



Policy Committee Meeting

April 15th, 2025

1:00PM

Orrington 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 March 18th, 2025 BACTS Policy Committee Meeting Minutes (Attachment A)

4) BACTS Monthly Report (Attachment B)

5) BACTS’ 2025-2028 Transportation Improvement Program Staff Report

Staff has coordinated with MaineDOT and the Community Connector to develop the draft 2025-2028 Transportation Improvement Program (TIP), which can be found [here](#). The draft TIP was released on April 2nd for a 10 day public comment period which ended on April 14th. BACTS Staff will update members of the group if any substantial public comments were received during the public comment period.

Proposed Action: Authorize BACTS Staff to finalize the draft 2025-2028 BACTS TIP for submission to MaineDOT for inclusion in the STIP.

6) BACTS UPWP Budget

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

BACTS 2024-2025 UPWP
03/31/2025

23 Total
14 Months into contract
9 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 3/31	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining
FHWA													
1	Operation and Coordination	\$294,873	\$248,822	\$0	\$46,051	84.4%	\$179,488	-\$69,334	\$46,051	\$142,952	\$0	\$5,858	-\$102,759
2	Programming	\$45,800	\$18,632	\$0	\$27,168	40.7%	\$27,878	\$9,246	\$27,168	\$11,144	\$22,500	\$21	-\$6,497
3	Data and Studies	\$263,500	\$224,330	\$0	\$39,170	85.1%	\$160,391	-\$63,939	\$39,170	\$82,396	\$16,316	\$4,756	-\$64,299
4	Planning	\$539,520	\$141,614	\$0	\$397,906	26.2%	\$328,403	\$186,790	\$397,906	\$36,537	\$191,637	\$2,913	\$166,819
Total FHWA		\$1,143,693	\$633,398	\$0	\$510,295	55.38%	\$696,161	\$62,763	\$510,295	\$273,030	\$230,453	\$13,548	-\$6,736
FTA													
1	Operation and Coordination	\$79,500	\$26,462	\$5,292	\$47,746	33.3%	\$48,391	\$21,930	\$38,197	\$39,920	\$0	\$262	-\$1,985
2	Programming	\$9,900	\$2,680	\$536	\$6,684	27.1%	\$6,026	\$3,346	\$5,347	\$7,634	\$0	\$0	-\$2,287
3	Data and Studies	\$17,100	\$9,928	\$1,986	\$5,186	58.1%	\$10,409	\$480	\$4,149	\$8,209	\$0	\$249	-\$4,309
4	Planning	\$297,234	\$25,068	\$5,014	\$267,153	8.4%	\$180,925	\$155,857	\$213,722	\$26,642	\$101,149	\$519	\$85,413
Total FTA		\$403,734	\$64,138	\$12,828	\$326,769	15.89%	\$245,751	\$181,613	\$261,415	\$82,405	\$101,149	\$1,029	\$76,832
Total		\$1,547,427	\$697,535	\$12,828	\$837,064	45.08%	\$941,912	\$244,377	\$771,710	\$355,435	\$331,602	\$14,578	\$70,096

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.

<u>Project</u>	<u>Consultant</u>	<u>Estimated Time Frame</u>
Fare Structure	Foursquare	December 2024 - August 2025
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 - May 28th, 2025 at 2PM - via Zoom

Penobscot Climate Action Committee - July 10th, 2025 at 2PM - via Zoom

Policy Committee - May 20th, 2025 at 1PM - Veazie Town Office or virtually via Zoom



Attachment A
Policy Committee Meeting

March 18th, 2025

1:00PM

Hermon Council Chambers and via Zoom

Minutes

Committee Members	Affiliation
Jeff Davis Aaron Huotari Anne Kreig Laurie Linscott	Bangor
Jeremy Caron Linda Johns	Brewer
Jon Clements Victor Smith	Hampden
Stephen Fields Scott Perkins	Hermon
Bill Cody Clint Deschene Mitch Stone	Orono
EJ Roach	Old Town
Mark Leonard	Veazie
MaineDOT / FHWA / FTA	
Claire Winter, Kathryn Grond, John Theriault	

1) Call to Order

Meeting was called to order by Jeremy Caron at 1:00PM.

2) Public Comment

Introductions were performed. No public comments at this time.

3) Approval of February 18th, 2025 BACTS Policy Committee Meeting Minutes

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

4) BACTS Monthly Report

Maddie Jensen provided additional information. The Safe Streets for All (SS4A) project is kicking off and a survey has been released. Maddie will be contacting members to provide the survey for distribution.

5) BACTS' 2025-2028 Transportation Improvement Program Schedule

Staff Report

All federally funded projects must be in the State Transportation Improvement Program (STIP) and the Metropolitan Planning Organization's Transportation Improvement Program (TIP) in order to receive federal funding. These projects are located in the BACTS area and are funded with Federal

Highway Administration and Federal Transit Administration funds. BACTS must update the TIP when there is a change to any project such as funding increase or a request to add a project to the TIP. These changes must also be reflected in the MaineDOT STIP. MaineDOT must receive the BACTS Policy Committee endorsement when any federally funded project has a major scope change or cost increase or when MaineDOT wishes to add a project to the STIP. All TIP amendments must be posted to the BACTS website for a 10-day public comment period.

