

PACTS

Portland Area Comprehensive Transportation System

PACTS Executive Committee Meeting Notice

May 5, 2009
8:00 a.m.

GPCOG, 68 Marginal Way, Portland

Agenda

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

Next meeting: June 2nd 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 April 7th Meeting

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

1. **Call to Order.** Bill Shane opened the meeting at 8:03 a.m. but a quorum was not yet present.
2. **Public Comment.** None.
4. **Committee Updates.** At the Planning Committee meeting, Bruce Hyman gave a great report on what is being done in Standish on land use. They also discussed the UPWP studies and viewed the draft TOD web site. On April 14, the Planning Committee will be meeting jointly with the Technical Committee. They are trying to come to some sort of understanding about collector paving and the perspective of each of the committees regarding collector roads.

Destination Tomorrow meeting. Collector road paving in regard to maintenance was discussed. The Planning Committee feels that more than just the roads need to be looked at (sidewalks, etc.). The TIP Process Committee will be grappling with this issue also. The *Destination Tomorrow* Subcommittee will also be looking into how to relieve the stress on the road system. They will be looking at maintenance of the infrastructure from an analytical standpoint – maintenance and improvement.

The Transit Committee reviewed the UPWP and the TOD web site. There will be a meeting next week with METRO about buses. YCCAC is bidding for a hybrid vehicle for the Shoreline Explorer. Ten 1996 buses (with 400,000 miles on them) have arrived from Delaware for METRO. The bus procurement process has come a long way over the past couple of months. Bill thought it might be a good idea to put out a press release or a news article about how the process is going better. Judy explained that it is feast or famine; a schedule for replacing buses needs to be put in place. We need to raise the awareness from the folks in Washington. Often money goes to capital and the transit providers still need to pay for operators.

The Technical Committee didn't meet in March.

5. **TIP Project Topics.** Paul explained the situation with the North Road project in Yarmouth. Yarmouth is trying to come up with \$92,000 to fund the gap to reinstate North Road. North Road is at the top of the list and it is a good candidate for road preservation. Westbrook Street was second on the list and it got funded with stimulus money. Yarmouth wants to substitute the money from the Cousins Road project to the North Road project. North Road is not currently a funded project but it was. This particular scenario has never come up. The amount of money is twice as much for the North Road project as it would be for Cousins. Bill pointed out that the substitution policy states that you can substitute money from one funded project to another funded project, so it sounds like this is not a legitimate project for substitution. It was suggested that the Collector Road Study be referenced to see what the next highest priority projects are. This should be sent to the Technical Committee to see where it falls. How to use the PIN money for the collector paving projects that are at the top of the list from the collector paving study should also be evaluated. Most of the money in the Holding PIN is from collector roads. We will want to keep some money in the Holding PIN in case asphalt prices go up. Another suggestion was to withdraw the Cousins Road project

and put the money in the Holding PIN and then if North Road is at the top of the list it would have a better chance of getting funded.

- 5.1. Route 77 at Shore Road intersection in Cape Elizabeth. We will wait for action by the Cape Town Council in May. Engineering and design costs of \$130,000 have already been spent.
 - 5.2. Expenses incurred for projects that get withdrawn. We have five or six ‘pending withdrawal’ projects. We are trying to decide how to apportion what has been spent to date. Mike L. explained that under the federal rules if you withdraw a project for other than technical reasons, the FHWA says you cannot use the money and then MaineDOT has to eat that money. The MaineDOT legal team is currently reviewing language to deal with this. Some of the projects don’t have city/state agreements. It was suggested that an agreement be drawn up right at the beginning of the project. The money shouldn’t be taken from the Holding PIN. This subject will be brought up to the Policy Committee so that they are aware that it’s coming. Mike L. suggested developing a policy saying that the town is responsible for 100% of the costs for withdrawn projects. Paul is working with MaineDOT on the projects that are currently being withdrawn and we will continue to work with them on a working document. Jefferson Street in Biddeford is no longer eligible for funding because it is no longer a collector road (\$1600). It was asked if the projects could be shelved rather than withdrawn. Mike L. provided some background on the Cape Elizabeth project and said that it could be shelved. However, if a project sits, then the money cannot be used for other projects.
- 6. Planning budget for next biennium.** John distributed a new Table 3. A zero percent salary adjustment is being proposed for 2010. Bill asked that a note be added that the 2% salary adjustment for 2011 is a placeholder. Judy thanked PACTS staff for keeping the salary adjustment to zero. Bill thanked all the staff for the 0% adjustment and added that they all work very hard. The current “PACTS assessment” will remain as is.
- Table 4 – Mike B. explained that there may be a change regarding the Congress Street Bus Priority Study – a meeting will be held on April 13th. The Peninsula Transit Committee is not yet completed and this may impact the Congress Street Bus study. The Woodford Street study will be part of the Forest Avenue land use study. The signs and shelter study has been funded with FTA funds.
- 7. Updates on other topics.**
- The East/West Corridor Study Steering Committee has met twice.
 - Veterans Bridge –public involvement process is underway. Three competing design/build firms will be submitting RFPs.
 - PACTS Annual Meeting – The idea of a panel discussion is being considered. Possible panelists – Dennis Damon, Peter Vigue, Peter Mills and John Richardson. Topic: Future of Transportation and the economy.
- 3. Minutes of March 3rd meeting** (taken out of order). *John Bubier moved approval of the March 3rd minutes with Mike Bobinsky seconding the motion. All were in favor.*
- 8. Adjourn.** The meeting adjourned at 9:58 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 – Did not meet in April.

