As of March 31st, 2020 PACTS and GPCOG will be holding all committee meetings via Zoom conferencing technology. We remain committed to full public access and participation in our meetings through remote access during the COVID-19 crisis. Remote meetings will be held in accordance with the requirements of LD 2167, Public Law Chapter 618.

1. Welcome – Matt Sturgis, Chair
Staff will provide a brief introduction to and overview of Zoom meeting procedures and tools.

2. Open Public Comment
Residents are welcome to provide up to three minutes of public comment on any issue, including items on the agenda.

3. Acceptance of March 3, 2020 meeting minutes (Attachment A)

4. Approval of 2020 and 2021 Transit Capital and Operating Funding (Attachments B and C) – 25 minutes

A. Approve recommended Federal Transit Administration 5307 formula funding for capital and operations for 2020 and 2021 and corresponding Split Letter

Staff Report:
The Federal Transit Administration’s 5307 Urbanized Area Formula Grants are apportioned through a formula based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route
miles as well as population and population density. The 5307 program provides funds for multiple uses including operations, capital projects, ADA paratransit, and planning.

The PACTS region received $10,759,763 in 5307 funds in fiscal year 2020. PACTS region transit agencies submitted their 5307 funding requests for 2020-2025 earlier this year, and the requests were reviewed at two Transit Committee workshops in February and March. Due in large part to significant increases in requests from the previous year by Biddeford Saco Old Orchard Beach Transit, Casco Bay Lines, and METRO, the initial requests resulted in a regional funding deficit of approximately $875,000 in 2022. Revised requests yielded a surplus of approximately $157,000 in 2022 and of over $2 million in 2023 and beyond. With the pending development of a comprehensive transportation funding prioritization framework for the PACTS region, the Transit Committee agreed to allocate funding for 2020 and 2021, rather than for six years, which has been the practice in the past. The 2020 and 2021 funding levels were informed by future years. In years past, PACTS has maintained a 5307 funding reserve of at least $1 million to cover exigencies. In light of the pending funding framework, the consensus at the workshop was that this $1 million reserve need not be maintained and that future years need only not show a deficit.

At its April 2 meeting, the full Transit Committee endorsed these recommendations and the funding amounts that are included in the Split Letter provided in the packet. Per the PACTS bylaws, one of the functions and powers of the Executive Committee is to adopt the updates of the PACTS Transit Six Year Capital and Operating Plan developed by the Transit Committee.

Proposed Action:

1. **Approve the allocation of $14.3M 2020 and $10.6M 2021 FTA 5307 funds and the corresponding Split Letter as recommended by the PACTS Transit Committee and as detailed in Attachment C.**

2. **Approve corresponding revisions to the PACTS Transportation Improvement Program (TIP).**
B. Authorize MaineDOT to continue to assign 5339 funds for the PACTS region

Staff Report:
MaineDOT has historically been assigned the Federal Transit Administration 5339 formula funds for Buses and Bus Facilities for the PACTS region. The annual funding amounts for the region from 2013 to 2019 were between $212,000 and $290,000. The funds can only be used for capital and MaineDOT has coordinated with eligible entities RTP and YCCAC on an equitable split.

At the April 2 Transit Committee meeting, MaineDOT indicated that it was pleased to continue administering these funds as long as RTP and YCCAC supported this approach. Both RTP and YCCAC indicated their support for MaineDOT continuing to administer these funds, and the Committee agreed to authorize MaineDOT to administer 5339 funds for the PACTS region in 2020. This arrangement is reflected in the split letter which allocates 5337 funding to MaineDOT for this purpose.

**Proposed Action:** Authorize MaineDOT to administer 5339 funds for the PACTS region in 2020.

5. Proposed Unified Planning Work Plan (UPWP) Revisions – 15 minutes

Staff Report:
With the start of the two-year Unified Planning Work Program (UPWP) in January, GPCOG has calibrated its staffing and consulting costs based on the first quarter of the year and proposes reallocation of funds between tasks and elements. There is no proposed change to the overall $2.7M budget or scope of work. The total amount of federal highway planning funds, total amount of federal transit funds, total GPCOG match, and total municipal match remain the same.

Below are reasons for the proposed changes, accompanied by a spreadsheet that shows the increases and reductions in proposed funding by task and element.
- With PACTS’ 4-year federal recertification happening in 2020, more staff time is needed to ensure the MPO meets federal requirements (element 142100)
• Staffing for the Planning and Technical Committees was underbudgeted. Committee support was reduced for the Policy and Executive Committees to meet this need, as well as to help with MPO compliance.

• For FTA funding, in order to support implementation of the short-range plan and Transit Tomorrow (element 142400), decreased staffing is proposed for the Transit Committee (142104), programming transit funds (142201), and completing Transit Tomorrow (142301). Staff anticipates no decrease in quality or attention to these three elements.

• With the purchase of StreetLight data (anonymous travel data) and the MySidewalk platform (providing interactive data for PACTS communities), element 142110 was underbudgeted. Similarly, web costs and staffing in the Communications element is underbudgeted (142111).

