

# PACTS

Portland Area Comprehensive Transportation Committee

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**PACTS  
Transit Committee  
Meeting Notice**

**Thursday, June 12, 2008, 9:30 a.m.  
GPCOG 68 Marginal Way  
Agenda**

**Note: PACTS Transit and Planning Committees will hold a joint meeting beginning at 9:30.  
The Transit Committee will begin its regular meeting at 10:30.**

See separate attachment for more information

- 1. Call to order**
- 2. Approval of Minutes from the last meeting (attached)**
- 3. Debrief Joint meeting with Planning Committee – 10 min**
- 4. Status Reports (attached) – 30 min.**
- 5. Review Timeline/Work Plan (attached) – 5 min.**
- 6. JARC TIP Amendment – 5 min.**
- 7. PACTS Transit Study Implementation Status Reports – 60 min.**
  - a. Regional Map and Timetable**
  - b. Regional Route Study**
  - c. Transit Planning in Comprehensive Planning Process**
  - d. Regional Pass System**
  - e. Other – in order of priority – ITS (attached)**
- 8. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 9. Other Business**
- 10. Next Meeting Date (July 10 @ 9:30 a.m., at Saco City Hall), Agenda**
- 11. Adjourn**

Attachments: May 8 PTC minutes, Status Reports, Timeline/Work Plan, PACTS Transit ITS Meeting

**PACTS Transit Committee Minutes**  
**May 8, 2008**  
**9:30 a.m. at Saco City Hall**

**Members Present:** Tom Meyers, Chair, SPBS; Sara Behr, MaineDOT; Ed Clifford, ShuttleBus/Zoom; Catherine Debo, CBITD; Connie Garber, YCCAC; Steve Kirby (for David Redlefsen), METRO; Jon McNulty, RTP

**Members Absent:** John Bubier, Biddeford; Tom Gorrill, Gorrill-Palmer; Conrad Welzel, MTA; Patricia Quinn, NNEPRA

**Staff and Guests:** Maddy Adams, GPCOG; Susan Davis, MNGRR; Carl Eppich, PACTS; Judy Harris, Portland; Steve Linnell, GPCOG; Tom Reinauer, SMRPC; Greg Tansley, Planning Committee; Sara Trafton, YCCAC; Robert Wagner; David Willauer, GPCOG

2. **Call to Order.** Tom Meyers called the meeting to order at 9:35 a.m. Introductions were made.
3. **Approval of minutes of April 10, 2008 meeting.** Connie Garber made a motion to approve the April 10<sup>th</sup> minutes. The motion was seconded and all were in favor.
4. **MUST Ordinance** – Greg Tansley. MUST stands for Mixed Use Special Transit District Ordinance. Greg distributed a handout. He mentioned that at the shops at Biddeford Crossing, the developer was asked to contribute some funds towards transit. Getting money for operations and maintenance from developers is difficult. Phase 1 of the Biddeford Mixed Use Special Transit ordinance looks at stations or corridors; Biddeford focuses on the corridors. You need to identify weaknesses and infrastructure needs, such as a lack of bus shelters, etc. Affordable housing nearby is necessary to make a transit system work. Greg then talked about proscriptive and permissive ordinances.

Proscriptive ordinances are more difficult to get in place. They include:

- Streetscape guidelines
- Design guidelines
- Maximum setbacks
- Maximum parking requirements
- Parking impact fees – charge developer for each spot they want to build
- Impact fees for transit system infrastructure
- Bike-friendly facilities
- TDM management plan requirements
- Access management and linkages
- Inclusionary zoning
- Transit operations and maintenance fees

Many of these ideas would work better in larger communities.

Permissive Incentives include:

- Density bonuses
- Zoning waivers
- Eligibility for credit enhancement TIF's
- Financial subsidies

TIF money can be used for operations and maintenance. Judy mentioned the difference between work force housing versus affordable housing. These people will use transit. Sara T. also

mentioned that socioeconomic integration is important. Pre-tax incentives for carpooling and Zipcars were also mentioned.

