

PACTS

Portland Area Comprehensive Transportation System

Policy Committee Meeting Notice

1:30 p.m. on February 17, 2011

GPCOG, 68 Marginal Way, Portland

Agenda

1. **Call to Order and Welcome New Members: Donna Larson, Pat Finnigan, Peggy Duval and Carlos Pena**
2. **Public Comment**
3. **Minutes of the December 16th Meeting**
4. **Southern Maine Partnership for Sustainable Development**
Presentation by Neal Allen and Rebecca Schaffner-Tousignant
5. **Adoption of Destination Tomorrow 2011 Update**
6. **Report on the work of the High Project Costs Team**
7. **Capital Improvements Programming**
 - A. Finalize 2012/2013 MPO Allocation Projects List as revised
 - B. Re-program funds from the Holding PIN
 - C. Program FTA 5307 Formula Funds for FY 2011 and FY 2012
8. **Report on Development of our next Unified Planning Work Program**
9. **Adoption of Bylaws Amendment**
10. **Consent Agenda**
11. **Executive Director's Report**
12. **Adjourn**

Next meeting: April 21st at 1:30

The Metropolitan Planning Organization for the Portland Urbanized Area

68 Marginal Way • Portland, Maine 04101

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Minutes of the December 16th Meeting

Members Present: Nathan Poore, Vice-Chair, Falmouth; Dan Bacon (for Tom Hall); Scarborough; Mike Bobinsky, Portland; Jerre Bryant, Westbrook; David Cole, Gorham; Sara Devlin (for Conrad Welzel), Maine Turnpike Authority; Judy Harris, Portland; Tex Haeuser, South Portland; Steve Linnell (for Neal Allen), GPCOG; Mike McGovern, Cape Elizabeth; Peter Morelli (for Rick Michaud), Saco; Tom Milligan (for John Bubier), Biddeford; Brooks More, Planning Committee; Al Presgraves (for Eric Pandora), Freeport; Bill Shane, Cumberland; Sara Trafton, Public Transportation; Jim Wendel, Scarborough; Nat Tupper, Yarmouth

Members Absent: Hank Berg, Public Transportation; Marnie Diffin, North Yarmouth; Kathi Earley, Portland; Jim Gailey, South Portland; Joe Gray, Portland; Dan Jellis, Technical Committee; Tony Plante, Windham; Jack Turcotte, Old Orchard Beach

Staff: John Duncan, Carl Eppich, Paul Niehoff, Maddy Adams

- **Call to order.** Nathan Poore called the meeting to order at 1:34 p.m.
- **Public Comment.** None.
- **Minutes of the October 21st meeting.** *David Cole moved approval of the October 21, 2010 minutes, seconded by Mike Bobinsky. The motion passed.*
- **Regional Traffic Management System.** Carl explained the impetus for the study. This is to formalize what is already happening in the area. Portland, South Portland, Scarborough and Westbrook Managers are working together on this project. Saco and Biddeford will be included in the second phase. The idea is to maintain the investment in the regional traffic management system. The engineer's best estimate is \$100,000. Brighton Avenue will be happening first; it has gone to bid and is actually underway. The action today is to adopt the policy.

Planning funds will be used for this (80% federal/20% local). Mike B., who was involved in the development of the project, explained that this will move us forward toward a regional system. There will be new electronic systems that will be compatible with the rest of the region. Carl explained that Phase 1 was restrained to the major commuter routes; it identified the next tier of highest priority areas. Concern was expressed that the towns would be giving up local control of their intersections. It was asked what would happen if an intersection needed to be tweaked. Carl said to refer to page 10 under Governance; this should apply to signals within the RTMS. The municipalities will still be tweaking their signals. The intent is that the municipalities are still responsible for the on-the-ground work. The group would maximize the efficiencies of the signals. Communication will be important. Of course there will be emergencies. The group envisions that it would run similar to how pump systems are remotely run. Issues such as train crossings, quiet zone areas and contact with emergency management directors will be addressed. Carl noted that we could add another clause that says something about emergency situations being deferred to the municipality. There was some concern about the project being limited to four communities and whether PACTS should provide inducements to include the intersections in other municipalities. Nat said he would be in favor of a statement that this is just a starting point. Mike M. noted that Cape Elizabeth was invited to attend the meetings. He thought this was a good effort that has the potential to save a lot of energy and enhance pedestrian safety.

Mike Bobinsky made a motion to endorse the Regional Traffic Management System Policy for Traffic Signals, and to ask staff to present a UPWP budget proposal this winter for implementation of the policy starting in July 2011. David Cole seconded the motion and all were in favor.

- **Destination Tomorrow Update.** PACTS is no longer under a strict mandate to complete this document in order to make TIP amendments. The Policy Committee has received the bulk of the plan and the Executive Summary. We now have 36 strategies instead of 88. In 2014-15 we will fund a full update of the plan. At the February meeting, the document will be up for adoption. If anyone has any comments on the plan, please talk directly to Carl or John.
- **Unified Planning Work Program.**
 - 6A. Amend UPWP for Franklin Street Corridor Study.** In our UPWP we have budgeted \$100,000 to help finance the \$558,000 Franklin Street Corridor Study Phase II. The other \$48,000 is our 2010/2011 TIP Franklin Street design project converted into a design/corridor study. In order to combine the two amounts, we need to amend our UPWP to transfer the \$100,000 to the other project. *David Cole made a motion to approve combining two kinds of planning funds into one study effort, as described above. This constitutes a UPWP amendment. Mike Bobinsky seconded the motion and it was approved by the Committee.*

6B. Reallocation of \$42,000 for Studies. Mike M. was concerned with the BCM item, Section II. Developing/Promoting Countywide Bicycle and Pedestrian Infrastructure Guidelines (page 17). He thought this would be paying lobbyists to even further tie our hands with design standards. He had no problem with the \$5,000 for the overall effort but would want to strike Section II.

Mike M. made a motion to strike component II of the bicycle safety education effort. Paul explained that what we are trying to do is get consistency with the infrastructure, but he had no problem with striking this component. Mike B. added that broader development of some guidelines would be beneficial, but he agreed with Mike M. regarding the enforcement. Paul explained that BCM is a statewide organization but the bulk of the improvements are happening in the Greater Portland area. They have staff but no engineers. There's nobody that we deal with that are real experts on the infrastructure piece. On the education piece, we spend a fair amount of money on studies. The part that has been lacking is how to use the infrastructure and that is where we are trying to focus our efforts. Mike M. stated that he does not want consistency and continuity because things aren't the same between urban and rural areas; we need flexibility. Paul said he sees this as BCM helping Portland and the PACTS region do things we'd like to do. However, they will not be dictating how it will be done. Mike B. explained that even within an urban center like Portland, we are still finding our way with standards and what applies on a major arterial versus a local street, etc. There are a lot of different issues and we will need some flexibility. There are elements with education that he feels are critical.

Component II should be removed, and #2 (at the beginning) needs to be looked at. Staff can take our comments and incorporate them into this. Sara T. said she would like to see the pedestrian aspect addressed as well. Education for motorists is also important. She'd love to have a Lunch 'n Learn with her RTP drivers about how motorists should deal with bicyclists.

It was asked how Windham felt about their project being pulled. Brooks responded that they can recognize the importance of the Regional Transit Study but they were concerned that their project was not funded even though they went through the process, while another project came in at the last minute. They hope they will have consideration in the future.