• For FHWA funding, staff requires more time to track, monitor and troubleshoot capital projects (142205), but less time to support enhanced project scoping (142207), develop projects (142206), manage RTMS (142402) and manage high crash locations (142403).

• Lastly, given the need for significant consulting support on the South Portland Waterfront project, additional staff budget was needed to cover project management (142302).

The proposed reallocation of funding between tasks is:

• Increase Task 1: Coordination and Administration by $90,000
• Decrease Task 2: Program the Region’s Transportation Funding by $12,000
• Decrease Task 3: Plan for the Future by $14,000
• Decrease Task 4: Implement Plans and Mobility Improvements by $64,000
### Unified Planning Work Program 2020 - 2021

#### Proposed Budget Changes - 4/2/20

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PACTS can revise the UPWP without MaineDOT, FHWA or FTA approval so long as the total budget and scope do not change.

**Proposed action:** Adopt revisions to the UPWP as presented in the above table.
6. Approval of Additional PACTS Funding for Portland’s Congress Street Signals Project (Attachments D and E) – 20 minutes

Staff Report:
The City of Portland Congress Street Downtown Signals project has a funding deficit based on the bids the city has received. The City is requesting an additional 20% of the construction funding. This is in accordance with the PACTS Executive Committee’s decision in March to increase PACTS’ maximum contribution of construction cost overages from 10% to 20%. Additional expenses are covered by the municipality. The available construction funds for this project are $1,104,573.37, and the low construction bid came in at $1,402,051.30. The City is requesting an additional $220,914, which will not cover the overage of $297,477.93. The City has the match funds available for this request plus the remainder to meet the rest of the construction cost. The letter from the City of Portland and a spreadsheet summarizing the PACTS Holding WIN balance, of which $650,595 in federal funds are available, are included in this packet.

Proposed Action: Discuss and approve the reallocation of Federal Highway capital funding from the Holding WIN to the Portland Congress Street Downtown Signals project.

7. Adjourn

Upcoming Meetings:
○ April 9, 9:30 a.m. – PACTS Transit Committee
○ April 14, 8:30 a.m. – PACTS Technical Committee
○ April 23, 3:00 p.m. – PACTS Policy Committee
○ April 28, 1:00 p.m. – PACTS Transit Committee Workshop
PACTS Executive Committee Minutes
March 3, 2020

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<td>Chris Branch</td>
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<td>Jennifer Brickett</td>
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<td>Falmouth/PACTS Policy Committee</td>
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<td>Erin Courtney</td>
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<td>Eric Dudley</td>
<td>Westbrook/Western Subregion</td>
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<td>Greg Jordan</td>
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<td>Matt Sturgis, Chair</td>
<td>Cape Elizabeth/PACTS Policy Committee</td>
<td>Y</td>
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<tr>
<td><strong>Guests</strong></td>
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<td>Maureen O'Meara</td>
<td>Cape Elizabeth</td>
<td>Y</td>
</tr>
<tr>
<td>Sarah Tracy</td>
<td>Freeport</td>
<td>Y (phone)</td>
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<tr>
<td><strong>For GPCOG:</strong></td>
<td>Steph Carver, Kristina Egan, Chris Hall,</td>
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<td>Ryan Neale, Elizabeth Roberts</td>
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1. Welcome – Matt Sturgis, Chair
Matt Sturgis opened the meeting.

2. Open Public Comment
There were no public comments.

3. Acceptance of February 4, 2020 meeting minutes
Hope Cahan made a motion to approve the February 4, 2020 minutes; seconded by Chris Branch. The minutes were approved unanimously.
4. Staff Report
FTA and FHWA are conducting PACTS’ 4-year federal recertification. The federal representatives will attend the Policy Committee meeting on April 23rd and solicit public input after the meeting.

PACTS is currently applying to become a direct recipient in order to make it easier to pursue federal funding. As a requirement, direct recipients must have a Disadvantaged Business Enterprise (DBE) Program. PACTS is currently in the process of creating a DBE program.

5. Adoption of the 2020 – 2023 PACTS Transportation Improvement Program (TIP)
MaineDOT and PACTS annually submit the Statewide Transportation Improvement Program and the PACTS Transportation Improvement Program to the Federal Highway and Transit Administrations. The FHWA and FTA may not release the federal funds for any of these projects until they have gone through a public comment period and have been endorsed by the PACTS governing body. On January 23, the PACTS Policy Committee voted to delegate authority to the PACTS Executive Committee to endorse the TIP once the 10-day comment period has been completed. The 2020/2021/2022/2023 TIP was released for a 10-day public comment period on February 11.

Minor comments were received from the public. This included comments regarding bike/pedestrian activities. Changes and updates were made to incorporate work in the UPWP that was not previously mentioned, including work around the Active Transportation Plan and Regional Complete Street Policies.

