



Policy Committee Meeting

November 28th, 2023

12:30PM

Bangor 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 September 19th, 2023 BACTS Policy Committee Meeting Minutes (Attachment A)

4) BACTS Monthly Report (Attachment B)

5) 2022-2023 Unified Planning Work Plan Amendment

Staff Report

BACTS would like to request to shift funding allocations among our FHWA tasks for usage through the remainder of this UPWP. BACTS is currently working with MaineDOT regarding the carryover of both FHWA and FTA funds from our current UPWP to our proposed 2024-2025 UPWP, this carryover will come from a portion of each of the tasks in our current UPWP that have a projected surplus.

BACTS would like to shift the following amounts amongst the FHWA tasks in our current UPWP.

Increase funding to Task 1 by \$25,000 bringing the allotted amount from \$333,914 to \$358,914

Increase funding to Task 3 by \$51,500 bringing the allotted amount from \$198,500 to \$250,000

Increase funding to Task 5 by \$15,540 bringing the allotted amount from \$134,460 to \$150,000

These increases will come from Task 6 - our increased PL funding we received in July 2023 that we have left unallocated to a specific other task. This will bring the allotted amount for Task 6 from \$144,911 to **\$52,871**.

Proposed Action: *Approval of UPWP Amendment for shift of funding allocations as noted above.*

6) Metropolitan Transportation Plan

Staff Report

The 30 day public comment period for the VISION 2043 update concluded in mid October. Staff and project consultants (VHB and Zoe Miller Strategies) have worked through comments and incorporated feedback, as relevant. The final version of the report is ready to be finalized by the committee. Once finalized, this plan will guide the region's transportation planning over the next 20 years. The plan can be found [here](#).

Proposed Action: *Approval to finalize the VISION 2043 Metropolitan Transportation Plan update*

**7) BACTS Federal Highway Administration Review
Staff Report**

FHWA Staff initiated BACTS' FHWA Planning Review, which involves BACTS staff providing information on our planning process and documentation to FHWA for their review, comments and recommendations. FHWA Staff will provide a summary of findings for discussion at the meeting.

Proposed Action: For Discussion Only

**8) Safe Streets For All - Grant Update
Staff Report**

BACTS is incredibly excited to announce that we have been notified that we have been selected as a recipient for the FY23 Safe Streets for All Grant. The notice can be found [here](#). Staff will provide an update on the planned project that this grant will allow us to pursue, and the match requirements needed for the grant.

Proposed Action: For Discussion Only

9) BACTS UPWP Budget

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

BACTS 2022-2023 UPWP													
As of 10/31/2023													
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	Contract to Date Trend			Forecasted Trend (Projected Figures)				
						Actual % Usage	Amount Should be as of 10/31	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining
	FHWA						91.7%						
1	Admin and Coordination	\$333,914	\$323,153	\$0	\$10,761	96.8%	\$306,088	-\$17,065	\$10,761	\$7,895	\$0	\$1,439	\$1,427
2	Programming	\$64,000	\$42,912	\$0	\$21,088	67.1%	\$58,667	\$15,754	\$21,088	\$2,142	\$3,194	\$17	\$15,735
3	Data and Studies	\$198,500	\$212,334	\$0	-\$13,834	107.0%	\$181,958	-\$30,375	-\$13,834	\$18,290	\$8,947	\$890	-\$41,961
4	Planning	\$184,000	\$102,641	\$0	\$81,359	55.8%	\$168,667	\$66,026	\$81,359	\$9,236	\$16,363	\$242	\$55,518
5	Unallocated 2020-2021	\$134,460	\$83,546	\$0	\$50,914	62.1%	\$123,255	\$39,709	\$50,914	\$539	\$60,801	\$43	-\$10,470
6	*Increased PL Funding	\$144,911	\$0	\$0	\$144,911	0.0%	\$132,835	\$132,835	\$144,911	\$0	\$0	\$0	\$144,911
Total FHWA		\$1,059,785	\$764,585	\$0	\$295,200	72.15%	\$971,470	\$206,884	\$295,200	\$38,102	\$89,305	\$2,631	\$165,161
	FTA												
1	Admin and Coordination	\$84,976	\$37,218	\$8,726	\$39,031	43.8%	\$77,894	\$40,676	\$35,128	\$7,882	\$0	\$269	\$26,978
2	Programming	\$6,092	\$2,805	\$688	\$2,599	46.0%	\$5,584	\$2,780	\$2,339	\$121	\$0	\$25	\$2,194
3	Data and Studies	\$11,737	\$4,626	\$920	\$6,191	39.4%	\$10,759	\$6,133	\$5,572	\$875	\$0	\$14	\$4,683
4	Planning	\$167,372	\$90,820	\$19,439	\$57,113	54.3%	\$153,424	\$62,604	\$51,402	\$3,332	\$16,394	\$883	\$30,792
Total FTA		\$270,176	\$135,469	\$29,773	\$104,935	50.14%	\$247,662	\$112,193	\$94,441	\$12,210	\$16,394	\$1,191	\$64,647
Total		\$1,329,961	\$900,054	\$29,773	\$400,135	67.68%	\$1,219,131	\$319,077	\$389,641	\$50,312	\$105,699	\$3,822	\$229,807

