

PACTS

Portland Area Comprehensive Transportation System

PACTS Executive Committee Meeting Notice

April 7, 2009
8:00 a.m.

GPCOG, 68 Marginal Way, Portland

Agenda

1. Call to order
2. Public Comment
3. Minutes of March 3rd meeting
4. Committee updates
5. TIP project topics
6. Planning budget for next biennium
7. Updates on other topics
8. Adjourn

Next meeting: May 5th at 8:00 a.m.

The Metropolitan Planning Organization for the Portland Urbanized Area

68 Marginal Way • Portland, Maine 04101

Telephone: (207) 774-9891 • Fax: (207) 774-7149 • www.pactsplan.org

Minutes of March 3rd Meeting

Attendance: Bill Shane, Chair; Mike Bobinsky; Bob Burns; Ed Clifford; Judy Harris; Greg Tansley; John Duncan, Carl Eppich, Paul Niehoff, Maddy Adams

1. **Call to Order.** Bill Shane called the meeting to order but a quorum was not yet present.
2. **Public Comment.** None.
4. **Committee Updates.** Greg Tansley wasn't present at the Planning Committee meeting so John provided an update. A subcommittee was created for updating *Destination Tomorrow* over the next 12 months or so. They would like to have representation from each of the PACTS committees on the subcommittee. The Planning Committee also discussed the UPWP, aerial photo flight and had a discussion about the east/west corridor study. They are serious about applying the PACTS land use policy on this study.

Technical Committee. Bob Burns reported that they recommended that Technical Committee members attend the Policy Committee meeting when the Collector Road Study is discussed. There should be strong advocacy from the Technical Committee to keep the study up to date and they need to be vocal about how important it is to fund collector roads. Funding allocations were also discussed. A joint meeting of the Planning and Technical Committees is scheduled for April 14th to discuss collector roads in the sense of the overall region and the possibility of an aerial photo flight. Gretel Varney will be a new representative on the Technical Committee replacing Jim Carmody.

Transit Committee. Ed reported that the Transit Committee reviewed the FTA 5307 allocation, the stimulus money and the process used to select projects, the UPWP, and the group is continuing to work on regional issues. Regarding the procurement of buses, Judy mentioned that METRO is getting some 1996 buses out of Delaware. They are trying to work to improve the bus procurement process. A half million dollars is available from the state to update some of the buses through custodial transfer (owned by FTA). It is only a band-aid because the life expectancy of a bus is about 12 years. Eighty percent of funding for buses is paid by FTA. You have to wait in line for 2+ years to get a bus. Ed mentioned that there is a subcommittee dealing with the issue of bus procurement and some progress is being made. There will be new staffing at MaineDOT. Bill suggested that Ed and Judy provide an update on the bus procurement situation to the Policy Committee at their next meeting.

TIP Committee. At the March meeting, the TIP Committee will focus on reclassification of collector roads. Regarding the upcoming topic of inefficient development of projects, Bill stated that we need to get tougher on this issue. However, it is sometimes difficult because Councils change, priorities in the towns change, public sentiment changes, etc.

5. **Review of Executive Committee process.** Overall, staff and committee members thought the process was working well. The meetings are beneficial and items get discussed in more detail and it is a more efficient sharing of information. John said that he appreciates the time that the committee members put in at these meetings. Being able to deal with TIP amendments has been a good thing.
6. **TIP Administration Topics.** John reviewed the staff recommendations.
 1. The Riverside/Warren Avenue project has had cost issues. MaineDOT is working very hard to put out several city/state agreements. Coming up with a local match for this project would be very difficult; it is a key priority for the City. *Bob moved*

approval of the recommendation to endorse Portland's request to drop PIN 10545 (Brighton Avenue signal) and move the \$200,000 to PIN 5136.30 (Riverside at Warren). Mike seconded the motion and all were in favor.

