

PACTS Policy Board

March 30, 2021

6:00–8:00 pm

Meeting Minutes

Municipal Members		
Arundel	VACANT	
Biddeford	Jim Bennett	✓
Cape Elizabeth	Matt Sturgis, <i>Chair</i>	✓
Cumberland	Bill Shane	✓
Falmouth	Hope Cahan, <i>Vice Chair</i>	✓
Freeport	Jake Daniele	✓
Gorham	Ephrem Paraschak	✓
North Yarmouth	Brian Sites	
Old Orchard Beach	Larry Mead	✓
Portland	Belinda Ray	
Portland	Chris Branch	✓
Raymond	Nathan White	
Saco	VACANT	
Scarborough	Jay Chace	✓
South Portland	Kate Lewis	✓
Standish	Michael Delcourt	
Westbrook	Eric Dudley	✓
Windham	Barry Tibbetts	
Yarmouth	Rob Waeldner	

Non-municipal Members		
MaineDOT	Jennifer Brickett	✓
Maine Turnpike Auth.	Erin Courtney	✓
Active Transp. Specialist	Kara Wooldrik	✓
Environmental Specialist	Allen Armstrong	✓
Transp. Equity Specialist	Andrew Blunt	✓
Transp. Equity Specialist	Yura Yasui	✓
Reg. Transp. Adv. Comm.	VACANT	
BSOOB Transit	Craig Pendleton	
Casco Bay Lines	Hank Berg	✓
METRO	Greg Jordan	✓
NNEPRA	Patricia Quinn	✓
Reg. Transp. Program	Jack DeBerardinis	
South Portland Bus Serv.	Donna Tippet	✓
York Co. Comm. Action	Robert Currie	✓

Non-voting Members		
So. Maine Plan. and Dev.	Stephanie Carver	✓
Federal Highway Admin.	Carlos Peña	
Federal Transit Admin.	Leah Sirmin	

1. Welcome

Matt Sturgis opened the meeting and welcomed the attendees.

2. Public Comment

No public comment was received.

3. Acceptance of the Previous Policy Committee Meeting Minutes

The minutes from the final meeting of the PACTS Policy Committee, held on January 28, were included in this meeting's packet for information and discussion only.

Based on a clarification from Hank Berg, staff will revise the staff report under Item 11 as follows:

MaineDOT has requested an amendment of PACTS' current 20202023 to include a project for preliminary engineering for pier and subsurface rehabilitation of ~~the Casco Bay Municipal Ferry Terminal~~ State-owned ferry assets. The project is funded with \$80,000 in federal funding and \$20,000 in state funding. The amendment was released for public comment on January 21.

4. Chair's Report

No Chair's Report was presented.

5. Staff Report and Orientation

Chris Chop welcomed the members and presented the *Introduction to PACTS* slide deck.

GPCOG's Metro Regional Coalition has requested PACTS allocate \$350,000 to support regional transit-oriented development (TOD) planning. This effort is aligned with the "Smart Land Use" recommendations of *Transit Tomorrow*, the region's long-range transit plan. The region's CARES Act funds may be an appropriate source of funding for this work.

Congresswoman Chellie Pingree's office has notified staff of a developing earmarks program, through which municipalities will be able to submit infrastructure projects totaling less than \$1 million for consideration of federal earmark funding. Staff and the Congresswoman's office will provide additional information to the region's town and city managers as it becomes available. The deadline for submissions is April 19. Additional transportation earmarks as part of the infrastructure bill are also under consideration.

Staff have received feedback that the meeting timeslot does not work for all members. The group will discuss further under "Other Business".

6. Appointment of Select Policy Board Members

The new Policy Board has an expanded membership to include one active transportation specialist, one environmental specialist, two transportation equity advocates, and the chair of the Regional

Transportation Advisory Committee (RTAC). These individuals are nominated by the chair and confirmed by the full board.

Staff distributed an online survey to assist in identifying individuals to serve in these roles. Applications were reviewed in consultation with the chair, and the chair recommended the following individuals:

**Table 1
Nominees to the Policy Board**

Name	Organization	Seat
Kara Wooldrik	Portland Trails	Active Transportation Specialist
Allen Armstrong	Portland Climate Action Team, Sierra Club	Environmental Specialist
Andrew Blunt	Maine Youth for Climate Justice	Transportation Equity Advocate
Yura Yasui	University of Southern Maine	Transportation Equity Advocate

The first meeting of RTAC is scheduled for April 13. At that meeting, staff will identify individuals interested in serving on the Policy Board, and the chair will propose a nominee at the May Policy Board meeting.

Jim Bennett moved to confirm the Chair's nominees to the Policy Board as presented; Jay Chace seconded. Jen Brickett abstained; all others were in favor.

The newly confirmed members introduced themselves.

7. Appointment of Select Executive Board Members

The Policy Board is responsible for appointing an active transportation specialist and one member of RTAC to the Executive Board. Due to her already serving in this role on the Policy Board, staff recommended appointing Kara Wooldrik to the Executive Board as active transportation specialist. At the first meeting of RTAC, staff will identify individuals interested in serving on the Executive Board, and the chair will propose a nominee at the May Policy Board meeting.

The Policy Board is also responsible for appointing subregional representatives to the Executive Board according to Table 2. The group agreed to make the appointments on a subregional basis, and to allow the current subregional representatives on the Executive Committee to serve on the Executive Board in the interim.

