

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

Policy Committee Meeting Notice

Wednesday, May 13, 2020 at 1:00 p.m.

This meeting will be conducted virtually via Zoom.

Link: <https://us02web.zoom.us/j/84725042535?pwd=UWd5WDUwaTlxG01M2pJN3gxMUJFUT09>

Password: 014750

KACTS MEMBERS

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike
Authority

MaineDOT

Southern Maine
PDC

Public
Transportation
Providers

Meeting Agenda

- 1. Welcome/Introductions**
- 2. Approval of Minutes from the April 8, 2020 Policy Committee Meeting**
- 3. UPWP Amendments for CARE 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 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.

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4. Staff Update on MPO Contingency Policies:

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

5. Review of UPWP Tasks and Budgets

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:

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?
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?

Proposed Action: For Discussion Only

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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

7. Municipal Project Updates:

Members will provide any updates on KACTS funded projects in the region.

8. Other Business

Discussion of other items not on today's agenda.

9. Next Meeting Agenda Items

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

Policy Committee Meeting Minutes

Wednesday, April 8, 2020 at 1:00 p.m.

Zoom Meeting: <https://us04.web.zoom.us/j/893857993>

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Agenda

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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 1:03 PM

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

Dave Rich made a motion to approve the minutes as written. Seconded by Chris Mann. The motion passed 12-0-0.

3. Kittery Government Street Project (23911.00)

Staff Report

The town of Kittery is requesting KACTS members approve the transfer of money from the KACTS holding WIN to cover a budget overage in order to close out the Kittery Government Street project. The town has committed to covering the additional local match amount of \$7,204.23. The KACTS holding WIN balance is enough to cover the overage of this project, and the balances are included in the attached materials for reference

KACTS

Kittery Area Comprehensive Transportation System

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

Proposed Action: Review and possible transfer of \$57,553.87 in Federal funds and \$7,184.23 in State funds, totaling \$64,738.10 from KACTS Holding WIN to the project to address excess CE and Construction Costs

KACTS MEMBERS

Berwick

Stephanie gave an overview of the project. The Committee discussed the overages in construction costs, which will require \$64,738.10 in federal and state funds to be moved from the KACTS holding WIN. This would require the town of Kittery to contribute \$7,204.23 towards the project, which is now complete and needs additional funds to be closed out.

Eliot

Kittery

The Committee discussed KACTS policies in place with respect to transferring funds from the Holding WIN. Stephanie and Eric will explore best practices from other MPOs for transferring funds between projects from MPO accounts.

South Berwick

York

Initial costs of the project were also discussed. Overall costs were approximately \$619,883. Project ended up costing approximately \$691,000 in the final close out budget.

Maine Turnpike
Authority

Dana Lee made a motion to transfer the funds from the WIN as presented in the April 8th, 2020 KACTS Policy Committee Meeting Agenda. Seconded by Jon St. Pierre. Motion passes 11-0-1.

MaineDOT

4. Joint Land Use Study updates and next steps

Staff Report

Southern Maine
PDC

KACTS Staff will provide a brief update and next steps for implementation of the Town of Kittery and Portsmouth Naval Shipyard Joint Land Use Study (JLUS).

Public

Transportation
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Proposed Action: For Discussion Only

Stephanie and Jackie Johnston of the Portsmouth Naval Shipyard gave an overview of the JLUS, and that the study is complete, with KACTS now drafting an implementation grant with several items. These include a concrete communications plan, transportation and land use issues around the Portsmouth Naval Shipyard.

The implementation proposal will focus in on commuting options and transit feasibility studies for routes running between Sanford, Rochester and into Kittery. Park and ride opportunities will also be explored. KACTS wants to explore alternatives that will help

workers have better access to the shipyard via lower cost housing and transportation alternatives. A communication piece will also be pursued.

Bob Currie discussed that COAST will be restricted in serving Sanford by inter-state service laws, and noted that YCCAC can provide such services when the time comes.

KACTS MEMBERS

Berwick

5. Project Updates

Members will provide updates on KACTS funded projects in the region.

Eliot

Proposed Action: *For Discussion Only*

Kittery

Dave Rich gave an overview of the Walker and Wentworth Street project in Kittery, and noted that the Whipple Street sidewalk project is moving into the Right of Way phase and should be moving forward in the near future. He also discussed bridge work being conducted by MaineDOT on Route 103.

