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PACTS

Portland Area Comprehensive Transportation System

Executive Committee Meeting Notice

June 7, 2011
8:30 a.m. to 10:00 a.m.

GPCOG, 68 Marginal Way, Portland

Agenda

1. Call to order
2. Minutes of May 10th meeting
3. Changes to the Early Kick-off Projects process (8:35)
4. Next steps in response to MaineDOT letter regarding STP and ARRA funds related to the CBITD vessel project (9:00)
5. Updates (9:15)
 - A. June 6th meeting on PACTS local project administration
 - B. 2011 Credit Program
 - C. Annual meeting
 - D. Study carryover funding action by MaineDOT
 - E. Other updates from staff and committee members
6. Annual review of the Executive Committee (9:45)
7. Public comment on topics not on today's agenda
8. Adjourn

Next meeting: July 14th at 1:00 p.m.

The Metropolitan Planning Organization for the Portland Urbanized Area

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Minutes of May 10th Meeting

In attendance: Kathi Earley, Chair; Dan Bacon; John Bubier; Judy Harris; Al Presgraves; Nathan Poore; Bill Shane; Maddy Adams; John Duncan; Carl Eppich; Paul Niehoff

1. **Call to order.** Kathi Earley called the meeting to order at 8:32 a.m.
2. **Minutes of April 5th meeting.** *The April 5, 2011 minutes were approved by consensus.*
3. **TIP Projects and Policy Topics.**

3A. Act on a MaineDOT proposal to amend our FY 2010/2011 Transportation Improvement Program to enable commencement of 37 projects recently funded for the 2012/2013 biennium. MaineDOT has approved the start-up of a number of projects. There will be some flexibility in the amounts of money allocated to each project. There are four projects on the list that the Policy Committee endorsed for this very purpose in February (bike/ped projects). It is recommended that the project development funding levels from February be kept in place for those four projects (\$95,000) -- Back Cove Connection; Park Avenue and St. John Street; Eastern Trail in South Portland.

Bill stated that municipalities need to be more involved in our projects and take ownership. If you want to drive the bus, you should do the project as an LAP. If you don't take charge, the project gets stuck in the queue.

John D. read from a Marty Rooney e-mail which said – if any municipalities need more time, amending the TIP now would not have any adverse impacts. Kathi had a question about the PACTS Bylaws. She was concerned that the Executive Committee didn't have the power to take this action. John D. and Bill thought they did. Nathan asked how we are impacting the communities that are not represented at the table today. As Marty Rooney said, there would not be any adverse impacts. Paul mentioned that there is a caveat on the four projects that the Policy Committee approved in February. He suggested taking those four projects out of the TIP amendment and let the Policy Committee take a vote on those. If we go with MaineDOT's initiative, then the town would need to sign a three-party agreement. Paul further explained that any project that doesn't currently have a three-party agreement will get the 10% match. South Portland has started the Eastern Trail project. Bill pointed out that the three-party agreements do not replace the two-party agreements. At the next meeting, there should be some clarity about that. We adopted the three-party agreement to simplify the process and it seems that it has complicated the process. The LAP process is an easier process. Bill said he went to a one-day training on LAPs that was very helpful.

John Bubier made a motion to amend the 2010/2011 TIP to enable commencement of the 37 projects recently funded for the 2012/2103 biennium, exclusive of the four projects that were approved in February. Additionally, the Executive Committee supports the start of design work this year for the four projects - Back Cove Connection, Park Avenue and St. John Street in Portland; Eastern Trail in South Portland - (also on the list of 37) at the funding levels funded by the Policy Committee in February. Dan Bacon seconded approval of the motion and all were in favor.

3B. Act on a proposal to reduce the local match for projects that start quickly, and to increase the local match for those that do not. John reported that the project efficiencies team has focused on the importance of staying on schedule and working with an aggressive schedule, and having the municipalities more involved in their projects. The best time to put a

project out to bid is in the winter. This idea is designed to encourage our municipalities to do that. The proposal would lower the local match. If a three-party agreement gets signed, then the community gets a 10% local match. If it gets done after the deadline, then there is a penalty.