**Table 2
Subregional Representatives to the Executive Board**

Subregion	Number	Municipalities
Central	2	Cape Elizabeth, Portland, South Portland
Northern	1	Cumberland, Falmouth, Freeport, North Yarmouth, Yarmouth
Southern	1	Arundel, Biddeford, Old Orchard Beach, Saco, Scarborough
Western	1	Gorham, Raymond, Standish, Westbrook, Windham

Lastly, staff recommended bylaws changes that would make the board and committee appointment procedures consistent across all boards and committees.

Jim Bennett moved to appoint Kara Wooldrik to the Executive Board, to amend the bylaws as presented, and to allow the current subregional representatives on the Executive Committee to serve on the Executive Board until new appointments are identified by the subregions and made by the Policy Board; Bill Shane seconded. Andrew Blunt and Kara Wooldrik abstained; all others were in favor.

8. Appointment of Select RTAC Members

The Policy Board is responsible for appointing one active transportation specialist, one environmental specialist, two Community Transportation Leaders, and one representative of a private sector trade association to RTAC. The chair recommended the following individuals:

**Table 3
Nominees to RTAC**

Name	Organization	Seat
Jean Sideris	Bicycle Coalition of Maine	Active Transportation Specialist
Christian MilNeil	StreetsblogMASS	Environmental Specialist
Leeann Brionez		Community Transportation Leader
Mireille Kabongo		Community Transportation Leader
Eamonn Dundon	Portland Regional Chamber of Commerce	Private-Sector Trade Association

Staff recommended bylaws changes that would make the board and committee appointment procedures consistent across all boards and committees.

Jim Bennett moved to confirm the chair's nominees and amend the bylaws as presented; Kate Lewis seconded. Allen Armstrong and Jen Brickett abstained; all others were in favor.

9. Establishment of a Transit Task Force

PACTS' new committee structure established the Policy and Executive Boards at the governing level and RTAC at the advisory level. The effort also envisioned a working group level, where certain ad hoc groups could be established to assist staff and inform RTAC on highly technical or specific projects. Though the former Transit Committee was disbanded, there will continue to be a need to convene the region's transit agencies for the following purposes:

- Allocating the region's annual apportionments of FTA Section 5307 and 5337 funding
- Allocating the region's CARES Act funding, and funding received through similar federal relief packages
- Appointing transit representatives to the Executive Board and RTAC
- Convening ad hoc conversations with the agencies in their role as FTA designated recipients

The Transit Task Force is proposed to include one representative from each of the region's transit agencies; one representative from MaineDOT, per its role as FTA designated recipient on behalf of RTP and YCCAC; and PACTS as the metropolitan planning organization, represented by three officials—the chair and vice chair of PACTS, and the chair of RTAC.

Bill Shane moved to establish the Transit Task Force pursuant to the purposes and membership as proposed; Greg Jordan seconded.

Hank Berg sought to clarify that the three PACTS representatives, per the funding framework discussions, would have one vote. Staff noted a voting structure was not specified in the final version of the framework. The group is not envisioned as requiring a formal voting role. Jim Bennett felt that, as the group was advisory in nature, a specific voting structure was not relevant to the Policy Board.

Kate Lewis amended the motion to specify that the number of members on the Transit Task Force would not necessarily equal the number of votes; Hank Berg seconded. Hank Berg, Kate Lewis, and Donna Tippet were in favor; Patricia Quinn and Yura Yasui abstained; all others were opposed.

On the original motion, Kate Lewis, Bill Shane, and Donna Tippet were opposed; Yura Yasui abstained; all others were in favor.

10. Approval of the 2021–2024 Transportation Improvement Program

PACTS develops and submits to MaineDOT annually the Transportation Improvement Program (TIP), a four-year financially constrained document that details programmed funding for all federally funded

projects in the region. PACTS' TIP and the TIPs of other regions in the state are incorporated into MaineDOT's State Transportation Improvement Program (STIP). The 2021–2024 TIP was released for a 10-day public comment period. No public comment was received.

Bill Shane moved to approve the 2021–2024 TIP; Jim Bennett seconded. Allen Armstrong and Andrew Blunt abstained; all others were in favor.

11. Reaffirmation of the Region's Metropolitan Transportation Plan

PACTS' metropolitan transportation plan (MTP) is the long-range and multimodal transportation plan for the region. The current plan, *Destination 2040*, is set to expire in April. Development of its successor has been delayed due to the pandemic, completion of *Transit Together*, administering of the CARES Act funding, and other staff capacity challenges. Staff have consulted with the FHWA and FTA, and recommend reaffirming the plan to ensure an MTP remains in effect. Staff also noted the opportunities to incorporate the now completed long-range transit plan, active transportation plan, updated Census data, and any changes to federal guidance in light of the new federal administration. Intent to reaffirm *Destination 2040* was posted for a 21-day public comment period. No comment was received.

Jim Bennett moved to reaffirm *Destination 2040* as the region's metropolitan transportation plan; Hope Cahan seconded. Bill Shane was opposed; Chris Branch and Kate Lewis abstained; all others were in favor.

12. Other Business

Chris Branch suggested PACTS conduct research into the future of remote work and its effects on transportation in the region.

Bill Shane noted the updates to PACTS paving policies and requested staff provide an update at the next meeting.

Kate Lewis shared that the proposed timeslot for Policy Board meetings conflicts with South Portland's city council schedule. Staff will distribute a Doodle Poll to all Policy Board members to determine a timeslot that works best for the group.

13. Adjourn

With no objection, the meeting was adjourned.