South Berwick

York

Dean Lessard gave an overview of projects in York. MaineDOT has accepted Preliminary Design Review reports for both York Village and the Route 1 Short Sands Road Project. The town hopes to be out to bid in the next several months for Short Sands Road, and shortly after that bidding for York Village.

Maine Turnpike
Authority

MaineDOT

Dana Lee updated the Committee on a wildlife project being conducted by MaineDOT on Route 236 in Eliot. A turtle crossing is being added under Route 236 which will require lane closures. He will forward the state's notice to Stephanie and Eric Sanderson of KACTS for publication and distribution.

Southern Maine
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Rebecca Grover gave an update on the York Toll Plaza project, for which construction will stop for at least two weeks starting on April 10th. Several other contractors are still working but will likely follow this lead and cease construction altogether.

6. Other Business

There was no other business discuss under this item.

7. Next Meeting Date and Agenda Items

The Committee discussed having meetings as needed, or scheduled regularly. It was decided that meetings will be held as needed, and Stephanie will reach out to discuss this

KACTS

Kittery Area Comprehensive Transportation System

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

further with individual KACTS members. Dana made a motion to adjourn, Chris Mann seconded. Motion passes 12-0-0 and the meeting was adjourned at 1:46.

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**KITTERY AREA COMPREHENSIVE
TRANSPORTATION SYSTEM**

(KACTS)

METROPOLITAN PLANNING ORGANIZATION

Calendar Years 2020 and 2021

UNIFIED PLANNING WORK PROGRAM

January 1, 2020 – December 31, 2021

A program for how the MPO will be utilizing Federal planning funds, which is linked to both the KACTS Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP)

Prepared by
Southern Maine Planning and Development Commission
in cooperation with the Maine Department of Transportation

APPROVED BY THE KACTS COMMITTEE ON: September 11, 2019

AMENDED May 13, 2020

KACTS MEMBERS

Kittery (2) • Eliot • South Berwick • Berwick • York (2) • Maine Department of Transportation
Maine Turnpike Authority • Public Transportation Agencies • Southern Maine Planning and Development Commission

“The preparation of this document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research [Section 505(a)], and Metropolitan Planning Programs [Section 104(d)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official view or policies of the U. S. Department of Transportation.”

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Appendix A – Detailed budget worksheet including local match
Appendix B – FAST Act Planning Factors & UPWP Task Matrix

BUDGET SUMMARY
2020 & 2021 PLANNING WORK PROGRAM (January 1, 2020 – December 31, 2021)

Task	Budget*	Funding Source
<u>1 ADMINISTRATION</u>		
1.1 Program Admin.	\$92,185	PL
1.2 Staff Training	\$12,500	PL
1.3 Public Participation & Outreach	\$15,000	PL
<u>2 TECHNICAL ASSISTANCE</u>		
2.1 Municipal Technical Assistance	\$20,000	PL
2.2 Highway Project Assistance	\$11,000	PL
<u>3 DATA COLLECTION</u>		
3.1 Socioeconomic & Land Use Data	\$6,000	PL
3.2 Transportation Systems Data	\$16,000	PL
<u>4 MULTIMODAL ASSISTANCE</u>		
	\$71,992	FTA
<u>5 FREIGHT MOVEMENT</u>		
	\$4,500	PL
<u>6 TRAFFIC INCIDENT MANAGEMENT</u>		
	\$64,000	PL
<u>7 SPECIAL STUDIES</u>		
	\$17,500	PL
<u>8 AIR QUALITY COMPLIANCE</u>		
	\$2,000	PL
<u>9 POLICY AND PLAN DEVELOPMENT</u>		
9.1 Unified Planning Work Program	\$2,500	PL
9.2 Transportation Improvement Program	\$9,500	PL
9.3 Long Range Transportation Plan	\$1,500	PL
<u>10 MUNICIPAL AND CONSULTANT STUDIES</u>		
	\$64,000	PL
<u>11 CARES ACT TRANSIT PLANNING</u>		
	\$115,000	FTA 5307 *

TOTALS	\$338,185	PL and Match
	76,045	FTA Section 5303 and Match
	\$115,000	FTA 5307 CARES Act Funds
	<u>\$529,414,230</u>	Total KACTS

*Budget totals include match

PL - Federal Highway Administration (FHWA) planning funds apportioned by MaineDOT to each MPO in Maine based on population, a base allotment, and Vehicle Miles of Travel (VMT)

FTA - Federal Transit Administration (FTA) planning (Section 5303) funds apportioned by MaineDOT to each MPO in Maine based on a formula

FTA 5703- These funds were received as part of the CARES Act funds and are not included in the PL Cooperative Agreement.

