrue 3.08 hours per pay period (10 days per year). Part-time employees

may be eligible to accrue on a prorated basis. Sick leave shall be calculated based on the employee's base pay rate at the time of absences. Sick leave shall not be paid on any paid holiday established under this rule. Sick leave is tracked on a document which is maintained by the Office Coordinator.

An employee's abuse of sick leave may result in disciplinary action up to and including dismissal.

Paid sick leave can be used in minimum increments of one-quarter hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member (See Section 2.4.4 for definition of immediate family member).

Sick leave shall not be accrued by an employee during a leave-of-absence without pay, a suspension, while the employee is absent and is receiving workers' compensation benefits, or when the employee is otherwise on a non-pay status.

If you are calling in sick or if you are having a problem reporting to work at your scheduled time, you should contact the Executive Director or Office Coordinator by telephone or email. The Executive Director or Office Coordinator must also be contacted on each additional day of absence. A written doctor's certification may be required when sick leave is used.

Employees will be allowed to carry a maximum balance of 480 hours of sick time. Once an employee has accrued a balance of 480 hours of sick time they will no longer accrue until the balance is below the 480 hours maximum.

In addition to bereavement leave (Section 4.6), the Executive Director may authorize an employee to take up to three (3) days of accrued sick leave in the event of a death in the immediate family of the employee (See Section 2.4.4 for definition of immediate family member) as well as the birth or adoption of a child.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

4.5.1 Family and Medical Leave

In the case of serious illness or other qualifying reasons for leave, of the employee, the employee's child, spouse or parent, or the birth or adoption of a child, BACTS shall, upon request, grant unpaid Family Medical Leave to regular full-time employees for up to a total of twelve (12) weeks in any twelve (12) month calendar period provided that the employee has been employed by BACTS for twelve (12) consecutive months. In order for regular part-time and non-regular employees to qualify, they must have worked for twelve (12) months and 1,250 hours in the last twelve (12) months. Final approval shall be given by the Executive Director.

Serious Illness

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following: hospital care, absence plus treatment, pregnancy, chronic conditions requiring treatment, and permanent/long-term conditions requiring supervision. Further explanation and detail is available in Federal Regulations, Part 825.112 and 825.113, Family and Medical Leave Act of 1993, as may be amended.

Notice

The employee must give at least thirty (30) days notice of the intended date upon which Family Medical Leave will commence and terminate, unless prevented by medical emergency from giving that notice.

Certification

The BACTS may require certification from a physician to support the need for Family Medical leave due to a serious health condition affecting the employee or immediate family member.

Maintenance of Employee Benefits

During any unpaid Family Medical Leave taken under this section, BACTS shall offer to continue group health insurance coverage on the same terms as if the employee had continued to work. The employee shall be responsible for paying their share of the premiums. There shall be no accrual of vacation time, sick time, holidays or any other paid leave. Family medical leave shall not be counted as a break in service for purposes of vesting or eligibility to participate in benefit programs.

4.6 Bereavement Leave

If an employee wishes to take time off due to the death of a family member, the employee should notify the Executive Director or Office Coordinator immediately.

Up to three (3) days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Full-time employees

- Part-time employees (pro-rated according to work schedule)

- Probationary employees

Employees may receive up to three (3) days leave with pay if required to make necessary arrangements and attend the funeral of immediate family members (See Section 2.4.4 for definition of immediate family member).

In addition to bereavement leave, the Executive Director may authorize an employee to take up to three (3) days of accrued sick leave in the event of a death of an immediate family member of the employee.

For funeral attendance of the following relatives, the employee will be given one (1) day off with pay: uncle, aunt, nephew, niece, and first cousin.

Vacation may also be used in conjunction with the bereavement leave.

4.7 Jury Duty

A leave of absence with pay shall be granted to regular employees required to perform jury duty. Such leave of absence shall not be charged against the employee's accumulated vacation leave. An employee required to serve on jury duty will receive compensation from BACTS equal to the earnings they normally would have received in that pay period. An employee is not required to submit certification of payment(s) received from the Court, for the purpose of deduction from their regular wage(s).

To be eligible for this pay, you must inform your supervisor as soon as possible of the expected period of absence; you must be available to BACTS for work when excused (by the Court) by contacting your supervisor, immediately. BACTS will continue such jury duty compensation for periods up to 90 days.

BACTS reserves the right to request the courts to excuse vital employees from jury duty in order to maintain proper levels of staffing.

4.8 Court Proceedings and Subpoenas

If an employee has been subpoenaed or otherwise appears as a witness for BACTS, they will continue to be paid for the witness duty based on their work time status.

Subpoena for other court appearances should be shown to the Executive Director immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee must be available to BACTS for work whenever the court schedule permits.

4.9 Military Leave

Military leave and rights to re-employment after such leave are available to employees in accordance with applicable Federal and State law. Any person eligible for re-employment under such law shall be restored to service with no loss of seniority.

4.9.1 Armed Forces Reserve and National Guard Training

A full-time employee who, by reason of membership in one of the United States Military Reserve Components, or National Guard is required to perform field duty or attend training sessions shall be granted leave of absence upon presentation of a copy of official orders. Such leave may be with pay for up to two (2) work weeks in any one calendar year. Leave granted under this section shall not be charged against the employee's accumulated vacation leave. To be eligible for two (2) weeks paid leave, the employee shall reimburse BACTS in an amount up to the total amount of compensation received by the employee from the military during such paid leave up to the amount of pay received from BACTS.

Any additional leave shall be without pay. All employees who take leave in accordance with this section shall notify the Executive Director within forty-eight (48) hours after being notified by the appropriate authority as to the dates they shall be absent from their employment.

4.10 Administrative Leave

The Executive Director has the ability to authorize paid or unpaid administrative leave, at their discretion. Employee benefits such as vacation, sick leave, holiday, and other benefits (i.e. health insurance, supplemental life insurance, etc.) may be suspended during the leave. Administrative leave time must receive final authorization from the BACTS Nonprofit Board Chair. A copy of any pertinent information related to said request will be retained in the employee's personnel file.

If an employee fails to report to work promptly at the expiration of the approved leave period, BACTS will assume the employee has resigned.

4.11 Insurance

4.11.1 Health Insurance

BACTS offers health insurance to full time employees through Maine Municipal Employees Health Trust (MMEHT). Employees should consult their health insurance booklets for details on their chosen plan, including any additional benefits provided by MMEHT included in selected enrollment of a health insurance plan. BACTS and the employee share in the cost of the premium with the employee's share being contributed through payroll deductions. Dependent or spouse coverage is available, if so elected. The cost-sharing levels for plans offered by BACTS is determined on an annual basis.

BACTS's participation in the cost of coverage begins the first full month following the employee's date of hire. Coverage by the health insurance plan is not automatic and employees must initiate a request for benefits according to their eligibility in order to obtain coverage. Further specific information regarding coverage and costs is available by contacting the Office Coordinator.

4.11.2 Supplemental Life Insurance

BACTS makes available participation in Supplemental Life Insurance through MMEHT for eligible full-time employees. This benefit is entirely employee paid through payroll deductions. Further specific information regarding coverage and costs is available by contacting the Office Coordinator.

4.11.3 Income Protection Plan (IPP)

BACTS pays the IPP premium for all full time eligible employees offered through MMEHT. The IPP is for if an employee becomes disabled as the result of a non-work related illness or injury, they may be eligible to receive IPP benefits for up to 52 weeks per period of disability. Further specific information regarding coverage and costs is available by contacting the Office Coordinator.

4.11.4 Dental and Vision Insurance

BACTS makes available participation in dental and vision insurance through MMEHT for eligible full-time employees. If selected, this coverage begins the first of the month following the employee's date of hire. The cost of any coverage shall be paid by the employee through payroll deductions. Participation in this benefit is not automatic and employees must initiate a request to become enrolled. Further specific information regarding coverage and costs is available by contacting the Office Coordinator.

4.11.5 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under BACTS's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at BACTS's group rate plus an administration fee.

BACTS maintains a relationship with their health insurance provider to comply with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). A sample contract can be obtained from the Office Coordinator which explains in detail the benefits available when a qualifying event would normally result in the loss of eligibility. The specific details of the COBRA program are available from the Office Coordinator.

4.12 Retirement Plan

BACTS makes available participation in a Simple IRA Plan with an Employer match for qualified employees. Specific information regarding eligibility, contributions, or other questions is available by contacting the Office Coordinator.

4.13 Professional Organizations

BACTS will pay the cost of membership in professional organizations if that membership is necessary to achieve BACTS tasks and goals, at the discretion of the Executive Director.

5. Working Conditions

5.1 Standard Work Week

Hours of work for any employee may be established by the Executive Director or Executive Committee, when applicable. For purposes herein, the term 'work week' shall be the calendar week commencing on Sunday at 12:00 a.m. and expiring on Saturday at midnight.

Full time, **exempt**, employees are expected to work 40 hours per week. BACTS allows employees the flexibility to adjust their work schedule in a given week, within reason, so long as the employee is able to accomplish their given workload. Any significant changes in an employee's schedule are to be discussed and approved by the Executive Director.

Part time, non-exempt, employees who may work in excess of 40 hours in a week will be compensated in accordance with the Fair Labor Standards Act (FLSA). They will be compensated for hours worked in excess of forty (40) hours in any work week at the rate of one and one-half (1.5) times the employee's straight pay rate. Part time, non-exempt, employees must receive supervisor authorization prior to working overtime.

5.2 Timekeeping

Federal and State laws require BACTS to keep an accurate record of time worked in order to calculate employee pay and benefits.

Altering, falsifying, tampering with time records, or recording time on another employee's timesheet is prohibited and considered a major offense which could result in suspension, or discharge depending on the circumstances.

The employee is responsible to sign their time record to certify the accuracy of all time recorded. The Executive Director (or Policy Chair, in the case of the Executive Director's timesheet) will review, verifying the accuracy of the time sheet to the best of their knowledge, and then sign the timesheet before saving it to the appropriate folder on GoogleDrive for the Office Coordinator to use for payroll processing.

5.2.1 Pay Periods

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed during the stated pay period.

5.2.2 Pay Corrections

The employee should promptly bring any discrepancy in their pay to the immediate attention of the Office Coordinator so that corrections can be made as quickly as possible.

Corrections will be handled on a case by case basis.

5.2.3 Pay Deductions

The law requires that BACTS make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. BACTS also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security wage base. BACTS contributes to the overall amount of Social Security taxes paid on behalf of each employee.

BACTS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Office Coordinator can assist in having your questions answered.

