PACTS Executive Committee Agenda
July 7, 2020
8:30 – 10:00 a.m.

Zoom webinar: https://us02web.zoom.us/j/87547417602

As of March 31, 2020 PACTS and GPCOG are 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

2. 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 June 2, 2020 meeting minutes (Attachment A)

4. Approval of Additional PACTS Funding for South Portland’s Broadway Signals Project (Attachments B and C) - 10 minutes

Staff Report: The City of South Portland’s Broadway Signals project has a funding deficit based on the bids the City has received. The City is requesting up to an additional 20% of the available 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%. This is also in accordance with the PACTS Policy Committee’s decision in June to allow coverage for all project costs. The available construction funds for this project are $283,542.15, and the low construction bid is $320,710. The total available funding for this project is $378,238 and the estimated project cost is $424,133. The City is requesting an additional $50,000, which is less than 20% of the available construction funding. The
City has the match funds available for this request. An email from the City of South Portland and a spreadsheet on the PACTS Holding WIN balance are attached.

**Proposed action:** Approve the reallocation of $50,000 Federal Highway Administration capital funding from the Holding WIN to the South Portland Broadway Signals project.

5. PACTS Transit Committee CARES Act Recommendations – 20 minutes

**Staff Report**
The Coronavirus Aid, Recovery, and Economic Security (CARES) Act made $53M available to the PACTS region for public transportation. The initial phase of CARES funding apportioned approximately $14M to address the immediate needs of transit agencies for February 1 to June 30, 2020. Phase II is focused on addressing the longer-term effects of the COVID-19 pandemic on transit agencies and improving the resiliency and efficiency of the regional public transportation network.

Staff and the PACTS Transit Committee developed a framework for programming these funds that includes a 3.5-year planning horizon and the allocation of funds in six-month increments to account for changing circumstances. The primary focus for the remaining funds is on preserving the region’s existing transit service. Other priorities include pandemic recovery and resiliency, transit system innovation, and direct municipal budget assistance.

The region’s transit agencies submitted baseline revenues, estimated lost revenues, and estimated operating expenses through the end of 2023. This process yielded a regional total of approximately $32M for Priority One, prompting the Transit Committee to agree at its June 30 meeting that further refinement of the template and further exploration of each agency’s unique circumstances are necessary to make an informed recommendation on the allocation of the remaining funds. Staff will work with each agency individually, and the Transit Committee will discuss the issue further at its July 9 Committee meeting and July 28 workshop. Depending on the progress that is made, the Transit Committee may be able to make a recommendation to the Executive Committee for consideration at its August 4 meeting. The transit agencies have indicated they are comfortable taking this additional time.

**Proposed action:** For information only.
6. Consideration of Draft Language Regarding Greater Collaboration and Opportunities for Consolidation Among PACTS Region Transit Agencies – 20 Minutes

Staff Report
In reviewing the draft Transit Tomorrow recommendations at its June 25 meeting, the PACTS Policy Committee discussed the need for improved coordination and potential opportunities for consolidation among the region’s transit agencies. Moving Southern Maine Forward noted that “Better coordination of services and strong focus on collaboration between agencies would improve ridership, revenue and public support.” Enhanced Coordination of route planning, schedules and operations may improve service delivery and the customer experience. Integration of routes, schedules, branding, websites and the other customer facing elements of the transit system would have clear and tangible benefits for customers. Consolidation of transit operations or portions of operations would create the “integration” benefits described above while also reducing operating costs. The cost savings associated with consolidation has been previously documented by GPCOG’s SMART Study (2015) and METRO’s South Portland-METRO Unification Proposal (2018). In addition, the PACTS Reforms committed PACTS to use its limited resources as efficiently as possible and keep its focus on the customer. For transit, the goal is to provide a more seamless and cohesive system for users. Progress on coordination has been made, with the most recent example being the adoption of a common fare structure, fare capping, and automated fare payment between Biddeford-Saco-Old Orchard Beach Transit, METRO, and South Portland Bus Service.

Per the discussion at the PACTS Policy Committee, staff has drafted the policy statement below for the Executive Committee’s consideration. This language would guide staff in developing a potential study focused on this topic.

To make the best use of limited resources, improve efficiency, and create a cohesive and unified system for users of public transportation, PACTS will identify, explore, and analyze opportunities for coordination, integration and/or consolidation in the region’s public transportation network.

