

**Transit Committee  
Meeting Notice**

**Thursday, May 10, 2007  
10:15 a.m.**

**Saco City Hall, 300 Main Street**

**Agenda**

- 1. Call to order**
- 2. Approval of Minutes from the last meeting (attached)**
- 3. Questions on Committee Reports**
- 4. Recommendation on Transit Portion of Unified Planning Work Program (UPWP)**  
**Action Item - 15 min.**
- 5. STP Allocation (attachment coming next week) Action Item - 20 Min.**
- 6. Revisit allocation process for Section 5307 and STCC funds – 30 Min.**
- 7. Draft Work Plan (attached) – 15 min.**
- 8. Presentation on Maine Narrow Gauge RR – 10 Min.**
- 9. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 10. Other Business**
- 11. Next Meeting Date (June 14 @ 10:15 a.m., at GPCOG), Agenda**
- 12. Adjourn**

**PACTS Transit Committee Minutes**  
**April 12, 2007**  
**10:30 a.m. at GPCOG**

**Members Present:** Tom Meyers, Chair, South Portland Bus Service; Sara Behr, MaineDOT; John Bubier, Biddeford; Catherine Debo, CBITD; Ed Clifford, ShuttleBus/ZOOM; Connie Garber, York County Community Action; Jonathan LaBonte, MTA; Jon McNulty, RTP; David Redlefsen, METRO

**Members Absent:** Patricia Quinn, NNEPRA; Private operators

**Staff and Guests:** Maddy Adams, GPCOG; Susan Davis, MNGRR; John Duncan, PACTS; Art Handman; Judy Harris, PDOT; Steve Linnell, GPCOG; Myranda McGowan; Tom Reinauer, SMRPC; Chris Small, MNGRR; Robert Wagner; David Willauer, GPCOG

1. **Call to Order.** Tom Meyers called the meeting to order at 10:35 a.m.
2. **Approval of minutes from March 8<sup>th</sup>, 2007 meeting.** *Connie Garber moved approval of the minutes of the March 8<sup>th</sup> meeting, seconded by Catherine Debo.* Sara noted that on page 1, the second sentence under #4 should say "It is a requirement that all planning projects to be funded are listed..." *The minutes were approved with the above-noted change.*
3. **Questions on Committee Reports.** None.
4. **Summarize Transit Portion of Unified Planning Work Program (UPWP).** John referenced the scoring sheet from the Policy Committee exercise regarding prioritization of *Destination Tomorrow* strategies. He explained that this is a process that we've tried for the first time this year. Each member prioritized their top priorities for PACTS and then staff scored them. This list will be reviewed at next week's Policy Committee meeting. Decisions made from this process will result in projects going into the UPWP. Tom M. asked where the funding would come from for the top priority projects from this list. John responded that they could get funded from any one of the funding categories: FHWA, PL, FTA 5303 or 5307. David explained that on the FHWA side, there was a good-sized list of projects submitted.

The FHWA two-year planning/admin budget is \$2.4 million. One half (\$1.2 million) would be for internal staff work over 2 years; one-fourth would be for studies proposed by members; and one-fourth would be for other studies that PACTS might be involved with. John distributed a handout.

Catherine mentioned a draft questionnaire to islanders that CBITD is developing and asked if money might be available to assist with mailing costs. John responded that funds that go to CBITD through 5307 could be used for this. Providers have the discretion as to how they use those funds. David noted that there is more funding available so Catherine could submit a request.

FHWA-PL funds – John distributed a handout on the PACTS work plan over the next two years (\$1.2 million). Robert W. asked where the expansion of transit routes was listed. David responded that it is on the "FHWA-based portion only" sheet under Regional Bus Route Study (\$60,000) to implement the tasks in the study.

David provided information on the GPCOG FTA 5303 Transit Planning Budget and text to go along with the proposed activities and tasks. Approval will be sought at the May meeting. The line item 'electronic toll collection' should read 'electronic fare collection'. Transit-related projects will need to receive the blessing of this committee before submission to the Policy Committee. Ed asked if we should be putting more money into specific categories rather than putting small amounts into so many places. David mentioned that Portland

was identified as a pilot area for an electronic fare system. However, there is no money available to put one in place. Judy added that the Portland Taxi Ordinance would be another opportunity to use an electronic fare collection system.

STP – capital funds. Seven percent (7%) of PACTS money is allocated to STP projects. It takes a long time to get this funding because it has to meet so many requirements.