5.3 Storm Policy

In the event of a major weather event, BACTS encourages employees to exercise good judgement and to ensure their personal safety in making decisions to travel during a weather event. If an employee is unable to work, i.e. can not travel and unable to work from home, power outage, etc, the employee may be eligible to charge this time to 'Indirect' with a note regarding the reason for not being able to work, this usage of time requires written authorization by the Executive Director.

5.4 Solicitation

BACTS recognizes that employees have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

If employees have a message of interest to the workplace, they may submit it to the Executive Director for approval. All approved messages will be posted by the Executive Director or Office Coordinator in the break room common areas.

6. Travel Policy

The purpose of this policy is to provide uniform guidance covering business travel and conference expenditures and to set forth guidelines to request travel arrangements and to provide procedures for the preparation and reporting of travel expenses for all employees.

The objective of this policy is to ensure that employees are reimbursed for all necessary and reasonable business expenses incurred, in a timely fashion, and that BACTS is provided sufficient documentation.

The employee is solely responsible to understand and comply with the provisions of this policy regarding the incurring and reporting of business related expenses.

All overnight business travel must be approved in advance by the Executive Director.

6.1 Travel Guidelines

Once travel is approved by the Executive Director, notify the Office Coordinator as soon as possible. The Office Coordinator is primarily responsible for booking travel, i.e flights, hotels, transportation (if applicable). If travel is no longer needed, i.e. conference is cancelled or an employee can no longer attend, the employee is responsible to notify the Executive Director and the Office Coordinator as soon as possible.

6.1.1 Air Travel

The Office Coordinator is responsible for booking flights for employees using the following guidelines;

1. Domestic air travel will be limited to coach class
2. International travel may be business class
3. First class travel is prohibited

BACTS provides group insurance coverage for accidental injury or death of all employees traveling on company business. Any purchase by the traveler of flight or luggage insurance is a non-reimbursable expense.

6.1.2 Ground Travel / Car Rentals

Rental cars are authorized when the amount of business mileage per day precludes the benefit and efficiency of public transportation or if no other means of transportation is available.

Employees should notify the Office Coordinator if they think a car rental will be necessary for their travel. If deemed necessary the Office Coordinator will book an economy size rental car. Should the employee deem it necessary to purchase collision damage waiver and personal accident insurance, BACTS will pay the premium cost.

6.1.3 Personal Autos

The current allowance for personal auto mileage is kept on record with the Office Coordinator.

Any employee using their personal automobile for business travel will be required to furnish proof of insurance with related liability limits to the Office Coordinator.

All traffic violations, moving or stationary, are not reimbursable.

6.1.4 Parking and Tolls

All airport parking should be in a long-term lot. Tolls, metered parking, and garage parking fees incurred while on company business are reimbursable.

6.2 Per Diem Reimbursement

Per diem is the allowance for lodging (excluding taxes), meals, and incidental expenses. The General Services Administration (GSA) establishes rates for destinations within the continental United States. For specific rates please contact the Office Coordinator.

The Office Coordinator books any lodging needed for the employee, keeping in mind the per diem allowance for lodging (excluding taxes).

BACTS reimburses employees on a per diem basis for meals and incidental expenses.

6.2.1 Meals & Beverages

While away from home on company business, BACTS will reimburse the employee at the per diem rate, as set by the GSA for reasonable meal and beverage costs.

Particular attention should be paid to the breakdown of meals and incidental expenses (M&IE) on this site, as only 75% of the allowable costs for meals and incidental expenses will be allowed for the first and last day of the trip. When meals are served by an air carrier, no corresponding meal expense will be reimbursed. When meals are provided at an event, such as a conference, the amount allocated for the meal provided must be deducted from the M&IE total for the day.

Per diem reimbursement does not apply to travel for travel less than 12 hours in duration. In town/State meals and beverages will only be reimbursed under the following circumstances:

1. Legitimate working lunches while attending seminars or business meetings.
2. Meals with an outside business associate.
3. Occasional meals between managers/supervisors and employees to conduct specific business will be reimbursed if the business cannot be conducted during regular business hours. The company will reimburse you for the actual costs incurred to entertain an outside business associate (i.e. customers, potential customers, etc.) for the benefit of the company.

Please note that alcoholic beverages are specifically excluded from per diem reimbursement.

6.2.2 Gratuities

Tips should not exceed 20% of the total expenses for meals/refreshments, and should be included in the cost of meals.

Tips for baggage handling at airports and hotels should not exceed \$1.00 per bag.

6.3 Partner Accompaniment

Employees who travel on business for BACTS may invite their partner to accompany them. All expenses incurred by the partner are non-reimbursable.

6.4 Expense Report Preparation

In order to account for all expenses and to comply with IRS regulations, the authorized Expense Report form must be properly completed before BACTS can reimburse you for travel expenses.

The following guidelines should be used when completing expense reports:

- Expense reports must be submitted to the Executive Director within seven (7) calendar days after the date of return from a business trip. The Executive Director must submit their expense report to the Office Coordinator for review (The Policy Chair will receive a copy of the expense report for review with the Executive Director's reimbursement check, which must be authorized by them.)
- Expense reports must be entered in the BACTS expense report template, printed, and signed by the employee requesting reimbursement.
- Original receipts for all items must be submitted with the expense report, **except for any item the employee is being reimbursed at the per diem rate.**

7. Miscellaneous Provisions

7.1 Safety Regulations

Safe working habits and conditions as required by BACTS and under Occupational Safety and Health Administration shall be observed by all employees. BACTS wishes to provide and maintain a safe and healthy work environment.

7.1.1 General Safety Rules

All unsafe conditions and accidents and injuries will be reported immediately to the appropriate supervisor. Employees are required to fill out an incident report within 24 hours of the accident or injury, and submit it to the Office Coordinator.

The Office Coordinator or Executive Director are responsible for following up on all reports of unsafe conditions, accidents, or injuries within 48 hours of notification.

All work areas, vehicles, machinery, equipment, and accesses of buildings will be kept clean and clear of trash and storage materials.

Firearms, explosives, or unlawful weapons are not allowed on the premises.

Tools and equipment that are not in good working order will be reported to the Office Coordinator and are not to be used until they are repaired.

Employees will wear the personal protective equipment that is needed for their particular job.

7.1.2 Driver Safety Rules

Any employee who uses a leased vehicle, rented vehicle, or their own personal vehicle on company business must adhere to the following requirements:

- Employees must have a valid driver's license and adhere to license restrictions if applicable.
- Employees must have personal motor vehicle insurance with the minimum limits required by the State of Maine.
- Employees must notify the Executive Director in the event that their license to operate a motor vehicle is under suspension, revocation or administrative restriction and must also cease immediately to operate their motor vehicle. **Failure to do so may result in disciplinary action, up to, and including termination.**

- Employees shall ensure that their vehicle is maintained in safe operating condition and that they abide by all federal, state and local motor vehicle regulations, laws and ordinances.

7.1.3 Security Inspections

Desks, lockers, and other storage units may be provided for the convenience of employees but remain the sole property of BACTS. Accordingly they, as well as any articles found within them, can be inspected by any agent or representative of BACTS at any time, with or without prior notice.

7.1.4 Emergency Protocols

Office Evacuation

In the case of an emergency evacuation please follow the guidelines listed below;

- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) - do not pack belongings
- Close the door as you exit your room or office
- Exit the building and go to a safe area
- Check in with the Office Coordinator once in a safe location

Fire Emergency

- Activate a fire alarm or pull station
- Call 911, if no alarm or pull station are in the building
- Follow the steps as listed under Office Evacuation

Chemical Emergency

- Isolate and secure the spill area
- Warn others in the immediate area
- Based upon the hazard, attempt clean-up if trained and if you have appropriate personal protective equipment
- If assistance is needed, call **911** (give location, type material)
- Evacuate the building, if required (use of public address system preferred or use of building fire alarm system)
- Meet with emergency response personnel, if needed

Medical Emergency

- Call 911
- Provide Dispatcher with:
 - Location of emergency
 - Type of injury,
 - If known, a brief description of the injured person (gender, age, etc.)
- Follow Dispatcher instructions

- If work related, notify the Office Coordinator

7.2 Employee Cellular Phone Usage

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their cellular phone while driving. Safety must come before all other concerns. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of BACTS phones.

7.3 Fit for Duty Policy

BACTS is committed to promoting and maintaining a safe and healthy environment for its employees. Such an environment is possible only when each employee is able to perform their job duties in a safe, secure, and effective manner, and remains able to do so the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and to others.

BACTS shall furnish to each of its employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees. BACTS shall comply with occupational safety and health standards promulgated under the General Duty Clause from the Occupational Safety and Health Administration (OSHA) Act of 1970.

Employees shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the General Duty Clause from the OSHA Act of 1970 which are applicable to their own actions and conduct.

7.4 Policy Against Harassment

BACTS's policy is to create and maintain a working environment free from all forms of harassment and intimidation. Illegal harassment and sexual harassment are strictly prohibited. This includes harassment based on race or color, gender, gender identity, sexual orientation, physical or mental disability, age, ancestry, national origin, marital status, religion, veteran's status, genetic predisposition, or whistleblower activity.

Sexual harassment is defined as a form of illegal gender discrimination and is prohibited by Title VII of the federal Civil Rights Act and by the Maine Human Rights Act. Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can also include conduct that is not sexual in nature, but is gender related or directed at an individual because of gender or gender identity. It includes harassment of the same or of the opposite sex. Examples of sexual harassment include, but are not limited to:

- Offensive sexual flirtations, gestures, leering;
- Verbal or physical abuse of a sexual nature or directed at an individual because of gender;
- Advances or propositions;
- Lewd jokes or nicknames;
- Sexually suggestive sounds, writings, comments or gestures;
- Unwelcome touching or advances, sexual practical jokes or horseplay;
- Display of sexually suggestive, lewd or offensive objects, pictures or materials.

Illegal harassment is defined as unwelcome conduct or behavior based on race, color, gender, gender identity, sexual orientation, disability, age, ancestry, national origin, marital status, religion, veteran's status, genetic predisposition or whistleblower status when: (1) enduring the conduct becomes a condition of continued employment; (2) submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Examples include, but are not limited to:

- Physical abuse, such as shoving, punching, tripping, stalking, groping;
- Damage to personal possessions;
- Verbal harassment/abuse, such as threats, innuendoes, foul language;
- Racist comments or derogatory stereotypes;
- Offensive jokes;
- Inappropriate comments, slurs, ridicule or jokes about an employee's accent, disability, age, religion, gender, sexual orientation;
- Inappropriate or offensive nicknames.