2. Paul distributed a proposal about collector projects. The idea is to use money in the Holding PIN to fund some collector paving projects. Staff is recommending exemption from our existing policy. Some of the projects need updated estimates; these are the figures from the City of Portland, Region 1 or Augusta. These are projects that are currently out to bid; some have been completed but have not been closed. Paul recommended the money be used to get the projects out the door or else we will need to take them one by one and every town will need to fund the gap. Paul stated that this money would cover the gaps to fund the projects on this sheet and that there would still be \$462,650 in the Holding PIN. We would recommend that the remaining money in the Holding PIN not be used. Bill pointed out that the current policy is that we fund projects at 125% of what we think the project will cost. Mike pointed out that the numbers change and sometimes the communities are not responsible for that. Bill stated that we really should be looking at these projects when we are funding them. He recommended that we leave the balance in the Holding PIN until the projects are bid and out the door. ***Greg made a motion to recommend to the Policy Committee that \$600,000 be reprogrammed to cover the collector paving gap with the remainder put in the Holding PIN for possible future allocation. This is an exception to the existing policy. Mike B. seconded the motion and all were in favor.***
3. JARC Money. The bus service for the Lakes Region was allocated some JARC money but the service will not be happening so a request is being made for that money to be put into the METRO Falmouth Flyer. ***The committee was in favor of this request.***

9. Policy Committee Agenda for March 26th. (Taken out of order.)

- Regional Collector Roads Assessment Study presentation by Tom Gorrill.
- Update on bus procurement process. Staff should have a recommendation and next steps regarding a phased bus replacement plan. Staff should also investigate what other places are doing. Put something together for an action plan to be presented to the Policy Committee in May. The TIP Process Committee should also be taking a look at this issue.
- Assessment of Executive Committee process. Include the information that was provided to this committee on the subject.
- Action on the \$600,000 reprogramming per Item 6 above.
- Report from TIP Process Committee.

May Policy Committee Agenda. Review of Executive Director. John Bubier will need to send out an evaluation form to Policy Committee members.

7. **PACTS Planning Budget for Next Biennium.** John reviewed the tables. \$31,012 is being put into a supplementary dues account for lobbying work. Bill recommended changing the PACTS dues line so that it reads \$92,000 and then list the \$31,012 for the lobbying work. On Table 2, John just received word that an updated PACTS model would be \$110,000; the proposal was from our model consultant. The Consultant uses the PACTS model to work for MaineDOT and MTA. Carl noted that the east/west study that MTA and MaineDOT are doing together needs to have some modeling done that our current model cannot do, i.e., dealing with tolling or EZPass.

Matti Gurney has talked to a number of agencies about contributing to an aerial flight with differing amounts of interest. Greg suggested approaching Maine Audubon as a possible contributor.

Bill pointed out that Table 3, #6 says the budget includes a 3% average increase in staff hourly rates – a 2% increase is the norm of late. John should have a discussion with GPCOG about what they will be doing for a percentage increase. GPCOG recently reduced their dues to member towns by 10% and they always survey their members prior to determining a salary increase for staff.

- 8. Updates on other topics.** There was discussion about collector road designations. Bob is very concerned about the collector report languishing. Truck trips and transit will be included in the next go-around.
- 1. Approve minutes of February 3rd meeting.** (Taken out of order.) *Mike moved approval of the February 3rd minutes with Bob seconding the motion. All were in favor.*
- 10. Adjourn.** The meeting adjourned at 10:10 a.m.

Agenda Item 4: Committee Updates

Member Resource: Bill Shane, John Bubier, Bob Burns, Ed Clifford and Greg Tansley

Staff Resource: PACTS and GPCOG Staff

Recommendation: Discussion only

- Policy Committee (30 people in attendance)
 - Endorsed continuation of Executive Committee
 - Long discussion of collector road funding needs.
 - Asked staff to develop an executive summary.
 - Dale Olmstead described recent state legislation passed that protects towns when MaineDOT gives back roads. Dale says that MaineDOT can transfer maintenance of roads at any time.
 - Opposed staff proposal to do exception to funding policy
 - Endorsed FTA funds for transit operators
 - Accepted bus procurement report
 - Amended existing planning budget per staff proposal
 - Heard presentation on development of next biennial planning budget
- Transit Committee
 - Exchange of information on many topics
 - UPWP studies
 - Regional route study and regional map/timetable
- Technical Committee – No March meeting
- TIP Process Committee
 - Began assessment of ways to reduce the collector road miles under the purview of PACTS. Asked Tech members for input.
 - Began discussion of ways to increase the strength of regionalism in our project priority setting process.
- Planning Committee
 - Heard excellent presentation on Standish Model Town work
 - UPWP studies
 - Update on Transit-TOD website work
- The *Destination Tomorrow* Update Subcommittee (held its first meeting)
 - Consolidate policies and remove outdated/irrelevant material
 - Focus and strengthen alternative modes
 - Develop a strategy plan for preserving the most important roads for all modes
 - Articulate a regional strategy for transit-oriented development
 - Analyze 2008 energy cost increases and future implications
 - Identify and cost large investments

Agenda Item 5: TIP Project Topics

Staff Resources: Paul and John

Recommendation:

Staff recommends that the Policy Committee vote in May to reinstate or “substitute” funding for Yarmouth’s North Road collector paving project. We funded the North Road project with 2008/2009 funds, but we later cut it in order to pay for 2006/2007 projects per policy action by the Policy Committee.

