



Policy Committee Meeting

September 19th, 2023

1:00PM

Veazie Town 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 August 29th, 2023 BACTS Policy Committee Meeting Minutes (Attachment A)

4) BACTS Monthly Report (Attachment B)

5) Transportation Improvement Plan Budget Needs

Staff Report

BACTS Staff will review funding levels for current projects in the TIP, discuss any funding deficits, and possible funding adjustments.

Proposed Action: *Discussion on funding levels for projects in current TIP and approve any project funding adjustments if necessary.*

6) MaineDOT Capital Programming Updates

Staff Report

BACTS Staff met with MaineDOT planning staff last week to discuss MPO/MaineDOT capital programming. Staff will provide an update on the MaineDOT proposed initiatives.

Proposed Action: *For Discussion Only*

7) Metropolitan Transportation Plan - Final Report

Staff Report

Staff have been working diligently to prepare the final report for the Vision 2043 Metropolitan Transportation Plan. The 30 day public comment period begins September 19th, 2023. Staff will briefly go over the draft report and interactive Storymap and direct members and the public to the MaineDOT PIMA tool to provide feedback.

Proposed Action: *For Discussion Only*

8) BACTS UPWP Budget

Staff will provide budgetary information regarding the 2022-2023 UPWP budget.

BACTS 2022-2023 UPWP
As of 08/31/2023

						Contract to Date Trend			Forecasted Trend (Projected Figures)				
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	Actual % Usage	Amount Should be as of 08/31	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining
	FHWA						83.3%						
1	Admin and Coordination	\$333,914	\$284,707	\$0	\$49,207	85.3%	\$278,262	-\$6,445	\$49,207	\$35,187	\$0	\$9,083	\$4,938
2	Programming	\$64,000	\$33,144	\$0	\$30,856	51.8%	\$53,333	\$20,189	\$30,856	\$1,780	\$11,573	\$109	\$17,393
3	Data and Studies	\$198,500	\$190,917	\$0	\$7,583	96.2%	\$165,417	-\$25,500	\$7,583	\$39,823	\$19,314	\$1,569	-\$53,123
4	Planning	\$184,000	\$83,434	\$0	\$100,566	45.3%	\$153,333	\$69,899	\$100,566	\$15,673	\$32,967	\$1,198	\$50,728
5	Unallocated 2020-2021	\$134,460	\$68,659	\$0	\$65,801	51.1%	\$112,050	\$43,391	\$65,801	\$1,456	\$75,688	\$93	-\$11,436
6	*Increased PL Funding	\$144,911	\$0	\$0	\$144,911	0.0%	\$120,759	\$120,759	\$144,911	\$0	\$0	\$0	\$144,911
Total FHWA		\$1,059,785	\$660,860	\$0	\$398,925	62.36%	\$883,154	\$222,294	\$398,925	\$93,920	\$139,542	\$12,052	\$153,411
	FTA												
1	Admin and Coordination	\$84,976	\$34,641	\$8,425	\$41,909	40.8%	\$70,813	\$36,172	\$37,718	\$20,839	\$0	\$772	\$16,107
2	Programming	\$6,092	\$2,714	\$678	\$2,700	44.5%	\$5,077	\$2,363	\$2,430	\$241	\$0	\$50	\$2,139
3	Data and Studies	\$11,737	\$3,390	\$847	\$7,500	28.9%	\$9,781	\$6,391	\$6,750	\$4,598	\$0	\$45	\$2,108
4	Planning	\$167,372	\$75,229	\$17,548	\$74,595	44.9%	\$139,476	\$64,248	\$67,136	\$5,036	\$32,998	\$729	\$28,373
Total FTA		\$270,176	\$115,973	\$27,498	\$126,705	42.92%	\$225,147	\$109,174	\$114,035	\$30,714	\$32,998	\$1,597	\$48,727
Total		\$1,329,961	\$776,833	\$27,498	\$525,630	58.41%	\$1,108,301	\$331,468	\$512,959	\$124,633	\$172,540	\$13,649	\$202,137

* Note - Increased PL Funding - Finalized in July 2023. BACTS is working with MaineDOT to allow this figure to be rolled over to 2024-2025 UPWP.

