

PACTS

Portland Area Comprehensive Transportation System

Transit Committee Meeting
Thursday, April 14, 2011, 9:00 am
GPCOG
Transit Committee 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. **Joint Transit and Planning**
 - d. **Regional Pass System**
 - e. **Other – in order of priority**
7. **Operations Committee Update** – 20 min.
 - a. **Regional AVL Project update**
 - b. **Regional Sign & Shelter Project**
 - c. **Regional Passenger Survey**
8. **Other Business** – 20 min.
 - a. **Reprogram STP Funds**
 - b. **UPWP – proposals for the next two years**
9. **Information Sharing/Round Table Discussion/Check-In/What's Up** – 20 min.
10. **Next Meeting Date and Agenda** – May 12, 2011 at Saco Train Depot
11. **Adjourn**

Attachments: March 10th PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

PACTS Transit Committee Meeting
March 10, 2011
9:30 at GPCOG

Members Present: Hang Berg, CBITD; Marina Douglas, NNEPRA; Hilary Frenkel, Executive Com. Appt.; Rebecca Grover, MTA; Steve Kirby (for Dave Redlefsen), METRO; Tom Meyers, SPBS; Sue Moreau, MaineDOT; Al Shutz, ShuttleBus/ZOOM

Staff and Guests: Maddy Adams, GPCOG; John Duncan, PACTS; Carl Eppich, PACTS; Art Handman; Judy Harris, Portland; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Myranda McGowen, SMRPC; Robert Wagner, Adopt-a-Stop

1. **Call to order.** Tom Meyers called the meeting to order at 9:37 a.m.
2. **Public Comments.** Judy Harris has compiled a list of PACTS and other regional transportation studies, and she requested that all upcoming reports/studies be given a number to make them easier to identify.
3. **Approval of Minutes.** *Marina Douglas made a motion to approve the February 10th minutes and the motion was seconded.* Marina had a change to Item 9-Information Sharing. The second-to-last bullet read that NNEPRA's service development plan was a study of Auburn and Bethel but it should've said it's a study of Brunswick to Boston service, Portland Station and Auburn service. *All were in favor of the minutes with the above-noted change.*
4. **Status Reports**
 - At the March meeting of the Executive Committee, they will not be discussing 5307 because of the decision made by the Transit Committee regarding the funds.
 - Transit focused region visioning workshops will be held March 24th from 6:30-8:30 p.m. at the Westbrook Middle School, and March 25th from 8:30-11:00 at Disability RMS in Westbrook. Two more sessions will be held in April on the 7th and 8th at the Merrill Auditorium Rehearsal Hall.
 - Gorham East West has a meeting scheduled on March 22nd in Westbrook Council Chambers.
5. **Timeline.** No changes.
6. **Transit Study Implementation Status Reports.**
 - a. **Regional Map and Timetable.** Changes are needed by next Friday. We are about to test GoogleTransit.
 - b. Art Handman is moving ahead on the **Regional Route Study**.
 - c. **Joint Transit and Planning Committees** met last week and it was a well-attended meeting. They will be meeting again in June and likely discussing results of the Transit Focused Region effort.
 - d. **Regional Pass.** We have a Memorandum of Agreement (MOA) preliminarily approved by Tom, Dave and Sara. The next steps will be to move it through public comment and board approval. METRO is meeting on this next week. Then SPBS will be having a public hearing on March 21st. It should be implemented in May if all goes well.
7. **Operations Committee Update.**
 - a. **Regional AVL** – Rebecca L. reported that the working group met about a week ago and they decided that a project engineer would probably be needed for this project. She is looking at examples of a project procurement structure.
 - b. **Section 5307 Funding Allocation.** The recommendation of the Transit Committee was approved by the Policy Committee.
 - c. **Sign and shelter.** Ben has been accumulating data on fixed route transit providers. He has been doing research into other systems in the US that have coordinated different transit providers with a branded logo. He is investigating how to uniform the branding. Example RFPs have been looked at. Ben is looking at transit providers that have a number of different services (ferry, rail, fixed route, on-demand)

and he has spoken to a few different agencies that are larger in area than Portland but share a lot of the same characteristics as the Portland area.