Paul will explain this at our meeting.

Discussion Items

1. MaineDOT’s letter to John Duncan recommending that PACTS withdraw funding for Route 77 at Shore Road intersection project in Cape Elizabeth. Staff recommends that we wait for action in May by the Town Council. John has spoken with Mike McGovern.
2. Paul has asked MaineDOT to decide who pays for expenses incurred for PACTS projects that get withdrawn. We are in the process of withdrawing several projects. This has implications for Cape Elizabeth and all municipalities. The answer depends a lot on whether FHWA will allow use of the FHWA funds programmed for the projects.

The subject is on the April 13th agenda for meeting of all MPO’s with MaineDOT.

Agenda Item 6: Planning/Administration Budget

Today we will review the attached revised tables.

- Table 1 – Sources of funds, and FTA 5303 funding
Changes:
 1. Less PACTS Assessment funds needed to support staff work. Therefore staff recommends reduction in the assessment.
 2. More municipal funds needed to match increased fed funds.
- Table 2 – Revised draft expense budget (FHWA only)
Changes:
 1. Cut \$100,000 for local project administration, and move it to New Consultant Studies
 2. Cut \$27,000 for staff compensation, and move it to New Consultant Studies.
- Table 3 – Hours and cost details for PACTS staff and GPCOG support
Change:

Budget for salary freeze in FY 2010
- Table 4 – Consultant study proposals
Change:

See staff's latest recommendations. On May 7th the Planning Committee will make a recommendation to the Policy Committee.

Next Steps

Executive Committee works with staff to recommend the following to the Policy Committee:

- Budget for PACTS-staff-and-COG-support
- Descriptions of PACTS staff work for the next two years (see next page)

Planning Committee recommends to the Policy Committee a set of consultant studies to be funded with FHWA funds. See Table 4.

Transit Committee works with GPCOG, PACTS and SMRPC staff to develop the transit planning component of the UPWP which is funded 80% with FTA funds.

Policy Committee adopts final budget and work plan on May 21st.

Staff writes and submits a draft UPWP (30 pages) to MaineDOT, FHWA and FTA by April 30th, and then finalizes after the Policy Committee's May 21st approval and per comments from MaineDOT, FHWA and FTA.

Outline For PACTS Staff Work For The Coming Two Years

Policy, Coordination and Collaboration

1. Work with our five standing **committees** and the TIP Process Committee (this year and probably again in 2011). We also foresee continued quarterly joint sessions of our Planning and Transit Committees. We have had three productive sessions.
2. Work with our federal and state partner agencies to meet federal and state planning and programming **requirements**. This will include work related to our region's new air quality non-attainment status.
3. Maintain the PACTS website and perform other **public outreach** work.
4. Develop the 2012/2013 Unified **Planning** Work Program in early 2011.

Funding and Project Administration

5. Do "lobbying" work (paid for with municipal funds).
6. Monitor and advise our members on the development of and the eventual results of the 2010 federal transportation **authorization act** and the related federal climate change legislation
7. Continue a regional education process related to **transportation needs** and funding options.
8. Continue work with our 2009 **High Priority Projects** list.
9. Perform the priority setting for the 2012/2013 PACTS **MPO Allocation list** of projects.
10. Facilitate the **development of TIP projects** funded in our region. Monitor changes in the scope and cost of funded projects, and then coordinate/ administer the amendment process as appropriate.
11. MaineDOT's Kat Fuller recently asked us to consider the idea of providing **facilitation** role during the development of funded PACTS projects. This could be funded with our PL funds, or with funds from the project PIN's. This could be a PACTS staff function, or a consultant role.
12. Use our planning funds to develop "**30% design**" **plans** from our feasibility studies.
13. Hire a consultant to work with us on options for urban **transportation finance** and jurisdictional reform.

Studies and Regional Plan

14. Organize, administer and participate in PACTS-funded consultant **studies**. This includes coordinating with Kevin Hooper, our PACTS model consultant
15. Organize and lead an update of *Destination Tomorrow*, as required by our federal funding partners.
16. Participate in the **Gorham East-West** Corridor Study recently begun by the Turnpike Authority and MaineDOT, and in the MaineDOT's **Small Starts** Portland North study.
17. Create a new role with MaineDOT in **freight planning**.
18. Develop a model ordinance for **transportation demand management**.