The federal money becomes available in October, so before the money gets obligated for PE and ROW, the town needs to sign a three-party agreement. The difference is that now the local match is 25%, and this proposal would change it to 10%. The two-party agreement gets signed when it gets to the construction phase. It was asked if there would be a discussion about the three-party agreement if there were disagreements. If the town decides that it doesn't want to do the project, all the money spent to date would need to be reimbursed to MaineDOT. If it is a complicated project, then you could sit down with MaineDOT and try to work out a deal. John B. asked what would happen if MaineDOT makes a decision on their own about a part of the project that the municipality doesn't necessarily agree with. The scope needs to be crystal clear; you need clarity in the three-party agreement.

There was discussion about the amount of time that should be allowed to go by before the local match goes up. The committee agreed that the 10% local match should be in place for projects that have a three-party agreement in place within 60 days.

After further discussion, *Nathan made a motion to recommend that the Policy Committee adopt the policy as written with the following changes:*

1. *Recommend the creation of the following new incentive/disincentive policy for PACTS projects (except our Transit Set Aside projects) funded in the 2012/2013 biennium.*
 - *Allow a 10% local match for PACTS projects whose three-party agreements are signed by ~~July 31~~ July 19, 2011 (60 days).*
 - *Allow a 20% local match for PACTS projects whose three-party agreements are signed between ~~August 1st~~ July 20th and December 31, 2011.*
 - *Require a 30% local match for PACTS projects whose three-party agreements are signed after December 31, 2011.*
2. *Apply the incentive/disincentive policy presented above in future biennia as follows:*
 - *Allow a ~~10%~~ 15% local match for PACTS projects whose three-party agreements are signed by December 31st of the year in which the MaineDOT Capital Work Plan is adopted.*
 - *Require a 30% local match for PACTS projects whose three-party agreements are signed after December 31st of that same year.*
 - *Apply, instead, the 10%-20%-30% policy above in future biennia if MaineDOT implements the "early kick-off" approach that they are doing this year.*

Dan Bacon seconded the motion and all were in favor.

3C. Proposal for the Executive Committee to lead the TIP Process Review work this year. Bill asked if this committee is prepared to do this, as it is a big commitment. He added that from a procedural process, you do not understand the PACTS process until you go through this process. There are folks that still haven't been involved in that process and it is an important process for them to go through. We should look at Policy Committee members that haven't yet served on a TIP Committee to have them participate. Dan stated that from an efficiency standpoint, it would make sense for the Executive Committee to go through this process. Bill and Bob Burns would gladly withdraw their names if the Executive Committee feels they can handle it. A PACTS 101 session would be very helpful at the beginning of the process.

John B. stated that it is important that all the PACTS committees are interacting. The TIP process is a learning process, and it makes PACTS more relevant each time we finish it. The emphasis of PACTS changes on a regular basis, and the TIP Committee is the vehicle for dealing with this. Bill pointed out the importance of PACTS doing in-house tracking of our projects. John D. will send out a notice to the other PACTS committees to see if there is anyone interested in participating on the TIP Committee. *Dan made a motion, seconded by Nathan, recommending to the Policy Committee that the Executive Committee lead the TIP Process Review this year. All were in favor.*

3D. Action on a proposal to expand the role of PACTS staff in the administration of capital projects. John D. thought this proposal would be an opportunity for staff to provide a service to our members who need it. Paul pointed out that the projects that PACTS funds are PACTS or municipalities' projects – they are not MaineDOT projects – but they are being run by MaineDOT. The idea of this proposal would be to hire a staff person to do PACTS projects on a locally administered basis and limit MaineDOT's involvement in the process to make it less complicated and lower the amount of money that MaineDOT charges to the PIN. We would do the projects at the community level including public meetings, council meetings, etc. Before construction, we would go to MaineDOT. This would also free up MaineDOT staff to do other projects. Paul has met with Norm, Joyce and Mike Laberge and they are open to the idea.

Al asked what would happen if a municipality wanted to do their project as an LAP instead of using PACTS. Paul responded that we would allow/encourage that and the PACTS PE would be available to answer any questions. This staff person would not do every project; but they could act as a sounding board. Al also asked if one professional engineer would be able to do all the projects. Paul responded that we'd have to figure out the workload. This person would do the collector paving projects because they'd have a PE.

