



A Metropolitan Planning Organization (MPO)
Administered by Southern Maine Planning and Development Commission

Policy Committee Meeting Minutes

Tuesday, February 27, 2024 at 1:00 p.m.

Voting Members Present: Jeff Brubaker (Eliot), Chris Osterrieder (Kennebunk), Laurie Smith (Kennebunkport), Jason Garnham (Kittery), Tyler McOsker (Ogunquit), Denise Clavette (South Berwick), Shannon Belanger (Wells), Carol Murray (Wells), Dean Lessard (York), Tom Reinauer (YCCAC – Vice Chair), Claire Winter (MaineDOT), Rebecca Grover (Maine Turnpike Authority), Stephanie Carver (SMPDC/KACTS)

Additional Attendees: Galen Weibley (Kennebunkport), Paige Melius (FWHA), Dean Williams (SMPDC/KACTS), Marissa Fink (SMPDC/KACTS)

1. Welcome

Tom Reinauer, acting chair, opened the meeting at 1:04 pm. Attendees introduced themselves.

2. Opportunity for Public Comment

There were no public comments.

3. Approval of Minutes from the January 11, 2024 KACTS Committee Meeting

Jeff Brubaker (Eliot) suggested the minutes be edited to reflect the correct spelling of Thomas Morley's name and email address under the "MaineDOT and Municipal Project Updates" item. Steph Carver, KACTS Director, pointed out that the numbering in the minutes is misaligned and will be corrected.

Jeff Brubaker motioned to approve the minutes as corrected, seconded by Dean Lessard (York).

Motion passed unanimously.

4. KACTS Match Discussion

Steph Carver reviewed that at the last KACTS Policy Committee meeting the group selected option 2, the \$2,000 base option, to further explore. In this scenario SMPDC will pay a portion equal to the required 10% match for the FTA portion of the work plan, which was about \$10,424 last year. SMPDC will also pay the difference for the corridor studies task if the funds are not expended by municipalities and reallocated to other tasks. Steph sent a letter to the group outlining this match option as requested and did not hear

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concerns other than from Laurie Smith (Kennebunkport). James Bellissimo (Berwick) could not make today’s meeting but reached out to Steph in support of option 2.

Laurie Smith (Kennebunkport) asked for clarification on the attached table outlining the match. Dean Williams (SMPDC/KACTS) clarified that the column indicating the \$2,000 base is a two-year total, and the column indicating the \$1,000 base is the annual total. Laurie commented that Kennebunkport’s budget committee and elected officials may want more clarity on the benefits of this investment for the town, especially given the limited area of Kennebunkport that would be eligible for project funding. Steph responded that joining an MPO allows towns to access state and federal resources to identify and develop projects, and that KACTS has supported many infrastructure grant applications as well as sponsoring corridor studies that have led to MaineDOT and federal investment in capital projects. She also clarified that according to MaineDOT, state roads within the municipality would be eligible for project funding, not just the portion in the urban area boundary. Claire confirmed this was the case.

Tom Reinauer (YCCAC) asked if a cheat sheet could be developed to explain the benefits of the MPO to the municipalities. Steph agreed and added that smaller towns have the potential to benefit even more from the MPO because they have the least amount of contribution based on population and can tap into a lot of additional resources. Tom added that SMPDC’s staff support on projects is an additional benefit, and Steph added that Dean Williams is working on building technical support which would be another benefit.

Denise Clavette (South Berwick) moved to approve the match scenario as outlined in the 2024-25 UPWP, seconded by Jason Garnham (Kittery).

Jeff asked for verification that this motion applies to the \$2,000 base scenario. Steph confirmed and restated that in the included table, the second column from the right shows the two-year amount, and the other column (highlighted in orange) shows the annual amount of \$1,000 each.

Motion passed. Abstention: Laurie Smith (Kennebunkport).

