

PACTS

Portland Area Comprehensive Transportation System

PACTS Executive Committee Meeting Notice

November 3, 2009

8:00 a.m.

GPCOG, 68 Marginal Way, Portland

Agenda

1. Call to order
2. Public Comment
3. Minutes of October 6th meeting
4. Updates from Committees and Staff (8:05)
5. Report on a Portland proposal to amend the Unified Planning Work Program funding of the Franklin Street Corridor Study Phase 2 (8:40)
6. Report on the organizing and financing of the Regional Aerial Photo Flight (8:50)
7. Report on a Transit Committee proposal to create a Transit Set Aside Holding PIN (9:00)
8. Discussion of current and proposed PACTS media activities (9:10)
9. Adopt November 19th Policy Committee meeting agenda (9:20)
10. Adjourn at 9:30

Next meeting: December 1st at 8:00 a.m.

9:30 to 11:00 – Special meeting with other Policy Committee members regarding the proposed PACTS Credit Program

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 October 6th Meeting

Attendance: John Bubier, Chair; Bob Burns; Ed Clifford; Mary Ann Conroy; Bill Shane; Greg Tansley; John Duncan, Carl Eppich; Paul Niehoff, Maddy Adams

1. **Call to Order.** John Bubier called the meeting to order at 8:10 a.m.
2. **Public Comment.** None.
3. **Minutes of August 4th meeting.** *Bob Burns moved to accept the August 4th minutes. Bill Shane seconded the motion and all were in favor.*
5. **Project Funding Topics** (taken out of order)
 - 5a. **Action on Old Orchard Beach substitution proposal.** Mary Ann Conroy reported that the Roundabout in OOB has been voted down. OOB now requests that some of the funds be used for three other PACTS-funded projects in OOB under the PACTS substitution policy. All projects have PINs. Sebago Technics completed EPS reports for two of the three projects. Mary Ann provided an explanation about the three projects.

There was concern from the Committee if this met the substitution policy. John D. responded that it is consistent with the substitution policy. The proposal is to put more PACTS money into it. John B. said that we need to determine what was originally approved for money. Paul explained the funding. The 06/07 project (\$188,000) was deferred to 08/09. Paul distributed a table. The top chart is what was programmed. The middle chart is based on the new costs; there is a gap. It would now cost \$2.1 million to do the projects. If you take the storm drain out, it goes to \$1.9 million. Then there would still be a gap of \$800,000. Paul explained that the funding ratios are different; those funding ratios are included in the total. OOB is picking up the additional cost of the street paving. Paul considered both state and federal money when he figured out the numbers. The project is under funded. As long as the scope stays the same, then they can take the money from the withdrawn project and put it to the substituted project as long as there is a PIN (which there is). OOB is responsible for a 25% match as well as any additional costs beyond the funding. OOB is requesting that the 25% local match be consistent across the board with the three projects. OOB is required to pay the additional costs.

Greg noted that with the substitution policy, you can't expand the scope but it appears that there has been an expansion of the scope if you total it up. If there was an original commitment to put in a certain amount of match then we shouldn't be going away from that commitment. Originally the commitment was a 50% match and now they are requesting a 25% match. Mary Ann explained the matches and also how the roundabout was funded over several biennia. They are still paying the match; the general scope of the project is the same. There was further discussion about the match.

Bob's concern was completely regarding the scope. Whatever was in the original scope should be the only things that are in the new scope--the scope cannot change. It was decided that the overlay part of the project (\$175,000) and the storm drain (\$205,000) be taken out of the project scope. If we do that, then we meet the substitution policy. *Bill Shane made a motion to approve \$680,000 in state and federal funds, per the substitution policy, for the projects outlined by the Old Orchard Beach representative. Bob Burns seconded the motion and all were in favor.* John or Paul will write a report to the Policy Committee on this. *Bill Shane made a motion to transfer the excess funds from the roundabout project to the PACTS Holding PIN until PACTS has a plan for the use of those funds. Bob Burns seconded the motion and all were in favor.*

4. **Policy Topics.**

4A. September 14th meeting on PACTS roles in articulating regional needs. John D. reported that it was the sentiment of those present at the meeting that we shouldn't be getting into a discussion about raising the fuel tax at this time. It was suggested that we invite a Senator or have Representative Pingree attend one of our regular meetings each year. Bill didn't feel we were doing enough and stated that we have to be strong advocates. We cannot sit on the sidelines; PACTS needs to be a household name for transportation. John D. explained that he had put together a three-page memo of all the things that we are doing. Bill stated that the directive for PACTS should be to be aggressive and assertive. We need to put the money where the cars are.