Bill thought this was a goal we could strive to down the road but we are so far from that right now. We need to get our projects more closely monitored. He said he was vehemently opposed to PACTS doing the LAPs. He thought it would be adding another layer to the LAP process. He added that Paul has a great handle on the projects. A good facilitator is more important than a PE because many times it's a communication issue. Projects get stuck in queue and we lose ownership and control. He strongly urged this idea as a pilot project but recommended it be done in small steps because this is really big. Nathan agreed with Bill. We need to come up with more accountability and efficiency. LAP education for our members would be helpful. The match incentives will add to the accountability, as will a monthly review of projects. What Joyce is doing at MaineDOT will also help track projects. We can accomplish the LAP through PACTS without having to hire staff. We may be jumping the gun since we are establishing some efficiencies on accountability. Nathan thought we should give this other approach a chance before we go down the PACTS LAP road. Al said he likes the concept of PACTS taking more control of the projects; moving in this direction is a good idea. He would support going in this direction but this proposal seems like too much too soon. Do something to move in this direction, but this is too much. Kathi asked if there was a middle area. Put some funding in the UPWP to put a consultant on retainer to assist communities as needed. Dan agreed with the direction of the committee.

Since it appears we are not ready to hire a staff person, the committee agreed to keep the \$30,000 in the budget. Bill would like to see a spreadsheet update of the various projects on a monthly basis. The \$30,000 could be used to hire a part-time, staff person (someone with some technical skills) just to keep these updates.

3E. Review of our February Holding PIN funding actions in light of MaineDOT's substitution of STP funds with ARRA funds related to the CBITD vessel project. John D. provided background. We learned that the \$240,000 is not our money to reallocate because the CBITD vessel was funded with ARRA funds.

There were questions about why this occurred and if there was anything in writing regarding the decision. John stated that there isn't anything in writing. John B. thought we should follow this a little bit. This was discussed at length at the Policy Committee meeting, but we shouldn't just drop it. It does need further discussion if we want to get this money back. However, at the Policy Committee meeting, a decision was made to take no further action. FHWA was on our side but the Policy Committee decided to take no action because it was an FHWA/DOT issue. The Committee directed John D. to seek written confirmation of what the settlement was, and the process followed.

3F. 2011 Credit Program status report. No action at this time.

4. **UPWP for the Next Biennium.** John D. reviewed the changes and updates. He reviewed the four items on page 19. We have \$113,000 more to add to the budget (\$90,000 Federal plus match.) Bill suggested putting some of the money (some of the \$113,000) into enhanced project scoping. John D. said that another way to do it is to just put it into the budget not dedicated to anything. Put it as a "to be determined" item.

Bill brought up the problem about the lack of space for bikers/walkers at railroad tracks. John B. asked for talking points so that he could bring the issue to NNEPRA.

Dan moved approval of the work plan with the changes proposed by staff, and adding a new line about the \$113,000 with use to be determined. The motion was seconded and passed.

5. **Annual Review of the Executive Committee.** Postponed to next meeting.
6. **Updates from staff and committees.** – The July Executive Committee meeting will be rescheduled.
7. **Finalize agenda for May 19th Policy Committee meeting**
 - Act on a proposal to reduce the local match for projects that start quickly, and to increase the local match for those that do not.
 - Executive Committee to serve as the 2011 TIP Process Committee.
 - Get permission from Policy Committee to have Executive Committee adopt final PACTS TIP in August; it's an administrative action. John B. thought we should just have the Policy Committee approve the draft before it goes out for public comment. John D. noted that there has never been a change from a public hearing in the past. The draft could just go out to public comment with the Executive Committee approval and the Policy Committee could approve it in August. We'll bring this up to the Policy Committee next week.
 - Adopt UPWP
 - Elect Policy Committee officers for the coming year.
 - Update on \$240,000 voiding action by MaineDOT – this might just go on Executive Director's report.

8. **Public comment** – none

9. **Adjourn.** The meeting adjourned at 10:52.

Agenda Item 3: Changes to the Early Kick-off Projects process

Staff Resource: John Duncan

Recommendation: Discuss the situation with PACTS and MaineDOT staff, and change the local-match-incentive deadline for signing 3-party agreements to August 31st.

The Situation

Joyce Taylor hopes to join us today. She appreciates the enthusiastic approach we have taken with the July 19th local-match-incentive deadline for signing 3-party agreements, but wishes that we had consulted more with MaineDOT on the many steps involved in producing a large volume of 3-party agreements. At a May 26th conference call the consensus was to proceed as follows:

- MaineDOT will prepare the 21 3-party agreements by mid-June.
- The 3-party agreements will use our October 2010 match ratios for the PE and ROW components of the projects – 25% local, 9% state and 66% federal.
- The 3-party agreements will use 10% local, 10% state and 80% federal shares for the construction components.

I propose that we change the July 19th deadline to August 31st so that the towns that need the time after mid-June can meet the deadline and benefit from the lower local match.

