



GPCOG General Assembly AGENDA

May 28, 2020

1:00 p.m. to 1:25 pm

Please sign in before 1 pm

Via ZOOM Conferencing Webinar

Registration is required; please follow this link:

https://us02web.zoom.us/webinar/register/WN_4vnJSyNJRmeMqw_27070pg

The meeting link will be sent after you register

1. **Welcome and Call to Order – Belinda Ray, President, GPCOG**
2. **Acceptance of 5/29/19 minutes (Attachment A)**
3. **Proposed FY21 Priorities and Budget (Attachment B)**

Staff Report:

The GPCOG Executive Committee recommends to the General Assembly a FY21 agency budget of approximately \$4M. See Attachment B for detail. GPCOG’s FY21 priorities are to:

- enhance member services
- increase funding for the region’s transportation needs
- expand housing choices
- expand digital access
- improve the customer experience for transit users
- be a technical resource on climate challenges

GPCOG will continue member services related to the COVID-19 pandemic, and focus economic development activity on recovery and resilience.

In recognition of the anticipated revenue shortfalls that municipalities will be facing due to the economic fallout from the COVID-19 pandemic, the Executive Committee authorized a 20% member dues credit for municipal members who pay the \$2/capital dues rate. The proposed budget reflects a member dues revenue reduction of 20%.

Recommended Action: Consider, modify as needed, and adopt FY21 priorities and budget.

4. Election of Officers and Executive Committee Members

Staff Report: The GPCOG Executive Committee recommends the following FY21 slate:

Officers:

- Nat Tupper, President
- Claude Morgan, First Vice President
- Sandy Carder, Second Vice President

Executive Committee:

- Jerre Bryant, **Westbrook** City Manager
- Sandy Carder, Chair, **Gray** Council
- Carmen Lone, **Bridgton** Select Board
- Mary Fernandes, **Casco** Select Board
- Sue Witonis, **Cumberland County** Commissioner
- Claude Morgan, **South Portland** City Councilor
- Belinda Ray, **Portland** District 1 City Councilor
- Jarrod Maxfield, Chair, **Windham** Town Council
- Matthew Sturgis, **Cape Elizabeth** Town Manager
- Nat Tupper, **Yarmouth** Town Manager

Recommended Action: Appoint officers and Executive Committee members.

5. Amendments to the GPCOG Bylaws (Attachment C)

Staff Report: In January of 2018 PACTS and GPCOG signed an agreement setting the stage for a merger of the two organizations. This past fall a Joint Merger Committee was formed – for PACTS; Matt Sturgis, PACTS Chair (Manager, Cape Elizabeth); Kevin Sutherland (Manager, Saco); and Jim Bennett (Manager, Biddeford); and for GPCOG; Belinda Ray (GPCOG President, Portland Councilor); Sandy Carder (Gray Councilor); and Nat Tupper (Manager, Yarmouth).

The Committee worked for three months and unanimously recommended merging PACTS and GPCOG. The merger was unanimously approved by the GPCOG Executive Committee on January 8, 2020, including several GPCOG Bylaw amendments (Attachment B) needed to facilitate the merger.

Recommended Action: Consider, modify as necessary, and adopt GPCOG Bylaws amendments presented in Attachment B as the last step in merging PACTS and GPCOG merger.

6. Other Business

Attachment A

GPCOG Annual Meeting of the General Assembly MINUTES

May 29, 2019

In Attendance:

Name	Affiliation
Jerre Bryant, President	Westbrook
Nat Tupper	Yarmouth
Matt Sturgis	Cape Elizabeth
Steve Gorden	Cumberland County
Belinda Ray	Portland
Jeremy Gabrielson	Cape Elizabeth
Mary Fernandes	Casco
Hope Cahan	Falmouth
Peter Joseph	Freeport
Ephrem Paraschak	Gorham
Ron Shepard	Gorham
Sandra Carder	Gray
Jennifer Speirs	North Yarmouth
Deqa Dhalac	South Portland
Claude Morgan	South Portland
Susan Henderson	South Portland
Bill Giroux	Standish
Roger Moseley	Standish
Michael Sanphy	Westbrook
Nat Tupper	Yarmouth
For GPCOG:	Kristina Egan Chris Hall Josh Kochis

Call to Order and Welcome

Jerre Bryant called the meeting to order at 1:12 pm and welcomed the all attendees.

Acceptance of 5/30/18 minutes

Acceptance of the minutes as presented was moved by Nat Tupper, seconded by Matt Sturgis. The motion was unanimously passed by members.

Proposed FY 20 Priorities and Budget

Kristina Egan introduced the GPCOG FY 20 budget by reviewing the agency's three strategic priorities:

- Leading the Region
- Providing excellent member services
- Operating with Excellence

Egan provided data on how member dues have been utilized, highlighting their support of a variety of impactful programming, including:

- Planning services delivered in most GPCOG member communities
- Cooperative purchasing savings delivered across an array of products and services
- Effective engagement in a range of regional issues, including MS4 storm water permitting, cable franchise agreements, expanded housing choices, opioid prevention, and community data profiles
- For the first time ever advocacy through the new GPCOG Regional Voice Committee including testimony at the state house on priority regional issues and growing engagement with state lawmakers and the Administration
- Leadership trainings for Council and Board Chairs, with more sessions planned for all elected officials
- Transportation leadership in the region including annual programming of \$20+ million dollars in federal transportation funding, support of a successful \$6 million dollar FTA grant for a new ferry, successful programming of EV settlement funds, the launch of Transit Tomorrow, implementation on short term public transportation recommendations and publication of a Southern Maine Mobility Guide
- Small business support including continuing success of GPCOG's Revolving Loan Fund focused on small businesses and the food economy, as well as GPCOG's growing Brownfields clean up loan program.
- Organizational excellence including successful integration of PACTS and GPCOG staffing and work, the addition of Tony Plante in support of GPCOG member services, the addition of Tom Bell as GPCOG's full time communications professional, and careful budget management by Josh Kochis which has saved \$150,000 annually in operating expenses.

