



## ***Policy Committee Meeting***

**December 13th, 2022**

**11:30 AM**

**Brewer City Council Chambers and via Zoom**

### **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 October 18th, 2022 BACTS Policy Committee Meeting Minutes (Attachment A)**

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

**5) Penobscot Climate Action Project**

**Staff Report**

Phase 1 has concluded and the Vulnerability Assessment and Greenhouse Gas Inventory Reports are being finalized. Please visit the project website to see the reports and the regional map: [www.penobscotclimateaction.org](http://www.penobscotclimateaction.org). Phase 2 will begin in January 2023 and will include public outreach, training, and the identification of concrete implementation strategies.

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

**6) Metropolitan Transportation Plan (MTP) 2043 - Funding (Attachment C)**

The MTP was scoped and budgeted through the 2022-2023 UPWP funding, including carryover funds from 2020-2021 UPWP funding. Originally the \$150,000 budget was funded fully from FHWA Planning funds. In April 2022, MaineDOT provided BACTS with updated 5303 FTA Planning funds, which increased our 5303 FTA funding by approximately \$30,000. With the increased funding and FTA planning activities coming in under budget, Staff would like to propose to use \$75,000 in FTA funding to support the MTP. This would not increase the MTP budget, this proposal would be a 50/50 split with FHWA PL and FTA planning funding.

***Proposed Action:*** *Approve the use of \$75,000 in FTA 5303 planning funding for the MTP.*

**7) MPO Funding Discussion**

Over the past several months, Staff has been in discussion with MaineDOT and the state's other 3 MPO's in developing a formula for the distribution of programmed funding through the IIJA Bill. BACTS will likely see a retroactive increase to both FHWA planning and capital funding. Staff will discuss with the group potential changes to FHWA PL funds in the coming years and the impacts this would have on local matches.

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

**8) BACTS UPWP Budget (Attachment D)**

Staff will provide budgetary information regarding the 2022-2023 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 - Transitioning to quarterly meetings - Schedule TBD

Policy Committee - January 17th, 2023 - Location TBD



**Attachment A**  
**BACTS Policy Committee Meeting**  
**October 18th, 2022 via ZOOM**

**Minutes**

Committee Members	Affiliation
Laurie Linscott John Theriault	Bangor
Jeremy Caron	Brewer
Amy Ryder Victor Smith	Hampden
Belle Ryder Rob Yerxa	Orono
Chris Backman	Orrington
<b>MaineDOT</b>	
Stacie Haskell, Esther Butler	
<b>BACTS</b>	
Sara Devlin, Madeline Jensen, Evan King, Paige Nadeau	

**1) Call to Order**

Meeting was called to order by John Theriault at 1:05PM.

**2) Public Comment**

There were no public comments.

**3) Approval of September 20th, 2022 BACTS Policy Committee Meeting Minutes**

No comments on the minutes, Rob Yerxa made a motion to approve the minutes as written, seconded by Jeremy Caron, roll call taken, minutes approved unanimously as written, with one abstaining.

**4) Staff Report**

Evan King provided an update on the Collector Paving Inventory. Working with the consultant, progress on surrounding communities is nearly complete, Bangor is the primary section of work remaining. Discussion ensued regarding the expected outcomes of this project and use of the information for planning purposes in the future.

Sara Devlin asked the group if there were any questions on the staff report, none at this time.

**5) Penobscot Climate Action Project**

**Staff Report**

In the last month the consultants have held an advisory committee meeting and multiple stakeholder interviews to collect information, perspectives, and experiences from the people in this region. By the end of October the consultants will release draft reports for the Vulnerability Assessment and Greenhouse Gas Inventory for your review. In the meantime, please visit the project website for preliminary information: [www.penobscotclimateaction.org](http://www.penobscotclimateaction.org).

Madeline Jensen provided an overview. The draft report is expected to be received at the end of next week, comments are expected back at the beginning of November. Sara Devlin provided an update on the costs for Phase 2, this will be a tailored outreach for each municipality that chooses to participate. The group also discussed potential funding that has been applied for from Bangor and Orono to help fund this phase.