Ed Clifford mentioned that the North Dam Mill in Biddeford has retail on the first floor and business on the second floor, etc. Somehow Biddeford was able to knock down their number of parking spaces from 450 to 45. Steve mentioned the revenue-generating study that Mark Eyerman and John Melrose are doing and asked if Greg has shared any of these ideas with them. Greg said the he had not. Steve mentioned that there weren't many transit incentives in the report. Tom M. noted that incentives need to be built in -- the carrot and stick approach. Tom thanked Greg for his presentation and said his handout was very beneficial.

6. **Discuss Proposal for a Joint Meeting with Planning Committee** (taken out of order). Some of the ideas that were suggested for this meeting included: focusing on public policy decision; common agreement among communities (regional); commuter express bus service; discussion about the Regional Transit Study and what aspects should be looked at in concert with the Planning Committee and PTC; assigning a tax to fund transit; and looking at TDM and transit measures that MaineDOT could work into the permitting process. Catherine stated that we need to make transit more attractive to people. Perhaps we could retain an independent company where they make a pre-tax program available to employers for their employees who use transit. Tom R. pointed out that we will need to stick to one or two subjects. Carl stated that transit funding is what Donna Larson, Chair of the Planning Committee, was thinking about. Tom R. said this discussion would likely include impact fee statutes. Tom M. asked staff to put together a list of possible topics. Connie suggested that we talk about the connection between the two committees; what the potential benefits are for an ongoing discussion to identify topics that each committee can talk about. David W. suggested that perhaps we should request that the Planning Committee dedicate a few minutes at each meeting to talk about transit.
4. **Status Reports.** David W. provided an update on the Gorham Bus Service study. A TIDS screen was installed at the new Ocean Gateway marine terminal and was stolen a few days later. Sara B. said she would like to see the police report on that. GPCOG developed a DVD presentation with the Lakes Region Transportation Committee on proposed transit service. The Committee was interested in receiving copies of the DVD. Also notify them when the Energy Sustainability forum DVD is available.

Sara stated that the deadline for JARC applications was April 30<sup>th</sup>. The TIP process for the JARC funds would go through the Policy Committee. Connie noted that the application that YCCAC submitted is for urban and rural funding so they weren't sure of how the process would work and they didn't want to hold up the funding. The TIP amendment probably won't be reviewed until July. Sara can't have it ready in time for the May 15<sup>th</sup> Policy Committee meeting, and there is no action at the June Policy Committee meeting so the next meeting would be the July Policy Committee meeting. David W. suggested an electronic vote, or perhaps it could be a consent agenda item at the June annual meeting of PACTS. It was suggested that a TIP amendment be added to the June PTC timeline. Sara pointed out that there is a 30-day public comment period after Policy Committee approval. Connie asked if a dollar amount up to a certain amount could be put in so that it could be approved as a TIP amendment so that the 30-day public comment period could be started, rather than waiting for the final dollar amount. Sara B. will check on that. Sara noted that only the Policy Committee needs to approve the TIP amendment. Tom M. said that the PTC has been approving it to keep everyone informed and aware of where the funds are going.

5. **Timeline.** Add JARC TIP amendment to June timeline.

7. **Nominating Committee.** The Nominating Committee of Tom Meyers and Connie Garber met and their recommendation is that Ed Clifford serve as the Chair of the PTC, with Catherine Debo serving as Vice-Chair, in keeping with the idea of maintaining a balance between York and Cumberland Counties.

*Connie Garber moved approval of the nominees. The motion was seconded and approved.* Tom M. clarified that the PACTS Executive Committee seat doesn't need to be the Chair of the PTC but it should be someone who can consistently be present because a substitute cannot be sent.

8. **PACTS Transit Study Implementation Status Reports.**

**8a. Regional map and timetable.** David W. reported that we believe that Tom Crickelair will be working on the Regional Map and Timetable although we have not yet retained him as our consultant. This committee will be involved on each step of the process. Sara B. asked that employment-related services and day care centers be included. David W. responded that some day care agencies do not want to have their locations listed on a map. Tom M. said to proceed with the project.