Introduction

Since 1982, the Kittery Area Comprehensive Transportation System (KACTS) has been the designated Metropolitan Planning Organization (MPO) for the Maine portion of the both the Portsmouth and Dover-Rochester, New Hampshire urbanized areas. KACTS has the primary responsibility of planning and programming all federally funded transportation projects in the MPO region.

The KACTS Committee is composed of the following municipalities and agencies:

Voting Members: Kittery (2 voting members), York (2 voting members), Eliot (1), South Berwick (1), Berwick (1), MaineDOT (1), SMPDC (1), Maine Turnpike Authority (1) and a public transportation representative (1). The current public transportation representative is York County Community Action Corporation.

Non-voting members: Strafford Regional Planning Commission; Rockingham Planning Commission; New Hampshire Department of Transportation; Federal Highway Administration (FHWA); Federal Transit Administration (FTA).

The KACTS Committee has one non-voting seat on both of the MPO Committees in Rockingham and Strafford, NH counties. KACTS and the New Hampshire MPOs occasionally hold joint meetings to discuss projects of regional significance, and staff for both MPO committees communicate regularly regarding transportation and land use issues.

Every two years KACTS receives, through MaineDOT, FHWA and FTA funds to cover operating costs and to support specific transportation planning efforts in the MPO area. The Unified Planning Work Program (UPWP) summarizes how the MPO intends to spend its federal planning funds. It also serves as a management tool, a program budget, and includes anticipated financial resources and expenditures for the years covered.

The Work Plan has been developed by the Maine Department of Transportation (MaineDOT) and the Southern Maine Planning and Development Commission (SMPDC) under the direction of the Kittery Area Comprehensive Transportation System (KACTS). It is directly linked to the MPO Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP).

Before spending its allocated federal and state planning funds, an MPO must have in place a cooperative agreement with MaineDOT that:

- Shows the total amount of federal Metropolitan Planning (PL), Section 5303 and state money for which the MPO will seek reimbursement from MaineDOT during the two year period of the UPWP; and
- Lays out the responsibilities and requirements of the state and the MPO.

Agreements cover two calendar years, from January 1st to December 31st. Once in place, agreements may be modified to reflect changing conditions and/or funding levels, should actual federal or state funding differ from the estimates used in the agreements. The Federal Highway Administration (FHWA) regional office in Maine requires MaineDOT to execute agreements to receive PL funding and distribute this money to Maine's four MPOs.

When developing the work program for the FY 2020-2021 UPWP, the provisions of 23 U.S. Code § 134 (23 CFR Part 450.306) of the Planning Regulations were considered. This section requires that the MPO, in cooperation with State and regional planning partners:

“develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the state.” [23 CFR §450.306]

This performance-based approach is required to be in support of the national performance goals described in 23 USC §150(b):

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure Condition** - To maintain the highway infrastructure asset system in a state of good repair
3. **Congestion Reduction** - To achieve a significant reduction in congestion on the National Highway System
4. **System Reliability** - To improve the efficiency of the surface transportation system
5. **Freight Movement and Economic Vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental Sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced Project Delivery Delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

Fundamental to the MPO planning process it that it be ***“continuous, cooperative, and comprehensive”*** [3Cs Process], and each project, strategy, and service of the MPO must provide for consideration and implementation of the ten planning factors established in FAST:

1. Support the economic viability of the metropolitan area, especially by enabling global -competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The metropolitan planning rules also specify several other elements that should be addressed in the scope of the planning process. They call for increased integration of transportation and land use planning, as well as consideration for employment and housing patterns, community and economic development, and the natural and built environment. Other elements identified in the rules focus on ensuring coordination and consistency with:

- the statewide planning process;
- Intelligent Transportation Systems (ITS) architectures;
- Coordinated Public Transit-Human Services Transportation Plan(s);
- the Strategic Highway Safety Plan, and transit safety and security plans and programs

The tasks identified within the FY 2020-2021 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives as identified in the KACTS Long Range Transportation Plan. They are intended to facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

2020 & 2021 KACTS UNIFIED PLANNING WORK PROGRAM
January 1, 2020 to December 31, 2021

TASK 1 – MPO ADMINISTRATION

The purpose of this task is to administer and audit the grants and other Task activities that make up the KACTS MPO transportation program. Included in this Task is staff training which will increase the capabilities of the staff and, thus, the level of support given to the KACTS Committee and the KACTS municipalities.

Task 1.1 - Program Administration

Objective

Provide assistance to the KACTS MPO for all administrative functions, including invoices & supporting documents, accounting, audits and reports.

Proposed Activities:

1. Administrative, clerical and supervisory support.
2. Preparation of monthly reports.
3. Attendance at quarterly MaineDOT/FHWA/MPO meetings.
4. Participation in quarterly staff meeting with Rockingham and Strafford MPOs.
5. Budget analysis and grant management. Completion of weekly time sheets. Financial management and reporting, including monthly invoices.
6. Management of consultant contracts.
7. Preparation and follow-up activities for all KACTS meetings and other events.
8. Logistics, agenda and minutes of the KACTS MPO Policy Committee Meetings.
9. Interagency consultation with Federal, State, and local agencies.
10. Correspondence at the direction of the KACTS Committee.
11. Coordination with the Rockingham and Strafford New Hampshire MPOs.
12. Attendance at SMPDC staff meetings.
13. Participation in coordinated planning efforts with other MPOs along the I-95 corridor. Attend meetings as necessary.
14. Continued participation in the National Association of MPOs (AMPO).
15. Management of transportation planning staff and contractors.
16. Coordination with Maine's other MPOs on studies of regional significance
17. Review and assist in updating the MPO Procedures Manual as needed
18. Assist agencies and municipalities in applying for grants and funding as directed.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$38,000	\$46,000	\$46,185

This Task will cover both CY 2020 and 2021

Task 1.2 - Staff Training

Objective

To ensure staff has access to the latest information and technology associated with transportation planning in order to carry out the tasks listed in the UPWP. Continued training through webinars, attendance at transportation related conference, workshops and seminars.

Proposed Activities:

Training of the MPO staff through attendance at transportation related conferences, workshops, and seminars.

	2019	2020	2021
Programmed Amount (PL)	\$6,000	\$6,250	\$6,250

This Task will cover both CY 2020 and 2021. Schedule varies based on conference and workshop dates.

Task 1.3 - Public Participation & Outreach

Objective

To carry out the process described in the KACTS Public Involvement Procedure. Also included in this task are procedures for satisfying the public participation requirements for Section 5307 and 5303 Federal Transit Administration grants in accordance with Circular C 9030.1B, and Title VI civil rights requirements.

Proposed Activities:

All activities outlined in the Public Involvement Procedure, including press releases, mailings, direct contact with media outlets, website maintenance, and other actions.

1. Continue to maintain and update the KACTS web site and social media platforms
2. Serve as the point of contact for media inquiries and information
3. Develop and distribute press releases when necessary
4. Analysis on locations of minority and low-income populations in the KACTS area, to be use for specific outreach activities for Title VI requirements
5. Complete an annual update of the Title VI Plan
6. Assist the KACTS Policy Committee in reviewing and updating the Public Involvement Procedure
7. Attend local meetings when requested to provide information regarding the MPO process, programs and projects
8. Update KACTS Interested Parties list as needed.
9. Maintain and update committee distribution lists and meeting calendar
10. Conduct required public outreach for the development of the TIP and Long Range Plan and any Amendments proposed by KACTS or MaineDOT.

	2019	2020	2021
Programmed Amount (PL)	\$5,000	\$7,500	\$7,500

This Task will cover both CY 2020 and 2021. Activity often depends on schedules for TIP amendments, other items.

TASK 2 – MUNICIPAL TECHNICAL ASSISTANCE**Task 2.1 - Technical Assistance****Objective**

To provide local technical assistance to municipalities in the MPO, as well as outlying communities whose traffic patterns and transportation projects may have an effect on systems in the MPO area.

