

Regional Transportation Advisory Committee

May 4, 2021

9:00 a.m.

DRAFT Meeting Minutes

Seat	Representative	Attendance
PACTS Southern – Municipal	Diana Asanza	Y
PACTS Southern – Planning/ Economic Development	Denise Clavette	Y
PACTS Southern – Public Works/ Engineering	Tom Milligan	Y
PACTS Central – Municipal	Matt Sturgis	Y
PACTS Central – Planning/ Economic Development	Nell Donaldson	Y
PACTS Central – Public Works/ Engineering	Doug Howard	Y
PACTS Western – Municipal	Bill Giroux	
PACTS Western – Planning/ Economic Development	Amanda Lessard	Y
PACTS Western – Public Works/ Engineering	Bob Burns	Y
PACTS Northern – Municipal	Bill Shane	Y
PACTS Northern – Planning/ Economic Development	Theo Holtwijk	Y
PACTS Northern – Public Works/ Engineering	Adam Bliss	Y
Transit	Hank Berg	Y
Transit	Patricia Quinn	Y
Transit	Donna Tippett	Y
Transit	Robert Currie	Y
MaineDOT	Tom Reinauer	Y
Maine Turnpike Authority	Rebecca Grover	Y
Active Transportation Specialist	Jean Sideris	Y
Environmental Specialist	Christian MilNeil	Y
Community Transportation Leader	Leeann Brionez	Y
Community Transportation Leader	Mireille Kabongo	Y
Private Sector Trade Association	Eamonn Dundon	Y

1. Welcome

Chris Chop opened the meeting and welcomed the attendees. Chris informed attendees that the meeting would be recorded.

2. Public Comment

No public comment was received.

3. Acceptance of Previous RTAC Meeting Minutes

Patricia Quinn moved to accept the April 13, 2021 meeting minutes as written; Tom Milligan seconded. There were 18 votes in favor and 0 opposed. Bill Shane, Adam Bliss, and Leeann Brionez abstained from the vote.

4. Election of Chair and Vice Chair

The RTAC chair and vice chair will serve until the end of June 2022. The RTAC chair's **primary role will** be to facilitate RTAC meetings, and the vice chair will serve as a back-up.

Aubrey Miller reminded the committee that Nell Donaldson was nominated for chair at the April RTAC meeting, but had requested time to discuss and consider the nomination. Matt Sturgis moved to close nominations with Nell Donaldson for chair; Denise Clavette seconded. All were in favor of appointing Nell Donaldson as RTAC chair.

Aubrey opened the meeting to nominations for vice chair. Matt Sturgis nominated Rebecca Grover for vice chair; Patricia Quinn seconded. There were no other nominations. All were in favor of appointing Rebecca Grover as RTAC vice chair.

5. Review of the Proposed 2021 Five-Year Capital and Operations Plan (FYCOP)

The Five-Year Capital and Operations Plan (FYCOP) is the means by which PACTS allocates the **region's** annual apportionment of Section 5307 and 5337 funds from the Federal Transit Administration (FTA). Section 5307 represents Urbanized Area Formula Grants and Section 5337 represents State of Good Repair Formula Grants. The allocation process has previously used a six-year plan (SYCOP), but timing constraints necessitated a shift to a five-year plan this year.

To create the FYCOP, transit agencies catalogued their needs for operations, maintenance, and capital projects, and then collaborated to develop a balanced budget based on the 5307 and 5337 apportionments. After the FYCOP is reviewed by RTAC and approved by the PACTS Policy Board, staff will develop a split letter—which documents the division of funds between agencies—for submission to the FTA.

Eamonn Dundon asked if there was a breakdown to show funds allocated for operations and maintenance versus funds allocated for innovation. Andrew Clark advised that would not be available this year, but is anticipated for 2023.

Andrew clarified that MaineDOT is a designated recipient for funds allocated to York County Community Action Corporation and the Regional Transportation Program. These two agencies work with MaineDOT regarding funding distribution.

Christian MilNeil asked if there was consideration of mode shift and the need to decrease vehicle miles traveled. The FYCOP is an investment plan aimed at maintaining current facilities and operations, but Andrew and Kristina Egan explained that *Transit Tomorrow*, the recently completed long-range public transportation plan for Greater Portland, will serve as a road map for mode shift and improved transit service.

Bill Shane moved to propose the 2021 FYCOP to the PACTS Policy Board for approval; Matt Sturgis seconded. All were in favor.

