

PACTS

Portland Area Comprehensive Transportation System

Transit Committee Meeting
Thursday, January 12th, 2012, 9:30 a.m.
GPCOG
Transit Committee Agenda

1. **Call to order**
2. **Public Comments – 10 min.**
3. **Approval of Minutes from the last meeting (attached)**
4. **Welcome Matthew MacKenzie, Legislative Assistant to Congresswoman Chellie Pingree – Roundtable Discussion – 30 min.**
5. **Status Reports (attached) – 5 min.**
6. **Review Timeline/Work Plan (attached) – 5 min.**
7. **PACTS Transit Study Implementation Status Reports – 20 min.**
 - a. **Regional Map and Timetable**
 - b. **Joint Transit and Planning**
 - c. **Regional Pass System**
 - d. **Transit & Land Use**
 - e. **Other – in order of priority**
8. **Operations Committee Update – 20 min.**
 - a. **Regional AVL Project update**
 - b. **Regional Shelter Project**
 - c. **Regional Branding, Marketing & Sign Project**
 - d. **ITS Architecture Update**
9. **Other Business – 20 min.**
 - a. **Discuss Regional and Individual STP Transit Projects**
10. **Information Sharing/Round Table Discussion/Check-In/What's Up – 20 min.**
11. **Next Meeting Date and Agenda –February 9th, 2012 at Saco Train Station**
12. **Adjourn**

Attachments: December 8th, 2011 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

The Metropolitan Planning Organization for the Portland Urbanized Area
68 Marginal Way • Portland, Maine 04101

Telephone: (207) 774-9891 • Fax: (207) 774-7149 • www.pactsplan.org

PACTS Transit Committee
December 8, 2011
10:15 a.m. at GPCOG

Members Present: Sara Trafton, Chair, RTP; Brian Beeler, NNEPRA; Hank Berg, CBITD; Hilary Francis, Exec. Com. Appt.; Connie Garber, YCCAC; Rebecca Grover, MTA; Alex Jaegerman, Planning Com.; Tom Meyers, SPBS; Sue Moreau, MaineDOT; Mark Nahorney, Exec. Com. Appt.; Dave Redlefsen, METRO; Al Shutz, ShuttleBus/ZOOM

Staff and Guests: Maddy Adams, GPCOG; Carl Eppich, PACTS; Art Handman; Judy Harris, Portland; Ben Lake, GPCOG; Steve Linnell, GPCOG; Myranda McGowen, SMRPC; John Pressey, Gorham; Jennifer Puser, GPCOG; Donna Tippett, GPCOG; Robert Wagner, Adopt-a-Stop

1. **Call to order.** Sara called the meeting to order at 10:15.
2. **Public comments.** None.
3. **Approval of minutes.** In the Information Sharing section, in the bullet that said Connie-FTA livability program - Connie requested that the wording be changed as follows: ~~they~~ MaineDOT received State of Good Repair money for that. With that change, *Connie moved approval of the November 10th minutes, seconded by Dave R. All were in favor.*
4. **Status Reports.** Much of this was already reviewed at the previous joint meeting with the Planning Committee.
5. **Review Timeline/Work Plan.** No changes.
6. **PACTS Transit Study Implementation Status Reports.**
 - 6a. **Regional Map and Timetable.** A hard-copy proof will be available on Monday. The effective date will be January 8th. Delivery is expected around January 3rd.
 - 6b. **Joint Transit and Planning.** The two committees just met prior to this meeting.
 - 6c. **Regional Pass System.** Tom M. reported that pass sales have remained relatively flat. About 20% of their riders are using the monthly pass. There was a seventeen percent increase in ridership from last month to this month. Robert asked if any thought has been given to selling a shorter length pass – one-day, five day, ten-day? Tom responded that other options would be nice but they have a fairly simple fare system, and working with three transit providers would prove difficult.
 - 6d. **Transit and Land Use.** This was thoroughly covered in the Transit/Planning meeting.
7. **Operations Committee Update**
 - 7a. **Regional AVL Project/ITS Architecture Update** – Donna spoke with Bill Thomson at MaineDOT. We do not need our own ITS architecture; we can get on with MaineDOT. This will also impact the Regional AVL project.