Hope asked if there were any changes to the metrics; Steph responded that there were changes to the language describing the metrics. Steph also noted the metrics were not really metrics, but rather activities. She said she talked with MDOT staff for their feedback and approval to ensure the language was appropriate.

Hope suggested the next time the TIP is revised, the metrics could be revisited early on. Steph agreed and anticipated that updates would need to occur every year, given all the activities we’re pursuing.

The metrics are important for everyone to understand. Steph observed that historically, we’ve waited for information from MaineDOT before getting started, but that getting
started on addressing issues earlier and finalizing it after we’ve heard from MaineDOT would be a better process in the future.

Chris moved approval of the TIP 2020/2021/2022/202; the motion was seconded by Eric. The motion was approved unanimously.

6. Planning Committee Charge
Maureen O’Meara from Cape Elizabeth, representing the Planning Committee, explained that many of the Planning Committee members have a role to play in PACTS and can play that role without adding time to the current processes. The proposed charge for the Planning Committee includes developing recommendations for the Maine Climate Council to consider. The Planning Committee would like to provide comments and recommendations for this ongoing work, which will be done by June. The Planning Committee is looking for the Executive Committee to affirm this charge.

Chris Branch said he was comfortable with the charge and noted that recommendations should be approved by the Executive Committee.

Greg Jordan asked Kristina, as a member of the working group, whether there was an opportunity for the Transportation Working Group work be shared with PACTS. Kristina indicated that would be helpful. Kristina presented to the Planning Committee on the work the Transportation Working Group has been doing and that she and Greg were both appointed by DOT to serve as co-chairs of the suburban and urban group. Kristina thought it would be helpful to present to the Executive and Policy Committees the same presentation given to the Planning Committee regarding the work completed thus far and the schedule of the Working Group.

Greg expressed that he thought the process should be that comments and recommendations would be filtered through the PACTS governing board, rather than having the Planning Committee make recommendations on their own. Maureen responded that it was not the Planning Committee’s intention to go on their own. Rather, they could provide valuable comment on the matter, but would need approval from the Executive Committee.

There are several PACTS Committee members who are on the Transportation Working Group, including NNEPRA, Portland, and METRO, and that they could represent the thinking of PACTS as well.
Hope asked if the work from the Planning Committee would result in any possible changes to the Transportation Working Group's recommendations to the Maine Climate Council. Kristina replied that comments are welcome and will be considered. The Planning Committee is one group among many offering recommendations and that there are a lot of eyes on what the overall recommendations will be. Greg agreed.

Hope moved to authorize the Planning Committee to work on the transportation sector component of climate mitigation, in coordination with the Maine Climate Council Transportation Working Group, in the context of developing recommendations for the PACTS Long Range Transportation Plan and the TIP framework. Chris seconded the motion. All were in favor.

7. PACTS Bylaws Workshop
The Executive Committee charged staff with preparing a workshop on potential changes to the PACTS bylaws. The PACTS Reforms called for some changes to the way PACTS does business, which could require revisions to the bylaws. Key reforms pertinent to today's workshop include:

1. Participation by elected officials: Staff is regularly meeting with officials to boost participation.
2. Too many committees: Some committees do not have clear missions, and it may be beneficial to clarify the boundaries in responsibilities between the Executive and Policy Committees, and combine the Technical and Planning Committees to create a Planning and Programming Committee that better aligns PACTS' plans with PACTS' funding.
3. Engagement on transit decisions. There was not enough engagement on transit issues and representation at governing levels.
4. Number of meetings, the concomitant cost, and scheduling.

The workshop focused first on the number of committees and committee charges. PACTS currently has five committees, which require significant staff time and cost. Per the bylaws, Technical meets monthly, and Transit meets twice a month; combined with Policy and Executive, and not counting Planning, this means five meetings a month, sometimes more. The budget implication is that there is a lot of administrative work. Many committee members are on multiple committees and experience meeting fatigue. Overall, it's a lot of work for a small region.
Chris Branch recalled the possibility of combining the Planning and Technical Committees, citing that the Planning Committee met infrequently. He also expressed that other metropolitan planning organizations do not have Planning Committees.

Eric mentioned that the Planning Committee was created in the early 2000s but was unsure whether it really had a clear focus. Eric commented that combined Planning and Technical Committee meetings are very large and if we were combining them, he suggested communities would appoint just one representative.

Kristina said there may be a challenge in the composition of the combined committee as the Planning Committee is comprised of Planners, and the Technical Committee of public works and engineers. As a result, there might be a committee with mostly engineers and some planners. Chris Branch responded that it would depend on who communities appoint to the committee.

Greg asked about the intent to combine the Technical and Planning committee through the funding prioritization process. Kristina said that we would need to change the charge of the committee to oversee long range planning and ensure that the planning matches the programming. Greg asked whether there was an intent to combine Transit and Technical. Kristina noted that the ad hoc TIP committee is comprised of the old TIP committee and the full Transit Committee. If all the subcommittees were combined and charged with programming and planning, a multimodal planning process can be created that is informed by the plan.