Next Egan discussed new GPCOG initiatives for FY 2020, including:

- Expanded member services in the areas of cooperative purchasing, shared facilities, expanded housing choices in the region and technical assistance for sustainability work at the local level

- Regional leadership initiatives including finalizing and advancing regional transportation investment priorities, launching a new unified website for GPCOG and PACTS, and issuing GPCOG’s first “State of the Region” report.
- Operational excellence initiatives including the full merger of GPCOG and PACTS and new funding opportunities utilizing GPCOG’s new 501c3 Center for Regional Prosperity and refined staff focus on funding for top organizational priorities.

Josh Kochis presented highlights of the FY 2020 GPCOG budget including:

- GPCOG revenues have increased due to new grants and operational savings
- Revenues by source category show 41% from transportation sources, 31% from economic development sources, and 15% from dues
- Expenses by category show 41% personnel, 28% consulting services and 24% pass through expenses
- Dues utilization for member services and local match shows that dues investments have leveraged \$1.3 million dollars in other funding
- Year over year budget growth primarily a result of new Brownfields funding and new grants from HHS, DoE and FHWA.

After their presentations Jerre Bryant asked for questions. In response Kristina confirmed that the FY20 GPCOG budget does not plan for any additional staffing increases and that all PACTS funds remain focused as they have been in the past on transportation work.

Acceptance of the FY20 GPCOG budget and priorities as presented was moved by Nat Tupper, seconded by Matt Sturgis. The motion was unanimously passed by members.

Election of Officers and Executive Committee Members

Jerre Bryant presented the slate of GPCOG Officers and Executive Committee members for FY 20.

Acceptance of the slate of GPCOG Officers and Executive Committee members for FY 20 as presented was moved by Steve Gorden, seconded by Belinda Ray. The motion was unanimously passed by members.

Other Business

Jerre Bryant asked members if there was any other business. There was none.

Adjourn. Jerre Bryant adjourned the meeting at 1:38 pm.

Attachment B



Helping Communities Thrive and Prosper in the Greater Portland and Lakes Region

FY 2021 Budget
7/1/2020 – 6/30/2021

Provided to the General Assembly on 5/21/2020

GPCOG

GREATER PORTLAND
COUNCIL OF GOVERNMENTS

May 21, 2020

To: GPCOG General Assembly
From: Kristina Egan, Executive Director, GPCOG
RE: Proposed GPCOG Budget: July 1, 2020 – June 30, 2021

The GPCOG Executive Committee recommends the enclosed GPCOG budget for Fiscal Year 2021 for your review and appropriate action.

The FY21 budget projects the following revenues and expenses:

Total Revenue: \$4,002,893
Total Expenses: \$4,002,893

This budget is composed of the following elements:

- FY21 Priorities & Budget Summary
- Detailed Revenue and Expense Comparative Budgets, Graphs and Explanations
- Member Dues Allocation

In recognition of the anticipated revenue shortfalls that municipalities will be facing due to the economic fallout from the COVID-19 pandemic, the Executive Committee authorized a 20% member dues credit for municipal members who pay the \$2/capital dues rate. This budget reflects a member dues revenue reduction of 20%.

FY21 Priorities & Budget Summary

The FY21 budget supports GPCOG's three main strategies of strengthening cities and towns with responsive services, leading the region, and operating with excellence. In addition to the work defined by ongoing grants and contracts, GPCOG will focus on the following priorities:

- Further **enhance member services** by:
 - aggregating specific, **targeted technical assistance** services,
 - finding opportunities for municipalities to **share and enhance services, equipment, and staff**,
 - providing technical assistance on **sustainability**, and
 - exploring the possibility of providing **grant-writing** services for municipalities or groups of municipalities.
- Build regional, public support for **expanding resources for transportation investments**.
- Work with municipalities to **expand housing choices** at priority centers served by public transit.
- Catalyze cooperation amongst transit agencies, with a focus on **improving the transit customer experience**.
- Be a technical resource and implementation partner to our members and the state on **transportation and climate**.
- Be a technical resource and implementation partner to our members and the state on **expanding digital access**.

The FY21 budget is approximately \$299,000 more than the FY20 budget. This is attributable primarily to an increase in transportation funding from the Federal Transit Administration for multiple projects slated for FY21. These projects are for public transportation research, technical assistance, and training.