It was asked what Gorrill Palmer would be doing to help the Technical Committee. Gorrill Palmer did the collector road study to assess the condition of all of our collector roads. We need further information from them and this money would be used for firming up the data and determining how we can do it better. It's an effort to improve the methodology. They will come up with a revised rating system that the Technical Committee can use for the next round of funding collectors.

There was concern expressed that METRO wasn't included in the Transit Coordination Study and it was asked if there would be an opportunity for METRO to join at some time. A suggestion was made to add a bullet to consult with METRO (invite them to the meetings and have them be part of the discussions) as the work of the study continues. Nathan mentioned that the idea for this study happened very quickly and the Executive Committee was very supportive of the idea. He thought METRO and the five managers should get together to discuss this idea. There needs to be more collaboration and communication amongst all the players. It was suggested that METRO be included but that the scope not be changed.

Bill Shane made a motion to recommend the \$42,000 for the studies. The motion was seconded. Staff should rework the scope of the BCM study so that there isn't any advocacy involved and to determine when we want to look at design standards in the future.

An amendment was made to the motion to add a bullet regarding the Transit Study– encourage the group to include METRO in the dialogue as the study continues, without changing the scope of the study. Mike M. moved and Mike B. seconded. There were three opposed to the amendment (Nathan, Jerre, Brooks); all others were in favor of the amendment. The main motion is for the \$42,000 with amendments. Jerre was opposed to the main motion; all others were in favor. Motion passed.

- **Capital Improvement Programming.**

Judy made a motion to approve programming of \$115,000 for CBITD preventive maintenance work in the 2012/1013 biennial TIP. The motion was seconded by Mike Bobinsky and all were in favor.

- 8. **Executive Director's Report.**

- Sixty-eight people attended the PACTS Legislative Forum. Ann Peoples was very pleased and wants to do another session in the spring. The session was taped and it got media coverage; the tape will be sent to local access stations. There was a lot of discussion about increasing the gas tax. A suggestion was made to have more Q&A time at the next Forum.
- John D. briefed the Committee on the MTA meeting recently held.
- UPWP draft budget – estimate includes less money for consultant work for local and regional studies than prior UPWPs have had.
- Policy Committee schedule. John D. provided a Policy Committee schedule listing six meeting dates plus the annual meeting (Feb. 17, April 21, May 19, June Annual Meeting, August 18, October 20, December 15). *David Cole made a motion to accept the Policy Committee schedule, seconded by Mike B. Motion passed.*

- **Adjourn.** The meeting adjourned at 3:12 p.m.

Agenda Item 4: Southern Maine Partnership for Sustainable Development

Staff Resources: John Duncan and Carl Eppich

Recommendation: To receive a report from GPCOG staff, and to review the role of PACTS members and staff in the upcoming planning process

Background

Neal Allen and Rebecca Schaffner-Tousignant will provide an overview of this exciting regional planning process, and will outline potential roles for PACTS members and staff. They prepared the following summary.

Summary: HUD Sustainable Communities Regional Planning Grant Program

Federal Partners: Department of Housing & Urban Development (Lead Agency)
Department of Transportation
Environmental Protection Agency

Purpose: The Sustainable Communities Regional Planning Grant Program supports metropolitan and multi-jurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments. The program seeks to empower jurisdictions to consider the interdependent challenges of economic competitiveness, social equity, energy use and climate change, public health and environmental impact. With an emphasis on developing *strategies* that direct long term development and reinvestment through a commitment to addressing issues of regional significance the HUD initiative builds on six Livability Principles as summarized below:

- More Transportation Choices
- Equitable, Affordable Housing
- Enhance Economic Competitiveness
- Support Existing Communities
- Coordinate Policies & Leverage Investments
- Value Communities & Neighborhoods

Southern Maine Partnership for Sustainable Development

Geography: In order to meet HUD eligibility criteria the Planning Areas of the Portland Area Comprehensive Transportation System (PACTS) and the Kittery Area Comprehensive Transportation System (KACTS) both of whom are federally designated Metropolitan Planning Organizations (MPO's) form the "multi-jurisdictional" area proposed in the Southern Maine Partnership's successful application. Representing a population of 418,108 the project area stretches from Kittery to Brunswick and out to the Towns of Sanford and Standish.

Consortium Partners: A Formal Consortium Partnership consisting of 28 local, state and other organizations (others may join) was formed to implement the Program. Key organizations of the Partnership include the Greater Portland Council of Governments acting as the Lead Applicant, the Southern Maine Regional Planning Commission, the University of Southern Maine - Muskie School of Public Service and Cumberland County. The governance structure of the Partnership

includes By Laws, a Board of Directors and Executive Committee and two Co-Chairs representing the PACTS and KACTS planning areas respectively.

Award Amount: \$1.6 million with a local match of close to \$1.6 million

Project Schedule: 3 Years

Project Description:

The southern Maine region acting primarily through its local municipalities is faced with a future that is built on continuing with existing trends or making choices that will facilitate a more sustainable future. This challenge was captured in the 2006 Brookings Institution report *Charting Maine's Future*, that "...ineffective state and local planning and growth management structures leave Maine towns and regions susceptible to dynamics thatweaken town centers, exacerbate sprawl, and degrade rural landscapes."

Faced with trends that project lengthy commutes, evolving demographics including the nation's oldest population, an aging and expensive infrastructure, a dependence on foreign oil, narrow housing choices, and the lack of a stable economic base, the Southern Maine Partnership initiative seeks to develop through an aggressive grass roots effort, strategy based choices that integrate transportation, land use and economic development.

The "Trend vs. Choice" central theme of the project will be informed by a comprehensive, fully inclusive public engagement process that will highlight long term impacts of current development patterns in an effort to identify viable alternative choices.

Acknowledging Maine's home rule tradition the "Trend vs. Choice" process will seek to establish a common foundation around which municipalities and residents will reach consensus on realistic policy strategies that incorporate the six Livability Principles.

Establishing a solid base of political support will be essential to implementation of the plan. As envisioned, the core implementation strategy will be a formal compact structure that establishes a process for achieving regional sustainability while preserving elements of home rule decision making.

Agenda Item 5 – Adoption of Destination Tomorrow 2011 Update

Member Resource: Plan Update Committee

Staff Resource: Carl Eppich

Recommendation: Adopt final Update of regional transportation plan

Background

The updated long-range regional transportation plan Destination Tomorrow 2010 is ready for adoption. The final document is being assembled with appendices etc., but the content work is complete.

Destination Tomorrow 2010 takes the award-winning innovation from the 2006 Plan, and further strengthens the importance of a multi-modal transportation system to maintain our quality of life and sustain our economy. The updated Plan is streamlined and intended to be a true Regional resource for our members, and for anyone interested in improving transportation and livability of our Region. It's a focused update that brings forward the best strategies from the 2006 Plan, and adds new strategies that are intended to focus on what's necessary to build a more complete transportation system providing safe mobility choices for all users, of all ages.

