

PACTS Regional Transportation Advisory Committee

Tuesday, December 7, 2021

9:00-11:00 a.m.

Meeting Agenda

Webinar link: <https://us02web.zoom.us/j/89251271320>

Phone: 646-558-8656—Webinar ID: 892 5127 1320

Participating by phone? Use *9 to raise your hand and *6 to unmute.

At the direction of the GPCOG Executive Committee, PACTS and GPCOG are holding all committee meetings via Zoom conferencing technology due to the continuing pandemic. We remain committed to full public participation in our meetings through remote access during the COVID-19 crisis. Remote meetings are conducted in accordance with the requirements of LD 32, 2021 Public Law 290 and 1 MRSA Chapter 13, Subchapter 1.

1. Welcome

This meeting is being recorded and will be made available at gpcog.org/AgendaCenter.

2. Public Comment

5 minutes

Members of the public are welcome to provide up to three minutes of public comment on items not on this agenda. For items on this agenda, additional opportunity for public comment will be provided after the item's staff report.

3. Approval of the October 5, 2021 Meeting Minutes

5 minutes

4. Staff Report

5 minutes

5. Review of Proposed CARES Act Phase V-VIII Allocations

15 minutes

Discussion and a vote on the proposed action to recommend the proposed CARES Act Phase V–VIII allocations to the Executive Board for approval.

6. Unified Planning Work Program / Regional Planning Organization Municipal Planning Funds

30 minutes

Discussion and a vote on the proposed action to recommend that the Policy Board fund three studies (Freeport, Gorham, Portland) through the 2022-2023 UPWP's "enhanced project scoping" task (\$75,000), with supplementary funding (\$12,000) from other UPWP tasks, as well as guidance to staff on how to address any funding shortfall.

7. Regional Complete Streets Policy **20 minutes**

Discussion and an opportunity to provide input on the Regional Complete Streets Policy.

8. Biddeford Saco Transit Oriented Development Plan **20 minutes**

Discussion and an opportunity to provide input on the Biddeford Saco Transit Oriented Development Plan.

9. Other Business

10. Adjourn

Upcoming Meetings

- PACTS Executive Board—Tuesday, December 14, 9:00–10:30 a.m.
- PACTS Regional Transportation Advisory Committee—Tuesday, January 4, 9:00–11:00 a.m.
- PACTS Policy Board—Thursday, January 27, 11:00 a.m.–1:00 p.m.
- PACTS Regional Transportation Advisory Committee—Tuesday, February 1, 9:00–11:00 a.m.

A full list of upcoming GPCOG and PACTS meetings is available at gpcog.org/Calendar.

If you require accommodations to review materials or participate in this meeting (such as captioning or interpreting—at no cost to you), please contact:

Vincent Edwards
(260) 804-3173
info@gpcog.org

Notification 72 hours prior to the meeting will help us to make reasonable arrangements to ensure accessibility to this meeting.

3. Approval of October 5, 2021 Meeting Minutes

Contact	Harold Spetla, staff
Recommended action	Approve the October 5, 2021 PACTS Regional Transportation Advisory Committee (RTAC) meeting minutes.
Attachment	3-A—2021-10-05 PACTS Regional Transportation Advisory Committee (RTAC) Meeting Minutes

The previous meeting of the PACTS Regional Transportation Advisory Committee (RTAC) was held on October 5, 2021. Minutes from the meeting are included as Attachment 3-A for review, discussion, and approval.

Recommended action: Approve the October 5, 2021 PACTS Regional Transportation Advisory Committee (RTAC) meeting minutes.

Members of the public are welcome to provide up to three minutes of public comment on this item.

4. Staff Report

Contact	Harold Spetla, Chris Chop, staff
Recommended action	For information only.
Attachment	4-A—PACTS Municipal Partnership Initiative Policy 4-B—Policies on Committee Assignments for the Region’s Transit Agencies & Committee Assignments for 2021

2023 PACTS Municipal Partnership Initiative Project Submissions

The PACTS Municipal Partnership Initiative (MPI) program annually allocates \$1,600,000 of state funding to PACTS municipalities with a 50% local match requirement for reconstruction, preservation, modernization, and multimodal safety improvements.