Proposed Activities:

1. Provide technical assistance to municipalities and the general public as needed.
2. Assist municipalities in the development of State and Federal transportation grant proposals.
3. When requested, assist municipalities in reviewing land use development proposals as related to roadway and other transportation issues.
4. In cooperation with MaineDOT, perform walking/biking audits for municipalities as requested.
5. Work on bicycle & pedestrian planning in village areas of municipalities.
6. Attend local transportation committee meetings when requested
7. Provide assistance to municipalities in developing transportation sections of municipal plans, policies, and ordinances

	2019	2020	2021
Programmed Amount (PL)	\$9,000	\$10,000	\$10,000

This Task will cover both CY 2020 and 2021

Task 2.2 – Highway Project Assistance**Objective**

Work with MaineDOT and municipalities to mitigate project cost overruns. Activities may include working with MaineDOT staff on project estimates, value engineering, and project scoping meetings. Assist KACTS communities in all aspects of project life cycle – from scoping to project close out.

Proposed Activities:

1. Complete Three-Party project agreements
2. Assist municipalities in tracking project funding and progress
3. Attend public hearings and other meetings for all KACTS projects
4. Respond to inquiries regarding project status and budget status
5. Communicate with project managers and provide information as needed
6. Attend MaineDOT Project Team Meetings
7. Follow progress of KACTS projects utilizing the MaineDOT Projex database

	2019	2020	2021
Programmed Amount (PL)	\$6,000	\$5,500	\$5,500

This Task will cover both CY 2020 and 2021. Work typically increases during the construction seasons.

TASK 3 - DATA COLLECTION & MANAGEMENT

This Task is to establish and maintain a comprehensive data base for municipalities in the MPO region. This data will help member municipalities better understand the correlation between transportation planning and land use patterns, growth rates, energy conservation, and economic development.

Task 3.1 – Socioeconomic, Land Use and Transportation Data

Objective

Develop the database necessary in order to undertake modeling and traffic projections for the MPO study area through the continued development of a Geographic Information System (GIS) database, including roadway data and land use coverages. Gather and distribute pertinent information on the transportation impacts of land use and development. Provide data analysis for the KACTS Long Range Transportation Plan.

Proposed Activities:

1. Continue development of socioeconomic and land use databases.
2. Work with MaineDOT to maintain the current GIS road database. Develop maps and conduct analyses of database at the request of municipalities, MaineDOT, or other agencies.
3. Continued review of transportation/land use studies and impacts.
4. Work with municipalities in the MPO to complete land use, utility, and other GIS data layers when requested. This may include updating zoning maps as changes occur, and completing sewer system or water system maps for municipalities.
5. Coordinate with New Hampshire MPOs and NHDOT regarding GIS data sharing and data access issues.
6. Provide data for updating the Seacoast MPO transportation model as needed.
7. Convert and provide maps in PDF format, and make these files available on the KACTS web site.
8. Provide analysis and summaries of Census and American Community Survey data as it is released by the Census Bureau. Post relevant data on the SMPDC web site and Transportation web page.
9. Generate new demographic maps for the region and municipalities based on the 2010 Census/ACS data. Utilize ESRI Community Analyst program to develop data and reports for the KACTS Long Range Transportation Plan updates.

	2019	2020	2021
Programmed Amount (PL)	\$4,000	\$3,000	\$3,000

This Task will cover both CY 2020 and 2021

Task 3.2 Transportation Systems Data

Objective

To develop, collect, organize, and distribute data relevant to the operation of the highway transportation system in the MPO Study Area, including traffic counts and accident data.

Proposed Activities:

1. Continue the KACTS Traffic Count Program, with counts taken at locations requested by MaineDOT, municipalities, and the KACTS Committee. Collected data will be distributed individually to municipalities, and will be provided to MaineDOT in the proper format for inclusion in the statewide database.
2. Maintenance and data collection for the Wavetronics permanent counter on Route 4 in Berwick.
3. Maintain Miovision counters and equipment, conduct turning movement counts in KACTS area.