Column 1	Column 2	Column 3	Column 4
FHWA -Funded Work	FHWA - Funded Work	FTA Funded Work	FTA Capital
PACTS PL (Planning)	PACTS PL (Planning)	GPCOG FTA 5303	FTA 5307
Staff Team	Staff Team	Staff Team	Providers
PACTS/GPCOG/SMRPC	"Consultant Studies"	GPCOG/SMRPC	Six Area Transit
\$1,200,000	\$607,500	\$424,000	\$2,678,244

John Duncan mentioned that at the last Policy Committee meeting, MaineDOT advised that they have a cash flow challenge and are looking at STP projects that haven't started yet (\$19 million). The \$19 million that was available is now \$2.8 million. The 2008-2009 funding has also been cut. The \$13 million list that we submitted is now an \$8.5 million list. Most cost increases for collector paving projects will be covered by PACTS (which will also affect the \$8.5 million). The 7% for transit is at risk. John B. asked why the transit set-aside wasn't higher rather than it being in trouble. That is not something that can be addressed today but it is something that should be discussed. Tom M. would like to see a paragraph on each of the items on the FTA 5303 list. David will provide more details on the list. A decision will need to be made at the May meeting. Tom M. asked about the new Maine Mall Transit Center and wondered if it is a long range planning project or an implementation project. David responded that the list includes a blend of planning and implementation projects. Connie asked if it is an accepted process for the Transit Committee to have a presentation made to it of all planning studies proposed or all implementation studies proposed. Where is the autonomy between SMRPC and GPCOG? Example: JARC Rider's Guide. If none of the members are going to submit for funding and SMRPC and COG submit their funding, does the Transit Committee have to submit their seal of approval? John D. responded that if a study is supposed to be in the PACTS work plan in order for it to receive funding, then this committee is responsible for blessing it to the extent of recommending it to the Policy Committee. Sara said she would like to see a descriptor of each of the projects. Ongoing studies could be addressed during the round-table discussion. Tom M. expressed his concern with promoting TIDS with public and private partners. The Transit Committee's recommendation said to look at ITS systems but not necessarily TIDS. David would like to have the opportunity to present what has been done with TIDS over the past five years.

5. **Technical Committee Appointee.** *Catherine Debo moved approval of David Redlefsen as the Transit Committee appointee to the Technical Committee. Connie Garber seconded the motion and all were in favor.*
6. **Draft Work Plan.** Connie, Tom and staff met last week regarding the draft work plan. A draft was included in the meeting packet. Tom asked staff to update the timeline. Connie said it would be nice if the timeline spelled out when decisions are needed in order to accomplish the items.
7. **Information Sharing/Round Table Discussion.**
  - Catherine mentioned that CBITD is preparing a questionnaire for islanders.
  - Ed is working with the developer at Biddeford Crossing (Packard) for financial assistance for extension of the bus service. Walmart has given their approval.
  - Sara distributed a handout on Section 5307 urbanized funds.

- Steve mentioned a “hold harmless” clause related to PACTS funding whereby if money is taken away in one year it is supposed to come back as money becomes available. Tom suggested that a discussion about the allocation process be an item on an upcoming agenda.
- David distributed a listing of upcoming public meetings.
- Susan said she was interested in learning more about the MNGRR extension study which was listed at the bottom of the timeline. Regarding the MNGRR alignment in Bayside, this item will be on the April 30<sup>th</sup> Council agenda for a decision on the direction of the study. Connie said she’d like to hear a presentation on the status of the MNGRR at an upcoming meeting.
- David R. – The Downtown Transportation Center is due to open the second week of June. They want it to support the region so bring your comments and suggestions to METRO.
- Jon M. – working with consultant hired by the state helping to identify marketing tools and structure of the organization.
- Steve referenced a news article entitled “**We Must Imagine a Future Without Cars.**” He’ll e-mail the article to the committee.
- Connie – It is the second season for the Shoreline Explorer. They are working on a 10-minute educational video to be presented to businesses and which will be available on CD. It will also go on their web site.

**8. Other Business.**

- Tom M. – AAA workshop on drive well and carfit.
- There was an article in the newspaper about NNEPRA’s success.
- On April 21<sup>st</sup>, there will be Aviation and Innkeepers Transportation event for the public – something Jeff Monroe is doing at the IMT.
- Tom thanked Ed Clifford for the use of a ShuttleBus when one of his buses broke down.

**9. Next Meeting Date.** The next meeting was scheduled for May 10 at Saco City Hall, following the Regional Transit Committee meeting.

**10. Adjourn.** The meeting adjourned at 12:15 p.m.

**Agenda Item 3: Committee/Status Reports**

Brooks More, Westbrook’s City Planner, has accepted the offer to become Windham’s Town Planner.

We are very glad to welcome Paul Niehoff as the new PACTS Senior Transportation Planner. Paul will work on the variety of regional planning and project scoping efforts underway here. He brings fifteen years of experience in civil engineering for Auburn and Portland. Paul was most recently the MaineDOT Safe Routes to School Coordinator, and is well known in the bicycling and pedestrian community throughout the state.

GPCOG’s staff, Julia Dawson, and a website consultant have just completed a significant upgrade to our website: [www.pactsplan.org](http://www.pactsplan.org). Your comments and suggestions are welcome.

**USM Bus Study**

GPCOG Staff convened two public meetings in April and May with one member from the public attending.

## Upcoming Studies

- The Managers of Gorham, Scarborough, South Portland and Westbrook have drafted council resolutions to encourage the Turnpike Authority to begin a detailed study of a turnpike spur west from South Portland.
- MaineDOT and the Turnpike Authority will soon begin an I-295 truck diversion study.
- The Turnpike will soon begin a major toll policy study.

