

# PACTS

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Portland Area Comprehensive Transportation System

**Transit Committee  
Meeting Notice  
Thursday, November 18, 2010, 9:30 am  
Saco City Hall**

**Agenda**

- 1. Call to order**
- 2. Public Comments** ó 10 min.
- 3. Approval of Minutes from the last meeting (attached)**
- 4. Status Reports (attached)** – 5 min.
- 5. Review Timeline/Work Plan (attached)** ó 5 min.
- 6. PACTS Transit Study Implementation Status Reports** – 10 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. Section 5307 Funding Allocation**
  - c. Regional Sign & Shelter Project**
  - d. Regional Passenger Survey**
- 8. PACTS Long Range Plan Update - transit considerations** ó 10 min.
- 9. Other Business**
  - a. Portland Sidewalk Snow Removal Plan 2010/2011**
  - b. Reprogram \$115,000 STP funding for 2012/2013 – Action Item**
- 10. Information Sharing/Round Table Discussion/Check-In/What's Up**
- 11. Next Meeting Date and Agenda – December 9, 9:30, GPCOG**
- 12. Adjourn**

Attachments: October 14 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

**PACTS Transit Committee Minutes**  
**October 14, 2010**  
**9:30 a.m. at GPCOG**

**Members Present:** Sara Trafton, Chair, RTP; Sara Devlin, MTA; Hilary Frenkel, Exec. Com. Appt.; Connie Garber, YCCAC; Tom Meyers, SPBS; Sue Moreau, MaineDOT; Mark Nahorney, Exec. Com. Apptment; David Redlefsen, METRO; Al Schutz, ShuttleBus

**Staff and Guests:** Maddy Adams, GPCOG; Steph Carver, GPCOG; John Duncan, PACTS; Carl Eppich, PACTS; Art Handman; Judy Harris, Portland; Rebecca Lambert, GPCOG; Steve Linnell, GPCOG; Tom Reinauer, SMPRC

1. **Call to order.** Sara Trafton, Chair, called the meeting to order at 9:35 a.m. Introductions were made.
  2. **Public Comments.** None.
  3. **Approval of Minutes from the September 2, 2010 meeting.** *Connie Garber moved approval of the September 2, 2010 minutes. The motion was seconded and all were in favor.*
  4. **Status Reports.**
    - There will be a presentation on the Gorham East West Corridor Study on October 26<sup>th</sup> at the Wyndham Hotel in South Portland from 6-8 p.m.
    - A webinar related to the Congress Street Bus Study is coming up. This study will be a feasibility study to determine the traffic ramifications. Tom M. noted that if this becomes a transit priority, then they should also decide about street festivals and other activities that close Congress Street.
    - An announcement is scheduled for 2:30 today on the HUD Sustainable Communities Grant that GPCOG and a consortium of 26 agencies applied for.
    - Carl will be sending out a draft on the Transit Focused Region Study. Staff, the community and transit people will be involved in this study.
    - A public hearing on the Tri-Community Study will be held at the Saco Train Station on Saturday at 9:00 a.m.
    - There will be an outreach meeting with the consultant on the Lakes Region Transit initiative on October 28 in Windham.
- 9b. Recommendation for use of STP Holding PIN for transit** (taken out of order). John D. provided an update and distributed a handout. AVL is getting funded from the Holding PIN account. About \$64,000 is the balance that is available for transit capital, and the money is available now. The \$47,725 will become available a year from now. If you have a project that is ready to go now, then you might want to fund it with the \$64,000 that is available now. A few options were presented. Connie pointed out that Hank is not here today to talk about his project and Al is new at ShuttleBus so he isn't up to speed on the shelter project. John D. said that a decision does not need to be made today. Connie suggested that we ask Al and Hank to connect with staff to determine if either one of them can make a case for their project. This committee is agreeable with either project if either one can show good cause. The bus shelter project received a higher score than CBITD's electronic ticketing. The committee agreed that \$64,115 be used for either the CBITD ticketing project or the ShuttleBus shelter project and that the remainder be kept in the Holding PIN for the 2012-13 year. Steve explained that some of the money from the other categories could be used (through a swap and trade) to fund a transit project now. In that scenario there would be a total of \$111,840 available now. Either the bus shelter or electronic ticketing could both be fully funded now. *Connie made a motion to ask Al at the ShuttleBus and Hank at CBITD to each make the best case for their project being ready to go so that we can utilize the Holding PIN funds available now rather than waiting until the 2012-13 biennium. Tom M. seconded the motion. If both Al and Hank can make a case for their project, then the higherranked project would be funded. The Committee also agreed to the swap and trade. All were in favor of the motion.*
5. **Timeline.** No changes.