Alex asked about the AVL project. Sara explained that the long term goal is to buy the software and hardware to get real time of where the buses are. Donna added that the RFP for the purchase of hardware and software will be issued in January. SPBS and Casco Bay Lines are in it from the beginning; METRO and the others are possible users at a later date. The goal is real time passenger information. A conference call was held with TransSystems in November and we are expecting a new proposal from them any day now. We are continuing to refine things and get information. An

implementation timeline will be requested as part of the RFP. Donna has drafted an interlocal agreement. GPCOG will create an MOU that directs GPCOG to lead the project on behalf of the transit providers. When the procurement takes place, then the contract will be with the individual provider. It will be up to the vendor to come up with pricing for the two minimums (SPBS and CBL), and additional pricing for other providers who might want to come on at a later point. Donna is making sure that she is cognizant of state laws and audit rules, and the procurement process. It's a process.

7b. Regional Shelter Project. Ben explained that this is a project to build a number of transit shelters throughout the region with STP funds. We have been looking at the current stops and determining where shelters would best be placed, based on boardings and other criteria. Site visits for high priority sites have been done in Portland and South Portland; the Saco/Biddeford area will be next. They are currently working with the information that has been gained, and developing a short list which they will be looking for endorsement on soon. Ben has been working with the planners of the towns involved. From here, he will be contacting Downtown Development Districts, city councils, etc. for feedback on the project. We will need to hammer out the details regarding the local match from providers. We will also need to determine a mechanism for transfer of ownership, as well as to determine the details of shelter maintenance and shelter design, etc. Robert asked if Ben had looked at private sponsorship. The shelter on Allen Avenue was supposed to have funds from the bank and the bank was supposed to maintain it, but that didn't happen. Alex explained that Bangor Savings didn't pay for the shelter but the City is working with them on a maintenance fee for the shelter. The City of Portland has a site plan requirement for shelter provisions, and bus pullouts. Historic preservation is also important. The city is entertaining the notion of taking advantage of the signage provision that was passed in the legislature which allows for commercial signage at bus shelters.

Judy recommended that Ben talk to public services as soon as possible. We are in the middle of planning our budget and we don't have any money for shelters or the maintenance of the shelters. There is nothing in the METRO budget to buy them, put up a match, etc. Judy also recommended that Ben speak with Councilor Leeman who does not want any shelters in District 4. Sara was concerned that METRO wouldn't have the local match for this project. A lot of work has been put into this project; it would be good to know in advance what the local match will be. Regarding regionwide projects, Tom said he keeps in mind during the budgeting process what their local share will be for the various projects that are in the hopper. This should not come as a surprise to the providers. We've been working on this project for many years and we are all aware about the local match. SPBS is ready.

7c. Branding, Marketing and Signs. Steve reported that the Operations Working Group did not meet last week but he did meet with Tom and Dave and discussed having an MOU and a process so that we don't get into a situation where we don't have the local match. Dave would like to refer this back to the Operations Working Group. Tom said the dilemma we are facing with this project is that it involves all six providers. The kinds of things we are committing to (regional branding, etc.) go well beyond our ability to approve. Our governing bodies will have strong opinions about this. This branding and marketing piece should have some key decision points in it so that all the agencies involved agree that this is what we are going to do. The agencies will want to maintain their unique brand. Each of the governing agencies will need to sign on that they will accept a regional brand. If we don't get that upfront, we are wasting our time. The dollar amounts also need

to be clear. Connie stated that in this particular instance it is more than just having the local match. There will be additional charges to add the logo to existing literature, etc. Jennifer distributed a work plan to the group; the detailed timeline and other information will be distributed at the Operations Working Group meeting.

7d. ITS Architecture Update. This was addressed with 7a.

8. Other Business.

8a. Review STP Transit Application. The handout was a draft. Steve reported that this document was updated to reflect the changes in the latest version of the Destination Tomorrow Plan. The timeline is on the first page. The TIP Process Committee has seen this application form and they were ok with it. Connie recommended adding to Part II what the project cost is and if the local match is confirmed. A date as to when it is endorsed by the governing board should also be included. Tom added that it needs to be clear that when you put in an application, you are committing to the local match.

9. Information sharing.

Connie – we still don't know anything about the changes that will be happening regarding MaineCare. The RFP is not out and they've changed the web site where the RFP is posted. Their concern is that they don't know what the implications will be to their agencies. There are so many ripple effects that the change will have. Judy asked if we had any idea what the loss of MaineCare passes would cost the municipalities. A brokerage system will be costly. Sue stated that there will be a bidder's conference at some point after the RFP is out. It will be at least six months after the broker(s) is chosen before any changes go into effect.

Brian – NNEPRA is celebrating their 10-year anniversary, and a week of events has been planned. Four hundred school children will be riding the train and donating toys. Ridership on Thanksgiving was up over last year.

