



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

## Policy Committee Meeting Minutes

Wednesday, June 5, 2024 at 1:00 p.m.

**Voting Members Present:** Jeff Brubaker (Eliot), Chris Osterrieder (Kennebunk), Laurie Smith (Kennebunkport), Galen Weibley (Kennebunkport), Jason Garnham (Kittery), Dave Rich (Kittery), Tyler McOsker (Ogunquit), Carol Murray (Wells), Dylan Smith (York – Chair), Claire Winter (MaineDOT), Rebecca Grover (Maine Turnpike Authority), Stephanie Carver (SMPDC/KACTS), Tom Reinauer (YCCAC – Vice Chair)

**Additional Attendees:** Paige Melius (FHWA)

**SMPDC Staff:** Mar Fink (SMPDC/KACTS), Mikala Jordan (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. Approval of Minutes from May 1<sup>st</sup>, 2024 KACTS Committee Meeting

Dave Rich (Kittery) made a motion to approve the minutes, seconded by Carol Murray (Wells).

Motion passed unanimously.

### 4. 2024-2025 Public Involvement Plan (PIP)

Stephanie Carver (KACTS Director) reviewed that the PIP lays out KACTS' activities for public involvement. KACTS has updated the document from the previous 2019 version to be more accessible and user-friendly. There was a 45-day comment period and comments were received from FHWA.

Mar Fink (SMPDC/KACTS) gave an overview of changes made based on the comments, including adding newsletter sign-up information, specifying options for virtual participation, and providing additional information about translations. Steph added that expanding our public involvement efforts will help make the MPO more effective as an organization.

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



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

Carol Murray moved to approve the 2024-2025 Public Involvement Plan (PIP) as presented, seconded by Laurie Smith (Kennebunkport). Paige Melius (FHWA) thanked KACTS staff for their efforts on this update.

Motion passed unanimously.

### 5. KACTS/MaineDOT MOU Update

Stephanie reviewed that KACTS staff have been working with MaineDOT on creating an MOU agreement between MaineDOT and the MPOs. The MOU will map out how the MPO communities can participate in the selection of capital projects. This will allow the MPO to have projects in the pipeline and queued up to increase opportunities for funding. The MOU will allow the MPOs to lead more of the planning work within communities, and there will be more involvement from the KACTS Policy Committee in project selection processes.

The Policy Committee can expect to receive the draft MOU via email by the end of the month and implementation should begin by the fall. KACTS is already starting to fulfill some of these roles and responsibilities including the paving program which should be discussed at the next Policy Committee meeting. Claire Winter (MaineDOT) added that the MOU will better define the roles and responsibilities of DOT and the MPO and will map out what it will look like to work more collaboratively.

Stephanie thanked Claire and also thanked Paige Melius for being a great resource throughout this process.

### 6. MaineDOT Map Viewer Presentation

Dean Williams (SMPDC/KACTS) provided an overview of the publicly available data sources available online through MaineDOT.

The [MaineDOT Public Map Viewer](#) is a GIS resource with publicly available data. To view data on the map, click Add under the Map Layers tab, click Show All, and select data to view (e.g. bridges, High Crash Locations, Most Recent Highway Treatment, projects in the DOT Work Plan). To view data only for a specific area (e.g. a specific road), click Filter. Data can be exported into GIS or Excel. To see tutorials, click the question mark in the top right corner.

The [Maine Crash Query Tool](#) is a searchable database of crash data. Under the Statistics tab you can find information on number of crashes, what months they occurred in, types of crashes, etc. Under the Map tab you can view crash locations on a map. Click on the



- 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

points on the map to get more data on an individual crash. Under the High Crash Location tab, you can search by town or region to find high crash locations for specific years.

[MaineDOT's Traffic Counts map](#) shows traffic counts collected on public roads. Click "CCS Active" to view data collected at the permanent counter locations that are currently active, including AADT trends, speed trends, types of vehicles, and more. The map can also be a useful tool to see if a development may need a traffic movement permit for example.

Reach out to Dean Williams via email with questions on these tools or for assistance gathering data.