The following are provided are DRAFT figures at this time for budgetary consideration only.

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.

BACTS Resolution.

13) Upcoming Meetings

Policy Committee - October 17th, 2023 at Orono Town Council Chambers

Transit Committee - December 13th, 2023 at 2PM - via Zoom



Attachment A
Policy Committee Meeting

August 29th, 2023

1:00PM

Brewer City Council Chambers and via Zoom

Minutes

Committee Members	Affiliation
Aaron Huotari Laurie Linscott John Theriault	Bangor
Jeremy Caron Linda Johns	Brewer
Amy Ryder	Hampden
Kyle Drexler Belle Ryder Rob Yerxa	Orono
John Rouleau	Old Town
MaineDOT / FHWA	
Randall Barrows, Dan Loring, Paige Melius, Lisa Sekolich	
BACTS	
Sara Devlin, Andrew Farquhar, Madeline Jensen, Paige Nadeau, Jacob Stein	

1) Call to Order

Meeting was called to order by John Theriault at 1:20PM.

2) Public Comment

There were no public comments.

3) Approval of June 20th, 2023 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 vote taken, all in favor.

4) BACTS Monthly Report

Sara Devlin provided an update, asked if any members of the committee had any questions.

Jacob Stein provided an update on the Better Roads and suggestions made at the last meeting.

5) Draft 2026 TIP Project Ranking

Staff Report

BACTS is required to submit its 2026 TIP (Federal Highway Administration and Federal Transit Administration) candidate projects to MaineDOT. The Committee will be programming the following FHWA funding allocations:

Projected BACTS Funding 2026	
Federal	State
\$1,976,120	\$247,015

On August 16th, the TIP Committee met to review the Draft 2026 TIP Project Ranking produced by Sewall and program projects using the above \$2,223,135 in Federal and State Funding. The projects selected were:

- An intersection operational and safety improvement to the intersection of Broadway (Route 15) and Stillwater Avenue (Bangor)
- A pavement preservation project to Center Street from Stillwater Avenue to Penobscot Bridge (Old Town)
- An intersection operational and safety improvement to the intersection of State Street and North Main Street (Brewer)

Proposed Action: Select capital improvement projects to be funded with the BACTS' 2026 Federal Highway Administration allocation for submission to MaineDOT for inclusion in the three year work plan and four-year TIP/STIP.

Sara Devlin provided an overview of the process including coordination with MaineDOT regarding the projects on the listing that are arterials and funding available for those projects.

Belle Ryder made a motion to include the selected projects, Linda Johns seconded, roll call taken, none opposed.

6) 2024-2025 Unified Planning Work Program

Staff Report

Metropolitan planning organizations (MPOs) are required to create a Unified Planning Work Program (UPWP) that documents the metropolitan transportation planning activities to be performed in compliance with federal regulation. The transportation planning tasks identified in the UPWP are funded through a combination of federal, state, and local sources.

Staff has developed the attached draft 2024-2025 UPWP for the Policy Committees review and approval.

Proposed Action: Approve the Draft 2024-2025 UPWP as presented for submission to MaineDOT.

Sara Devlin provided an overview of the process that the 2024-2025 UPWP was created and budgeted for.

Staff are looking for the proposed action 'To approve the draft to be posted for 10 day public comment period if no substantial comments received, submit to MaineDOT for approval.'

Belle Ryder made a motion to approve the action as stated by Sara Devlin, Linda Johns seconded, roll call taken, none opposed.