## **6. PACTS Transit Study Implementation Status Report.**

**6a. Regional Map and Timetable.** The next edition will be coming out in January so the deadline for changes would be November 19<sup>th</sup>. METRO may have some significant changes. South Portland may have a few little ones.

**6b. Regional Route Study.** This will be brought to the Operations Committee.

**6c. Joint Transit and Planning.** The next meeting of the Joint Transit and Planning Committees is scheduled for December 9<sup>th</sup>. The topic may be the Transit Focused Region Study and the consultants would do a presentation. The next transit operators meeting is scheduled for November 3<sup>rd</sup> at 12:30 p.m. Sara D. suggested that the Gorham East West Corridor Study might also be a good topic for the joint meeting. They would probably need 15-20 minutes for the presentation plus Q&A for a total amount of 30 minutes. There probably wouldn't be time to do both topics at the same meeting.

**6d. Regional Pass System.** Rebecca Lambert met with Tom M. and Dave and went through a draft slideshow presentation that will be presented to representatives of their boards on the 9<sup>th</sup>.

**6e. Other.** PACTS Technical Committee meeting. Dave R. reported that at the Technical Committee meeting there was some discussion about municipalities funding collector roads. Many towns don't have the match to fix their collector roads. He suggested that Al check with Jennie Franceschi to make sure that some roads in Biddeford didn't miss getting their transit points.

## **7. Operations Committee Update**

**7a. Regional AVL Project Update.** Rebecca L. has prepared a draft RFP and she is looking for feedback from the transit providers on this. It needs to be a real team effort on how to incorporate everything together. Tom M. stated that the RFP is a great product as a starting point. We will need to block out some time to work through it page by page and hammer out the details. This meeting should be separate from the Operations Committee meeting. MaineDOT should be included in the discussion. It needs to comply with the regional ITS plan also. There are some technical sections so we should have the right technical person available. Sue mentioned someone at MaineDOT. Rebecca will determine who the interested parties are and set up a meeting.

**7b. Section 5307 Funding Allocation.** Steve stated that they are looking at some other performance factors. It is a work in progress.

**7c. Regional Sign and Shelter Project.** Ben Lake has been refining the scope and will have more information at the next meeting.

**7d. Regional Passenger Survey.** Steph Carver has made a couple of adjustments to the survey at the Committee's recommendations. Steph distributed the survey and reviewed it with the committee. Hilary suggested that the weather on the day of the survey might be helpful to know as well. Connie asked that the WAVE be included in questions 3 and 5. The day of the week might also be helpful to know; this could be filled out by the person picking up the surveys. The methodology used for the on/off survey was that we sent out one person per bus and covered all trips and all routes. We can do that again. The last time we did this for METRO it brought back 2,000 surveys. The surveyors will ride for four hour shifts on each route so the full time on each route would be captured. Steve suggested that a smaller random survey could be done. Sara T. asked about riders who cannot speak English or cannot read, etc.; we have a large number of riders with a wide spectrum of abilities. Connie asked how we'd capture a good sample from the other services. Sara T. responded that RTP does regular surveys so they don't need this done. Connie stated that the WAVE could handle its own routes. Steph stated that we could tweak the survey

for the WAVE. Sue asked if the survey should be shorter; usually you only want 10 questions. The idea of an incentive for filling out the survey (a free ride) was also suggested. Connie mentioned that a free ride could get complicated because there are so many different providers involved. Tom M. thought that most people would probably just fill it out while they are on the bus ride. He didn't think it was too long. If some of the questions aren't necessary, pull them out. Tom M. felt the demographics were important and he would like to see "what is most important to you" on the questionnaire. Steve asked if the survey should be translated into other languages since Portland has such a diverse population. It was suggested that a language translation card be provided; Catholic Charities can help on this. We could reach out to the various organizations that provide translation services for assistance.

8. **PACTS Long Range Plan Update – transit considerations.** A public hearing on the update is scheduled for October 28<sup>th</sup> at 6:00 p.m. at the Clarion in Portland. It will be followed by a presentation on Portland North at 7:00 p.m.

The plan is about 85% complete. Gorham East West data will be incorporated. A complete update of the Plan will be done in 2-3 years. Charlie Colgan's forecast is being used. A final draft document will be available in advance of the public hearing.