REVENUES	
	Total
Transportation	\$ 1,892,913
Economic Development	\$ 1,237,070
Land Use	\$ 57,163
Sustainable Energy	\$ 90,000
Member Services	\$ 436,147
Other Contracts	\$ 18,000
Corporate Contributions and Sponsorships	\$ 18,000
Bank Interest - General	\$ 7,000
Bank Interest - Revolving Loan Funds	\$ 9,000
Projected New Revenues	\$ 237,600
TOTAL REVENUES	\$ 4,002,893
EXPENSES	
Personnel	\$ 1,669,592
Office	\$ 204,136
Consulting Services	\$ 1,254,056
Meetings and Travel	\$ 60,301
Other Direct Expenses	\$ 164,808
Pass-through Expenses	\$ 650,000
TOTAL EXPENSES	\$ 4,002,893
NET INCOME	\$ -

Overall Changes

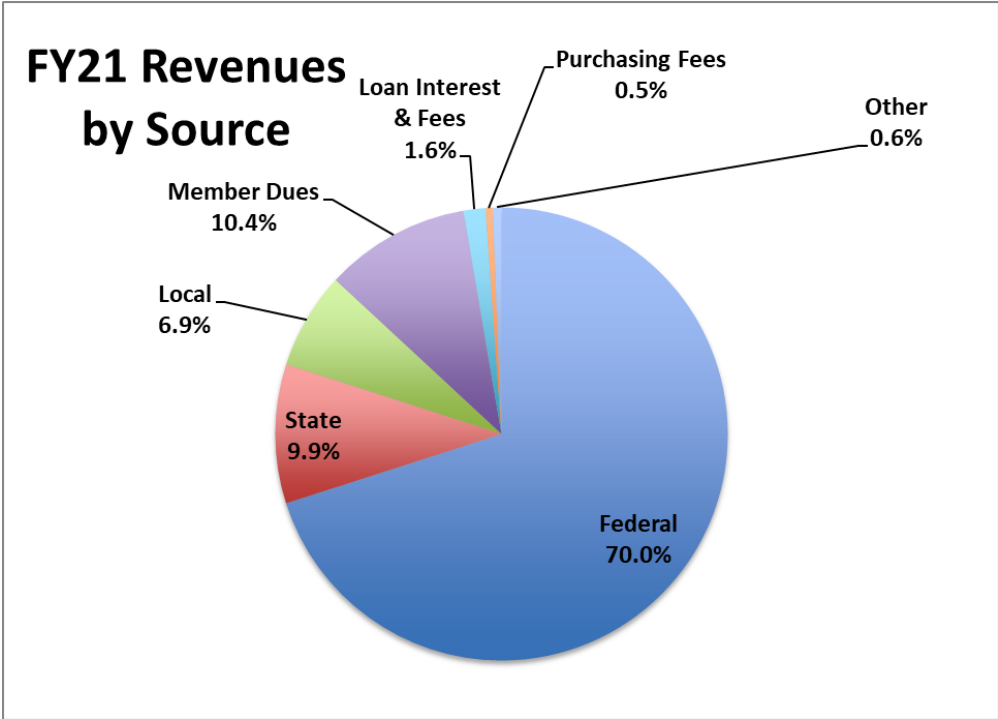
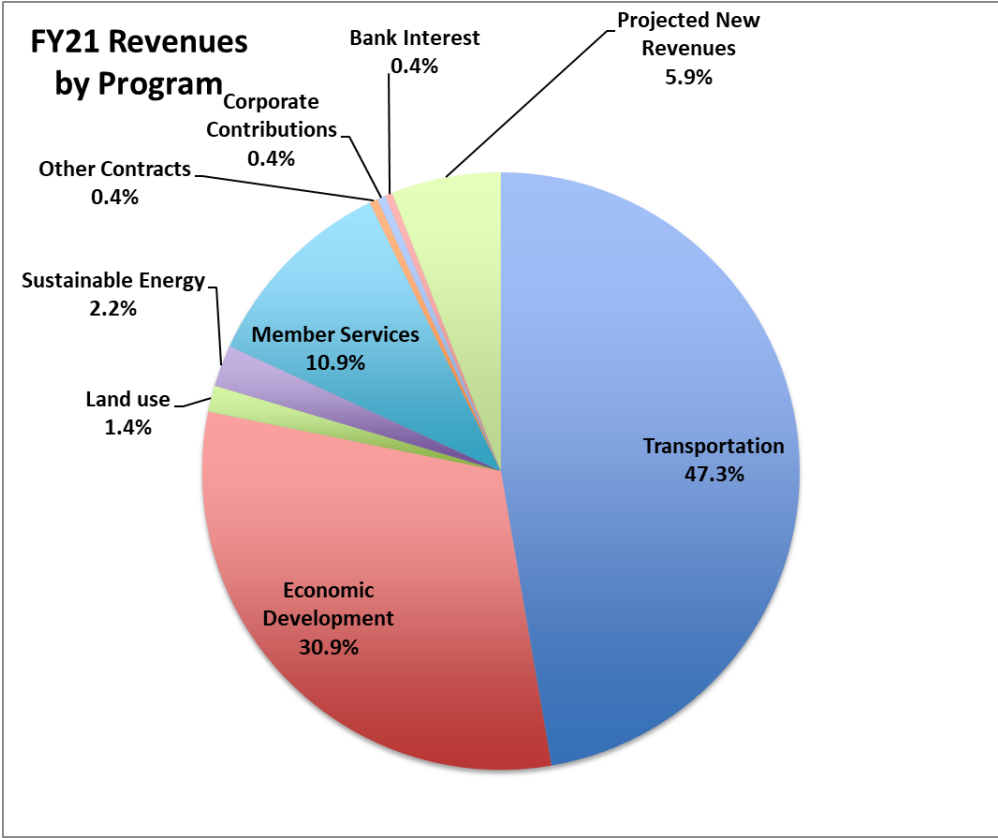
- The overall budget increased by approximately \$299,000 from FY 2020.
- Budgeted revenues increased primarily due to increases in transportation, economic development, land use, and sustainable energy.
- Budgeted expenses increased primarily due to increases in personnel, consulting services, and meetings and travel, with a slight offset by a decrease in other direct expenses.