Marketing committee – status. There were no private sector groups at the last meeting and there were only five people in attendance. Conclusion: when there is a purpose or a mission, then bring the group together.

**8c. Transit Planning in Comprehensive Planning Process.** As discussed earlier, the PTC will be meeting with the Planning Committee.

**8d. Regional Pass System** – nothing to report.

**8e. Other.** AVL – Jon McNulty provided an update. Initially there was some concern about the \$30/phone fee. The contract process is slow. There was also a question regarding if operators should all be receiving the cell phones at the same time. One of the problems they have been hearing about is that sometimes the operators do not turn on the phones. Proper training is necessary. MaineDOT will contract with Bridgewater State University. MaineDOT will coordinate MODES work with Bridgewater pilot program. Barbara Donovan and Sue Moreau are committed to the project. GPCOG will revise the regional AVL application for STP set-aside funds for other ITS projects. Connie mentioned that YCCAC has already taken action on AVL on their own because they didn't want to wait but this doesn't mean that they won't still get tied into the new program. Sara T. said that in-house mobility managers are a good idea but she was concerned about using an outside brokerage service. Connie suggested that mobility management be put on the list of things to look at down the road. Ed mentioned that an area that also needs to be covered is callers requiring information after 5:00.

David noted that because of the shift in funding for AVL, we could use the funding for mobile data terminals. We have \$333,000 in set-aside funds in the 08-09 work plan. Tom M. suggested that a small work group work on this. Steve K., Sara, Catherine, Jon, David W. and Tom M will work out the details on the various AVL projects and figure out the funding. There was an 06/07 project for \$190,000 that was tagged to mobile data terminals; that money is also still available. Cell-based AVL doesn't dispatch data; the MDT will provide data. Jon stated that the state will pick up the phones and the front end but operating will need to be paid for by the provider. Automatic passenger counting is something that can be done through MDT's. You can pick and choose the services that you are interested in. Electronic fare collection is the most expensive. You need to have AVL in place and you would need MDT on board. You also need to have enough volume.

9. **Information Sharing.**

- Ed – getting ready for trolley service in OOB. Ridership continues to be high. They are thinking

about raising the ZOOM fares.

- Steve K. – they have had the discussion about raising fares perhaps in September. Ed suggested that it be done regionally.
- Steve L. – A Maine Clean Communities Stakeholder meeting is scheduled for June 4<sup>th</sup> at COG at 8:30. Steve is working with Maine Electric Vehicles on a conference for June 5<sup>th</sup> in Freeport. Their long-term goal is to provide highway capable electric vehicles when they become available. Planning a regional workshop conference on CNG in Durham in October or November.
- David W. distributed a newsletter on Small Starts. There will be a meeting on Small Starts on May 27<sup>th</sup> at the Falmouth Library from 10-12.
- Tom R - Bi-state forum on the Downeaster – about 75 people attended. Discussed the funding issue. The governor has committed to put it in the budget but it doesn't mean that it is a done deal. New Hampshire has a rail authority. George Campbell has been hired as the new commissioner in New Hampshire.
- Sara T. – happy to hear that this group is discussing TDM.
- Connie – looking into a hybrid vehicle for the shoreline explorer. There are two options: Electric diesel or electric gas. Still a bit in the dark about the budget cuts.
- Carl – three more HPP meetings have been scheduled: May 22 in Saco; May 29<sup>th</sup> in Yarmouth; and June 5<sup>th</sup> in Westbrook. The PACTS Annual Meeting is scheduled for June 20 at the USM Glickman Library on the 7<sup>th</sup> floor. HPP Subcommittee met and there was a 4-3 vote about conducting a survey, so it will probably happen. They are hoping to ask some attitudinal questions not just that the projects be ranked. They are looking at a 15-minute telephone survey to 600 people. Carl will distribute the information about the HPP meetings to the committee.
- Catherine – The Peaks Island Council has a \$50,000 voucher program that they will use to help subsidize ferryboat fares. Eighteen people petitioned the PUC about the ferry surcharge. CBITD has submitted a CMAQ application for \$40 million. They are trying to develop an ongoing funding source for years to come.
- Anna Price is going to FHWA, taking John Perry's place.
- Susan Davis – provided a handout on rail service to Hadlock Field and perhaps Commercial Street area also. They are hoping that it will fund itself with ticket sales. They are looking at year-round service with lots of options.
- Judy – Jeff Schultes is leaving the Jetport. Judy is currently working at the Jetport but will eventually be at City Hall. She will also be joining the METRO Board.
- Jon McNulty – They are putting in a sophisticated phone system and reorganizing dispatch. They will be able to record conversations between the dispatcher and the driver.
- Steve K – ridership is up for the year by 5.4% at METRO.
- Tom M - CAWW next week. URIP submission deadline is June 1, contact Sue Moreau. Thank you to Ken for roadeo on Saturday. Free fare Friday– July 4<sup>th</sup>. There are some payment incentives so that there will not be a loss of revenue. Kimberly Fisher, Senior Program Officer of the Transportation Research Board, met with Tom and w/PACTS. SPBS saw a large increase in April ridership. South Portland department heads need to come up with over \$100,000 of budget cuts per department.
- Connie – thank you to Tom Myers for his two years of service as Chair of the PTC.