* 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.

10) Transit Updates

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

Proposed Action: For discussion only.

11) Project Updates

Members will provide updates on BACTS funded construction projects in the region.

Proposed Action: For discussion only.

12) MaineDOT Report

MaineDOT staff will provide an update on any MaineDOT projects, policies, or plans.

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

13) Other Business

Discussion of other items not on today's agenda.

14) Upcoming Meetings

Policy Committee - January 16th, 2023 at 1PM - Location TBD

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



Attachment A
Policy Committee Meeting

September 19th, 2023

1:00PM

Veazie Town Council Chambers and via Zoom

Minutes

Committee Members	Affiliation
Aaron Huotari John Theriault	Bangor
Jeremy Caron Linda Johns	Brewer
Jon Clements Ralph Helms Amy Ryder	Hampden
Mitch Stone	Orono
MaineDOT / FHWA	
Dale Doughty, Paige Melius	
BACTS	
Sara Devlin, Andrew Farquhar, Madeline Jensen, Paige Nadeau, Jacob Stein	

1) Call to Order

Meeting was called to order by John Theriault at 1:00PM. Introductions were performed.

2) Public Comment

There were no public comments.

3) Approval of August 29th, 2023 BACTS Policy Committee Meeting Minutes

No comments on the minutes, Jeremy Caron made a motion to approve the minutes as written, seconded by Aaron Huotari, 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. Sara Devlin also informed members of the group that the Title VI plan is being updated for updated census information and demographic mapping, and a finalized report will be sent to members prior to posting.

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.

Sara Devlin provided an overview. BACTS has worked with MaineDOT to assess projects that have supplemental needs. Discussion ensued regarding projects that needed additional funding and how to approach these deficits. Sara Devlin proposes taking unallocated funding, including holding win, IIJA funding, and projects with overages, to fund these deficits, if not then shortages will fall to the municipalities.

Sara Devlin let the group know that this will likely be the last larger amount of discretionary funding available to the committee. Members of the group also discussed capital boundaries and eligibility for MPO funding and projects.

A motion was made to backfill projects utilizing any unallocated funding with exception of the Old Town Project (WIN 23971.00 which is using local funding to cover the deficit). Aaron Huotari made a motion as proposed in wording above, Jeremy Caron seconded, roll call taken, all in favor.

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*

Sara Devlin provided an overview and a brief presentation based on discussions with MaineDOT and the proposed six strategies for planning and work plan development moving forward. Dale Doughty also added MaineDOT insight to the various strategies and discussions held thus far.

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*

Maddie Jensen provided an overview. Maddie Jensen encouraged members of the group to provide feedback, BACTS is happy to attend any public outreach events and to answer council questions, as needed.

8) **BACTS UPWP Budget**

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

BACTS 2022-2023 UPWP													
As of 08/31/2023													
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	Contract to Date Trend			Forecasted Trend (Projected Figures)				
						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.

Sara Devlin asked if there were any questions from the group, none at this time. Projected remaining amount has been included in the 2024-2025 UPWP as carryover and is being reviewed by MaineDOT.

9) Transit Updates

Maddie Jensen provided an update from the Transit Committee Meeting. Implementation of the Bus Stop Designation project is under way, including technology RFP, ideally looking at July of 2024 for everything to be finalized.

