

# PACTS

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Portland Area Comprehensive Transportation System

**Transit Committee  
Meeting Notice  
Thursday, June 10, 2010, 9:30 a.m. to noon  
GPCOG**

**Agenda**

- 1. Call to order**
- 2. Public Comments – 10 min.**
- 3. Approval of Minutes from the last meeting (attached)**
- 4. Status Reports (attached) – 5 min.**
- 5. Review Timeline/Work Plan (attached) – 5 min.**
- 6. PACTS Transit Study Implementation Status Reports – 20 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**
- 7. Regional AVL Project update – 5 min.**
- 8. 5307 allocation update – 5 min.**
- 9. Reprogramming of unspent STP Transit Funds – 5 min.**
- 10. STP Transit Set Aside Allocation – 10 min.**
- 11. Brief Maine Clean Communities update – 10 min**
- 12. Committee Evaluation?**
- 13. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 14. Other Business**
- 15. Next Meeting Date and Agenda (July 8, GPCOG)**
- 16. Adjourn**

Attachments: May 13 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster

**PACTS Transit Committee Minutes**  
**May 13, 2010**  
**9:30 a.m. at Saco City Hall**

**Members Present:** Ed Clifford, Chair, ShuttleBus/ZOOM; Hank Berg, CBITD; Sara Devlin, MTA; Barbara Donovan, MaineDOT; Marina Douglass (for Patricia Quinn), NNEPRA; Hilary Frenkel, Pol. Com. Appt.; Connie Garber, YCCAC; Steve Kirby (for David Redlefsen), METRO; Tom Meyers, SPBS; Sara Trafton, RTP;

**Staff and Guests:** Maddy Adams, GPCOG; Carl Eppich, PACTS; Art Handman; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Christian McNeil, MAST; Tom Reinauer, SMPRC; Robert Wagner, Adopt-a-Stop

1. **Call to order.** Ed Clifford, Chair, called the meeting to order at 9:39 a.m. Introductions were made.
2. **Public Comments.** None.
3. **Approval of Minutes from the April 8, 2010 meeting.** *Tom Meyers moved approval of the minutes and Connie Garber seconded the motion. Motion passed.*
4. **Status Reports.**
  - New officers will be put in place in July. In June the new members of the Executive Committee will meet with the current members for a hand-off.
  - Gorham East-West Study – Sara D. reported that a transit workshop was recently held. Kevin Hooper is working on the model, and we are working on a wall map. There are a lot of new transit connections.
  - At the request of Portland’s Energy and Environmental Sustainability Committee, GPCOG intern Ben Lake compared the average fuel costs for private vehicles to the average fuel costs for transit within the Greater Portland Region. Only fixed route was looked at. Steve reviewed the assumptions. Sara T. asked why we’re not talking about the energy and CO<sub>2</sub> used if it’s an energy sustainability committee. She thought it would be helpful to have that information available for some of the upcoming grants (livability) that are out there. Connie suggested that perhaps there may be a way to take some of the information that Portland has gathered and look at it regionally.
5. **Timeline/Work Plan.** We haven’t selected STP proposals yet so there is no public comment period scheduled. The *Destination Tomorrow* update is ongoing; add *Destination Tomorrow* update to October 2010.
  - 5a. **Report of the Nominating Committee.** Sara Trafton was nominated as Chairperson and Hank Berg as Vice-Chair. Connie said she supports the slate but in the future she would like to see at least one officer from York County. **Connie made a motion to accept the slate of officers as recommended by the Nominating Committee. Marina D. seconded the motion and it passed.**
  - 5b. **Executive Committee representative.** Tom M. felt that the Chairperson should be the Executive Committee representative for continuity purposes. Sara T. accepted the position as the Executive Committee representative.
12. **Presentation by Maine Alliance for Sustainable Transportation (MAST) on the proposal to expand ZOOM Commuter Bus Service.** (Taken out of order.) Christian McNeil reported that Portland Trails, bike/ped groups and a group of others decided that the ZOOM service was a great success and something that they wanted to build on. They are looking into expanding and enhancing the current service. They have looked at census data, park and ride information, existing transit ridership, etc., and they have developed a rough business plan. Park and ride lots are an issue with expanded service. He spoke of TOD possibilities and about funding. A handout was distributed about costs. Recommendations included: (1) Modifying the ZOOM route to serve employment areas outside of Portland (Biddeford/Saco; Lewiston/Auburn/Augusta); (2) Improving customer service with less waiting time and better connections; decreasing waiting time to 15