Any employee who wants to report an incident of sexual or illegal harassment should **promptly** report the matter to the Executive Director or Office Coordinator. Every complaint will be promptly and thoroughly investigated. All employees are required to cooperate fully in any investigation. If warranted, BACTS may take appropriate disciplinary action against any employee found to have engaged in harassment, which may include disciplinary action and/or measures to prevent a recurrence. Confidentiality will be preserved to the fullest extent possible, consistent with Maine law and BACTS' need to respect the rights of all employees involved.

No employee shall be retaliated against for reporting suspected discrimination or harassment or for participating in any part of the complaint process. If you have any questions concerning this policy, please contact the Executive Director or Office Coordinator.

Any employee or official that believes that they have been the subject of illegal discrimination or harassment also has the right to file a complaint with the Maine Human Rights Commission (MHRC). The MHRC is the state agency responsible for enforcing state employment discrimination laws. In most cases, a complaint must be filed with the MHRC within 300 days of the date of the act of illegal discrimination/harassment. There is no requirement that an employee use BACTS' internal complaint process first, nor is it required that any internal process be exhausted before a MHRC complaint is initiated. For more information on how to file a charge with the MHRC, contact the MHRC at 51 State House Station, Augusta, Maine 04333-0051 or by telephone at (207) 624-6050. Additional information is available on the MHRC website at: <https://www.maine.gov/mhrc/home>

Anyone engaging in sexual or illegal harassment will be subject to disciplinary action, up to and including termination of employment.

7.5 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image BACTS presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

7.6 Personal use of BACTS Equipment

Employees on non-work time are allowed limited use of office equipment for personal uses that involve only negligible expense to BACTS (such as electricity, sheets of paper, ink, and ordinary wear and tear) and do not interfere with business services. For purposes of this policy, office equipment includes copy machines, computers, and printers.

Loading personally-owned software (such as tax preparation programs, computer games, etc.) on BACTS machines is prohibited. All software on BACTS machines is to be installed by BACTS's. If an employee finds they need a new software program to successfully complete their work, they may request this software to the Office Coordinator.

Employees may not use official stationery, envelopes, or postage for personal purposes under any circumstances.

7.7 Data Storage

All information that is generated in support of BACTS business, is the property of BACTS, and as such, must be stored in a manner that ensures that it is backed up regularly. Data must be secure from unauthorized access, theft, loss and viruses. Employees are expected to maintain files related to their work in an organized and secure manner. The Executive Director retains the right to request any and all support related to an employee's current or past work, the employee is to provide this information in a timely fashion.

7.8 Confidentiality

Wherever possible, employees will protect confidential information stored on any electronic media.

When not in use, computers are to be locked or shut down.

BACTS confidential information is not to be stored or transferred on any removable media. Do not leave confidential papers in unsecured areas such as on desks, in unlocked file drawers, copy machines, or printers.

Notify supervisors of any suspected attempts by unauthorized personnel to obtain confidential data.

7.9 Email

All information/data and communications of any nature on any BACTS device or system is deemed to be the property of BACTS and may be accessed, utilized, deleted or otherwise controlled exclusively by BACTS. No individual utilizing BACTS's system shall have any rights of privacy on the system. BACTS reserves the right to monitor all email transactions in the system, as there is no expectation of privacy when using BACTS owned equipment.

8. Ethics

Each employee must apply professional ethics of the highest standard which extend beyond compliance with applicable laws and regulations. Each employee has a responsibility to apply common sense in business decisions where specific rules do not provide the answers and to seek guidance from the Executive Director when in doubt.

8.1 Conflict of Interest

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for an immediate family member (see Section 2.4.4 for definition of immediate family member) as a result of BACTS's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Executive Director, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which BACTS does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving BACTS.

8.2 Accepting Gifts

Employees are not to accept gifts from any person or business that conducts business, or expects to conduct business, with BACTS. Gifts do not include advertising items of nominal value such as calendars, pens, or pencils. However, any goods or services which involve a benefit of monetary value should be considered gifts. Gifts include but are not limited to meals, drinks, entertainment expenses, or anything with any monetary value.

8.3 Political Activities of Employees

The Bangor Area Comprehensive Transportation System is comprised of member communities who voluntarily join with BACTS to improve government services to the citizens of municipalities within the greater Bangor urbanized area. To maintain this service function, BACTS must remain non-partisan. As a 501(c)(3) organization, BACTS may “not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office” [§503(c)(3)]. Further restrictions beyond this IRS rule may be imposed by the Executive Director and the Executive Committee. If you are involved politically on a personal basis, you are responsible for ensuring that it is clear that you are not acting on behalf of BACTS.

8.4 Report of Any Illegal or Unethical Behavior

Observed potential illegal or unethical behavior believed to violate BACTS’ policies must be reported to the Executive Director or the Office Coordinator. Reports of alleged misconduct will be investigated, and employee cooperation with internal investigations is required. Substantiated allegations are resolved through appropriate corrective action and/or discipline. Retaliation is prohibited for reports of alleged misconduct made in good faith.

8.5 Whistleblower Protection

BACTS will not take disciplinary action, threaten, retaliate, or treat an employee differently because the employee has;

- a. reported a violation of the law
- b. reported something that risks someone's health or safety
- c. refused to do something that will endanger the employee’s life or someone else’s life and the employee has asked for it to be corrected
- d. been involved in an investigation or hearing held by the government

An employee is protected by this law only if the employee has informed the Executive Director or Office Coordinator and allowed a reasonable time for the issue/concern to be corrected, or the employee has a good reason to believe that BACTS will not correct the problem.

An employee should report a violation, unsafe condition or practice, or an illegal act by contacting the Office Coordinator, Executive Director, or the Policy Committee Chair, if deemed necessary.

8.5.1 Handling of Reported Violations

The Office Coordinator shall address all reported concerns and immediately notify the Executive Director of any such report. The Office Coordinator will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated and appropriate corrective action will be recommended to the Executive Committee, if warranted by the investigation. In addition,

action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The Office Coordinator has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

8.5.2 Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Ethics Policy. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

9. Civil Rights Policy

The Bangor Area Comprehensive Transportation System is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants and to ensuring that the public-at-large is afforded access to our programs and services.

1. 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, religion, national origin, income, sex, sexual orientation, age, disability, gender identity or expression, limited English proficiency, or any other characteristic protected by law. BACTS assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.
2. BACTS conducts its Title VI/Environmental Justice Program in a team approach involving all BACTS personnel. The Title VI Coordinator is responsible to ensure BACTS's compliance with the Title VI/EJ implementing regulations.
3. Inquiries concerning BACTS's 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.
4. This policy statement must be circulated throughout BACTS and be included by reference in all contracts, agreements, programs and services administered by BACTS.

9.1 Additional Title VI Assurances

BACTS certifies that, as a condition of receiving Federal financial assistance under federal transit laws and civil rights act of 1964, as amended, it will ensure that:

1. No person, based on race, color, or national origin, will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.

2. BACTS will compile, maintain, and submit in a timely manner, Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR, Part 21.9.
3. BACTS will make it known to the public that those persons or persons alleging discrimination based on race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the FTA and/or the U.S. Department of Transportation.

9.2 Civil Rights Complaint Process

The BACTS Office Coordinator has overall responsibility for the discrimination complaint process and procedures. The Office Coordinator may, at their discretion, assign a capable person within BACTS to investigate the complaint.

The Title VI/Environmental Justice and Related Statutes complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding BACTS's programs, activities and services as required by statute. The purpose of the discrimination complaint procedures is to describe the process used by the Office of Human Resources (OHR) for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes. The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint (see Title VI Complaint Form). All complaints, however, must be signed by the complainant and/or by the complainant's representative. The complainant shall make themselves reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

9.2.1 Policy / Procedure: Filing Complaints

Applicability - The complaint procedures apply to the beneficiaries of the BACTS programs, activities and services including, but not limited to, the public, contractors, subcontractors, consultants and other sub-recipients of federal and state funds.

Eligibility - Any person who believes that they have been excluded from participation in, denied benefits or services of any program or activity administered by BACTS or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI/EJ and Related Statutes.

Time Limitation and Filing Options - Title VI/EJ complaints of discrimination may be filed with: BACTS, Maine Department of Transportation, Federal Highway Administration, or the U.S. Department of Transportation.

In all situations, the BACTS employees must contact the BACTS's Office Coordinator immediately upon receipt of a Title VI/EJ complaint.

Complaints must be filed no later than 180 days after;

- the date of the alleged act of discrimination;
- or the date the person became aware of the alleged discrimination;

- or where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event a person makes a verbal complaint of discrimination to a BACTS employee, or other person authorized to receive complaints on behalf of BACTS, shall interview the person. If necessary, the authorized person will assist the person in writing the complaint for the person or the person's representative to sign.

Designated BACTS special emphasis area operating elements will require the sub-recipients they serve to forward to the Office Coordinator any complaint of discrimination made to them about their own actions or actions of sub-grantees or contractors.

9.3 Civil Rights Internal Complaint Process

Special emphasis program area representatives serve as BACTS's resources for members of the public who wish to file a discrimination complaint under Title VI/EJ and related statutes. As resources, they will provide complainants with: an explanation of their filing options; the discrimination complaint process; and a Title VI/EJ and Related Statutes Discrimination Complaint Form.

9.3.1 Complaint Review Process

The complaint shall be investigated, unless:

- the complaint is withdrawn;
- the complainant fails to provide required information;
- the complaint is filed beyond the 180-day timeframe;
- the complainant is not part of a protected group;
- or the complaint is determined to be more appropriately under a jurisdiction other than BACTS. If this is the case, the complainant will be directed to the appropriate agency.

Upon determination that the complaint warrants a BACTS investigation, the complainant is sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.

The respondent – the person alleged to have committed the discrimination is notified by mail that they have been named in a complaint. The letter also includes the investigator's name and informs the respondent that they will be contacted for an interview.

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

9.4 LEP Compliance

Compliance with Title VI includes Limited English Proficient (LEP) persons. Language barriers prohibit people who are LEP from obtaining services and information relating to BACTS services and programs. It is essential that the BACTS personnel, transportation

providers, professionals, and other sub-recipients of federal funds become informed about their diverse clientele from a linguistic, cultural and social perspective. These individuals should become culturally competent so they can encourage vulnerable LEP minority populations to access and receive appropriate transportation services with more knowledge and confidence.

9.4.1 Policy / Procedure

U.S. DOT guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. The recipient has to take “reasonable steps” to remove barriers for LEP individuals.

Reasonable steps will depend on:

1. Number and proportion of LEP persons potentially served by the recipient’s programs or activities and the variety of languages spoken in the recipient’s service area.
2. Frequency with which LEP individuals are affected by the program or activity.
3. Resources available to the recipient and whether the recipient has budgeted for provision of special language services.



