

PACTS Planning Committee Meeting

AGENDA

Thursday, April 2, 2020
9:30 AM - 11:00 AM
Remote Meeting
Zoom: <https://zoom.us/j/147638324>
Call in: 646 558 8656
Meeting ID: 147 638 324

1. Welcome- Alex Jaegerman, Chairman
2. Acceptance of 3/12/20 Minutes (Attachment A)
3. Public Comments

The general public will have an open comment period with a 3-minute limit per individual to comment on any issue, including items on the agenda.

4. Motion to Replace Jay Chace as Vice Chair of the Committee—5 min.

Jay Chace will step down as Vice Chair of the Planning Committee to join the PACTS Policy Committee. The Committee will set a motion and vote for a replacement for Jay Chace as the Vice Chair of the Planning Committee.

Recommended Action: Approve a new Vice Chair for the Planning Committee.

5. Transportation Improvement Plan (TIP) Ad Hoc Committee Update—10 min.

The next TIP Ad Hoc Committee meeting will take place at 9:30 AM on Tuesday, April 21st. Alex Jaegerman will briefly review his role on the TIP Ad Hoc Committee and then look to the Planning Committee for advice or direction as the Planning Committee representative.

Recommended Action: Provide Planning Committee representatives direction while serving on the TIP Ad Hoc Committee.

6. Maine Climate Council Strategies Discussion—45 min.

At the March 12th Planning Committee meeting, a group of six planners volunteered to convene and review the Maine Climate Council Transportation Working Group's goals and strategies. The volunteer planners met on March 26th and created a document which compiled recommendations for the Transportation Working Group's existing strategies and recommendations.

Due to the Transportation Working Group having already committed a significant amount of time to developing strategies, the volunteer planners were advised to focus on broader concepts, as opposed to spending too much time on finer details. The group was given a deadline of March 31st to provide their input. A final document will be distributed (separate from this agenda) to the Planning Committee following the volunteer input deadline and prior to the April 2nd Planning Committee meeting.

At this April 2nd Planning Committee meeting, staff will seek committee input into the final document. Adjustments to the document will be noted by staff and revised recommendations will be presented to the PACTS Policy Committee on April 23rd to be considered for recommendation to the Maine Climate Council Transportation Working group on behalf of PACTS.

Recommended Action: Develop a refined list of recommendations for consideration by the PACTS Policy Committee for submittal to the Maine Climate Council.

7. Adjourn.

Attachment A

PACTS Planning Committee Meeting Minutes

Thursday, March 12, 2020

1:00 PM -2:30 PM

GPCOG Conference Rooms, 2nd Floor, 970 Baxter Blvd, Portland

In Attendance:

Name	Affiliation	Attendance
Tad Redway	Arundel	N
Greg Tansley	Biddeford	Y
Maureen O’Meara	Cape Elizabeth	Y
Carla Nixon	Cumberland	N
Kara Wooldrick	Portland Trails	N
Theo Holtwijk	Falmouth	N
VACANT	Freeport	N/A
Carlos Pena	FHWA	N
Leah Sirmin	FTA	N
Tom Poirier	Gorham	N
Chris Mann	MaineDOT	Y
Patrick Adams	MaineDOT	Y
Vanessa Farr	North Yarmouth	Y
Anne Lang	North Yarmouth	N
Michael Foster	Old Orchard Beach	N
Bruce Hyman	Portland	Y
Don Willard	Raymond	N
Emily Cole-Prescott <i>(by phone)</i>	Saco	Y
Jamel Torres	Scarborough	N
Eric Sanderson	SMPDC	N
Justin Barker	South Portland	Y
Tex Haeuser	South Portland	Y
Zach Mosher	Standish	N
Art Handman	South Portland	N
Jennie Franceschi <i>(by phone)</i>	Westbrook	Y
Amanda Lessard <i>(by phone)</i>	Windham	Y
Alex Jaegerman, Chair <i>(by phone)</i>	Yarmouth	Y
Staff:		
Harold Spetla		Y
Kristina Egan		Y
Stephanie Carver		Y
Ryan Neale		Y
Aubrey Miller		Y
Zoe Miller <i>(by phone)</i>		Y

1. Welcome- Maureen O’Meara, Vice Chair

Maureen opened the meeting, acting as Chair in place of Alex Jaegerman who dialed into the meeting.