minutes. (3) Providing wifi service. It would cost approximately \$3.5 million for 10 new buses, and \$3.3 million for park and ride, maintenance, etc. The total capital costs would be approximately \$6.8 million. The service would start out with 13 round trips.

Portland North is looking for Small Starts funding. The maximum grant is \$24.5 million. Small Starts funding would not be able to pay for this project; there would need to be some local funding. Representatives from MAST have met with the Maine Turnpike Authority. They are suggesting that the MTA expand their mission and look at the total economic benefits of expanded ZOOM service. Robert W. suggested that expanding the service to Sanford would make a huge difference and asked if MAST has looked at that option. Christian responded that they have not. Sara Devlin stated that MTA is looking at land use and transportation needs from Sanford east to Route 1 and the Turnpike. Connie said she thought it was odd that she has not been involved in that process. Sara D. explained that so far only a Steering Committee has been formed; Connie will be involved when it gets started. Christian met with Sara Devlin and their attorney and they appeared excited about the idea. But then they got a letter from Conrad Welzel who wasn't as excited. Sara D. explained that MTA is involved in a number of alternative modes and supports alternative transportation. They have concerns that there is a Portland North study that is ongoing and would like to see results from that study. MTA also felt that the way the data was presented in the MAST proposal was problematic. MTA would like to have their comments to the proposal included with the proposals. MAST has a desire to go before the MTA Board and Sara explained the process to them. She also explained that MTA is obligated to charge tolls. There is a conception that the MTA gets money that they can do whatever they want with, but that is not true. Christian noted that most of the toll authorities have to give some of their toll fees to other things such as subways, etc. Sara D. explained that MTA gives a lot more money to alternative modes than most Turnpike authorities. Ed suggested that the proposals also look at extended local service. He thanked Chris for his presentation.

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

**6a. Regional Map and Timetable.** Our current printing company isn't comfortable with doing the artwork on the Guide so we are looking for another printer. We are currently testing and fixing errors with Google Transit. It will probably be awhile before it goes live.

**6b. Regional Route Study.** No proposals were received for the Regional Route Study. Art pointed out that the amount of work and the amount of money didn't match up. It was suggested that perhaps the various components should be broken out. Steve had a conversation with Tom Crikelair. He is busy until the fall but in the fall he might be interested. Barbara D. mentioned that STP money can be used for planning. Planning that leads to purchase is eligible for capital. Sara T. mentioned that we also have \$60,000 in technical assistance funds from CTAA. The proposal was written for the Lakes Region Transit project but there is a potential that some of that money could be used for this (perhaps \$20,000). A CTAA representative should be coming in the next few weeks. They will come in and work with a group of people. They might be able to identify where we want to spend the money. The money will not be spent until a consultant is on board. CTAA will synthesize and facilitate the process. We haven't lost anything by not doing this right away. By consensus, the Committee agreed to wait before putting out the RFP again because there are a number of things currently going on. When we do go out to RFP, we will break the proposal down into various components that the bidder can bid on.

**6c. Transit Planning in Comprehensive Planning Process.** On June 3<sup>rd</sup> the Planning and Transit Committees will meet jointly on the topic of Portland North. The meeting will be held at GPCOG at 9:00 a.m. Tom M. reminded the Committee that a recommendation of the PACTS Regional Coordination Study was to coordinate land use and transportation and that is how these joint meetings have come about.