The May 19th Policy Committee Action

We established a new policy designed to encourage our municipal members to collaborate more effectively with MaineDOT in the commencement of federally funded projects, and to save money in the process.

1. Create the following new incentive/disincentive policy for the recently programmed 25% local match PACTS projects (except our Transit Set Aside projects) funded for the 2012/2013 biennium.

- Allow a 10% local match for PACTS projects whose 3-Party Agreements are signed by July 19th (60 days from today's action)
- Allow a 20% local match for PACTS projects whose 3-Party Agreements are signed between July 20th and December 31st.
- Require a 30% local match for PACTS projects whose 3-Party Agreements are signed after December 31st.

2. Apply the incentive/disincentive policy in future biennia as follows:

- Allow a 15% local match for PACTS projects whose 3-Party Agreements are signed by December 31st of the year in which the MaineDOT Capital Work Plan is adopted.

- Require a 30% local match for PACTS projects whose 3-Party Agreements are signed after December 31st of that same year.
 - Apply, instead, the 10%-20%-30% policy above in future biennia if MaineDOT implements the “early kick-off” approach that they are doing this year.
3. Adjust the 2012/2013 projects list at the August 18th Policy Committee meeting based on the actual number of 3-Party Agreements signed. See options listed below.
 4. Adjust the Dunstan Corner local match, if possible, to 20%. Staff can explain more on this.

More Background in the May 19th Policy Committee Meeting Packet

The TIP Project Efficiencies Team is focusing on getting our projects started sooner (see prior agenda item). MaineDOT staff says that too many projects in the PACTS region have run into delays in the past, and that trend continues. In the long run the benefits of getting projects done for less are significant:

- This will save money on individual projects – including the local match contributions.
- Therefore, more projects overall will be completed.
- More projects will be completed within the biennium for which they are funded.
- The general public and the Legislature will be more amenable to proposals for more transportation funding from MaineDOT, PACTS and many other transportation system stakeholders if we can be more efficient and cost effective.

Implementation of this proposal would reduce the 25% local match for many PACTS projects programmed last fall. This would be a welcome change for many of our communities during these difficult economic times.

If we adopt the reduced local match policy proposal – and if most or all of the 3-party agreements get signed by July 19th – then we would have to cut some projects that we programmed last fall because we would be using a higher percentage of federal funds in each remaining project. Staff recommends the following approach on that:

- Cut our lowest priority collector projects programmed last fall – up to \$1,000,000 in projects unless we take some of the following actions too.
- Use the \$300,000 (rough estimate) reduction in the estimate to do the Cummings Road project in South Portland based on a design exception endorsed last week by MaineDOT
- Use the \$125,000 reserved by the Policy Committee in February for potential use per the TIP Project Efficiencies Team’s recommendations.
- Use available federal and state funds from completed projects that have not yet been “closed out” financially (therefore not yet available). Paul is working with MaineDOT on this.

Agenda Item 4: Next steps in response to MaineDOT letter regarding STP and ARRA funds related to the CBITD vessel project

Staff Resource: John Duncan

Recommendation: Consider the information below, and then make a recommendation to the Policy Committee. Staff suggests three options:

1. Take no action. This would mean that none of the \$705,000 re-programmed in February goes to transit purposes.
2. Take some of the \$705,000 from a project(s) and allocate it to transit purposes.
3. Consider a recommendation that might be offered at a meeting of transit providers on June 2nd.

Background

In February the Policy Committee re-programmed \$945,000 in federal and state funds from our Holding PIN as follows:

- \$240,000 to transit capital projects (one in South Portland and three at the CBITD)
- \$95,000 to design four bike/ped projects
- \$260,000 to our 2011 Credit Program
- \$125,000 for consideration by the TIP Projects Efficiencies Team as a means to implement one of their recommendations due in July
- \$180,000 for a collector project (we used \$225,000 by mistake that day)

The \$240,000 amount for transit was based on a suggestion by the Executive Committee based on the fact that \$240,000 of the \$945,000 available was from a transit capital project that had been funded with ARRA stimulus funds. (Note that this was a one-time suggestion. There is no policy that funds put into our Holding PIN will go out to projects of the same kind. Our TIP Policies and Procedures document simply states that: “unspent MPO Allocation project funds are transferred into the PACTS “Holding PIN” for reprogramming by the Policy Committee.”)