4. Create GIS map(s) with all KACTS/SMPDC count locations. Provide all traffic count information on the web site.
5. Continue to monitor High Crash Locations (HCLs) and work with MaineDOT on improvements and other safety measures.
5. Crash data and traffic count data will continue to be gathered from MaineDOT, and will be added to present GIS maps and database.
6. Develop performance measures and produce an annual Report Card on the roadway system, including information from MaineDOT on asset management.
7. Traffic counters will be maintained, and equipment such as road tube and safety equipment will be replaced as needed.
8. Coordinate with MaineDOT on count scheduling activities in the KACTS region.

	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$8,000	\$8,000

This Task will cover both CY 2020 and 2021. Field work takes place typically during 2nd quarter and 4th quarter.

TASK 4 – MULTIMODAL ASSISTANCE

KACTS staff will provide general planning assistance to transit providers within the MPO (presently Cooperative Alliance for Seacoast Transportation [COAST] and York County Community Action Corporation [YCCAC]) as needed. Staff will also monitor public transportation ridership and overall system performance in the KACTS area, and collect data required for technical evaluation, planning, and information purposes.

Proposed Activities:

1. Administer contract for public transportation services within the KACTS area. Review invoices and progress reports from service provider/contractor. Coordination with MaineDOT.
2. Work with local employers and human service providers to promote transit service and enhance transit service capabilities.
3. Provide assistance as needed to the Shoreline Explorer system and attend Advisory Committee meetings
4. Establish and maintain a current short-range assessment of existing and projected transit demand and system operational requirements for future planning and programming.
5. Work with the Portsmouth Naval Shipyard and the Town of Kittery to coordinate transportation services for employees and alleviate commuter traffic during peak hours.
6. Maintain contact with private sector providers through mailings and press releases. Facilitate public/private partnerships in public transportation when appropriate and feasible.
7. Completion of required Federal Transit Administration (FTA) budget procedures, and completion of 5307 funding applications in order to secure funding for KACTS public transportation providers.
8. Follow the progress and compliance of COAST and YCCAC on all applicable Federal regulations, including the Americans with Disabilities Act (ADA) and Title VI.
9. Provide general assistance to YCCAC and COAST
10. Coordinate with MaineDOT and public transportation providers on required performance measures.
11. Complete transit sections of the work program (UPWP), Transportation Improvement Program (TIP), and 20 Long Range Plan as appropriate.
12. Continue participation in the GoMaine ridesharing and commuter program and the commuteSMARTseacoast in NH, including planning assistance as needed. Attend GoMaine Advisory Committee meetings.

13. Provide assistance with bicycle and pedestrian connections to current or future transit services and routes.

Programmed Amount:

FTA 5303 planning = \$60,836

Local Match = \$15,209

Total = \$76,045

This Task will cover both CY 2020 and 2021

TASK 5 - FREIGHT MOVEMENT

Objective

To provide enhanced communication and information exchange between KACTS municipalities, Maine DOT, New Hampshire DOT, the Maine Turnpike Authority, and the Bureau of Motor Vehicles in regards to truck movements and oversized vehicles in KACTS and the surrounding area. The MPO will also monitor and gather information regarding other freight modes, such as rail and ports, and include pertinent information in MPO plans and programs.

Proposed Activities:

1. Conduct truck classification counts at several locations in the KACTS area, including Routes 1, 236, 4, 9, and 202 and report to MaineDOT.
2. Continue working with the Maine Turnpike Authority and other agencies to increase communication for oversized load restrictions on Interstate 95 and the Maine Turnpike.
3. Work with MaineDOT to update and maintain a database of weigh-in-motion (WIM) information from WIM equipment located on Interstate 95, U.S. Route 1 and Route 236.
4. Provide summary and assessment of Overlimit Permit data from the Bureau of Motor Vehicles.
5. Gather most recent freight information and data for the Long Range Plan update.
6. Update regional freight movement data from the FHWA Freight Analysis Framework.
7. Gather annual information from the Port of Portsmouth regarding amount and types of materials shipped and received.

	2019	2020	2021
Programmed Amount (PL)	\$3,000	\$2,250	\$2,250

This Task will cover both CY 2020 and 2021

TASK 6 – TRAFFIC INCIDENT MANAGEMENT

Objective

Provide staff support to the Maine – New Hampshire Traffic Incident Management (TIM) Committee, and technical assistance/attend meetings of the Greater Portland TIM Committee. Improve safety for the traveling public and first responders through coordination, communication and training.