Chris Branch said that many of the technical people would not be interested or have the knowledge about the transit side. As a result, if they are given more of a charge, their possible lack of expertise in transit could cause lack of interest and low meeting attendance.

Greg agreed with Chris that culturally, silos exist and crossing over can be challenging. Greg suggested programming of all funds would ensure our region has a multimodal system. Kristina pointed out that this is something we’ve already agreed to do through the Transportation Improvement Program Committee. Kristina indicated that it could be a cultural or participation hurdle, but integration could best develop the transportation network. Committee members agreed.
Greg expressed that combining all three committees into one seems unwieldy. He asked if the committees should stem from the strategic objectives of Destination 2040 or the functional lines of the committees.

Greg suggested forming a working group or committee to review these issues. Matt and Hope would make appointments. The guidance would be: reduce the number of committees, expand participation of elected officials, increase transit representation in the governing bodies, and consider adding seats for Community Transportation Leaders. The group agreed to form a working group and provide them this guidance.

Kristina noted that committees are struggling to reach a quorum. The bylaws allow for invoking the rule of necessity to conduct business in an emergency. Chris Branch said that the Policy Committee’s quorum is less than a third of members. Kristina noted that nine municipalities are required and that five of the eighteen municipalities very rarely participate. She suggested that the quorum requirement could be changed to allow other members to count toward a quorum. Eric said that the reason for not counting agencies toward the quorum was to protect the ability to receive funds.

Chris noted that the process by which subregions nominate designees is not defined. Matt Sturgis noted that the 2020 Census could expand Policy Committee membership.

The group generally agreed that the quorum requirements should be simple and should encourage members to attend. Chris Branch noted that if the quorum requirement was lowered, Portland, with six members, could potentially dominate.

It was noted that Gregg Isherwood of Custom Coach & Limousine currently fills the Transit Committee’s private operator seat. Gregg has never attended a meeting. If there is no federal requirement for a private sector representative, this seat could be changed to an Executive Committee appointee.

Kristina said that the bylaws do not set terms for Policy Committee members. She said that setting two-year terms for all committees would allow the same people to implement 18 months of the Unified Planning Work Plan and to create a new Plan. Matt suggested that terms could be staggered with half up each year. This could be based on PACTS’ fiscal year. Chris noted that the bylaws say that municipalities are responsible for appointing PACTS committee representatives. Federal law requires a municipal elected body to appoint PACTS representatives. In practice, this may be done
by municipal managers. It was suggested that it be clearly communicated to municipalities when terms start and end, and that municipalities be allowed to appoint representatives based on their appointment schedule.

Chris Branch noted that a lot of the technical issues with the bylaws can be cleaned up without the Committee spending a lot of time on it.

Staff will share the full list of changes in a redline document with the working group. The key areas of focus and potential changes include:

- Establishing a task force to review the structure and composition of PACTS committees
- Establishing quorum requirements that are simple, improve the ability to conduct business, and encourage attendance
- Establishing staggered two-year terms for all committee members so half are up each year
- Eliminating the private transit operator seat on the Transit Committee and replacing with an Executive Committee appointment

Staff will work with Matt and Hope to identify potential members of the committee task force. Matt and Hope will appoint the task force.

8. Follow Up on Engaging Community Transportation Leaders

In January, PACTS agreed to develop an approach to advancing our transportation inclusivity work and engage Community Transportation Leaders.

Zoe Miller said that providing training to the Leaders training is intended to keep people involved in the long term. Those who have been involved as mobility liaisons are eager to see their involvement move forward. Being involved in this work means a lot to people. The work was funded through the Federal Transit Administration's Transit Planning 4 All. Zoe indicated that it was good for the region to be in the national spotlight on this and to be a leader on inclusive planning and decision-making. A proposal submitted to present at the MASSDOT Mass Mobility Conference was approved and one of the mobility liaisons will be part of a panel there.

Zoe said our goal is to identify how we can operationalize some of the work. The people involved in this project may not have the same connections as those currently in the
room. The concept is to provide a continued place where they can connect and to develop systemic ways for those who are underrepresented to be part of the decision-making process. Zoe said one option is to convene the peer to peer network of community transportation leaders and provide coaching and to continue fundraising for this piece with a goal of $7,000. The 2020 work can be funded with the Unified Planning Work Plan. Zoe said she thinks that funders will be interested in this kind of work.

The second option involves adding seats to the PACTS Committees. The Public Involvement Plan adopted in October 2019 indicated that ways to adjust committees would be explored. Zoe said we would need to determine exactly what this would like and are exploring other models. This work would fit into the existing UPWP budget. Kristina said that this work is grounded in the decisions that we’ve already made; the FTA is supportive of this work; we have direction from the PACTS Public Involvement Plan and the PACTS reforms; and the budget allocation identified in the UPWP to engage those who are not typically engaged. This work would be funded for at least the next year, with additional fundraising opportunities to continue the work.