**10. Other Business** – None.

**11. Next meeting** – June 12 at 9:30 at GPCOG.

**12. Adjourn.** The meeting adjourned at 12:30 p.m.

## Agenda Item #4

### **Status Reports** (compiled by David Willauer and John Duncan)

The GPCOG Annual Meeting will be on June 19, 2008 at 5:00 at Keeley the Katerers. The PACTS Annual Meeting will be the following day on June 20 at 12:00 at USM.

PACTS Transit Providers met on May 19 and again on June 5 on Transit ITS Projects for the STP Set-Aside funds with the goal of combining projects into one or two PINs and developing a single RFP. Thanks to Tom Meyers for organizing the first meeting.

GPCOG has prepared DVD's of Charlie Stephens's presentation, *Toward a Sustainable Energy Future*. See Steve Linnell for more information.

GPCOG Executive Committee is developing three sub-committees to pursue sustainability initiatives on Community, Economy and Environment. There will be a retreat over the summer followed by several forums next year.

PACTS will complete a \$20,000 High Priority Projects telephone survey this summer. See Carl Eppich for details.

MaineDOT has hired a new Traffic Engineer, Brian Keezer, for their Scarborough office.

Steve Linnell has been appointed chair of the subcommittee on passenger transportation to the Governor's Working Group on the High Cost of Transportation Fuels which is part of the Governor's Pre-Emergency Task Force on Energy.

The Transit Committee recently:

- Elected Ed Clifford and Catherine Debo to serve as the Chair and Vice Chair, respectively, of the committee for the next two years.
- Met with Greg Tansley regarding a mixed use special transit district ordinance.
- Continued work to implement the PACTS Transit Study adopted last year.
- Discussed an update on their work with MaineDOT to implement a cell-phone based automatic vehicle location (AVL) pilot program.

The Technical Committee recently:

- Elected Jennie Franceschi (Biddeford) and Dan Jellis (Yarmouth) as the incoming Chair and Vice Chair.
- Heard a presentation on our upcoming traffic signal study. See Carl Eppich.
- Discussed MaineDOT's MPO/Service Center Challenge Fund, and the PACTS role in setting priorities for proposals.

The Policy Committee recently:

- Elected Bill Shane (Cumberland) and John Bubier (Biddeford) as incoming Chair and Vice Chair.
- Adopted a list of intersection proposals for further consideration for funding in the 2010/2011 biennium.