Proposed action: Adopt the draft policy statement or provide guidance to staff on necessary revisions.
7. Other Business

8. Adjourn

Upcoming Meetings:
- July 9, 9:30 a.m. – PACTS Transit Committee
- July 14, 8:30 a.m. – PACTS Technical Committee
- July 21, 9:30 a.m. – PACTS TIP Committee
- July 28, 1:00 p.m. – PACTS Transit Committee Workshop
- August 4, 8:30 a.m. – PACTS Executive Committee
- August 11, 8:30 a.m. – PACTS Technical Committee
- August 13, 9:30 a.m. – PACTS Transit Committee
- August 25, 1:00 p.m. – PACTS Transit Committee Workshop
- August 18, 9:30 a.m. – PACTS TIP Committee
PACTS Executive Committee Minutes  
June 2, 2020

<table>
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<tr>
<th>Committee Members</th>
<th>Affiliation</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Jim Bennett</td>
<td>Biddeford</td>
<td>Y</td>
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<tr>
<td>Chris Branch</td>
<td>Central Subregion</td>
<td>Y</td>
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<tr>
<td>Jennifer Brickett</td>
<td>MaineDOT</td>
<td>Y</td>
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<tr>
<td>Hope Cahan</td>
<td>PACTS Vice Chair</td>
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<tr>
<td>Erin Courtney</td>
<td>Maine Turnpike Authority</td>
<td>Y</td>
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<tr>
<td>Eric Dudley</td>
<td>Western Subregion</td>
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<tr>
<td>Greg Jordan</td>
<td>Transit Committee</td>
<td>Y</td>
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<tr>
<td>Matt Sturgis, Chair</td>
<td>PACTS Chair</td>
<td>Y</td>
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<tr>
<td>Sarah Tracy</td>
<td>Freeport</td>
<td>Y</td>
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For GPCOG
Kristina Egan, Aubrey Miller, Ryan Neale, Elizabeth Roberts

1. Welcome – Matt Sturgis, Chair

2. Open Public Comment
There were no public comments.

3. Acceptance of May 5, 2020 meeting minutes
Jim Bennett moved to accept the minutes, and Chris Branch seconded. The minutes were accepted unanimously.

4. Staff Report
The Transit Committee is developing a framework for allocating Phase II of the region’s CARES Act funds. The top priority is to offset reduced operating revenue for transit agencies. Other potential priorities after Priority One has been addressed are
pandemic recovery and resiliency, transit system innovation, state of good repair, and
direct municipal budget assistance. While maintaining current service levels is a
priority, we also want to explore opportunities to better or more efficiently provide
service. A public input process will begin shortly. The intent is for the Transit
Committee to finalize this Phase II framework by the end of June.

The main themes for the Transit Tomorrow recommendations are to make transit
easier, expand local connections, and undertake a mode-agnostic study for a rapid
transit network. These all require improved land use and municipal cooperation to
make transit as effective as possible. We will also be looking at costs and benefits.
Attendees of the GPCOG Annual Summit were asked to provide input on the Transit
Tomorrow recommendations and the CARES Act priorities. The group acknowledged
Greg’s excellent presentation and the success of the Annual Summit.

5. PACTS Transit Committee Membership
The group acknowledged Casey Gilbert’s valuable contributions to the Transit
Committee and discussed whether we should wait for Portland Downtown’s new
executive director to come on board before deciding on this seat. Casey’s term is
through December 2020. Kristina noted that it may be helpful to have a more in-depth
collection about Portland Downtown’s membership on PACTS committees after the
committee restructuring process. It was clarified that Casey had scheduling conflicts
that interfered with her attendance of Transit Committee meetings.

Greg Jordan moved to appoint Amy Geren to fill the remainder of Casey Gilbert’s term,
and Hope Cahan seconded. The motion was approved unanimously.

6. Transportation Improvement Program Federal Highway Administration Projects
The Beth Condon Trail project in Yarmouth and the Brighton Avenue project in Portland
were programmed for preliminary design reports (PDRs) in the 2018 Transportation
Improvement Program (TIP). The TIP Committee in May recommended $950K for the
Beth Condon project and approximately $2.1M for the Brighton Avenue project as well
as $200K for a PDR set aside. The new project for the PDR will be selected in the fall of
2020. Matt said both projects are important for the region and he is pleased to see
them move forward.

Hope moved to adopt the TIP Committee’s recommended allocation of 2023 FHWA
resources, and Sarah seconded. The motion was approved unanimously.
7. Transportation Improvement Program (TIP) Amendments
MaineDOT has requested TIP amendments to withdraw a sidewalk rehabilitation project on Forest Avenue and to add a pavement resurfacing project on Route 115. Matt expressed support for both amendments. The Forest Avenue project was posted for public comment on May 5, 2020 and no public comments were received; the Route 115 project will be posted for public comment on May 28, 2020. Executive Committee approval is contingent on no substantive public comment being received.

Erin moved to approve the proposed TIP amendments and authorize staff to submit the TIP amendments to MaineDOT to be included in the State Transportation Improvement Program. Chris seconded. The motion was approved unanimously.

