



Policy Committee Meeting

May 21st, 2024

1:00 PM

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 April 16th, 2024 BACTS Policy Committee Meeting Minutes (Attachment A)**

4) **BACTS Monthly Report (Attachment B)**

5) **BACTS Transportation Improvement Program Prioritization**

Staff Report

Staff is in the process of developing a prioritization process for the new MaineDOT funding Initiatives. Staff will present initial methodology for discussion.

Proposed Action: Discussion only.

6) **BACTS UPWP Budget**

Staff will provide budgetary information regarding the 2024-2025 UPWP budget.

BACTS 2024-2025 UPWP
As of 04/30/2024

						Contract to Date Trend			Forecasted Trend (Projected Figures)					
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	Actual % Usage	Amount	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining	
							Should be as of 04/30							
FHWA														
1	Operation and Coordinat	\$219,173	\$54,569	\$0	\$164,605	24.9%	\$28,588	-\$25,981	\$164,605	\$176,270	\$2,350	\$10,036	-\$24,052	
2	Programming	\$45,800	\$3,127	\$0	\$42,673	6.8%	\$5,974	\$2,847	\$42,673	\$19,324	\$22,500	\$99	\$749	
3	Data and Studies	\$188,500	\$36,069	\$0	\$152,431	19.1%	\$24,587	-\$11,482	\$152,431	\$107,796	\$5,027	\$9,655	\$29,952	
4	Planning	\$453,600	\$5,216	\$0	\$448,384	1.1%	\$59,165	\$53,949	\$448,384	\$105,708	\$314,982	\$1,060	\$26,634	
5	Unallocated	\$366,617	\$0	\$0	\$366,617	0.0%	\$47,820	\$47,820	\$366,617	\$0	\$247,500	\$0	\$119,117	
Total FHWA		\$1,273,690	\$98,981	\$0	\$1,174,709	7.77%	\$166,134	\$67,152	\$1,174,709	\$409,099	\$592,360	\$20,850	\$152,401	
FTA														
1	Operation and Coordinat	\$79,500	\$6,048	\$1,210	\$72,242	7.6%	\$10,370	\$4,321	\$57,794	\$73,843	\$0	\$2,630	-\$18,679	
2	Programming	\$9,900	\$707	\$141	\$9,051	7.1%	\$1,291	\$584	\$7,241	\$12,369	\$0	\$0	-\$5,128	
3	Data and Studies	\$17,100	\$0	\$0	\$17,100	0.0%	\$2,230	\$2,230	\$13,680	\$16,478	\$0	\$250	-\$3,048	
4	Planning	\$161,062	\$96	\$19	\$160,946	0.1%	\$21,008	\$20,912	\$128,757	-\$96	\$165,000	\$2,499	-\$38,646	
Total FTA		\$267,562	\$6,852	\$1,370	\$259,339	2.56%	\$34,899	\$28,047	\$207,471	\$102,594	\$165,000	\$5,379	-\$65,501	
Total		\$1,541,253	\$105,834	\$1,370	\$1,434,048	6.87%	\$201,033	\$95,199	\$1,382,180	\$511,693	\$757,360	\$26,228	\$86,899	

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

Proposed Action: For discussion only.

7) Transit Updates

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

Proposed Action: *For discussion only.*

8) Project Updates

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

Proposed Action: *For discussion only.*

9) MaineDOT Report

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

Proposed Action: *For discussion only.*

10) Other Business

Discussion of other items not on today's agenda.

11) Upcoming Meetings

Policy Committee - June 18th, 2024 at 1:00PM - Hampden Town Council Chambers

Transit Committee - July 10th, 2024 at 2PM - via Zoom



Attachment A
Policy Committee Meeting

April 16th, 2024

9:30AM

Old Town City Council Chambers and via Zoom

Minutes

Committee Members	Affiliation
Aaron Huotari Laurie Linscott John Theriault	Bangor
Melissa Doane	Bradley
Jeremy Caron Linda Johns	Brewer
Jon Clements Victor Smith	Hampden
MaineDOT / FHWA	
Paige Melius, Claire Winter	
BACTS	
Jack Bosies, Sara Devlin, Madeline Jensen, Paige Nadeau, Jacob Stein	

1) Call to Order

Meeting was called to order by John Theriault at 9:35AM. Introductions were performed.

2) Public Comment

There were no public comments.

3) Approval of March 19th, 2024 BACTS Policy Committee Meeting Minutes

No comments on the minutes, Jeremy Caron made a motion to approve the minutes as written, seconded by Jon Clements, roll call vote taken, all in favor.

4) BACTS Monthly Report

Sara Devlin provided an overview regarding State of Maine funding, Sara will keep members of the group apprised of further developments. Maddie Jensen also provided an update that the Climate Action Plan is completed and will be reaching out to members for scheduling the first committee meeting in the near future.