6. Review of the Proposed Priority 1 and 2 CARES Act Phase IV Allocations

The PACTS region received approximately \$53 million in CARES Act funds in early 2020. PACTS has been allocating the funding in 6-month increments, the next of which begins in July 2021. The funds have been allocated based on four priorities: 1) maintaining regional transit service, 2) pandemic recovery and resiliency, 3) transit system innovation, and 4) municipal budget assistance. Staff are seeking to recommend the proposed Priority 1 and Priority 2 allocations to the PACTS Policy Board for approval. Priority 3 will come before the committee at a later date.

Christian MilNeil made the point that these funds will provide necessary funding to maintain service levels such that transit will be a viable option when ridership resumes to pre-pandemic numbers.

Eamonn Dundon asked about the variability in the funding amounts. **The region's transit agencies have** been tracking and projecting their needs to inform their requests for funding, and Andrew Clark noted that adjustments based on updated data, as well as seasonal fluctuation in ridership, could result in variability between requests.

Hank Berg raised a discussion regarding the request by Concord Coach for \$1.5 million. Hank noted that Concord Coach is a for-profit entity and is requesting more funding than any of the other transit agencies, which may affect future funding to non-profit entities. Benjamin Blunt of Concord Coach Lines noted that **Concord's** projections from last year, which had anticipated steadily increasing

revenues and steady increases in service on the Portland to Boston corridor, were accurate until the resurgence of COVID-19 in October 2020.

Patricia Quinn, Donna Tippet, and Hank Berg expressed concern regarding transparency and the opportunity to review all requests for funding. Andrew Clark emphasized that Concord Coach had submitted the same forms that all other agencies had submitted, but the timing did not allow for everyone to review all requests prior to the meeting. Hank Berg moved to amend the item to postpone the Concord Coach funding decision until a future meeting; Bob Currie seconded. All were in favor.

Bill Shane moved to propose the Priority 1 and Priority 2 CARES Act Phase IV allocations, as amended, to the PACTS Policy Board for approval; Rebecca Grover seconded. 17 members were in favor, 0 opposed, and Tom Reinauer abstained.

7. 2022 PACTS Municipal Partnership Initiative – Project Submissions

The PACTS Municipal Partnership Initiative (MPI) is a component of the federal and state capital improvement funding allocations. The four PACTS subregions collaborate to allocate \$400,000 per subregion (\$1.6 million total).

This year, in the PACTS Central Subregion, Cape Elizabeth requested Preliminary Design Report (PDR) funding rather than the typical construction funding. The PACTS MPI policy states that funds cannot be reimbursed until construction is 1/3 complete and construction should commence within 12 months and conclude within 24 months. Cape Elizabeth would not be able to meet this timeline, so the town is preemptively requesting an extension on its reimbursement request. Staff recommended approving this request as part of the submissions.

Adam Bliss noted that the PACTS Northern Subregion request should have been a 50/50 split (\$200,000 to Cumberland and \$200,000 to North Yarmouth) and asked if there would be an issue revising that request. Harold Spetla noted that there would be no issues revising the request, since the funds are contained within the Northern Subregion. Kristina Egan added that the revised request should come from the Northern Subregion group and not just one community.

Christian MilNeil asked if ADA accessibility was a requirement within the MPI program. Tom Reinauer noted that all MPI projects that include pedestrian infrastructure additions or improvements would need to meet state ADA requirements. Kristina Egan added that PACTS plans to develop a regional Complete Streets policy in the near future.

Tom Milligan asked to confirm that allocating funds toward the Cape Elizabeth PDR would not lock PACTS into funding construction in the future (like it does for complex project funding). Chris Chop confirmed that it would not, as MPI is a different funding source.

Adam Bliss moved to amend the proposal, which would allocate \$400,000 to the PACTS Northern Subregion and allow the funding suballocation to be subject to an agreement between the Northern Subregion municipalities; Tom Milligan seconded. 17 were in favor, 0 opposed, Leeann Brionez abstained.

Bob Burns moved to forward the MPI project allocations, as amended, to the PACTS Policy Board for approval; Tom Milligan seconded. 17 members were in favor, 0 opposed, and Leeann Brionez abstained.

8. Allocation of FHWA Funds for Complex Projects

Postponed until a future RTAC meeting, tentatively June 1.

9. Other Business

The was no other business discussed.

10. Adjourn

Amanda Lessard moved to adjourn; Christian MilNeil seconded. With no objection, the motion carried.