4B. September 30th meeting of MPO's in Auburn. John Melrose gave an overview of his work, as did Steve Landry. There were a lot of people from Bangor, Kittery and Auburn at the meeting. Bruce Van Note did a great job describing the "Simplification" study. They agreed to meet again so that they can further discuss the ideas and set some priorities from the list. MaineDOT and MMA are going to form a group of about 50 and a Policy Group which would be about 15 people. MPO's weren't listed. Bill would like to see John D. on that committee.

4C. October 1st meeting with Commissioner Cole and his staff. PACTS staff met with Commissioner Cole and his staff on October 1st. None of the MaineDOT staff had been at the Auburn meeting so John provided them with an update. The Commissioner appeared pessimistic about the potential for increasing transportation funding in the next session. There was also some discussion about traffic movement permits.

4D. TIP Policy and Procedures. The Policy Committee came close to adopting the document in August; they made a few changes to some of the wording. There were some questions on the credit scenario as well. The document didn't get approved because Scarborough was not represented at the meeting and it was felt that they should have an opportunity to vote on this. Paul talked to Tom Hall and sent him the list of roads in his town. Bill asked that an aggregate list of specific roads be provided to each of the towns. Paul responded that he can work on this but it won't be that simple because there are segments of roads. It was recommended that the Gorrill Palmer report, which lists the roads, be put on the PACTS web site.

Ed asked if a transit provider decided not to do a PACTS transit project that was funded if that money could be kept in the Transit Set-Aside pot rather than being put in the big pot for redistribution. John B. directed the Transit Committee to come up with a plan or idea of how that might work. Perhaps there could be a Transit Committee Holding PIN. This will be discussed further.

The Policy Committee was uncomfortable with the three-party agreement idea, and asked why the MPO should be involved. MaineDOT is saying that a three-party agreement has to be in place before a 2010/11 project will be started.

Regarding the credit program, Greg agreed with the first comment on page 10 – a 10% return is low. There is no guaranteed revenue stream from the municipalities to do the project. There was further discussion on this subject.

4E. Select new appointees to Planning, Technical and Transit Committees. The following were recommended for seats on the various committees: Tom Errico – Technical Committee; Elizabeth Trice – Planning Committee; Hilary Frenkel and Mark Nahorney – Transit Committee. It was asked if Elizabeth would be representing the County or if she would be representing herself.

A motion was made to appoint the new representatives to the committees. The Technical Committee and Planning Committee reps were approved with a 4-1 vote (Greg opposing); and the two Transit Committee representatives were unanimously approved.

5. **Project Funding Topics.**
 - 5B. **Confirm September 1st vote to support Yarmouth substitution proposal.** *Bill Shane made a motion to approve this request. The motion was seconded and all were in favor.*
 - 5C. **Other updates.** No action.
6. **Updates from Committees and Staff.** See agenda packet.
7. **Adopt October 22nd Policy Committee meeting agenda.** John D. reported that Kathi Earley has requested that Portland's proposal regarding the next Franklin Arterial study be included on the Policy agenda. The idea is to merge that study with \$300,000 from the PACTS intersection design project at Franklin. It includes the original scope plus Phase II. That project is \$100,000 including match and the \$300,000 is from an existing PIN. Bill was concerned that the capital cost that comes back to us when the project is ready to go to construction would eat up most of our money. John explained that we are making no commitment for construction money. It was agreed that this should be put on the November Executive Committee agenda. Funding for aerial mapping was also added to the agenda.
8. **Adjourn.** The meeting adjourned at 10:15 a.m.

