



**Policy Committee Meeting**  
**December 17th, 2024**  
***Holiday Luncheon will begin at 12:00 PM***  
***Hybrid Meeting will begin at 12:30PM***  
**Orono 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 November 19th, 2024 BACTS Policy Committee Meeting Minutes (Attachment A)**

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

**5) Active Transportation Plan Scoping Staff Report**

BACTS is scheduled to prepare an active transportation related plan in 2025. Given local discussions and current bike/ped related efforts Staff have created a draft scope of work to prepare a regional complete streets handbook and policy. BACTS would like member feedback about whether this project focus and outlined scope of work is aligned with local interests and needs. If not, the group can brainstorm alternatives.

**Proposed Action:** For discussion only.

**6) BACTS UPWP Budget**

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

BACTS 2024-2025 UPWP  
11/30/2024

23 Total  
10 Months into contract  
13 Months left in contract

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 11/30	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining		
FHWA								43.5%							
1	Operation and Coordination	\$220,473	\$189,917	\$0	\$30,556	86.1%	\$95,858	-\$94,059	\$30,556	\$116,241	\$30	\$8,717	-\$94,431		
2	Programming	\$45,800	\$11,284	\$0	\$34,516	24.6%	\$19,913	\$8,629	\$34,516	\$26,782	\$22,500	\$36	-\$14,802		
3	Data and Studies	\$263,500	\$151,959	\$0	\$111,541	57.7%	\$114,565	-\$37,394	\$111,541	\$112,094	\$54,831	\$4,714	-\$60,098		
4	Planning	\$614,520	\$60,904	\$0	\$553,616	9.9%	\$267,183	\$206,279	\$553,616	\$62,222	\$339,365	\$2,925	\$149,104		
5	Unallocated	\$129,397	\$0	\$0	\$129,397	0.0%	\$56,260	\$56,260	\$129,397	\$0	\$0	\$0	\$129,397		
Total FHWA									\$859,626	\$317,339	\$416,726	\$16,392	\$109,169		
FTA															
1	Operation and Coordination	\$79,500	\$19,150	\$3,830	\$56,520	24.1%	\$34,565	\$15,415	\$45,216	\$54,680	\$0	\$2,577	-\$12,041		
2	Programming	\$9,900	\$1,636	\$327	\$7,936	16.5%	\$4,304	\$2,668	\$6,349	\$9,226	\$0	\$0	-\$2,877		
3	Data and Studies	\$17,100	\$7,088	\$1,418	\$8,595	41.4%	\$7,435	\$347	\$6,876	\$8,142	\$0	\$249	-\$1,515		
4	Planning	\$167,237	\$4,806	\$961	\$161,470	2.9%	\$72,712	\$67,906	\$129,176	\$60,173	\$140,000	\$533	-\$71,531		
Total FTA									\$187,617	\$132,221	\$140,000	\$3,359	-\$87,963		
Total						28.87%	\$672,794	\$226,051	\$1,047,243	\$449,559	\$556,726	\$19,751	\$21,206		

\*Anticipated transfer to FTA for Transit Studies

The following are provided are DRAFT figures at this time for budgetary consideration only.  
**Proposed Action:** For discussion only.

**7) General Consultant Agreement Task Order**

Staff will provide a monthly report on task order assignments and status.

<b><u>Project</u></b>	<b><u>Consultant</u></b>	<b><u>Estimated Time Frame</u></b>
Culvert Inventory	VHB	September 2024 - December 2025
Fare Structure	Foursquare	December 2024 - August 2025
Signal Warrant Analysis - Brewer South Main	Sewall	October 2024 - December 2024
Traffic Signal Master Plan Support	Sebago	October 2024 - May 2025

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

**8) Transit Updates**

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

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

**9) Project Updates**

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

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

**10) MaineDOT Report**

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

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

**11) Other Business**

Discussion of other items not on today's agenda.