5. Performance Measures and Targets

Dean Williams provided an overview of the Performance Targets for Pavement and Bridge Condition (PM-2) and System Performance and Freight Performance Targets (PM-3). PM-2 includes measures for asset condition including interstate pavement, non-interstate pavement, and national highway system (NHS) bridges. Only state-level data is provided for this measure; in the future Dean would like to break down the data to show asset



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condition specifically for the KACTS region. Historically KACTS has adopted the state targets because the state oversees asset management. PM-3 includes truck travel time reliability, interstate travel time reliability, and non-interstate NHS travel time reliability. The state has provided KACTS-level data for this measure and KACTS has met the target for all three PM-3 measures. Steph added that these measures were not included in last meeting’s agenda because the information had not yet been provided by DOT.

Jeff asked for clarification on the PM-2 non-interstate pavement targets, which all fall within the “poor” rating. Dean Williams responded that he believes that those numbers are based on forecasted degradation of non-interstate paving based on budgetary constraints. He estimated that the KACTS region likely falls into a higher percentage than the state overall, and that in the future he will separate out KACTS region data.

Jeff inquired whether the PM-2 bridge ratings of “good” and “poor” fully capture various bridge conditions. Dean Williams explained that a bridge’s 3 major components are rated on a scale of 1-10 upon inspection by the State every two years; if any are rated below a 5, the bridge is given a “poor” rating.

Tom asked if these performance measures are in the current TIP, which Dean Williams confirmed. Tom asked if there is any additional information on the statewide targets DOT can provide. Claire responded that anyone is welcome to reach out to her for more information.

Jeff moved to adopt the State performance targets for PM-2 and PM-3 and agree to plan and program projects so they contribute to the accomplishment of MaineDOT’s PM-2 Pavement and Bridge Condition Performance Targets and PM-3 System Performance and Freight Performance Targets. Carol Murray (Wells) seconded the motion.

Motion passed unanimously.

6. KACTS 2024-2027 Transportation Improvement Program

Steph informed the group that the draft TIP has been posted online and sent to the interested parties list after a minor edit from Ben Condon at MaineDOT. The public comment period will end on March 4th. Today the committee would be voting for approval of the 2024-27 KACTS TIP pending any public comments are received, in which case there would be an additional 10-day comment period.

Jeff asked for clarification on the phrase “intersection improvements without signal” on projects listed in the TIP. Steph responded that she spoke to Steve Cole (MaineDOT) about that project in Eliot because the description doesn’t note the signal; Steve Cole looked



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into it and said that they don't think it should be a significant issue for the budget to include the signal if needed, KACTS will follow up again with DOT about making that adjustment. Dean Williams suggested that we have the scope changed to reflect the signal in the next TIP amendment. Claire agreed and added that she has spoken to Steve about this as well.

Carol moved to approve the 2024-27 TIP barring any substantial public comment between now and March 4th, seconded by Denise.

Motion passed unanimously.

7. **MaineDOT KACTS UPWP Budget Amendment**

Steph informed the group that the new MPO contract has been signed, which includes a funding increase. This is a result of BIL as well as the MPO expansion. In the proposed amendment, \$200,000 of the additional funds would be allocated to the Long Range Transportation Plan task to complete the KACTS long range plan. \$90,000 would be allocated to the Project Assistance task to assist with project development and implementation or technical assistance, project management, and other needs of MPO communities. The remaining amount would be allocated to the Program Management 1.1 task, a portion of which will go toward the additional time spent coordinating with MaineDOT and other MPOs on the new capital funding program and other efforts. Steph requested the proposed motion in the meeting agenda be changed to "Approve the additional \$200,000 to Task 4.3, \$90,000 to task 2.1, and the remainder to Task 1.1."

Dean Lessard asked if this funding goes toward salaries. Steph responded that most of the UPWP funding will go towards SMPDC salaries including herself, Dean Williams, and Marissa Fink, as well as other staff who assist with specific projects. A portion of the Long Range Plan funds will also go toward hiring a consultant. Steph added that in the past we had been grossly underfunded to be able to meet federal requirements, so this additional funding is allowing us to manage projects and add value to our communities.

Tom Reinauer asked how much of the Long-Range Plan funding will go toward a consultant. Dean Williams responded that it will be approximately \$175,000 of the \$200,000. Dean Lessard asked if DOT has provided numbers on the capital funding for the KACTS communities. Steph said we are still working with DOT and Claire will give an update on that later in this meeting.