Detailed Revenue Budget

REVENUES				
	TOTAL	TOTAL		
	FY 2021	FY 2020		DIFFERENCE
Transportation	\$ 1,892,913	\$ 1,559,608	\$	333,305
U.S. Department of Transportation - Planning Funds	\$ 1,336,873	\$ 1,172,406	\$	164,467
U.S. Department of Transportation - Capital Projects	\$ 248,750	\$ 162,499	\$	86,251
U.S. Department of Health and Human Services	\$ -	\$ 23,100	\$	(23,100)
Maine Department of Transportation	\$ 190,749	\$ 155,749	\$	35,000
Municipal Match	\$ 116,541	\$ 45,854	\$	70,687
Economic Development	\$ 1,237,070	\$ 1,189,229	\$	47,841
U.S. Economic Development Administration	\$ 70,000	\$ 70,000	\$	-
U.S. Environmental Protection Agency	\$ 185,000	\$ 166,566	\$	18,434
U.S. Environmental Protection Agency - Loan Funding	\$ 500,000	\$ 500,000	\$	-
U.S. Department of Agriculture	\$ 185,720	\$ 165,000	\$	20,720
Municipal Match	\$ 92,350	\$ 52,413	\$	39,937
Finance Authority of Maine - Loan Funding	\$ 150,000	\$ 150,000	\$	-
Revolving Loan Funds - Interest and Fees	\$ 54,000	\$ 65,250	\$	(11,250)
In-Kind Match	\$ -	\$ 20,000	\$	(20,000)
Land Use	\$ 57,163	\$ 44,016	\$	13,147
Maine Dept. of Agriculture, Conservation and Forestry	\$ 42,663	\$ 30,016	\$	12,647
Maine Dept. of Transportation	\$ 14,500	\$ 14,000	\$	500
Sustainable Energy	\$ 90,000	\$ 82,500	\$	7,500
U.S. Department of Energy	\$ 90,000	\$ 82,500	\$	7,500
Member Services	\$ 436,147	\$ 565,184	\$	(129,037)
Member Dues	\$ 416,147	\$ 520,184	\$	(104,037)
Joint Purchasing Fees	\$ 20,000	\$ 45,000	\$	(25,000)
Other Contracts	\$ 18,000	\$ 24,000	\$	(6,000)
Corporate Contributions and Sponsorships	\$ 18,000	\$ 18,000	\$	-
Rental Income	\$ -	\$ 7,200	\$	(7,200)
Bank Interest - General	\$ 7,000	\$ 8,349	\$	(1,349)
Bank Interest - Revolving Loan Funds	\$ 9,000	\$ 11,000	\$	(2,000)
Projected New Revenues	\$ 237,600	\$ 195,000	\$	42,600
TOTAL REVENUES	\$ 4,002,893	\$ 3,704,086	\$	298,807

Changes in Revenue

- Budgeted transportation revenues show an increase of approximately \$333K, which is attributed to increases in U.S. DOT Planning and Capital Funds, Maine DOT state match, and municipal match.
- The increase in U.S. DOT Planning Funds is primarily due to a new FTA Access and Mobility Grant, the majority of which is expected to be expended in FY21. The major revenue source in this category is federal planning funds to support the bi-annual Unified Planning Work Program. The most recent award starting CY20 was flat funded from the prior award.
- The increase in U.S. DOT Capital Funds is directly related to an addition of a new project for assessing high crash locations, and the continuation of an ongoing project related to transit stop access. Both projects are programmed funds from capital funding through the Federal Transit Administration.
- The increase in MaineDOT state match and municipal match is entirely due to required match on the FTA Access and Mobility Grant as well as the High Crash Locations assessment.
- Budgeted economic development revenues show an increase of approximately \$48K, which is attributed to increases U.S. EPA, USDA and municipal match revenues. These increases were partially offset by decreases in revolving loan fund interest and fees as well as in-kind match.
- The increase in U.S. EPA revenues is due to increased projections of expenses in the Brownfields Assessment and Revolving Loan Fund programs. These programs are on a reimbursement basis so an increase in projected expenses equates to an increase in projected revenues.
- The increase in USDA revenues and municipal match is entirely due to an existing grant supporting local food promotion that will be completed by June 30, 2021.
- Member services revenues decreased by approximately \$129,000, which is primarily due to a 20% credit on annual dues (approx. \$104,000 reduction) provided to our member municipalities in light of the pandemic. Budgeted cooperative purchasing fees were also decreased to be more in line with actual revenues received over the past several years.
- Projected new revenues of \$237,600 consist of \$187,600 of new grants and \$50,000 of new contracts. The prior year budgeted amount of \$195,000 was well exceeded due to the hard work of our staff, and therefore we believe the current year amount to be attainable.
- All other listed revenue sources are secured for FY21, with the exception of \$18,000 in anticipated corporate contributions, \$150,000 of new FAME funding, which is based on loans being approved by the loan committee, and \$16,000 in bank interest, which is subject to available cash and changing interest rates.