**12) Upcoming Meetings**

Transit Committee - January 8th, 2025 at 2PM - via Zoom

PCA Committee - January 9th, 2025 at 2PM - via Zoom

Policy Committee - January 21st, 2025 at 9:30AM - Location TBD



**Attachment A**  
**Policy Committee Meeting**  
**November 19th, 2024**  
**1:00PM**  
**Hampden Town Council Chambers and via Zoom**  
**Minutes**

Committee Members	Affiliation
Jeff Davis Aaron Huotari Anne Kreig Laurie Linscott	Bangor
Linda Johns Tena Kroll	Brewer
Amy Ryder	Hampden
Stephen Fields Scott Perkins	Hermon
EJ Roach	Old Town
Bill Cody Mitch Stone	Orono
Mark Leonard	Veazie
<b>MaineDOT / FHWA / FTA</b>	
Jarod Farn-Guillette, Paige Melius, Claire Winter	

**1) Call to Order**

Meeting was called to order by Amy Ryder at 1:00PM. Introductions were performed.

**2) Public Comment**

No comments at this time.

**3) Approval of October 15th, 2024 BACTS Policy Committee Meeting Minutes**

No comments on the minutes, Stephen Fields made a motion to approve the minutes as written, seconded by Mitch Stone, roll call vote taken, four members abstained, remaining members all in favor.

**4) BACTS Monthly Report**

Jacob Stein provided an overview of the Crash Responder Safety Week news event yesterday in Hermon.

Maddie Jensen provided an update to the group that the EPA Grant application has been submitted.

Sara Devlin informed members that BACTS is holding our annual pet supply drive for the Old Town Animal Orphanage, collecting donation at our office through the rest of the month and early December.

## 5) **BACTS Corridor Scoring System**

### **Staff Report**

As part of the MaineDOT MOU, BACTS staff created a corridor scoring system and methodology. The intent of the BACTS corridor scoring system is to develop and periodically update a corridor management plan for key corridors within the MPO region. BACTS will fund the development of Corridor Management Plans using their regular Unified Planning Work Plan (UPWP) funding and/or may request Planning Partnership Initiative/Village Partnership Initiative funding from MaineDOT if necessary.

**Proposed Action:** *Discuss BACTS corridor presentation.*

Sara Devlin provided a brief overview. Jack Bosies provided a presentation. Following the presentation there was group discussion resulting in a few comments for BACTS Staff to further review. BACTS Staff also encouraged members to provide any comments or feedback in the coming weeks.

## 6) **BACTS / MaineDOT Memorandum of Understanding**

### **Staff Report**

At the October Policy Committee meeting staff and MaineDOT presented the draft MOU to the committee. Staff provided the draft MOU to committee members, requesting comments by November 8th. One comment was received regarding traffic signals that are not part of large corridor plans and other signal maintenance agreements. Staff is working with MaineDOT on options to include language to address that comment.

**Proposed Action:** *Approve BACTS-MaineDOT Memorandum of Understanding.*

Sara Devlin provided an overview. There are a number of additional comments that will be considered as an amendment. Document is created with the understanding that there will be adjustments made as things go on.

Linda Johns made a motion to approve the action as written, seconded by Stephen Fields, roll call vote taken, one member abstained, remaining members all in favor.

## 7) **Transit Studies UPWP Amendment**

### **Staff Report**

At the October Transit Committee meeting the group discussed the current schedule and budget for transit studies using BACTS FTA formula funds. Delays to Community Connector's data collection technology will make it difficult to successfully complete the full scope of the Comprehensive Customer and Service Analysis. The Transit Committee recommends that the Policy Committee amend the 24-25 UPWP to defer this study until the data collection technology can be implemented. Funding for this study can be reallocated to the other two proposed studies, the Community Connector Brand Recognition/Marketing study and the Fare Structure Analysis, both of which could benefit from additional outreach efforts not initially budgeted for.