2. Acceptance of 2/6/20 Minutes (Attachment A)

Chris motioned to approve the 2/6/2020 minutes; the motion was seconded by Tex; all were in favor.

Brief introductions of those in attendance of the meeting took place.

3. Public Comments

There was no public comment.

4. Motion to Replace Jay Chace as Vice Chair of the Committee—5 min.

Steph explained GPCOG has been working to solicit interest from committee members to volunteer as Vice Chair, however, has not had anyone step up for the position. Steph encouraged members of the committee to volunteer to consider the position; while not expected to commit to the position today, the committee should try and have a replacement by the April meeting.

Alex expressed that he and Harold would work together and try to recruit someone for the position, or rather, encourage them to volunteer.

Action: Bruce motioned to table the item; the motion was seconded by Chris; all were in favor.

5. 2020 Planning Committee Work Plan and Schedule Review – 10 min. (Attachment B & C)

Steph walked the committee through the 2020 Planning Committee Work Plan and Schedule Review. She explained that attachment B outlined the Planning Committee’s mission and responsibilities and was approved by the Policy Committee in October 2018. Based on the feedback and comments from previous Planning Committee meetings, staff modified and worked on the document to create something closer to that of a framework or matrix that would give structure to the committee’s work.

Steph further outlined the document, explaining that tasks were divided between Capital Investments and Long-Range Planning to mirror the 20-21 PACTS UPWP workplan. Tasks identified in the document mirror that of the workplan’s and gives more definition to what the projects and activities are, the role of the Committee, and dates to consider for completing the tasks.

Steph first explained the role of the Planning Committee in the TIP Ad Hoc Committee UPWP task, indicating that the hope for this item was that those in the TIP Ad Hoc Committee who were also in the Planning Committee would inform and disseminate the information regarding the TIP to the

other members of the Planning Committee. Likewise, any feedback or comments from the Planning Committee would be expressed back to the TIP ad hoc committee.

Further, Steph outlined the Long-Range Planning section, indicating that it would be the bulk of the Planning Committee's work.

- **Transit Tomorrow:** Steph explained that the role of the Committee will occur towards the tail end of the project, however, staff has been working to pull the components together. She expressed that the role of the Committee in this task would be to review the draft recommendations and provide feedback on those recommendations. Some Committee members expressed confusion—Steph clarified that the intent behind this task was to create a process for the Planning Committee to be more involved in the projects and help design the projects.
- **Destination 2040:** Steph indicated that the involvement of the Planning Committee, given their expertise, to help design the project scope would be beneficial for both staff and PACTS in general. She explained that there would be monthly project updates and will hopefully have a draft scope completed by Fall. Steph added that all these items will continue to move to the Policy Committee for adoption, indicating that Policy had a meeting scheduled in October. The goal would be to get the scope completed and adopted by October.
- **Managing Planning Projects:** South Portland and Saco Island are the two projects that were approved through the UPWP process. This item would require regular updates and feedback from the Committee.
- **Other regional projects:** Steph expressed that there are always projects that come up in the two-year workplan that might not be previously identified, such as transit projects and the potential for the Gorham connector. Those were areas staff saw the Committee having a role and providing feedback.

Following the matrix, Steph explained the draft schedule, indicating that it was a live document and that it could be included in agendas to better give a sense of what the overall schedule is over the next months. Steph asked whether the Committee had any comments.

Bruce commented on the tracking implementations of Destination 2040 and effectiveness of capital projects in terms of meeting objectives, indicating that it was not explicitly expressed in the documents. Steph agreed and observed that that was outlined in the charge.

Alex observed that the Destination 2040 scoping correlated with the Policy Committee meetings and that the reference was helpful, but wondered if the document could specifically highlight the requirements on which the committee can provide input, and to which committee (Policy or Executive) specifically. Steph indicated staff would take another look and that this document could potentially be a live document so that updates could be made as details and dates are solidified.

Tex observed that the documents were responsive to the discussion at the last meeting. Tex questioned whether there would be a capital allocation round other than the MPI and collector paving or if that would be decided through the TIP. Steph answered that it would be decided by the TIP Ad Hoc Committee.