- Transit Committee
 - Exchange of information on many topics
 - Discussion of several transit studies underway
 - Discussion of transit planning work to be in next UPWP

- Planning Committee – Met with Technical Committee

- Technical Committee
 - 27 people attended the FIRST EVER joint meeting with Planning Committee. Excellent discussion of:
 - MaineDOT road standard flexibility policy
 - Do a regional plan for road investment
 - Cost effectiveness of doing project with local funds
 - The PACTS Collector Road Assessment Study
 - Desire for more members input to TIP Process Committee

- TIP Process Committee
 - Excellent discussion on collector paving policy in response to staff suggestions and member feedback on the “drop roads” proposal
 - Discussed ideas for increasing regional emphasis in project selection

- The *Destination Tomorrow* Update Subcommittee held its second meeting
 - 13 people attended...including 4 members of Policy Committee. Excellent discussion of:
 - Level of effort needed to update the plan
 - Changes to the Vision Statement and Guiding Policies

Agenda Item 5: Planning/Administration Budget

Today we will review the attached revised tables. **See bold print** for changes since last meeting.

- Table 1 – Sources of funds, and FTA 5303 funding
- Table 2 – Revised draft expense budget (FHWA only)
- Table 3 – Hours and cost details for PACTS staff and GPCOG support
- Table 4 – Consultant study proposals

Next Steps

May 1st staff sent a draft UPWP (35 pages) to MaineDOT, FHWA and FTA for comments.

May 7th Planning Committee recommends to the Policy Committee a set of consultant studies to be funded with FHWA funds. See Table 4.

May 14th Transit Committee finalizes with GPCOG, PACTS and SMRPC staff the transit planning component of the UPWP which is funded 80% with FTA funds.

May 21st Policy Committee adopts final UPWP based on a summary memo.

Late May we will finalize UPWP after the Policy Committee's approval and per comments from agencies. In June we will sign a contract with MaineDOT.

Table 1 -- Draft May 1st

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 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	\$80,080	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	<u>\$92,000</u>	This includes \$88,000 for locally funded work such as lobbying for increases in federal and state funding for our region, and contingency purposes. The \$88,000 will not be shown in the federally funded UPWP.
Total for FHWA-funded work	\$1,658,459	We will add "carryover" estimates later.

Sources of Funds for FTA-Funded Planning and Administration

FTA 5303 Funds (80% share)	\$478,308	
FTA 5307 Funds (80% share)	\$14,400	
Transit Operators match	\$3,600	
GPCOG and SMRPC match	<u>\$119,577</u>	
Total for FTA-funded work	\$615,885	We will add "carryover" estimates later.

Table 2 -- Draft May 1st
FHWA-Funded Portion of
PACTS 2-Year Planning Budget for FY 2010 and FY 2011

