

Maximizing opportunities to enhance the movement of goods and people through the Gateway to Maine

**Policy Committee Meeting Minutes**  
**Wednesday, May 8, 2020 at 1:00 p.m.**  
**Zoom Meeting**

KACTS MEMBERS

Agenda

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike  
Authority

MaineDOT

Southern Maine  
PDC

Public  
Transportation  
Providers

Voting members present: Dylan Smith (York), Jon St. Pierre (South Berwick), Chris Mann (MaineDOT), Adam Causey (Kittery), Stephanie Carver (Southern Maine Planning & Development Commission); Dana Lee (Eliot), James Bellissimo (Berwick), Dean Lessard (York), Dave Rich (Kittery), Rebecca Grover (Maine Turnpike Authority), Bob Currie (York County Community Action)

Staff & Guests: Eric Sanderson (Southern Maine Planning & Development Commission), Carlos Pena (Federal Highway Administration), Jackie Johnston (Portsmouth Naval Shipyard).

**1. Welcome/Introductions**

Meeting called to order by Chair, Dylan Smith at 1:04 PM

**2. Approval of Minutes from the November 6, 2019 Policy Committee Meeting**

Dana Lee made a motion to approve the minutes as written. Seconded by Chris Mann. The motion passed 11-0-0.

**3. UPWP Amendments for CARES Act Planning Tasks**

**Staff Report**

With the passage of recent federal legislation, CARES Act funds will provide additional transit funding to the state. KACTS, as a subrecipient under Maine DOT, has received a portion of this funding to distribute to transit agencies providing services in our region (YCCAC and COAST), and has set aside a portion for planning purposes. The UPWP must be amended to reflect the new tasks requiring approval of our Policy Committee. We propose completing the following tasks with the CARES Act funding:

1. Assist transit agencies with public engagement strategies and activities during and following the COVID 19 Pandemic.
2. Assist transit agencies in assessing and responding to the impacts of COVID 19

# KACTS

## Kittery Area Comprehensive Transportation System

The Metropolitan Planning Organization (MPO) for the Kittery Urbanized Area

### KACTS MEMBERS

Berwick

to its services. Assist the regions seven transit providers in coordination with YCCAC and PACTS through its Transit Tomorrow planning effort as it develops and finalizes recommendations.

3. Coordinate with the Kittery Joint Land Use Study (JLUS) in examining the feasibility of a new fixed use transit service between Sanford and Kittery and identify long-term funding to secure a sustainable service.

An amended UPWP is proposed and included in your materials.

**Proposed Action:** Approve the proposed amendments to the KACTS UPWP.

Eliot

Kittery

Steph gave an overview of the three tasks associated with the \$115,000 in CARES Act funds SMPDC/KACTS will be receiving to distribute between York County Community Action Corporation and Cooperative Alliance for Seacoast Transportation (see above). KACTS will need to make an adjustment to its work plan (UPWP) in order to complete this work with the additional funds.

South Berwick

York

Bob Currie noted the highest impact is on the public's now lack of transit access, and also overviewed the many cleaning, distancing and safety procedures YCCAC has undertaken to still continue to serve the public during this time. These include clear barriers between drivers and passengers, caution tape being used to prohibit sitting in aisle seats, as well as YCCAC's purchase of a cleaning product that can disinfect a bus of bacteria in approximately five minutes. Bob also discussed YCCAC's route adjustments and cancellations, as well as noted that there is relatively good demand for transit in the region, especially with respect to those that need cancer treatments.

Maine Turnpike Authority

MaineDOT

Southern Maine PDC

Motion made by Dana Lee to amend the UPWP as presented, Seconded by Chris Mann. Motion Passes 11-0-0.

Public

Transportation Providers

#### **4. Staff Update on MPO Contingency Policy**

##### **Staff Report**

As discussed in our April meeting, staff reached out to the other MPOs about their capital project contingency policies. PACTS MPO Allocation projects have a 10% contingency added to the project's construction cost estimate at the time of construction programming by the Executive Committee. The "110%" amount is the upper limit on what PACTS will contribute to a PACTS-funded project – with any expenses above that limit to be covered by the municipality. This policy does not include the amount previously programmed for a PDR. Recently PACTS decided to increase their contingency on one project to 20% due to increases in labor and materials. Neither BACTS nor ATRC have any formal policy relative to additional requests.

**Proposed Action: For Update Only**

Steph gave an overview of the policies being used by PACTS, and noted that there are not policies in place at BACTS or ATRC

KACTS MEMBERS

Berwick

Dana brought up that the percentages could be perceived by the public as expensive, as they are proportional to project costs. KACTS should be careful to manage these percentages as they could represent extreme large dollar amounts for larger projects.