The Destination Tomorrow 2010 Plan:

- Acknowledges the innovation of the earlier plans; is not a full replacement but an updated plan for the next 25 years
- Documents changing demographics: present conditions, trends and future choices (Chapter 3)
- Identifies 36 strategies for all transportation modes. (88 Strategies in the 2006)
 - 3 strategies supporting a Regional Focus policy
 - 14 strategies supporting Maintaining and Transforming the Transportation System policy
 - 6 strategies supporting Economic Development
 - 7 strategies supporting the Transportation and Land Use Connection
 - 6 strategies supporting Environmental Quality and Energy Conservation
- Provides an accounting of the financial needs, identifiable funding sources, and financial constraints for the transportation system
- Outlines an Implementation Plan with ambitious, yet achievable results
- Illustrates important Major Regional Projects for the next 5 years

All Chapters are on the website or will be this week (Chapter 3) for review.

http://www.pactsplan.org/destination_tomorrow/currentdt2006.php..

Attached again below are the 36 Strategies in the updated plan.

The Update Committee was very committed to our nearly two-year process and deserves our recognition and thanks for their hours and hours of review of the old plan, careful consideration

of what has changed and what is important to focus on in the coming years, and their commitment to the process and seeing it through to completion.

Members (16) of the Update Committee

Dan Bacon, Chair, Scarborough Town Planner
Mike Bobinsky, Public Services Director, Portland – *Policy Committee*
David Cole, Gorham Town Manager – *Policy Committee*
Sara Devlin, Government Relations Assistant, Maine Turnpike Authority
Kathi Earley, Portland, Engineering Manager – *Policy Committee*
Hilary Frenkel, appointee to Transit Committee, League of Young Voters
Tex Haeuser, South Portland, City Planning Director – *Policy Committee*
Alex Jaegerman, Portland, Planning Division Director
Molly Just, Westbrook, City Planner
Mike Laberge, MPO Coordinator, MaineDOT
Steve Linnell, Senior Transportation Planner, GPCOG
Maureen O’Meara, Cape Elizabeth, Town Planner
Rebecca Schaffner-Tousignant, Regional Planner, GPCOG
Sara Trafton, Executive Director, RTP – *Policy Committee*
Nat Tupper, Yarmouth Town Manager – *Policy Committee*
Jim Wendel, Scarborough Town Engineer

| Destination Tomorrow 2010 Policies and Strategies | | | |
|--|----------------|---|----------------|
| FYI: The 2006 Plan had 88 Strategies. The Update Committee decided that while most of the 88 strategies are still worthwhile, the 2010 Update should focus on the top-priority strategies. This has resulted in 4 brand new strategies, and a total of 35 strategies. This will likely grow with the results of Gorham E-W, the Tri-Community study, and Portland North all concluding imminently. | | | |
| Policy 1: Regional Focus | NEW or changed | Policy 3. Economic Development | NEW or changed |
| Prioritize a regional approach to transportation and land use planning and decision making founded on effective communication and management of regional resources in agreement with our other policies. | | Enhance regional prosperity through support for the economic vitality of existing business and for economic development opportunities that are efficiently located based on the availability of transportation in mixed use and compactly developed areas. | |
| Strategy 1. Develop New Funding Mechanisms | * | Strategy 18. Gateway connectivity and linkages | * |
| Strategy 2. Data Collection | | Strategy 19. Seamless Transfers | |
| Strategy 3. Multiple Municipality Projects Connecting Land Use and Transportation | * | Strategy 20. Arterial Program | * |
| | | Strategy 21. Access Management | |
| Policy 2. Maintaining and Improving the Current Transportation System | | Strategy 22. Hubs and Services | |
| Maintain and improve Mobility, Safety, and Accessibility of existing infrastructure while improving and completing infrastructure and services to accommodate non-motorized vehicular modes in the appropriate places. | | Strategy 23. Intercity Bus and Rail Service | |
| Strategy 4. Intersections Policy | * | Policy 4. Transportation-Land Use Connection | |
| | | Strengthen the connection between land use, transportation and community livability in planning process. | |
| Strategy 5. Signal Coordination | * | Strategy 24. Local Studies | * |
| Strategy 6. Roadway Connection | | Strategy 25. Regional Models | |
| Strategy 7. Travel Demand Management | * | Strategy 26. Transportation Project Land Use Policy | |
| Strategy 8. High Crash Locations | | Strategy 27. Transit Oriented Development | * |
| Strategy 9. Increase Transit | | Strategy 28. Transportation Investment Areas | |
| Strategy 10. Transit Coordination | * | Strategy 29. Context Sensitive Design Principles | |
| Strategy 11. Bus Rapid Transit Service | | Strategy 30. Traffic Calming | * |
| Strategy 12. Sidewalks and Connect Pedestrian Activity Zones | * | Policy 5: Environmental Quality and Energy Conservation | |
| Strategy 13. Bicycle Plans | | Make transportation improvements that use more energy efficient transportation options, low and non-polluting modes such as transit, and/or reduce harmful pollutants associated with transportation. Protect and improve the human and natural environments including natural and cultural resources, air and water quality, and prepare and be proactive for the <i>most likely</i> impacts of climate change. | |
| Strategy 14. Collector Roads Preservation | * | Strategy 31. Support GO Maine Program | |
| Strategy 15. Arterials Roads Program | * | Strategy 32. Transit to Park and Ride Lots | * |
| Strategy 16. I-295 and the Maine Turnpike | * | Strategy 33. Maine Clean Communities Program | * |
| Strategy 17. Capacity Expansion for an Aging and Special Needs Population | * | Strategy 34. Ecosystem Integrity | * |
| | | Strategy 35. Travel Demand Strategies | |
| | | Strategy 36. Linkages to Natural Areas | |

Agenda Item 6: Report on the Work of the High Project Costs Team

Member Resources: Bill Shane, Jim Gailey, John Bubier and Nathan Poore

Staff Resource: John Duncan and Paul Niehoff

Recommendation: Receive report.

Background

Jim Gailey began this discussion in a December presentation to the Executive Committee regarding a project in South Portland. He asked that PACTS members and staff work on ways to reduce the cost of federally funded transportation projects in our region. As a result, the members asked the people listed above to work on this. Nathan Poore, Jim Gailey, Tom Gorrill, Paul Niehoff and John Duncan met recently to review our work done on this, and then briefed the Executive Committee.

We are going to meet with Dave Bernhardt, the new MaineDOT Commissioner, on the 28th.

MaineDOT's Joyce Taylor and Peggy Duval are going to attend our meeting today. They are key MaineDOT staff responsible for project programming and development. Peggy is a new member of the Policy Committee.

The team's precepts are the following:

- Finding efficiencies and reducing costs of projects is a high priority of Governor LePage, Commissioner Bernhardt and the MaineDOT leadership team.
- All solutions that we work on will require strong teamwork between MaineDOT, PACTS, our municipalities and others such as FHWA.
- We need to start our work with MaineDOT by meeting with Commissioner Bernhardt.
- We are developing a short report which includes examples of some issues to address and some recommendations for improvements.
- One of our suggestions will be local project administration at PACTS.

Paul Niehoff has been working with many of our members to organize the project examples for the report. We have also hired Tom Gorrill to help us compare the costs of projects done by MaineDOT with those done locally, and to develop ideas to take with us on the 28th.

Agenda Item 7: Capital Improvements Programming

A. Finalize 2012/2013 MPO Allocation Projects List as revised

Staff Resources: Paul Niehoff and John Duncan

Recommendation: Endorse the revised list on the next page.