Attachment A
Policy Committee Meeting
May 18th, 2021
ZOOM Meeting
Minutes

Committee Members	Affiliation
John Theriault	Bangor
Aaron Huotari	Bangor
Courtney O'Donnell	Bangor
Linda Johns	Brewer
Jeremy Caron	Brewer
Victor Smith	Hampden
Kyle Drexler	Orono
Belle Ryder	Orono
Rob Yerxa	Orono
EJ Roach	Old Town
John Rouleau	Old Town
Mark Leonard	Veazie
David Pardilla	Penobscot Nation
Laurie Linscott	Community Connector
MaineDOT / FHWA	
Darryl Belz, Randall Barrows, John Devin, Fred Michaud	
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.

2) Public Comment

There were no public comments.

3) Approval of April 20th, 2021 BACTS Policy Committee Meeting Minutes

Linda Johns 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.

5) BACTS Public Participation Plan

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.

Belle Ryder made a motion to approve the Public Participation Plan as written, Jeremy Caron seconded. None opposed.

6) Transportation Improvement Program Project Selection

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 12th, 2021. The TIP subcommittee met on May 13th to review the project proposals and prioritize projects for Policy Committee approval. The top ten scoring projects were put on the proposed project list.
- 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.

Sara Devlin provided an overview of the new TIP scoring process. Dianne Rice-Hansen provided an update regarding the cost proposal from Sewall regarding pricing out the cost estimates for the proposed 10 projects. The cost proposal from Sewall was originally written for an estimated 25 projects, with only 10 projects BACTS expects their cost proposal to be around the amount budgeted. The TIP Subcommittee will look at the estimates in early July and bring the listing to the Committee in the July meeting.

John Theriault commented on how only Bangor, Brewer, and Orono submitted projects for scoring. Dianne Rice-Hansen responded by saying she has been in contact with some of the other municipalities and why they decided not to submit at this time. Sara Devlin elaborated that any municipality that has a project in mind that may not qualify for MPO funding should still reach out to BACTS as a resource for rural options, as well as assisting with bike/ped projects, as well as assisting with MPI projects. Dianne Rice-Hansen also elaborated that sidewalk projects should be submitted to BACTS first, prior to applying through Patrick Adams.

Linda Johns inquired regarding the process for selecting Sewall as the cost estimator for the proposed projects. Sara Devlin explained that the overall estimate for this project was well under the RFP requirements, and as such BACTS selected one firm. Sara Devlin and Dianne Rice-Hansen also clarified that the reason Sewall was over the budgeted figure was

due to the cost proposal being for 25 projects, with only 10 projects needing to be estimated BACTS anticipates the cost proposal from Sewall to be around the current budgeted figure.

Rob Yerxa made a motion to approve the proposed project listing as written, Linda Johns seconded the motion. None opposed.

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 met 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.*

John Theriault provided an update on the regional signal inventory, BACTS selected Sebago for the consultant based on scoring. The price Sebago quoted in their cost proposal was higher than anticipated. Sara Devlin said the primary difference between the quote and the anticipated figure is driven by staff time for Sebago. BACTS will discuss this with Sebago as increased staff time over the anticipated figure is likely driven by viewing of scoped items within the proposal. Sara Devlin said that there is room within the budget and depending on the scope will work with Sebago in negotiations, pending the Policy Committees approval.

Belle Ryder made a motion to authorize staff to begin contract negotiations, Jeremy Caron seconded. None opposed.

8) Unified Planning Work Program Budget

Staff Report

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

Proposed Action: *For discussion only*

Paige Nadeau and Sara Devlin provided a brief overview of the budget. There is an approximate remaining amount of \$75,000. Sara Devlin said she is working with the State to gain an understanding and develop a plan regarding a collector paving inventory. Sara Devlin also said that Staff are reviewing the UPWP budget internally and are looking at proposing a suggested amendment to shift funding with the tasks, clarifying there would be no change in the total funding amount; this amendment is anticipated to be presented to the Policy Committee in October.

9) Transit Updates

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

Proposed Action: *For discussion only*

John Theriault provided an update on the transit center. Going out to bid May 19th, 2021 with a \$1.5M budget. Sara Devlin asked if the overhang is included in this bid. John Theriault said they are doing bid-alts with various options.

Laurie Linscott provided an update on the Community Connector - Still short staffed and running a few less routes. ADA Vans are on the road, drivers have positive feedback on them as well.

Connie Reed provided an update on the bus stop policy, BACTS received 11 public comments and has met with every public council. BACTS is meeting with the workgroup to discuss the next steps. The RLS structural analysis - draft recommendations have been received and now they are moving forward with the next phase of cost estimates and implementation bullets comparing a few of the options.

10) Project Updates

Jeremy Caron provided an update on Brewer projects

- Received bids for the North Main MPI, received one bid and it was well over budgeted amount, will reassess, separate the work, and rebid.
- Signal for Dirigo and Wilson is being constructed, nearly complete

John Theriault provided an update on Bangor projects

- Union Street ADA improvements, hoping to get bids soon
- Main Street project - kicking off soon
- Sewer work on State Street is ongoing

11) MaineDOT Report

John Devin provided an update

- Reminder regarding interstate work through Bangor both NB and SB, SB all the way to Newport area.
- Bridges in Hampden, NB expected to open back up by early Fall. Traffic will be detoured for SB starting in the summer.
- Route 9 connector project expected to bid in September.

Randall Barrows provided an updated

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

12) Other Business

Belle Ryder asked Sara Devlin about regional climate planning regarding submitting a study request for the next UPWP. Sara Devlin asked for a general scope for the study and will start requesting this information in June during the next UPWP development process. Sara Devlin also discussed leaving a placeholder study for the second year of the next UPWP to allow for some flexibility.

13) Upcoming Meetings

BACTS Non Profit Board Meeting - June 15th, 2021

Policy Committee – June 15th, 2021

Jeremy Caron made a motion to adjourn. Belle Ryder seconded. The motion was approved unanimously. Meeting ended at 10:07 A.M.

Attachment B
Staff Report
June 2021

Bus Stop Policy and Design Guidelines - Responses to the public comments received have been sent and posted on the project page on the BACTS website and will become part of the final document. The Workgroup will convene again to revisit the Policy section of the document this Fall after there is data collected and we are able to provide an estimated number of bus stop designations for each route.

Bus Stop Designation Project - Allen Cherkis, BACTS Transportation Planning Intern, has been hired and has begun on-board data collection to identify the existing designated stops. The next phase of data collection and on-board Bus Operator “interviews” is expected to be complete by the end of June. New stop designation on-board and field work will begin in July. Emails soliciting participation on the Designation Project Advisory Workgroup have been sent, with a “kickoff” meeting scheduled for June 25th. An updated tentative project schedule and feedback form have been added to the project page on the BACTS website.

Studies

Orono Signal Coordination

The Orono signal coordination study is still in progress. The consultant has gathered the majority 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. The next advisory committee meeting will take place once we have all necessary information gathered for Sebago to make their recommendations.

BACTS Regional Signal Inventory and Assessment

The contract for the Regional Signal Inventory and Assessment project is being finalized with the selected firm, Sebago. A kickoff meeting will be scheduled for later in June/July 2021.

Regional Collector Paving Assessment

Members will meet on June 9th to review and update the collector roads in the BACTS region. Based on that discussion, staff will finalize the collector paving RFP. Once the final draft of the RFP is completed, staff will organize a subcommittee to review, comment and finalize.

2022-2023 Unified Planning Work Program - BACTS staff met to begin the development of the next UPWP. Discussion included FHWA/FTA requirements, budgets, and possible studies.

Data Collection - Allen Cherkis, BACTS Transportation Planning Intern, will be trained by MaineDOT on ADA data collection. Allen will be working on completing the ADA curb ramp inventory this summer.

Traffic Incident Management (TIM) - 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.

The TIM Strategic Plan Advisory Committee met with IBI Group, the consultant hired by the State to write a strategic plan and work on training materials. Michelle Boucher, project manager, will be attending all the TIM meetings in June to discuss specifics with each of the area groups and get feedback. A schedule is being developed to start on going in person training statewide.

Surface Transportation Reauthorization - MaineDOT included BACTS earmark requests as part of their submission to Senates earmark process. Representative Golden's office provided an update to staff that the Community Connector request for the Transit Hub has moved into the next round for consideration.

Meetings and Conferences

- AMPO Active Transportation Workgroup
- Maine GIS Users Group: GIS to Inspire Transparency & Trust in a Municipal Setting
- StreetLight Training: Bus, Rail, Pedestrian and Bike metrics
- NOCoE - Talking TIM Webinar Series



Metropolitan Transportation Plan Priority Recommendations

Prepared for: BACTS Policy Committee

**Final Report
June 8th, 2021**

Executive Summary

Over the past two months, BACTS staff has been meeting with individual municipalities to discuss the strengths, weaknesses, opportunities, and threats of our transportation network in the greater Bangor region. The purpose of this exercise is to gather information to determine the priorities for the upcoming Metropolitan Transportation Plan (MTP) update, which will be completed in the next Unified Planning Work Program (UPWP). Although the primary focus of this report is to set priorities for the upcoming MTP, the findings will also be useful in the development of future work plans. The following is a summary of the common regional transportation themes and topics discussed at each of the member meetings.

Strengths

Members identified several strengths of the transportation network in the BACTS region. Strengths varied from regional cooperation, to access to critical transportation infrastructure such as Interstate 95 and the Bangor International Airport. BACTS has a continued focus on the development of bicycle and pedestrian infrastructure, although the region should continue working to improve connectivity of those facilities. BACTS will continue to give attention to maintaining and excelling at the strengths identified by the members.

Weaknesses

Understanding the weaknesses in our transportation network enables BACTS to prioritize our planning and capital investments. BACTS members engaged in thoughtful discussions which identified weaknesses within our transportation system. The most common weakness identified was the overall lack of funding for all modes of transportation in our region. Other weaknesses discussed included; mode connectivity, the overall condition of infrastructure, and the limited availability of public transportation or transportation options.

Opportunities

Opportunities to improve the transportation network in the BACTS region are often outside of the jurisdiction of BACTS, however it is important for BACTS to be prepared to be a partner in improving the transportation network whenever possible. There were opportunities identified which BACTS does have the ability to prioritize funding to maximize on opportunities including the following; improving bicycle and pedestrian connections (including trail connectivity), developing a 5-10 year BACTS region project list (identifying unmet needs), and regional future growth area mapping. External opportunities discussed included; expansion of passenger rail to Bangor, the role of autonomous vehicles, and preparing for smart city infrastructure. BACTS should be prepared to assess both internal and external opportunities and work toward them, utilizing whatever resources or partnerships are available.

