



## ***Policy Committee Meeting***

**February 18th, 2025**

**9:30AM**

**Bangor 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 January 21st, 2025 BACTS Policy Committee Meeting Minutes (Attachment A)**

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

**5) Better Roads Presentation**

**Staff Report**

Sewall staff will present the updated Better Roads software which now includes all collector and arterial roads in the BACTS region. Sewall will also give a brief overview about how to use the software to make project prioritization and capital planning decisions. Reminder, please send any updated roads to Jack by 2/25/25. Staff will also update members about the current stage of the prioritization process.

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

**6) UPWP Local Match - Future Funding Years**

**Staff Report**

BACTS Staff and the Executive Committee met on three occasions, to review the UPWP local match calculation. The 2020 Census expanded the BACTS area, this also significantly impacted member populations and VMT used in the historical calculation. After a thorough review and analysis of different factors, the Executive Committee recommended retaining the historical 50/50 population/VMT formula. To help ease budget adjustments for members, the Committee recommends an interim figure for 2026-2027 UPWP using the average of the 2024-2025 member match and the updated calculated figure for future years. This interim measure acknowledges the significant impact of the census changes and provides a smoother transition for members to adapt to the new calculations. Please see the approximate budgeted figures in the chart below. Please note the figures in the chart below are approximate and subject to change up to the finalization of the 2026-2027 UPWP and future UPWP's.

Current Funding Figures (With State FTA allocated to FHWA and FTA having 20% In Kind Match)

	FHWA	FTA				
	\$793,752	\$126,593	\$71,845	\$920,345		
	\$218,990		\$54,748	\$218,990		
					<b>Proposed Figure for 2026-2027 UPWP</b>	<b>Updated Member Amounts - Future UPWP's</b>
	<b>Updated Pop</b>	<b>VMT</b>	<b>Calculated %</b>	<b>Amount Paid 2024-2025 UPWP</b>		
Bangor	31,753	420,232	37.08%	\$35,795	\$33,111	\$26,639
Bradley	1,532	14,535	1.54%	\$514	\$810	\$1,106
Brewer	9,672	138,365	11.75%	\$9,205	\$8,822	\$8,438
Hampden	7,709	145,037	10.87%	\$3,737	\$5,775	\$7,813
Hermon	6,461	120,916	9.09%	\$178	\$3,353	\$6,528
Milford	3,069	37,822	3.46%	\$2,245	\$2,366	\$2,487
Old Town	7,431	107,024	9.06%	\$6,689	\$6,597	\$6,506
Orono	11,175	105,902	11.22%	\$8,064	\$8,063	\$8,062
Orrington	3,812	46,381	4.27%	\$542	\$1,806	\$3,071
Veazie	1,919	12,172	1.67%	\$1,090	\$1,143	\$1,196
	84,533	1,148,386	100.00%	\$68,058	\$71,845	\$71,845
	50.00%	50.00%				