Eliot

**5. Review of UPWP Tasks and Budgets**

Kittery

**Staff Report:** Staff is currently reviewing the UPWP to determine if any adjustments are needed to address staffing changes and the long-term impacts of the pandemic. As part of this review, we are requesting feedback from committee members on the following:

South Berwick

1. What are the current and anticipated long-term impacts and recovery challenges related to COVID 19 in your community and is there a role KACTS could play in that recovery?

York

Maine Turnpike  
Authority

2. We currently have \$64,000 allocated over the 2 years of the UPWP to Traffic Incident Management. Given there are two other sources of funding for this work, we are considering proposing an amendment to move this funding and create new UPWP tasks. Two ideas are to help implement our sustainability workplan, and possibly solicit another Municipal/Consultant project (Task 10). Do you support either of these tasks or suggest another task?

MaineDOT

Southern Maine  
PDC

**Proposed Action: For Discussion Only**

Public  
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Steph noted she had reviewed the KACTS UPWP and that there may need to be adjustments that need to be made to the document based on what is happening on the region. She posed the question to the Committee of how the UPWP can better reflect the region's need with respect to COVID-19 response and Traffic Incident Management (TIM) work.

Much of the current KACTS TIM work is in conjunction with statewide work and KACTS staff are in touch with MaineDOT on how to approach this work and coordination moving forward. SMPDC has three separate contracts and funding sources for TIM work, and with Tom Reinauer's relocation to MaineDOT, SMPDC/KACTS have lost that expertise. KACTS staff is taking another look at how to best administer the program with the right

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staff and tasks to best benefit the region.

James Bellissimo inquired about the sustainability work plan associated with new staff hired at Southern Maine Planning & Development Commission. SMPDC is working with six communities, some of which are in the KACTS region, some which are not. Steph mentioned bringing potential strategies/projects for this back to the Committee before re-allocating funding.

Steph noted there will be more opportunity to conduct planning studies as the current UPWP budget has the capacity to do about two studies per year, and in 2020-2021 only one study was requested.

**6. Joint Land Use (JLUS) Study Update:**

**Staff Report:** Staff has been working with the town of Kittery and the Portsmouth Naval Shipyard (PNSY) to draft an implementation proposal following the first phase of the JLUS project. We are currently working with representatives from the Department of Defense to finalize and submit the grant. The proposed activities focus expanding multimodal options for PNSY employees traveling to Kittery from across the region, improving coordination of expansion and economic development, enhancing communications, and increasing the availability and variety of local housing options.

**Proposed Action:** For Update Only

Steph gave an update on the implementation grant for the JLUS. KACTS will submit this grant for review to the Department of Defense (DoD) at the end of May, and discussions have been ongoing with DoD as to what the application will need to be strongly considered. Jackie noted the Shipyard has been helping with this and has actively participated in providing information for the grant.

**7. Municipal Project Updates**

Dean Lessard of York gave an overview of the York Village project. Town consultant has submitted its Plan and the Right of Way process is now underway. The Project Manager from MaineDOT has pushed off the advertised date to November, as opposed to the previous date in the spring or early summer. Construction would be near Labor Day in 2021 instead of 2020.

Dana Lee of Eliot gave an overview of the Route 236 Study, which the contract has been submitted to Gorrill Palmer for their signature, who conducted a previous Route 236 study

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covering a different section. Dana has forwarded resident concerns regarding this stretch to Gorrill Palmer. There is one small contract negotiation that is being considered, but is expected to be resolved shortly. Dana is hoping that the Town of Eliot can incorporate improvements suggested by this study for the Route 236 reconstruction by MaineDOT in 2022, which will be done in conjunction with a Tax Increment Financing project the town is working on.

### KACTS MEMBERS

Berwick

Dave Rich of Kittery gave an overview on Whipple, Walker and Wentworth Street project, which the town is hoping to have out to bid by 2021. The town is in communication with the MaineDOT project manager.

Eliot

### 8. Other Business

Kittery

Steph gave an overview of the KACTS 2023 project solicitation process, and noted that if a town has a project it anticipates, that it let KACTS staff know and submit an application. She also gave an update that MaineDOT prefers that Preliminary Design Review stage be completed before KACTS considers a project for construction funding, as that gives the most accurate cost estimate for a project. KACTS is able to help with project applications as needed.

South Berwick

York

Dana noted that several projects on Route 236 with Route 101 intersection will likely come up as engineering for potential construction projects.

Maine Turnpike Authority

MaineDOT

KACTS is requesting municipalities submit its projects as soon as possible, so they can be scored and reviewed by the June or July meeting, such that they can be submitted to MaineDOT in a timely manner. Dylan requested the application be sent out again.

Southern Maine PDC

Carlos Pena asked about the MaineDOT STIP, and Chris Mann responded he'd check with the STIP unit at MaineDOT what the status of that is.

Public Transportation Providers

### 9. Next Meeting and Agenda Items

The meeting was adjourned at 1:53 PM