

PACTS

Portland Area Comprehensive Transportation System



Linking our Communities • Advancing our Region

TIP Process Committee Meeting Notice

10:00 to 11:30
October 4, 2011
GPCOG, 68 Marginal Way, Portland

Agenda

1. Call to order
2. Minutes of September 6th meeting
3. Staff presentation of scores of past proposals using revised formulas for Intersection and Road Rebuild Proposals
4. Staff presentation of draft revised project application forms
5. Land Use Incentives Language
6. Proposal to Increase the Bike/Ped Set Aside
7. Other Works In Progress:
 - A. Federal request for four years' worth of projects in MPO Allocation
 - B. Collector project scoring update
 - C. Hold a TIP Process Workshop in November
 - D. Comparison of PACTS process with ATRC, BACTS and KACTS
 - E. Meeting of MaineDOT Deputy Commissioner with the Technical Committee
8. Review first draft update of the TIP Policies Document
9. Review progress to date and establish final meeting's agenda
10. Adjourn

Final meeting on November 1st at 10:00 a.m.

The Metropolitan Planning Organization for the Portland Urbanized Area

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Minutes of September 6th Meeting

In attendance: Nathan Poore, Dan Bacon, Stephanie Clark, Sara Devlin, Kathi Earley, Jim Gailey, Al Presgraves, Marty Rooney, Jim Wendel, John Duncan, Carl Eppich, Steve Linnell, Paul Niehoff, Maddy Adams

- 1. Call to Order.** Nathan Poore called the meeting to order at 10:02.
- 2. Minutes of August 2, 2011.** *Kathi Earley made a motion to approve the August 2, 2011 minutes, seconded by Al. All were in favor.*
- 3. PACTS Pace in Picking Projects.** Mike McGovern had asked how we could spend less time picking projects but he didn't have any particular ideas regarding how to go about it. John D. reviewed the staff's recommended schedule. What is being recommended will trim a month from the schedule. Creating a preliminary application review by PACTS staff may be skipped and instead we'll use the PACTS 101 Workshop and provide reminders to our members when applications are due. This will be incorporated into our final report. Kathi asked when we would know more about the collector paving schedule. Paul responded that it would be around December. Gorrill Palmer will be meeting with the towns to determine what projects have been done and they will compile that information; it should be completed in November. Kathi felt strongly about having an April/May target deadline for a preliminary list of collector road projects. Paul explained that last year the Technical Committee had to wait for the report and that's why the work wasn't done sooner. It's all predicated on having the best information that we can.

Dan asked if we've discovered anything from the other MPOs regarding their schedules and how they deal with engineers, etc. that might be different than our process. John said that he has been gathering that information but has not compiled it yet. He's read the materials and none of them were compelling on the subject of scheduling and things we could learn from them. However, their schedules were not described. Paul was with ATRC for many years and said their process is very similar to the PACTS process. (BACTS reported the same at a meeting here on September 23.)

On another subject, PACTS currently programs projects at 125% because of the 25% contingency. We EPS projects so the scopes are tweaked better. John D. said we've talked about putting that 25% contingency aside but Federal Highway would not allow this. Marty said that FHWA will allow it. A discussion followed on the pros and cons of putting our 25% contingency funds in a separate regional account. ***The consensus was to stick with the status quo.***

Marty suggested that we ask MDOT for comments on the towns' TIP proposals before the May 2012 timeframe so that they can recommend whether or not a project should be a two biennium project, etc. Have a stand-alone contingency account. In order for projects to move forward, they would need to have a PDR date of September. Paul said we have tried to do that; however, we didn't look far enough ahead. This sounds similar to the Cummings Road project. He explained.

John D. said that by September of 2012, we should have PDRs done for all of our existing, "complex" projects. For the next two-year update, should we put in a note encouraging this route – first year for right of way and PE, and the next year PDR? Marty explained the steps involved. Statewide, it is MDOT's policy not to approve a project for construction unless it can be funded in that biennium -- PE and right of way the first year, and construction money the next year.

- 4. Revisit the Project Efficiency Team recommendation.** Recommendation: Accept the following recommendation in the MPO Project Efficiency Team's report to MaineDOT Commissioner Bernhardt:

Maintain the MaineDOT-MPO-Municipality three-party agreement process for all MPO allocation projects, when feasible, and eliminate two-party agreements for some projects.

