



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

KACTS  
Members:

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike  
Authority

MaineDOT

Southern Maine  
Planning and  
Development  
Commission

Public  
Transportation  
Providers

## Policy Committee Meeting Agenda Wednesday, May 25, 2022, at 2:00 p.m.

Meeting held virtually via Zoom

In attendance: James Bellissimo (Berwick), Jeff Brubaker (Eliot), Adam Causey (Kittery), Dave Rich (Kittery), Dylan Smith (York), Tom Reinauer (YCCAC), Rebecca Grover (Maine Turnpike Authority), Steve Cole (MaineDOT), Stephanie Carver (SMPDC/KACTS), Dean Williams (SMPDC/KACTS), Jill Cahoon (AECOM), Patrick Higgins (AECOM), Laura Machala (AECOM)

Zoom meeting Access:

<https://us02web.zoom.us/j/86981035337?pwd=S3I3Y0Z2ZjI4WnR5WmFybkhJNVJKdz09>

Meeting ID: 869 8103 5337

Passcode: 725306

Dial in number:1 (646) 558 8656

### 1. Welcome

Chair Dylan Smith opened the meeting at 2:04PM

### 2. Approval of Minutes from the March 17, 2022 KACTS Committee meeting

Steve Cole made a motion to approve the minutes, seconded by Stephanie Carver. Motion passed unanimously.

### 3. SMPDC Transit Study presentation

Jill Cahoon, Patrick Higgins, and Laura Machala, introduced themselves as the project team from AECOM. Jill reviewed the project timeline, noting that the study will be complete in June. She introduced the existing conditions section, including the service providers and stakeholders. She pointed out that interviews had been conducted with the KACTS communities as well as several other municipalities in the SMPDC region.

Patrick reviewed the Market Analysis beginning with the data collected to identify the transit dependent and transit likely populations. Additional data was presented on travel patterns and growth areas. He continued to share maps and tables which displayed the areas and corridors that are best suited for transit. Patrick also presented information on the existing services ranging from the Downeaster and fixed route services to demand response services and volunteer driver programs. Data on ridership and funding for each transit operator was also shared. He noted that ridership dropped off during the pandemic while federal funding was increased. To identify areas for investment, AECOM also compared inventories of each transit operators' vehicles. Patrick also shared a list of recent and ongoing plans and projects that were reviewed and summarized, ranging from municipal comprehensive plans to statewide initiatives. Laura reviewed the next steps of



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the study to be completed, including a summary of feedback from transit agencies and communities as well as COVID impacts.

Steve Cole asked about the differences in fair box revenue, specifically noting that COAST receives significantly more than YCCAC and BSOOB. Patrick responded that the COAST figures presented were for the entire COAST system, not just the routes in Maine. He added that the percentages are similar between BSOOB and COAST. Jill noted that COAST, being in NH, receives very little state funding.

**4. Minor Amendment to the 2022-2023 Unified Planning Work Program (UPWP) Budget**

Steph Carver informed the Committee that the actual FTA planning funds included in the UPWP are higher than the original projected funding. Due to the increase in funds KACTS will need to amend the UPWP budget to reflect the increase of \$21,783.

Steve Cole made a motion to approve the FY 2022-2023 budget amendment, seconded by Tom Reinauer. Motion passed unanimously.

**5. Project Candidates for KACTS Funding for CY2025 Allocation**

Steph noted that we have still not received a notification about our annual capital allocation from MaineDOT (this is usually received in late February). It is likely our CY 2025 federal allocation will remain flat again at \$636,023 in federal, and \$79,502 state contributions, with a 10% local match required of \$79,502. We will likely need to program a total of \$795,027 for CY 2025. Project proposal forms by June 17th. Staff will score proposals and the KACTS Committee will review potential projects at our next meeting.

Jeff Brubaker questioned why the allocation was staying the same when there is an increase in federal funding to the state with the latest Transportation Infrastructure Bill. Steph responded that there is a chance that there is an increase in funds for this year but at this point she suspects that the increase in funds probably won't be reflected until next year. KACTS members were asked to work with Dean and Steph to discuss potential project proposals. Steph added that communities with underfunded projects seeking more funds should also contact staff.

**6. KACTS UPWP Planning Study Proposals**

The KACTS UPWP currently includes \$73,000 budgeted under task 10 to fund planning studies. At our March meeting, KACTS staff asked municipalities to submit ideas for planning studies to staff by April 8<sup>th</sup>. Selected studies require at least a 5% municipal match. Currently we have received interest from two municipalities for the following studies:



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- The Town of Elliot has requested a supplement to the Phase 2 of the Eliot-Route 236 Corridor Study. This study is intended to be initiated in 2023 and budget is still being assessed.
- The Town of Berwick would like to pursue a Route 4 Corridor Study to address significant safety concerns along the corridor. The budget for this study is approximately \$65,000 including match.

Steph explained that we are anticipating waiting to do the Elliot project in the Fall and that if the committee agrees, we will move forward with the Berwick Route 4 study first.

David Rich made a motion to fund the Berwick Route 4 planning study, seconded by Jeff Brubaker. Motion passed unanimously.

## 7. MaineDOT Updates

Stephen Cole updated KACTS on the staff changes at MaineDOT in the planning department.

## 8. Municipal Project Updates

### Kittery

Dave Rich noted that the Whipple Street sidewalk contract has been awarded soon and the Walker and Wentworth project was still on hold until more funding is obtained.

### York

Dylan stated that DOT was continuing work on the village revitalization project.

### Eliot

Jeff Brubaker stated that the Town has an RFP out for design services for two active transportation projects on Beach Rd and State Rd using ARPA formula funds. He added that they are ready for the first Phase of their water and sewer project on Route 236 as soon as Unitil finishes their gas line work.

## 9. Other Business

Steph informed the committee that she anticipates the JLUS grant being formally awarded soon. The first meeting will be on June 17<sup>th</sup> at 2:00pm in Kittery. Dean added that him and Jon Kachmar from the Eastern Trail would be looking to schedule informal meetings with KACTS towns to discuss the ET and connections in each town.

## 10. Other News/Next meeting

The next meeting will be virtual, and the time is TBD. The meeting was adjourned at 3:02 PM.