#### **6) 2022 Title VI Update**

##### **Staff Report**

Staff have completed required updates to BACTS' Title VI civil rights plan, issuing a new demographic report on the region based on ACS 2016-2020 data. This plan must be approved by the policy committee before required submission to Maine DOT and federal agencies.

Sara Devlin provided an overview. The document has historically been reviewed and updated annually. The document was reviewed and updated accordingly for the most recent demographics available. Discussion ensued on the frequency of the updates required.

#### **7) BACTS UPWP Budget**

Members of the committee discussed potential budget changes in the coming years and impact on planning in the area. No additional comments from the committee.

#### **8) Transit Updates**

Laurie Linscott provided an update. The Community Connector is still actively recruiting. Effectively immediately, all federally recognized holidays there will be no service running. There will be an employee appreciation luncheon on October 22nd. Anticipated to open late November / early December. Instructor class started earlier this week, 8 students are attending. November 1st will be the start of the CDL class.

Sara Devlin provided an update on the bus stop policy document being condensed. BACTS Staff will be meeting with City of Bangor staff to do a final review of the document and then presenting to members.

#### **9) Project Updates**

Rob Yerxa provided an update on Orono projects

- No updates at this time.

Jeremy Caron provided an update on Brewer projects

- Working on paving projects

John Theriault provided an update on Bangor projects

- Working on paving projects

BACTS Project - Old Town LAP project. Going out to bid in the coming weeks.

#### **10) MaineDOT Report**

Sara Devlin provided an update, Maine MPO's met with Synergy meeting to review the TIP process. Two year selection process is expected to start in March.

No additional updates at this time.

#### **11) Other Business**

Counts were done on Forest Avenue / State Street in Bangor and they are a bit lower than expected. Might explore different options for this intersection.

Sara Devlin provided the group an update that the MTP public advisory is starting in the coming weeks.

**12) Upcoming Meetings**

Transit Committee - November TBD, 2022 - Virtual

Policy Committee - November 15th, 2022 - Brewer City Council Chambers

The meeting was called to adjourn by Jeremy Caron and seconded by Belle Ryder. Meeting was ended at 1:45PM.



**Attachment B**  
Staff Report  
November 2022

**Audit** - Overhead audit report and financial statement review have been completed.

**Bus Stop Working Group** - The Bus Stop Design and Management Guidelines are moving to council endorsement. Staff will be preparing presentations to showcase the final document and answer questions. After the partner council endorsements, the document will be presented to the Bangor City Council and then agreements will be drafted between Bangor and the partner municipalities.

**Metropolitan Transportation Plan 2043 Update** - Staff is conducting public outreach to identify the project's vision and goals. So far, staff have visited the Bangor Farmers Market, the Brewer Christmas Craft Fair, and various bike and skate shops in the region. A public survey is open until January 6th which can be found on the project webpage at:  
<https://bactsmpto.org/bangor-comprehensive-transportation-system-programs/bangor-transportation-studies/2043-metropolitan-transportation-plan-update/> .

**Traffic Incident Management (TIM)** - Staff has been working with the TIMS groups on scheduling after action reviews and quarterly TIMS meetings. Southern Maine TIMS group will be meeting for the first time since 2020. BACTS continues to work with MaineDOT on implementing the recommendations from the statewide TIMS strategic Plan.

**Collector Pavement Inventory and Analysis Data Collection** - Data collection has been completed, Sewall has stated a first look at the data will be available in the coming months.

**Old Town LAP** - BACTS is on schedule to advertise to contractors 12/14. Engineering, utility coordination and bid package documentation are complete or nearly complete at this time.

**Rural Contract** - BACTS Staff have begun communication with Newport regarding updating the Town's comprehensive plan. BACTS staff will assist in researching and writing the transportation element.

**BACTS Video**- BACTS staff produced a video to help promote BACTS by giving an overview of BACTS and the work we do in the region. The video will also be used in the MTP process to increase engagement. The video can be found [here](#).