Hope asked for more details on what the $12,000 for adding seats to the PACTS Committees would include. Zoe said this includes funding for staff to work on the details and structure of what the involvement will look like and preparation. It would also cover support for onboarding people onto committees; best practices would allow for two to join at the same time. Kristina agreed, citing the time it takes to onboard electeds as an example of staff time and support. She added that this will likely require even more staff support given the coaching needed for the transportation leaders, who may have never previously been on a committee.

Hope said it would be helpful to move forward with it so that we have a better understanding of whether the amount allocated would be sufficient and to allow us to assess and learn from the process.

Greg expressed support for the approach and asked if committee appointments should be discussed in the context of the task force. Kristina said that the task force should figure out the details of how to best seat Leaders on PACTS committees. Eric said that we want to ensure that this work is meaningful for participants and committees.

Zoe noted that the varied professional backgrounds of the program graduates may be valuable for certain committees. Kristina added that staff will work with appointing
committees to ensure the right person is seated on the right committee. Greg said that we’re looking for perspectives on how they access, use, and understand the transportation system, not necessarily their skills.

In reference to Eric’s point about making this work meaningful, Kristina said that we need to make agendas accessible so members do not feel alienated and can meaningfully engage with topics. This work will take a lot of effort and we would like to track how Community Transportation Leaders participate.

Matt said it is a natural progression to incorporate these perspectives to advance our mission of being effective and successful to the end user.

Greg made a motion to approve the proposed actions as written:

- Approve convening a peer-to-peer network of Community Transportation Leaders and adding Community Transportation Leaders to PACTS Committees and supporting their success in those seats.
- Approve supporting staff to develop grant proposals to continue funding the peer-to-peer network.

The motion was seconded by Eric. All were in favor.

9. TIP Funding Working Group Report
Elizabeth said that the TIP Funding Working Group convened to discuss PACTS’ approach to this season’s high construction bids. PACTS policy has been to fund 10% of construction costs if construction bids come in higher than estimates. Last year, when construction bids came in 30-40% higher than estimates, the decision was made for PACTS to fund the deficits to cover anticipated deficits. This prevented PACTS from funding new projects for 2022. The Working Group decided PACTS should not fund scope creep for projects; a mechanism still needed to be in place to keep costs down on projects. Additionally, MaineDOT observed that PACTS was not set up to make quick decisions regarding these budgets. When a bid is received, the community typically has 30-45 days to approve or reject the bid. However, the Executive Committee would not be able to approve funding for a project if a bid opened tomorrow.

Elizabeth outlined recommendations from the TIP funding working group that include holding meetings to make decisions quickly when needed, and allowing up to 20% in
additional funding for projects that come in at bids higher than anticipated. Elizabeth said that with the 10% policy, we can usually find money in our holding WIN; if we increase it to 20% we may need to delay some projects.

Chris Branch detailed several options in lieu of using WIN funds. Municipalities could make up the difference with increased local funds or reduce project scope. Another possibility is, with permission of the Executive Committee, funds could be moved from one project to another. There was a lot of money in the holding WIN a few years ago, but not very much now.

Steph Carver added that the purpose of this was to try to create a nimbler environment for projects and PACTS communities to pursue projects so we can get money into the economy and projects moving forward. Given that, there is a trade-off that needs to happen. Projects would go to the Executive Committee for approval, and anything beyond 20% in increased costs over the bid would be the responsibility of the municipality. Elizabeth reiterated that municipalities could reduce project scope to potentially reduce overall project costs.

Greg asked how much contingency is programmed into projects. Elizabeth said PACTS has a 10% contingency and that is what the policy covers. Elizabeth said that Executive Committee approval is needed to move funding from the Holding WIN, even if it is less than 10% over budget. Kristina said that projects overages of 10% or less usually are approved with little debate. With this change, the Executive Committee would be able to consider overages up to 20%. In order for money to be moved from the holding WIN, it needs Executive Committee approval, even if it is less than 10%. What PACTS is considering today would be a change where the Executive Committee would have to approve funding overages between 10% and 20% from the holding WIN.

Hope asked if overages up to 10% would need to go to the Executive Committee. Kristina said it should not be a staff decision and it was best to keep the governing boards fully engaged on any decisions where money is coming out of the WIN.

The Committee discussed the wording of the proposed action and agreed the language would include ‘up to 20%’ as the amount that can come from the Holding WIN.

Chris made a motion to approve the proposed actions as revised, with the new language reading:
• Create a policy that will allow for overages up to 20% of construction costs to be covered. As this may not be feasible within the available funds in the Holding WIN, it may involve discussion of impacts to existing or future projects.

Hope seconded. All were in favor.

10. PACTS Municipal Partnership Initiative (MPI) Crack Sealing
Elizabeth said that there is a new $50,000 set aside for crack sealing within existing Municipal Partnership Initiative funding. Crack sealing can help lengthen the life of our roads, and stretch limited PACTS funds.