Noteworthy Transportation Studies Underway, About to Start or Proposed

- MaineDOT's I-295 Corridor Study
- MaineDOT's "Small Starts" passenger rail study
- MaineDOT et al review of Traffic Movement Permit process
- Turnpike Widening Alternatives Analysis
- Turnpike Authority's Toll Equity Policy Study
- Turnpike Authority's Gorham Connector Study
- PACTS New Transportation Funds Opportunities Study
- PACTS Portland Peninsula Transit Study
- PACTS Collector Roads Assessment Study
- PACTS Regional Signal Coordination Study
- PACTS Franklin Arterial Corridor Study
- PACTS Portland Peninsula Wayfinding Study
- PACTS Falmouth Infrastructure/Transportation Plan
- PACTS Yarmouth Route One Study (Phase II)
- PACTS Cape Elizabeth Shore Road Pathway Study
- Forest Avenue Transit Oriented Development Study (EPA \$?)

### **Agenda Item #5**

#### **Draft Timeline/Work Plan for the PACTS Transit Committee**

##### **Fiscal Year 2007:**

May	<i>Approve New Work Plan /UPWP</i>
	<i>Begin development of Allocation Formula for 5307 and STIC Funds</i>
June	Adoption of Regional Transit Coordination Study
	Evaluation of the Committee (year 3)

<b>DRAFT</b> 6/9/2008
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##### **Fiscal Year 2008:**

<i>July 2007</i>	Continue development of Allocation Formulas for 5307 and STIC, '08/'09
	Complete Regional Transit Map
	Participate in PACTS High Priority Projects list development

August	<i>Provide input to PACTS Process Review</i>
September	<i>Participate in PACTS TIP Process Review, <a href="#">including JARC</a></i>
October	Adopt an Allocation Formula for 5307 and STIC
November	<a href="#">Public comment period for Section 5303 and 5307 funds, '08/'09 (pending release of Federal Register notice)</a>
	Develop Study Proposals for 5303 and 5307 Planning funds
December	Provider information (ridership, miles, etc.) due (move to November)
January 2008	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	<i>Submit STP proposals to staff for ratings</i> Public Comment Period... Update TIP
March	FTA Budget announced
April	Appoint Nominating Committee for new Officers Adopt STP proposals for submission to Policy Committee
May	
June	<a href="#">Annual evaluation of Committee (year 4)</a> <a href="#">Elect New Committee Officers</a> <a href="#">JARC TIP Amendment</a>
<b><u>Fiscal Year 2009:</u></b>	
July 2008	Review criteria for submitting proposals for 2010/2011 STP Capital
August	
September	
October	
November	<a href="#">Regional Transit Study, Annual Report</a> FTA Budget announced (tentative)
December	Provider information (ridership, miles, etc.) due
January 2009	Operators submit requests for planning functions and funding
February	Draft Unified Planning Work Program (UPWP) submitted and first review
March	Review UPWP
April	Complete recommendations to Policy Committee re: UPWP
May	
June 2009	Annual evaluation of Committee (year 5)

Other tasks:

- Execute the Implementation Schedule for the ***Regional Transit Coordination Study***.
- Provide assistance and coordination for implementing ***Destination Tomorrow*** and associated studies and plans
- Determine level of involvement of the Committee wishes to have in ongoing studies such as:
  - Peninsula Transit Study
  - Passenger Rail to Brunswick
  - Transit Oriented Zoning
  - Maine Narrow Gauge RR Extension Study
  - Other future studies
- Begin orientation of what it will mean to be a part of a Transportation Management Area
- Respond to Policy Committee requests for action, information or recommendations as needed

**Glossary of Terms**

BOP	Biennial Operations Plan (MDOT)
BTIP	Biennial Transportation Improvement Program (MDOT)
CMAQ	Congestion Mitigation Air Quality Program (Federal Funds)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISTEA	Intermodal Surface Transportation Efficiency Act
ITS	Intelligent Transportation Systems
JARC	Job Access & Reverse Commute
MDOT	Maine Department of Transportation
MPO	Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
NNEPRA	Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
OPT	Office of Passenger Transportation (MDOT)
PACTS	Portland Area Comprehensive Transportation Study (Portland Area MPO)
SAFETEA-LU	Safe, Affordable, Flexible, Efficient, Transportation Act –Legacy for Users
STIC	Small Transit Intensive Cities
STIP	Statewide Transportation Improvement Program
STPA	Sensible Transportation Policy Act
STP	Surface Transportation Program (Federal Funds)
TE	Transportation Enhancement Program (Federal Funds)
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TIP	Transportation Improvement Program (PACTS)
UPWP	Unified Planning Work Program
5303	FTA Planning Program
5307	FTA Urbanized Assistance