Tex asked where in the document explained a more active role for the Planning Committee to have in the climate adaptation work. Steph replied and referenced the item at the end of the document;

she further explained that this item will be discussed in depth further along in the agenda in the Climate Council Transportation Working Group item. Steph expressed that if there were additional items the Committee would like to tackle; it would be up the committee to bring those items forward and discuss them. Kristina added that the Long-Range Plan is a great opportunity for the Planning Committee to have input to add any climate related projects or goals to integrate into the plan. Tex agreed if it doesn't take two years to do the plan. Kristina also added that PACTS has been funding the Maine Clean Communities program and has historically functioned as its own program—only in the periphery of the committees—however, with the new hire of the sustainability program manager, Sara Mills-Knapp, she would be able to give the Committee updates and briefings on the MCC program and the transit smart growth climate work. Kristina expressed that those two programs could come together in this Committee, and that hopefully, Sara would be able to present to the Committee in late fall.

Steph indicated it would be helpful for the Committee to endorse the structure and the content of the documents so far, with the expectation that they are live documents and will be continually developed. Maureen agreed and added that it would be imperative that the Committee keep a tab on what was happening in PACTS and make sure that recommendations from the Committee are shared at a timely manner.

Greg asked Tex a clarifying question regarding his previous comment about the Destination 2040 project taking less than two years. Greg saw that the timeline of the project would be 1 year, 8 months and questioned whether that would be okay. The committee noted that this is less than two years. Greg wondered if some of the work could be separated out to accelerate the process, and have the separated elements be integrated into the plan later so that the process could keep moving. Kristina expressed that she loved the idea of offering up the Climate Council work as an example. Kristina indicated that the Climate Council would make recommendations in June and in the last meeting, talked about PACTS being an implementation partner for those recommendations. She expressed that waiting for the Long-Range Plan to take any actions that the state would ask us to take would not be ideal and reiterated her interest in the idea. She expressed uncertainty on how to actualize it but offered that it could be kept in the schedule to the point where the recommendations from the Climate Council are reviewed, and then assess how that might affect operations and decision making. Steph added that there were ways to incrementally work through the plan by creating products throughout the process and then bringing it up to the Policy Committee for approval, citing the vision of Transit Tomorrow as an example of a product that staff asked the Policy Committee to approve during the project. Steph indicated that there were ways to start implementation before the final project is completed. She further added that the completion date for Destination 2040 is relatively flexible and could depend on the developed scope and capacity to complete the project.

Action: Tex offered a motion to endorse the workplan and schedule for the coming year with the additions Kristina mentioned; seconded by Greg; all in favor.

6. **Transportation Improvement Plan (TIP) Ad Hoc Committee Update—20 min.**

Aubrey Miller presented. She explained the TIP Ad Hoc Committee was an advisory committee to the Policy Committee and this year, the TIP committee has three tasks:

- Recommending allocation of the 2023 FHWA Resources

- Recommending updates and changes to the TIP Policies and Procedures and the Transit Policies and Procedures manual
- Recommend a funding prioritization framework for projects that will be incorporated into the policy and procedures manual.

Aubrey indicated the first two tasks were not new, however the third task was. She further explained that this task came about because PACTS does not have a mechanism in place for Federal Transit Administration (FTA) funding, so as a step toward creating a multimodal funding framework, the Executive Committee voted to create a new TIP Ad Hoc Committee that includes members of the previous TIP committee and all members of the Transit Committee. The new TIP committee will work with a consultant to develop the funding framework for programming all transportation dollars. The consultant has been selected and staff is currently finalizing the contract documents. The first meeting will happen on Tuesday March 17, 2020.

Tex asked Aubrey to explain what the priority framework could include or what it would be like. Aubrey explained the consultants will research prioritization frameworks across the nation, so the process will depend on the results of that research. The current scoring criteria is largely quantitative for Federal Highway Administration (FHWA) projects and we essentially want to have a similar process for transit projects so they can be selected in a definable and defensible way on both sides of the funding spectrum. Tex expressed concerns of a strictly quantitative process citing that regional goals and priorities and objectives may change that would require some subjectivity. Tex indicated that it will be interesting to see what scoring criteria is chosen. Kristina added that the change will happen on the transportation side and will be looking at what outcomes we want for our public transportation investment and then prioritizing those projects; some of the guidance will come from Transit Tomorrow which is being developed by the Project Advisory Committee and will be endorsed by the Policy Committee, which commits us to try and make public transportation competitive with the car. Kristina expressed that we are doing lots on the FHWA side, and less on the FTA side.