- d. **Regional Passenger Survey.** We have a couple more Saturday runs to complete the process. The draft of the ferry survey has been done. The ShuttleBus/ZOOM survey will be happening next.

8. **Other Business.**

- a. **Reprogram STP funds.** This is an informational item. A TIP amendment will be needed to spend the \$300,000 that was just reprogrammed. Then it will need to be approved by MaineDOT. Tom M. said the PIN from last fall was 17348.
- b. **UPWP** - proposals for the next two years. Steve provided a handout which is slightly different than the one that was distributed last month. We are on continuing resolution. This draft budget is based on the assumption that we will have carry-forward. If we don't get the carryforward, we will have approximately \$110,000 less money to work with. Some narrative will need to be prepared for each of the tasks for the UPWP document.
- c. No responses were received to the RFP for the **Southern Maine Transit Coordination Study.** Respondents were provided with the opportunity to bid on a part of the project if that worked for them, but there were no responses on that either. The RFP names the agencies that are involved and originally METRO was in as part of it, and then METRO was removed for this phase of the study but will be included in Phase III. Art explained that you can't look at consolidation without looking at METRO, because of the overlapping of routes, etc., so that's why he didn't bid on it.

Hilary asked why METRO isn't part of it. Judy explained that initially there were discussions about METRO being included but it was determined that this particular study was more about repair and maintenance, etc.; it was more specific to operational items. Tom M. added that this study will look at opportunities for consolidation of like operations (maintenance). It was intended to be a follow-up to the study that the ShuttleBus and SPBS did. The difference is that Scarborough was interested in seeing what possibilities existed for them. Their garage facility has some excess capacity and that was being considered for consolidated maintenance. It was a natural progression from the 2007 study and it was an affinity for services that seemed to make sense to consolidate. RTP was added because there might be some capacity issues at their current site. Judy added that the Portland City Manager came to the same conclusion that it was a consolidation of service and repair services. Tom M. noted that there will be consideration of communications/dispatch in Phase 2. This study was driven by the interest of the Town Managers of the towns involved. The Managers met privately and came out with this outcome. Al, Tom M. and others have been working on the fringes.

The RFP does state that this is Phase I and lists those that would be included in Phase II. METRO would be involved only in Phase III. The RFP does NOT include METRO. It does, however, mention that METRO will be apprised of the process. Art suggested some rewording to indicate that METRO would be involved in a later phase. It should be spelled out that this is a continuation of a process that got completed in 2007. Rebecca Grover suggested that perhaps some of the consultants be contacted for their feedback as to why they didn't respond.

Another suggestion was to include some discussion about Phase III; provide some background on how and why this came about. Steve will put some of this information in the transmittal letter as well. He will resend it to the same consultants. Steve will draft some language and send it to the group that has been involved with this project to date.

9. **Information sharing.**

- Hank reported that they will be having a triennial review of CBITD this summer. It's taking longer than they thought to start up the new boat. The design needs to be approved by the US Coast Guard.
- Hilary – a public hearing has been scheduled on March 22nd for LD 673 - An Act To Expand Fiscally Responsible Transportation through Increased ZOOM Bus Service.