Background

A few minor revisions have been made recently based on Policy Committee and Executive Committee recommendations, and certain situations which have occurred at the DOT level.

The only substantive change is that we have moved a Saco collector paving project originally on this list to the current (10/11) program and then moved an Old Orchard Beach collector project which was next on our “unfunded” list into its place as the funding amounts were very similar. Both Saco and Old Orchard Beach have indicated they are OK with the revisions.

The Park Avenue project in Portland funding ratio was revised by 4% based on a credit program balance after a recent TIP amendment.

Paul sent this list to all members last week.

The list must be submitted to the Department by 9:00 a.m. Friday the 18th.

| Municipality | Street and Type | Project Description and Scope | Funding By Source | | | | | | |
|-----------------------|--|---|-------------------|------------------------|---------|-----------------------|---------|-----------------------|---------------------|
| | | | Federal % | Federal | State % | State | Local % | Local | TOTAL |
| Biddeford, Shuttlebus | Bus Shelters | Two Bus Shelter Installations | 80% | \$80,000.00 | 0% | \$0.00 | 20% | \$20,000.00 | \$100,000 |
| Biddeford, Shuttlebus | UNE Downtown Bus | Replacement of 16-18 Passenger Cut-Away Van | 80% | \$160,000.00 | 0% | \$0.00 | 20% | \$40,000.00 | \$200,000 |
| Falmouth | Route 1, Resurfacing | Route 88 northerly 1.1 miles to Bucknam Road, Pavement Preservation | 70% | \$502,376.00 | 10% | \$71,768.00 | 20% | \$143,536.00 | \$717,680 |
| Freeport | Route 1, Resurfacing | Mallet Drive, northerly 1.4 miles | 66% | \$505,725.00 | 9% | \$68,962.50 | 25% | \$191,562.50 | \$766,250 |
| Gorham | New Portland Road | Highway resurfacing: Beginning at state Route 25 and continuing easterly for 0.36 of one mile. | 66% | \$169,098.60 | 9% | \$23,058.90 | 25% | \$64,052.50 | \$256,210 |
| Old Orchard Beach | Ocean Park Road | Highway resurfacing: Beginning at end of I-195 ramp and continuing easterly for 0.28 of one mile (Temple St). | 66% | \$139,510.80 | 9% | \$19,024.20 | 25% | \$52,845.00 | \$211,380 |
| Portland | Capisic Street, Resurfacing | Brighton Avenue easterly 1.27 miles to Stevens Avenue, Pavement preservation | 66% | \$524,789.10 | 9% | \$71,562.15 | 25% | \$198,783.75 | \$795,135 |
| Portland | Congress Street, Resurfacing | Washington Avenue northerly 0.52 miles to Eastern Promenade, Pavement Preservation | 66% | \$299,475.00 | 9% | \$40,837.50 | 25% | \$113,437.50 | \$453,750 |
| Portland | Eastern Promenade, Resurfacing | Washington Avenue around the E. Prom 1.2 miles to Atlantic Street, Pavement Preservation | 66% | \$731,223.90 | 9% | \$99,712.35 | 25% | \$276,978.75 | \$1,107,915 |
| Portland | Back Cove Trail Connection at Exit 7 | Pedestrian connection to Back Cove Trail from Marginal Way/Franklin Street/Exit 7 | 66% | \$128,700.00 | 9% | \$17,550.00 | 25% | \$48,750.00 | \$195,000 |
| Portland | Fore Street, Resurfacing | Center Street northerly 0.48 miles to Franklin Street, Mill and Fill | 70% | \$475,212.50 | 5% | \$33,943.75 | 25% | \$169,718.75 | \$678,875 |
| Portland | International Parkway | Highway resurfacing on International Parkway: Beginning at Congress Street and continuing for 0.32 of one mile southeasterly to the intersection of Al McKay Avenue. | 66% | \$111,540.00 | 9% | \$15,210.00 | 25% | \$42,250.00 | \$169,000 |
| Portland | Park Avenue, Road reconfigure | Operational and safety improvements: Beginning at Deering and continuing 0.34 mile to St. John. The project calls for restriping the road from four lanes to three, with one lane in each direction and a two-way center turn lane, plus bicycle lanes. | 69% | \$179,400.00 | 10% | \$26,000.00 | 21% | \$54,600.00 | \$260,000 |
| Portland | St John Street, Road Reconfigure | Safety improvements: Beginning at Congress St. and continuing 0.17 mile to Park Ave. Reconfigure the road from four lanes to three, with a two-way center turn lane. | 80% | \$441,000.00 | 10% | \$55,125.00 | 10% | \$55,125.00 | \$551,250 |
| Portland | Veranda Street, Resurfacing | Washington Avenue northerly 0.50 miles, Pavement Preservation | 66% | \$233,699.40 | 9% | \$31,868.10 | 25% | \$88,522.50 | \$354,090 |
| Portland, CBITD | Capital-eligible preventive maintenance | Preventive maintenance of terminal, vessels and computers | 80% | \$92,000.00 | 0% | \$0.00 | 20% | \$23,000.00 | \$115,000 |
| Portland, RTP | Mobile Data Terminals | Integrated Dispatch and Vehicle Location | 80% | \$195,690.40 | 0% | \$0.00 | 20% | \$48,922.60 | \$244,613 |
| Saco | Old Orchard Road, Resurfacing | Ferry Road northerly 0.40 miles, Pavement Preservation | | | | | | | |
| Saco | Route 112 (North/ Buxton) Resurfacing | Lund Road westerly 0.83 miles, Pavement Preservation | 66% | \$385,740.30 | 9% | \$52,600.95 | 25% | \$146,113.75 | \$584,455 |
| Scarborough | Dunstan Corner, Intersection | Intersection Improvement - Construction Phase | 65% | \$1,950,000.00 | 10% | \$300,000.00 | 25% | \$750,000.00 | \$3,000,000 |
| So. Portland | Broadway, Resurfacing | Cottage Road northeasterly 1.21 miles to Pickett Street, Pavement Preservation | 66% | \$537,240.00 | 9% | \$73,260.00 | 25% | \$203,500.00 | \$814,000 |
| So. Portland | Cummings Road, Reconstruction PE and RW only | Running Hill Road to Westbrook Town line. PE, RoW and Permitting | 66% | \$642,447.96 | 9% | \$87,606.54 | 25% | \$243,351.50 | \$973,406 |
| So. Portland | Dartmouth Street, Resurfacing | Rumery Street easterly 0.23 miles, Pavement Preservation | 66% | \$115,747.50 | 9% | \$15,783.75 | 25% | \$43,843.75 | \$175,375 |
| So. Portland | Eastern Trail Connection, Bike/Pedestrian | Trail Connection on Old Bog Road from Gary L. Maietta Way to Pond View Drive in Scarborough | 66% | \$124,921.50 | 9% | \$17,034.75 | 25% | \$47,318.75 | \$189,275 |
| So. Portland | Maintenance Building | Supplemental funding - SPBS replacement garage | 80% | \$190,522.40 | 0% | \$0.00 | 20% | \$47,630.60 | \$238,153 |
| So. Portland | Mill Creek Transit Hub | Supplemental funding - Mill Creek transfer hub | 80% | \$165,496.00 | 0% | \$0.00 | 20% | \$41,374.00 | \$206,870 |
| So. Portland | Rumery Street, Resurfacing | Route 1 southerly 0.55 miles to Dartmouth Street, Pavement Preservation | 66% | \$192,060.00 | 9% | \$26,190.00 | 25% | \$72,750.00 | \$291,000 |
| Westbrook | Bridge Street, Resurfacing | Main Street northerly 1.0 miles to Cumberland Street, Pavement Preservation | 66% | \$418,723.80 | 9% | \$57,098.70 | 25% | \$158,607.50 | \$634,430 |
| Westbrook | East Bridge Street, Resurfacing | Methodist Road easterly 1.2 miles to Constitution Drive, Pavement Preservation | 66% | \$524,819.46 | 9% | \$71,566.29 | 25% | \$198,795.25 | \$795,181 |
| PACIS | PACIS, Unprogrammed Funds Previous | Holding PIN for unprogrammed money. | | \$26,057.38 | | \$4,638.57 | | \$0.00 | \$30,696 |
| GRAND TOTALS | | | | \$10,217,159.62 | | \$1,275,763.43 | | \$3,386,574.70 | \$15,078,293 |