Proposed Activities:

1. Coordinate regular meetings of the Maine – New Hampshire TIM Committee, providing agendas, meeting notes, and other materials. Coordinate meetings of the Communications, Performance Measures and Operating Guidelines subcommittees as needed.
2. Continue testing and refinement of the TIM Call Tree and detour route document

3. Coordinate with the I-95 Corridor Coalition
4. Coordinate and teach the SHRP2 Incident Management Training in cooperation with the I-95 Corridor Coalition and other agencies.
5. Coordinate, set up, and facilitate Post Incident Review meetings as needed. Prepare After Action reports and complete recommendations with appropriate departments/agencies
6. Attend Incident Management workshops and conferences when requested
7. Assist in planning for training and exercise events for the TIM Committee
8. Gather data for FHWA TIM performance measures from NHDOT, MaineDOT and the Maine Turnpike Authority,
9. Prepare quarterly TIM performance measures reports.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$30,000	\$32,000	\$32,000

This Task will cover both CY 2020 and 2021. Meetings typically take place every other month.

TASK 7 – ONGOING/SPECIAL PROGRAMS AND STUDIES

Objective

To allow for ongoing, special, or unforeseen programs and/or studies when deemed necessary by the KACTS MPO Policy Committee.

Proposed Activities:

1. **Performance Measures:** Work with MaineDOT, FHWA and other MPOs to develop performance measures for tracking activities, tasks and projects in the MPO area. Follow applicable Federal guidance and requirements. Set applicable performance targets and standards, and collect data to compare and measure adopted targets.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$3,000	\$3,000	\$3,000

2. **Safety Planning:** KACTS staff will assist member municipalities in identifying locations of concern and perform safety reviews & road safety audits at their request. Staff will also explore and develop low cost safety solutions that will improve safety on KACTS roadways and intersections.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$2,000	\$2,000	\$2,000

3. **Stormwater (MS4) Group Administration and Coordination:** Project management responsibilities for the MS4 Stormwater Management Plan contract for the MPO area. Includes contract/consultant management and attending meetings. Assist with development of stormwater management plan and consultant contracts.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	-----	\$2,750	\$2,750

4. **Facilities Inventory for MaineDOT ADA Transition Plan:** MaineDOT currently maintains an intersections database with information on over 12,000 curb cuts and more than 6000 intersections. A preliminary review of each curb cut has been conducted though a GIS review, but additional information regarding the barriers to access at those locations is needed. In addition, there is currently no data on

mid-block crossings in regard to ADA barriers. Staff will review and inventory these locations within the KACTS area. The initial priority locations will be provided by MaineDOT and will focus on "high pedestrian" areas such as those intersections in close proximity to schools, hospitals, and other public buildings. Priority will also be given to those locations high pedestrian locations that are along projects already within the MaineDOT Work Plan.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$3,000	\$1,000	\$1,000

This Task will cover both CY 2020 and 2021. Field work typically takes place during 2nd and 4th quarters.

TASK 8 – AIR QUALITY COMPLIANCE

Objective

Review the requirements of the Clean Air Act and develop programs and procedures to comply with requirements.

Proposed Activities:

1. Ongoing coordination with the Maine Department of Environmental Protection (MDEP) concerning regulations, guidelines, and requirements of the Clean Air Act.
3. Gather data for MPO air quality conformity determinations on Transportation Plans and TIPs.
4. Continued participation in the Conformity Consultation Group. Attend meetings and participate in conference calls.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$1,500	\$1,000	\$1,000

This Task will cover both CY 2020 and 2021. Conference calls typically occur quarterly.

TASK 9 - POLICY AND PLAN DEVELOPMENT

The purpose of this Task is to use the information developed by Tasks 2 through 8 of this Unified Planning Work Program to develop policies and plans that address the goals and objectives of the KACTS MPO Transportation Plan, and Federal and State regulations. Completing the Unified Planning Work Program, the Transportation Improvement Program, and the Transportation Plan are included in this Task.

Task 9.1 - Unified Planning Work Program

Objective

To develop the biennial KACTS Unified Planning Work Program (UPWP).

Proposed Activities:

1. Revisions and amendments of current UPWP when needed, and
2. Preparation and adoption of the calendar year 2021-2020 UPWP.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$1,500	\$500	\$2,000

Work for this task typically takes place during the 4th quarter.