- Marina - NNEPRA has received seven responses to the service development plan RFP. They are waiting for a signed grant before moving forward. Construction has started on the Brunswick extension.
- Sue M – More in-depth audits on ARRA funding will be taking place. MaineDOT will also have a triennial review.
- Rebecca – work as usual. They are hoping to have an interim director by the end of this week. The board would appoint someone who will fill Paul’s contract through the end of September. The Turnpike will be testifying on LD 673; they would like more accurate information on that. Fifteen thousand survey cards have been distributed and they hope to have numbers regarding O&D in the next couple of weeks.
- Rebecca L. – She provided a handout on upcoming Maine Clean Communities events. A workshop is scheduled on April 26th on eco-driving. Rebecca is leaving GPCOG at the end of March to explore other activities. She will continue to work part-time on the AVL project.
- Carl
 - showed some handouts on Transit Focused Region.
 - North Windham has a project about integrated land use.
 - Scarborough is under contract doing bike/pedestrian/transit supported types of studies (around Oak Hill), trying to make it more bike/ped friendly.
 - Forest Avenue – TY Lin was hired to do an integrated transportation and land use study. The idea is to look at improving mobility for all modes.
 - Bus Priority Corridor Study – under contract and they are doing counts as we speak.
 - We are trying to expedite the studies and get the efforts done so that we won’t have to ask for carry-over since there are questions about if carryover funds will be available.
- Steve reiterated about the MC² workshops. Regarding the eco-driving workshop, we may be charging a small fee for this one. We plan to have a workshop on natural gas in the near future. GPCOG has hired Jennifer Puser as a Transit Planner so we will need to reanalyze that position with Rebecca’s departure. Jennifer has a background in transportation and has most recently been working for the Energy Office in Augusta.
- Tom M – legislation next Monday on adding transit to the comp plan, requested by the Maine Transit Association. They are looking for planners to attend. Many of the operators are operating on the edge in respect to vehicle fleets.
- Al - They have beta-tested some procurement software. It makes Federal procurement very simple.
- Robert – Adopt-a-stop is winding down. They have fourteen stops with twelve volunteers, but they don’t have any back-up volunteers.
- Steve K – they have received seven buses but there’s still a lot to be done to get them on the road.
- Everyone thanked Rebecca Lambert for all the work she’s done with this Committee. They wished her luck and said they would miss her.

10. **Next meeting** – April 14th at GPCOG.

11. **Adjourn.** The meeting adjourned at 10:50.

Agenda Item #4

Status Reports

1. Committee meetings:
 - The **PACTS Policy Committee** did not meet last month.
 - The **PACTS Executive Committee** meeting was moved from March 1st to March 22nd. Agenda items included MPO Project Efficiencies Team, Unified Planning Work Program for Next Biennium and the FTA 5303 Transit Planning Budget. The Committee also met on April 5th.

2. The **Transit Focused Region Initiative** held four visioning workshops with PACTS, the Transit Committee and other key regional stakeholders. The workshops reviewed the transit system and land use and asked for input on transit-ready corridors and nodes in the region, transit-ready land-use controls, the development of a vision diagram and the development of evaluation and ranking criteria. Over 150 participants 60 on 3/24; 50 on 3/25 and similar numbers attended 4/7 and 4/8.

- The **March 24th and 25th** workshops were held at Westbrook Middle School (5pm - 9 pm on **March 24th** and 8am - 12pm on **March 25th**)

This was a 2+ hour intensive interactive “town hall” style presentation and frank discussion about the realities in the Greater Portland Region, where it is going, and what it could look like as informed by local data and best practices from around the country and around the globe. Presentations focused on the need to embrace the “culture” of transit and that it takes a long time. A second presentation explored how the multi-modal – transit and bicycle and pedestrian modes support each other in Portland, Oregon.

Friday Morning, March 25th

In the morning a hands-on mark-up session followed, with the brainstorming of concepts for future transportation investment and land use patterns as informed by local and national planners, developers, and employers who will make it happen. Six groups of about 10 participants developed conceptual plans that were analyzed for the April workshops.

- The **April 7th and 8th** meetings were held at Merrill Auditorium Rehearsal Hall in Portland (6pm – 9 pm on April 7th and 8am – 12pm on April 8th)

Thursday Evening, April 7th

There was an opportunity to compare the results of the first Workshop discussion and brainstorming to other places that have found success shaping their future in a sustainable manner. National transit and transit-oriented-development expert, Jeff Tumlin, led a targeted debate about the pros and cons of different transit and land use concepts for Greater Portland, identifying strengths, weaknesses and potential pitfalls.

Friday Morning, April 8th, 8:30-12:00,

An intensive hands-on debate to finalize a single documented vision and framework map for Greater Portland’s transit and land use future. The final product is intended to guide future transportation and coding work in the region.

3. Other Studies:

- A final public meeting was held on March 22nd of the Phase 2 **Gorham East-West Corridor Study**.
- The staff and consultant team of the **Congress Street Bus Priority Study** have met twice, and have had technical discussions about available transit data, existing operations, needs, etc. with transit operators. There will be an Infrastructure Operations Meeting on April 20th to discuss the nuts and bolts of what existing issues/infrastructure on/along Congress Street itself can be fixed or can’t be touched. This meeting needs to include all parties but especially City departments and the Downtown District. A public meeting is scheduled for Wednesday, April 27th at 4:00 PM at the Maine College of Art.
- The **Forest Avenue Study** is moving forward.
- The **Southern Maine Transit Coordination Study** RFP has been issued, and proposals will be received soon. We have received an indication from four firms that they intend to submit proposals.