B. Re-program funds from the Holding PIN

Member Resources: Executive and Transit Committees

Staff Resources: Paul Niehoff, John Duncan and Steve Linnell

Recommendations

Re-program \$945,000 in federal and state funds as follows:

1. \$225,000 for the Saco collector paving project on Old Orchard Road as referenced in Item 7A above.
2. \$260,000 to fund a 2011 PACTS Credit Program similar to our 2010 program.
3. \$240,000 for four transit capital projects:
 - CBITD AVL: \$60,000 (of a \$75,000 project)
 - CBITD Piling: \$127,712 (of a \$159,640 project)
 - CBITD Transfer bridge apron: \$40,000 (of a \$50,000 project)
 - South Portland project: \$12,288 (of a \$15,360 project)...John D. lost track on Saturday of the scope of this project. We will advise at meeting.
4. \$95,000 to do preliminary design and right of way work on these four projects in our 2012/2013 projects list (see prior page) in order to get them ready for construction later this year:
 - S. Portland, Eastern Trail Connection
 - Portland, Park Avenue road reconfiguration and St John Street road reconfiguration...the intent is to develop, bid and construct these two projects together
 - Portland, Back Cove Trail Connection
5. \$125,000 to use toward a pilot project to be determined after our upcoming meeting with Commissioner Bernhardt regarding ideas for developing projects in a more efficient way.

Note: Staff is also suggesting we retain a portion of the Holding PIN balance as a contingency to use for unforeseen situations. On February 1st the Executive Committee preferred instead to use all the money.

Background

Last October we reallocated \$1,000,000 in federal and state funds from our Holding PIN. The available funds were from projects that had been finished under budget and projects that had been withdrawn.

We now have \$945,000 in federal + state funds to reallocate. These funds come from recently withdrawn Baxter Boulevard preservation paving (\$485,000), recently withdrawn CBITD ferry replacement contribution (\$240,000 federal only), and funds from other recently closed projects (\$220,000).

The recommendations above were shaped by the Executive Committee and staff on February 1st, and then staff developed detailed recommendations.

The \$260,000 proposal for the 2011 Credit Program is the balance from the \$485,000 Baxter Boulevard collector project less the \$225,000 Saco collector project.

The \$95,000 proposal above is to begin certain projects now instead of in October when the funds become available. The intent would be to utilize design and right of way funds to enable the projects to be ready, or nearly ready, for construction this October. This suggestion is based on both a request from South Portland to start the Eastern Trail connection now and MaineDOT Marty Rooney's suggestion to use Holding PIN funds to begin projects. ***Paul sent a request to members for other project suggestions late last week. He will report on suggestions received at today's meeting.***

Paul is also working with MaineDOT to close out other completed projects, and hopes to add additional funds to the Holding PIN in the near future.

C. Program FTA 5307 Formula Funds for FY 2011 and FY 2012

Member Resources: Transit Committee

Staff Resource: Steve Linnell

Recommendations:

1. Use the following formula to allocate the FY 2011 and FY 2012 funds when they become available from Congress later this year and in 2012.

| | |
|------------|--------------|
| ShuttleBus | 6.7 % |
| CBITD | 17.3 % |
| METRO | 58.6 % |
| RTP | 7.4 % |
| SPBS | 7.0 % |
| YCCAC | <u>3.0 %</u> |
| | 100.0 % |

2. Ask the Transit Committee to submit a proposal, if they wish, to the Policy Committee in the future for the use of some of the FY 2012 funds for a regional project. The funds for that project would come “upfront” and the balance of the FY 2012 funds would be programmed per the formula above.

Background

In 2008 the Transit Committee added a small performance reward element to our formula for distributing Section 5307 funds to the region’s transit systems. This was well received by all parties based on some new federal funds provided by Congress, but the new element has not worked out as well as expected in great part because the overall funding dropped from \$2.7 million in FY 2007 to \$2.2 million in FY 2010.

Staff, the Transit Committee, the Executive Committee and area city/town managers have spent a considerable amount of time recently working to achieve agreement on a proposal to the Policy Committee on this topic.

Here are Maddy’s notes from last week’s Transit Committee meeting:

Motion by Tom Meyers, seconded by Connie Garber. Since we seem to keep ending up with roughly the same percentages every year since 2003, and since we have expended so much time on this, the Transit Committee recommends that the 5307 distribution use the following percentages (see above) for the next two years. If in the future, if we have a good idea for a regional project, then we would take a certain amount of money out upfront and then use the percentages for the remaining amount of money. Motion passed.

Agenda Item 8: Unified Planning Work Program (UPWP)

Member Resource: Executive Committee

Staff Resource: John Duncan

Recommendation: Receive report on:

1. Funding assumptions and hopes
2. Executive Committee notes
3. Budget overview worksheet
4. Schedule for UPWP development
5. Public comments received
6. List of local study proposals
7. GPCOG Indirect Cost Plan
8. PACTS and GPCOG staff roles and levels of effort
9. Direct costs for current and next UPWP
10. Staff and consultant scopes and budgets (separate attachment)

Note: The Policy Committee will review a draft UPWP on April 21st, and adopt a final UPWP on May 19th.

1. Funding assumptions and hopes

We are assuming the following at this point:

1. That MaineDOT will provide the **same level of new FHWA “PL” planning money** to us in the next two years as in the current biennium. MaineDOT could provide more if we ask and they are able to accommodate.
2. That MaineDOT will provide **the same level of State match** (\$212,000) in the next two years as in the current biennium.

We are hoping that MaineDOT will provide enough **carryover** FHWA “PL” planning money in the next biennium to meet our needs. “Carryover” money is for completing studies that we begin during this biennium and need to complete in the next one.

In 2009 MaineDOT encouraged us to keep our carryover needs within 5 percent of our overall budget, but ultimately allowed us to carryover 11 percent. Our current estimate for funding needed to complete current UPWP studies after June 30, 2011 is \$215,000. This amount is 14 percent of our existing budget (or 12 percent if you use a different base). PACTS staff has been pushing our members to begin the studies in their towns for quite a while now so that we would put the budgeted PL money to work and minimize our carryover needs.

