



Policy Committee Meeting

June 17th, 2025

1:00PM

Orono 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 15th, 2025 BACTS Policy Committee Meeting Minutes (Attachment A)

4) BACTS Monthly Report (Attachment B)

5) MaineDOT Presentation - Steve Landry - Speed Limit Matrix

Staff Report

Steve Landry from MaineDOT will present on how MaineDOT uses a new speed limit matrix that takes context into account.

Proposed Action: For discussion only.

6) BACTS UPWP Proposed Amendment

Staff Report

BACTS Staff would like to propose the following amendment to the 2024-2025 UPWP. Move \$189,000 in FHWA funding from Task 4 (primarily from additional studies line) and \$15,000 from Task 2 to:

- \$71,000 to Task 1 - Increase related to increased administrative tasks, coordination, and collaboration with BACTS members and MaineDOT.
- \$133,000 to Task 3 - This amount is related to expanding Better Roads to some local roads across the BACTS region as well as allocating additional funding to the Signal Master Plan for the region. This figure is coming from \$22,500 that was set aside for a consultant under Task 2 previously as well as funding from the additional studies line in Task 4.

Note - BACTS Staff anticipate proposing one additional amendment after Staff have finalized coordination with MaineDOT to transfer FHWA funding to FTA for proposed tasks.

Proposed Action: Approve UPWP Amendment as written.

7) BACTS UPWP Budget

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

		Contract to Date Trend							Forecasted Trend (Projected Figures)				
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	Actual % Usage	Amount Should be as of 5/31		Total Remaining (Less In Kind)	Salary	Consultant	Direct Expenses	Estimated Remaining
								Variance					
FHWA													
1	Operation and Coordination	\$294,873	\$277,283	\$0	\$17,590	94.0%	\$205,129	-\$72,154	\$17,590	\$85,514	\$0	\$3,248	-\$71,172
2	Programming	\$45,800	\$24,468	\$0	\$21,332	53.4%	\$31,861	\$7,393	\$21,332	\$5,415	\$0	\$12	\$15,905
3	Data and Studies	\$263,500	\$259,198	\$0	\$4,302	98.4%	\$183,304	-\$75,894	\$4,302	\$46,953	\$86,595	\$4,480	-\$133,726
4	Planning	\$539,520	\$145,922	\$0	\$393,598	27.0%	\$375,318	\$229,396	\$393,598	\$9,076	\$120,065	\$243	\$264,213
Total FHWA		\$1,143,693	\$706,872	\$0	\$436,821	61.81%	\$795,613	\$88,741	\$436,821	\$146,958	\$206,660	\$7,983	\$75,220
FTA													
1	Operation and Coordination	\$79,500	\$34,158	\$6,832	\$38,510	43.0%	\$55,304	\$21,146	\$30,808	\$22,435	\$0	\$261	\$8,112
2	Programming	\$9,900	\$3,053	\$611	\$6,237	30.8%	\$6,887	\$3,834	\$4,989	\$1,248	\$0	\$0	\$3,742
3	Data and Studies	\$17,100	\$10,488	\$2,098	\$4,515	61.3%	\$11,896	\$1,408	\$3,612	\$2,653	\$0	\$249	\$710
4	Planning	\$297,234	\$50,108	\$10,022	\$237,105	16.9%	\$206,771	\$156,664	\$189,684	\$35,087	\$161,328	\$2,769	-\$9,500
Total FTA		\$403,734	\$97,806	\$19,561	\$286,367	24.23%	\$280,858	\$183,052	\$229,093	\$61,422	\$161,328	\$3,279	\$3,064
Total		\$1,547,427	\$804,678	\$19,561	\$723,188	52.00%	\$1,076,471	\$271,793	\$665,914	\$208,381	\$367,988	\$11,262	\$78,284

The following are provided are DRAFT figures at this time for budgetary consideration only. Figures above are prior to the proposed amendment presented in agenda item 6.

Proposed Action: For discussion only.