9. **Other Business.**

**9a. Portland Sidewalk Snow Removal Plan 2010/2011.** Hilary, Steve L. and a representative from METRO among others met with Portland Public Works. There is a section of Forest Avenue and Congress Street and a few other spots that will no longer have snow removal. It seems like the best way to deal with this would be to hire someone to take the snow away for those places that aren't covered. Hilary suggested that outreach to those people who are losing service should take place. Another meeting with Portland Public Works has been set for November. Rider safety will be affected as people waiting for the bus will be in the street. Hilary explained that this is a budget cut that was included as part of the Portland budget process; it went through the Finance Committee and the City Council and there were public meetings on the budget. Judy pointed out that most of the neighborhoods in Portland with sidewalks do not get them cleared by the city. Homeowners and businesses are responsible for clearing their own sidewalks.

10. **Information Sharing/Round Table Discussion.**

- o State of good repair. Sue Moreau reported that 45 states received money from the State of Good Repair. Maine did not receive anything even though we had a good application. There were infrastructure projects included on the list. The application was complete and it was put in on time. They have asked FTA Region 1 why it didn't get approved but they haven't heard anything yet. The applications went to the Washington Office rather than the regional office. It was suggested that perhaps a letter be sent to the Legislative Delegation but it probably wouldn't be appropriate for it to come from PACTS.
- o Maine Clean Communities will co-host National AFV Day Odyssey on October 15 at SMCC.
- o There may be money available for transportation efficiency from the Office of Independence and Security in the amount of \$2 million to \$20 million. A working group has been convened to make recommendations to the Legislature for how to spend funds that may come to the state if a utility utilizes one of three state corridors to expand infrastructure. Operating costs for transit are eligible. Several agencies are involved including NRCM, Maine Clean Communities, Maine League of Conservation Voters, GO Maine, DEP, DOT, Efficiency Maine, and BCM. It would be an annual amount that would be available.
- o Tom mentioned that MBTA policy papers will be presented to candidates and he elaborated on this. You can go to MBTA's web site for a copy.

11. Next meeting. The next meeting is scheduled for November 18 in Saco. We will look into reserving the Saco Transportation Center so that we can take the train down.

12. Adjourn. The meeting adjourned at 11:35 a.m.

## **Agenda Item #4**

### **Status Reports**

1. Committee meetings
  - PACTS and GPCOG staff continue to work on the Destination Tomorrow Update.
  - The Policy Committee met October 21 and received an update on Destination Tomorrow. The Committee approved \$111,840 in funds to CBITD's electronic ticketing project.
  - The Executive Committee met November 2. Agenda items included the UPWP and a discussion of a newly formed bike-ped group called Preferred Alternative Modes of Transportation Group
  - The Transit Operations Work Group met November 3 to discuss: the AVL project, 5307 funding allocations, the regional sign and shelter project and the passenger survey.
  - The Planning Committee met November 4. The Committee received presentations on the Mountain Division Rail Project and Destination Tomorrow.
  - The Technical Committee met November 9 and discussed collector roads.
2. The **Gorham East West Corridor Study** presented draft land use, transit and highway recommendations at a public forum on October 26.
3. On October 28, Carl Eppich presented on **Destination Tomorrow**, and DOT presented on the **Portland North Project** at a public forum. The four final Portland North alternatives include:
  1. Integrated Bus and Rail Service utilizing Amtrak service, with 12 bus round trips and 2 Amtrak Round Trips, stopping at Portland Union Station, with Additional Stations at Exits 10 and 15, using the I-295 ROW (Small Starts project)
  2. Integrated Rail using proposed Amtrak Service and converting the Amtrak Deadhead Train to revenue service, with 7 commuter rail round trips and 3 Amtrak Round Trips, using the Pan Am ROW and stopping in Yarmouth, Cumberland, Falmouth, Union Station and Center Street (Small Starts Project)
  3. Offline bus, 12 round trips stopping in Falmouth and Yarmouth and using I-295 (no modifications ó buses travel in traffic). As ridership grows, Amtrak trains replace buses
  4. The same as the previous option, but without a stop in Falmouth

## **Agenda Item #5**

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

<b>DRAFT</b> 11/16/2010
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#### **Fiscal Year 2010:**

March	<a href="#">Public comment period for Section 5303 and 5307 funds, 10/01 (pending release of Federal Register notice)</a> Public Comment Period for STP proposals for 2012/2013 Update TIP
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	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:**

<i>August 2010</i>	
<b>September</b>	<i>Participate in PACTS TIP Process Review, including JARC</i>
<i>October</i>	Review and Approve Allocation Formula for 5307 and STIC <i>Destination Tomorrow update</i>
<i>November</i>	<a href="#"><u>Regional Transit Study: Annual Report</u></a> Develop Study Proposals for 5303 and 5307 Planning funds and UPWP Provider information (ridership, miles, etc.) due
<i>December</i>	
<i>January 2011</i>	Submit recommendation to Policy Committee for FTA Section 5307 funds
February	<i>Submit 2012/2013 STP proposals to staff for ratings</i>
March	<a href="#"><u>Public comment period for Section 5303 and 5307 funds, 12/013 (pending release of Federal Register notice)</u></a> 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
<i>June 2011</i>	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
- 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
  - 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 printing of the Guide will be in January. Allowing for the usual six weeks of lead time puts the due date for changes at **November 19**. If anyone has significant changes they should notify staff as soon as possible. Also, please get your order numbers in if you haven't already.