Municipalities must submit project proposals to PACTS staff by February 1.

Each PACTS subregion is allocated \$400,000 annually and subregion members are encouraged to coordinate within their own subregion to submit requests for the full amount, not to exceed \$400,000 per subregion. This will require municipalities to correspond, or possibly meet, prior to the February 1st proposal deadline to coordinate project timing and budgets.

Proposals that are approved would be eligible for construction in the 2023 calendar year.

Previous PACTS MPI funding years have included sidewalk and curb reconstruction, intersection signalization, pavement resurfacing and restriping, ADA compliance improvements, and drainage improvements.

See Attachment 4-A to review the PACTS MPI Policy in full.

Contact Harold Spetla or Elizabeth Roberts for more information.

Transit Appointments

Under PACTS’ new committee structure, there are four (4) positions on the Regional Transportation Advisory Committee (RTAC) and three (3) positions on the Executive Board reserved for representatives of the region's transit agencies. All seven transit agencies are represented on the Policy Board. Attachment 4-B provides detail on this Policy.

Transit representative terms are for one (1) calendar year commencing on January 1 and ending on December 31. **Beginning on January 1, 2022, the following transit agencies will serve on RTAC:**

- NNEPRA (no change)
- Casco Bay Lines (no change)
- Metro (new)
- RTP (new)

Infrastructure Bill

On November 15, 2021, President Biden signed a \$1.2 trillion infrastructure bill into law. The bill will provide billions of dollars to state and local governments to upgrade roads, bridges, transit systems, and more. Staff will provide a brief overview of the bill at the RTAC meeting.

5. Review of Proposed CARES Act Phase V–VIII Allocations

Contact	Andrew Clark, staff
Recommended action	Recommend the proposed CARES Act Phase V–VIII allocations to the Executive Board for approval.
Attachments	5-A—CARES Funds Phase V–VIII Allocations memo

In early 2020, the PACTS region received approximately \$53 million in CARES Act funds to support the transit industry during the pandemic. PACTS has been allocating these funds in support of the following priorities:

1. **Maintaining regional transit service** in light of reduced ridership and passenger-based revenues
2. **Pandemic recovery and resiliency** to support implementation of COVID-19 sanitation best practices
3. **Transit system innovation** to spur ridership recovery as the pandemic subsides
4. **Municipal budget assistance** to provide budgetary relief to municipalities that fund transit service through local match

At its August meeting, the Policy Board voted to direct staff to work with the region's transit agencies to forecast Priority 1, 2, and 3 needs for the remaining CARES funds through 2023. As shown in Table 5.1, the agencies project a \$19.4 million need, which exceeds the region's balance of \$15.6 million.

This \$19.4 million total need is informed by the agencies' projected revenue and service recovery through December 2023. For example, as ridership recovers in many cases so too will fare revenues, reducing the net loss to be funded through CARES funds. Additional information on the agencies' projections and the allocation method is included as Attachment 5-A.

The \$15.6 million balance of CARES funds is projected to fully fund the agencies' needs through April 2023. A \$3.8 million unfunded projected need will remain, discussion of which will be taken up by RTAC and PACTS' governing boards in early 2022.

Recommended action: Recommend the proposed CARES Act Phase V–VIII allocations to the Executive Board for approval.

Members of the public are welcome to provide up to three minutes of public comment on this item.