<u>08+09</u> <u>Budget</u>		<u>10+11</u> <u>Budget</u>	<u>Comment</u>	<u>Sources of</u> <u>Match Funds</u>	<u>Muni</u> <u>Match</u>	<u>MDOT</u> <u>Match *</u>	<u>PACTS</u> <u>Assess.</u>	<u>COG/</u> <u>SMRPC</u>	<u>Total</u>
\$970,000	PACTS staff and GPCOG support	\$989,000	See Table 3	MaineDOT	\$0	\$197,800	\$0	\$0	\$197,800
\$25,000	Maine Clean Communities	\$30,000		GPCOG	\$0	\$0	\$0	\$6,000	\$6,000
\$25,000	SMRPC Planning Services	\$30,000		SMRPC	\$0	\$0	\$0	\$6,000	\$6,000
\$40,000	GPCOG Planning Services	\$30,000		GPCOG	\$0	\$0	\$0	\$6,000	\$6,000
\$50,000	PACTS Model Consultant	\$50,000		MDOT and muni's	\$2,788	\$7,212	\$0	\$0	\$10,000
\$0	Regional Aerial Photo Flight	\$20,000		Municipalities	\$4,000	\$0	\$0	\$0	\$4,000
\$0	Regional Signal Study II	\$25,000		Municipalities	\$5,000	\$0	\$0	\$0	\$5,000
\$0	Regional Collector Study II	\$20,000		PACTS assessment	\$0	\$0	\$4,000	\$0	\$4,000
\$0	Regional Dest. Tomorrow Update	\$25,000		MaineDOT	\$0	\$5,000	\$0	\$0	\$5,000
\$20,000	Regional EPS	\$25,000		Municipalities	\$5,000	\$0	\$0	\$0	\$5,000
\$10,000	Regional Urban Finance Study	\$10,000	Melrose work	MaineDOT	\$0	\$2,000	\$0	\$0	\$2,000
\$445,000	Other Consultant Studies	\$316,459	See Table 4.	Municipalities	\$63,292	\$0	\$0	\$0	\$63,292
\$60,000	Regional Signal Study I	TBD	Carryover **	Already paid	\$0	\$0	\$0	\$0	\$0
\$30,000	Transit Bus Route Study	TBD	Carryover **	Already paid	\$0	\$0	\$0	\$0	\$0
\$80,000	Tri-Community Transpo Plan	TBD	Carryover **	Already paid	\$0	\$0	\$0	\$0	\$0
<u>\$30,000</u>	Wsbk Downtown Streetscape	<u>TBD</u>	Carryover **	Already paid	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
\$1,785,000		\$1,570,459			\$80,080	\$212,012	\$4,000	\$18,000	\$314,092

* MaineDOT's new formula with the MPO's provides for \$212,012 in match for this 2-year UPWP.

** MaineDOT will allow us to "carry over" up to \$90,000 in 08/09 study funds into the 10/11 planning budget. This limit is based on the statewide budget of FHWA funds for transportation planning.

20% of \$1,570,459 is: \$314,092

Table 3 -- Draft May 1st....same as handout on April 7th

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

<u>Staff</u>	<u>FY 06 Actual</u>	<u>FY 08 Actual</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	4631	5,384	5,340	5,340	\$440,440	\$449,248	\$889,688
GPCOG Staff	<u>902</u>	<u>581</u>	<u>710</u>	<u>580</u>	<u>\$33,430</u>	<u>\$34,099</u>	<u>\$89,783</u>
Totals	5,533	5,965	6,050	5,920	\$473,870	\$483,347	\$957,217
Direct Costs	\$19,809	\$14,431	\$17,400		<u>\$16,000</u>	<u>\$16,000</u>	<u>\$32,000</u>
Total Costs	\$391,877	\$469,904	\$500,000		\$489,870	\$499,347	\$989,217

Notes and Assumptions

1. The FY 2010 and FY 2011 draft budgets are based on 0% and 2% salary adjustments.
2. The GPCOG staff time is primarily for support staff (plus mapping and PACTS website work).
3. The FY 2011 draft budget assumes the same hours as in the draft FY 2010 budget.

Note: Staff recommends that if the CBITD study is not funded then we fund the Windham Comprehensive Study.

Table 4 -- May 1st

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

<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	1		Good
Portland	\$100,000	Franklin Street feasibility	\$100,000	2	27	3		Good
S. Port	\$65,000	Portland-South Portland Fixed Guideway	\$40,000	3	26		Low	Low
CBITD	\$50,000	Multi-modal transit hub*	\$35,000	4	25		Medium	Good
*We propose that the study begin in 2010 after completion of the MaineDOT's Small Starts study.								
*Study needs to be consistent with (1) Portland's plans for the Maine State Pier, and (2) the Peninsula Transit Study as endorsed in the future by the Portland City Council.								
Yarmouth	\$45,000	Route 1 Phase III	\$40,000	5	20			
Windham	\$50,000	Comp transportation study		6	18	1		Good
Portland	\$20,000	TDM ordinance implement		6	18	2		
Scarboro	\$40,000	Oak Hill pedestrian plan		6	18			Local
Windham	\$25,000	Alternative funding study		9	16	2		
Windham	\$53,600	Parallel service road III	_____	10	13	3		Local
			Total *	\$315,000				

* There is \$316,000 available in the draft PACTS budget

Agenda Item 6: TIP Project Topics

Staff Resources: Steve Linnell and Paul Niehoff

Recommendations:

1. Endorse allocation of final FY 2009 Congressional amounts for FTA 5307 funds.
2. Recommend to Policy Committee the programming of funds in our Holding PIN.
3. Discuss options for treatment of “expenditures to date”.