7. Inclusive Transportation Planning Update – 15 min.

Zoe Miller gave an update on the Inclusive Transportation Planning project. Zoe provided context for the project explaining that funding support was received from multiple sources. Goals for this project include identifying systemic ways to include underrepresented people in planning and decision making and securing support from PACTS to move forward and incorporating this initiative into the work of PACTS. Zoe explained that as part of doing inclusive work in transportation, a steering committee was formed and we developed positions called mobility liaisons, to represent underrepresented populations dealing with transportation issues, at the decision-making table. She outlined phase one, indicating that the goal of this phase would be collect data and information. She explained some methods of trying to reach and include people, including surveys, focus groups and working directly with the steering committee, and expressed some difficulty in this as not many people have heard of PACTS. Out of phase one, a set of recommendations were developed. Phase two focused on developing a toolkit and is a curated resource pulling from other resources in the country. The second part of the second phase was to develop and pilot the Community Transportation Leaders training to assess what skills and resources they could use to navigate public transit.

The outcomes included:

- The recommendations that were all included in the Public Involvement Plan and that plan was adopted in 2019—we are currently working on implementing the pieces of that plan.
- The Public Involvement Toolkit
- The Community Transportation Leaders training—overall this turned out well. Participants presented in January to the Executive Committee. The report will be emailed to committee members. Through the training participants learned how to materialize their ideas into an action plan. Zoe identified lessons learned, including calling out inequities, built environment challenges, and team building across diverse groups of people.

Zoe indicated what was next for the project, citing a planned workshop and how that could be incorporated into projects. She also indicated that PACTS committed funding of ongoing peer to peer engagement allowing for monthly gatherings and coaching of their action plans. PACTS also unanimously voted to have a seat on the committee for the transportation leaders—staff is currently researching what that will look like.

Following the presentation, Maureen commented that this kind of approach might be something to broaden beyond transportation and run a local community leadership training program in different communities to start building new leadership in communities. Maureen expressed that she liked the idea of giving people actual titles because they have a lot to offer. Zoe agreed and added that often people are more reluctant to contribute if they don't feel their presence has something to offer the group, so designating official titles can enable people to feel like they belong in the room. Tex expressed an idea that some committee members would be open to being volunteers to transport people who are transportation challenged, to the committee meetings. Bruce encouraged the report out from the January 7 Executive Committee meeting in the State of Maine room be included in the TIP Ad Hoc Committee agenda packet as it was a powerful and moving presentation, and would help feed some of the prioritization and goals for transportation projects to achieve. Zoe agreed that the group would be a great resource and encouraged PACTS to use the group as a resource for input to help inform future projects or decisions.

8. Maine Climate Council Strategies Discussion—45 min.

Kristina gave context to the Maine Climate Council (MCC) Strategies Discussion. The MCC was established by the Mills administration in 2019 with the approval of the legislature. It's comprised of all the commissioners along with other stakeholders. MCC is charged with reducing greenhouse gas (GHG) emissions and preparing Maine for extreme weather events and climate resiliency. The overall goal is to reduce GHG emissions using 1990 levels by 45% by 2030 and 80% by 2050 and while there has been a slight reduction, it is from other sectors, not the transportation sector (which makes up 54% of GHG emissions). The council established 6 working groups, one of which is the Transportation Working Group and is one that Kristina is a part of. The recommendations to the Climate Council will be due in June.

The primary reason this is on the agenda is to consider how PACTS can weigh in. Maureen presented the charge to the Executive Committee, and the Committee approved the Planning Committee to make some recommendations about the strategies that PACTS should present to the stakeholders. While it has not been decided which groups, the recommendations should go to, by the end of the process it will get to the right set of eyes.

Maureen observed that there are very few planners within the 6 committees of the Climate Council. Maureen referenced the Maine Association of Planners meeting and from that meeting where the Climate Council was discussed, it became apparent that nobody is really looking at land use. She expressed this wasn't necessarily a bad thing as the 6 committee would put their pieces together and then hopefully talk about land use. Kristina provided a slight addendum to Maureen's comments and expressed that both the Transportation Working Group and the Buildings Group recognize that the land use piece needs to be held somewhere. The transportation group has been talking about land use in terms of smart growth strategies and the buildings group in terms of building locations. Kristina said there would be a full day that would bring together members of different working groups in order to do land use—this would be a perfect place for planners to participate.