**6d. Regional Pass System.** This will be addressed at the Operators Committee meeting or at a subcommittee meeting.

**7. Regional AVL Project Update.** The Operations Committee met on April 27 and listened to a RouteMatch presentation. Rebecca L. is drafting a concept of operations. She will send it to the providers when it is done.

She will be contacting the providers with questions. The next meeting is scheduled for June 8 at noon at COG.

8. **Section 5307 allocation.** There is still no Federal Register. We will need to address the formula again. Barbara D. reported that there will be no STIC money at all across the state and there will be a slight decrease in funding. Once we get the numbers, it will go to the Policy Committee. It was asked if this could go out with just estimates to get the ball rolling, and Barbara said that could be done. Steve K. added that anything we can do to process these grants would be helpful. The public notice could get started. Tom M. said he thought the only way it could be approved was if the numbers were in it. Barbara will check into this. It is already in the TIP; if there is a revision in the number then the TIP doesn't need to be amended if it is within 20%. This could save us some time. The 5307 allocation formula should be added to the timeline.
9. **Substitution of unspent STP Transit Funds.** We cannot come up with a new project because it would not be considered a substitution. Sara T. reported that they are getting some new vehicles but their fleet is very old. If the money goes back in the pot, you will have to prove that you have the 20% match. Formal letters are now requested. Carl explained the substitution policy. Tom M. explained that when we allocated STP funds, we tried to satisfy all parties. In this particular case (RTP) we funded all but one of the RTP vehicles -- it is not a substitution case. We need to find the words to explain that the money would be used to fund a vehicle that was originally approved but wasn't funded due to a shortage of funds; the acquisition is ready to go. *Tom M. made a motion to recommend that staff draft a memo to the Policy Committee requesting that set-aside funds that are not being used by the two agencies (GPCOG and METRO) be reprogrammed and remain within the set aside for transit to fund a project that was ranked and approved but was not fully funded because the funding wasn't available at the time. The motion was seconded by Connie G. All were in favor.* The acquisition process is ongoing.
10. **STP Transit Set Aside Application.** Steve explained that we are \$440,136 short. The amount that we are likely to get will be less than what we originally thought. We are not in a huge rush on this issue. This item got tabled to next month's agenda. The RTP item should be Mobile Data Terminals.
11. **Jobs Bill Update.** There doesn't appear to be anything in the Jobs Bill that would work like the last round of stimulus funds. There may be some specialized programs mostly targeted to rail.
13. **Information Sharing.**
  - Tom M. shared a Wall Street Journal Article – How Geeks Get Us Around Town. Commute Another Way Week is next week – May 19-23. A satisfaction survey was recently completed. Twenty-two percent responded that they use public transportation. People were either satisfied or very satisfied with the service. People were dissatisfied with the frequency of service.
  - Hank – mediation negotiations are going to arbitration. They have been hearing opposition about the new boat – it's too big, not enough space on the dock for it, the vehicle we are replacing is used for cruises and this boat isn't, etc.
  - Sara T – in union negotiations – two units of the ATU (admin and dispatch). In the first six months they have seen a 35% increase in ridership and increase in trips.
  - Steve L – GPCOG's Annual Meeting is scheduled for May 26<sup>th</sup> at 11:30 at USM's Glickman Library. The guest speaker will be Janine Bissaillon-Cary from the Maine International Trade Center. TRB is having a livable communities conference in October in DC.
  - Connie – The last month has been a challenging one working with Maine Care. There are rule changes, rate changes, federal waivers, etc. It has been very taxing. There is no resolution to anything.
  - Robert W. – Adopt a Stop – if anyone has any ideas about getting people to volunteer, please let him know. It was suggested that he contact high schools because some high schools require students to do some community service work.
  - Steve K – putting together information for their triennial review which takes place in July. There was a slight increase in ridership this year.
  - Barbara D – the state does not have to re-evaluate its DBE goal until 2012.