2. **Executive Committee notes**

Staff recently presented the following to the Executive Committee:

- Assumptions about federal and state funding
- A balanced budget scenario
- Schedule for UPWP development
- Public comments received
- 13-pages staff and consultant scopes and budgets

The members asked that staff share those materials with you today, plus the additional materials listed on the prior page.

3. **Budget overview worksheet**

None of the line items and amounts are given in the worksheet on the next page. Staff proposes a continued 3-person PACTS staff and GPCOG administrative support on the first "Uses Budget" line, and then proposes spending the balance on the line items below.

February 11th Budget Worksheet
For The Next 2-Year PACTS UPWP (July 2011 to June 2013)

This sheet omits the \$177,000 in studies work "carried over" from the last biennium,
and our \$92,000 contingency budget adopted in 2009,

| <u>Revenue Budget</u> | <u>Budget for This Biennium</u> | <u>Next Biennium Scenarios</u> | |
|----------------------------------|-------------------------------------|--------------------------------|------------------------------|
| | | <u>Wish List*</u> | <u>Balanced Budget *</u> |
| New FHWA Planning funds (80%) ** | \$1,256,367 | \$1,256,367 | \$1,256,367 |
| MaineDOT match (13.5%) | \$212,012 | \$212,012 | \$212,012 |
| Other match | \$102,080 | \$102,080 | \$102,080 |
| Total | \$1,570,459 | \$1,570,459 | \$1,570,459 |

Notes

* This sheet also omits an estimated \$215,000 in current consultant study work to be completed after June 30, 2010. See narrative on this.

** We could ask MaineDOT for more in the next biennium.

| <u>Uses Budget</u> | <u>Budget for This Biennium</u> | <u>Next Biennium Scenarios</u> | |
|--|-------------------------------------|--------------------------------|----------------------------|
| | | <u>Wish List*</u> | <u>Balanced Budget</u> |
| PACTS Staff and GPCOG Support | \$989,000 1 | \$1,050,000 | \$1,050,000 |
| PACTS Model Update and Applications | \$38,500 | \$50,000 | \$40,000 |
| GPCOG Planning Services | \$32,500 1 | \$35,000 | \$30,000 |
| GPCOG Maine Clean Communities | \$30,000 1 | \$35,000 | \$30,000 |
| SMRPC Planning Services | \$30,000 | \$35,000 | \$30,000 |
| Regional Signal Study II | \$25,000 | \$0 | \$0 |
| Regional Collector Study | \$17,000 1 | \$15,000 | \$15,000 |
| Regional Dest Tomorrow Update | \$12,500 | \$0 | \$0 |
| Regional EPS | \$9,500 1 | \$15,000 | \$10,000 |
| Regional Transportation Funding Policy | \$7,000 1 | \$10,000 | \$10,000 |
| MaineDOT Air Quality Analysis | \$3,000 1 | \$0 | \$0 |
| Locally proposed consultant studies | \$376,000 | \$330,000 | \$160,459 |
| Regional traffic signals management | na | \$100,000 | \$80,000 |
| Local project administration at PACTS | na | \$50,000 | \$30,000 2 |
| Regional Aerial Flight | na | \$50,000 | \$0 3 |
| Gorham East West Land Use Tech. Assi | na | \$60,000 | \$40,000 4 |
| PACTS Bike/Ped Plan Implementation | na | \$20,000 | \$20,000 5 |
| Regional Arterials Study | na | \$25,000 | \$25,000 |
| Total | \$1,570,000 | \$1,880,000 | \$1,570,459 |

Unmet Need: \$309,541 \$0

Notes

1. These items will be completely spent by June 30th. The others might come in under budget.
2. Placeholder amount. Finance mostly from capital project budgets.
3. Rely on municipalities to pay for the "buy ups".
4. Gorham EW Study recommends 6 municipalities at \$10,000 each. Only 4 submitted.
5. A staff proposal drawn from the 2009 PACTS Regional Bicycle/Pedestrian Plan.

4. Schedule for UPWP development

We will adopt the UPWP in **May**. GPCOG, SMRPC and PACTS staff are working with the Transit Committee to develop tasks to be funded with FTA planning funds. We will coordinate this process with the development of the FHWA-funded work as outlined here.

- February 1st: Executive Committee reviewed cost estimates and scopes for the proposed regional study efforts and PACTS staff work task descriptions for the next UPWP – and asked staff to submit more details for today’s meeting.
- February 24th: Staff goes to Augusta to review UPWP work proposals and budgets with MaineDOT and FHWA.
- March 8th: Executive Committee continues work. Staff presents scores of study proposals submitted by members – and comments offered on those proposals based on a staff meeting with MaineDOT on February 24th.
- March 3, 8 and 10: Staff presents scores of proposals for FHWA-funded to the Planning, Technical and Transit Committees.
- April 5th: Executive Committee endorses a draft 10-page overview UPWP (FTA \$\$ and FHWA \$\$) for review by the Policy Committee on April 21st.
- April 21st: Policy Committee reviews and comments on a draft UPWP 10-page overview.
- April 30th: Staff sends draft 60-page UPWP to MaineDOT for their review.
- May 3rd: Executive Committee sends 10-page final draft UPWP overview to Policy Committee for final action on May 19th.
- May 23rd: Staff sends draft 60-page UPWP to MaineDOT for their review.
- June: PACTS, MaineDOT and FHWA staff finalize 60-page UPWP. Kathi Earley, as Policy Committee Chair, signs two-year agreement with MaineDOT.

5. Public comments received

Carl Eppich sent an email to the 150 people on our Interested Parties email distribution list on January 19th. Here is a summary of the responses from ten people so far.

1. Four priorities for the region: METRO to buy some new buses, a connection west from the turnpike to the Gorham bypass, commuter bus service on I-295 to Freeport, and high speed tolling.
2. Develop a better marketing campaign that will help expand the use of our public bus systems.

3. Two ideas. Reduce the speed limit and create some sort of traffic calming on I-295 in order to make it safer and less congested. Also, consider tolls on I-295 north of Portland. Use some of the toll revenues to fund the recommendations in the Portland North Study
4. Three ideas. Reduce the speed limit and create some sort of traffic calming on I-295 in order to make it safer and less congested. Create a bus service for commuters from the suburbs and Portland's neighborhoods. Run a commuter ferry service between South Portland and Portland.
5. Host a presentation by an MIT professor on the future mobility implications of our aging population.
6. Create a regional rail plan to determine the best future use of rail infrastructure in the region.
7. Three ideas: Create an aerial tramway or a monorail from South Portland to Congress Street. Build shoulders on Route 77 in Scarborough. Creation of a PACTS network of designated bike routes that are required by policy for funding to include 4 foot shoulders for durability, 11 foot travel lanes, wayfinding signage.
8. Create a process whereby the five MPO's between Portland and Haverhill think of rail/transit corridor improvements in a coordinated fashion.
9. Proposes monorail, maglev trains and a new highway to Connecticut.
10. Fix intersection of Marginal Way and Franklin Street.