Carl – Topsham/Bath and Freeport are all looking to expand the Brunswick Explorer.

Tom – they have finished Phase 1 construction of their transit hub facility. Ridership has been the highest over the last four months than it has ever been in the past. Ridership is 17% ahead of last year.

Robert – he has been invited to Skype with Greater Concord New Hampshire to talk about Adopt a Stop. Someone has volunteered to help with marketing.

Steve – Gorham has asked us to look at the possibility of bringing transit there. A number of scenarios have been looked at, including working with USM. We gave David Cole a preliminary report.

Southern Maine Regional Transit Study – a presentation was given to a number of managers in York County as well as a few others. We have money set aside to do Phases 2 and 3. There were representatives from METRO, SPBS and ShuttleBus at that meeting. We are looking at the scope and will share that with the Operations group.

Sara – RTP is also concerned about MaineCare. She's working on a grant for an Easter Seals project with Judy Harris, Jennifer Diamond from Burgess Advertising, Dennis from Alpha One, and

Corey Tracy (an RTP rider). There is no money involved but lots of resources. It will really help with our Title VI issues and it will be a good resource for the region.

Sue - Peggy Duvall has announced her retirement. Many people at the state are taking this opportunity to retire because of changes regarding insurance.

10. Next meeting date and agenda. January 12th at GPCOG.

11. Adjourn. The meeting adjourned at 11:40.

Agenda Item #4

Roundtable Discussion with Matthew MacKenzie, Legislative Assistant to Congresswoman Chellie Pingree

Matt is making his first trip to Maine this week and is hoping to learn about PACTS' priorities for the coming year. He is looking forward to attending the Transit Committee meeting.

Agenda Item #5

Status Reports

Committee meetings:

- The **PACTS Policy Committee** met on December 15th. Agenda items included endorsing recommendations of the TIP Process Committee, a report on the use of \$1,372,629 in the Holding PIN Account, a report on organizational analysis process, a report from Legislators Briefing held on December 14th, a report on results of the Southern Maine Transit Coordination Study, and action on a proposal to exempt five study contracts from our December 31st deadline. The next meeting is scheduled for February 16th.
- The **PACTS Joint Transit and Planning Committees** met on December 8th. Agenda items included an update on the Transit Focused Region deliverables and Phase II of Gorham East/West. The next meeting of the two groups is scheduled for March 1st.
- The **PACTS Executive Committee** met on December 6th. Agenda items included a status report on preparation for Policy Committee action per results of reduced local match policy, discussion of PACTS Organizational Analysis, report on the Southern Maine Transit Coordination Study, discussion of December 14th Legislators Briefing, discussion of extensions for selection of study consultants and 2012 Outreach for new Executive Committee Appointees. The next meeting is scheduled for February 7th.
- The **Transit Operations Working Group** met on December 20th. Agenda items included an update on the AVL project, an update on the Regional ITS Architecture project, Discussion of draft Scope on the Regional Branding, Marketing & Sign project, an update on the Regional Shelter project and discussion of next steps on the Southern Maine Regional Transit Coordination Study. The next meeting will be held January 24th at 2:00 PM.
- The **PACTS Technical Committee** will have met on the 10th. The main topics on the agenda were an update on the Collector Road Study and the PACTS Organizational Analysis.
- The **PACTS Planning Committee** did not meet in January.

Studies:

- a. The **Congress Street Bus Priority Study** should be wrapping up soon.
- b. The **“Transforming Forest Avenue” study** is focused on the section of Forest Ave. between Park Ave. and Woodford’s Corner. The goal of the study is to recommend improvements to infrastructure, zoning, and traffic circulation that will create more functional and safe pedestrian, bicycle, bus and motorist access both along and across Forest Avenue. The City’s Planning Board and Transportation Committees met recently and unanimously supported the Plan. The City is planning on hiring an independent consultant to review traffic at exit 6 and plans to eliminate 1 signals on Congress St.. A copy of the concept plan with recommendations is available online at http://www.portlandmaine.gov/forestave2.htm#Concept_Plan_and_Appendices
- c. A presentation on the **Southern Maine Regional Transit Coordination Study** was given to interested members of PACTS committees at a special meeting held Monday, December 5th Scarborough Town Hall.
- d. The regional transit visioning initiative known as **Moving Greater Portland Toward a Transit Focused Region’s** final report is being re-worked into a more cohesive document and to better reflect its connection between the project’s vision, implementation and next steps. The final report is now available.
- e. The kickoff meeting for the **PACTS Organizational Analysis** was held Thursday, December 22nd with consultants RSG via Skype. About 20 people attended but at the end of the meeting it was decided to shrink the size of the study committee to ten. The streamlined group will also have met with the consultant team in person on Monday, January 9th.
- f. PACTS is wrapping up the **Pedestrian Access to Transit Study** that was performed by an intern over the summer. The study concentrated on Bayside, Kennedy Park and the South Portland Hub.