8) BACTS UPWP Contracts

Staff will provide a monthly report on task order assignments and status. All firms were selected through the GCA process, unless otherwise noted.

<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 - December 2025
Culvert Inventory - Phase 2	Stillwater Environmental Engineering*	June 2025 - December 2025

*This firm was selected using an RFP process.

Proposed Action: For discussion only.

9) Transit Updates

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

Proposed Action: For discussion only.

10) Project Updates

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

Proposed Action: For discussion only.

11) MaineDOT Report

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

Proposed Action: For discussion only.

12) Other Business

Discussion of other items not on today's agenda.

13) Upcoming Meetings

Transit Committee - November 2025 at 2PM - via Zoom (rescheduled date TBD)

Penobscot Climate Action Committee (Tour of Municipal Waste Solutions Facility) - July 10th, 2025 at 2pm

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



Attachment A
Policy Committee Meeting

April 15th, 2025

1:00PM

Orrington Council Chambers and via Zoom

Minutes

Committee Members	Affiliation
Ted Trembley Anja Collette Laurie Linscott	Bangor
Jeremy Caron Linda Johns Tena Kroll	Brewer
Victor Smith	Hampden
Stephen Fields	Hermon
Bill Cody Mitch Stone	Orono
Chris Backman	Orrington
Mark Leonard	Veazie
MaineDOT / FHWA / FTA	
Claire Winter, 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 March 18th, 2025 BACTS Policy Committee Meeting Minutes

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

4) BACTS Monthly Report

Belle Ryder provided an overview. Work Plan prioritization is in progress, staff are working on the prioritization spreadsheet for discussion with the subcommittee.

Jack Bosies provided an overview on culvert phase 2 project. The focus will be on data collection. The RFP has been sent to three qualified consultants in the area. Consideration is being made for future phases of the study in future UPWP's.

Maddie Jensen reminded members of scheduling regarding a discussion on SS4A focus group meetings.

5) BACTS' 2025-2028 Transportation Improvement Program Schedule 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.

Belle Ryder provided an overview. Belle discussed changes from the prior year TIP, primarily related to the MOU with MaineDOT. Changes included updating the planning area, update on verbiage under road improvement project selection and process. Also provided an overview of performance measures update, including a discussion for historical compliance/adoption of MaineDOT plans.

Linda Johns made a motion to approve the proposed action as written, seconded by Victor Smith, roll call vote taken, all in favor.

6) BACTS UPWP Budget

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

BACTS 2024-2025 UPWP
03/31/2025

						Contract to Date Trend			Forecasted Trend (Projected Figures)				
Task	Project	Total Allotted	Total Spent	In-Kind	Total Remaining	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	-\$102,755
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

23 Total
14 Months into contract
9 Months left in contract

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.

7) General Consultant Agreement Task Order

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

Project	Consultant	Estimated Time Frame
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 - Staff are working on selecting a consultant for Complete Streets plan we anticipate kicking off soon. Traffic Signal Master Plan - BACTS Staff met with Steve Landry recently to discuss plans in the area. Anticipate expanding scope to support that effort.

8) Transit Updates

Laurie Linscott provided an update. Fare Analysis is underway, lots of public engagement with the survey thus far. Budget season is starting.

9) Project Updates

Jeremy Caron provided an update on Brewer projects - Starting on Elm Street MPI project shortly. State Street paving begins soon as well.

10) MaineDOT Report

No update at this time.

11) Other Business

Belle Ryder opened a discussion with the group. The original UPWP had a budget item set aside for engineering estimates in association with the TIP prioritization process. Due to the updated MOU and TIP prioritization process, this is no longer required. BACTS would like to discuss using this fund for smaller communities, without engineering departments, to be able to apply for assistance with MPI engineering estimates. Discussion ensued regarding criteria, application/fixed deadline, cap for estimates, and how to distribute the funds amongst members. Belle Ryder asked for interested members who would like to assist with the formalization of this process to reach out to her.