BACTS Staff have been coordinating with MaineDOT regarding project lists received. These lists and any potential errata sheet updates are anticipated to be reviewed in the coming weeks.

Once BACTS Staff and MaineDOT have had a chance to review the project lists, we would request approval for the following:

- Amend the current 2024-2027 TIP to include the FHWA and FTA project list proposed for the 2025-2028 TIP, and associated errata sheet, once reviewed by Staff. This allows all 2025 projects to be authorized at their current level of funding, with updated information, prior to the 2025-2028 STIP/TIP approval. This amendment will be posted for a 10-Day comment period.
- Post the 2025-2028 BACTS TIP for a 10-Day public comment period (per the Public Participation Plan).

Once the comment period has ended, Staff will make any necessary changes to the draft TIP. The Policy Committee will review and approve the 2025-2028 BACTS TIP at the April Policy Committee meeting. This proposed schedule is subject to change, any changes will be communicated to the Committee.

Proposed Action 1: Authorize BACTS Staff to post the proposed TIP amendment once the listing is reviewed by BACTS Staff and MaineDOT, for a 10 day public comment period. So long as no substantial public comment is received as part of the public comment period, authorize Staff to submit the TIP Amendment to MaineDOT once the public comment period has ended.

Proposed Action 2: Authorize BACTS Staff to post the draft 2025-2028 BACTS TIP for a 10-Day public comment period.

Belle Ryder provided an overview. First proposed action is related to amending the current 2024-2027 TIP to include the project list for the 2025-2028 TIP. Belle Ryder noted that WINs 29444.00, 29446.00, and 29448.00 will have their descriptions amended to reflect the participating municipalities in the bike share program.

Belle Ryder provided additional information on the process for reviewing the 2025-2028 TIP. Staff and MaineDOT are working together to review and update the verbiage in light of the changes in the current year. Staff are anticipating the 2025-2028 TIP to be brought forward for final approval by the Committee at the April meeting.

Stephen Fields made a motion to approve the proposed actions as written, seconded by Jeff Davis, roll call vote taken, all in favor.

6) MaineDOT Active Transportation Planning Initiative (ATPI)

ATPI is a new MaineDOT initiative which will provide State funding for small-scale bicycle and pedestrian improvements implemented by municipalities. ATPI will be focused on small-scale municipally implemented projects that focus on measurable safety improvements for Vulnerable Road Users and other small location specific improvements to human scale transportation users. ATPI may also be utilized to co-fund demonstration or pilot projects that benefit active transportation road users. See attachment D for full funding program overview.

Proposed Action: For discussion only.

Belle Ryder provided an overview. Claire Winter provided additional information surrounding the program, including potential uses, match requirements, and how to apply for the funding. Maddie Jensen also encouraged members of the group to discuss with BACTS if they have demonstration projects in mind that may be able to be incorporated into SS4A.

7) BACTS UPWP Budget

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

BACTS 2024-2025 UPWP
02/28/2025

23 Total
13 Months into contract
10 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 2/28	Variance	Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining			
FHWA																
1	Operation and Coordination	\$294,873	\$230,401	\$0	\$64,472	78.1%	\$166,667	-\$63,733	\$64,472	\$116,185	\$0	\$6,661	-\$58,374			
2	Programming	\$45,800	\$12,402	\$0	\$33,398	27.1%	\$25,887	\$13,485	\$33,398	\$21,551	\$22,500	\$36	-\$10,689			
3	Data and Studies	\$263,500	\$214,164	\$0	\$49,336	81.3%	\$148,935	-\$65,229	\$49,336	\$77,354	\$19,196	\$5,378	-\$52,591			
4	Planning	\$539,520	\$126,462	\$0	\$413,058	23.4%	\$304,946	\$178,485	\$413,058	\$67,083	\$204,369	\$2,920	\$138,686			
Total FHWA		\$1,143,693	\$583,428	\$0	\$560,265	51.01%	\$646,435	\$63,007	\$560,265	\$282,172	\$246,065	\$14,995	\$17,032			
FTA																
1	Operation and Coordination	\$79,500	\$23,944	\$4,789	\$50,767	30.1%	\$44,935	\$20,991	\$40,614	\$46,585	\$0	\$242	-\$6,213			
2	Programming	\$9,900	\$1,636	\$327	\$7,937	16.5%	\$5,596	\$3,960	\$6,349	\$9,675	\$0	\$0	-\$3,326			
3	Data and Studies	\$17,100	\$9,928	\$1,986	\$5,186	58.1%	\$9,665	-\$263	\$4,149	\$9,762	\$0	\$249	-\$5,863			
4	Planning	\$297,234	\$11,806	\$2,361	\$283,067	4.0%	\$168,002	\$156,196	\$226,454	\$34,316	\$112,812	\$533	\$78,793			
Total FTA		\$403,734	\$47,314	\$9,463	\$346,957	11.72%	\$228,197	\$160,883	\$277,565	\$100,336	\$112,812	\$1,024	\$63,391			
Total		\$1,547,427	\$630,742	\$9,463	\$907,222	40.76%	\$874,633	\$243,890	\$837,830	\$382,511	\$358,878	\$16,019	\$80,423			

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

Belle Ryder, this is a standing agenda item, no questions or comments at this time from members of the group.