The elimination of two-party agreements can be a community decision based on the local process for agreement approvals. At a minimum, the Team believes that resurfacing and simple-scoped projects can use the three-party agreement for all phases, and thereby eliminate the need for the additional two-party agreement.

The consensus was to support the recommendation.

5. Staff presentation of scores of past proposals using revised formulas for Intersection and Road Rebuild Proposals.

John referred to the tables on pages 10-12. Some factors of scoring have been removed. The scoring starts with 0-10 and then a weight gets applied to the factors; safety got more weight than geometric standards. Future traffic also got a lower weight. Jim G. asked if this could be postponed until the next meeting so that staff could more clearly describe what the comparison was. The Committee agreed.

6. Staff presentation on the scoring process for “STP Transit Capital” projects. Steve explained that, similar to roadway formulas, we base the scoring on *Destination Tomorrow* and the Regional Transit Coordination Study. The Transit Committee hasn't yet seen Steve's proposed formula tweaks. We've reduced the number of goals from *Destination Tomorrow*. There's a formula that we rely on and then the Transit Committee works it out. *The committee reached consensus on Steve's report; awaiting final review by the Transit Committee.*

7. Review draft update of the TIP Policies Document.

Kathi asked if we've tackled the set-aside percentages. We have been silent on it which means it will remain status quo.

Before our next meeting, please try to review the document. John is anticipating making some changes to the document. It was asked that changes be shown in red indicating what the changes are, along with a date. Marty mentioned that there's this TIP Policies Document and there's also the MPO Guide. Remove material that is already covered in the MPO Guide such as what PACTS is and explaining enhanced scoping. Perhaps it could use some flow charts regarding the process.

There's flexibility as to when the Policy Committee adopts this policies document. We could send out the applications in November and bring the document to the Policy Committee in December.

The final meeting of the TIP subcommittee is scheduled for November 1st at 10:00 a.m.

8. Review progress to date and establish next meeting's agenda.

The bike/ped scoring process needs to be brought to this committee. We'll talk about the project application requirements and application forms at the next meeting. We'll also talk about the TIP process document at the next meeting. Regarding application forms, Marty said it would be more efficient to be using one form.

9. Adjourn. The meeting adjourned at 11:18.

Agenda Item 3: Staff presentation of scores of past proposals using revised formulas for Intersection and Road Rebuild Proposals

Staff: John Duncan

Recommendation: Endorse the recommendations from staff and the Technical Committee

Background

This is the third time bringing to the TIP Process Committee staff's proposal to simplify and update the Intersection and Rebuild Roads proposal scoring formulas. In August we presented our proposal, and the members asked us to test the proposals on some projects scored in the past. In September we began to present the results of our tests and discovered that we still had some loose ends, so we all agreed that we should come back today with a tighter presentation.

Three weeks ago we successfully shared this material with the Technical Committee. They understood the proposals and offered some recommendations. It will be much easier to explain their suggestions during our meeting, so I will do that.

We score and rank Intersection and Rebuild Road proposals using two formulas – the Roadway Formula and the Destination Tomorrow Formula. The math involved in each of the several scoring steps outlined below is simple, but describing it can be tricky. Here is an outline and history:

- The Roadway Formula was created in the 1980's by the Technical Committee and MaineDOT. We tweaked it several times in the 1980's and 1990's.
- The Roadway Formula has 8 factors based on data for the proposal location and project: current traffic, estimate future traffic, pavement condition, geometric standards, safety, volume/capacity ratio, cost effectiveness and a "multi-modal" factor. A 0 to 10 score is given for each factor and then a weight is applied to each factor to reflect its relative importance.
- Intersection proposals are scored with 7 of the 8 Roadway factors. Road Rebuild proposals are scored with all 8 factors.
- Staff gives a proposal a "0" for each factor which has no data provided by the submitting municipality.
- A few years ago we stopped using the Roadway Formula to score collector paving projects when we created the Collector Paving scoring formula. We also stopped using this formula for proposals for funding from our Widen Existing Roads Set Aside a few years ago when we eliminated that set aside.
- In 2003 we created the Destination Tomorrow Formula in order to explicitly incorporate Destination Tomorrow into our ranking of proposals. This formula has 8 factors also (per the 8 Guiding Policies in Destination Tomorrow), and each is of equal weight.
- In 2003 the Roadway Formula scores were given an 80 percent weight and the Destination Tomorrow Formula scores were given a 20 percent weight.
- In 2009 we equalized the weights of the two formulas to 50 percent and 50 percent.
- In 2010 the Destination Tomorrow Update reduced the 8 Guiding Principles of 2003 down to 5 Goals.

