



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

Policy Committee Meeting Minutes

Wednesday, April 3, 2024 at 1:00 p.m.

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

Additional Attendees: Paige Melius (FHWA), Kirstie Hostetter (FTA), Ian Gorecki (MaineDOT), Thomas Morley (Portsmouth Naval Shipyard)

SMPDC Staff: Mar Fink (SMPDC/KACTS), Dean Williams (SMPDC/KACTS)

1. Welcome

Dylan Smith, KACTS Chair, opened the meeting at 1:00pm.

2. Opportunity for Public Comment

There were no public comments.

3. Introductions & Approval of Minutes from February 27, 2024 KACTS Committee Meeting

Attendees introduced themselves.

Carol Murray (Wells) motioned to approve the minutes, seconded by Stephanie Carver (KACTS Director).

Motion passed unanimously.

4. MaineDOT Complete Streets Policy Update

Steph introduced Ian Gorecki (MaineDOT), who presented on DOT’s updated Complete Streets policy. The updated Complete Streets policy aims to use a Complete Streets lens from the beginning of a project through implementation, including more intentional municipal engagement during project scoping. The updated policy will also align with the proposed MaineDOT Roadway Context Classification System, which is in the process of being completed. This system will better standardize the specific roadway contexts that should include specific Complete Streets elements.

Steph added that focusing on Complete Streets elements in the early stages of project scoping is a big benefit of this update. This will allow KACTS to get involved early and

- KACTS Members:
- Berwick
- Eliot
- Kennebunk
- Kennebunkport
- Kittery
- Ogunquit
- South Berwick
- Wells
- York
- Maine Turnpike Authority
- MaineDOT
- Southern Maine Planning and Development Commission
- Public Transportation Providers



- KACTS Members:
- Berwick
- Eliot
- Kennebunk
- Kennebunkport
- Kittery
- Ogunquit
- South Berwick
- Wells
- York
- Maine Turnpike Authority
- MaineDOT
- Southern Maine Planning and Development Commission
- Public Transportation Providers

ensure local needs and desires are being addressed. Ian agreed that working with the MPOs will be a major component.

Ian explained a new aspect of the policy update: if Complete Streets elements are more than 20% of the total project cost there will be additional considerations, which can include adjusting the scope to cut cost while including as many benefits as possible, separating bike/ped portions into a standalone project, or deciding the extra cost is merited by the need. DOT has also created a matrix showing which Complete Streets elements must be considered in different roadway contexts, as well as a project scoping checklist that will be used throughout the process.

The policy update just wrapped up external engagement and the policy should be adopted by the end of the month. Projects will not be retroactively rescoped, but the new policy update will apply going forward.

5. KACTS Capital Funding Request- Kittery, State Rd Multi-Use Path

Steph informed the group that KACTS has additional funds in our WIN and has the option to allocate those funds. This is a request from the Town of Kittery to allocate that.

Dave Rich (Kittery) informed the group that this funding request is to update plans that were prepared as part of the 2017 Memorial Traffic Circle Improvements project. At the time there was not sufficient funding to complete the project. This funding would allow for additional design work as well as construction easements within the area. Steph added that this project would fill in a gap between two existing sidewalks. A copy of the plan is included in the agenda.

Dean Lessard (York) asked for clarification about the funds that would be allocated and asked if these funds are intended for funding projects that run over rather than funding new projects. Steph and Dean Williams explained that these funds in our WIN are leftover from many different previous year allocations. Steph confirmed that these funds were intended for KACTS project overages, and that this Kittery project falls under that. Dean Lessard asked what other existing projects may still need funding for overages. Steph responded the Eliot design project at Goodwin and State, the York project, and Walker/Wentworth in Kittery.

Carol motioned to approve, seconded by Tom.

Motion passed unanimously.