Agenda Item 4: Updates from Committees and Staff

- Policy Committee
 1. Endorsed TIP Policy and Procedures recommendations.
 2. Asked MaineDOT senior management to discuss Three Party Agreement on November 19th.
 3. Asked staff to continue work on proposed Credit Program with several Policy Committee members and the Executive Committee.
 4. Endorsed limited role in PACTS support for Referendum Question 6 (state transportation bond). *We subsequently declined an invitation to participate in a press conference on this. (John Duncan's recently printed letter to the editor on this subject was sent in before the Policy Committee vote.)*
 5. Endorsed staff proposal to participate in organizing for a state bond for collector roads.
 6. Asked staff to work with Executive Committee on a PACTS media strategy.
 7. Endorsed John Duncan's bid to serve on the Policy Working Group of the MaineDOT's Highway Simplification Study.
- Technical Committee

1. MaineDOT's Jeff Tweedie reviewed the new utility accommodation policy which now includes a requirement to obtain additional right-of-way in certain instances.
 2. Brad Foley, Duane Brunelle and Jeff McEwen (FHWA) discussed design guidelines and the design exception process.
 3. 2012-2013 TIP application process
 4. *Planning and Technical Committees will meet jointly in November*
The **MaineDOT and the Turnpike Authority will report** on the many projects that are being scheduled for I-295, I-95, and other locations in the Greater Portland area next year. The objective is to maintain an awareness of what is planned for upcoming construction seasons and to coordinate projects so that schedule conflicts and public inconvenience are minimized. We appreciate the info!
- Planning Committee
 1. The *Destination Tomorrow* Update Subcommittee has met four times, and has decided to keep the effort to a "minor update" – and do a major update in 2014. Great participation by several Policy Committee members. Currently identifying the major recommendations for this update, and updating the existing plan's 90 strategies (and eliminating many).
 2. *Planning and Transit Committees will meet jointly in December*
 - Transit Committee
 1. Printed regional map and timetable – a great job done!
 2. Work on regional route study, regional pass system, and transit in comprehensive planning
 3. Work on regional automatic vehicle location project
 4. Worked on FTA Section 5307 sub-allocation topics. This topic is particularly important as the member municipalities and other funding sources grapple with shrinking tax revenues with which to support public transportation services.
 5. Submitted FY 2009 Annual Report to the Policy Committee.
 - Executive Committee draft agenda for December 1st
 1. Report on proposal to change the scope of the recently approved Portland-South-Portland fixed guideway study to a broader *regional transit oriented strategic initiative*
 2. Next steps on getting into freight planning
 3. Review staff proposal to expand the responsibilities of the Exec Committee?
 - Staff Updates
 1. Yarmouth Route 88 project low bid came in **\$130,000 over estimate**. Paul is working on that with Yarmouth and MaineDOT. Our funding cap prohibits additional PACTS funding for this.

2. A section of the recently completed Gorham Brackett Road (\$4 million?) is being undercut by the adjacent stream. **Paul has released \$100,000** from the PACTS Holding PIN to fix this *06/07 collector project (exempt from our funding cap)*.
3. Paul can give an update on Scarborough's recent work regarding the scope and budget for the PACTS **Dunstan Corner intersection** project.
4. Congressional FY 2011 **annual appropriations earmark proposals** are due in February.
5. The **Gorham East-West Corridor Study** leaders led a regional alternative land use scenario workshop held last week. The Maine Turnpike Authority Board will hold its November meeting in Gorham and hear a presentation on the study.
6. John Duncan recently received an email suggestion from Tony Donovan to have PACTS encourage MaineDOT to recommend investments in commuter rail service in the MaineDOT Rail Plan. John responded to Tony and others that he felt that Maine and Greater Portland **cannot afford bus service and commuter rail**.
7. Neal Allen and John recently agreed to organize a **December legislative forum on transportation**. Our 2006 and 2008 forums were very well attended.
8. John recently sent out invitations to the **November 10th forum** on MPO transportation finance and operations in Auburn. John Bubier will facilitate this priority setting session.
9. John Duncan attended last week the annual meeting of the national **Association of MPO's** in Savannah, Georgia. Tom Reinauer and Julia Dawson were also in Savannah for a Rural Transportation Peer Learning Conference of the National Association of Development Organizations. Carl attended the **Railvolution** annual conference in Boston last week.
10. We received a draft final report for the **PACTS Regional Bike/Ped Plan** last week.
11. Carl can give an update on our **regional traffic signal coordination** study, and efforts underway to implement it.
12. MaineDOT, Carl Eppich and area staff are ranking the proposals for the design-build of a replacement for the **Veterans Bridge**.
13. See status report on **PACTS region studies** on the next page.