Tom raised the point that if the KACTS Policy Committee votes to approve this today, there will still be future check-ins with the Committee as needed for budgetary changes. Steph added that twice a year KACTS' FTA allocations are confirmed which will be



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discussed for approval at future meetings. Moving forward, KACTS will periodically include a “Funds Remaining” worksheet in meeting agendas to show how much has been spent on each Task to date.

Chris Osterreider (Kennebunk) asked for the total UPWP budget number including this amendment. Steph and Dean Williams responded that the number in the agenda, \$1,024,554, is the most up-to-date number and is rounded to the nearest dollar.

Chris Osterreider moved to approve the additional allocations for the 2024-25 KACTS UPWP budget as presented, seconded by Jeff.

Motion passed unanimously.

8. SMPDC Regional Updates

a. KACTS Safety Action Plan Update

Marissa Fink informed the group that the KACTS Safety Action Plan MetroQuest survey will be open until March 18th. The upcoming public meeting is February 29th at Kennebunk High School and will be available in person and on Zoom. Dean Williams added that the FHWA Safe Streets for All program, which funds this Plan, released a NOFO for infrastructure projects with a May deadline. This deadline requires a completed Safety Action Plan by April which KACTS will not qualify for; however, KACTS will qualify for the August deadline for demonstration or planning implementation projects. Tom asked if a project list will be a deliverable from the Safety Action Plan. Dean Williams responded that there will be a list of recommended projects, including some detailed demonstration projects.

b. Long Range Transportation Plan Update

Dean Williams updated the group that four project consultant proposals were received, three were interviewed, and AECOM was selected. Dean thanked the scoring committee for their involvement and brought up an opportunity for continued involvement through the project steering committee.

c. SMDPC resources for technical assistance to municipalities

Dean Williams informed the group that KACTS can provide assistance including data analysis and mapping, assistance with local paving programs, speed data collection, traffic data collection, parking studies, and safety audits. SMPDC has hired additional staff which would allow for increased capacity, and towns are encouraged to take advantage of this assistance. Steph added that while there will be a more formal solicitation process coming up for municipal corridor studies in the UPWP, towns should feel free to reach out and run ideas by staff. Dean Williams clarified that other



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types of studies can be funded in addition to corridor studies, including bike/ped and transit.

Chris Osterreider asked how much lead time is needed. Dean Williams encouraged everyone to reach out about specific needs or requests and we will do our best to meet any associated deadlines.

9. MaineDOT Updates- Claire Winter, MaineDOT Urban Planner, gave a presentation with an overview of the new MaineDOT capital funding initiatives and clarified that the details of these initiatives are still in process as the MOU is being developed.

Tom asked if because this new framework is part of the new MOU, the KACTS Committee will sign off on the MOU, and what the timeline is. Claire explained that these six initiatives are a new model for funding, and the MOU will integrate these initiatives into the funding model. DOT is targeting having the MOU signed by May. Steph added that that MOU is signed internally and the KACTS committee will be kept updated on what it entails.

Dean Lessard asked if the MOU will include a number for funding allocated to the KACTS region. Claire responded that there will be estimates based on historic funding levels and that it is difficult to have a set number. Dean Lessard asked if each initiative will have funding associated, which Claire and Steph confirmed.

Paige Melius (FHWA) added that Dale Doughty’s original presentation on these initiatives included a breakdown of what was spent on bridges, paving, etc., and KACTS can expect to see a similar breakdown as part of this process.

Steph informed the group that we will keep this as a regular item in the KACTS Policy Committee meetings to report updates as KACTS continues to meet with DOT on this.

Tom suggested a monthly KACTS Committee meeting may be appropriate going forward. He added that it will be important for KACTS to have the staff capacity to ensure the MPO is taking advantage of these six funding categories. Steph responded that she will schedule a monthly time for future meetings.

10. Municipal Project Updates

There were no updates.

11. Other Business



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Steph informed the group that she will schedule a regular meeting time going forward.

The meeting was adjourned.