Detailed Expense Budget

EXPENSES				
	TOTAL	TOTAL		
	FY 2021	FY 2020	DIFFERENCE	
Personnel	\$ 1,669,592	\$ 1,534,241	\$ 135,351	
Salaries	\$ 1,356,007	\$ 1,215,691	140,316	
Fringe	\$ 313,585	\$ 318,550	(4,965)	
Office	\$ 204,136	\$ 205,752	\$ (1,616)	
Postage	\$ 1,000	\$ 1,600	(600)	
Utilities	\$ 9,000	\$ 9,000	-	
Office Supplies	\$ 4,000	\$ 21,000	(17,000)	
Printing & Copying	\$ 6,800	\$ 9,500	(2,700)	
Rent	\$ 140,837	\$ 138,983	1,854	
Cleaning	\$ 2,892	\$ 2,392	500	
Telecommunications	\$ 8,500	\$ 6,500	2,000	
Depreciation	\$ 8,680	\$ 9,420	(740)	
Payroll Processing Fee	\$ 2,374	\$ 2,305	69	
Copier Lease	\$ 5,053	\$ 5,052	1	
Equipment & Furniture	\$ 15,000	\$ -	15,000	
Consulting Services	\$ 1,254,056	\$ 1,038,253	\$ 215,803	
Legal	\$ 25,000	\$ 7,200	17,800	
Audit/CPA	\$ 22,500	\$ 22,500	-	
Loan Underwriting	\$ 6,700	\$ 9,000	(2,300)	
Information Technology	\$ 17,489	\$ 20,994	(3,505)	
Equipment Maintenance	\$ 10,000	\$ 9,500	500	
Software Fees	\$ 43,806	\$ 45,000	(1,194)	
Website	\$ 2,500	\$ 15,000	(12,500)	
Consulting - Engineering	\$ 773,061	\$ 647,866	125,195	
Consulting - Other	\$ 353,000	\$ 261,193	91,807	
Meetings and Travel	\$ 60,301	\$ 39,285	\$ 21,016	
Travel - Mileage	\$ 12,300	\$ 7,853	4,447	
Travel - Hotel and Airfare	\$ 20,000	\$ 11,927	8,073	
Event Costs	\$ 13,001	\$ 13,083	(82)	
Meeting Registration Fees	\$ 5,000	\$ 948	4,052	
Meeting Supplies	\$ 10,000	\$ 5,474	4,526	
Other Direct Expenses	\$ 164,808	\$ 236,555	\$ (71,747)	
Memberships & Dues	\$ 5,326	\$ 4,848	478	
Insurance	\$ 12,200	\$ 12,000	200	
Advertising	\$ 5,854	\$ 4,500	1,354	
Shredding - Confidential Destruction	\$ 930	\$ 1,380	(450)	
Interest	\$ 238	\$ 1,000	(762)	
Professional Development	\$ 10,000	\$ 10,000	-	
Bank Service Fees	\$ 75	\$ 75	-	
Miscellaneous Expense	\$ 500	\$ 500	-	
Subscriptions/Publications	\$ 1,120	\$ -	1,120	
Auto Lease	\$ 6,907	\$ 6,252	655	
Doubtful Accounts - General	\$ 5,000	\$ 10,000	(5,000)	
Doubtful Accounts - RLF Loan Programs	\$ 80,658	\$ 150,000	(69,342)	
FAME Fee on Loan Funds	\$ 16,000	\$ 16,000	-	
In-Kind Labor from Partners	\$ 20,000	\$ 20,000	-	
Pass-through Expenses	\$ 650,000	\$ 650,000	\$ -	
Brownfields Loans	\$ 500,000	\$ 500,000	\$ -	
FAME Loans	\$ 150,000	\$ 150,000	\$ -	
TOTAL EXPENSES	\$ 4,002,893	\$ 3,704,086	\$ 298,807	