**Proposed Action:** *Amend the 2024-2025 UPWP to defer the "Comprehensive Customer and Service Analysis" study to 2026-2027.*

Maddie Jensen provided an update. The transit committee has recommended allocating the funding to the other two transit studies in the UPWP to be able to extend the original scope of them and delay the Comprehensive Analysis until the next UPWP when data will be more readily available.

Laurie Linscott made a motion to approve the action as written, seconded by Linda Johns, roll call vote taken, members all in favor.

## 8) BACTS UPWP Budget

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

BACTS 2024-2025 UPWP  
10/31/2024

23 Total  
8 Months into contract  
15 Months left in contract

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													
1	Operation and Coordination	\$219,173	\$169,715	\$0	\$49,459	77.4%	\$76,234	-\$93,481	\$49,459	\$141,169	\$30	\$10,408	-\$102,149
2	Programming	\$45,800	\$10,787	\$0	\$35,013	23.6%	\$15,930	\$5,144	\$35,013	\$27,236	\$22,500	\$36	-\$14,759
3	Data and Studies	\$188,500	\$137,677	\$0	\$50,823	73.0%	\$65,565	-\$72,112	\$50,823	\$121,841	\$56,595	\$5,582	-\$133,196
4	Planning	\$453,600	\$55,350	\$0	\$398,250	12.2%	\$157,774	\$102,424	\$398,250	\$64,461	\$317,644	\$940	\$15,205
5	Unallocated	\$366,617	\$0	\$0	\$366,617	0.0%	\$127,519	\$127,519	\$366,617	\$0	\$0	\$0	\$366,617
Total FHWA		\$1,273,690	\$373,529	\$0	\$900,161	29.33%	\$443,023	\$69,493	\$900,161	\$354,707	\$396,769	\$16,966	\$131,719
FTA													
1	Operation and Coordination	\$79,500	\$17,654	\$3,531	\$58,315	22.2%	\$27,652	\$9,998	\$46,652	\$54,439	\$0	\$2,577	-\$10,364
2	Programming	\$9,900	\$772	\$154	\$8,973	7.8%	\$3,443	\$2,671	\$7,178	\$9,856	\$0	\$0	-\$2,678
3	Data and Studies	\$17,100	\$3,382	\$676	\$13,042	19.8%	\$5,948	\$2,566	\$10,434	\$11,340	\$0	\$249	-\$1,156
4	Planning	\$161,062	\$3,116	\$623	\$157,324	1.9%	\$56,022	\$52,906	\$125,859	\$59,889	\$165,000	\$2,533	-\$101,563
Total FTA		\$267,562	\$24,924	\$4,985	\$237,653	9.32%	\$93,065	\$68,141	\$190,123	\$135,524	\$165,000	\$5,360	-\$115,761
Total		\$1,541,253	\$398,454	\$4,985	\$1,137,814	25.85%	\$536,088	\$137,634	\$1,090,283	\$490,231	\$561,769	\$22,326	\$15,957

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

**Proposed Action:** For discussion only.

Sara Devlin provided an update, this is a standing agenda item, no questions or comments at this time from members of the group.

## 9) General Consultant Agreement Task Order

Staff will provide a monthly report on task order assignments and status.

<u>Project</u>	<u>Consultant</u>	<u>Estimated Time Frame</u>
Culvert Inventory	VHB	September 2024 - December 2025
Fare Structure	Foursquare	November 2024 - June 2025
Signal Warrant Analysis - Brewer South Main	Sewall	October 2024 - December 2024
Traffic Signal Master Plan Support	Sebago	October 2024 - May 2025

**Proposed Action:** For discussion only.

Sara Devlin provided an update, this is a standing agenda item, no questions or comments at this time from members of the group.

## 10) Transit Updates

Laurie Linscott provided an update. Community Connector is still on suspended service for Saturdays. Currently hiring and have hired some but still have roles to fill. Light parade is coming up. Trolley will be available, Laurie encourages members to reach out if interested. Two year anniversary of the transit center is coming up. Ridership is up. App is also in the works and expected to go live in coming months. Technology updates are underway, and have a new website with added features.