**Agenda Item #8e.**

**PACTS Transit ITS Meeting**

June 5, 2008

Attendance: Chuck Baker, Sara Behr, Jack DeBeradinis, Catherine Debo, Tom Meyers, Sue Moreau, David Redlefsen. Staff: Matti Gurney, David Willauer

Introduction: David opened the meeting with a recap of the May 19, 2008 Transit Technology Meeting. With the help of Tom Meyers, transit providers discussed how all the Transit ITS projects from three biennia could be combined into one project. David and Tom described the handouts which were distributed at the last meeting and at this meeting.

- Agenda
- Needs by Provider
- Tables 1-4
- Reconciliation of ITS Projects (Tom Meyers, May 19 mtg)
- Bridgewater Project Budget (Sue Moreau)
- Mobility Manager (email from Barbara Donovan)

Bridgewater Update: Sue described the Bridgewater State College (BSC) AVL Pilot program with some previous work that has been done by GPCOG, RTP and YCCAC. She said MaineDOT has agreed to pay for the system hardware costs and participating providers will be expected to pay operating costs. Scenario II (below) may be implemented sooner.

- Scenario I: MaineDOT contracts with BSC for regional set-up fee and cell phones; requires MaineDOT Information Technology approval.
- Scenario II: Providers contract with BSC for regional set up fee and cell phones; MaineDOT reimburses providers.

In the BSC model, buses, trains and ferries will have different ID# and can be displayed all together or in different layers. Data can be retrieved, but after the fact and with some work. In the YCCAC example, data can be viewed in real time by dispatch using Comet Tracker software similar to other local software examples, including NAVTRAK.

MODES Update: Sue described how MODES is the transit module associated with the Tri-State Condition Actuated Reporting System (CARS) program administered by MaineDOT. Castlerock is the consultant testing MODES with METRO and the BAT since February 2008. Located on the MaineDOT 511 Web Site, MODES allows viewers to access transit routes, schedules and systems. Soon with AVL viewers will be able to see vehicle or vessel locations. There have been no fees to Providers to date on this initiative. The project is funded by ITS funds.

Needs by Provider: David asked each provider/agency to outline ITS needs for the project.

<b>CBITD</b>	<b>GPCOG</b>	<b>METRO</b>	<b>RTP</b>	<b>ShuttleBus</b>	<b>SPBS</b>
BSC	BSC	BSC	BSC	BSC	BSC
MODES	MODES	MODES	MODES	MODES	MODES
Fare media	TIDS/FIDS	Radio AVL	MDTs	AVL	Radio AVL

Laptops	Data	Data	Data	Data
Data Retrieval	Retrieval	Retrieval	Retrieval	Retrieval

NNEPRA will be participating in BSC, MODES and digital station signage to show AVL.

YCCAC is already implementing AVL/Comet Tracker, may also participate in BSC & MODES.

Phased Approach: Jack and Tom discussed the need to have a phased approach to all projects. Sue said BSC will be phased, possibly beginning with SPBS and Shuttlebus since they are small systems. MODES is also being phased with METRO and BAT testing the alpha version.

Need for Oversight and Integration: Tom said there is a need for oversight and asked about adjusting the UPWP. David said the UPWP can be adjusted accordingly and a consultant would likely be needed to develop the RFP. A portion of the STP total budget would need to be set aside for project management. Sara and David will discuss details.

#### Mobility Manager

There was a brief discussion on this. See memo from Barbara.

#### Next Steps

GPCOG to develop the following:

- Implementation Paper with action items and milestones, including TIP amendment.
- Concept Paper with functional requirements and scopes for RFP.
- Secure consultant to develop RFP.