Table 5.1: Proposed CARES Phase V–VIII Allocations

	PHASE I Feb–Jun 2020	PHASE II Jul–Dec 2020	PHASE III Jan–Jun 2021	PHASE IV Jul–Dec 2021	PHASE V Jan–Jun 2022	PHASE VI Jul–Dec 2022	PHASE VII FUNDED Jan–Jun 2023	PHASE VII UNFUNDED Jan–Jun 2023	PHASE VIII UNFUNDED Jul–Dec 2023	TOTAL FUNDED	TOTAL UNFUNDED
PACTS CARES Funds: \$53,022,637											
Priority 1: Maintain Regional Transit Service											
Biddeford Saco Old Orchard Beach Transit	\$618,674	\$236,458	\$275,080	\$290,250	\$336,189	\$287,716	\$168,568	\$50,892	\$175,427	\$2,212,935	\$226,319
Casco Bay Lines	\$2,683,915	\$1,921,168	\$2,562,291	\$18,275	\$1,647,856	\$1,556,158	\$354,253	\$130,971	\$344,588	\$10,743,915	\$475,559
METRO	\$3,861,373	\$-	\$848,647	\$767,325	\$1,083,486	\$795,661	\$386,144	\$95,751	\$190,547	\$7,742,637	\$286,297
Northern New England Passenger Rail Authority	\$5,086,103	\$2,140,075	\$3,161,126	\$1,291,000	\$3,386,140	\$2,621,760	\$1,545,282	\$563,376	\$1,701,262	\$19,231,486	\$2,264,638
Regional Transportation Program	\$181,682	\$333,000	\$240,000	\$240,000	\$300,000	\$300,000	\$216,371	\$83,629	\$300,000	\$1,811,053	\$383,629
South Portland Bus Service	\$753,455	\$-	\$55,499	\$79,295	\$167,180	\$115,375	\$64,088	\$20,563	\$51,281	\$1,234,891	\$71,844
York County Community Action Corporation	\$432,404	\$138,485	\$187,677	\$172,197	\$116,400	\$102,879	\$45,361	\$26,607	\$74,993	\$1,195,403	\$101,601
Relief Funds for Concord Coach		\$1,633,418	\$1,770,234	\$998,123							
Priority 1 Subtotal	\$13,617,606	\$6,402,604	\$9,100,554	\$3,856,465	\$7,037,251	\$5,779,548	\$2,780,068	\$971,789	\$2,838,099	\$44,172,321	\$3,809,887
Priority 2: Pandemic Recovery and Resiliency											
Program CARES Funds	\$40,000										
Post-Pandemic Planning	\$60,000										
Virtual Engagement	\$25,000										
COVID Best Practices Implementation			\$15,000								
Biddeford Saco Old Orchard Beach Transit		\$120,002	\$32,475	\$35,290							
Casco Bay Lines			\$171,000								
METRO			\$419,000	\$84,000							
Northern New England Passenger Rail Authority											
Regional Transportation Program			\$38,980								
South Portland Bus Service			\$91,528	\$74,200							
York County Community Action Corporation			\$12,171	\$2,910							
Health and Safety Investments for Volunteer Driver Programs		\$7,000									
Public Education and Customer Communications		\$200,000	\$140,000								
Priority 2 Subtotal	\$125,000	\$327,002	\$920,154	\$196,400	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Priority 3: Transit System Innovation											
Transit Together		\$380,000	\$120,000								
Improve Safety and Access for Older Adults, PWD, POC		\$60,000	\$75,000								
South Portland Shopper Links			\$23,000								
Rapid Transit Feasibility Study			\$25,000	\$800,000							
Portland Transit Signal Priority			\$32,500								
South Portland Transit Signal Priority			\$151,000								
Automatic Passenger Counters			\$660,000								
Priority 3 Subtotal	\$-	\$440,000	\$1,086,500	\$800,000	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Priority 4: Municipal Budget Assistance											
Biddeford Saco Old Orchard Beach Transit		\$52,500									
METRO		\$423,688									
South Portland Bus System		\$77,297									
Priority 4 Subtotal	\$-	\$553,485	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total Budgeted Expenses	\$13,742,606	\$7,723,091	\$11,107,208	\$4,852,865	\$7,037,251	\$5,779,548	\$2,780,068	\$971,789	\$2,838,099		
Balance of Available CARES Funds	\$39,280,031	\$31,556,940	\$20,449,732	\$15,596,867	\$8,559,616	\$2,780,068	\$0	\$(971,789)	\$(3,809,887)		