- Carl – Nelson Nygaard with HDR and Bruce Hyman Planning have been selected for the transit oriented project. It will be a visioning exercise. It will play right into *Destination Tomorrow*. They hope to conclude the process by December.
- Ed – ridership on the local bus is up. Commuter services (ZOOM and intercity) are down. UNE bus ridership saw a 16% increase over last year.

**14. Other Business. Upcoming meetings:**

June 3<sup>rd</sup> – Joint Planning/Transit Committees at 9:00 at GPCOG.

June 8<sup>th</sup> – Operators meeting at 12:00 p.m. at GPCOG

June 10<sup>th</sup> – PACTS Transit Committee at 9:30 at GPCOG

**15. Next Meeting Date and Agenda – June 10<sup>th</sup> at 9:30 at GPCOG.**

**16. Adjourn.** The meeting adjourned at 12:00 p.m.

## **Agenda Item #4**

### **Status Reports**

1. PACTS Policy Committee

- The PACTS Policy Committee met on May 20.
- The Policy Committee endorsed the Transit Committee’s proposal on reprogramming of unspent funds.
- The Policy Committee endorsed the 5307 funding allocation proposal.

2. Joint Transit-Planning Committee

- The Joint Transit-Planning Committee met on June 3
- Agenda items included the Portland North Project and the HUD Sustainable Communities planning grant.

4. Operations Committee

- The Operations Committee met on June 8 to discuss the AVL/ITS project.

5. Staff updates:

- PACTS and GPCOG staff continue to work on the Destination Tomorrow Update
- PACTS and GPCOG staff will attend nine (8) meetings this month (3 by phone) regarding the Gorham East West Corridor Study. Current study topics include:
  - Results of a Year 2035 regional transit scenario.
  - Study assumption regarding the impact of future fuel prices on Year 2035 regional travel demand.
  - Meeting with area real estate developers.
  - Develop list of Year 2035 roadway options to be evaluated.
- GPCOG is wrapping up the Route 4 origin-destination study and data collection for the On-Off survey for METRO.
- GPCOG has begun the South Portland On-Off Survey
- GPCOG continues to take the lead on a HUD Sustainable Communities Planning Grant. The release of the NOFA was postponed, but GPCOG is actively preparing to write the grant when the NOFA becomes available.

- GPCOG and PACTS Staff participated in MaST's Transportation Forum, We Can Get there From Here.
6. Other:
- GPCOG presented the PACTS Transit Committee with a ReCOGnition Award for collaboration on the regional transit guide at GPCOG's recent annual meeting.

## Agenda Item #5

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

<p><b>DRAFT</b> 6/4/2010</p>
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#### Fiscal Year 2010:

March	<p>Public comment period for Section 5303 and 5307 funds, '10/'11 (pending release of Federal Register notice)</p> <p>Public Comment Period for STP proposals for 2012/2013</p> <p>Update TIP</p> <p>FTA Budget announced</p>
April	Appoint Nominating Committee for new Officers
May	Adopt STP proposals for submission to Policy Committee
<i>June 2010</i>	<p>Annual evaluation of Committee (year 6)</p> <p>Elect New Committee Officers</p>

#### Fiscal Year 2011:

<i>July 2010</i>	
<i>August</i>	
<i>September</i>	Participate in PACTS TIP Process Review, including JARC
<i>October</i>	<p>Review and Approve Allocation Formula for 5307 and STIC</p> <p>Destination Tomorrow update</p>
<i>November</i>	<p><u>Regional Transit Study: Annual Report</u></p> <p>Develop Study Proposals for 5303 and 5307 Planning funds and UPWP</p> <p>Provider information (ridership, miles, etc.) due</p>
<i>December</i>	
<i>January 2011</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	Submit 2012/2013 STP proposals to staff for ratings
March	<p>Public comment period for Section 5303 and 5307 funds, '12/'13 (pending release of Federal Register notice)</p> <p>Public Comment Period for STP proposals for 2012/2013</p> <p>Update TIP</p> <p>FTA Budget announced</p>
April	Appoint Nominating Committee for new Officers
	Adopt STP proposals for submission to Policy Committee
<i>June 2011</i>	<p>Annual evaluation of Committee (year 6)</p> <p>Elect New Committee Officers</p> <p>Provider information (ridership, miles, etc.) due</p>