Agenda Item #6

Draft Timeline/Work Plan for the PACTS Transit Committee

Fiscal Year 2012:

July 2011	
August	Prioritize Work Plan
September	
October	
November	
December	Review STP Transit Set-Aside Application
January 2012	
February	
March	Public comment period for Section 5303 and 5307 funds, 2013 (pending release of Federal Register notice) Update TIP FTA Budget announced
April	Appoint Nominating Committee for new Officers Review staff scoring of 2014/15 STP Transit Proposals
May	Adopt STP proposals for submission to Policy Committee
June 2012	Annual evaluation of Committee (year 8)

<p>DRAFT, Work in Progress Sept 2, 2011</p>
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Elect New Committee Officers

Fiscal Year 2013:

July 2012	Revisit Allocation Formula for 5307 and STIC
August	
September	
<i>October</i>	Review and Approve Allocation Formula for 5307 and STIC
November	Develop Study Proposals for 5303 and 5307 Planning funds and UPWP Provider information (ridership, miles, etc.) due
December	
January 2013	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	<i>Submit 2014/2015 STP proposals to staff for ratings</i>
March	Public comment period for Section 5303 and 5307 funds, '14/'15 (pending release of Federal Register notice) Update TIP FTA Budget announced
April	Appoint Nominating Committee for new Officers
May	
June 2013	Annual evaluation of Committee (year 9)

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
 - PACTS Organizational Analysis
 - Gorham Bus Proposal
 - Midcoast Transit 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 #7 a
Regional Map and Timetable

The latest version of the Guide has been delivered. Everyone should have it by now.

Agenda Item #7 b
Joint Transit and Planning

The PACTS' Joint Transit and Planning Committee meeting was held on December 8th at 9:00, prior to the Transit Committee meeting. Agenda items included a review of the latest update on the Transit Focused Region project and the Gorham East/West land use Study.

Agenda Item #7 c
Regional Pass System

The Pass is underway. Providers are reporting that ridership, revenue and monthly users are up and there has been no decrease in the 10-pass tickets. There is some planning funding available to potentially extend the Pass to other providers and this will be investigated.

Agenda Item #7 d
Transit & Land Use

Update on Gorham East/West, Phase II and the combined PACTS PL and Transit Planning effort.

Agenda Item #8 a
Regional AVL/ITS Project

The RFP will go out in January, 2012 and the Committee's final recommendation to enter into contract negotiations is planned for the first week of March, 2012. Only CBL and South Portland Bus will be participating for now. Other providers may join in at a later date. A new proposal is coming from Trans Systems for project engineering services and will include the procurement process.

Agenda Item #8 b
Regional Shelter Project

Ben presented a revised list of high-priority potential shelter site locations at the 12/20 Operations Working Group meeting. The list ranked 27 transit stops that would benefit most from shelter installation, prioritized based on criteria from the Working Group, site visits, and feedback from operators.

The Working Group did not raise any concerns about the list, and so it will be presented to the Transit Committee for formal endorsement. Once endorsed, the project will work to install shelters at as many of those sites as possible (likely 12-15, depending on budget constraints and local match availability).

Agenda Item #8 c

Regional Branding, Marketing & Sign Project

Jennifer Puser provided an updated draft work plan and a detailed schedule and timeline for Stage 2 of the project. Jennifer will draft a letter to the transit providers' Boards of Directors outlining the proposed decision –making process and representation to the Steering Committee.

Agenda Item #8 d

Regional ITS Architecture Update

Donna spoke with MDOT and it was decided that a stand-alone ITS project is not necessary. The funding will be spent on refining the transit needs for ITS and incorporating it into MDOT's ITS architecture. This will also include AVL.

Agenda Item # 9a

Discuss Regional and Individual STP Transit Projects

Staff will provide copies of the updated application form. This will be an opportunity to discuss what the Committee would like to propose for regional projects as well as any individual projects.