10) Project Updates

John Theriault provided an update on Bangor projects

- Trail project on waterfront underway
- Finson road finishing up

Jeremy Caron provided an update on Brewer projects

- Projects ongoing

11) MaineDOT Report

Nothing to report.

12) Other Business

Nothing to report.

15) Upcoming Meetings

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

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

The meeting was called to adjourn by Aaron Houtari, seconded by Jeremy Caron, unanimous approval. Meeting was ended at 1:45PM.

Attachment B
BACTS Monthly Report
November 2023

BACTS Office - BACTS has moved! Our new office space is at 12 Acme Road, Suite 204, Brewer! (Upstairs from our old office)

Traffic Incident Management (TIM) - BACTS continues to work with MaineDOT on implementing the recommendations from the statewide TIMS strategic plan. Staff is updating call sheets for the different TIMs regions in preparation for future meetings. There will be a joint Penobscot/Hancock TIMs meeting on December 12th at MaineDOT Bangor facility.

Collector Pavement Inventory and Analysis Data Collection - Staff is coordinating with Sewall to provide access to the database to all the BACTS members. Sewall has been making updates to the program and will share it once these updates have been added.

Safe Streets for All Grant - Safe Streets for All Grant, in the amount of \$400,000, will fund our Safety and Action Plan and Demonstration Project for the Greater Bangor Region. Part of our Action Plan for this project is engagement with our 11 members in the development of your own Vision Zero Plans.

VPIs - BACTS Staff advocated for and attended a check-in meeting for Hampden's VPI. BACTS likewise attended the kickoff meeting for Old Town's VPI, a meeting for Orono's VPI, and a Scope Discussion for Brewer's VPI. Future VPI meetings are planned for December, including a visit site for the Old Town's VPI and another meeting for Orono's VPI.

Rural Contract - BACTS staff have provided Howland with a template for the transportation section of a comprehensive plan and offered additional support for completing the section; communications with the community are ongoing. 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 Carmel, Hermon, Newburgh, and Dixmont. There are presently plans to conduct outreach with Lincoln, Mattawamkeag, Medway, and Lagrange in December.

Assistance to Community Connector - BACTS Staff met with Community Connector and provided research assistance for an e-bike racking policy and with revisions to the bus stop naming/numbering system.

Orono Park and Ride Study - BACTS Staff began work on scoring the potential sites and producing projections of the number of possible users. The final document will be delivered in December and will discuss trail connections, long term parking, and climate impacts/benefits.

Penobscot Climate Action Plan - We have concluded a major outreach effort to identify strategy priorities and are now working internally with the PM and consultant team to develop the Summary report and 10 Toolkits. Final deliverables will be drafted by the end of the year and staff will host "implementation workshops" in early 2024 to assist town staff and others with taking the strategies from paper to action.

BACTS in the News - Recent news stories featuring BACTS:

- <https://www.wabi.tv/2023/11/14/law-enforcement-transportation-officials-promote-crash-responder-safety-week/>
- <https://www.newscentermaine.com/article/news/local/bangor/cargo-ships-on-the-penobscot-river-one-bangor-infrastructure-plan-wants-to-learn-more-transit/97-df68bc20-4bbb-4276-933e-8ee277cde484>
- <https://www.wabi.tv/2023/09/28/bangor-area-comprehensive-transportation-system-asks-input/>

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
- Rural Contract Outreach with Carmel, Hermon, Newburgh, and Dixmont
- Orono Park and Ride Meeting
- Community Connector E-Bike Policy Meeting
- Community Connector Bus Stop Numbering Meeting
- NNECAPA Conference
- Demo on Brewer Community School & Parkway South - Sunset Park
- MaineDOT Workforce Transportation Pilot Discussion
- EMDC Regional Planning Commission Launch
- MTA Meeting
- PCA Monthly Meeting
- Inclusive Transportation Webinar
- Bangor VPI Kick-off and Miovision Set-Up
- PCA Working Group #3
- NNECAPA 2023 Conference
- Public Involvement in Transportation Decision-Making Training
- Penobscot County Commissioners Meeting- PCA update
- CEDS Plan Update meeting
- Orono High School Environment Club Talk
- Effective Committee Meetings webinar
- Bangor Traffic Signal Meeting