6. Unified Planning Work Program / Regional Planning Organization Municipal Planning Funds

Contact	Harold Spetla, staff
Recommended action	<ul style="list-style-type: none"> • Recommend that the Policy Board fund three studies (Freeport, Gorham, Portland) through the 2022-2023 UPWP’s “enhanced project scoping” task (\$75,000), with supplementary funding (\$12,000) from other UPWP tasks. • Provide guidance to staff on how to address any funding shortfall. For example, RTAC may recommend reducing the Federal (PACTS) funding on one or more studies.
Attachments	6-A—GPCOG and PACTS Planning Study Proposals

On October 7, GPCOG and PACTS notified eligible municipalities that funds would be available for 2022 and 2023 transportation planning studies. Funds available through the GPCOG-MaineDOT Regional Planning Organization (RPO) contract are available for the 2022 calendar year, while funds available through the Unified Planning Work Program (UPWP) are available across the 2022 and 2023 calendar years.

Staff received six proposed studies from municipalities through the open submission process. Two projects are expected to receive funding through the 2022 RPO contract, contingent upon MaineDOT approval. One project for transit planning support was deemed a more appropriate fit to be addressed through *Transit Together* and/or ongoing transit agency conversations. The following three projects were identified as appropriate uses for UPWP planning funds:

- Freeport – Route 1 South Multi-use Path
 - Connects the Town of Yarmouth to Freeport’s Downtown Village and creates a linkage to the Casco Bay Trail Alliance and the East Coast Greenway. Stakeholders consider this an extension of Yarmouth’s Beth Condon Pathway.
 - Not submitted as a 2021 PACTS Complex Projects.
 - Request: \$22,000-\$25,000
 - Match: \$2,000-\$5,000 (max. 18.5%)
 - Total Study Cost: \$27,000
- Gorham – Cross Town Trail
 - Connects Gorham Village to Gorham Industrial Park while increasing multimodal safety along Route 25.
 - Submitted as a 2021 PACTS Complex Project. Scored a 33 as the 5th ranked project.
 - Request: \$30,000
 - Match: \$1,500 (<5%)

- *Total Study Cost: \$31,500*
- Portland – Forest Avenue Phase IV
 - Intended to shift the corridor from auto-centric to mixed uses, more safely serving different users. Enhanced project scoping needed to be considered for future federal funding assistance.
 - Submitted as a 2021 PACTS Complex Project. Scored a 42 as the 2nd ranked project.
 - *Request: \$43,000-\$60,000*
 - *Match: \$3,000-\$20,000 (max. 31.7%)¹*
 - *Total Study Cost: \$63,000*

The requested amount for the three projects (\$112,000) exceeds the funding available (\$75,000) through the PACTS UPWP task for “enhanced project scoping”. On November 19, staff contacted Gorham and Portland to see if there was any additional local match available from the two municipalities, which could help defray the Federal costs and allow PACTS to fund all three projects.² On November 29, the City of Portland informed GPCOG staff that the City could contribute \$20,000 in local match, reducing Portland’s request for UPWP funds to \$43,000, and the total request for all three projects to \$95,000. GPCOG staff also reviewed the 2022-2023 UPWP budget and determined that there may be an additional \$12,000 to help support these three projects, which would bring available funding to \$87,000.

Staff recommend funding these three studies through the 2022-2023 UPWP’s “enhanced project scoping” task (\$75,000), with supplementary funding (\$12,000) from other UPWP tasks. Staff will continue to finalize total study costs and local match contributions with the three project sponsors in an effort to make up the \$8,000 shortfall. In the event that a shortfall remains, staff would appreciate guidance from the RTAC today on how to address the funding gap. For example, RTAC may recommend reducing the Federal (PACTS) funding on one or more studies.

Recommended actions:

- ***Recommend that the Policy Board fund three studies (Freeport, Gorham, Portland) through the 2022-2023 UPWP’s “enhanced project scoping” task (\$75,000), with supplementary funding (\$12,000) from other UPWP tasks.***
- ***Provide guidance to staff on how to address any funding shortfall. For example, RTAC may recommend reducing the Federal (PACTS) funding on one or more studies.***

Members of the public are welcome to provide up to three minutes of public comment on this item.