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

Transit providers reviewed a revised RFP at the Operations Working Group meeting on November 3. The providers suggested a few small changes to the RFP, and supported moving forward.

### **Agenda Item #6 c Joint Transit and Planning**

The next Joint Transit and Planning meeting is scheduled for December 9 at 8:30. This will be a working meeting to begin the Transit Focused Region study. Consultants from Nelson Nygaard and HDR will be in attendance and will be looking for feedback and participation from Transit Providers and Planners.

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

Rebecca L. presented to a subset of METRO and SPBS board members on November 9. Board members present unanimously supported the regional pass proposal and suggested bringing the matter to the full boards as soon as feasible. Presentations are being scheduled for early December.

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

The transit providers are currently reviewing and editing the draft RFP. The transit providers met on November 8 and will meet again soon to continue this process.

At the November 8 meeting, the transit providers present agreed to move forward with a joint procurement process. METRO agreed to be the Lead Agency with GPCOG acting as Project Coordinator. In order to move forward with a joint procurement, we need to know from each agency whether they would like to join in the Joint Procurement, be provided an Option to Piggyback onto the RFP at a later date, or whether they would like to sit this one out. We also need to provide a minimum and a maximum number of vehicles involved in the Joint Procurement in the RFP.

Rebecca has located a sample MOU for Joint Procurement, which she will modify to suit this project.

**Agenda Item #7 b**  
**Section 5307 Funding Allocation**

The Operations Working Group took up this matter in the November 3 meeting. Though providers expressed regret at not being able to find a "better mouse trap," they agreed that given the diversity of services, weighted boardings per revenue vehicle mile remains the best, though imperfect, metric for measuring performance. The providers agreed to using a 3 year rolling average of boardings/mile in the 70/30 ratio as their recommended formula for the Policy Committee.

**Agenda Item #7 c**  
**Regional Sign & Shelter Project**

The Ops Working Group reviewed Ben Lake's draft Work Plan and timeline for the project on November 8. Ben has incorporated comments into a revised Work Plan.

**Agenda Item #7 d**  
**Regional Passenger Survey**

Steph presented a revised customer survey to the Ops Working Group on November 8. Steph asked the transit providers to put signs up in their buses alerting riders to the survey. The providers approved the survey and agreed to post signs. Surveying began the week of November 8.

**Agenda Item # 8**  
**PACTS Long Range Plan Update – transit considerations**

The Committee got an overview at the September meeting. The update is no longer on a fast track to be adopted by December 16<sup>th</sup>, but PACTS is moving ahead with completion all the same. There is still time to give your input.

**Agenda Item #9 a**  
**Portland Sidewalk Snow Removal Plan 2010/2011**

A meeting with Mike Bobinsky and Bruce Hyman was held Friday, October 29<sup>th</sup> at 1:00 p.m. at the Public Services building in Portland. Attendees, Hillary Frenkel and Steve Linnell will report back to the Transit Committee.

**Agenda Item #9 b**  
**Reprogram \$115,000 STP funding for 2012/2013 – Action Item**

On October 21<sup>st</sup> the Policy Committee approved the Transit Committee proposal to program \$89,472 in federal funds for the CBITD electronic ticketing project. Using an 80/20 match ratio the \$89,472 80% plus match (at 20% of total programmed) generates a total amount of \$111,840.

This project now needs to be replaced with a project of similar dollar amount (\$115,000) for 12/13 funding. The three scored projects that did not receive funding for 12/13 are:

<b>Provider(s)</b>	<b>Scope and Location</b>	<b>Rank</b>	<b>Cost Est.</b>
BSOOB	Transit Bus	6	\$ 380,000
CBITD	Preventive Maintenance	8	\$ 200,000
CBITD	Freight Handling Equipment	9	\$ 65,000

The Transit Committee needs to make a recommendation at today's meeting so the Policy Committee can deliberate it at their December 16<sup>th</sup> 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 10/4/2010

<b>Members</b>	<b>Affiliation</b>	<b>Phone</b>	<b>Email</b>
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