**Meetings and Conferences**

- MaineDOT Coordination Meetings
- TIMS - FHWA webinar
- Maine Transportation Safety Coalition
- Old Town LAP coordination meetings
- BACTS Transit Committee Meeting
- MBTA 71st Annual Transportation Conference
- AMPO Active Transportation Webinar
- AMPO GIS Webinar
- Bangor Farmers Market-MTP outreach
- Bus Stop Working Group

**Attachment C**  
**BACTS 2022-2023 UPWP**  
**As of 11/30/2022**

Task	Project	Total Alloted	Total Spent	In-Kind	Total Remaining	Contract to Date Trend			Forecasted Trend (Projected Figures)				
						Acutal % Usage	Amount Should be as of 11/30	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining
	<b>FHWA</b>						45.8%						
1	Admin and Coordination	\$333,914	\$151,412	\$0	\$182,502	45.3%	\$153,044	\$1,632	\$182,502	\$128,322	\$0	\$13,665	\$40,515
2	Programming	\$64,000	\$5,818	\$0	\$58,182	9.1%	\$29,333	\$23,515	\$58,182	\$10,305	\$10,000	\$510	\$37,367
3	Data and Studies	\$198,500	\$77,016	\$0	\$121,484	38.8%	\$90,979	\$13,963	\$121,484	\$76,400	\$18,784	\$6,415	\$19,885
4	Planning	\$184,000	\$18,195	\$0	\$165,805	9.9%	\$84,333	\$66,138	\$165,805	\$65,584	\$74,969	\$2,746	\$22,506
5	Unallocated 2020-2021	\$134,460	\$36,963	\$0	\$97,498	27.5%	\$61,628	\$24,665	\$97,498	\$11,382	\$160,110	\$5	-\$74,000
Total FHWA		\$914,874	\$289,403	\$0	\$625,471	31.63%	\$419,317	\$129,914	\$625,471	\$291,993	\$263,864	\$23,340	\$46,273
	<b>FTA</b>												
1	Admin and Coordination	\$80,595	\$25,770	\$5,154	\$49,671	32.0%	\$36,939	\$11,169	\$38,706	\$33,931	\$0	\$503	\$4,271
2	Programming	\$31,200	\$1,750	\$350	\$29,100	5.6%	\$14,300	\$12,550	\$23,210	\$8,000	\$0	\$0	\$15,210
3	Data and Studies	\$31,200	\$2,878	\$576	\$27,747	9.2%	\$14,300	\$11,422	\$22,082	\$6,627	\$0	\$6	\$15,449
4	Planning	\$93,600	\$17,944	\$3,589	\$72,067	19.2%	\$42,900	\$24,956	\$56,936	\$11,306	\$75,000	\$0	-\$29,370
Total FTA		\$236,595	\$48,342	\$9,668	\$178,584	20.43%	\$108,439	\$60,097	\$140,934	\$59,864	\$75,000	\$509	\$5,561
Total		\$1,151,469	\$337,745	\$9,668	\$804,056	29.33%	\$527,757	\$190,012	\$766,405	\$351,858	\$338,864	\$23,849	\$51,834

**Attachment D**  
**BACTS 2022-2023 UPWP**  
**As of 11/30/2022**

						Contract to Date Trend			Forecasted Trend (Projected Figures)				
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4	Planning	\$184,000	\$18,195	\$0	\$165,805	9.9%	\$84,333	\$66,138	\$165,805	\$65,584	\$149,969	\$2,746	-\$52,494
5	Unallocated 2020-2021	\$134,460	\$36,963	\$0	\$97,498	27.5%	\$61,628	\$24,665	\$97,498	\$11,382	\$160,110	\$5	-\$74,000
Total FHWA		\$914,874	\$289,403	\$0	\$625,471	31.63%	\$419,317	\$129,914	\$625,471	\$291,993	\$338,864	\$23,340	-\$28,727
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4	Planning	\$93,600	\$17,944	\$3,589	\$72,067	19.2%	\$42,900	\$24,956	\$56,936	\$11,306	\$0	\$0	\$45,630
Total FTA		\$236,595	\$48,342	\$9,668	\$178,584	20.43%	\$108,439	\$60,097	\$140,934	\$59,864	\$0	\$509	\$80,561
	Total	\$1,151,469	\$337,745	\$9,668	\$804,056	29.33%	\$527,757	\$190,012	\$766,405	\$351,858	\$338,864	\$23,849	\$51,834