¹ On November 30, the City of Portland offered to increase its local match to \$20,000 to help ensure that all three projects were funded.

² The Town of Freeport already offered to increase its match, which is reflected in the \$112,000 total.

7. Regional Complete Streets Policy

Contact	Vanessa Farr and Ericka Amador, staff
Recommended action	For information and discussion.
Attachments	None

In 2018, PACTS’ *Getting There from Here: An Active Transportation Plan* recommended the implementation of a Regional Complete Streets Policy, stating that “instituting a Complete Streets policy formalizes a community’s intent to plan, design, operate, and maintain streets so they are safe not just for vehicles, but also for pedestrians, cyclists, and public transit users, regardless of age or ability.” Many communities in the PACTS region recognize the importance of walking, bicycling, and transit use to the sustainability of the transportation system and the environment, though only a handful of municipalities have adopted a Complete Streets Policy.

As part of the 2020-2021 UPWP, GPCOG staff, in collaboration with an external working group, began drafting the Regional Complete Streets Policy in the summer of 2021. External working group members include:

- Bruce Hyman, City of Portland
- Amanda Lessard, Town of Windham
- Jim Tassé, Bicycle Coalition of Maine

To date, the internal and external project team has completed the following tasks:

- Research and inventory of Complete Streets Policies (municipal and MPO (metropolitan planning organization)) and best practices for implementation and incorporation of Green Stormwater Infrastructure
- Meetings with neighboring communities regarding lessons learned from policy adoption and implementation
- Collaborative drafting and revisions

The Regional Complete Streets Policy is intended to provide a regional policy to guide PACTS investments and to serve as a model policy for member municipalities who have not yet adopted a Complete Streets Policy or wish to update an existing policy. **Key elements** of the draft Complete Streets Policy include:

- Vision and Intent of the policy, including rationale for adoption of the policy, goals, and key principles
- A description of diverse users who should be considered during projects in all projects and all phases
- Exceptions to the policy and procedures for granting exceptions
- Jurisdiction – PACTS-attributable funding project selection

- Design criteria
- Land use and context sensitivity – Place type contexts within the region and potential Complete Streets design
- Performance measures
- Project checklists – Concept development, preliminary engineering, construction, maintenance
- Implementation
 - encourage member municipalities to adopt a Complete Streets Policy at least as stringent as the Regional Complete Streets Policy or to update their existing policies
 - form a regional interdisciplinary advisory committee responsible for ushering the implementation of the policy.

Next Steps: GPCOG staff intends to circulate the draft policy to RTAC members for comment once complete, and return to the committee for recommendation to the Policy Board for adoption.

Recommended action: For information and discussion.

Members of the public are welcome to provide up to three minutes of public comment on this item.

8. Biddeford Saco Transit Oriented Development Plan

Contact	Rick Harbison, staff
Recommended action	For information and discussion.
Attachments	None

In 2018, PACTS issued a “call for nominations” for pilot sites to develop transit-oriented development (TOD) concept plans. The Cities of Biddeford and Saco submitted a joint proposal for the Mill District/Saco Island area, which was selected. Throughout 2020 and 2021, PACTS staff have worked with municipal staff from both cities and a project steering committee to develop a transit-oriented development concept plan for the study area.

The Mill District in Biddeford and Saco Island has experienced a tremendous transformation over the last decade. But just as the mill buildings are being repurposed for a modern economy, the area’s public spaces (roads, intersections, sidewalks, and parks) and transit system also need to adapt to keep up with changing lifestyles and preferences. The Biddeford-Saco TOD Plan explores how the Cities of Biddeford and Saco can shape their public spaces and improve the transit system to align with the new vision for the Mill District and Saco Island as a vibrant, mixed-use, urban community where people can live, work, and play. Following the principles of transit-oriented development, the plan creates a vision for how the area can continue to grow and thrive in a safe, sustainable, and equitable way.

Staff will provide a brief presentation on the plan’s major findings and be available to answer questions. The project team anticipates a draft plan will be ready in December.

Recommended action: For information and discussion.

Members of the public are welcome to provide up to three minutes of public comment on this item.