6. List of local study proposals received on February 4th (\$330,000 requested)

Biddeford/Saco

1. Saco and Biddeford Wayfinding Study

Gorham

2. Phase II Technical Assistance Funding for Gorham East-West Corridor Communities

Portland

3. Libbytown Traffic Circulation and Streetscape Study
4. Brighton Avenue-Deering Avenue-Falmouth Street Intersection Study
5. Portland Peninsula Vehicular Wayfinding Plan
6. Phase II Technical Assistance Funding for Gorham East-West Corridor Communities (expected soon)

Scarborough

7. Eastern Trail Railroad Crossing Study and Design
8. Phase II Technical Assistance Funding for Gorham East-West Corridor Communities

South Portland

9. Phase II Technical Assistance Funding for Gorham East-West Corridor Communities
10. Bicycle and Pedestrian Route Study Plan
11. Transit Bus SMCC Satellite Parking Study
12. Broadway Corridor Roadway Capacity Study

Windham

13. Route 302 Traffic Study

7. GPCOG Indirect Cost Plan

The GPCOG Indirect Cost Plan is the basis for distributing the non-salary costs of GPCOG and PACTS staff to their hourly billable rates. GPCOG and PACTS have used this billable rate system for 35 years.

The table on the next page is an excerpt from the MaineDOT-approved FY 2011 plan. Ann Thompson, the GPCOG Finance Director, is able to answer detail questions about it. She is on vacation this week.

The Indirect Rate for FY 2011 is 68.46%. It is based on the \$688,497 (at the bottom of the page) divided by the \$1,005,695 total personnel costs near the top of the page (salaries including leave and fringe).

For instance, the cost to pay John Duncan for an hour is his hourly salary (including leave and fringe) times 1.6846.

The Indirect Rate has been essentially constant for the last five years. Ann Thompson expects it be the same during the next two years – or slightly less.

8. PACTS and GPCOG staff roles and levels of effort

We were unable to complete additional work on this subject for today's meeting. We will work with the Executive Committee on this, and report to the Policy Committee in April.

| GREATER PORTLAND COUNCIL OF GOVERNMENTS FY 2011 INDIRECT COST PLAN | | | | |
|--|---|--------------------|--------------------|------------------|
| Acct # | Description | FY 11 Budget | Direct | Indirect |
| Personnel | | | | |
| 50000 | Salaries | \$828,486 | \$591,536 | \$236,950 |
| 50000 | Leave | \$169,329 | \$120,900 | \$48,429 |
| | Total Salaries | \$997,815 | \$712,436 | \$285,379 |
| 50500 | Fringe Benefits | \$410,729 | \$293,259 | \$117,470 |
| | Total Personnel (Salaries including leave and fringe) | \$1,408,544 | \$1,005,695 | \$402,849 |
| Office Space | | | | |
| 52700 | Utilities (CMP& Northern Utilities) | \$15,000 | \$0 | \$15,000 |
| 53100 | Office Lease, CAM, Storage space | \$126,000 | \$0 | \$126,000 |
| 53100 | Storage - off site | \$2,160 | \$1,080 | \$1,080 |
| 53200 | Office Maintenance (Cleaning) | \$10,800 | \$0 | \$10,800 |
| Other Direct and Indirect Expenses | | | | |
| 51500 | Memberships & Dues | \$5,500 | \$3,000 | \$2,500 |
| 51600 | Liability/Property Insurance | \$8,000 | \$0 | \$8,000 |
| 51601 | Auto Insurance | \$660 | \$600 | \$60 |
| 51700 | Legal | \$6,000 | \$5,000 | \$1,000 |
| 51800 | Auditing/CPA Fees | \$20,000 | \$2,500 | \$17,500 |
| 51900 | Advertising-Legal & Marketing | \$3,000 | \$2,600 | \$400 |
| 52200 | Postage | \$4,200 | \$3,000 | \$1,200 |
| 52300 | Routine Travel | \$5,500 | \$4,500 | \$1,000 |
| 52400 | Conference Travel & Fees | \$14,000 | \$10,000 | \$4,000 |
| 52600 | Meetings | \$6,000 | \$2,000 | \$4,000 |
| 52900 | Office Supplies | \$10,000 | \$3,000 | \$7,000 |
| 52901 | Photocopies | \$3,000 | \$2,000 | \$1,000 |
| 53300 | Telephone & Internet | \$14,000 | \$0 | \$14,000 |
| 53400 | Depreciation | \$18,000 | \$0 | \$18,000 |
| 53600 | Interest expense | \$2,574 | \$0 | \$2,574 |
| 53700 | Contractual Services (1099) GPCOG | \$10,000 | \$7,000 | \$3,000 |
| 54500 | Copier Lease - Wells Fargo | \$7,179 | \$0 | \$7,179 |
| 54000 | Equipment Maintenance | \$13,400 | \$1,000 | \$12,400 |
| 54100 | Computer Maintenance & Support | \$29,955 | \$3,000 | \$26,955 |
| 54400 | Bank I Pay Pal Fees | \$500 | \$0 | \$500 |
| 54500 | Miscellaneous Expense | \$500 | \$250 | \$250 |
| 54800 | Subscriptions & Books | \$1,000 | \$750 | \$250 |
| 56300 | Doubtful Accounts Allowance | \$5,000 | \$5,000 | \$0 |
| 56700 | Matching Funds/Dues supported programs | \$240,175 | \$240,175 | \$0 |
| 57300 | FAME Fee - 1% Revolving Loan Fund | \$12,345 | \$12,345 | \$0 |
| Direct Program Pass through | | | | |
| 54900 | PACTS - Consultant Pass through | \$370,000 | \$370,000 | \$0 |
| 55000 | Go Maine - Marketing Pass through | \$171,000 | \$171,000 | \$0 |
| 55100 | SMEDD/SMRPC - Pass through | \$110,000 | \$110,000 | \$0 |
| 55200 | Brown Fields Consultants - Pass through | \$270,000 | \$270,000 | \$0 |
| 55300 | Bike Rack for ME - Pass through | \$50,000 | \$50,000 | \$0 |
| | Contribution to Fund balance (from dues) | \$2,000 | \$2,000 | \$0 |
| | Total Expenditures: non-salary | \$1,567,448 | \$1,281,800 | \$286,648 |
| TOTAL EXPENDITURES & CONTRIBUTION TO FUND BALANCE | | \$2,975,992 | \$2,287,495 | \$688,497 |

9. Direct costs for current and next UPWP

PACTS Direct Costs: Actuals and Forecasts

February 11

| <u>Primary Purpose</u> | <u>Past 18 months</u> | <u>2011 Jan to June</u> | <u>Estimate 24 months</u> | <u>Proposal for Next Biennium</u> | <u>Notes</u> |
|------------------------|---------------------------|-----------------------------|-------------------------------|---------------------------------------|--------------|
| Photocopies | \$3,800 | \$1,000 | \$4,800 | \$5,000 | |
| Routine travel | \$3,500 | \$1,000 | \$4,500 | \$4,500 | |
| Computer purchases | \$4,500 | \$0 | \$4,500 | \$2,500 | 1 |
| Meetings food | \$3,400 | \$1,000 | \$4,400 | \$4,500 | |
| Two annual meetings | \$2,700 | \$1,400 | \$4,100 | \$3,000 | 2 |
| Conferences (Away) | \$3,500 | \$0 | \$3,500 | \$3,500 | |
| AMPO membership | \$2,300 | \$0 | \$2,300 | \$2,500 | 3 |
| Legal ads | \$1,200 | \$300 | \$1,500 | \$1,000 | 4 |
| Conferences (Maine) | \$1,400 | \$0 | \$1,400 | \$1,500 | |
| Office supplies | \$1,100 | \$300 | \$1,400 | \$1,500 | |
| Website maintenance | \$700 | \$200 | \$900 | \$1,000 | |
| Other | <u>\$1,235</u> | <u>\$170</u> | <u>\$1,405</u> | <u>\$1,500</u> | 5 |
| Totals | \$29,335 | \$5,370 | \$34,705 | \$32,000 | 6 |

Notes

1. Purchased two computers during this biennium for \$4,500.
2. The \$2,700 includes our \$1,360 June 2009 annual meeting expenses.
3. AMPO is the national association of MPO's. The membership fee is based on our urbanized area population -- which will change officially later this year.
4. We will soon propose a public notice system that will reduce our legal ad costs.
5. Includes telephone, training, subscriptions, Survey Monkey, other.
6. The current budget is \$31,783.