The Technical Committee has discussed this but has not developed a policy. A concern is that this could be a significant administrative burden for municipalities for a relatively small amount of funding. If the set aside was divided up to municipalities, municipalities would have about $5,000 dollars each. The Technical Committee suggests eliminating the municipal match so the program is funded entirely by PACTS. The current plan is to fold this into MaineDOT’s existing crack sealing program. PACTS would need to transfer funds to a special WIN that Region 1 can access. Region 1 would then use PACTS’ prioritized list to seal roads until the funds run out.

Elizabeth indicated that a disadvantage to this approach is that fewer funds would be leveraged without the match, but one of the reasons behind this approach is to alleviate the administrative burden on municipalities.

Hope asked how the prioritized list was developed. Elizabeth said that a consultant has rated collector roads in the region using the Pavement Condition Index (PCI). The consultant also made recommendations on which roads would benefit most from crack sealing. Roads with a PCI of 75-80 were included in the list. This list was then reviewed by the Technical Committee. Hope asked if that list was compared to any priorities set up in PACTS, to which Elizabeth responded that it was based on the condition of the road. MaineDOT estimates the funds would cover about 10 miles of roads in total.

Chris Branch said that more than $50,000 is needed but this is a start. He asked why arterials were not considered in this program. Chris said he did not have a problem with dropping the match and agreed that the administrative burden may negate the value that smaller communities get out of the program. Chris added that Region 1 will be
able to take advantage of economies of scale and save money. Eric Dudley said that to get 10 miles of road for $50,000 is excellent and communities could not accomplish this individually. Elizabeth said the list includes 10 or 11 communities throughout the region. Chris said this could be a good approach for state highways as well.

Hope made a motion to approve the proposed actions as written; Chris seconded. All were in favor.

Kristina said this discussion of crack sealing to extend road life is a symptom of our lack of resources in the region. GPCOG is doing a State of the Region report and event to make the case for more money for transportation in the region. She asked committee members to get their elected officials attend to help build public support to get resources for transportation.

Hope asked if staff could report back on potential ways to partner with MaineDOT to use funds more efficiently; Elizabeth agreed. Kristina said that PACTS has partnered with MaineDOT to swap out our federal allocation for state funds on MPI because the money can go further with fewer restrictions.

11. Overview of Public Transportation Funding

Greg Jordan provided an update of ridership statistics and productivity metrics for the region’s seven transit providers, noting that the region’s ridership density is between 15 and 20 and that boardings per capita compares well with other areas. Greg noted that we are providing service where needed on major corridors and highways.

Greg said that the 5307 federal formula funding program is the major funding source of many transit agencies that supports allocations on capital projects. He also identified 5337 funds that are only available to fixed guideways such as the ferry and Downeaster. Greg said there are some funding sources that we do not take advantage of, including 5337 to help fund the bus rapid transit system in our region that is considered to be a ‘fixed guideway’. RTP is now eligible for 5307 funds. Greg said we currently have an annual agency-driven process to allocate funding and we are moving toward a more comprehensive prioritization system. Greg described the allocation timeline.

Greg described the process for expansion applications and indicated they were more merit driven. Applications are scored by outside experts on a technical basis. The Transit Committee then reviews the applications and determines if funding should
move forward. Greg noted that the funding prioritization framework will consider system maintenance and system expansion together.

Greg presented a graphic of the current forecast from 2020 to 2025 of funding available, current programming, and fund balance. Greg explained that typically a Six Year Capital and Operating Plan is approved. This year we are looking at a two-year plan due to the new funding framework that will start with a blank slate for funding and will involve scoring frameworks and metrics.

Greg said there are limited funds available and there is general agreement that we should make the best use of funds. He suggested we discuss how much burden is on local municipalities to fund underperforming projects. Kristina added that our federal and state partners are also pushing MPOs for more performance-driven metrics.

In response to a question from Eric Dudley, Greg said transit agencies eliminating fares was an overreaction to ridership declines nationally over the last 5 years. Removing fares would require significant offsets. Downtown circulators are more often a candidate to be free to maximize use and speed up boardings. Kristina added that in places where this has been done, businesses often contribute through a transportation management association to help make up the deficit. One of the discussions in the UPWP this year is exploring a Transportation Management Association which would bring in private funds to assist with the funding and promotion of transit.

The group discussed moving the next Policy Committee meeting from July to June 25th to address more timely agenda items.

Staff will coordinate with Committee members for a meeting in June, possibly June 11.

12. Adjourn
Hope offered a motion to adjourn. The motion was seconded by Eric. All were in favor.
Peter Butler
Regional Administrator
Federal Transit Administration
Volpe Center
55 Broadway
Cambridge, MA 02142

Subject: FFY2019 and FFY2020 FTA Apportionment Split #1 for Portland Urbanized Area

Dear Mr. Butler,

This letter is to inform you of the split of Section 5307 funding for the Portland, Maine UZA including: Biddeford, Saco, Old Orchard Beach Transit Committee (BSOOB Transit), Casco Bay Island Transit District (CBITD), Maine Department of Transportation (MaineDOT) acting for Regional Transportation Program (RTP) and York County Community Action Corporation (YCCAC), Greater Portland Transit District (METRO), Northern New England Passenger Rail Authority (NNEPRA), and South Portland Bus Service (SPBS).