We propose to update and simplify the Intersection and Rebuild Roads proposal scoring formulas as follows:

- Update: Reflect the 2010 Destination Tomorrow change to 5 “goals” from 8 “guiding policies”. The D. T. Formula currently has 8 factors – we recommend reducing to 5.
- Simplify: Reduce several staff calculations needed to reach the 50-50 equal weight of the two formulas. This is done by having the sum of each factor’s maximum possible score be 50 for both formulas.
- Simplify: Remove some Roadway Formula factors that do not work well and/or are of minimal value. Here is our reasoning.

The “future growth” factor

It is the estimated 20-year traffic growth rate for the project location. We want to remove the factor because the estimated rate (taken from the PACTS traffic model) is unreliable, and because it has a small maximum potential score.

Staff also thinks that the elimination of this factor has a *policy implication* because proposals from fast growing suburban areas would not benefit from receiving high scores for this factor. This is consistent with the Destination Tomorrow goal to support growth in our town centers.

The pavement condition factor in the Intersection formula

It is irrelevant to determining the importance of an intersection proposal – so remove it.

The “geometric standards” factor

It is designed as a reward for proposing to fix a location with an existing substandard geometry. This factor routinely scores negligibly because the proposals rarely propose to bring a substandard situation up to standard and because towns fail to provide the needed data– so remove it.

The delay/V/C factor in the Road Rebuild formula

It is irrelevant to determining the importance of a Road Rebuild proposal – so remove it. The Road Rebuild proposals never add measureable capacity to a roadway.

At our meeting we will show the results of our proposed scoring changes by comparing the actual scores given to past proposals with the scores that the proposals would get under the revised system.

Staff Proposal to Simplify and Update the Scoring of PACTS Intersection and Road Rebuild Proposals

	<u>Roadway Formula's Maximum Points (50 point limit)</u>								<u>Destination Tomorrow Formula (50 pt limit) *</u>					<u>TOTALS</u>
	Current Traffic	Future Traffic	Pavement Condition	Geometric Standards	Safety	Delay or V/C Ratio	Multi-Modal	Cost Effective	Regional Focus	Maintain/Transform	Eco Devo	Trans-Land-Use	Enviro + Energy	Total **
<u>Intersections:</u>														
Current	7.5	2.5	0	2.5	10	12.5	10	5	6	19	6	13	6	100
Proposal	10	Remove	Remove	Remove	15	10	10	5	10	20	5	10	5	100
<u>Road Rebuild:</u>														
Current	7.5	2.5	10	2.5	10	5	7.5	5	6	19	6	13	6	100
Proposal	15	Remove	10	Remove	10	Remove	10	5	10	20	5	10	5	100

* The potential points for these 5 factors are approximations from the existing 8 factors.

** The bonus points for public/private partnerships (up to 5 points) and for multi-municipality proposals (up to 5 points) get added to this total.

Examples of the Proposed System with Examples Scored in the Past

2008 Intersection Proposals	Current System *		Proposed System		2010 Road Rebuild Prop	Current System		Proposed System	
	Score	Rank	Score	Rank		Score	Rank	Score	Rank
Dunstan Corner	57.7	1	54.1	3	St. John Street	39.7	1	49.3	1
Forest at Newton	57.6	2	57.3	1	Cummings (S.P.)	25.9	2	35.8	2
Payne at Mussey	50.8	3	42.2	5	South Street (Fpt)	21.8	3	22.7	3
Saco at Emerson	50.5	4	55.3	2	Highland (S.P.)	16.6	4	19.9	4
Cumb. Mills Triangle	39.0	5	43.8	4	Tuttle (Cumb)	14.9	5	15.8	5
Forest at Kennebec	32.5	6	40.3	6					
Spring at Main	29.4	7	35.6	7					

* Using Roadway Formula scores used in 2008 -- before the change in 2010 to our current system in which the Roadway Formula results are factored down from counting as 80% of the total score to 50% of the total score. Also, note that the "current system" ranks shown above were used in 2010, but the scores shown above reflect a correction to the scores used by staff in 2010 (as discovered this month).

Agenda Item 4: Draft Revised Project Application Forms

Paul Niehoff and Carl Eppich are working on this and will distribute a proposal to the members in a separate email.