In March the MaineDOT told us that the \$240,000 was not available for us to re-program and that our February \$240,000 allocation was void. At the April Policy Committee meeting, Carlos Pena, the FHWA’s Maine Division Planner, said he would look into this action by MaineDOT because he felt that MaineDOT might have acted improperly. In late March MaineDOT’s Peggy Duval confirmed to me that FHWA had supported the MaineDOT action.

Last month the Executive Committee asked me to write to MaineDOT again on this. Here is my email of later that day.

Hi Peggy,

As we just discussed, I updated my Executive Committee this morning regarding your confirmation to me last week that we did not have the \$240,000 (STP) to re-program in February (from PIN 17348) per the Department’s substitution of ARRA funds for the

STP funds that we had originally programmed to help finance a CBITD vessel. Following up on the discussion of this topic at our April Policy Committee meeting, you told me that MaineDOT and FHWA had agreed that the Department would substitute the ARRA funds for the STP funds.

The Executive Committee members asked me to request a written description of the Department's process and authority to take that action. In terms of process, we are surprised that after a PIN is assigned and it has consistently shown up in the PACTS project updates provided by MaineDOT, the funds could be reprogrammed away from PACTS without following a process similar to the one we are required to follow. It seems inconsistent that we have been held to a very high standard in following the process and maintaining the paper trail to meet the requirements of establishing regional priorities, but that a similar process seems to not apply to the Department in this case.

It would be ideal to have a response by Friday so that I can include it in the Policy Committee meeting packet.

Thanks.

John W. Duncan
PACTS Director



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
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Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

May 26, 2011

John Duncan
PACTS
68 Marginal Way
Portland, ME 04101

Dear Mr. Duncan:

I'm writing in response to your May 10, 2011, e-mail requesting clarification regarding the use of ARRA funding for the CBITD vessel.

MaineDOT provides MPO's capital funding based on formulas set forth in the Administrative Guide to Metropolitan Planning Organizations. These formulas are based on assumed transportation resources when a Capital Work Plan is published. Under normal business practice, MaineDOT typically does not ask the MPO's to make changes should actual funding levels differ from projections. For instance, since SAFETEA-LU expired, MaineDOT has had to make adjustments to federal-aid projects on almost a monthly if not weekly basis based on the actual resources in the FHWA Fiscal Management Information System (FMIS). Even during a funding authorization, MaineDOT must make funding adjustments due to changes during the Congressional Appropriations process and federal rescissions. Due to the administrative process involved, MaineDOT absorbed the vast majority of these rescissions without requiring the MPOs to make corresponding changes. For instance, between 2005 and 2009, transportation revenue projections were revised several times for a net reduction of almost \$80 million. MaineDOT did not require MPOs to assume a proportionate reduction in project value.

With regard to the CBITD issue described in your e-mail, in early 2009, MaineDOT identified the need to reduce approximately \$50 million in project value which would have resulted in significant project cancellations if it was not for the American Reinvestment and Recovery Act. MaineDOT essentially had to cut over one hundred projects and refund them with ARRA resources. I agree that this process could have been better communicated. However, at the time, MaineDOT staff were under significant pressure to develop and then deliver the entire portfolio of ARRA projects. Nevertheless, all transparency requirements of ARRA funding including its use for the CBITD was on the state's Internet site. Furthermore, all Maine's STIP amendments are listed at www.maine.gov/mdot/pubs/stip.php.



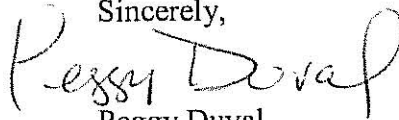
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Specifically in the case of the CBITD project, there was a new project identification number (PIN 17455.00) created for the ARRA funded project and unfortunately the Department did not notice the project duplication under the original project identification number (PIN 17348.00) in our reporting to PACTs. We understand how this gave the appearance that funding was available in the original PIN when in fact the funding was not available and the project would have been cancelled had the ARRA funding not been made available. The Department should have withdrawn that PIN when the project was funded with ARRA

Again, I apologize for how this situation was communicated, however, I truly believe the MPOs have benefited financially by not being asked to make corresponding adjustments related to changes in transportation revenue that the state has absorbed. Over the past six years, the net result was significantly below projections. With regard to authority to make these changes, both state and federal law are explicit regarding the roles and authority of state DOT departments. MaineDOT has historically delegated a significant amount of this authority to Maine's MPOs.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Duval". The signature is written in black ink and is positioned above the printed name and title.