## Recent Committee Meetings

### Policy Committee:

- Elected Bill Shane, the Cumberland Town Manager, as the new Vice Chair, and Mike Bobinsky, the Portland Public Works Director, as the new Chair. They begin their year on July 1<sup>st</sup>.
- Took several actions regarding capital projects funding, including endorsement of three trail projects funded in Freeport and Portland.
- Continued work with staff on the planning priorities for the next two years.

### Technical Committee:

- Established subcommittee on flexible application of MaineDOT design standards.
- Met with John Melrose on LD 1790.
- Heard presentation on the development of the UPWP.

### Transit Committee:

- Discussed the development of the UPWP, and discussed a Committee work plan for the next biennium.

### Regional Transit Study

- Continued to put finishing touches on implementation work plan. The Policy Committee will adopt it in June.

## **GPCOG 3rd Quarter Status Report Jan -Mar 2007**

David Willauer, Planning Director

### **CDBG** (Paras, Willauer)

- Cumberland County CDBG Entitlement Status planning
- CDBG Affordable Hsg Study
- Application/scoring process, CEDS

### **Evacuation/ Haz Mat Planning** (Willauer)

- Phase II Emergency Evacuation & Detour Plan started
- Haz Mat Tracking Project with MaineDOT Office of Freight and Maine Emergency Mgmt Agency.

### **GO Maine Program** (Kish, White)

- New TV Campaign w/MaineDOT

- Vanpool program expansion
- Commute Another Way WEEK

**Kids and Transportation** (West, Cook)

- Class presentations on alternative fuels, bicycle and bus safety
- Statewide Exploremaine.org Map
- Safe Routes to Schools planning
- Rail Outreach to schools
- Bicycle helmet distribution to schools

**Land Use Plans** (Paras, Willauer, Gurney)

- Long Island Comp Plan survey
- Mapping technical assistance
- Regional Plan Inventory

**Maine Clean Communities Program** (Linnell)

- Hydrogen fuel committee meetings
- Fleet Managers & Committee meetings
- Special Energy Forums
- Hydrogen Energy Center project

**Mapping** (Gurney)

- Aerial sales, program maps, town maps
- Internet Mapping System (IMS) pilots

**Corridor Planning** (Willauer, Paras, Allen)

- Coastal Corridor: Strategic Investments
- Central Corridor: transportation project priorities, Gray Connector
- Lakes Region: transportation project priorities, proposed transit options
- MaineDOT 20-year Plan
- Route 113 Study (CDBG Study)

**Safe Kids Maine** (Cook, Willauer)

- Statewide Car Seat Checkup Events
- Monthly car seat fitting stations Monthly car seat voucher site, Portland
- CPS training, bus drivers, child care
- CPS - EMS transport in ambulances
- Statewide seat belt use survey, BHS

**Southern Maine Economic Development District – SMEDD** (Paras, Allen, Willauer)

- Assisted Cumberland County CDBG application for Entitlement status
- EDA town eligibility assistance
- SMEDD restructuring concept
- Comprehensive Economic Development Strategies (CEDS)

Transit Planning (Linnell, Willauer)

- Regional Transit Coordination Study
- METRO Route Study
- AVL/TIDS Pilot for USM Bus System
- Portland Explorer 2007 Planning
- Meetings with Hotels & Transportation Information Display System (TIDS) partners (15 locations)
- USM Bus Study
- Lakes Region Transit Study
- METRO DTC design & planning

**Agenda Item #7 Draft Timeline/Work Plan for the PACTS Transit Committee**

**Fiscal Year 2007:**

**DRAFT**  
5/4/2007

May *Approve New Work Plan /UPWP*  
*Begin development of Allocation Formula for 5307 and STCC Funds*

June *Adoption of Regional Transit Coordination Study*  
*Evaluation of the Committee (year 3)*

**Fiscal Year 2008:**

*July 2007* *Continue development of Allocation Formulas for 5307 and STCC*  
*Complete Regional Transit Map and Schedule*  
*Participate in PACTS High Priority Projects list development*

*August* *Provide input to PACTS Process Review*

*September* *Participate in PACTS TIP Process Review*

*October* *Adopt Performance Based Allocation Formula*

*November* *FTA Budget announced (tentative)*

*December* *Provider information (ridership, miles, etc.) due*

*January 2008* *Submit recommendation to Policy Committee for FTA Section 5307 funds*

February

March

April

May

*June* Annual evaluation of Committee (year 4)

**Fiscal Year 2009:**

*July 2008* Review criteria for submitting proposals for 2010/2011 STP Capital

*August* Submit STP proposals to staff for ratings

*September*

*October* Adopt STP proposals for submission to Policy Committee

*November*

*December*

*January 2009* Operators submit requests for planning functions and funding

*February* Draft Unified Planning Work Program (UPWP) submitted and first review

*March* Review UPWP

*April* Complete recommendations to Policy Committee re: UPWP

May

*June 2009* Annual evaluation of Committee (year 5)

**Other tasks:**

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