8) 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>
Brewer South Main Street	Stantec	Completed - February 2025
Culvert Inventory - Phase 1	VHB	Completed - February 2025
Fare Structure	Foursquare	December 2024 - August 2025
Traffic Signal Master Plan Support	Sebago	October 2024 - May 2025

Proposed Action: For discussion only.

Belle Ryder provided an update, this is a standing agenda item, no questions or comments at this time from members of the group. Brief discussion on completed projects.

9) Transit Updates

Laurie Linscott provided an update. Today is driver appreciation day, Community Connector, is celebrating employees' hard work. Maddie Jensen also provided additional information that the fare structure survey is out and encourages members to distribute to the public.

10) Project Updates

Jeremy Caron provided an update on Brewer projects - opened bids for a project, pricing was in line with expectations and consistent with prior year. Prepping for construction season.

Jeff Davis provided an update on Bangor projects - VPI was presented two weeks ago to Council, working on resolution for BACTS UPI project submission (working on phasing out project for budgetary considerations). Also working on Union Street overlay and 14th Street extension for ped improvements. Aaron Huotari added that paving bid has been extended, same price as prior year, putting out a trial chip seal.

Victor Smith provided an update on Hampden projects - Signal project 1A and Western, pole is up, span wires, progressing. Sidewalk work continuing.

Bill Cody provided an update on Orono projects - Prepping for Summer, Route 2 bridge is expected to be redone in coming years, Veazie/Kelley Road project, light project downtown out to bid.

Members of the group discussed potentially working together to bid for smaller paving projects.

11) MaineDOT Report

John Theriault provided an update. Joshua Chamberlain and Penobscot bridge, in workplan to be repaired in coming years through MaineDOT. Work Plan is out, MaineDOT map viewer has work plan loaded as well as other useful information. Also discussed future 95 bridge replacements that are planned in coming years.

Claire Winter informed the group that they have just hired two new staff members, a new regional planner for region 1 and 2, and Kathryn Grond as statewide policy specialist.

12) Other Business

Belle Ryder informed the group that BACTS will send out a Google Form requesting projects from members for consideration. During the prioritization meeting earlier this week, members discussed considering other options than the list submitted last year for consideration. Staff also informed the group that if they have any other UPI projects, those should be submitted for consideration.

13) Upcoming Meetings

Transit Committee - April 9th, 2025 at 2PM - via Zoom (DATE HAS CHANGED, anticipated to be in May)

Penobscot Climate Action Committee - April 10th, 2025 at 2PM - via Zoom

Policy Committee - April 15th, 2025 at 1PM - Orrington Town Office or virtually via Zoom

The meeting was called to adjourn by Stephen Fields, seconded by Scott Perkins. Unanimous approval. Meeting ended at 1:30PM.



Attachment B
BACTS Monthly Report
April 2025

MaineDOT Workplan - BACTS Staff are working to align our prioritization process with the MDOT MOU Calendar. Upon the release of further data and information from MDOT, BACTS will work with the Project Prioritization Subcommittee to finalize the selections we put forward for Workplan consideration.

Traffic Incident Management (TIM) - Staff prepared and hosted quarterly TIM meeting for Midcoast group. Staff completed an eight hour FHWA train-the-trainer which allows for BACTS staff to train four hour training sessions. Improvements to the Maine TIMs website were implemented by BACTS staff with goals to improve training metrics for the state. Staff met with MaineDOT to discuss the TIM contract.

Safe Streets for All Grant - A project survey has been released to gather information about how people within the region use the transportation network and what safety concerns need to be addressed. Please help us push this survey to residents. Please also schedule your municipal focus group meeting with Maddie.

VPIs - Staff attended an Old Town VPI meeting regarding bus stop planning.

Rural Contract - Staff presented rural contract capabilities to the selectboard of Corinth with plans to assist their transportation comprehensive plan chapter and discuss the possibility of doing a demonstration project with MaineDOT. Staff plans to meet with the town of Millinocket to discuss future ideas for sidewalk improvements. Staff continued communication and planning with towns of Dixmont and Garland in preparation for comprehensive plan assistance.

Culvert Inventory - Staff prepared a Culvert Inventory Phase II RFP (data collection phase) and solicited responses from four (4) qualified firms.

Meetings and Conferences

- MaineDOT Rural Coordination Meetings
- Corinth Selectboard Meeting
- APA National Planning Conference
- TIM Train-the-Trainer
- Maine Streetlight Yearly Kickoff
- Midcoast TIMs
- TIM Arcadis Meeting
- MaineDOT Quarterly MPO Meeting
- Maine Sustainability and Water Conference
- Northeast Farm to Institution Summit
- PCA Committee Quarterly Meeting
- CC Fare Structure Analysis Monthly Meeting
- SS4A Monthly Meeting