

PACTS

Portland Area Comprehensive Transportation System

Transit Committee Meeting
Thursday, November 10th, 2011, 8:30 am
Saco Station
Transit Committee Agenda

RSVP by November 8th if you plan to take the train!

1. **Call to order**
2. **Public Comments** – 10 min.
3. **Approval of Minutes from the last meeting (attached)**
4. **Status Reports (attached)** – 5 min.
5. **Review Timeline/Work Plan (attached)** – 5 min.
6. **PACTS Transit Study Implementation Status Reports** – 20 min.
 - a. **Regional Map and Timetable**
 - b. **Joint Transit and Planning**
 - c. **Regional Pass System**
 - d. **Other – in order of priority**
7. **Operations Committee Update** – 20 min.
 - a. **Regional AVL Project update**
 - b. **Regional Sign & Shelter Project**
 - c. **Branding and Marketing**
 - d. **ITS Architecture Update**
8. **Other Business** – 20 min.
 - a. **Title VI and Public Participation Plans**
9. **Information Sharing/Round Table Discussion/Check-In/What's Up** – 20 min.
10. **Next Meeting Date and Agenda** – December 8th, 2011 at GPCOG
11. **Adjourn**

Attachments: October 13, 2011 PTC minutes, Status Reports, Timeline/Work Plan, Transit Committee Roster.

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PACTS Transit Committee

October 13, 2011
9:30 a.m. at GPCOG

Members Present: Sara Trafton, Chair, RTP; Hank Berg, CBITD; Marina Douglass, NNEPRA; Hilary Frenkel, Executive Com. Appt.; Connie Garber, YCCAC Rebecca Grover, MTA; Tom Meyers, SPBS; Sue Moreau, MaineDOT; David Redlefsen, METRO; Al Shutz, ShuttleBus/ZOOM

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

1. **Call to order.** Sara T. called the meeting to order at 9:30 a.m.
2. **Public Comments.** Robert stated that good marketing for transit is lacking. He thought we should look for some funding for marketing transit in the Greater Portland area; it should be part of our agenda. With the expansion of rail service to Brunswick happening, we should look at getting the Mountain Division in operation also.
3. **Approval of Minutes from last meeting.** *Tom Meyers moved approval of the September 8, 2011 minutes, seconded by Connie Garber. All were in favor.*
4. **Status Reports.**

John reported that the Executive Committee has proposed to the Policy Committee that PACTS do an **organizational analysis**. This will be on the Policy Committee agenda next week.

Steve reported that a meeting on the Congress Street Bus Priority Study is scheduled for the 24th in the afternoon. He's heard from staff in Portland that they really need to hear from transit on this. The recommendations have been whittled away from the original recommendations. Judy said the Transportation Committee has had testimony and public comment from transit; it has been to committee three times.

Regarding **Forest Avenue**, Carl explained that the city has continued to refine the recommendations and those are going forward. It was expressed at the public advisory committee to really brand the corridor to be attractive to transit ridership – more than just shelters – to really improve the transit amenities. There are tweaks to the Woodfords Corner area. Judy explained that because of the increase of the number of passenger trains going to Brunswick, our quiet zones will need to be changed. The channelization program will slow down traffic at railroad crossings. It will need to be looked at by all the committees. Quiet zone rules are reviewed every year.

Carl stated that getting bikes through the Exit 6 interchange area is a major issue. The public that spoke said they didn't think it was safe for bicycles.

Carl reported that the **Transit Focused Region** report has had a lot of scrutiny and is being reworked. The idea was to have a vehicle to express a vision of what transit could be in the region.

It was asked when it would be appropriate to have a presentation of the Coordination Study to the Executive and Policy Committees. Steve responded that we have the presentations from the consultant that we can use to present to the committees. Sara said that maybe by December when we present it to the Policy Committee, we will have started Phase 2.

5. **Timeline – prioritizing the work plan.** David asked about the FTA budget. Connie mentioned that at the tri-state meeting, there was no mention of checks or money or commitment – no news.