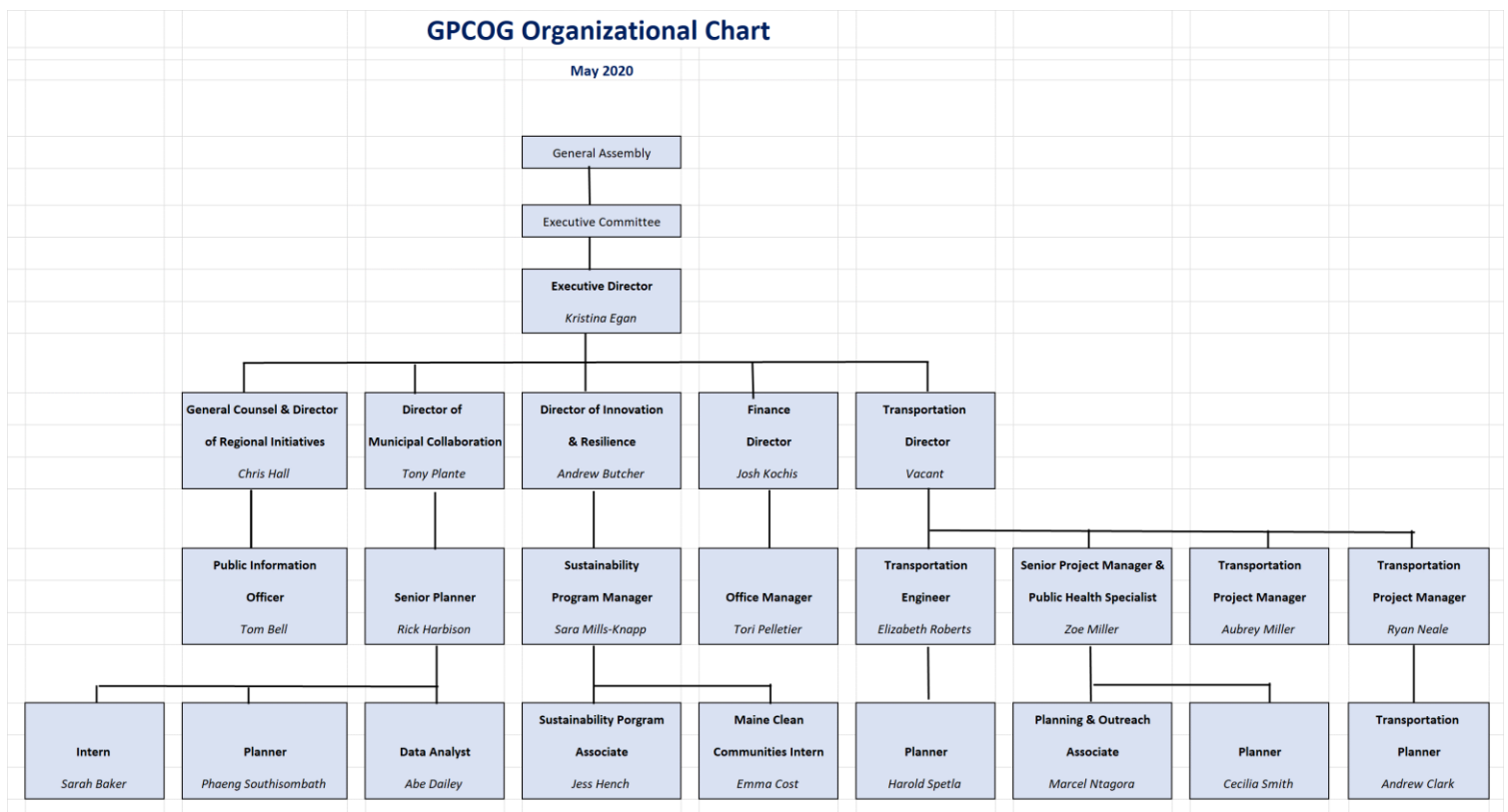
Changes in Expenses

Personnel

While budgeted FTE (excluding interns) has remained constant between FY20 and FY21, personnel costs are budgeted to increase by about \$135,000 compared to the FY20 budget. There are three primary reasons for the increase.

The first is the change in composition of the staff, costing \$22,000 more this coming year. FY21 staff positions are, on balance, more senior and include the new positions of Transportation Engineer, Director of Innovation and Resilience, and a higher budget for the Transportation Director position. The second reason is salary adjustments provided in FY20 to several senior staff who have taken on additional responsibilities, and annual adjustments from FY20, which were not budgeted. This accounts for \$62,000 in additional costs. The third reason is the addition of four part-time interns or associates, accounting for \$55,600.

Below is the FY21 organizational chart.



Consulting

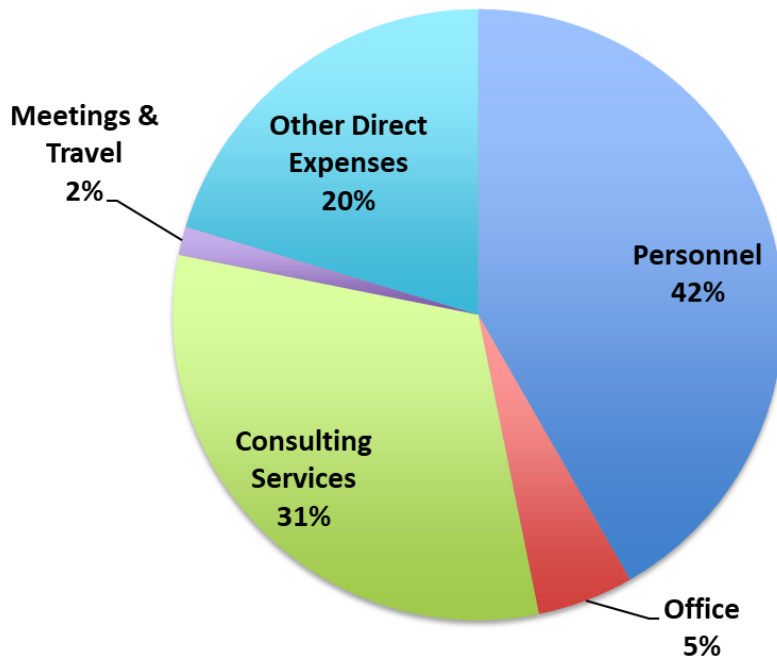
The increase in budgeted consulting expenses is due primarily to the increases in engineering consulting, other consulting, and legal services.