Threats

There are a variety of threats that were identified to the transportation network in the BACTS region. Similar to opportunities, threats are often external to BACTS or out of the BACTS jurisdiction; however, it is important for BACTS to plan to mitigate these threats to the best of our ability. Threats identified by the members included climate change and/or extreme weather events, limited funding, labor shortages, and aging infrastructure. BACTS will continue to be a partner with the members in addressing these issues and seek opportunities to overcome them.

BACTS Planning Process

Transportation Planning Process

Metropolitan Planning Organizations (MPOs) serve an overall coordination and consensus-building role in the planning and programming of funds for transportation projects and operations. MPOs do not own or operate the systems they serve and are not involved in implementing the transportation project priorities established. Local transportation providers participation in the transportation planning process is critical.

Figure 1. The Transportation Planning Process

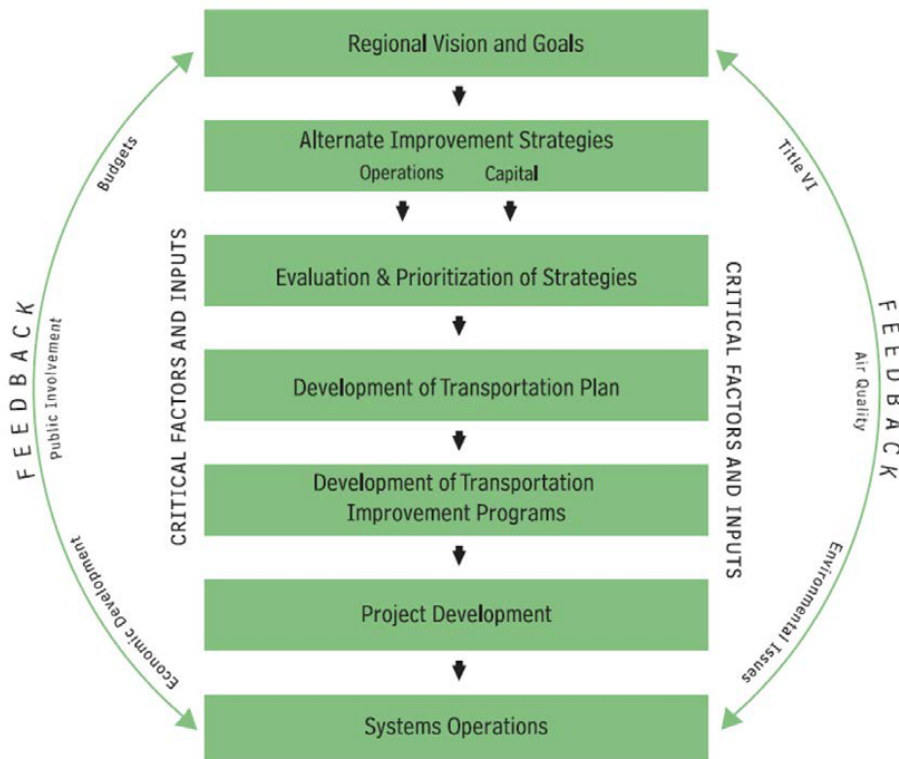


Image Source: Transportation Planning Capacity Building (TPCB)
The Transportation Planning Process Briefing Book FHWA-HEP-18-015

Metropolitan Transportation Plan (MTP)

The MTP is the long-range transportation plan for the metropolitan area detailing both long- and short-range regional strategies and actions to implement goals and policies which provide for the development of an integrated transportation system to facilitate the efficient movement of people and goods. The MTP addresses current and future transportation demand and identifies the region's goals and investment priorities, as well as anticipated available funding for the transportation system. MTPs cover a planning horizon of at least 20 years and are prepared through active engagement with the public and stakeholders.

BACTS Priorities

The MTP is a long range planning tool for the MPO, as such, the MTP must have tangible, achievable goals within the 20-year planning horizon. These goals will be achieved through proper prioritization of funding in the UPWP and the Transportation Improvement Program (TIP) which identifies activities that align with the region's priorities. The BACTS Policy Committee should consider the following as priorities for the MTP; funding, connectivity, planning for the future, and system management.

Funding

BACTS receives federal and state funding for transportation planning in the BACTS region. BACTS also receives funding from the Federal Highway Administration (FHWA) for capital projects. The BACTS region also receives funding from the Federal Transit Administration (FTA) for operations and capital projects for the regional transit system.

By all accounts, current transportation funding, as noted above, is inadequate to meet the current and future needs of the transportation network. Insufficient funding for all modes of transportation is the greatest existing threat to our transportation network. Over the next 20 years, BACTS needs to continue to research opportunities to increase formal funding for transportation in the region. BACTS also needs to be prepared to continually seek opportunities for applying for discretionary funding, whenever possible.

Connectivity

One of the greatest benefits to approaching transportation planning and transportation investments on a regional level is the opportunity for increased connectivity within the region, across all modes. While BACTS has invested in transportation projects that enhance regional connectivity, members have identified several opportunities to improve connectivity in the region. Connections for commuters, connection between modes, and new infrastructure connections result in improved mobility into and around the region.

Improving existing critical connections along with identifying and prioritizing new regional connections will help to strengthen the regional transportation network. To meet this goal BACTS should focus on the following:

Infrastructure Connections - BACTS shall continue to fund infrastructure projects that enhance regional connectivity. This can be accomplished by BACTS developing a regional trail map to identify the gaps in the existing trail network and prioritize projects to address these gaps. Commuter connectivity is a high priority for the region, as such, BACTS should evaluate the need for additional infrastructure over the Penobscot River to improve both commercial and commuter traffic as well as access to the interstate system. Commuter sheds leading in and out of the urban areas shall be monitored regularly for performance and condition. Lastly, BACTS should continually monitor the various modes of transportation and strive to identify ways to improve connectivity among these modes, including passenger rail.

Transit - The regional transit system is a critical component of the region's transportation network. BACTS will continue to partner with the Community Connector to improve connectivity of our transit system and work towards implementing the recommendations from the 2019 Transit Study. BACTS will assist with prioritizing FTA planning funding to regular route evaluations to ensure that current routes and schedules are optimal for maximizing ridership and user experience. BACTS should continue to act as a convenor to connect the transit agency with BACTS members to discuss, plan, and prioritize transit funding for the BACTS region.

Communication, Collaboration, and Coordination - BACTS has a positive relationship with our transportation partners. BACTS will continue to communicate, collaborate, and coordinate with federal and state partners on transportation investments.

Plan for the Future

Preparing and planning for the future of transportation is a cornerstone role and responsibility of BACTS. There are rapidly evolving technologies that have a significant impact on how transportation will take shape in the BACTS region. Changes to our climate will require new approaches in investing in our transportation network. As the MPO, BACTS will need to continue to communicate, collaborate, and coordinate with transportation partners and stakeholders to plan and prepare for the future of transportation in our region by:

Technology and Transportation - BACTS will continue to stay informed on the latest technologies related to transportation and mobility, such as autonomous vehicles, smart cities, and transit technologies. BACTS should look for opportunities to integrate the technologies into plans or capital projects whenever possible.

Sustainability - The impact of the changes in weather and climate could have short- and long-term impacts to our transportation infrastructure. BACTS should develop a plan to prepare the region for the impacts of climate change to the transportation network, including a vulnerable infrastructure analysis, a monitoring database, and including climate modeling when prioritizing investments.

Mapping and Data - Having an understanding of future growth opportunities on a regional level will allow BACTS members to better plan for a variety of future investments, including transportation investments. BACTS can help plan for the future through mapping and data collection in the following ways; develop mapping for the entire region (identifying future growth opportunities, land uses, and natural resources), continue collecting data on transportation corridors (including vehicle miles traveled, average annual daily traffic, and safety information), and collect, monitor, and maintain a database which will be used to make informed investment decisions.

System Management

With limited funding for transportation infrastructure, BACTS has continued to prioritize investment in maintenance of existing infrastructure over expansion, or construction, of new facilities. In order to ensure that BACTS is maximizing the limited transportation funds on maintaining the system, BACTS needs to have a strong understanding of the existing system. BACTS can focus on system management by focusing on:

Planning with a Purpose - BACTS planning efforts result in tangible recommendations, which are fiscally constrained and sustainable.

Infrastructure Preservation - BACTS will continue to prioritize investments that aim to preserve the current system. BACTS should develop a 5- and 10-year project investment plan focused on preservation of our roads and signals, focusing on identifying all unmet needs. The plan will be reviewed and adjusted on a regular basis.

Transit - BACTS will continue to convene with the transit provider and transit partners in meaningful discussions regarding transit operations, budgeting, and transit planning.

Conclusion

BACTS will continue to focus on regional communication, collaboration, and coordination to continuously improve the transportation system in the greater Bangor region. While BACTS will continue to monitor and look for opportunities to improve on areas where external forces and factors are at play, the MTP will focus mainly on areas which BACTS can be the lead in addressing. BACTS 20-year planning horizon should focus on the following priorities: funding, connectivity, plan for the future, and system management.



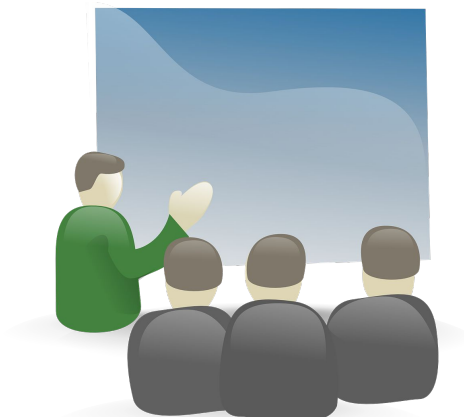
Transportation Improvement Plan Virtual Project Ride

2024-2025



TIP Project Selection Process

- Municipalities submit project proposals
- Proposals are screened for completeness
- Proposals are scored based on the BACTS Prioritization and Selection Policy.
- A priority project list is developed based on final scores.
- Independent estimates are developed by a consultant.
- TIP Advisory Committee makes recommendations to the Policy Committee



Capital Work Plan Funding

- 80% Federal \$1,976,120.00
- 10% State \$247,015.00
- All projects have a minimum of a 10% local match.



Proposal Screening

- Proposals must be for road improvements for collector or arterial within the BACTS capital boundary
- Proposals have clear project limits and scopes of work
- Proposals are consistent with BACTS' Long Range Plan, other BACTS Transportation Plans, or local comp plans



Proposal Scoring

- Seven Project Types:
 - Preliminary Engineering
 - Reconstruction
 - Preservation
 - Rehabilitation
 - Sidewalk Project -Replacement
 - Sidewalk Project -New
 - Operational and Safety Improvements
- All projects are scored on the same level.
- Each project can score a maximum of 100 points.