- The Operations Working Group met on March 3rd to discuss the AVL project.

Agenda Item #5

Draft Timeline/Work Plan for the PACTS Transit Committee

<p>DRAFT 7/22/2011</p>

Fiscal Year 2010:

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

Fiscal Year 2011:

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

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
- Keep informed of and/or involved in ongoing studies such as:
 - Congress St. Bus Priority Study
 - Lakes Region CTAA Study

- Passenger Rail to Brunswick
- Portland North, Small Starts Study
- Transit Oriented Zoning
- Maine Narrow Gauge RR Extension Study
- Forest Avenue Study
- Gorham East/West Corridor Study
- Greater Portland Livable and Sustainable Region Initiative
- Southern Maine Transit Coordination Study
- Transit Focused Region Study.
- 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

The next publish date is May 2011. All changes for the May Transit Guide should have been submitted by March 18, 2011.

Steve Linnell accepted a Federal Transit Administration, Region 1 “Best Transit Map” award for “Best Coordination of Multiple Providers in a Single Map” at the recent 2011 Northeast Passenger Transportation Conference held in Hartford, CT on March 31st, 2011. The award was given for the *Greater Portland Regional Transit Guide* developed by the PACTS Transit Operators in cooperation with GPCOG and Nelson Nygaard.

A pdf version of the Transit Guide can be found at:

http://www.gpcog.org/Transportation_and_Land_Use/transit_guide.php. Transit agencies that have placed the guide on their websites (or wish to do so) should use the above url to ensure the latest version is always accessible.

Both SPBS and METRO are now live on Google Transit! Click on <http://goo.gl/maps/qwAp> and plan your next bus trip.

Staff participated in a conference call with MaineDOT and Castle Rock on the MODES project. We are working to have a single source for creating and using General Transit Feed Specification data (GTFS).

Agenda Item #6 b Regional Route Study

Art Handman will give a brief presentation to staff, and anyone else who can stay, after the Transit Committee meeting on the 14th. This will be on the next Operations Working Group Agenda. Art needs input and guidance from the Study Committee in order to proceed further.

Agenda Item #6 c Joint Transit and Planning

The next Joint Transit and Planning Committee meeting has been re-scheduled for June 2nd as the GPCOG Annual Meeting has been set for 11:30 on the 9th. We will still go ahead with the Transit Committee meeting on the 9th from 9:00 to 11:00.

Agenda Item #6 d
Regional Pass System

The Memorandum of Understanding is completed and work is underway for a May 1st launch.

Agenda Item #7 a
Regional AVL/ITS Project

The Ops Working Group met to discuss this project on March 3rd. Following guidelines for small procurements, Rebecca issued a request for experience and qualifications from engineering firms to provide a project engineer to assist with the procurement process, particularly installation and testing. Responses are due Monday April 11, and negotiations will proceed from there. Rebecca continues to research different joint procurement models and is scheduling vendor demos for the end of May.

Agenda Item #7 b
Regional Sign & Shelter Project

Ben Lake is finishing initial research and conversations with autonomous transit providers that share uniform branding around the US. He plans to discuss the results with the PACTS Transit Operations Working Group at their next meeting, and solicit their feedback and guidance on the degree of marketing and branding development they would like included in this Sign and Shelter Project. He has also developed draft budgets which will be shared at that meeting. Work is continuing on the System Inventory of existing transit routes, ridership, bus shelters, stops and amenities.

Agenda Item #7 d
Regional Passenger Survey

The survey work is completed. The Ferry Passenger Survey is currently being edited and once it is finalized Steph will circulate it. Meanwhile data entry for the bus surveys is wrapping up.

Agenda Item # 8a
Reprogram \$300,000 STP funding

Staff will provide an update on this at the meeting.

Agenda Item #8b
UPWP

Staff will provide a revised budget and work plan summary at 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 21st 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

FACTS Transit Committee Roster			
Updated 4/8/2011			
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