Table 1 -- Draft April 2nd

Changes in bold.

Sources of Funds for PACTS Planning and Administration for Next Two Years

<u>Draft Revenue Overview</u>		<u>Notes</u>
FHWA "PL" Funds (80% share)	\$1,256,367	Same "new" funds as in current budget. We could make a pitch to MaineDOT for more. We will also "carry over" \$\$ for some studies.
MaineDOT match (13.5% share)	\$212,012	Per MaineDOT's Jan. 21st letter. Budget for existing biennium is \$126,000.
Local match for local and subregional studies	\$73,080	20% share of the line items in Table 2 whose sources of match are "municipalities".
GPCOG and SMRPC match	\$18,000	20% share of the line items in Table 2 whose sources of match are GPCOG and SMRPC.
PACTS Assessment	\$60,000	A reduction from \$92,000 in existing biennium. This includes \$31,000 for PACTS staff lobbying work and other contingency purposes to be funded without federal funds.
Total for FHWA-funded work	\$1,619,459	

FTA-Funded Planning and Administration in the PACTS UPWP

GPCOG and PACTS staff are developing the FTA-funded component of the PACTS UPWP with input from the Transit Committee. FTA 5303 funds may only be used for planning. FTA 5307 funds may also be used for planning, but the transit providers prefer to use those funds primarily for capital and operating purposes.

The FTA-5303-funded budget for our current biennium is \$516,000. The next budget will be similar.

Changes in bold.

Table 2 -- Draft April 2nd
FHWA-Funded Portion of
PACTS 2-Year Planning Budget for FY 2010 and FY 2011

08+09		10+11	Comment	Sources of
<u>Budget *</u>		<u>Budget</u>		<u>Match Funds</u>
\$970,000	PACTS staff and GPCOG support	\$1,023,000	See Table 3	MaineDOT
\$0	Local project administration	\$0		
\$25,000	Maine Clean Communities	\$30,000		GPCOG
\$25,000	SMRPC Planning Services	\$30,000		SMRPC
\$40,000	GPCOG Planning Services	\$30,000		GPCOG
	<i>Consultant Work</i>			
\$50,000	PACTS Model Consultant	\$50,000		MDOT and muni's
\$0	Regional Aerial Photo Flight	\$20,000		Municipalities
\$20,000	Regional Bike/Ped Planning	\$0	Finish by June	
\$75,000	Regional Collector Study I	\$0	Done	
\$0	Regional Collector Study II	\$20,000		PACTS assessment
\$0	Regional Dest. Tomorrow Update	\$25,000		PACTS assessment
\$10,878	Regional Education and Training	\$0	Done	
\$20,000	Regional EPS	\$25,000		Municipalities
\$20,000	Regional Priorities Survey	\$0	Done	
\$10,000	Regional Funds Leverage Report	\$10,000	Melrose work	PACTS assessment
\$5,655	Regional PACTS Process Review	\$0	Done	
\$60,000	Regional Signal Study I	\$0	Finish next year	
\$0	Regional Signal Study II	\$25,000		Municipalities
\$35,000	Cape E. Sidewalk/Bikeway Plan	\$0	Finish by June	
\$25,000	Freeport School Street Extension	\$0	Finish by June	
\$10,000	Portland Libbytown Trail	\$0	Finish by June	
\$75,000	Portland Peninsula Transit Study	\$0	Finish by June	
\$25,000	Portland Wayfinding Plan	\$0	Done	
\$40,000	Portland Woodford's Corner	\$0	Incorporate into new study	
\$35,000	Scarborough Running Hill Road	\$0	Finish by June	
\$8,667	TIF TOD outreach	\$0	Finish by June	
\$30,000	Transit Bus Route Study	\$0	Finish next year	
\$15,000	Transit Regional Ride Guide	\$0	Finish by June	
\$80,000	Tri-Community Transpo Plan	\$0	Finish next year	
\$30,000	Wsbk Downtown Streetscape	\$0	Finish next year	
\$9,800	Windham Impact Fee Analysis	\$0	Finish by June	
\$35,000	Yarmouth Route 1 Phase II	\$0	Finish by June	
\$0	New '10/'11 Consultant Studies	<u>\$282,459</u>	See Table 4.	Municipalities
\$1,785,000	Totals	\$1,570,459		

* This does not reflect budget changes adopted in March.