#### 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:
  - Congress St. Bus Priority Study
  - Passenger Rail to Brunswick
  - Portland North, Small Starts Study
  - Transit Oriented Zoning
  - Maine Narrow Gauge RR Extension Study
  - Gorham East/West Corridor Study
  - Greater Portland Livable and Sustainable Region Initiative
  - HUD Sustainable Communities Planning Grant proposal
  - Other future studies
- Monitor likelihood that PACTS will become a Transportation Management Area
- Respond to Policy Committee requests for action, information or recommendations as needed

### **Agenda Item #6 a Regional Map and Timetable**

We are in the process of seeing RFQ's for a new printer that can handle the artwork changes in-house.

Google Transit has accepted our region. Staff and providers are working to test and update routes and schedules.

### **Agenda Item #6 b Regional Route Study**

The committee agreed to wait before putting out the RFP again because there are a number of things currently going on (route changes, etc). When we do go out to RFP, we will break the proposal down into various components that consultants can bid on.

### **Agenda Item #6 c Transit Planning in Comprehensive Planning Process**

The Joint Planning and Transit Meeting met on June 3<sup>rd</sup> at 9:00 and included a presentation on the Portland North project.

### **Agenda Item #6 d Regional Pass System**

Due to Rebeccah Schaffner-Tousignant's lead role in the HUD Sustainable Communities grant, Rebecca Lambert is taking on her role in this project. Rebecca L. has recalculated the scenarios based on the new fare rates. The working group met on June 8 and will report back to the Committee today.

**Agenda Item #7  
Regional AVL/ITS Project**

The Operations Committee met on June 8 to discuss the draft concept of operations and the delineation of system components and functions as essential, desirable and optional.

**Agenda Item # 8  
Section 5307 allocation**

The Policy Committee approved the 2010 5307 allocation at their meeting on May 20<sup>th</sup>. A legal ad appeared in the May 26<sup>th</sup> edition of the Portland Press Herald. The 30 day comment period will be complete on June 24<sup>th</sup>. Also, the transit providers agreed to continue to work to design a 5307 formula that can be carried forward through subsequent years. No meetings to discuss this future formula have taken place yet, however.

**Agenda Item # 9  
Reprogramming of Unspent STP Transit Funds**

The Policy Committee accepted the Transit Committee’s proposal to use GPCOG and METRO’s unspent funds to purchase paratransit vehicles for RTP. These vehicles were included in a past STP proposal that was only partially funded.

**Agenda Item # 10  
STP Transit Set Aside Application**

The amount of STP funding in the RFP was based on PACTS’ assumption of a small amount of growth from the last biennium. MaineDOT has informed the MPO’s that the growth may not be as much as they thought. Therefore, PACTS is adjusting the funding expectation down by about 3%. What this means for the Transit Set-aside is that the \$1,350,000 originally estimated will drop to approximately \$1,309,500. The total cost estimate of the proposals submitted for scoring came to \$1,749,636 which leaves a difference to \$440,136 that can not be funded. Please refer to last April’s packet for details on the proposals.

