



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 Minutes
Thursday, August 17, 2023, at 9:00 a.m.

York Public Library
15 Long Sands Road
York, Maine 03909

Voting Members Present: James Bellissimo (Berwick), Jeff Brubaker (Eliot), David Rich (Kittery), Jason Garnham (Kittery), Denise Clavette (South Berwick), Dean Lessard (York), Tom Reinauer (YCCAC- Vice Chair), Steve Cole (MaineDOT), Stephanie Carver (SMPDC/KACTS)

Additional Attendees: Dean Williams (SMPDC/KACTS), Paige Melius (FHWA) Chris Osterrieder (Kennebunk) Laurie Smith (Kennebunkport).

Zoom meeting Access:

<https://us02web.zoom.us/j/85408757933?pwd=NIIPbWUxNFJlMys4VERYa296cEtvZz09>

Meeting ID: 854 0875 7933

Passcode: 814843

Dial in: 1-646-558-8656

1. Welcome and introduction

KACTS Vice chairman, Tom Reinauer, opened the meeting at 9:04 AM. Attendees in person and virtually introduced themselves.

2. Opportunity for Public Comment

There were no public comments.

3. Approval of Minutes from the July 20, 2023, KACTS Committee meeting

Dean Lessard made a motion to approve the minutes, seconded by Dave Rich.

Motion passed unanimously.

4. KACTS Federal Urban Area Update- Dale Doughty, MaineDOT

Stephanie reviewed the progress made to date on adjustments to the urban boundary, noting that a map of the proposed new boundary accompanied by a list of proposed changes was sent out to KACTS members and contacts at the new communities. Dean Williams added that comments were received from Eliot which resulted in a small change to Route 101 being classified as an urban collector. Questions were also received regarding federal aid eligibility and urban vs rural classifications. Dean Williams reviewed



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the hierarchy of road classifications pointing out that urban minor collectors are eligible for federal aid, while rural minor collectors are not eligible for federal aid in the form of Surface Transportation Block Grant (STGB) funding as part of the Surface Transportation Program (STP). All public roads including rural minor collectors and local roads may be eligible for specific federal discretionary grant programs such as Transportation Alternatives.

Dean Lessard commented on his hesitancy to classify Route 1 in York as urban without seeing a policy from MaineDOT regarding maintenance and capital improvement definitions on urban arterials vs rural arterials. He felt that classifying Route 1 as an urban arterial would also require York to use KACTS funding for improvements, which concerned him since historically there hasn't been enough KACTS funding available. Steph Carver responded that at the previous KACTS meeting, Peter Coughlin (MaineDOT) was in attendance, and he had clarified that the federal urban boundaries are not the same as the urban compact boundaries which effect maintenance. She added that Dale Doughty from MaineDOT was also present at the July KACTS meeting where he explained future probable policy changes at MaineDOT. At the July meeting, Dale had informed the KACTS committee that the new policies would result in every road having a funding mechanism, so no roads would be left without options.

Dean Williams asked whether FHWA was considering more frequent reviews and changes to the urban area boundaries. Paige Melius responded that she wasn't aware of anything but could look into it. She added that amendments to the boundaries are an option but are not an easy task. After additional discussion regarding the KACTS Capital Area urban boundary, and concerns over changes coming to the new communities, Chris Osterrieder offered his perspective that there is very little relationship between Kennebunk and MaineDOT, and he felt that the inclusion of Kennebunk's roads into the MPO would benefit the town through more resources and opportunities to work with MaineDOT. Dean Williams pointed out that the changes to the 2020 Census designated urban boundaries results in many previously rural roads automatically becoming urban roads in the new communities, adding that there aren't many instances where arterials and collector roads are being added as part of the proposed changes being discussed.

After a discussion regarding next steps, Denise Clavette made a motion to table acting on the proposed federal urban area boundary until MaineDOT provides better guidance and clarification on the effects of reclassifying urban and rural roads. The motion was seconded by Dean Lessard.

Motion passed unanimously.