PACTS Region Studies Status Report -- October 2009

<u>Primary</u>		<u>Regional</u>		
<u>Funder</u>	<u>Study</u>	<u>Consultant</u>	<u>Staff</u>	<u>Status</u>
MTA	Gorham East West Corridor	HNTB team	All	Well underway. Finish next year.
MDOT	I-295 Corridor Study	na	Duncan	MaineDOT will finalize soon.
MDOT	Portland North Small Starts	AECOM	Linnell	Well underway. Finish next year.
MDOT	Central York County Corridor	TBD	TBD	Has just started.
PACTS	East Deering Bicycle Access	Gorr-Palmer	Niehoff	Almost done.
GPCOG	Google Transit	NextInsight	Linnell	Almost done.
PACTS	GPCOG Planning Services	GPCOG	Linnell	An on-call service to PACTS staff.
PACTS	Maine Clean Communities	GPCOG	Linnell	See Steve for update on this program.
PACTS	PACTS Model Consultant	Hooper	Duncan	Oct 22nd presentation to members.
PACTS	Regional Bike/Ped Plan	Hyman	Niehoff	Almost done.
GPCOG	Regional Transit AVL	GPCOG	Linnell	Ongoing with Transit Committee members AVL is automatic vehicle location.
GPCOG	Regional Bus Pass program	GPCOG	Linnell	Ongoing with Transit Committee members
PACTS	Regional Signal Study I	VHB	Eppich	Almost done.
PACTS	Regional Urban Finance Study	Melrose	Duncan	Melrose helping with joint-MPO's work.
PACTS	Scarboro Running Hill Road	G-P team	Eppich	Almost done.
PACTS	SMRPC Planning Services	SMRPC	Reinauer	PACTS meetings attendance, and tech work.
PACTS	Tri-Community Transpo Plan	G-P team	Eppich	Slow progress recently while waiting for municipalities to provide land use data.
PACTS	TIF TOD Outreach	Axon	Eppich	Almost done.
PACTS	Veterans Bridge Facilitation	Plumb	Eppich	Will be called upon if/when needed.
<u>Start Later</u>				
PACTS	DestinationTomorrow Update	TBD	Eppich	No consultant needed yet.
PACTS	Enhanced Project Scoping	TBD	Niehoff	Do in 2010 for short listed TIP proposals.
GPCOG	Portland Cong. Bus Priority	TBD	Linnell	Start in 2010.
PACTS	Portland Forest Ave Land Use	TBD	Eppich	Start in 2010.
PACTS	Portland Franklin Arterial	TBD	Eppich	Portland has drafted a scope. Will propose merge of scope and budget with other effort.
GPCOG	Regional Bus Riders Survey	GPCOG	Linnell	Do concurrent with METRO and SPBS counts.
GPCOG	Regional Bus Route Study	TBD	Linnell	Will start soon.
METRO	Bus Riders On/Off Count	GPCOG	Linnell	Do in 2010.
So. Ptd.	Bus Riders On/Off Count	GPCOG	Linnell	Do in 2010.
So. Ptd.	Maine Mall Circulator Update	TBD	Linnell	Start soon.
GPCOG	Regional Bus Signs + Shelters	GPCOG	Linnell	Do in 2010.
PACTS	Regional Signal Study II	TBD	Eppich	Do in 2010 after finish Phase I above.
PACTS	Regional Planning Software	TBD	Eppich	Do in 2010.
PACTS	Regional Traffic Counts	TBD	Niehoff	Paul is organizing.
PACTS	Regional Aerial Photo Flight	TBD	Niehoff	Paul is organizing with Donna Tippet.
PACTS	Regional Fixed Guideway	TBD	Eppich	Scope is being refined per Policy Committee request at May 2009 meeting.
PACTS	Regional Collector Study II	G-P	Niehoff	Paul is organizing.
PACTS	Windham Route 302 Study	TBD	TBD	Start in 2010.
PACTS	Windham Comp. Transpo. Stud.	TBD	TBD	Start in 2010.
PACTS	Yarmouth Route One Phase III	TBD	Eppich	Start in 2010.