<b>ID</b>	<b>Provider(s)</b>	<b>Scope and Location</b>	<b>Cost Est.</b>	<b>Rank</b>
A	SPBS	Mill Creek Transit Hub	\$ 206,870	1
C	BSOOB	Bus Shelters	\$ 100,000	2
I	SPBS	Ops and Maintenance Buildings	\$ 238,153	3
H	RTP	Mobile Date Terminals	\$ 244,613	4
D	BSOOB	UNE - Downtown Bus	\$ 200,000	5
B	BSOOB	Transit Bus	\$ 380,000	6
F	CBITD	Electronic Ticketing	\$ 115,000	7
G	CBITD	Preventive Maintenance	\$ 200,000	8
E	CBITD	Freight Handling Equipment	\$ 65,000	9
			\$ 1,749,636	Average
Old	\$ 1,350,000	New Estimated Set-Aside	\$ 1,309,500	
		Difference	\$ (440,136)	

## **Agenda Item #11**

### **Brief update on Maine Clean Communities**

[Maine Clean Communities \(MC<sup>2</sup>\)](#) is part of a national DOE Clean Cities network. Its mission is to expand the use of alternatives to gasoline and diesel fuel, and to reduce the use of petroleum for transportation. Maine Clean Communities is currently working to strengthen its coalition by increasing its stakeholder membership. Becoming a stakeholder helps companies/organizations formalize their commitment to reducing reliance on gas and diesel. Stakeholders have the option to be listed on the MC<sup>2</sup> website and some promotional material, and are also eligible for future DOE Clean Cities Program funding opportunities that require stakeholder status in their eligibility criteria. Three PACTS transit committee members – METRO, RTP and MaST – are stakeholders.

Steve Linnell will discuss Maine Clean Communities' recent activities and upcoming events and hand out stakeholder forms.

## **Agenda Item #12**

### **Committee Evaluation**

Every year the Transit Committee sends a memo to the Policy Committee with details on what it has accomplished over the last fiscal year. Staff and the current chair will prepare a draft for the meeting.

#### **Glossary of Terms**

1. ARRA American Recovery and Reinvestment Act
2. AVL Automatic Vehicle Location
3. BOP Biennial Operations Plan (MDOT)
4. BTIP Biennial Transportation Improvement Program (MDOT)
5. CMAQ Congestion Mitigation Air Quality Program (Federal Funds)
6. DOE Department of Energy
7. EMDC Eastern Maine Development Corporation
8. FHWA Federal Highway Administration
9. FTA Federal Transit Administration
10. ISTEA Intermodal Surface Transportation Efficiency Act
11. ITS Intelligent Transportation Systems
12. JARC Job Access & Reverse Commute
13. MDOT Maine Department of Transportation
14. MPO Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
15. NNEPRA Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
16. OPT Office of Passenger Transportation (MDOT)
17. PACTS Portland Area Comprehensive Transportation System (Portland Area MPO)
18. SAFETEA-LU Safe, Affordable, Flexible, Efficient, Transportation Act—Legacy for Users
19. STIC Small Transit Intensive Cities
20. STIP Statewide Transportation Improvement Program
21. STPA Sensible Transportation Policy Act
22. STP Surface Transportation Program (Federal Funds)
23. TE Transportation Enhancement Program (Federal Funds)
24. TEA-21 Transportation Equity Act for the 21<sup>st</sup> Century
25. TIP Transportation Improvement Program (PACTS)
26. UPWP Unified Planning Work Program
27. URIP Urban-Rural Initiative Program
28. 5303 FTA Planning Program
29. 5307 FTA Urbanized Assistance

## PACTS Transit Committee Roster

Updated on 2/2/10

Members	Affiliation	Phone	Email
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Conrad Welzel	MTA	871-7771 x126	<a href="mailto:cwelzel@maineturnpike.com">cwelzel@maineturnpike.com</a>
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Steve Klein	Mermaid Transportation	885-5630	<a href="mailto:gomermaid@aol.com">gomermaid@aol.com</a>
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Greg Isherwood	Custom Coach & Limousine	797-9100	<a href="mailto:gisherwood@customcoachandlimo.com">gisherwood@customcoachandlimo.com</a>
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