Paige Nadeau informed the group she will be reaching out to them to schedule upcoming meetings.

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

The meeting was called to adjourn by Linda Johns, seconded by Victor Smith. Unanimous approval. Meeting ended at 1:25PM.



Attachment B
BACTS Monthly Report
May 2025

MaineDOT Workplan - BACTS Staff received the MaineDOT Highway Corridor 3 & 4 candidates. Staff is working to align the data from MaineDOT with the data we have available in Better Roads so a comparison can be made. Once the spreadsheet is complete, we will ask the prioritization subcommittee to reconvene to review the HCP 3 & 4 candidates as well as the UPI candidates.

Traffic Incident Management (TIM) - Staff held a 4-hour TIMs training in Presque Isle for MaineDOT supervisors. Staff also hosted the first Aroostook TIMs group which plans to meet twice a year. Staff worked to organize future meetings and attended multiple webinars.

Safe Streets for All Grant - BACTS has conducted focus group meetings with all but one municipal member to discuss local issues which might be addressed in the Safety Action Plans. Staff are now preparing to facilitate user specific focus groups to get insight on how different modes and users experience the network and how they might be uniquely exposed to different risks.

VPIs - No updates at this time.

Rural Contract - Staff created the first draft of Garland's Transportation Comprehensive chapter. Staff drafted a demonstration project for the town of Corinth.

Sidewalk and Crosswalk Inventory - The BACTS intern is conducting a sidewalk and crosswalk assessment. The in-field data collection focuses on sidewalk conditions and ADA compliance to help identify barriers and prioritize areas for future improvements. Hampden, Brewer, Veazie, Orono, Old Town, Bradley, and Milford have been completed. Bangor data collection is currently underway.

Culvert Inventory - Staff finalized the contract with Stillwater Environmental Engineering to start the Culvert Phase II Inventory and Analysis.

Traffic Signal Master Plan Support - Staff has extended the contract with Sebago to complete the classification of signalized intersections in Bangor and Brewer. This classification represents the initial phase in developing a regional strategy for upgrading traffic signal auxiliary equipment—including controllers, detectors, and field management units—using a per-signal stipend provided by MaineDOT beginning in 2026. If successful, this approach will be expanded to include other BACTS communities in 2027 (Old Town, Orono, Milford, Veazie) and 2028 (Hermon, Hampden).

Better Roads Expansion to Local Roads - At the May 7th meeting, the subcommittee tasked with identifying services that BACTS could provide to better support its smaller member communities requested staff explore the possibility of incorporating local roads into the Better Roads system.

MaineDOT has confirmed BACTS is permitted to use our Unified Planning Work Program (UPWP) funds to inventory local roads. This determination is supported by federal guidance, specifically the Federal Highway Administration (FHWA) policy, which allows for “maximum possible flexibility in the use of FHWA planning and research funds to meet highway and local public transportation planning and RD&T needs at the national, State, and local levels, while ensuring legal use of such funds and avoiding unnecessary duplication of effort.”

Because local planning is an allowable use under these provisions, the inclusion of local roads falls within the scope of eligible activities. This represents a shift from previous interpretations, as we have historically been advised against using UPWP funds for work on local roads.

Staff has requested a per-lane-mile cost estimate from Sewall for incorporating local roads into the Better Roads database. Once this cost information is received, staff will seek input from member municipalities to assist in prioritizing the sequence in which local roads are collected and added to the database.

Meetings and Conferences

- MaineDOT Rural Coordination Meetings
- Presque Isle TIMs Training
- Aroostook TIMs group
- Maine Bike & Pedestrian Group
- Talking TIMs Webinar
- Traffic Signal Master Planning
- SS4A Municipal Focus Group Meetings
- Transit Committee Meeting
- Maine CCAP Gathering
- MDOT Environmental Work Lunch and Learn
- BRLI Final Day
- UMaine NSO Info Fair
- CC Fare Structure Analysis Monthly Meeting
- SS4A Monthly Meeting