Tex elaborated on a topic discussed at the planner's meeting and a thought he had which was that when communities do their Growth Management Act mandated comprehensive plans, they should be required to include a climate mitigation adaptation section that would be substantially aligned with the state plan and GHG reduction goals. Tex recognized that climate mitigation in initiatives in individual communities and municipalities have a regional component and this was what prompted Planning Committee members to become versed in the climate initiatives happening around the state. Tex expressed that we should be looking and thinking about how to get to substantial recommendations to achieving large reductions in GHG emissions. Tex expressed appreciation to the Executive Committee in approving the charge for the Planning Committee to proceed with their climate work to develop recommendations.

Kristina stated that she had informed the Transportation Working Group that the Planning Committee had this charge and they wanted to extend an invitation to the Planning Committee to attend the Climate Council Transportation Working Group meeting scheduled for March 23rd in Augusta. Further, the committee can be added to the interested parties list so that they can receive the information that comes out of the Transportation Working Group. Kristina expressed that she and others in the Transportation Working Group thought that it was one of the more important groups primarily due to the share of GHG emissions the transportation sector produces. Given that, there is a lot of work to be done, and a lot of room for participation, and if able, encouraged members of the Committee to attend and participate. Kristina mentioned that there is a lot of work going into the analysis of the various scenarios and we will soon have some quantitative data to share.

Kristina identified three ways to guide the thinking in the working group. One is, what is the policy framework needed to support long term GHG reductions. Within that framework, how do we help vehicles pollute less and help people drive less. In PACTS, we focus on helping people drive less by getting them to use public transit, but the vehicle piece is also important. The preliminary data MaineDOT provided shows that that most effective way is getting people into electric vehicles and implementing smart growth strategies at the same time. While the working group meets every 2-4 weeks and is on a pretty frequent schedule, they invite committee members to join if able.

Maureen brought up the timeline and stated that while the Planning Committee could review strategies and endorse some strategies, all would need to be done by April 2nd. Maureen reiterated the urgency of the timeline and stated that rough conversations needed to be had. Alex expressed meeting the deadline for comments would be difficult considering part of the work is getting caught up to where the working group is. He posed a question regarding funding the resources and

expressed that funding would be difficult given the existing funding pools. As an example, he cited that the insufficient number of EV chargers due to the lack of funding for EV chargers was a reason why more people do not have EVs. While it is a daunting task, Alex said getting on the interested parties list would be helpful in getting caught up on the tremendous amount of work being done.

Bruce asked Kristina to identify what resources the Transportation Working Group is using for the land use piece to help inform what outcomes would look and feel like. Bruce thought this was a piece the Planning Committee could valuably contribute to given the past land use projects some of the PACTS municipalities have completed over the years; the Planning Committee would be able to pull Maine based resources together as a service to the Transportation Working Group. Kristina indicated that it was an important piece because often people are skeptical that land use changes will result in the reduction of GHG and that we can work within a system of local control and get more density built. Kristina indicated that it could be helpful to persuade skeptics if the Planning Committee thought land use would contribute to the reduction of GHG emissions. Kristina mentioned that while the Transportation Working Group is privy to this to some degree, other groups have not gotten there yet.

Maureen asked the Committee if they should abandon trying to get recommendations in by April 2nd or if they should try to get a rough draft to consider. Justin questioned the level of detail needed and whether the Committee was at a point where they could make much of a useful contribution because this is all stuff supported at a higher level and most people are also at that point. He expressed that it's when those things are turned into implementation items that it becomes more valuable for the Committee to have an input—he was unclear to when that occurs. Kristina responded that there were different times the Committee could have input. As an example, it would be useful if the Committee had input or advice to offer in regards to funding and once it goes through the council and adopted, there will be a phase on implementation where the advice of the Planning Committee could prove useful. Kristina indicated that she saw the Planning Committee having different insertion points through the process to provide valuable input.