## 7. SMPDC Updates

- a. *KACTS Safety Action Plan Update* – Dean Williams updated the group that the Steering Committee met earlier this week and the project team has developed a prioritized list of projects. A few projects will be brought further into conceptualization. There will be another meeting in July for the Steering Committee and public comment. There should be a technical memo and draft document to share with the Committee in August.
- b. *Metropolitan Transportation Plan Update* – KACTS staff have been working with AECOM and Zoe Miller Strategies to make a public engagement plan and timeline. KACTS will be meeting with each municipality (including KACTS Policy Committee representatives, Town Planners, Public Works staff, and others with institutional knowledge) to discuss historical transportation issues, growth, and need for projects. Stephanie added that these meetings will be informal and will not involve very much prep work on the Town's end. For example, there is limited data on the influx of summer residents and summer traffic, so it will be valuable to learn about those patterns anecdotally. Look for an email from Dean Williams or Mikala Jordan about setting up a meeting with your town.
- c. *YCCAC Demand Response services* – Stephanie informed the group that KACTS has coordinated with MaineDOT and FTA to sole source Demand Response services rather than being required to go through a full RFP process. KACTS will be renewing our contract with YCCAC. Steph and Tom Reinauer are working on that now.
- d. *UPWP Task and Budget Update*: Stephanie updated the group that KACTS is on target or slightly behind with our spending. This month's spending was fairly



- 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

consistent with last month and mostly went toward work on the MOU and finalizing the PIP.

Stephanie informed the group that KACTS is beginning to work with York on the Route 1 project partnership. KACTS did not receive any other projects for planning funds. In the past there have been instances where there is a need for another municipal planning project later on; if there are projects that come up please reach out to Stephanie.

**8. MaineDOT Updates**

Claire Winter informed the group that applications are due July 15<sup>th</sup> for the Bicycle and Pedestrian funding program. The program will fund projects that improve bike ped transportation activity (such as sidewalks or trails). Funding is 80% federal with 20% local match. Everyone should have received an email from Dakota with more information and a link to the webpage. If you are submitting an application or have a project idea, reach out to Steph and Dean Williams.

Claire provided an update on the Piscataqua Bridge Transportation Management Project. DOT has selected a consultant and the draft proposal is being negotiated. The project should kick off this summer with final deliverables late next year.

Dean Williams informed the group that there was recently an administrative modification that the State made to the STIP (Statewide Transportation Improvement Program). It adjusted the limits of the South Berwick project that was recently funded through KACTS in the TIP. There was also an amendment today for inclusion of ADA ramps in paving projects in Eliot and Kennebunkport, which will be sent out and posted tomorrow for public comment. Steph added that we may need to meet in July depending when DOT needs the Policy Committee to take action on the amendment. It would be a different time than usual because our regularly scheduled meeting falls on July 4.

**9. Municipal Project Updates**

Dave Rich updated the group that the Walker Wentworth project is in full swing and the contractor is mobilized.

Dylan Smith informed the group that there is some discontent in York around the delays on the York village project. York is waiting on DOT and hoping to get the project budgeted this month in order to use fiscal year funds.

Dean Williams gave an update on Ogunquit’s VPI (Village Partnership Initiative) project. An RFP has been put out for bike ped spot improvements along Route 1. This project started before Ogunquit joined the MPO; KACTS is now stepping in to administer the project.



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

Jason Garnham (Kittery) informed the group that Kittery will soon be scheduling the last public meeting of Kittery’s Route 1 corridor study. Dylan inquired about the study. Jason responded that the project has been going very well. It had an ambitious schedule during which the data modeling consultant drew up concepts over the winter and spring. The study’s conclusions have been well received by DOT and the consultants are now putting together final designs for public purposes.

Dean Williams updated the group that Wells’ Route 1 final public hearing is June 25. Dylan asked how the study is going in Wells. Carol responded that it has been an excellent project with amazing cooperation from DOT.

#### **10. Other Business**

Steph will keep the group updated on whether there will be a July Policy Committee meeting depending on the amendment. It would likely be fully virtual. In August we will talk about the long range plan and paving process.

Meeting adjourned.