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5. 2024-25 UPWP Match Discussion

Steph updated everyone present that at the July KACTS meeting, a match formula was proposed to cover the KACTS MPO’s UPWP match requirement for the next two-year KACTS workplan. The proposed formula was based on each municipality’s percentage of the total KACTS area population, along with a base amount of \$1,000. Each municipality’s percentage of the KACTS total population is represented in the table below:

Municipality	Population (2020 Census)	Percent of Total Pop*
Kittery	10,070	14%
South Berwick	7,467	10%
Berwick	7,950	11%
Eliot	6,717	9%
York	13,723	19%
Wells	11,314	15%
Ogunquit	1,577	2%
Kennebunk	11,536	16%
Kennebunkport	3,629	5%
Total	73,983	100%

*Percentages are rounded

Historically, the KACTS local match requirement has been 5% of the total UPWP FHWA allocation, and 20% of the FTA allocation. SMPDC has covered this match through dues. Our 2022-23 UPWP local match was originally \$33,199. KACTS received a modification to the UPWP budget, and an adjust to 10% match on both FTA and FHWA increasing the KACTS match requirement to \$46,875.

With the expansion of our MPO region, we anticipate another significant increase in the total KACTS allocation which would require a higher SMPDC match amount. With so many unknown variables, we cannot provide an accurate match estimate for the next UPWP at this time.

KACTS Staff will bring options with calculated match forward once MainDOT notifies us of our 2024-25 KACTS planning allocation.

Possible scenarios to cover local match could be the following:



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1. SMPDC covers the original match amount of \$33,199, and municipalities cover any additional match required with each municipalities share calculated using the population-based formula above. Municipalities will be responsible for an additional 5% match for any municipal corridor planning studies submitted (Ex. \$5,000 match would be required for a \$50,000 study).
2. SMPDC covers the match for the Multimodal/FTA funded portion of the UPWP funding (\$16,289 for the 2022-23 UPWP at 20%) and KACTS communities cover the additional required match for both FHWA and FTA according to the population-based formula above. Municipalities will be responsible for an additional 5% match for awarded municipal planning studies.

6. Proposed New 2024-2025 UPWP Tasks

KACTS staff are currently drafting the new 2024-2025 UPWP and do not intend to significantly change the overall format or tasks. However, we will be completing an update to our Long-Range Transportation Plan, and several new subtasks will be proposed including the following:

- EV Siting Plan
- Active Transportation Study
- Safe Street 4 All Plan (KACTS received a FHWA grant to cover consultant time)
- KACTS Website update and regional data dashboard
- Regional housing and transportation data and analysis

Steph added that if anyone has an idea for an additional task or activity to include in the upcoming UPWP, please reach out to let us know. If a budget is available from MaineDOT, the draft UPWP will be presented at our September meeting with the target to approve the final UPWP in October. The current UPWP can be reviewed [here](#).

Jeff Brubaker commented on KACTS staff's capacity to complete all of the proposed work. Steph responded that in addition to regularly using consultants, we anticipate other staff such as Karina Graeter, SMPDC Sustainability Coordinator, will be assisting with tasks like the EV Siting Plan.

Dean Williams added that SMPDC just posted a Request for Proposals for assistance in the development of the KACTS Safe Streets for All (SS4A) Safety Action Plan. Proposals are Due September 14th and he asked for any volunteers willing to join the proposal review and scoring committee. Jason Garnham volunteered, and Tom Reinauer stated that he felt it would be best to have at least one more town join the committee and if that doesn't happen he may be available.



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7. Municipal Project Updates

Dean Lessard noted that Yorks Environmental certification was just submitted, and that RoW is almost down for the York project, which he expects to be advertised in December.

Jeff Brubaker informed everyone that the Route 236 projects were in the process of being surveyed by MaineDOT and that the 10% plans for the active transportation projects on State and Beech complete.

8. Other Business/ Next Meeting Date

Steph noted that KACTS would need to meet in September and maybe at the same time, and possibly the same location.