Changes in bold.

Table 3 -- Draft April 2nd

Hours and cost details for "PACTS Staff and GPCOG Support" in Table 2

<u>Staff</u>	<u>FY 06 Actual Hours + \$</u>	<u>FY 08 Actual Hours + \$</u>	<u>Adopted FY 09 Budget</u>	<u>Draft FY 10 Hours</u>	<u>Draft FY 10 Budget</u>	<u>Draft FY 11 Budget</u>	<u>Draft FY 10 + FY 11 Budget</u>
PACTS Staff	4,631	5,384	5,340	5,340	\$441,000	\$454,000	\$895,000
GPCOG Staff	<u>902</u>	<u>581</u>	<u>710</u>	<u>720</u>	\$42,000	\$44,000	\$86,000
Totals	5,533	5,965	6,050	6,060	\$483,000	\$498,000	\$981,000
Direct Costs	\$19,809	\$14,431	\$17,400		<u>\$20,000</u>	<u>\$22,000</u>	<u>\$42,000</u>
Total Costs	\$391,877	\$469,904	\$500,000		\$503,000	\$520,000	\$1,023,000

Notes and Assumptions

1. The GPCOG staff time is primarily for support staff (plus mapping and PACTS website work).
2. The continued increased hours for GPCOG staff in FY 2010 reflects need for their help in demographic analysis for PACTS model work for the Destination Tomorrow update.
3. **The FY 2010 and FY 2011 draft budgets include 0% and 3% average increases in staff hourly rates, respectively.**
4. The FY 2011 draft budget assumes the same hours as in the draft FY 2010 budget.

Table 4

PACTS/GPCOG Staff Recommendation for
FHWA-Funded Studies at PACTS July 2009 to June 2011

April 2nd revised work-in-progress draft

<u>Proposer</u>	<u>Request</u>	<u>Function/Study</u>	<u>Staff Proposal</u>	<u>Staff Rank</u>	<u>Staff Score</u>	<u>Local Rank</u>	<u>Transit Comm.</u>	<u>MDOT</u>
Portland	\$100,000	Forest Avenue land use	\$100,000	1	29	2		Good
Portland	\$100,000	Franklin Street feasibility	Use PE \$\$	2	27	4		Good
May fund with PE funds. To be determined with MaineDOT and Portland.								
Portland	\$50,000	Congress St bus priority	Use FTA \$	2	27	1	High	Good
S. Port	\$65,000	Fixed Guideway **	\$40,000	4	26		Low	Low
CBITD	\$50,000	Multi-modal transit hub	\$25,000	5	25		Medium	Good
We propose that the study begin in 2010 after completion of the MaineDOT's Small Starts study.								
Yarmouth	\$45,000	Route 1 Phase III	\$40,000	6	20			
Windham	\$50,000	Comp transportation study	\$40,000	7	18	1		Good
Portland	\$20,000	TDM ordinance implement		7	18	3		
Scarboro	\$40,000	Oak Hill pedestrian plan		7	18			Local
Windham	\$25,000	Alternative funding study		10	16	2		
Windham	\$53,600	Parallel service road III	_____	11	13	3		Local
			Total *	\$245,000				

* There is \$282,000 available in the draft PACTS budget.

** Do for \$30,000?

Agenda Item 7: Updates on Other Topics

1. The Steering Committee for the Gorham East-West Corridor Study has met twice. The Study's Advisory Committee will meet on April 30th.
2. Carl and Paul continue to work with MaineDOT and local folks on the public involvement for the fast track planning for the reconstruction of the Veterans Bridge. Our facilitator, Pam Plumb, is helping all parties to understand roles and objectives better. See recent *Portland Daily Sun* article.
3. June annual meeting speaker or panel.
4. Maine Climate and Energy Planning Act.
5. Economic stimulus fund for traffic signal coordination and pre-emption.

Executive Committee Draft Agenda for May 5th

1. Monthly members exchange.
2. Finalize Policy Committee agenda for May 21st.
3. Consider a staff proposal to amend the PACTS Bylaws:
 - To articulate the role of the Executive Committee regarding the development of the UPWP every two years, and
 - To authorize the Executive Committee to make certain amendments to the UPWP.

Policy Committee Draft Agenda for May 21st

1. Adopt the UPWP.
2. Final action on High Priority Projects?
3. Elect new officers.
4. Report from our TIP Process Committee.
5. Finish annual performance review of PACTS Director.