- **Engineering Consulting:** Budgeted engineering consulting expenses are approximately \$125K higher than the prior year, which is primarily due to the Transit Stop Access and High Crash Location transportation projects, which compensate consultants with capital transportation dollars. GPCOG's oversight of these contracts is paid through our transportation planning funds in the Unified Planning Work Program.
- **Other Consulting:** The increase budgeted for other consultants of approximately \$92K is primarily due to the Local Food Promotion Program grant that is ending June 30, 2021, with significant work to be completed in FY21. The LFPP program utilizes 10 consultants with GPCOG staff supporting the overall goals of the program and acting as the reporting entity. The majority of the expenses in this program are for consultants.
- **Legal Services:** The increase in budgeted legal services of approximately \$18K is for a contract with a legal firm to negotiate Cable Franchise Fees and perform an audit of fees being paid to participating municipalities. Legal fees budgeted for this contract are fully reimbursable.

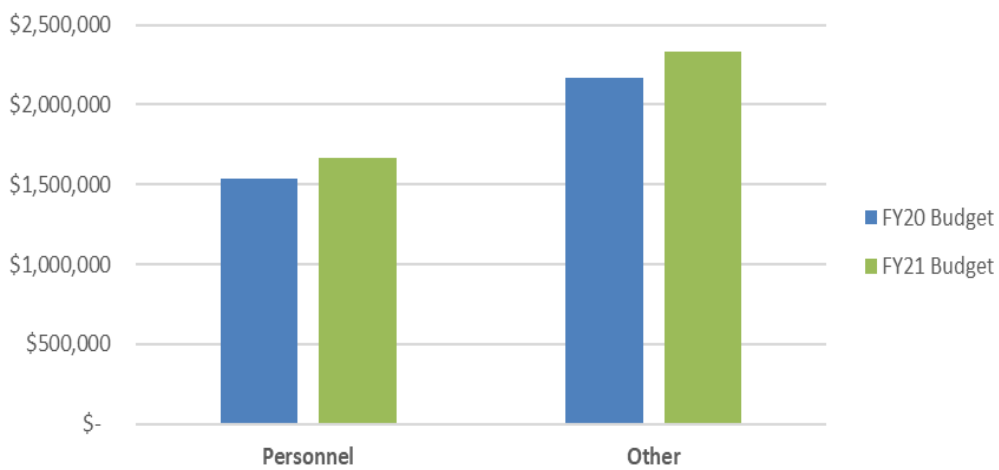
Other Direct Expenses

The decrease in other direct expenses is almost entirely attributed to a decrease in doubtful accounts for our revolving loan programs. The majority of loans in default were written off in the past two fiscal years, resulting in a much lower budget for FY21. Collection efforts are still underway for the few remaining loans in default.

FY21 Expenses



Comparative Budgeted Expenses FY20 and FY21



Member Dues Allocation

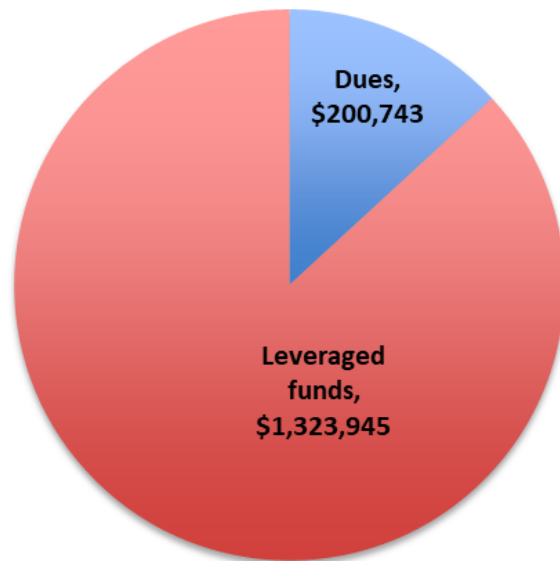
Member Dues Support:

- Member services
- Regional services
- Cooperative purchasing
- Regional voice
- Local match for the following:
 - State-assisted land use planning
 - Economic development planning
 - Regional transit planning
 - Brownfields investments
 - Regional Foodshed through our Local Food Promotion Program

	Dues	Leveraged	Total
Member Services	\$ 210,000	\$ -	\$ 210,000
Direct and Regionalized Services to Municipalities	\$ 80,000	\$ -	\$ 80,000
Regional Voice & Transportation Funding	\$ 70,000	\$ -	\$ 70,000
Metro Regional Coalition	\$ 50,000	\$ -	\$ 50,000
Cooperative Purchasing	\$ 10,000	\$ -	\$ 10,000
Match for Regional Work	\$ 200,743	\$ 1,323,945	\$ 1,524,688
Regional Public Transit Planning	\$ 78,678	\$ 268,212	\$ 346,890
Economic Development	\$ 70,000	\$ 70,000	\$ 140,000
Land Use T.A. & Regional Planning	\$ 17,065	\$ 42,663	\$ 59,728
Regional Foodshed	\$ 5,000	\$ 258,070	\$ 263,070
Brownfields	\$ 30,000	\$ 685,000	\$ 715,000
Direct Expenses	\$ 5,404	\$ -	\$ 5,404
Other non-reimbursable Costs	\$ 5,000	\$ -	\$ 5,000
Interest	\$ 404	\$ -	\$ 404
TOTAL	\$ 416,147	\$ 1,323,945	\$ 1,740,092

Forty-eight percent of the total dues (\$200,743 of the \$416,147) will leverage \$1,323,945 in additional grant resources.