10. Staff and consultant scopes and budgets (separate attachment)

See separate document sent on February 14th.

Agenda Item 9: Adoption of Bylaws Amendment

Member Resource: Executive Committee

Staff Resource: John Duncan

Recommendation: To adopt the bylaws amendment as shown below.

Background

In October, the Policy Committee requested – in response to a proposal from staff and the Executive Committee – that we draft bylaw language to authorize the Executive Committee to amend the UPWP. The language in bold below reflects the October vote of the Policy Committee.

Section 1 of Article VI of the PACTS Bylaws

Executive Committee

Section 1. The Executive Committee shall have the following functions and powers:

1. To meet with staff to organize Policy Committee meetings and to coordinate the work of the PACTS committees.
2. To offer recommendations for action to the Policy Committee.
3. To make the following TIP project changes:
 - a. To revise the scope of work of funded MPO Allocation and FTA-funded projects as long as the amendments do not increase the PACTS contribution to those projects,
 - b. To endorse project substitution proposals per the PACTS Project Substitution policy,
 - c. To revise the PACTS TIP in order to fix administrative errors,
 - d. To add, delete or change other FHWA-funded and FTA-funded projects as requested by MaineDOT
4. To perform the annual evaluation of the Executive Director and report to the Policy Committee.
5. To appoint “appointees” to the Planning, Transit and Technical Committees (per Article III, Section 3)
6. ***To make the following Unified Planning Work Program changes:***
 - a. ***To adjust the budgets for the FTA-funded planning tasks based on a Transit Committee recommendation, and***
 - b. ***To use newly available study funds to fund a ranked study proposal not funded in the biennial UPWP adopted by the Policy Committee.***
7. To take on other responsibilities as requested by the Policy Committee.

Agenda Item 10 – Consent Agenda

John Duncan has proposed to MaineDOT that we use the \$5,800 balance in an existing study contract to pay for our work to assist MaineDOT and others in some traffic incident management work. The contract is a special one that we developed last year to pay John Melrose to help with the Highway Simplification Study.

The Policy Committee action would be to amend our UPWP for this purpose by adopting this Consent Agenda.

This item is still a work in progress on February 11th. John hopes to hear back from MaineDOT before today's meeting.

Twenty (20) state and local police, fire, Turnpike, County, EMS, MaineDOT and wrecker company representatives met enthusiastically here last week with Tom Reinauer, GPCOG's Eben Marsh and John Duncan regarding interstate highways traffic incident management coordination in our region. Eben is going to facilitate future meetings of this group. They will borrow heavily from the great work done in York County as facilitated by Tom Reinauer. *MaineDOT staff at the meeting last week is working to find funding for this work for the next several months, and then into the next biennium too. John Duncan's idea here might be the short term solution.*

Agenda Item 11 – Executive Director's Report

1. Update on work with the Cumberland County Legislative Delegation:
 - John Duncan attended their first weekly meeting in January in Augusta, and made a presentation at a meeting there later in the month. We will do this again.
 - We have sent the DVD of our December Legislative Briefing to 13 local access TV stations. We have confirmation that 7 of them are showing it repeatedly in January and February.
2. John has communicated with Portland, South Portland and MaineDOT about MaineDOT's work in progress to enhance public information about the openings of the Casco Bay Bridge. We might end up not spending our \$2,500 recently budgeted to work on this topic.
3. Several town and city managers met recently to discuss the scope of the recently funded Southern Maine Regional Transit Coordination Study. They reached a consensus.
4. John Duncan and Tony Plante each met with MaineDOT staff during the fall to discuss options for funding badly needed improvements on the PACTS section of River Road in Windham. In January MaineDOT asked the Executive Committee that we consider funding a share of the estimated. The members advised MaineDOT that

we would consider a proposal only if Windham initiates the request. MaineDOT is seriously considering a \$6 million project in the next biennium for a section of River Road beyond the PACTS section of Windham.

5. The draft Gorham East West Corridor Phase I Study recommendations include the following actions by the Policy Committee during the next six months:
 - Endorse the Phase I feasibility study's recommendations
 - Sign an MOU to participate in the Phase II Action Plan development phase
 - Amend our TIP policies to give preferences (nature to be determined) for capital funding to municipalities which participate in the development of the Phase II Action Plan
 - Sign a binding implementation agreement to participate in the implementation of the Action Plan

6. March 8th Executive Committee draft agenda
 - Update from the high project costs team
 - More work on the next UPWP
 - Discuss a proposal to establish rules regarding the implications of abstentions in committee votes.
 - Overview of draft revised PACTS public involvement plan.
 - Executive session on six month evaluation of John Duncan's performance
 - Consider a staff proposal to ask the Policy Committee to create a 2011 TIP Process Committee that would work from April to September in preparation for development in 2012 of our 2014/2015 biennium projects list.

7. April 21st Policy Committee draft agenda
 - Possible action on revisions to our FTA 5307 funding formula and actual programming of the \$2,000,000 (approx.) if Congress has adopted a budget.
 - Update on the process for development of the next 2-year UPWP – and adoption in May.
 - Executive Director's Report

8. Other recent and upcoming PACTS activities
 1. Carl Eppich is monitoring the statewide CMAQ funds priority setting process led by MaineDOT.
 2. Attend March 10th dinner meeting of the Maine Better Transportation Association in South Portland. PACTS will pay for attendance by several Executive Committee members.
 3. Review (with GPCOG staff) the 2010 Census Bureau's Portland Urbanized Area population figures that are due in March or April.

4. Attend a webinar to prepare for the upcoming PACTS and GPCOG staff work to update the PACTS model's "traffic analysis zones" with 2010 Census data.
5. Meet with Turnpike and municipal officials on the concept of tolling I-295.
6. Attend a meeting of the Martin's Point Bridge replacement advisory committee.
7. Attend a meeting with MaineDOT and South Portland officials regarding the permanent removal of a bridge near Exit 4 of I-295.
8. Met with MaineDOT and consultant regarding the recent creation of a daily version and a truck version of the PACTS regional travel demand model.
9. Carl has led the consultant selection and contract production processes for our Forest Avenue Corridor Study, our Windham Comprehensive Transportation Plan and our Congress Street Bus Priority Study.
10. Carl is also leading our Transit Focused Region effort.
11. Attend a Distracted Drivers Summit in Portland.
12. Attend Maine ITE meeting in Portland.
13. Submit a 6-month progress UPWP report to the FHWA.
14. Help organize, and attend, a quarterly meeting of the state's MPO's and MaineDOT.