**Proposed Action 1:** Approve the formula for future local match calculations for the biennial UPWP.

**Proposed Action 2:** Approve the recommended formula for calculation of transition figures for the 2026-2027 UPWP.

**7) BACTS UPWP Budget**

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

BACTS 2024-2025 UPWP  
01/31/2025

23 Total  
12 Months into contract  
11 Months left in contract

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 1/31	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining		
FHWA								52.2%							
1	Operation and Coordination	\$294,873	\$225,120	\$0	\$69,753	76.3%	\$153,847	-\$71,273	\$69,753	\$110,053	\$0	\$7,854	-\$48,153		
2	Programming	\$45,800	\$12,290	\$0	\$33,510	26.8%	\$23,896	\$11,605	\$33,510	\$25,390	\$22,500	\$36	-\$14,416		
3	Data and Studies	\$263,500	\$210,761	\$0	\$52,739	80.0%	\$137,478	-\$73,283	\$52,739	\$100,227	\$19,196	\$3,903	-\$70,587		
4	Planning	\$539,520	\$114,389	\$0	\$425,131	21.2%	\$261,489	\$167,099	\$425,131	\$54,971	\$295,127	\$2,924	\$72,109		
Total FHWA						49.19%	\$596,709	\$34,149	\$581,133	\$290,640	\$336,823	\$14,716	-\$61,046		
FTA															
1	Operation and Coordination	\$79,500	\$22,977	\$4,595	\$51,928	28.9%	\$41,478	\$18,501	\$41,542	\$46,202	\$0	\$488	-\$5,148		
2	Programming	\$9,900	\$1,636	\$327	\$7,937	16.5%	\$5,165	\$3,529	\$6,349	\$9,525	\$0	\$0	-\$3,176		
3	Data and Studies	\$17,100	\$9,667	\$1,933	\$5,499	56.5%	\$8,922	-\$746	\$4,399	\$9,873	\$0	\$249	-\$5,723		
4	Planning	\$297,234	\$11,657	\$2,331	\$283,246	3.9%	\$155,079	\$143,422	\$226,597	\$48,790	\$112,812	\$533	\$64,461		
Total FTA						11.38%	\$210,644	\$164,707	\$278,888	\$114,391	\$112,812	\$1,270	\$50,414		
Total						39.32%	\$807,353	\$198,856	\$860,020	\$405,031	\$449,635	\$15,986	-\$10,632		

\*Anticipated transfer to FTA

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

**Proposed Action:** For discussion only.

**8) UPWP Project Update**

Staff will provide a status update for current and upcoming UPWP projects in light of recent staff changes.

**Proposed Action:** For discussion only.

**9) 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 - February 2025
Fare Structure	Foursquare	December 2024 - August 2025
Traffic Signal Master Plan Support	Sebago	October 2024 - May 2025

***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**

Transit Committee - February 26th, 2025 at 2PM - via Zoom

PCA Committee - April 10th, 2025 at 2PM - via Zoom

Policy Committee - March 18th, 2025 at 1PM - Hermon Town Office or virtually via Zoom



**Attachment A**  
**Policy Committee Meeting**

**January 21st, 2025**

**9:30AM**

**Milford Council Chambers and via Zoom**

**Minutes**

<b>Committee Members</b>	<b>Affiliation</b>
Jeff Davis Aaron Huotari Anne Kreig Laurie Linscott	Bangor
Jeremy Caron Linda Johns Tena Kroll	Brewer
Amy Ryder Victor Smith	Hampden
Stephen Fields	Hermon
David Dionne	Milford
EJ Roach	Old Town
Bill Cody Mitch Stone	Orono
David Pardilla	Penobscot Nation
<b>MaineDOT / FHWA / FTA</b>	
Claire Winter, Randall Barrows	

**1) Call to Order**

Meeting was called to order by Jeremy Caron at 9:30AM. Introductions were performed.

**2) Public Comment**

No comments at this time.

**3) Approval of December 17th, 2024 BACTS Policy Committee Meeting Minutes**

No comments on the minutes, Linda Johns made a motion to approve the minutes as written, seconded by Victor Smith, roll call vote taken, all in favor.

**4) BACTS Monthly Report**

Sara Devlin provided information regarding BACTS staffing levels and which staff are responsible for projects at this time.

**5) Performance Measures and Targets**

**A) Federal Highway Performance Measures and Targets**

**Staff Report**

In 2016, the Federal Highway Administration implemented the final rule on the Highway Safety Improvement Program, requiring State DOT's and Metropolitan Planning Organizations to develop

safety performance targets, to be published annually. MPOs establish Highway Safety Improvement Program Targets by either: 1. Agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target(s); or 2. Committing to quantifiable safety targets for the metropolitan planning area.

**Proposed Action:** *Adopt the State Performance Targets and Agree to plan and program projects so that they contribute toward the accomplishment of MaineDOT’s PM-1 Safety Performance Targets, PM-2 Pavement and Bridge Condition Performance Targets, and PM-3 System Performance and Freight Performance Targets.*

Sara Devlin provided an overview. Sara Devlin also discussed importance of review of safety performance measures in the future pending the completion of the Safe Streets for All program in the region.

Aaron Huotari made a motion to approve the action as written, Mitch Stone seconded, roll call vote taken, all in favor.

**6) BACTS 2024-2027 TIP - Amendment**  
**Staff Report**

MaineDOT has requested a TIP amendment relating to the project detailed below. Once approved, the work will be added to the contract completing the work for WIN 26530.00.