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

6a. Route map and timetable. Donna reported that we received the proof last night. She asked everyone to take a look at it as soon as possible. We are behind schedule but she is hoping we can meet the deadline if we quickly review it. The next printing is scheduled for January 12th. There was some discussion about the frequency and cost of printing the guide, and the importance of keeping the information up to date. The idea of placing the guides in strategic locations was mentioned. We make changes every three months so we would need to stay on top of replacing the maps at the various locations. The Operations Committee will discuss this further.

6b. Regional Route Study – Nothing to report.

6c. Joint Transit and Planning. There is a statewide transportation conference scheduled for December 1st so the next Transit/Planning Joint Meeting is scheduled for December 8th.

Gorham E/W Phase II – Carl reported that the draft scope is complete. The form we have is ready to go to RFP. We are still waiting to decide about bumping up the number to \$80,000. The land use/technical assistance element with the five communities is the PACTS effort (it is funded with PL money); there is also the MaineDOT/MTA piece. There are some transit recommendations in there. Sara suggested combining funds to try to do land use and transit together. Carl said we need to evaluate the growth areas that were identified in Phase I and reduce it to the priority growth areas that would have some kind of incentive for the type of growth that is necessary within them – streamlined permitting, targeting amenities like sidewalks, bike/walkable stuff, roadway improvements. The transit piece would be to take it a little further – transit TIF potential; connectability. John P. said his biggest criticism of that recommendation was that they're supplying transit to TOD areas on a sliding scale based on population. Any developer or resident who is transit oriented is not going to gamble on service that may be provided at a later date. Carl agreed that it's a chicken and egg situation. The increase from \$50,000 to \$80,000 would be to evaluate the areas, and figure out the zoning and tweaking it to make it an even playing field. Carl further explained. We need to be under contract by December 1st. We hope to have the RFP out by the end of this month.

The energy plan that GPCOG is doing with the County got a lot of people talking about Transportation Management Areas (TMAs). GoMaine does TDM. Businesses often have their own benefits to participate in a TDM such as bike passes, etc. Carl reported that staff have started talking about how we could put a plan in place (a handout was provided). We would need seed funding to get this started. Sara said that she's been pushing the idea of an Integrated Travel Resource Center (ITRC), and said not to silo out commuters and Title VI transportation needs. Mobility management is sort of the way that FTA is going. Sue stated that we need to do a better job of mobility management. Sara said her fear is that we're going to be doing two things that are really one. Judy clarified that TMA's include ADA, Title VI, etc. Businesses and developers frequently subsidize some of those services because they are paying in. Most of them include integrated resources. Jennifer clarified that what Sara mentioned (ITRC) is one of the tools in the toolbox for TMAs. It was asked if MMC has been looked at as a potential source. Carl responded that we haven't done anything yet. Carey has talked to lots of different organizations big and small. David suggested talking to MMC and IDEXX. Jennifer clarified that the list (at the bottom of the handout) is a list of potential funding sources; there is also a list of participants. Judy added that TDM2Go was done in

collaboration with GoMaine. She said people would rather spend the money on incentives for their employees than for membership fees. Jennifer explained that we are looking for seed money so that we can continue to do research. Robert stated that it is important when asking for funds from private sources that they get credit for their funding whether it be in ads, etc.

Sara asked if this should go into the work plan for ranking. Steve responded that he didn't think we needed to rank it because other staff outside of the Transit Committee (Dan, Carey, Jennifer P.) will be working on it. Tom said he understands the value of this but he would like to see it more fleshed out. Where is the momentum going to come from? He said he sees the benefits of it but until we get the folks to stand behind it and support it, it's probably not ready. Start with elected officials. Sara thought it was a great idea and the transit folks should be involved in the discussions. Jennifer explained that seed money would be needed before staff could do any work on this. John P. said that in order to get the elected officials involved, more information would be necessary. Perhaps a letter could be sent out to elected officials and town managers in the region and maybe invite them to a presentation about what this is all about. That way you can get feedback about interest and ideas. Sara pointed out that we're going to have to look at the things we've prioritized, if funding is being requested. Judy suggested developing a business plan. John D. referenced the list of large companies on page 12; he's pretty sure that Carey has been working with these companies for many years. He probably knows that many of these companies would like to be involved with this. Rebecca asked where GoMaine fit in. Jennifer responded that GoMaine and transit service are part of a list of different options. TMA would put together a custom plan for each of its employees – vanpools, parking options. GoMaine is one of the tools in the toolbox. Tom said the value and importance needs to be further explained. It needs to have a broader appeal and broader support base at a higher level than us. We generally understand that it's a good thing. The business plan needs to be developed. The document is not ready for funding at this time. ***Dave made a motion to table this issue and have this discussion take place at a time when appropriate staff can be available to present the issue. Motion seconded. All in favor.***

6d. Regional Pass. Tom said they had really good ridership increases compared from September 2010 to September 2011 (25% increase), and revenue is up.