Scoring Criteria	Roadway	Intersection
Traffic Volume	20	20
Preferred Trucking Route	5	5
Pavement Condition	15	0
Safety	30	30
Congestion	0	15
Bus Routes	5	5
Pedestrian Improvements	10	10
Bicycle improvements	10	10
Project Phasing	5	5
Maximum Score	100	100

Sidewalk Scoring Formula

- Only sidewalks along Federal Functional Classified roads will be considered for projects.
- Sidewalks on local roads will not be considered for projects.
- Sidewalks will be evaluated on the same scale as Roadway projects. Points shall be awarded based on adjacent roadway characteristics except:
 1. Safety - Sidewalk project will be eligible for HCL and Fatality/Serious Injury safety points if the project will address contributing factors to crashes involving pedestrians. Sidewalk projects are not eligible for CSL points.
 2. Condition - Projects on existing sidewalks will receive condition points based on the table below. Projects construction new sidewalk facilities are not eligible for condition points.

Severity Level Score	Description	Notes
0	Low Severity	Sidewalk in good condition, was new or recently built
5	Medium - Low Severity	Low distress, some cracking, with little if any problems for mobility
10	Medium - High Severity	Mild distress; sidewalk may be broken in areas or showing wear in various areas, may be difficult for some pedestrian use.
15	High Severity	High distress; sidewalk in extremely poor condition, and may be impassable with possible large cracks, potholes, and missing sidewalk sections.

Priority Project List

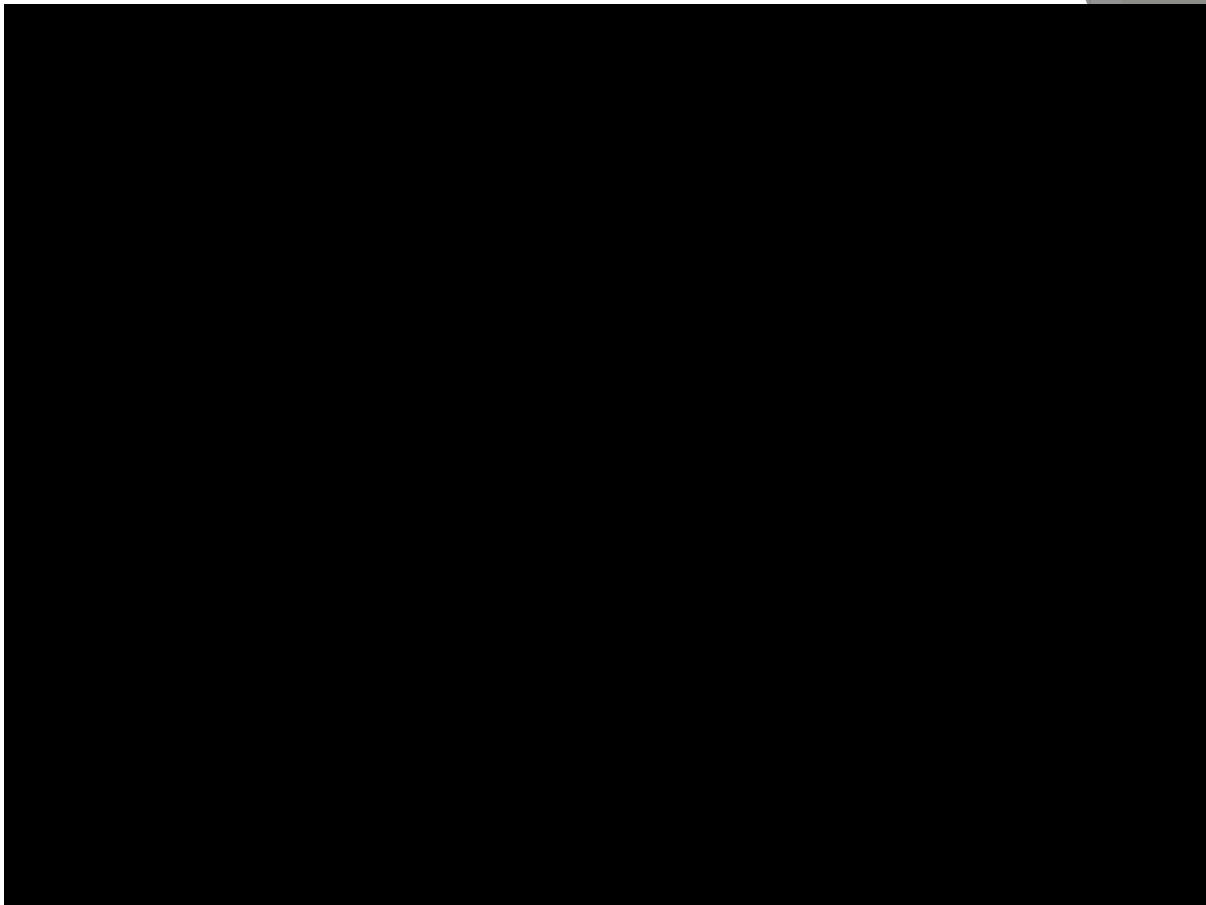
Brewer	Operational and Safety Improvements - Signal Project	Parkway South and Wilson	Intersection of Parkway South and Wilson
Bangor	Operational and Safety Improvements - Signal Project	Intersection of Kenduskeag and Griffin Road	Intersection kenduskeag Avenue and Griffin Road
Brewer	Preservation	Parkway South	Wilson Street to I-395 bridge joint
Brewer	Preservation	State Street	Eastern Avenue to Penobscot Bridge
Bangor	Preservation	Outer Hammond Street (Route 2)	Hammond Street Extension to Hermon Town Line
Bangor	Preservation	Union Street (Route 222)	Griffin Road to Davis Road
Brewer	Preservation	Wilson Street	From Downeast Toyota to Bartlett Street
Bangor	Preservation	Ohio Street	Bailey Street to Bean Estates
Orono	Preservation	Park St Preservation	Boulder Drive to Orono/Old Town Townline
Bangor	Preservation	Cumberland Street	Harlow Street to Broadway

Project # 1

Bangor- Kenduskeag Avenue and
Griffin Road Intersection

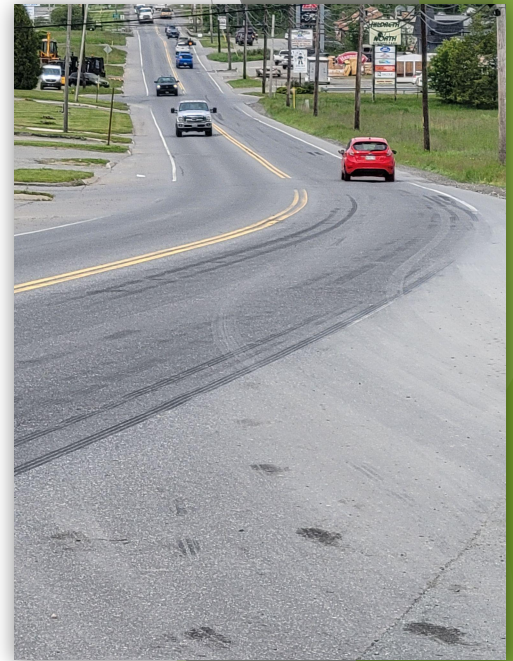


Traffic signal replacement due to age and slight widening for turn lane



Project # 2

Bangor - Outer Hammond Street
Hammond Street Extension to the town line.



Preservation project to replace deteriorating pavement

Maine DOT Map Viewer

Hammond Street, Bangor

2 Hildreth St, Bangor
44.794723, -68.837464 (134.55 ft.)

Feature Found: Hide Road Info

Route	Mile Point
0002X	139.92
0100X	135.89
H2660	23.55
POCB00	23.55

Winter Crew
Factored AADT 10707
Link/Element ID 3118555
Route Code 0002X
Primary Route Code 0002X
Begin Mile Point 139.92
End Mile Point 140.06
AADT Type E
Federal Urban/Rural Urban
Street Name HAMMOND ST
Hourly Capacity 1920
NHS Status Fed aid non-NHS
Jurisdiction State hwy
Number of Lanes 2
Official Miles Y
PCR Value 3.558
Plow Crew
State Urban/Rural Urban
Federal Func Class Minor Arterial
Segment ID 64852
Speed Limit 40
Speed Limit Source Posted
Summer Crew
Corridor Priority 3
Designation SH-0223
Primary Y
Direction -1
Townname Bangor

iVision

Left 47.815 0.413
Right 113.790 0.500
Avg 80.802 0.456

IRI RUT
HAMMOND ST, Hermon
Primary Route Mileage Collected
0002X 139.741 Sep 27, 2018

URL Copy to Clipboard The iVision website must be viewed in Internet Explorer.

Route Segment

Selected Route Segment:

Route	Begin Mile Point	End Mile Point
0002X	139.74	140.13

Zoom Clear

Project # 3

Bangor - Union Street -Griffin Road to Davis Road.



Preservation project to improve riding surface and preserve roadway structure

Maine DOT Map Viewer

mdotnetapps.state.me.us/map/

Apps New Tab Wild Bird Seed Cak... Responder Safety o... Bangor Area Comp... Stream Crossing Up... Home Page - Traffic... Dianne - Google Dr... Maine DOT Publi... https://mainedot-p... Maine DOT Map Vi...

MaineDOT Map Viewer

Union Street, Bangor


1834 Union St, Bangor
44.831564, -68.84008 (144.97 ft.)

Feature Found: [Hide Road Info](#)

Route	Mile Point
0222X	23.69
H3410	23.69
POAY00	23.69

Winter Crew
Factored AADT 9149
Link/Element ID 3110749
Route Code 0222X
Primary Route Code 0222X
Begin Mile Point 23.69
End Mile Point 24
AADT Type E
Federal Urban/Rural Urban
Street Name UNION ST
Hourly Capacity 1920
NHS Status Fed aid non-NHS
Jurisdiction State hwy
Number of Lanes 2
Official Miles Y
PCR Value 3.802
Plow Crew
State Urban/Rural Urban
Federal Func Class Minor Arterial
Segment ID 22402
Speed Limit 40
Speed Limit Source Posted
Summer Crew
Corridor Priority 3
Designation SH-0091
Primary Y
Direction 1
Townname Bangor
Towncode 19020

Vision



Route Segment

Selected Route Segment:
Route Begin Mile Point End Mile Point
0222X 23.70 25.18

Zoom Clear

IRI	RUT	UNION ST, Bangor
Left 88.169	0.480	
Right 94.895	0.457	
Avg 91.532	0.469	Primary Route Mileage Collected
		0222X 23.931 Sep 24, 2018

URL: [Copy to Clipboard](#) The Vision website must be viewed in Internet Explorer.