7) Bicycle Coalition of Maine E-Bike Ride

Staff Report

Bicycle Coalition of Maine is hosting an E-bike demo in the region over Thursday, 9/28 and Friday, 9/29. They already have a group set up with AARP in Orono but have extended an invitation for

our Policy Committee (and other municipal staff) to form our own group. We've heard from all our members that active transportation is a priority planning area. Bikes, E-bikes in particular, provide a great short-car-trip replacement option. This demo would be a great opportunity for members to learn more about how E-bikes can fill micromobility gaps and see first hand how we can better equip our infrastructure to accommodate this user type. We've been given a lot of flexibility to choose the date, time, and location for this ride. We are looking to form a group of 10 or so people.

Proposed Action: For discussion only.

Maddie Jensen provided a brief overview of this demo that is occurring on 9/28 and 9/29 in the region. Erik daSilva also added some additional information, the ride should take about an hour or so and the route will highlight benefits of the e-bike and potential challenges that may exist with current infrastructure. Several members expressed interest in participating on the ride.

8) BACTS UPWP Budget

Staff will provide budgetary information regarding the 2022-2023 UPWP budget.

BACTS 2022-2023 UPWP													
As of 07/31/2023													
Task	Project	Total Alloted	Total Spent	In-Kind	Total Remaining	Contract to Date Trend			Forecasted Trend (Projected Figures)				
						Actual % Usage	Amount Should be as of 07/31	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining
FHWA													
1	Admin and Coordination	\$333,914	\$272,708	\$0	\$61,206	81.7%	\$264,349	-\$8,359	\$61,206	\$52,641	\$0	\$9,096	-\$531
2	Programming	\$64,000	\$20,821	\$0	\$43,179	32.5%	\$50,667	\$29,846	\$43,179	\$3,093	\$22,575	\$118	\$17,393
3	Data and Studies	\$198,500	\$184,249	\$0	\$14,251	92.8%	\$157,146	-\$27,103	\$14,251	\$46,388	\$15,095	\$1,673	-\$48,905
4	Planning	\$184,000	\$79,695	\$0	\$104,305	43.3%	\$145,667	\$65,972	\$104,305	\$19,401	\$32,967	\$1,209	\$50,728
5	Unallocated 2020-2021	\$134,460	\$62,455	\$0	\$72,005	46.4%	\$106,448	\$43,992	\$72,005	\$1,884	\$81,463	\$94	-\$11,436
6	*Increased PL Funding	\$144,911	\$0	\$0	\$144,911	0.0%	\$114,721	\$114,721	\$144,911	\$0	\$0	\$0	\$144,911
Total FHWA		\$1,059,785	\$619,928	\$0	\$439,857	58.50%	\$838,997	\$219,069	\$439,857	\$123,406	\$152,100	\$12,191	\$152,161
FTA													
1	Admin and Coordination	\$84,976	\$33,967	\$8,492	\$42,517	40.0%	\$67,272	\$33,305	\$38,265	\$21,513	\$0	\$772	\$15,980
2	Programming	\$6,092	\$2,714	\$678	\$2,700	44.5%	\$4,823	\$2,109	\$2,430	\$241	\$0	\$50	\$2,139
3	Data and Studies	\$11,737	\$3,390	\$847	\$7,500	28.9%	\$9,292	\$5,902	\$6,750	\$4,598	\$0	\$45	\$2,107
4	Planning	\$167,372	\$72,782	\$17,442	\$77,148	43.5%	\$132,502	\$59,721	\$69,433	\$6,915	\$32,998	\$729	\$28,791
Total FTA		\$270,176	\$112,852	\$27,460	\$129,864	41.77%	\$213,890	\$101,037	\$116,878	\$33,266	\$32,998	\$1,597	\$49,017
Total		\$1,329,961	\$732,780	\$27,460	\$569,722	55.10%	\$1,052,886	\$320,106	\$556,735	\$156,673	\$185,097	\$13,787	\$201,178

* Note - Increased PL Funding - Finalized in July 2023. BACTS is working with MaineDOT to allow this figure to be rolled over to 2024-2025 UPWP.

The following are provided are DRAFT figures at this time for budgetary consideration only.

Belle Ryder asked if all of BACTS contracts are annual, UPWP is biennial, others are annual.