## 11) Project Updates

Linda Johns provided an update on Brewer projects

- Public meeting received good comments, both planning studies are going well

Aaron Huotari provided an update on Bangor projects

- Wrapped up speed trial on Kenduskeag
- Public works wrapping up summer and prepping for winter.

Anne Kreig - Draft report on VPI project expected soon.

### **12) MaineDOT Report**

Jarod Farn-Guillette provided an update on a number of corridor studies the department is planning that may impact the region in the future, specifically regarding Route 1A. Claire Winter added that she will be reaching out to Sara Devlin to coordinate an external meeting to collaborate and coordinate on this process.

### **13) Other Business**

Paige Nadeau reminded members to please RSVP for the December Holiday Luncheon/Policy Committee Meeting.

### **14) Upcoming Meetings**

Transit Committee - January 8th, 2025 at 2PM - via Zoom

Policy Committee / Holiday Luncheon - December 17th, 2024 at 12:00PM - Orono Council Chambers - Please RSVP no later than 12/10!

The meeting was called to adjourn by Linda Johns, seconded by Laurie Linscott. Unanimous approval. Meeting ended at 1:50PM.



**Attachment B**  
BACTS Monthly Report  
December 2024

**Pet Supply Drive** - BACTS Staff held our third annual pet supply drive for the Old Town Animal Orphanage! Please bring any items you'd wish to donate to the next Policy Committee meeting scheduled for December! We will be dropping off these donations after the December Meeting.

**Traffic Incident Management (TIM)** - Staff hosted and attended a Train the Trainer course in Augusta and a Bangor area TIMs training. Recent TIM meetings were the Hancock and Penobscot groups and upcoming meetings include MidCoast and Maine/NH.

**Safe Streets for All Grant** - Staff and VHB have developed stakeholder lists and collected crash data. The Steering Committee meeting will be held the week of January 6th. The Survey will be released soon and Focus Groups will be held in late January.

**VPIs** - Sewall has shared the draft final report for Bangor's VPI project with finalization expected soon. Staff attended a meeting hosted by Gorrill Palmer to review drafted planning designs for the last Old Town VPI public meeting. Staff conducted Miovision data collection for the Hampden VPI.

**Collector Paving, Capital, and Planning Project Identification** - Sewall is almost finished with the fieldwork for expanding the Better Roads database to cover the expanded BACTS Region collector roads and performing a similar scoring of the arterials and sidewalks.

**Corridor Scoring** - Staff updated corridor scoring methodology and scoring based on feedback received from November 2024 Policy Committee.

**Rural Contract** - Staff traveled to Glenburn to discuss planning opportunities. Staff met with the town of Carmel to discuss potential grant opportunities. Staff conducted plans for future meetings and follow-ups within Penobscot County. Staff met with MaineDOT to discuss rural planning opportunities.

**Culvert Inventory** - Staff worked with municipalities to gather a final round of culvert location data with plans to receive field work data collection plans and culvert location inventory by end of December 2024.

**BACTS/MaineDOT Memorandum of Understanding** - The MOU which staff and MaineDOT have been working on for the past year, has been signed by the Executive Director and the Commissioner of MaineDOT.

**Meetings and Conferences**

- MaineDOT Rural Coordination Meetings
- PTAC Meeting, State of Transit Subcommittee, Steering Subcommittee
- MTA Meeting and Communications Subcommittee Meeting
- RERC Marketing Campaign Kickoff
- BRLI Class Day 4
- MAINECAN Meeting
- Penobscot TIMs Training
- Augusta Train the Trainer
- Penobscot Rural Outreach - Glenburn, Newport, Carmel
- Maine Transportation Conference
- Town Manager Meetings
- Signal Meetings - Bangor, Brewer, Orono, Old Town
- MPO Directors Meetings
- MPO Quarterly Meeting MaineDOT