Peggy Duval
Acting Chief Planner

PD/jmf

Agenda Item 5: Updates

A. June 6th meeting on PACTS local project administration

We will report. This is also on the TIP Process Committee meeting agenda later this morning.

B. 2011 Credit Program

We will report. We solicited proposals on May 26th and set a June 15th deadline.

C. Annual meeting

51 people are signed up. We will send out a reminder. We will probably get another 15 people to attend.

D. Study carryover funding action by MaineDOT

MaineDOT Action on PACTS Studies Carryover Requests (May 31, 2011)

<u>Activity</u>	<u>Budget</u>	<u>Carryover Request</u>	<u>Carryover Granted</u>	<u>MaineDOT Carryover Work Deadline</u>
Portland Forest Avenue	\$100,000	\$35,000	\$0	na
Regional Signal Study II	\$25,000	\$3,500	\$0	na
Scarborough Oakhill Pedestrian Plan	\$40,000	\$3,500	\$3,500	July 31st
Southern Maine Transit Coordination	\$30,000	\$10,000	\$10,000	September 30th
Transit Bus Route Study	\$30,000	\$5,000	\$5,000	July 31st
Windham Comp. Transpo. Study	\$40,000	\$12,000	\$12,000	September 30th
Yarmouth Route One Phase 3	\$40,000	\$5,000	\$5,000	July 31st
Total		\$74,000	\$35,500	

E. Other updates from staff and committee members

Agenda Item 6: Annual review of the Executive Committee

Staff Resource: John Duncan

Recommendation: Submit an assessment of the Executive Committee process to the Policy Committee, and ask the Policy Committee members to discuss their perspectives on the value and effectiveness of the Executive Committee.

Note: We could do this in July if we run out of time today.

Background

The Policy Committee has done two annual reviews of the Executive Committee process, and the consensus has always been quite positive. Key comments have been:

- The Executive Committee has reduced the time that Policy Committee members have had to spend at PACTS meetings, and has enabled the Policy Committee to focus on policy issues more than in the past.
- Policy Committee members concluded the Executive Committee has not reduced the authority of the Policy Committee and has not reduced the level of Policy Committee member participation as had been feared.
- Staff is very pleased with the Executive Committee process.
 - The participation has been excellent.
 - The guidance to staff has been very helpful.
 - The Executive Committee's vetting of topics, and their recommendations, have often made it easier to get the support of the Policy Committee.

The first annual review of the Executive Committee involved a detailed review of the actions taken and subjects considered by the Committee. The subsequent reviews have been less involved.

Our bylaws article for the Executive Committee is provided below for your reference.

Executive Committee

Section 1. The Executive Committee shall have the following functions and powers:

1. To meet with staff to organize Policy Committee meetings and to coordinate the work of the PACTS committees.
2. To offer recommendations for action to the Policy Committee.
3. To make the following TIP project changes:
 - a. To revise the scope of work of funded MPO Allocation and FTA-funded projects as long as the amendments do not increase the PACTS contribution to those projects,

- b. To endorse project substitution proposals per the PACTS Project Substitution policy,
 - c. To revise the PACTS TIP in order to fix administrative errors,
 - d. To add, delete or change other FHWA-funded and FTA-funded projects as requested by MaineDOT
4. To perform the annual evaluation of the Executive Director and report to the Policy Committee.
 5. To appoint “appointees” to the Planning, Transit and Technical Committees (per Article III, Section 3).
 6. To make the following Unified Planning Work Program changes:
 - a. To adjust the budgets for the FTA-funded planning tasks based on a Transit Committee recommendation, and
 - b. To use newly available study funds to fund a ranked study proposal not funded in the biennial UPWP adopted by the Policy Committee.
 7. To take on other responsibilities as requested by the Policy Committee.

Section 2. The membership of the Executive Committee shall be as follows:

1. The Chairperson of the Policy Committee,
2. The Vice Chairperson of the Policy Committee,
3. The Immediate Past Chairperson of the Policy Committee,
4. The Chairperson, or a designated member, of the Transit Committee,
5. The Chairperson, or a designated member, of the Planning Committee, and
6. The Chairperson, or a designated member, of the Technical Committee

Section 3. Attendance by four members shall constitute a quorum. Members may not send substitutes to meetings.

Section 4. Each member shall have one vote. However, the members shall strive to make decisions through consensus rather than by voting.

Section 5. The Executive Committee shall meet monthly, or as needed.