This letter reflects the revision in the PACTS region FFY2019 5307 apportionment (from $10,474,738 to $10,471,782) that was made after the split letter was finalized in 2019. MaineDOT will continue to assign 5310 and 5339 funds for the region.

Portland, ME Urbanized Area - FFY2019 Full-Year Apportionment Split of Federal 5307 Funding

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*Regionally Administered Transit Discretionary Fund
Portland, ME Urbanized Area - FFY2020 Full-Year Apportionment Split of Federal 5307 Funding

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FFY2020 Funds

*Regionally Administered Transit Discretionary Fund

The Regionally Administered Discretionary (RAD) Program Balance is the current balance that has yet to be programmed for Operating, Capital, ADA Paratransit or Planning projects in FFY2020. The PACTS Transit Committee has developed an Expansion/Enhancement Policy and Application Process for selecting new projects and determining other eligible uses as agreed upon by the Committee that best serve the region. Any new service, regardless of funding source, must meet certain criteria to be eligible for funding support.

The undersigned agree that this apportionment is binding and in force for the specified amount of funds apportioned in FFY2019 and FFY2020. Requirements to utilize certain percentages of 5307 formula funds for other specific purposes will be handled by each provider in consultation with MaineDOT and/or FTA. Each agency receiving funds is responsible for grant filing, reporting, and matching requirements.

Tony Scavuzzo, Executive Director
Biddeford, Saco, Old Orchard Beach Transit Committee

Art Handman, Director of Transportation
City of South Portland

Patricia Quinn, Executive Director
Northern New England Passenger Rail Authority

Hank Berg, General Manager
Casco Bay Island Transit District

Greg Jordan, General Manager
Greater Portland Transit District

Jack De Beradinis, Executive Director
Regional Transportation Program

Robert Currie, Transportation Director
York County Community Action Corporation

Bruce Van Note, Commissioner
Maine Department of Transportation
## PROGRAMMING FEDERAL TRANSIT FUNDING: 2020-2025

### 4/7/2020

### LONG RANGE FINANCIAL FORECAST

#### S307 FUNDING SUMMARY

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<td>Federal</td>
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<td>$5,746,509</td>
<td>$7,722,954</td>
<td>$4,012,910</td>
<td>$4,538,215</td>
<td>$4,394,552</td>
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<tr>
<td>Local</td>
<td>$2,412,752</td>
<td>$1,416,627</td>
<td>$1,618,238</td>
<td>$1,003,227</td>
<td>$1,134,554</td>
<td>$1,098,638</td>
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<tr>
<td>Federal</td>
<td>$3,894,115</td>
<td>$4,246,998</td>
<td>$4,801,438</td>
<td>$4,897,466</td>
<td>$4,995,416</td>
<td>$5,095,324</td>
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<tr>
<td>Local</td>
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<td>$4,246,998</td>
<td>$4,801,438</td>
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<tr>
<td><strong>ADA Complementary Paratransit</strong></td>
<td>$605,880</td>
<td>$494,398</td>
<td>$504,286</td>
<td>$514,371</td>
<td>$524,659</td>
<td>$535,152</td>
</tr>
<tr>
<td>Federal</td>
<td>$484,704</td>
<td>$494,398</td>
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<tr>
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<td>$123,600</td>
<td>$126,072</td>
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<td><strong>Planning Projects</strong></td>
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<td>$106,659</td>
<td>$111,442</td>
<td>$116,364</td>
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<tr>
<td>Federal</td>
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<td>$81,606</td>
<td>$85,327</td>
<td>$89,154</td>
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<tr>
<td>Local</td>
<td>$19,497</td>
<td>$20,402</td>
<td>$21,332</td>
<td>$22,288</td>
<td>$23,273</td>
<td>$24,286</td>
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<tr>
<td><strong>Total</strong></td>
<td>$14,332,875</td>
<td>$10,569,511</td>
<td>$13,114,005</td>
<td>$9,513,901</td>
<td>$10,151,381</td>
<td>$10,122,174</td>
</tr>
<tr>
<td>Federal</td>
<td>$14,332,875</td>
<td>$10,569,511</td>
<td>$13,114,005</td>
<td>$9,513,901</td>
<td>$10,151,381</td>
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#### LONG RANGE FINANCIAL PLAN