1. Endorse allocation of final FY 2009 Congressional amounts for FTA 5307 funds

We will explain this at the meeting. It is a minor adjustment based on final Congressional action recently.

2. Recommend to Policy Committee the programming of funds in our Holding PIN

During the last Policy Committee meeting, in March, PACTS staff recommended utilizing the balance in the PACTS holding PIN to fund the remaining currently funded collector road projects which required additional funds. Instead the members voted to retain the current policy which caps PACTS’ contribution to a project (except 06/07 collectors) at the funded level when it was programmed. At the meeting staff was requested to investigate potential uses for the funds from the holding PIN.

During the meeting two Yarmouth projects were discussed; North Road and Cousins Street. Staff had recommended Cousins Street (among others in the PACTS region) be fully funded. Yarmouth also requested North Road be “re-instated” with the excess funds which was based on North Road being previously funded in the 08/09 program, but having been “cut” to fund 06/07 collector roads. Please note the approximate holding PIN amount was \$701,000. After the vote at the meeting Yarmouth has now requested Cousins Street be withdrawn. Therefore, the expected holding PIN balance will be \$868,091.

Staff was requested to determine where North Road would “fit” into the pavement preservation priority based on our regional collector road assessment and consider it in making recommendations to move forward. First, the section of North Road related to the 08/09 program does not meet the current parameters of the PACTS Collector set-a-side policy as it is considered “unbuilt”.

Therefore PACTS staff is recommending three alternatives in the following priority order (and based on the table):

Alternative A: Fund Capisic Street. Capisic Street is a “built road”, ranked fairly high and the pavement appears near the end of the preservation cycle meaning that if we wait much longer it may need more substantial rehabilitation. That being said if we go with Alternative A we would need to re-scope the project for both cost saving

ideas and to verify the condition and preservation methods. The re-evaluating of the cost estimate is required as the estimated cost in the table is approximately \$20K more than available in the holding PIN.

Alternative B: Based on ranking and dollar amount the projects in yellow could be funded. Given that both Baxter Blvd_1 and North Rd_4 were improved in 2001, the field review consensus for 10/11 program was that it was too early in the life-cycle to overlay the roads. Prior to funding, we would re-assess the life cycle parameter based on there being no assurance PACTS will fund them in 12/13. Pleasant Hill was lower on the ranking and was not originally considered because of funding constraints.

Alternative C: Fund the Bridge Street project.

Alternative B leaves a balance of approximately \$279,000 and Alternative C leaves a balance of approximately \$163,000. If Alternative B is implemented staff can review again the collector road report to determine an appropriate new candidate. If Alternative C is implemented staff recommends the balance remain in the Holding PIN.

Below is the table which consists of the original roads reviewed for the 10/11 program. The top section in the table includes the projects in the current 10/11 work program with the exception of Deering Avenue as noted. The bottom section indicates projects included in the original rankings, but were not selected for the 10/11 work program for various reasons.

10/11 workplan							
Street Name	Begin Description	End Description	Length (Miles)	Cost Estimate Plus 25%	Total Points	Ranking #	
BAXTER BLVD_2	Preble Street Ext	1.07 Miles N/O Preble	1.08	\$1,038,000	74.5	1	
BAXTER BLVD_3	1.07 Miles N/O Preble	1.37 Miles N/O Preble	0.30	\$380,000	61.5	2	
DEERING AV	Forest Ave	Congress Street	0.18		48.5		
FORE ST_1	Eastern Promenade	Franklin Street Arter	0.55	\$335,000	44	5	
HINCKLEY DR	Waterman Drive	Cottage Road	0.12	\$105,000	42.5	6	
FOREST AV_P	Congress Street	Park Avenue	0.14	\$99,000	42	7	
ALLEN AV	Portland TL	Bridge	0.79	\$414,000	40.5	8	
US 1_3Y	Forest Falls Drive	I-95 SB Off Ramp	0.70	\$962,000	40.5	8	
BRADLEY ST_1	Spring Street	Tasker Street	0.56	\$385,000	39	10	
SACO ST_6	Lucille Street	Willarm Clark Drive	0.59	\$415,000	38.5	11	
BOW ST_1+3	Main St	Dennison Ave	0.25	\$122,000	35.5+14.5		
NORTH ST	Elm Street	RR tracks	0.55	\$587,000	36	13	
			5.81	\$4,842,000			
	Deering previously funded						
	Projects considered for 10/11 but not selected						
BAXTER BLVD_1	Forest Ave	Preble Street	0.12	\$124,000	59	3	
CAPISIC ST	Stevens Avenue	Brighton Avenue	1.27	\$889,000	38	12	
NORTH RD_4	East Elm	Deer Run (approx)	0.55	\$248,125	40	9	
BAXTER BLVD_4	1.37 Miles N/O Preble	Bates Street	0.70	\$1,080,000	47.5	4	
PLEASANT HILL RD	Maietta Complex	Robinson Road	0.30	\$217,000	36	13	
BRIDGE ST_1	Cumberland Street	Main Street	1.00	\$705,000	35	14	
		Holding PIN		\$868,091			
	Baxter Blvd, North Road, Pleasant Hill			\$589,125	\$278,966		
	Capisic Street			\$889,000	-\$20,909		
	Bridge Street			\$705,000	\$163,091		