7. Operations Committee Update.

7a. Regional AVL project update. Donna and Steve met with the METRO Finance Subcommittee regarding the AVL project. Dave stated that the Finance Committee did not include funding for the AVL project -- no local match. Things may change after the preliminary budget and formula are reviewed. In January of 2006 this idea was put forward by the interim general manager with approval of the Board but no funding was approved at that time. Steve said there was discussion about if additional operators would benefit unfairly from those who started it up. We talked about having some kind of cost share or reapportionment across the board. There was discussion about making this a regional dispatch and regional approach (similar to how the crime lab came about).

Judy stated that METRO is facing a perfect storm of problems. They have lost JARC funding, they are also facing a labor contract, and health care costs are going through the roof. An AVL system is not a top priority at this point. Robert asked if SPBS would be able to support the AVL pilot. Tom responded that if we are ready to issue an RFP, we should. Whoever can participate should participate. We have to move ahead in some way. We need to be crystal clear about the level of participation at the outset and in the future. This customer service issue about real time vehicle location is an opportunity to grow ridership. Regarding the federal part of the STP money, Sue said

they like to see money spent within a two-year period, but she didn't think we would lose the money. Tom recommended moving forward with the project. Donna suggested that the RFP be formatted in a manner such that the vendors could give us a cost per agency and where we could save if the number of vehicles is higher. ***Tom made a motion that SPBS be the lead agency for the AVL RFP and to move METRO to the maximum. The motion was seconded and passed.***

7b. Regional Sign and Shelter project. The Operations Committee talked about this. All of the operators have been given the spreadsheets to review and to make any changes or recommendations by October 19th. Tom said we need to factor in willingness to commit to project in a timely way.

8. Other Business

8a. Work Plan - prioritize projects. At the Operations Committee meeting, the seven projects in the table on page 10 were prioritized. Only two of the operators are involved in the on/off survey. There should be a recommendation from this group to move forward on this. After some discussion, it was agreed to do a 50/50 split on the Regional Transit and Land Use piece with the Lakes Region project. Sara hopes to use the money in the next six months for the Lakes Region transit piece. The RFP will be sent to the group by e-mail. ***A motion was made by Tom and seconded by Al to make the Regional Transit and Land Use money (\$30,000) be split 50/50 between Regional Transit and Land use and the Lakes Region project. Motion passed.***

8b. Recommend Executive Committee appointee for vacant Transit seat. Hilary is happy to stay on the Transit Committee as the Executive Committee appointee if it works for everyone else, unless her job precludes her from doing so. ***The Committee agreed for Hilary to stay on.***

8c. Title VI Public Participation Plan – John can address this at another meeting due to lack of time. The plan will be distributed to the committee prior to the next meeting. A handout was provided.

9. Information Sharing. Due to the time, there were no comments.

10. Next meeting – November 10th in Saco. The meeting will likely begin at 9:00 a.m.

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

Agenda Item #4

Status Reports

Committee meetings:

- The **PACTS Policy Committee** met on October 20th. Agenda items included consideration of a funding request from Old Orchard Beach, adoption of the 2011 Update of PACTS Public Participation Plan, action on a proposal to exempt four consultant efforts from the December 31st deadline, and joining with other groups in submitting letters to the Congressional Delegation and to MaineDOT regarding proposals in Congress that could lead to the elimination of MPO's in Maine. The next meeting is scheduled for December 15th.
- The **PACTS Joint Transit and Planning Committees** did not hold a quarterly meeting in September due to a lack of presentation-ready topics. The next scheduled meeting of the two groups is December 8th. One topic will be an update on the Transit Focused Region deliverables.
- There was no **PACTS Executive Committee** meeting in November. The next one is scheduled for December 6.
- The **Transit Operations Working Group** meeting was held on October 26th. Agenda items included an update on the AVL Project Update, draft scope of the Regional Branding and Marketing, draft scope of the Regional Transit and Land Use, update on the Regional ITS Architecture Update and next steps on the Southern Maine Regional Transit Coordination Study. The next Transit Operations Working Group meeting will be held sometime in November. A date has not yet been set.
- The **PACTS Planning Committee** met on November 3rd. Agenda items included corridor planning and Placemaking: Complete Streets and Context Sensitive Design A 21st Century Plan for Downtown North Windham, the Municipal Partnership Initiative – *-\$\$\$7 million* to leverage local requests to partner on highway improvements, an overview of the PACTS Organizational Review study, and the PACTS region truck route or truck priority network. The next PACTS Planning Committee will be held on December 8th which will be a Joint meeting with Transit.

Studies:

- a. The **Congress Street Bus Priority Study** continued with a meeting of the “operational stakeholders” (bus service providers, Public Services, Parking, PDD, Police and Fire) with staff and the consulting team on October 24th.
- b. The **“Transforming Forest Avenue” study** is focused on the section of Forest Ave. between Park Ave. and Woodford’s Corner. The goal of the study is to recommend improvements to infrastructure, zoning, and traffic circulation that will create more functional and safe pedestrian, bicycle, bus and motorist access both along and across Forest Avenue. Currently, the team is

discussing next steps and will be on the agenda for the Planning Board and the Transportation Committees in the next few weeks. A copy of the concept plan with recommendations is available online at http://www.portlandmaine.gov/forestave2.htm#Concept_Plan_and_Appendices

- c. A presentation on the **Southern Maine Regional Transit Coordination Study** will be given to interested members of PACTS committees at a special meeting, date and time to be determined.
- d. The regional transit visioning initiative known as **Moving Greater Portland Toward a Transit Focused Region's** final report is being re-worked into a more cohesive document and to better reflect its connection between the project's vision, implementation and next steps.

Agenda Item #5

Draft Timeline/Work Plan for the PACTS Transit Committee

DRAFT,
Work in
Progress
Sept 2, 2011

Fiscal Year 2012:

July 2011	
August	Prioritize Work Plan
September	
October	
November	
December	
January 2012	
February	
March	Public comment period for Section 5303 and 5307 funds, 2013 (pending release of Federal Register notice) Public Comment Period for STP proposals for 2012/2013 Update TIP FTA Budget announced
April	Appoint Nominating Committee for new Officers
May	Adopt STP proposals for submission to Policy Committee
June 2012	Annual evaluation of Committee (year 8) Elect New Committee Officers

Fiscal Year 2013:

July 2012	Revisit Allocation Formula for 5307 and STIC
August	
September	
October	Review and Approve Allocation Formula for 5307 and STIC
November	Develop Study Proposals for 5303 and 5307 Planning funds and UPWP Provider information (ridership, miles, etc.) due
December	
January 2013	Submit recommendation to Policy Committee for FTA Section 5307 funds

February	<i>Submit 2014/2015 STP proposals to staff for ratings</i>
March	Public comment period for Section 5303 and 5307 funds, '14/'15 (pending release of Federal Register notice) Update TIP FTA Budget announced
April	Appoint Nominating Committee for new Officers
May	
June 2013	Annual evaluation of Committee (year 9)

Other tasks:

- Execute the Implementation Schedule for the ***Regional Transit Coordination Study***.
- Provide assistance and coordination for implementing ***Destination Tomorrow*** and associated studies and plans
- Keep informed of and/or involved in ongoing studies such as:
 - Congress St. Bus Priority Study
 - Lakes Region CTAA Study
 - Passenger Rail to Brunswick
 - Portland North, Small Starts Study
 - Transit Oriented Zoning
 - Maine Narrow Gauge RR Extension Study
 - Forest Avenue Study
 - Gorham East/West Corridor Study
 - Greater Portland Livable and Sustainable Region Initiative
 - Southern Maine Transit Coordination Study
 - Transit Focused Region Study.
 - 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 new Guide has been printed and delivered. The next printing will be effective January 12. Deadline for submission of changes are due November 18th!