9) Transit Updates

Laurie Linscott provided an update, triennial review is currently underway. RFP for bus stop signs is going out soon. Transit Technology RFPs are being assessed.

10) Project Updates

John Theriault provided an update on Bangor projects

- Waterfront Trail has started, permitting issues have been resolved
- Oak St - Spring 2024
- Route 2 MPI - starting this Fall
- Hammond St - Paving should start in mid September
- Finson Road Reconstruction on going

Jeremy Caron provided an update on Brewer projects

- South Main paving project pushed to next year (2024), same price

Rob Yerxa provided an update on the Orono Projects

- VPI project is underway
- RFP for pedestrian improvement project on Stillwater is about to go out

John Rouleau provided an update on Old Town Projects

- Temporary signals have been installed. Foundations start first of September

11) MaineDOT Report

Test pourings for Hogan road DDI- September

Discussion regarding Stillwater Bridge Project- Communications regarding the detour.

12) Other Business

BACTS Staff will be reaching out to members regarding scheduling for the next few policy committee meetings locations.

BACTS Resolution thanking Belle Ryder for her service to the community during her time as part of the committee.

14) Upcoming Meetings

Policy Committee - September 19th, 2023 at Veazie Town Council Chambers

Transit Committee - September 13th, 2023 at 2PM - via Zoom

The meeting was called to adjourn by Belle Ryder, seconded by Aaron Houtari, unanimous approval. Meeting was ended at 2:00PM.

Attachment B
BACTS Monthly Report
September 2023

BACTS Overhead Audit and Financial Statement Review - BACTS Staff have received our completed reviewed financial statements and audited overhead rate for use in calendar year 2024.

Traffic Incident Management (TIM) - BACTS continues to work with MaineDOT on implementing the recommendations from the statewide TIMS strategic plan. A Penobscot TIM training occurred on September 15th, a Southern TIM Guidelines meeting is occurring on September 20th, and a TIM Technology group meeting is scheduled for September 25th. BACTS staff is attending the Maine Municipal Association convention on October 4th and 5th to advertise TIMS. Staff is updating call sheets for the different TIMs regions in preparation for future meetings.

Collector Pavement Inventory and Analysis Data Collection - Staff is coordinating with Sewall to provide access to the database to all the BACTS members. Sewall is working on mapping where sidewalks currently exist and adding it to the Better Roads database.

Safe Streets for All Grant - BACTS Staff anticipate hearing back regarding this grant opportunity by the end of October.

VPIs - BACTS Staff have participated in communications for the Brewer VPI project and are scheduled to attend a RFP Scoring meeting in October.

Rural Contract - BACTS Staff finalized a draft of the transportation element for Milford's comprehensive plan after a meeting at Milford's town office. BACTS and MaineDOT have continued rural outreach efforts to inform communities in Penobscot County of the rural contract and the planning support available to them. BACTS and MaineDOT have provided contact information to and met with Garland, Newport, Corinna, and Dexter. There are presently plans to conduct outreach with Glenburn, Levant, and Corinth, as well as assist Bradley with their ATV travel project by meeting together with MaineDOT later this month.

Orono Park and Ride Study - Staff met with Orono to talk about the scope of the Park and Ride Study. BACTS Staff drafted and revised a scope document for the study, and are presently gathering Streetlight data to understand where an optimal Park and Ride site could be located. Likewise, staff are conducting a literature review of best practices for siting and implementing Park and Ride facilities.

Meetings and Conferences

- MaineDOT Coordination Meetings
- Crash Responder Safety Week Webinars
- Crash Responder Safety Week planning meetings
- MaineDOT/MPO quarterly meeting
- Talking TIMS FHWA Webinar
- Bangor City Council Workshop
- Milford Meeting on the Transportation Section of their Comprehensive Plan
- Rural Contract Outreach with Garland, Newport, Corinna, and Dexter
- Mitchell Center Sustainability Talks
- MaineDOT Mobility Report Meeting