Scale: 1:18000
0.2 mi

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6/1/2021

Project # 4

Bangor-Ohio Street
Bailey Street to Bean Estates



Preservation project to improve riding surface, bicycle facilities and preserve pavement integrity

Maine DOT Map Viewer

4446 Ohio St, Bangor
44.860194, -68.856114 (280.53 ft.)

Feature Found: [Hide Road Info](#)

Route	Mile Point
1910208	5.83

Winter Crew

Factored AADT 1579

Link/Element ID 5078949

Route Code 1910208

Primary Route Code 1910208

Begin Mile Point 5.83

End Mile Point 5.99

AADT Type E

Federal Urban/Rural Urban

Street Name OHIO ST

Hourly Capacity 1000

NHS Status Non-fed aid non-NHS

Jurisdiction Townway

Number of Lanes 2

Official Miles Y

PCR Value

Plow Crew

State Urban/Rural Rural

Federal Func Class Local

Segment ID 54588

Speed Limit 45

Speed Limit Source Posted

Summer Crew

Corridor Priority 6

Designation IR-1910208

Primary Y

Direction -1

Townname Bangor

Towncode 19020

County Name Penobscot

County Number 10

Vision

IRI RUT

	Left	Right	Avg	URL
IRI	86.109	276.897	181.503	
RUT	0.313	0.474	0.394	

OHIO ST, Bangor

Primary Route Mileage Collected

Route	Begin Mile Point	End Mile Point
1910208	1.42	2.19

Zoom Clear

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Project # 5

Bangor-Cumberland Street
Hancock Street to Broadway



Preservation project to improve pavement surface and preserve pavement structural integrity.

Maine DOT Map Viewer

mdotinetapps.state.me.us/map/

MaineDOT Map Viewer

Cumberland Street, Bangor

240 Harlow St, Bangor
44.805143, -68.773836 (47.08 ft.)

Feature Found: Hide Road Info

Road Information

Route	Mile Point
1910131	0.22
H2705	0.61
PCR00	1.97

Winter Crew

Factored AADT 7799

Link/Element ID 3132079

Route Code 1910131

Primary Route Code 1910131

Begin Mile Point 0.21000000000000002

End Mile Point 0.22

AAOT Type E

Federal Urban/Rural Urban

Street Name HARLOW ST

Hourly Capacity 1400

NHS Status Fed aid non-NHS

Jurisdiction State aid

Number of Lanes 2

Official Miles Y

PCR Value 2.842

Flow Crew

State Urban/Rural Urban

Federal Func Class Major Collector

Segment ID 55219

Speed Limit

Speed Limit Source Unposted

Summer Crew

Corridor Priority 3

Designation SA-008

Primary Y

Direction 1

Vision

IRI

Left	Right	Avg
483.854	424.846	454.350

RUT

Left	Right	Avg
0.269	0.405	0.337

CUMBERLAND ST, Bangor

Primary Route 1910064

Mileage 0.272

Collected Jun 12, 2019

URL Copy to Clipboard

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Route Segment

Selected Route Segment:

Route	Begin Mile Point	End Mile Point
1910064	0.31	0.00

Zoom Clear

Scale: 1:2250

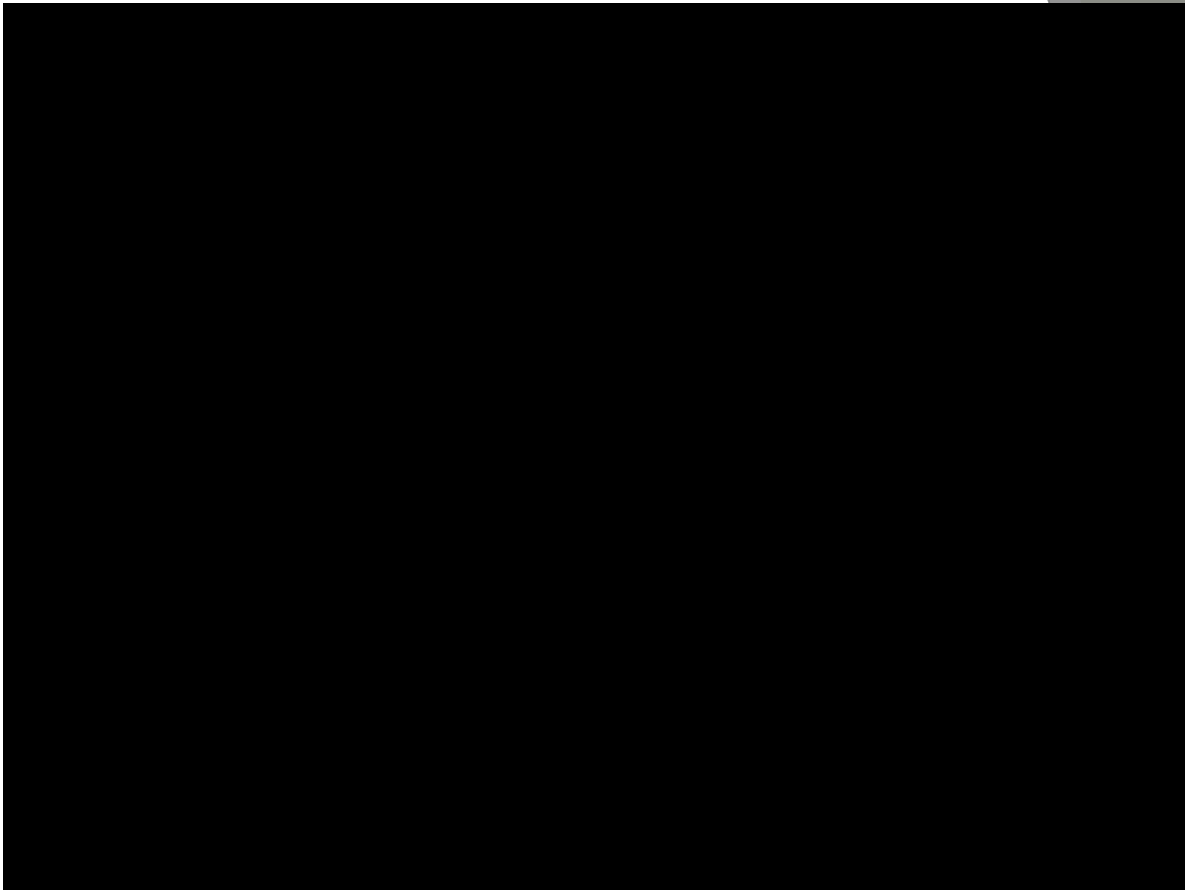
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Project # 6

Brewer - Parkway South and
 Wilson Street Intersection



Replace outdated detection cameras and pedestrian buttons

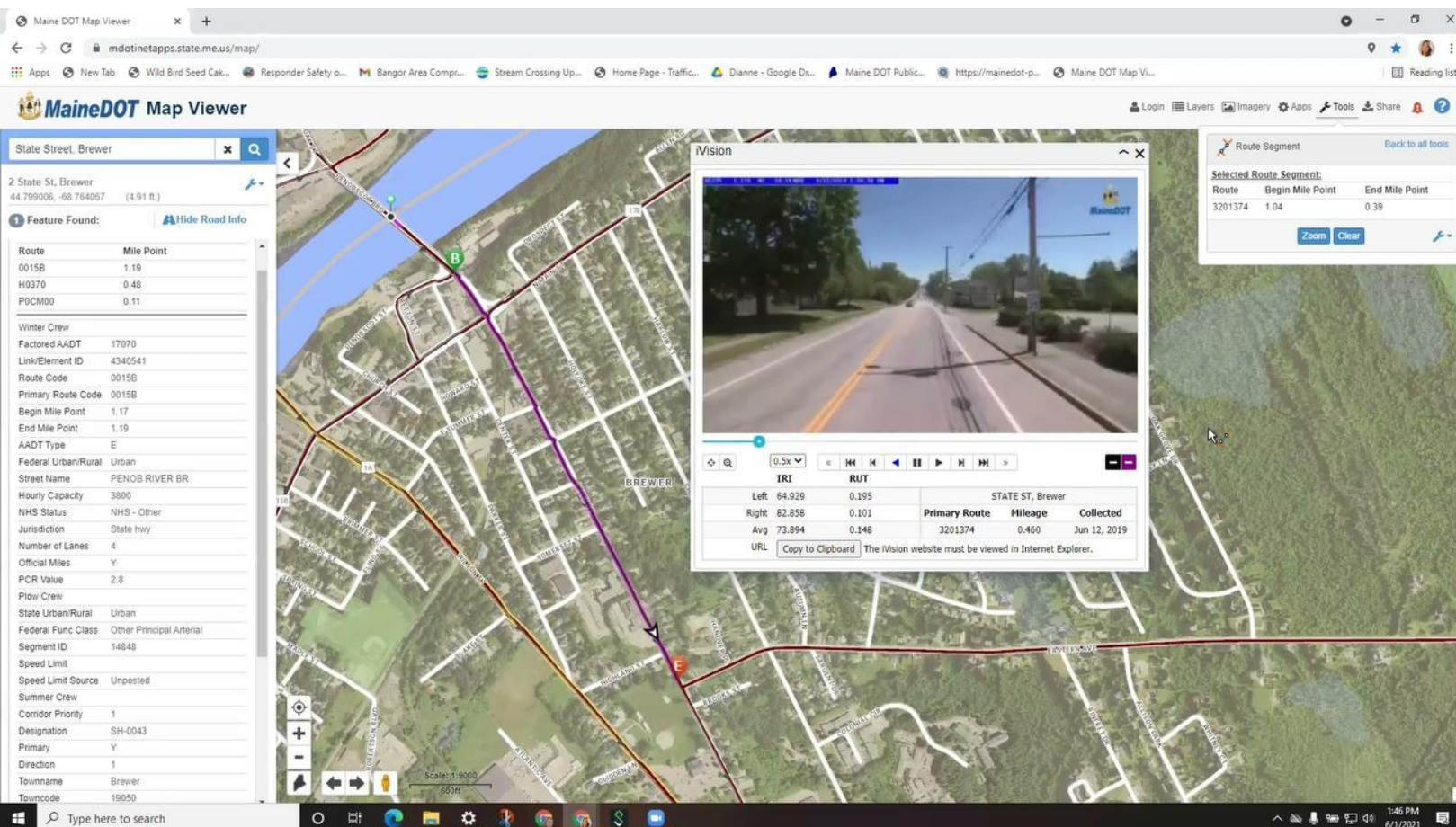


Project # 7

Brewer - State Street
Eastern Avenue to Penobscot Bridge



Replace deteriorating pavement, replace sections of damaged curb, and safety improvements as needed.