Agenda Item 5: Land Use Incentives Language

Staff: Carl Eppich

Recommendation: Accept and incorporate the following recommendation into the 2011 TIP Policies Document as a placeholder scoring mechanism to be used in 2014 in the selection of projects to be funded for the 2016-2017 biennium after the following policy analysis and development is done in 2012 and 2013:

Using the Priority Growth area criteria (being developed in the PACTS funded Land Use Technical Assistance project of the Gorham East-West Corridor Phase 2 process), PACTS will work with partners and all PACTS member municipalities to identify and map Priority Growth areas across the PACTS geography.

Furthermore, staff will work with its standing committees to create criteria to prioritize those Priority Growth Areas that also qualify as Transportation Investment Areas (TIA's).

Member projects proposed within TIA's will receive special consideration in future TIP rankings for financial incentives (to be determined).

Background

Last month the Committee members asked staff to develop a recommendation like the one above in response to the great work done recently in the Gorham East West Corridor Study Phase I.

Incorporating criteria for ranking projects based on a desired land use pattern would be built and enabled by existing language in the adopted long-range plan Destination Tomorrow. There is an existing mechanism within the Transportation-Land Use Connection policy (Policy IV) to incentivize projects in geographic areas with reduced local match if the projects were within areas identified as "Transportation Investment Areas". Although these areas have never been identified within the PACTS geography, a PACTS funded Land Use Technical Assistance study is about to get underway, and will identify "Priority Growth Areas".

Priority Growth Areas will ideally be provided with development incentives, such as streamlined permitting, financial savings for municipalities and developers, additional amenities that enhance livability. Incentives were identified as a key component to implementing the Gorham East-

West preferred land use scenario, known as the “Urban and Rural Form”. Although the technical assistance to identify and incentivize development in Priority Growth Areas are for only a portion of the PACTS urbanized area, the methodology could be repeated for the remaining PACTS communities to “even the playing field”.

Using performance based criteria, this initiative is intent on identifying Priority Growth Areas and customizing strategies and mechanisms –including incentives – that lead to development forms that bring jobs and housing close together, and promote transportation by modes other than the personal automobile. These Priority Growth Areas would also be purposefully designed to support transit, and be within identified Transit-oriented Corridors (TOCs). The development form is intended to be on the spectrum of Transit-Oriented Developments connected via an identified corridor with an overall land use plan and capacity preservation goals (among other goals).

Existing Incentive:

PACTS has a standing incentive that has not been made operational called Transportation Investment Areas. From Destination Tomorrow:

Strategy 28. Transportation Investment Areas

Identify “Transportation Investment Areas”* and other projects per local plans, and establish a reduced local match requirement policy for TIP projects in these areas.

* A Transportation Investment Area would be a designation that targets transportation investments to areas that promote compact mixed-use growth. Areas eligible for such a designation would need to be a designated growth area, and promote compact development. This approach is used in Maryland where certain state spending, including transportation dollars, is spent only within and between identified growth areas.

PACTS could reduce the local match on capital improvement projects from 15-25% down to 10 or 5% for projects in Priority Growth Areas that have TIA status.

Other Incentives:

Although not funded to staff’s knowledge, the Sensible Transportation Policy Act does require Maine DOT and the Maine Turnpike Authority to provide incentives for projects that coordinate transportation and land use. Examples of what these incentives might be:

- Bonus prioritization points for all MaineDOT competitive programs
- Reduced local match
- Bonus prioritization points for MaineDOT sponsored projects
 - highway reconstruction
 - mobility projects

Proposed Transportation Investment Area – Priority Growth Area Hierarchy:

Municipal level:

1. Neighborhood – Priority Growth Area a.k.a. Compact Growth Area)
The Street(s)
2. Community – Priority Growth Area

Growth Area Prototype Forms:

Downtown Urban Center
Downtown Village Center
Neighborhood Center
Suburban Center (or corridor)
Hamlet

Corridor level (Including inter-municipal)

Transit-oriented Corridor
Context-responsive Thoroughfares
CRESTS (Corridors of Regional Significance to Transportation)

Regional Level:
Regional Centers

Destination Tomorrow Land Use Policies

Policy IV Transportation-Land Use Connection – Strengthen the connection between land use, transportation and community livability in planning process

Land Use:

PACTS will plan for, fund, maintain and operate a transportation system that: Supports land use plans and development patterns that promote efficient transportation services and systems

Objectives:

1. To encourage the creation of, and conformance to, regional, corridor and local land use plans that recommend regional connectivity and mobility in support of land development patterns.
2. To formulate a planning and project design process that effectively coordinates land use and transportation decisions and spans jurisdictional boundaries.
3. To foster compact development patterns that promote efficient transportation services and systems that reduce sprawl.
4. To promote site development and infrastructure that provides for and encourages access and on-site circulation by pedestrian, bicycle, and transit modes in order to reduce vehicle trips.
5. To protect neighborhoods and community integrity by creating transportation facilities that are community sensitive.
6. To manage access along major arteries in order to reduce delay and crashes, while protecting the accessibility of adjoining property.
7. To balance the needs for increased network connectivity and reduced cut-through traffic on residential streets.