- KACTS Members:
- Berwick
- Eliot
- Kennebunk
- Kennebunkport
- Kittery
- Ogunquit
- South Berwick
- Wells
- York
- Maine Turnpike Authority
- MaineDOT
- Southern Maine Planning and Development Commission
- Public Transportation Providers

6. KACTS UPWP Planning Study Proposals

Steph informed the group that KACTS' UPWP includes funding for municipal planning projects. Project proposals can be submitted to KACTS before May 15. If you are interested in submitting a proposal or need more time, get in touch with Steph and Dean Williams.

7. KACTS Public Involvement Plan (PIP)

Steph informed the group that all MPO documents are being updated with the expansion of the MPO region. Mar Fink (SMPDC/KACTS) gave a presentation on KACTS' Public Involvement Plan (PIP) 2024 update.

The PIP, one of KACTS' five federally required plans and programs, outlines how KACTS will advance meaningful public involvement in its planning efforts. The 2024 update includes performance measures, clarified public involvement processes, and updated public involvement methods. These changes will ensure that all public involvement processes are easily accessible.

Steph added that KACTS is required to post this document for 45 days, and we would like to vote on the Policy Committee's recommendation to post the draft for public comment on our website and social media.

Jason Garnham made a motion, seconded by Carol and Chris.

Motion passed unanimously.

8. SMPDC Regional Updates

- a. **KACTS Safety Action Plan Update** – Dean Williams updated the group that the project team has completed the HIN (High Injury Network – places with high rates of crashes) and the HRN (High Risk Network – where crashes are likely to happen based on roadway characteristics). The team is now working on combining the two networks and evaluating areas for potential projects. The next steering committee meeting will be at the end of the month and the project will be close to wrapping up.
- b. **Metropolitan Transportation Plan Update** – Dean Williams updated the group that KACTS is working with AECOM to develop the project scope and is hoping to be under contract soon and kick off the project.
- c. **Monthly Budget update** – Steph reminded the group that a monthly budget update will now be included in each Policy Committee meeting agenda.



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

KACTS Members:
Berwick
Eliot
Kennebunk
Kennebunkport
Kittery
Ogunquit
South Berwick
Wells
York
Maine Turnpike Authority
MaineDOT
Southern Maine Planning and Development Commission
Public Transportation Providers

Tasks:		Budgeted	Remaining Balance
Task 1.1	Program Management	\$317,976	\$275,515
Task 1.2	Staff Training	\$10,000	\$8,445
Task 1.3	Public Participation	\$30,000	\$28,464
Task 2.1	Project Assistance	\$155,000	\$142,605
Task 2.2	Socioeconomic & Land Use Data	\$15,000	\$11,694
Task 2.3	Transportation Systems Data	\$9,267	\$9,267
Task 3.1	Transit Planning	\$104,238	\$104,238
Task 3.2	Bicycle Pedestrian Planning	\$50,000	\$47,574
Task 4.1	Unified Planning Work Program	\$5,542	\$5,453
Task 4.2	Transportation Improvement Program	\$6,958	\$3,444
Task 4.3	Long Range Transportation Plan	\$210,000	\$204,910
Task 4.4	Regional & Special Studies	\$50,333	\$42,899
Task 4.5	Municipal Studies	\$163,470	\$163,470
Total		\$1,127,784	\$1,047,977

9. MaineDOT Updates

Claire Winter provided an update on the Piscataqua River Bridge Transportation Management Plan. An RFP was put out and a consultant selected; they will be moving forward soon with negotiating a contract. They are hoping to get that kicked off soon and Claire will keep the Policy Committee updated on the process.

Dean Williams added that this project will work on traffic management and detours if the bridge needed to close for either short or long term, which would affect our region. There is a new use of the shoulder as a fourth lane of traffic which raises concerns about emergency management. There will be a stakeholder group and steering committee for the project as it moves forward.

10. Municipal Project Updates

Dave Rich updated the group that Kittery’s Whipple sidewalk project was completed last year. Walker/Wentworth went out to bid and was awarded. The state will be overseeing that project. Stevenson sidewalk design and right of way project has been funded. The Walker/Wentworth project will start on May 15 once the water district finishes work on a water line.

11. Other Business

No other business.

Meeting adjourned.