WIN	Fed Project #	Title	Scope	Development Responsibility	Town(s)	MPO	Work Plan Description	Program Year	PE	ROW	CON	CE	Planning	Other	Total Available	STIP Funding Change	Change Details
26530.10		Brewer, Route 15B	Mill and Fill	MaineDOT	Brewer	BACTS	Beginning at North Main Street and extending northeast 0.18 of a mile to State Street. Includes 1585 and Penobscot Square.	2025	\$0	\$0	\$373,000	\$4,000	\$0	\$0	\$375,000	\$0	New project with funding coming from reserved funding WIN present in the STIP.

MaineDOT has requested a TIP amendment relating to the project detailed below. Once approved, additional funding will be transferred from reserved funding WIN that is already in the STIP.

WIN	Fed Project #	Title	Scope	Development Responsibility	Town(s)	MPO	Work Plan Description	Program Year	PE	ROW	CON	CE	Planning	Other	Total Available	STIP Funding Change	Change Details
25481.00	2548100	Bangor - Brewer, Interstate 395 Westbound	ULTRA-TWIN BONDED WEARING COURSE	MaineDOT	Bangor - Brewer	BACTS	Beginning at Route 1A and extending west 4.93 miles. Includes all approaches and ramps.	2025	\$35,000	\$0	\$3,925,000	\$200,000	\$0	\$0	\$4,160,000	\$0	Approved work and funding come from reserved funding WIN present in the STIP.
25483.00	2548300	Bangor - Brewer, Interstate 395 Eastbound	ULTRA-TWIN BONDED WEARING COURSE	MaineDOT	Bangor - Brewer	BACTS	Beginning at Odlin Road and extending east 4.77 miles. Includes all approaches and ramps.	2025	\$30,000	\$0	\$3,991,780	\$225,000	\$0	\$0	\$4,246,780	\$0	Approved work and funding come from reserved funding WIN present in the STIP.

The Policy Committee was notified of this proposed amendment on January 13th and public comment period began on January 13th and will go through January 22nd, no public comments have been received as of now.

**Proposed Action:** *Approve the proposed 2024-2027 TIP amendments.*

Sara Devlin provided an overview. Amy Ryder made a motion to approve the action as written, Linda Johns seconded, roll call vote taken, all in favor.

**7) BACTS UPWP Proposed Amendment**  
**Staff Report**

BACTS Staff would like to propose the following amendment to the 2024-2025 UPWP. Move \$75,000 in FHWA funding from Task 4 (additional studies line) to Task 1. Note - BACTS Staff will be proposing additional amendment(s) after the FTA apportionment for 2025 is finalized and Staff will coordinate with MaineDOT to transfer FHWA funding to FTA for proposed tasks.

**Proposed Action:** *Approve UPWP Amendment as written.*

Sara Devlin provided an overview. Members of the group discussed any potential budget implications. Claire Winter from MaineDOT provided additional information on transfers and UPWP revisions. Linda Johns made a motion to approve the action as written, Aaron Huotari seconded, roll call vote taken, all in favor.

**8) BACTS UPWP Budget**

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

BACTS 2024-2025 UPWP  
12/31/2024

23 Total  
11 Months into contract  
12 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 12/31	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining		
	FHWA														
1	Operation and Coordination	\$220,473	\$207,282	\$0	\$13,191	94.0%	\$105,444	-\$101,838	\$13,191	\$126,895	\$30	\$9,103	-\$122,837		
2	Programming	\$45,800	\$11,592	\$0	\$34,208	25.3%	\$21,904	\$10,313	\$34,208	\$26,088	\$22,500	\$36	-\$14,416		
3	Data and Studies	\$263,500	\$166,139	\$0	\$97,361	63.1%	\$126,022	-\$40,117	\$97,361	\$109,408	\$54,359	\$4,181	-\$70,587		
4	Planning	\$614,520	\$84,380	\$0	\$530,140	13.7%	\$293,901	\$209,521	\$530,140	\$56,614	\$313,492	\$2,924	\$157,109		
5	Unallocated	\$129,397	\$0	\$0	\$129,397	0.0%	\$61,886	\$61,886	\$129,397	\$0	\$0	\$0	\$129,397		
	Total FHWA	\$1,273,690	\$469,393	\$0	\$804,297	36.85%	\$609,156	\$139,763	\$804,297	\$319,005	\$390,381	\$16,244	\$78,667		
	FTA														
1	Operation and Coordination	\$79,500	\$21,939	\$4,388	\$53,173	27.6%	\$38,022	\$16,083	\$42,539	\$47,241	\$0	\$1,827	-\$6,529		
2	Programming	\$9,900	\$1,636	\$327	\$7,937	16.5%	\$4,735	\$3,099	\$6,349	\$9,525	\$0	\$0	-\$3,176		
3	Data and Studies	\$17,100	\$9,667	\$1,933	\$5,499	56.5%	\$8,178	-\$1,489	\$4,399	\$9,873	\$0	\$249	-\$5,723		
4	Planning	\$167,237	\$5,611	\$1,122	\$160,503	3.4%	\$79,983	\$74,372	\$128,403	\$49,648	\$140,000	\$533	-\$61,778		
	Total FTA	\$273,737	\$38,854	\$7,771	\$227,112	14.19%	\$130,918	\$92,064	\$181,690	\$116,287	\$140,000	\$2,609	-\$77,206		
	Total	\$1,547,427	\$508,247	\$7,771	\$1,031,409	32.84%	\$740,074	\$231,827	\$985,987	\$435,292	\$530,381	\$18,853	\$1,461		