8. Other Business
Chris Branch suggested we consider how to take advantage of potential federal stimulus funds. Appropriate road projects may include traffic signals, mill and fill, Brighton Avenue, collector paving, and high crash location projects – although high crash locations might be difficult as it would require more data. Traffic signals projects could be expedited by simplifying specifications and requiring contractors to do the design. Transit projects could include the ferry terminal, new vessels, and new buses.

The projects would need to be shovel ready and we do not currently have such a list for the region. Municipalities likely have projects that may be appropriate. Jim and Matt mentioned projects in their communities. The group agreed that developing a regional list of projects is preferable to having municipalities pursue funds on their own, and that going through this exercise will be helpful even if additional funds are not soon available. Kristina offered an approach that includes staff informing all municipalities of the opportunity, asking municipalities to identify shovel ready projects, and offering technical assistance to assess status. PACTS may then endorse and advance projects of regional importance. The group was supportive of this approach.

Kristina noted upcoming meetings with Senators Collins and King regarding relief to municipalities. Stimulus funds could be added to this advocacy as well. The group discussed potential federal funds that may become available in the near future.

Kristina noted that the PACTS recertification process will be on June 23 and June 25. This was delayed from earlier in the spring. The meetings will be conducted by the
Federal Highway Administration and Federal Transit Administration and will include staff, transit agencies, PACTS committee members, and members of the public.

9. Adjourn
Sarah offered a motion to adjourn, and Hope seconded. The motion was approved unanimously.
Ryan Neale

From: Gove,Justin <jgove@southportland.org>
Sent: Wednesday, June 17, 2020 11:05 AM
To: Elizabeth Roberts
Cc: Puleo,Stephen; Steve Sawyer (ssawyer@sebagotechnics.com); Dostie, Gerald P
Subject: FW: EXTERNAL: S Portland 22136.00 funding

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Elizabeth,

We had the bid opening for WIN_022136 last Thursday (6/11/2020). We are currently reviewing bids, but it appears that Electric Light was the lowest responsive bidder at $320,710. If we apply a 3% contingency, as recommended by Jerry Dostie, the estimated construction cost will be $330,331. Considering the estimated construction cost, and the expenses to date in the attached email, the following is a summary of project funding:

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<td>Remaining Funds</td>
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**Anticipated Future Expenditures**

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<td>CE</td>
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<td>Additional PE (Sebago invoice yet to be submitted for reimbursement)</td>
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<td><strong>Total Future Expenditures</strong></td>
<td><strong>$354,211.50</strong></td>
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**Funding Balance**

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<td><strong>-45,895.44</strong></td>
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Based on the above the City of South Portland is requesting an additional $50,000 in funding (approximately 13% of the project cost) from to facilitate construction. If you need any additional information or supporting documentation please let me know. Additionally, if you could give an estimate of the timeframe for the approval of such funds by PACTs it would be much appreciated. I’ll need to get the project onto the City Council agenda but would like to wait until funding has been approved.

Regards,
Justin

Justin Gove, P.E.
Civil Engineer
City of South Portland
207-347-4126
jgove@southportland.org

From: Dostie, Gerald P <Gerald.P.Dostie@maine.gov>
Sent: Monday, June 15, 2020 2:33 PM
To: Steve Sawyer (ssawyer@sebagotechnics.com) <ssawyer@sebagotechnics.com>; Puleo, Stephen <SPULEO@southportland.org>; Gove, Justin <jgove@southportland.org>

Subject: EXTERNAL: S Portland 22136.00 funding

CAUTION: This email originated from outside of the City of South Portland Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Congratulations on receiving favorable bids! Below is a screenshot of the expense to date:

![Project Expense Screenshot]

With current available funding at $378,238.00 and up to an additional $60,897.60 (email from PACTS), there appears to be sufficient funding. Please look at the expenses above and determine what you believe will be needed for total funding. MaineDOT also typically adds 3% to the base bid to cover unforeseen additional work. Once you determine the total funding needed, you will then need to make the formal request to PACTS for the additional money. They will then make us aware of the new approved amount and I can then work on the Agreement Mod. Please keep me in the loop. Thanks

Jerry Dostie
Project Manager
Multimodal Program

![Maine DOT Logo]

NOTICE: Under Maine’s Freedom of Access (“Right-to-Know”) law, documents - including e-mail - in the possession of public officials about City business are classified as public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our residents, but please keep in mind that what you write in an e-mail is not private and could show up in the local newspaper.
Balance in Holding WIN as of 6/18/2020

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<td>Totals</td>
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Pending Transfers out of Holding WIN

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Total Pending Transfers into Holding WIN

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Total Changes to Holding WIN

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<td>Totals</td>
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Remaining Holding WIN Balances

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