Agenda Item 5: Portland Proposal regarding Franklin Corridor Study

Staff Resource: Carl Eppich

Member Resource: Kathi Earley

Recommendation: Send proposal to Policy Committee for action.

Background

The Portland City Council recently “warmly received” the recommendations in the recently completed **Phase I** Franklin Street Corridor Study. In May we adopted a \$100,000 **Phase II** study budget. Last month the Executive Committee members discussed Portland’s proposal to expand the scope of the \$400,000 Franklin/Marginal intersection design project to the entire Franklin Street Arterial – and to incorporate the \$100,000 in our UPWP into that effort.

The next two pages are Portland’s **October 6th Draft Franklin Corridor Concept Planning / Engineering Project Scope of Work**

Project Purpose – The purpose of this effort is further develop and expand upon the work of the Visioning Study by conducting two specific tasks; 1) a feasibility study of concept improvements between Marginal Way and Commercial Street, and 2) preliminary construction engineering designs of the Marginal Way and Fox/Somerset Streets intersections.

Task 1. Franklin Street Arterial Feasibility Study

Work Program

1. Review and become familiar with prior work from the Visioning Study. Incorporate the key elements and proposed corridor concept plans that are outlined in the soon to be completed Franklin Visioning Study Report, which shall be incorporated as an attachment /appendix and shall function as a guiding document.
2. Provide study approach that incorporates Context Sensitive Solutions methods.
3. While expected to be part of the CSS methods, describe in detail a proposed broad-based public outreach process that ensures consensus-based recommendations.
4. Conduct updated intersection turning movement counts during both the weekday AM and PM peak hours and estimate future traffic volumes that reflect anticipated transportation alternative strategies on the peninsula.
5. A traffic simulation model shall be developed for assessment of possible alternatives.
6. Bicycle and pedestrian analyses shall be performed to ensure safe and reasonable accommodations will be provided.
7. The plan shall include a landscape/streetscape plan.
8. Evaluate conceptual alternatives to Franklin’s current design and assess them in relation to evaluation criteria. These criteria may include: capacity, economic development opportunities such as housing and places of commerce and employment, recreation space, safety, harmonious and respectful relationships to surrounding community and urban context, connectivity, environmental, engineering, right of way, and fiscal constraints and opportunities.

9. The study shall include visual renderings and computer models.
10. Recommend overall design development alternatives while recognizing Franklin's role as a major traffic Gateway onto the peninsula.
11. Assess development implications including connectivity, parcels, potential scale, and massing, with the preferred Corridor design alternative.
12. Feasibility report will articulate tangible short-, medium- and long-term goals for improving the functioning of Franklin Arterial for all users and will provide clear direction for Task 2 efforts.
13. Feasibility report will provide an opinion of cost for each of the three (3) design alternatives developed in the Visioning Study Phase.

Task 2. Preliminary Construction Engineering Franklin Street Arterial Intersections with I-295 Interchange, Marginal Way and Somerset/Fox

Work Program

Based upon the conclusions of Task 1, preliminary engineering plans shall be prepared for Franklin Arterial between Marginal Way and Fox/Somerset Streets. It is assumed that this effort will have a roadway concept approved for further development.