\*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.

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 - February 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.

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. CDL class started today. Community Connector is working on actively hiring and filling critical positions in the organization. The Transit Center has been open 6AM-6PM due to the cold snap. There is a 72 hour period after snow storms for snow removal from bus stops. There is a link on the website for members of the public to submit comments or concerns outside this window.

**11) Project Updates**

No updates at this time.

**12) MaineDOT Report**

No updates at this time.

**13) Other Business**

Jeremy Caron presented Sara Devlin with a proclamation, acknowledging all of her hard work and dedication to BACTS during her time as Executive Director.

**14) Upcoming Meetings**

Transit Committee - February 26th, 2025 at 2PM - via Zoom

PCA Committee - April 10th, 2025 at 2PM - via Zoom

Policy Committee - February 18th, 2025 at 9:30AM - Bangor Council Chambers or virtually via Zoom

The meeting was called to adjourn by Linda Johns, seconded by Victor Smith. Unanimous approval. Meeting ended at 10:00AM.



**Attachment B**  
BACTS Monthly Report  
January 2025

**Transportation Improvement Program (TIP)** - BACTS Staff are working closely with MaineDOT to prepare for the release of the BACTS TIP in the coming weeks. BACTS Staff will closely monitor and communicate as needed with the Committee regarding the required steps in this process.

**Traffic Incident Management (TIM)** - Staff attended a Greater Portland TIMs meeting. Staff also met with key stakeholders within the TIMs network to discuss current ongoing relations and a MaineDOT TIMs meeting. Multiple meetings are being scheduled to continue the current routine and attempt to start an Aroostook TIMs group.

**Safe Streets for All Grant** - Maddie will be taking over the SS4A project and is working with VHB to review the crash data, start drafting the reports, outline focus group meetings, and schedule the next steering committee meeting.

**VPIs** - Staff attended a public meeting for the Hampden VPI. Staff also did outreach regarding the Hampden VPI.

**Rural Contract** - Staff traveled to Millinocket to discuss potential projects. Staff also communicated with Garland on creating a transportation section of the town's comprehensive plan.

**Culvert Inventory** - Staff worked with VHB to discuss a scope for Phase II. Staff is awaiting a finalized field work protocol to finalize Phase I.

**Meetings and Conferences**

- MainedOT Rural Coordination Meetings
- PTAC Meeting, State of Transit Subcommittee, Steering Subcommittee
- MTA Meeting and Communications Subcommittee Meeting
- Maine Sustainability and Water Conference Co-Chair Meetings
- MaineCAN Meeting
- Community Connector Fare Structure Study Meeting
- BRLI Class Day 6
- Tandem Mobility Meeting with the Chamber
- Better Roads Software update
- Hampden VPI Public Engagement
- Greater Portland TIMs
- Stantec Brewer SPecial Council
- Millinocket Rural Meeting
- Brewer Sewer Culvert Meeting
- BACTS & Penobscot Nation Meeting
- MPO Coordination Meetings
- TIMs Stakeholder Meetings
- TIMs DOT Meeting - Augusta