Agenda Item #6 b
Joint Transit and Planning

The **PACTS' Joint Transit and Planning Committee** meeting will be held on December 8th at 9:00, prior to the Transit Committee meeting. Topics will include a review of the latest update on the Transit Focused Region project.

Agenda Item #6 c

Regional Pass System

The Pass is underway. Negotiations are underway between METRO and USM to sell passes for students in Portland and Gorham. Providers reported that ridership is up as well as monthly users and there has been no decrease in the sales of 10-pass tickets while at the same time revenue is up.

Agenda Item #7 a

Regional AVL/ITS Project

Staff met with the METRO Finance Subcommittee on October 12th. The Finance Committee decided that METRO's preliminary budget will not include any funding for the AVL project, however, this could change in the future. South Portland Bus supports the project and recommended that the RFP should be released as soon as possible. Donna is working on securing an engineer to help assist with the process.

Agenda Item #7 b

Regional Sign & Shelter Project

Ben Lake has been collecting feedback from transit providers about the list of potential shelter site locations he presented at the last PACTS Transit Operations Working Group meeting. He is using this feedback to help narrow down the list and prioritize the remaining sites, and is also collecting additional information on site ownership and availability of buildable area. Ben will present a revised list of potential shelter site locations at the next Operations Working Group meeting. This will be followed by site visits and landowner contact as appropriate.

Agenda Item #7 c

Regional Branding and Marketing

Ben Lake created a draft work plan for the Regional Branding and Marketing Project, and presented it to the PACTS Transit Operations Working Group at their most recent meeting. He requested that the providers review the draft work plan, and provide him with feedback and suggested changes by Friday, November 4. The work plan will be revised at the November Operations Working Group meeting, with the goal of submitting the work plan to the PACTS Transit Committee for approval in December.

Agenda Item #7 d

Regional ITS Architecture Update

Donna presented a draft scope to the PACTS Transit Operations Working Group. This will be used to develop an RFP.

Agenda Item # 8a

Title VI and Public Participation Plan

PACTS had a review of Title VI over the summer and held a public meeting. John Duncan has been working on updating these plans and is looking for feedback and to explore ways that PACTS can work with the transit operators to be effective and coordinated in our respective efforts.

Glossary of Terms

1. ARRA American Recovery and Reinvestment Act
2. AVL Automatic Vehicle Location
3. BOP Biennial Operations Plan (MDOT)
4. BTIP Biennial Transportation Improvement Program (MDOT)
5. CMAQ Congestion Mitigation Air Quality Program (Federal Funds)
6. DOE Department of Energy
7. EMDC Eastern Maine Development Corporation
8. FHWA Federal Highway Administration
9. FTA Federal Transit Administration
10. ISTEA Intermodal Surface Transportation Efficiency Act
11. ITS Intelligent Transportation Systems
12. JARC Job Access & Reverse Commute
13. MDOT Maine Department of Transportation
14. MPO Metropolitan Planning Organization (PACTS, KACTS, ATRC, BACTS)
15. NNEPRA Northern New England Passenger Rail Authority (Downeaster, contracts with Amtrak)
16. OPT Office of Passenger Transportation (MDOT)
17. PACTS Portland Area Comprehensive Transportation System (Portland Area MPO)
18. SAFETEA-LU Safe, Affordable, Flexible, Efficient, Transportation Act –Legacy for Users
19. STIC Small Transit Intensive Cities
20. STIP Statewide Transportation Improvement Program
21. STPA Sensible Transportation Policy Act
22. STP Surface Transportation Program (Federal Funds)
23. TE Transportation Enhancement Program (Federal Funds)
24. TEA-21 Transportation Equity Act for the 21st Century
25. TIP Transportation Improvement Program (PACTS)
26. UPWP Unified Planning Work Program
27. URIP Urban-Rural Initiative Program
28. 5303 FTA Planning Program
29. 5307 FTA Urbanized Assistance

FACTS Transit Committee Roster			
Updated 10/14/2011			
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