FY21 Funds Leveraged by Dues



Highlights

About 48% of the total dues income of \$416,147 will serve as local match for federal and state grants.

This match portion of member dues will leverage over \$1.3 million dollars in additional funds for the region.

The remaining member dues will support GPCOG's effort to provide direct and regionalized services to our municipalities, organize the regional voice with a particular focus on expanding transportation resources for the region, support Metro Regional Coalition activities, and cooperatively purchase goods and services.

A small portion of member dues will be used for non-reimbursable or administrative costs ineligible for indirect reimbursement.

Dues Rate

The formula for determining member dues is \$2.00 per capita, based on the most recent decennial census. There are two exceptions: Cumberland County Government pays dues of \$10,000 and the island member towns of Chebeague, Long and Frye each pay \$750 per year. The 2020 census is being completed from March through July 2020. New population data may be released in 2021.

Attachment C

Proposed GPCOG Bylaws amendments

I. ARTICLE VI Amended

Executive Committee

Section 1. Duties and Functions.

The Executive Committee is the policy implementing body of the GPCOG. Its duties and functions include, but are not limited to, the authority to:

1. act on behalf of the General Assembly in the conduct of business of the GPCOG;
2. appoint, fix the salary of, and remove the Executive Director

Amend by adding: *“taking into consideration evaluations made by the Portland Area Comprehensive Transportation System (PACTS) Policy Committee, which must include input from PACTS Policy Committee member municipalities which are not members of GPCOG, as set out in Article VIII, Section 6;”*

3. propose an annual budget and annual dues assessment to the General Assembly;
4. approve regional policies, studies and plans where required;
5. receive, hold and disburse funds and enter into necessary contracts for the GPCOG; provide for an annual audit;
6. render advice and technical assistance at the request of members in accordance with GPCOG policies;
7. set fees for services and seek and accept contributions and grants;
8. exercise such municipal powers as may be delegated to GPCOG by any of its members;
9. create and dissolve standing and temporary committees, and special task forces;
10. create and dissolve special funds and periodically review the operations budget, investments and financial matters;

11. propose to the General Assembly, as provided for in Article VII, Section I, nine (9) to eleven (11) representatives to serve as the Executive Committee, three (3) of whom shall be the Officers.

Section 2. Representatives.

Each member of the Executive Committee shall be a representative of a member municipality or County of Cumberland to the General Assembly. The Executive Committee shall include a mix of elected municipal officers and senior municipal staff, the majority of which shall be elected municipal officers and shall reflect a geographic balance and diversity of the GPCOG membership.

Amend by adding: “*Composition of the Executive Committee shall fairly represent a balance between Committee members representing municipalities that are members of the PACTS Policy Committee and municipalities which are not members of the PACTS Policy Committee.*”

Section 3. Meetings of the Executive Committee.

The Executive Committee shall meet a minimum of eight (8) times per year or at the call of the President, at the direction of the General Assembly, or upon request of one-third of the members of the Committee. The Executive Director shall give notice of the business to be conducted and the time and place of the meetings to each member of the Committee at least seven (7) days prior to the meeting.

Section 4. Power to vote.

Each official representative or their alternate shall be entitled to one (1) vote.

Section 5. Quorum.

A majority of the Executive Committee representatives shall be present to constitute a quorum.

II. NEW ARTICLE VIII

ARTICLE VIII

Portland Area Comprehensive Transportation System (PACTS) Policy Committee

Section 1. Standing Committee Established; Purpose.

Pursuant to Article VI, Section 1 (9) the GPCOG Executive Committee has established a standing committee for the purpose of exercising the duties and responsibilities of the Portland Area’s Metropolitan Planning Organization, established by federal law and designated by the Governor of Maine, called the Portland Area Comprehensive Transportation System (PACTS) Policy Committee.

This Article VIII implements an “Agreement for Merger and Integration of PACTS and GPCOG” dated January 8, 2020 and is intended to integrate PACTS within GPCOG without interfering with PACTS’s discharge of its duties and responsibilities as the Portland region’s Metropolitan Planning Organization.

Section 2. Membership.

PACTS Policy Committee membership will be established by the PACTS Policy Committee pursuant to 23 U.S. Code Section 134.

Section 3. Autonomy within GPCOG.

The PACTS Policy Committee is established as a standing, permanent committee within GPCOG with full and exclusive authority over all matters relating to PACTS’s responsibilities as the region’s MPO, including the PACTS budget.

Section 4. Duties and functions.

The PACTS Policy Committee will perform all duties and functions required by federal law as the region’s Metropolitan Planning Organization.

The PACTS Policy Committee will have full authority to establish subcommittees, working groups and other organizational structures, as well as operating procedures and guidelines, in the exercise of its authority under this Article.

Section 5. Staffing.

The PACTS Policy Committee will be staffed by GPCOG in a manner that adequately enables the PACTS Policy Committee to discharge its duties and functions.

Section 6. Participation in management of the GPCOG Executive Director.

The PACTS Policy Committee will have a formal role in the GPCOG Executive Committee’s hiring, evaluation and firing of the GPCOG Executive Director. This participation must include a formalized process to include a representation of municipal PACTS Policy Committee members which are not members of GPCOG.

III. Renumbering

Existing GPCOG Bylaws Articles VIII through XIII are consecutively renumbered IX through XIV.