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 (FACTS, KACTS, ATRC, BACTS)
15. NNEPRA Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
16. OPT Office of Passenger Transportation (MDOT)
17. FACTS Portland Area Comprehensive Transportation System (Portland Area MPO)
18. PDD Portland Downtown District
19. PTC FACTS Transit Committee, or Portland Transportation Center (Concord Trailways & NNEPRA)
20. SAFETEA-LU Safe, Affordable, Flexible, Efficient, Transportation Act –Legacy for Users
21. STIC Small Transit Intensive Cities
22. STIP Statewide Transportation Improvement Program
23. STPA Sensible Transportation Policy Act
24. STP Surface Transportation Program (Federal Funds)
25. TE Transportation Enhancement Program (Federal Funds)
26. TEA-21 Transportation Equity Act for the 21st Century
27. TIP Transportation Improvement Program (FACTS)
28. UPWP Unified Planning Work Program
29. URIP Urban-Rural Initiative Program
30. 5303 FTA Planning Program
31. 5307 FTA Urbanized Assistance

FACTS Transit Committee Roster			
Updated 10/14/2011			
Members	Affiliation	Phone	Email
Hank Berg - Vice Chair	CBITD	774-7871 x103	HankB@cascobaylines.com
Hilary Francis	ME Alliance Sustainable Tran	201-694-9098	hilaryfrenkel@gmail.com
Connie Garber	YCCAC	324-5762 x 2930	cgarber@yccac.org
Rebecca Grover	MTA	871-7771	rgrover@maineturnpike.com
Alex Jaegerman	City of Portland/Planning Rep.	874-8724	AQJ@portlandmaine.gov
Tom Meyers	SPBS	767-5556	tmeyers@southportland.org
Sue Moreau	MaineDOT	624-3239	susan.moreau@maine.gov
Mark Nahorney	UNE Assistant Dean	602-2595	mnahorney@une.edu
Patricia Quinn	NNEPRA	780-1000 x105	patricia@nnepra.com
David Redlefsen	METRO	774-0351 x17	dredlef@gpmetrobus.com
Al Schutz	ShuttleBus/ZOOM	282-5408	director@shuttlebus-zoom.com
Sara Trafton - Chair	RTP/Maine Transit Assoc.	774-2666 ext.112	trafton@rtprides.org
Private Optr Seat	See below		
<u>Staff</u>			
Maddy Adams	GPCOG	774-9891	madams@gpcog.org
Steven Linnell	GPCOG	774-9891	slinnell@gpcog.org
Jennifer Puser	GPCOG	774-9892	jpuser@gpcog.org
Tom Reinauer	SMRPC	324-2952	treinauer@smrpc.org
Ben Lake	GPCOG	774-9891	blake@gpcog.org
Rebeccah Schaffner	GPCOG	774-9891	rschaffner@gpcog.org
Donna Tippett	GPCOG	774-9891	dtippett@gpcog.org
Carl Eppich	FACTS	774-9891	ceppich@gpcog.org
<u>Others and Alternates</u>			
Jack Debaradinis	RTP	774-2666 x 13	jackd@rtprides.org
Sara Devlin	MTA	871-7771 x111	sdevlin@maineturnpike.com
Kevin Donoghue	Portland City Councilor		kjdonoghue@gmail.com
Marina Douglas	NNEPRA	780-1000 x 107	Marina@nnepra.com
John Duncan	FACTS	774-9891	jduncan@gpcog.org
Cindy Farrin	MaineDOT	624-3241	cindy.farrin@maine.gov
Art Handman	Consultant	332-8300	alhandman@hotmail.com
Judy Harris	City of Portland	874-8608	jh@portlandmaine.gov
Nick Mavadones	CBITD	774-7871	nickm@cascobaylines.com
Judi Molloy	FTA	(617) 494-3488	judi.molloy@fta.dot.gov
Carlos Pena	FHWA	207-622-8350 x117	carlos.pena@dot.gov
Robert Wagner	Portland Transit Advocate	772-8812	robertwagner@alum.mit.edu
Conrad Welzel	MTA	871-7771 x126	cwelzel@maineturnpike.com
<u>Private Operators</u>			
Mike Cyr	Cyr Bus Lines	799-8527	mike@cyrbustours.com
Dana Knapp	Concord Trailways	828-3939 x303	yconcord@maine.rr.com
Greg Isherwood	Custom Coach & Limousine	797-9100	gisherwood@customcoachandlimo.com
Allen Malony	Chebeague Transportation	846-9613	ctc@chebeague.net
Ray Penfold	VIP Tour & Charter Company	772-4457	rpenfold@maine.rr.com
Kenneth Wyman	Vermont Transit	782-0311	