Project # 8

Brewer - Parkway South
Wilson Street to I-395 Bridge Joint



Replace aging pavement and provide pedestrian safety improvements

Maine DOT Map Viewer

mdotinetapps.state.me.us/map/

Apps New Tab Wild Bird Seed Cak... Responder Safety o... Bangor Area Compr... Stream Crossing Up... Home Page - Traffic... Dianne - Google Dr... Maine DOT Public... https://mainedot-p... Maine DOT Map Vi...

MaineDOT Map Viewer

Parkway South, Brewer

446 Parkway S, Brewer
44.771825, -68.771236 (102.43 ft.)

Feature Found: Show Road Info

Address
Parkway S, Brewer, ME
Address Parkway S, Brewer, ME

Route Segment
Back to all tools
Selected Route Segment:
Route Begin Mile Point End Mile Point
1920081 1.29 1.76
Zoom Clear

iVision

Left 174.342 0.143
Right 166.990 0.209
Avg 170.666 0.176

PARKWAY S, Brewer
Primary Route Mileage Collected
1920081 1.291 Sep 24, 2018

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Project # 9

Brewer - Wilson
Street
Downeast Toyota to
Bartlett Street



Resurface roadway that is showing significant wear

Maine DOT Map Viewer

mdotinetapps.state.me.us/map/

Apps New Tab Wild Bird Seed Cak... Responder Safety o... Bangor Area Compr... Stream Crossing Up... Home Page - Traffic... Dianne - Google Dr... Maine DOT Public... https://mainedot-p... Maine DOT Map Vi...

MaineDOT Map Viewer

Wilson Street, Brewer

Brewer, Penobscot County
44.79621, -68.76814 (4.87 ft.)

1 Feature Found: Hide Road Info

Route	Mile Point
0001A	38.94
0009X	194.04
H0330	1.33
PD790	8.99

Winter Crew
Factored AADT 11336
Link/Element ID 3111059
Route Code 0001A
Primary Route Code 0001A
Begin Mile Point 38.75
End Mile Point 38.94
AADT Type A
Federal Urban/Rural Urban
Street Name UNION ST
Hourly Capacity 2320
NHS Status NHS - Other
Jurisdiction State hwy
Number of Lanes 2
Official Miles Y
PCR Value 2.8333333
Plow Crew
State Urban/Rural Urban
Federal Func Class Other Principal Arterial
Segment ID 79423
Speed Limit 25
Speed Limit Source Posted
Summer Crew
Corridor Priority 1
Designation SH-0043
Primary Y
Direction -1
Townname Bangor

iVision

Selected Route Segment:
Route Begin Mile Point End Mile Point
0001A 40.54 41.16
Zoom Clear

IRI		RUT		WILSON ST, Brewer		
Left	96.934	0.218		Primary Route	Mileage	Collected
Right	142.597	0.384		0001A	41.084	Jun 25, 2019
Avg	119.766	0.301				

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Project # 10

Orono - Park Street Boulder Drive to the Old Town Line



To fix poor pavement condition, rutting, poor drainage - ponding in ruts and potholes

Maine DOT Map Viewer

mdotinetapps.state.me.us/map/

Apps New Tab Wild Bird Seed Cak... Responder Safety p... Bangor Area Compr... Stream Crossing Up... Home Page - Traffic... Dianne - Google Dr... Maine DOT Public... https://mainedot-p... Maine DOT Map Vi...

MaineDOT Map Viewer

Park Street, Orono

34 College Ave, Orono
44.987763, -68.669567 (110.74 ft)

1 Feature Found: Hide Road Info

Route	Mile Point
0002A	0.00
H2670	9.64
PGK00	0.00

Winter Crew
Factored AADT 2753
Link/Element ID 3120256
Route Code 0002A
Primary Route Code 0002A
Begin Mile Point 0
End Mile Point 0.02
AADT Type E
Federal Urban/Rural Urban
Street Name COLLEGE AV
Hourly Capacity 960
NHS Status Fed aid non-NHS
Jurisdiction State hwy
Number of Lanes 1
Official Miles Y
PCR Value 3.634
Plow Crew
State Urban/Rural Urban
Federal Func Class Minor Arterial
Segment ID 59259
Speed Limit 25
Speed Limit Source Posted
Summer Crew
Corridor Priority 2
Designation SH-0748
Primary Y
Direction -1
Townname Orono
Towncode 19490

Route Segment

Selected Route Segment:

Route	Begin Mile Point	End Mile Point
0002X	152.79	153.53

Zoom Clear

IVision

0.5x

	IRI	RUT
Left	214.520	0.304
Right	270.545	0.507
Avg	242.532	0.406

Primary Route Mileage Collected

Primary Route	Mileage	Collected
0002X	153.522	Sep 27, 2018

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Questions



Attachment E



June 15th, 2021

Maine Department of Transportation
Attn: Jennifer Brickett
16 State House Station
Augusta, ME 04333

Dear Ms. Brickett;

BACTS is currently scoping our 2022-2023 Unified Planning Work Program (UPWP). We greatly appreciate MaineDOT providing \$117,062 (15%) in state funding as a match for our Federal Highway Administration (FHWA) planning funds. As you know, the BACTS members provide the additional 5% match required. This allows for greater flexibility in administering our planning dollars throughout the region and supports a regional approach to planning.

For public transportation, BACTS members currently provide funding to match the Federal Transit Administration (FTA) planning funds in the UPWP with an in-kind match. While an in-kind match encourages participation in transit planning, it does limit the actual cash able to be expended for transit planning within the region.

Over the past year BACTS has updated its bylaws to create a Transit Committee. This was a result of several members expressing the need for coordinated regional transit planning. BACTS has also continued to strengthen our partnership with the regional transit agency, through regular check-ins and partnering on transit studies. Through a series of meetings with our members, BACTS recently developed our priorities for our Metropolitan Transportation Plan update. One of the top priorities identified was for a stronger focus on regional transit operations and planning over the next 20 years.

Providing a State match to FTA 5303 planning funds, also aligns with Maine's Four Year Climate Action Plan. The plan includes goals for VMT reductions and increased funding for public transportation. BACTS would like to continue to partner with MaineDOT on the planning and implementation of the *Maine Won't Wait* recommendations. A State match will ensure that the transit planning BACTS undertakes is regional in nature, while also supporting the States transit goals.

BACTS respectfully requests that MaineDOT integrate a state match of 15% of the FTA 5303 funds for transit planning into your funding considerations this fall to support the BACTS 2022-2023 UPWP.

Best regards,

John Theriault

Policy Committee Chair, BACTS

Attachment F

BACTS UPWP DOT Contract - Figures updated through 05/31/2021													
TASK	PROJECT	Total Allotted	Total Spent	In Kind	Total Remaining	Contract to Date Trend			Forecasted Trend				
						Actual % Usage	Amount spent should be as of 05/31	Variance	Total Remaining (Less In Kind)	Projected Salary	Projected Indirect	Projected Direct Expenses	Est. Remaining
1	Administration/Coordination	\$290,414	\$208,832	\$0	\$81,582	71.91%	\$205,710	-\$3,122	\$81,582	\$34,040	\$42,206	\$141	\$5,196
2	Professional Development	\$40,000	\$18,509	\$0	\$21,491	46.27%	\$28,333	\$9,824	\$21,491	\$1,823	\$2,260	\$1,025	\$16,383
3	Data Collection & Database Management	\$115,000	\$53,380	\$0	\$61,620	46.42%	\$81,458	\$28,078	\$61,620	\$9,159	\$11,356	\$495	\$40,609
4	GIS and Demographic	\$55,000	\$29,938	\$0	\$25,062	54.43%	\$38,958	\$9,021	\$25,062	\$2,240	\$2,778	\$931	\$19,113
5	Public Outreach	\$9,000	\$19,160	\$0	-\$10,160	212.89%	\$6,375	-\$12,785	-\$10,160	\$1,705	\$2,113	\$14	-\$13,992
6	Bicycle and Pedestrian Planning	\$30,000	\$3,886	\$0	\$26,114	12.95%	\$21,250	\$17,364	\$26,114	\$1,170	\$1,451	\$13	\$23,479
7	Transportation Safety	\$5,000	\$1,369	\$0	\$3,631	27.39%	\$3,542	\$2,172	\$3,631	\$294	\$364	\$0	\$2,973
8	Traffic Incident Management	\$28,000	\$11,533	\$0	\$16,467	41.19%	\$19,833	\$8,300	\$16,467	\$3,466	\$4,298	\$4	\$8,698
9	TIP Development	\$35,000	\$36,310	\$0	-\$1,310	103.74%	\$24,792	-\$11,519	-\$1,310	\$5,737	\$7,113	\$5	-\$14,166
10	Metropolitan Transportation Plan Update	\$5,000	\$4,114	\$0	\$886	82.27%	\$3,542	-\$572	\$886	\$2,445	\$3,032	\$14	-\$4,604
11	Performance Measures	\$12,000	\$3,385	\$0	\$8,615	28.21%	\$8,500	\$5,115	\$8,615	\$1,205	\$1,495	\$15	\$5,900
12	Studies	\$156,000	\$62,662	\$0	\$93,338	40.17%	\$110,500	\$47,838	\$93,338	\$3,122	\$3,872	\$96,557	-\$10,213
	FHWA PL SUBTOTAL	\$780,414	\$453,078	\$0	\$327,336	58.06%	\$552,793	\$99,716	\$327,336	\$66,407	\$82,338	\$99,216	\$79,376
13	Transit Planning	\$211,104	\$125,830	\$25,166	\$60,108	71.53%	\$149,532	-\$1,464	\$43,053	\$24,473	\$30,344	\$389	-\$12,154
	FTA 5303 SUBTOTAL	\$211,104	\$125,830	\$25,166	\$60,108	71.53%	\$149,532	-\$1,464	\$43,053	\$24,473	\$30,344	\$389	-\$12,154
	TOTALS	\$991,518	\$578,908	\$25,166	\$387,444	60.92%	\$702,325	\$98,252	\$370,389	\$90,880	\$112,682	\$99,605	\$67,222

Comments (Note all figures in comments are approximate)

Includes approx \$4.2K for intern data collection time (direct)

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). Traffic Signal Inventory (\$53.75K).

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

17 Number of Months into Contract

7 Remainder of Contract

70.83% % Into Contract