5) BACTS Collector Paving Prioritization

Staff Report

BACTS Staff have compiled a suggested prioritized listing for collector paving to occur in the upcoming MaineDOT work plan. In line with updating MaineDOT capital funding, BACTS will send 10% of total collector roads to MaineDOT for consideration.

Proposed Action: Approve 10% prioritized listing for submission to MaineDOT for consideration in the next capital funding cycle.

Jacob Stein provided an overview of the methodology of this process as well as the process for selection and submission to MaineDOT for consideration. Members of the group discussed the list, including the removal of one submission that will not need to be considered during the next capital funding cycle. Sara Devlin asked members of the group to keep BACTS informed of any other paving projects that are anticipated during the coming years so BACTS can keep an updated listing. BACTS anticipates that the next funding cycle will be a more comprehensive approach, in order to best utilize MaineDOT funding opportunities. Members of the group also discussed the cut off for the projects listing proposed, the listing contained more than the suggested 10% submission to MaineDOT for consideration.

Aaron Huotari made a motion to approve the list through the Bangor/ Howard Street to Mt. Hope project, given no changes from MaineDOT Data, seconded by Jeremy Caron, roll call vote taken, all in favor.

6) Safe Streets For All - Grant Update / RFP

Staff Report

Staff have been working on and receiving feedback from members regarding the Safe Streets for All RFP. The RFP is expected to be posted on April 22nd.

Proposed Action: Approve RFP for posting.

Jacob Stein provided an overview of the process and what the project is with anticipated timeframes. Members of the group discussed specifics of the project and scope. Discussion on what type of projects would be included in the demonstration phase.

Jeremy Caron made a motion to approve the RFP for posting, as written, seconded by Victor Smith, roll call vote taken, all in favor.

7) BACTS Project Bids

Staff Report

Staff will report on the listing of BACTS capital projects currently being bid or entering contract.

Proposed Action: For Discussion Only

Sara Devlin provided an overview. If discrepancies come up during this time frame, BACTS will work with MaineDOT.

8) BACTS Budget for Coordinating Regional Bike Share

Staff Report

In response to the member request that BACTS assist with the planning and possible implementation of the regional bike share system, Staff anticipate a staff time cost of roughly \$18,000 (for work completed April 2024 - June 2025) and are working with Tandem to outline an MOU for BACTS involvement. Staff time expenses will be funded within our existing UPWP budget. Towns interested in exploring the bike share program in their own town must create an MOU with Tandem as well.

Proposed Action: For Discussion Only

Maddie Jensen provided an overview. BACTS time would be funded with our UPWP budget, no additional amounts owed from members. Maddie Jensen asked members to reach out to her with any questions, next steps are an MOU with municipalities (this is just a partnership not a financial MOU).

9) BACTS UPWP Budget

Staff will provide budgetary information regarding the 2024-2025 UPWP budget.

BACTS 2024-2025 UPWP
As of 03/31/2024

23 Total
2 Months into contract
21 Months left in contract

						Contract to Date Trend			Forecasted Trend (Projected Figures)					21 Months left in contract	
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	Actual % Usage	Amount Should be as of 03/31 8.7%	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining		
FHWA															
1	Operation and Coordinat	\$219,173	\$25,934	\$0	\$193,239	11.8%	\$19,059	-\$6,876	\$193,239	\$203,942	\$2,350	\$10,949	-\$24,002		
2	Programming	\$45,800	\$1,826	\$0	\$43,974	4.0%	\$3,983	\$2,157	\$43,974	\$20,626	\$22,500	\$99	\$749		
3	Data and Studies	\$188,500	\$16,749	\$0	\$171,751	8.9%	\$16,391	-\$358	\$171,751	\$121,992	\$10,027	\$9,729	\$30,002		
4	Planning	\$453,600	\$3,099	\$0	\$450,501	0.7%	\$39,443	\$36,344	\$450,501	\$107,825	\$314,982	\$1,060	\$26,634		
5	Unallocated	\$366,617	\$0	\$0	\$366,617	0.0%	\$31,880	\$31,880	\$366,617	\$0	\$247,500	\$0	\$119,117	*Anticipated transfer to FTA for Transit Studies	
Total FHWA		\$1,273,690	\$47,609	\$0	\$1,226,082	3.74%	\$110,756	\$63,147	\$1,226,082	\$454,384	\$597,360	\$21,837	\$152,501		
FTA															
1	Operation and Coordinat	\$79,500	\$3,249	\$650	\$75,601	4.1%	\$6,913	\$3,664	\$60,481	\$76,637	\$0	\$2,635	-\$18,791		
2	Programming	\$9,900	\$707	\$141	\$9,051	7.1%	\$861	\$153	\$7,241	\$12,369	\$0	\$0	-\$5,128		
3	Data and Studies	\$17,100	\$0	\$0	\$17,100	0.0%	\$1,487	\$1,487	\$13,680	\$16,478	\$0	\$250	-\$3,048		
4	Planning	\$161,062	\$0	\$0	\$161,062	0.0%	\$14,005	\$14,005	\$128,849	\$0	\$165,000	\$2,499	-\$38,650		
Total FTA		\$267,562	\$3,957	\$791	\$262,814	1.48%	\$23,266	\$19,309	\$210,251	\$105,484	\$165,000	\$5,384	-\$65,617		
Total		\$1,541,253	\$51,566	\$791	\$1,488,895	3.35%	\$134,022	\$82,456	\$1,436,333	\$559,868	\$762,360	\$27,221	\$86,884		