Tex mentioned that the concept of Transit Oriented Development (TOD) is important because it is the model that directly links land use and transportation. Furthermore, the committee is familiar with the funding mechanism, the transit-oriented Tax Increment Financing, that can be used for capital and operating expenditures. He stated it would be good for people to have a picture of what TOD looks like and understand the funding benefits.

Maureen expressed that there were some things that were brought up that could be compiled and articulated by staff to bring back to the Committee. She asked whether this was something that could be done before April 2nd or if this was something to be passed through to June. Vanessa stated that she supported adding PACTS to the stakeholder list and supported as many Planning Committee members attending the Transportation Working Group meeting on March 23rd, followed by a debrief where ideas would then be flushed out and added to the list. Vanessa indicated she was struggling with 'how do we participate' and 'how are my comments legitimized?'. Maureen responded and expressed her sense was that if they didn't walk into the April 2nd meeting with some draft, they would not leave the meeting with any recommendations. She deferred back to her original question of whether they could compose something now that staff can work with, specifically mentioning that if Committee members went to the meeting and wanted to add additional thoughts, they could. Tex mentioned that they could expand on the identified tactics that encourage smart growth.

Greg asked Kristina if many planners were present during that meeting, would it push the committee to decline comments. Kristina expressed that she did not think so. While Kristina couldn't guarantee that they would have a voice—this would be up to the chair of the committee—she believed attending would be a good thing to inform their thinking. She expressed uncertainty in the amount of participation in shaping what would go on during the meeting but thought that being present would be helpful in advising the PACTS Executive Committee.

Greg shared a thought regarding Tex's previous comment about the 3 bullets under smart growth and identified Northern New England's home rule and a lack of regional/county governance. Greg expressed that when getting into smart growth and land use discussion, the regional perspective should dominate the discussion as to how communities are working as a region to address these things. Greg stated that looking at a regional approach could be one area where the committee could interject into the discussions. Maureen agreed and expressed that we are at a point in the climate discussion where we need to start thinking more boldly than in the past; part of the problem is that there is a lot of pushback and maybe we are at a point in TOD where local opposition is set aside for the greater environmental good. Kristina added that there is legislation out there that would allow for local ordinances to be overwritten.

Ryan asked a clarifying question regarding the previous discussion of the Maine Association of Planners and wondered if MAP would officially weigh in at some capacity. Maureen expressed that the timeline was tight and that they might try to weigh in in June.

Kristina identified two process options she was aware of: One, delegate a sub-group to develop the recommendations and have them go straight to the Executive Committee or, Two, if the recommendations are not completed by the time of the Executive Committee meeting, bring it to the Policy Committee meeting later in April and have a full Planning Committee meeting before that. Contingent upon what is stated in the bylaws, the Committee could choose either. Ryan expressed that he did not think there was anything in the bylaws that would prohibit it from being done informally. Kristina stated that the only condition would be that it would come from specifically the sub-committee and not the full Planning Committee.

Maureen asked if there would be people willing to serve on a volunteer group to work on smart growth items and bring forward to the PACTS staff. Volunteers included Tex, Justin, Bruce, Greg, and Alex. Kristina suggested that it be a couple of people agreeing to working on the recommendations rather than a sub-group to avoid having to go through the committee approval process. The formal process will come later and happen in the Planning Committee. Maureen clarified that the goal would be for this group to put something together with the help of staff that the Planning Committee could consider April 2nd. The Committee expressed wanting staff support to schedule meetings and assist with drafting the document. Bruce offered up resources available to help move the group along.

Kristina confirmed that at least the group would want to be added to the stakeholder meeting and would forward the agenda of the meeting on 23rd.

Kristina updated the Planning Committee on what happened at the last Executive Committee meeting. She explained that they were considering bylaw changes and they would be going to the full Policy Committee. Kristina said that they were not making changes to any committee structures

in the bylaws, but have recognized challenges with existing committee structures, namely too many meetings. It is difficult for staff as agendas need to be frequently completed and a substantial amount of money is being allocated to staff the committee meetings. Kristina also identified meeting fatigue as an issue. She indicated that the general direction of the Executive Committee was to reduce the number of committees and find seats for the Community Transportation Leaders on committees. The outcome of these changes will be to have clear missions and deliverables for all PACTS committees.

Maureen thanked Steph for her work and support and expressed that she will be missed.

9. Adjourn.

Chris made a motion to adjourn; Bruce seconded; All in favor.