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<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
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<tr>
<td><strong>SOURCES OF FUNDS</strong></td>
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<tr>
<td>RAD Balance</td>
<td>$5,243,984</td>
<td>$1,670,872</td>
<td>$2,076,319</td>
<td>$156,772</td>
<td>$2,061,217</td>
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<td>Annual Apportionment</td>
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<td>$10,974,958</td>
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<td>$11,418,347</td>
<td>$11,646,714</td>
<td>$11,879,648</td>
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<td><strong>TOTAL SOURCES OF FUNDS</strong></td>
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<tr>
<td><strong>USES OF FEDERAL FUNDS</strong></td>
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<tr>
<td>Capital Program</td>
<td>$9,876,069</td>
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<td>$4,012,910</td>
<td>$4,538,215</td>
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</tr>
<tr>
<td>Planning Program</td>
<td>$77,987</td>
<td>$81,606</td>
<td>$85,327</td>
<td>$89,154</td>
<td>$93,091</td>
<td>$97,146</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$14,332,875</td>
<td>$10,569,511</td>
<td>$13,114,005</td>
<td>$9,513,901</td>
<td>$10,151,381</td>
<td>$10,122,174</td>
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<tr>
<td>Available RAD Funds</td>
<td>$1,670,872</td>
<td>$2,076,319</td>
<td>$156,772</td>
<td>$2,061,217</td>
<td>$3,556,550</td>
<td>$5,314,024</td>
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Federal Fiscal Years (Oct. 1 - Sept. 30)
**PACTS Unprogrammed Funds, WIN 013103.00**

### Balance in Holding WIN as of 4/03/2020

<table>
<thead>
<tr>
<th>Description</th>
<th>PE</th>
<th>ROW</th>
<th>CON</th>
<th>CE</th>
<th>Project Total</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>STP - Flexible</td>
<td>$ 890,595.07</td>
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<td>$ 890,595.07</td>
<td>$ 890,595.07</td>
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<tr>
<td>APPRO 9095 STATE 57395000</td>
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<td>$ 73,078.14</td>
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<td>PRIVATE FUNDS</td>
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<tr>
<td><strong>Totals</strong></td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ 890,595.07</td>
<td>$ 73,078.14</td>
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<td>$ 963,673.21</td>
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</table>

### Pending Transfers out of Holding WIN

<table>
<thead>
<tr>
<th>Description</th>
<th>PE</th>
<th>ROW</th>
<th>CON</th>
<th>CE</th>
<th>Project Total</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Pending Transfers out of Holding WIN</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td></td>
</tr>
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</table>

### Pending Transfers into the Holding WIN

<table>
<thead>
<tr>
<th>Description</th>
<th>PE</th>
<th>ROW</th>
<th>CON</th>
<th>CE</th>
<th>Project Total</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Pending Transfers into Holding WIN</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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</table>

### Total Changes to Holding WIN

<table>
<thead>
<tr>
<th>Description</th>
<th>PE</th>
<th>ROW</th>
<th>CON</th>
<th>CE</th>
<th>Project Total</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>Total Changes to Holding WIN</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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### Remaining Holding WIN Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance in Holding WIN as of 4/03/2020</td>
<td>$ 890,595.07</td>
<td>$ 73,078.14</td>
<td>$ -</td>
<td>$ 963,673.21</td>
</tr>
<tr>
<td>Pending Transfers</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Remaining Holding WIN Balances</td>
<td>$ 890,595.07</td>
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<tr>
<td>Minimum Reserve</td>
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<tr>
<td>Holding WIN Balances Available</td>
<td>$ 650,595.07</td>
<td>$ 13,078.14</td>
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<td>$ 663,673.21</td>
</tr>
</tbody>
</table>

1 Local funds are shown only to reflect total project amounts. The Holding WIN does not contain any Local Funding.
April 1, 2020

Elizabeth Roberts, P.E.
Transportation Engineer, PACTS
970 Baxter Boulevard
Portland, Maine 04103

RE: Funding for WIN 22132.00, Congress Street Downtown Signals

Dear Elizabeth,

As you know, the current available construction funding for the Congress Street downtown signals project (MaineDOT WIN 22132.00) is $1,104,573.37, as per Modification 1 of the Three-Party Agreement authorized by MaineDOT dated February 11, 2020. This includes $276,143.34 of City funds and $828,430.03 of PACTS funds. However, based on the low bid for construction, the actual cost for construction will be an additional $317,159.80 over the construction estimate of $1,084,891.50 (i.e. $1,402,051.30) if the bid is to be awarded.

Based on an email from you dated March 20, 2020, you informed us that the PACTS Policy Committee approved a policy change that allows municipalities to request an additional 20% of construction funding if the construction bid comes in high. In this case, therefore, as the current construction funds are $1,104,573.37, the City can request an additional $220,914.00.

As such, the City is formally requesting the additional $220,914.00 in funding; we have the match funds available for this request, plus the remainder to meet the rest of the construction cost. Based on our understanding of the match, therefore, PACTS would provide an additional $165,685.50, and Portland would provide another $55,228.50 as well as the remaining $96,245.80, for a total City additional contribution of $151,474.30.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Christopher C. Branch, P.E.
Director of Public Works

CC: Keith Gray, City Engineer/Engineering Services Manager
Jeremiah Bartlett, Transportation Systems Engineer
LaRay Hamilton, MaineDOT
Brian Keezer, MaineDOT