*Anticipated transfer to FTA for Transit Studies

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

Sara Devlin provided an overview. No additional questions from members at this time.

10) Transit Updates

Laurie Linscott provided an update. Bus stop project is moving along, nearly all signs are in ground, and the technology piece is on track as well. App is in design as well. Anticipated kick off for mid summer. Community Connector is still looking for drivers. Budget season is underway. Looking at a partnership with MaineDOT for electrification opportunities.

11) Project Updates

Jeremy Caron provided an update on Brewer projects

- Northeast Paving starting South Main soon.
- Awarded City paving contract.

Victor Smith provided an update on Hampden projects

- Some work has been completed at Western Avenue / 1A intersection, be mindful of signal location, work expected to start around August.

Aaron Huotari provided an update on Bangor projects

- Paving list is posted online starting paving shortly.
- MPI project on Ohio Street, out for bid

12) MaineDOT Report

Claire Winter provided an update - 2024-2027 STIP was submitted for approval from FHWA and FTA.

13) Other Business

No additional items discussed.

14) Upcoming Meetings

Policy Committee - May 21st, 2024 at 1PM - Brewer City Council Chambers

Transit Committee - April 17th, 2024 at 2:30PM - via Zoom

The meeting was called to adjourn by Jeremy Caron, seconded by Victor Smith, unanimous approval. Meeting was ended at 10:10AM.

Attachment B
BACTS Monthly Report
May 2024

BACTS Website - BACTS will be launching our updated website in the coming weeks!

Traffic Incident Management (TIM) - BACTS continues to work with MaineDOT on implementing the recommendations from the statewide TIMS strategic plan. Upcoming TIMs meeting: Hancock and Penobscot. A TIMs training was held in Millinocket and Houlton in March. Training in Midcoast and Southern Maine are planned for the month of June.

Safe Streets for All Grant - Responses to the RFP are due by May 30th and scoring will occur in Early June.

VPIs - BACTS Staff was involved in the scoring committee for Hampden's VPI and attended the town council meeting discussing approval for the allocation of funding.

Corridor Scoring - BACTS Staff adjusted corridor scoring system and had meetings to discuss changes. Staff is continuing to work through scoring the entire BACTS region and update scoring as necessary.

Culvert Inventory - BACTS Staff coordinated with MaineDOT to discuss current inventories and reached out to BACTS members within the urban compact to learn more about culvert inventories. Staff have begun the development of an updated RFP.

Rural Contract - BACTS Staff attended a meeting in Millinocket to discuss the creation of demonstration projects and a VPI for the town. Staff is beginning work on a presentation and scope for Millinocket's town council.

PCA Climate Action Committee- The first committee meeting has been scheduled for the end of May. The agenda will include discussion around the committee's mission, structure, and the EPA grant which this region may choose to apply for.

Regional Bike Share- Staff has been coordinating with municipalities, employers, and MaineDOT on establishing a regional bike share program in the greater Bangor region.

Meetings and Conferences

- MaineDOT Coordination Meetings
- MaineDOT/MPO quarterly meeting
- Maine LPA Certification Training
- MTA Meeting
- Transit Committee
- Northern Light/Bike Share Meeting
- MDOT PCA Meeting
- PTAC Meeting
- Husson University Marketing Class
- UMaine/Bike Share Meeting
- USDOT Climate Change Center Webinar
- USDOT GHG Webinar
- Bangor Economic Development Week Meet and Greet
- APA Online Conference
- Maine Association of Planners Conference Presentation
- Brewer Rail Trail Discussion
- Brewer Public Survey/Social Pinpoint Meeting
- US 3 / 1 Corridor Management Scoping Meeting
- DOT/Millinocket Town Manager Meeting
- GIS for ADA Compliance Webinar
- ME Integrated Freight Strategy Webinar
- SS4A Community of Practice webinars