PACTS Transportation Project Land Use Policy (TPLUP)

Current:

”A transportation project that, by itself or as part of a program of improvements, will create significant new transportation capacity within a corridor, must integrate transportation and land use plans that:

- Preserve corridor capacity;
- Actively manages corridor mobility;

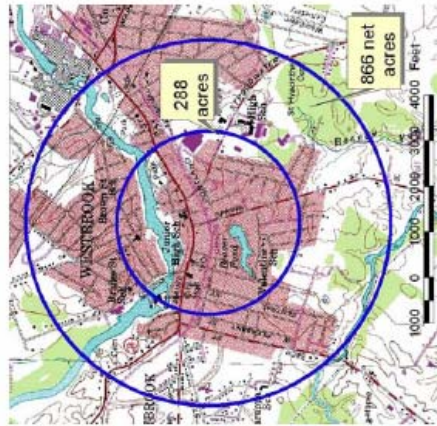
- Protect public investment in infrastructure and public services; and,
- Combat sprawl with compact, mixed use transportation-efficient land uses.”

Key Concepts and Principles:

- Emphasis on Compact, Transportation Efficient & Pedestrian-Scaled Land Use
- Job and Residential Densities to Support Transit & Reduce Auto-related Travel Demand
- Mix of Land Uses Required:
 - Residential
 - Commercial
 - Public / Civic / Open Space
- Corridors are the Appropriate Scale for this Type of Planning

PACTS Arterial Land Use Policy Compact Planning Areas

Downtown Urban Center



Preferred Land Use Mix (by % area):

Core Area	Secondary Area
Commercial 30%-70%	20%-60%
Residential 20%-60%	20%-40%
Public 5%-15%	5%-15%

Core Area: Higher Intensity Mix of Urban Commercial and Residential Uses. Multiple story buildings, supported by surface and structured parking.

Typical Uses:

Secondary Area: Moderate Intensity Mix of Complementary Commercial and Residential buildings.

Typical Uses:

Threshold Guidelines:

Minimum HU:	2500
Minimum Jobs:	5000

Downtown Village Center



Preferred Land Use Mix (by % area):

Core Area	Secondary Area
Commercial 30%-70%	15%-50%
Residential 20%-60%	10%-40%
Public 10%-15%	10%-15%

Core Area: Moderate Intensity Mix of Urban Commercial and Residential Uses. Multiple story commercial buildings, supported by surface and shared parking.

Typical Uses:

Secondary Area: Moderate (but lower) Intensity Mix of Complementary Commercial and Residential Uses. Some multiple story commercial buildings.

Typical Uses:

Threshold Guidelines:

Minimum HU:	500
Minimum Jobs:	500

Neighborhood Center



Preferred Land Use Mix (by % area):

Core Area	Secondary Area
Commercial 20%-60%	15%-50%
Residential 30%-70%	20%-40%
Public 10%-15%	10%-15%

Core Area: Moderate Intensity Mix of Urban Commercial and Residential Uses. Mostly multiple story commercial buildings, supported by surface and shared parking.

Typical Uses:

Secondary Area: Moderate (but lower) Intensity Mix of Complementary Commercial and Residential Uses. Some multiple story commercial buildings.

Typical Uses:

Threshold Guidelines:

Minimum HU:	150
Minimum Jobs:	300

Hamlet



Preferred Land Use Mix (by % area):

Core Area	Secondary Area
Commercial 10%-40%	5%-15%
Residential 50%-80%	50%-80%
Public 10%-15%	10%-15%

Core Area: Moderate Intensity Mix of Commercial and Residential Uses. Some multiple story buildings supported by surface and shared parking.

Typical Uses:

Secondary Area: Lower Intensity Mix of Complementary Commercial and Residential Uses. Multiple story buildings.