Project Initiation

- Contract development and management of the project
- Review existing project information collected
- Field inspection to collect field data needed for initial project coordination
- Prepare for and attend one kick-off meeting with MaineDOT and City stakeholders
- Meeting minutes will be prepared and distributed for the kick-off meeting

Project Management and Coordination

Our level of effort for project management and coordination that will occur after the Project Initiation phase is based on the following elements:

- Project administration
- Team progress meetings with MaineDOT and City of Portland
- Meeting minutes will be prepared and distributed

Develop Survey Base Plan

Conduct field survey of study area

Using the information from the field survey, the Consultant will develop, in InRoads/MicroStation V8 format, horizontal and vertical alignments and cross sections of the existing roadway.

Develop Preliminary Design

The preliminary design will be developed based upon the Conceptual Plan, identified in Task 1. The design will be evaluated for the following:

- Public utilities
- Impacts to abutters

- Right of way acquisition
- Wetland impacts
- Estimated construction costs
- Safety
- Maintenance of Traffic during construction
- City of Portland input (plowing, emergency services, etc.)
- Traffic signal design

Preliminary Roadway Design

- The Consultant will develop plans in US Customary units
- Horizontal and vertical alignment
- Conceptual drainage system layout and pipe locations
- Proposed cross section templates on existing ground cross sections
- Preliminary design plan superimposed on the survey base depicting geometric control in US Customary units, slope and driveway limits, drainage structure locations and outlet ditch limits, intersection work limits, clearing limits, tree and stump removals, and other work that preliminary design indicates may impact adjacent property
- Traffic signal, pavement marking and signage
- The plans will be submitted for review by MaineDOT, City of Portland and the affected utilities
- Conduct Preliminary Field Inspection
- Revise preliminary design based on Preliminary Field Inspection
- Develop preliminary quantity and cost estimate for construction
- Prepare Preliminary Design Report (PDR) and submit plans for distribution. The PDR will contain a Summary of Engineering, an abbreviated Highway Recommendation Form for signoff, and a Preliminary Drainage Report. .

Public Hearing

- Revise the preliminary design plans based on PDR review comments
- Develop Public Hearing plans
- Present proposed design at Public Hearing

Agenda Item 6: Regional Aerial Photo Flight

Staff Resource: Paul Niehoff

Recommendation: Receive staff report.

Background

In May we adopted a \$20,000 line item in the PACTS UPWP. The \$20,000 is \$16,000 federal and \$4,000 local. This money is available to contribute to a large regional effort.

Last month Bill Shane asked for an update on this today. Paul Niehoff and GPCOG's Donna Tippet have been working to organize this. Paul will report.

Agenda Item 7: Transit Set Aside Holding PIN

Staff Resource: Steve Linnell

Member Resource: Ed Clifford as Transit Committee Chair

Recommendation: Send a proposal to Policy Committee for action.

Background

The Transit Committee would like to have funds left over from finished Transit Set Aside projects to be available to be reallocated by the Transit Committee (ultimately by the Policy Committee) from a “Transit Holding PIN.”

Our existing policy is that funds left over from finished PACTS projects get put in the PACTS Holding PIN and subsequently reprogrammed by the Policy Committee.

Agenda Item 8: PACTS Media Activities

Staff Resource: John, Paul and Carl

Recommendation: Send a proposal to Policy Committee for action.

Background

The Policy Committee recently asked staff to work with the Executive Committee on a PACTS media strategy. This request followed a long discussion of the role of PACTS in articulating the region’s transportation needs. At that meeting Tex Haeuser suggested that we articulate the needs via **television**. Others suggested using “**new media**”. After the Policy Committee Nathan Poore offered his cable television staff to assist (not free) in developing a television piece. This sounded great.

Due to other priorities staff will work on this concept the day before today’s meeting – and share our ideas when we meet.

Agenda Item 9: November 19th Policy Committee Agenda

1. Act on PACTS Credit Program proposal (per today’s 9:30 meeting).
2. Act on MaineDOT’s Three Party Agreement template per conversation with senior management.
3. Report on MPO’s meeting in Auburn on November 10th
4. Amend UPWP regarding Franklin Arterial Study Phase II.
5. Act on Transit Set Aside Holding PIN proposal
6. Act on media strategy if ready.
7. Consent Agenda