3. Discuss options for treatment of “expenditures to date”.

From: Laberge, Michael [mailto:Michael.Laberge@maine.gov]
To: Paul Niehoff

I look forward to discussing this at the Executive Committee next week. I think your approach here has merit. Route 77 and similar cases should be handled separately.

From: Paul Niehoff [mailto:pniehoff@gpcog.org]
Sent: Friday, May 01, 2009 11:20 AM
To: Laberge, Michael
Subject: Expenditures to date

Mike,

As we discussed on Friday I'd like to resolve this issue with responsibility of paying for expenditures to date. It's a seemingly minor issue given that we are talking about only \$7,800. I had contemplated taking your suggestion about utilizing our state funds which are in our holding PIN as a simple solution but now feel that it would set a precedent which may affect other more significant projects. The projects below represent different scenarios so it's impossible to be consistent. However I am requesting we do whatever is possible to apportion these expenditures to date by utilizing federal/state/local funds using the funding ratios currently in the project. I realize FHWA may not participate because the projects are being withdrawn, but we feel strongly in the case of Garfield Road and Cousins Street that we and the town proceeded in good faith to make the project(s) happen, but because of local fiscal constraints and design requirements the projects could not move forward. For Jefferson Street and Desert Road we only recently discovered neither project is currently eligible for funding through PACTS. It's disappointing to have spent time and expenses on those projects before the eligibility issue was realized.

PIN 14801.00 Jefferson Street, Biddeford: \$929
PIN 13110.00 Garfield Road, Saco: \$1,526
PIN 14311.00 Pickett Street, South Portland: \$0
PIN 14810 Desert Road Freeport: \$446
PIN 14803.00 Cousins Street, Yarmouth: \$4,922

It would seem, given the relatively low expenditures and the circumstances of withdrawing these projects, that we resolve the issue as stated above and move forward. In the meantime we can; and certainly should, discuss policies to address this issue in future projects. We can only hope that as we move forward on existing and future projects this situation will not occur nearly as frequently.

I look forward to hearing your response. I can certainly meet with you and other parties to discuss this in more detail. It's important that we come to agreement soon so we can withdraw the projects, complete a TIP amendment and put the remaining funds to use.

Agenda Item 7: Updates on Other Topics

1. Sent in \$175 million in High Priority Project proposals.
2. Drafted funding 11x17 report for elected officials on our “Crumbling” transportation system. Sent draft to Exec Committee members. See handout at meeting today.
3. Organized June 22nd annual meeting panel at USM.
4. Paul recently convened a meeting of 25 people to discuss coordination of bicycle and pedestrian projects in Portland. It went so well that they decided to meet again in May.
5. Paul is working with Portland and Gorrill-Palmer to organize the bicycle connections study between Downtown Portland and East Deering.
6. Carl working on economic stimulus fund for traffic signal coordination
7. The *Steering Committee* for the Gorham East-West Corridor Study has met twice. The Study’s *Advisory Committee* met on April 30th.
8. PACTS, SMRPC and GPCOG staff are collecting population and employment data from 20 municipalities for the “2008” update of the PACTS model.
9. Update on Veterans Bridge design process.

Policy Committee Draft Agenda for May 21st

1. Adopt the UPWP.
2. Elect new officers.
3. Report from our TIP Process Committee.
4. TIP recommendations per Item 6 above.
5. Finish annual performance review of PACTS Director.