Typical Uses:

Threshold Guidelines:

Minimum HU:	100
Minimum Jobs:	100

Suburban Center



Preferred Land Use Mix (by % area):

Core Area	Secondary Area
Commercial 10%-40%	5%-15%
Residential 50%-80%	50%-80%
Public 10%-15%	10%-15%

Core Area: Moderate Intensity Mix of Suburban Commercial and Multi-family Residential Uses. Some multiple story commercial buildings, supported by surface and shared parking.

Typical Uses:

Secondary Area: Lower Intensity Uses either highly commercial or highly residential.

Typical Uses:

Threshold Guidelines:

Minimum HU:	300
Minimum Jobs:	400

Land Use Planning Guidelines



Note: These are developed to help *Inform*, NOT Determine, Preferred Land Use Strategies.

Agenda Item 6: Proposal to Increase the Bike/Ped Set Aside

Paul Niehoff and Carl Eppich are working on this and will distribute a proposal to the members in a separate email.

Agenda Item 7: Other Works In Progress

A. Recent federal request for four years' worth of projects in MPO Allocation

At a recent meeting of MaineDOT, FHWA and Maine's MPO's, the FHWA Division Planner advised MaineDOT that according to federal regulations MaineDOT and the MPO's should be programming four years' worth of projects every two years – rather than the two years' worth that we have been doing for a long time. John Duncan advised that we need to know of such a change ASAP given that in November we will be soliciting proposals (for only two years of projects). FHWA and MaineDOT staff are going to meet to discuss this. This might become an item for our November 1st meeting. Marty Rooney might have an update for us today.

B. Collector project scoring update

The Technical Committee's collector scoring subcommittee is going to meet next week. In the event that they complete their work – which they might – then we will be able to consider their recommendations at our November 1st meeting.

C. Hold a TIP Process Workshop in November

We propose to hold a workshop for all PACTS members in November – before we distribute the final application forms on November 15th and before the December meeting at which the Policy Committee will act on the TIP Process Committee's recommendations.

D. Comparison of PACTS process with ATRC, BACTS and KACTS

John has not yet prepared a written summary of the TIP project selection procedures and policies of Maine's three other MPO's. He did put it on the agenda of the recent quarterly meeting of Maine's MPO's and MaineDOT. The discussion was brief, but the consensus was that the MPO's all borrow considerably from their peer agencies and that the result is relatively similar policies and procedures.

E. Meeting of MaineDOT Deputy Commissioner with the Technical Committee

Paul Niehoff has asked Bruce Van Note, MaineDOT's Deputy Commissioner, to meet with the Technical Committee to speak on the responsibilities of MaineDOT, PACTS and our municipalities when it comes to capital improvements for drainage on arterials and collectors in our region.

Agenda Item 8: Review draft update of the TIP Policies Document

Last month, staff distributed a first draft final report of our work for your review. It gives you a sense of all the pieces of the work that we are doing. It is based on the policy document prepared two years ago – with red print showing the key changes and additions. We have made no changes to it. We will send you a revised final draft well before our November 1st meeting. Do you have any comments today?

John has not yet developed any flow charts for the report, as suggested by Marty Rooney. It’s on the “to do” list.

Agenda Item 9: Review progress to date and establish next meeting’s agenda

Topics and Dates for TIP Process Review Meetings

As revised Sept. 29

TIP Process Topics	June 7	July 14	Aug 2	Sept 6	Oct 4	Nov 1
1 Review scope of the committee's work to do	Done					
2 Incorporate Project Efficiencies Team proposals (such as local match policy changes)				Done		
3 MaineDOT briefings on CMAQ and NEPA policies		Done	Done			
4 Exec Committee role in tracking projects status Per suggestion at recent Exec meeting	Done					
5 New local project administration function	Done					
6 Shorten time spent picking projects				Done		
7 Review our 2-biennia project policy		Done				
8 Revisit our project cap policy		Done				
9 Consider Gorham E-W Study recommendation to reward communities with transportation funding in return for certain land use plans			X		X	
10 Institutionalize Credit Program			Done			
11 Receive report from Technical Committee on changes to the Collectors ranking procedure						X
12 Briefing on transit funding processes				Done		
13 Tweak Road Formula factors and weights and Tweak Dest. Tomorrow Formula factors and weights, and Bike/Ped scoring process			X		Done	
14 Revise project application requirements and application forms					X	X
15 Review staff's TIP Process Document					X	X
16 FHWA proposal to program four years of projects every two years						?
17 Hear MaineDOT policy on highway drainage responsibilities						?