Task 9.2 - Transportation Improvement Program

Objective

To develop the KACTS Transportation Improvement Program (TIP).

Proposed Activities:

1. Complete the KACTS 2020-23 TIP.
2. Review the MaineDOT STIP for consistency with KACTS project information and documentation.
3. Distribute copies of current and past TIPs as requested.
4. Review MaineDOT Work Plan.
5. Coordinate with MaineDOT to assure the MPO and State programs contain the same projects, costs, and project descriptions

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$5,000	\$4,750	\$4,750

Work for this task typically takes place in the 1st and 3rd quarters, but does vary based on TIP schedule.

Task 9.3 – Long Range Transportation Plan

Objective

To undertake scheduled update and implement the KACTS twenty year Long Range Transportation Plan.

Proposed Activities:

1. Minor updates to the 2020 Long Range Plan update if needed.
2. Coordinate necessary public involvement for the Plan, including outreach and public information meeting.
3. Work with the Policy Committee to develop appropriate performance measures.
4. Distribute copies of current Transportation Plan as requested.

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Programmed Amount (PL)	\$6,000	\$750	\$750

This Task will cover both CY 2020 and 2021

TASK 10 – MUNICIPAL & CONSULTANT STUDIES

The purpose of this Task is to utilize a portion of the KACTS planning dollars for consultant and related activities that are requested by municipalities in the KACTS Planning Area. Staff will assist the Policy Committee in selecting projects, and will send out the Planning Request Form following approval of the UPWP and planning contract with MaineDOT. Proposals from municipalities will be due by the end of February, 2020.

	<u>2020 & 2021</u>
Programmed Amount (PL)	\$64,000

This Task will cover both CY 2020 and 2021. Consultants are typically under contract in the 1st quarter, and then work varies by the study schedule(s). All consultant work is usually completed by August or September of the 4th quarter.

TASK 11 – CARE Act Funds

Maine Department of transportation has received funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to assist the region’s transit agencies with the impacts of the coronavirus pandemic to its services. A portion of these funds will be allocated to the KACTS MPO for transit planning but are not included in the PL Cooperative Agreement. The purpose of this task is to identify the specific activities to be completed with these funds.

Proposed Activities:

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 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.

	<u>2020 &2021</u>
<u>Program Amount (FTA 5307 CARES Act)</u>	<u>\$115,000</u>

Appendix A

TASK	CY 2020 Budget	CY 2021 Budget	Appendix A			
			100% 2-Year Total	80% Federal	15% State Match	5% Other Match
<u>1 ADMINISTRATION</u>						
1.1 Program Admin.	\$46,000	\$46,185	\$92,185	\$73,748	\$13,828	\$4,609
1.2 Staff Training	\$6,250	\$6,250	\$12,500	\$10,000	\$1,875	\$625
1.3 Public Participation and Outreach	\$7,500	\$7,500	\$15,000	\$12,000	\$2,250	\$750
<u>2 TECHNICAL ASSISTANCE</u>						
2.1 Technical Assistance	\$10,000	\$10,000	\$20,000	\$16,000	\$3,000	\$1,000
2.2 Highway Project Assistance	\$5,500	\$5,500	\$11,000	\$8,800	\$1,650	\$550
<u>3 DATA COLLECTION</u>						
3.1 Socioeconomic & Land Use Data	\$3,000	\$3,000	\$6,000	\$4,800	\$900	\$300
3.2 Transportation Systems Data	\$8,000	\$8,000	\$16,000	\$12,800	\$2,400	\$800
<u>4 MULTIMODAL ASSISTANCE</u>	\$38,022	\$38,023	\$76,045	\$60,836	\$0	\$15,209 20% match
<u>5 FREIGHT MOVEMENT</u>	\$2,250	\$2,250	\$4,500	\$3,600	\$675	\$225
<u>6 TRAFFIC INCIDENT MANAGEMENT</u>	\$32,000	\$32,000	\$64,000	\$51,200	\$9,600	\$3,200
<u>7 SPECIAL STUDIES</u>	\$8,750	\$8,750	\$17,500	\$14,000	\$2,625	\$875
<u>8 AIR QUALITY COMPLIANCE</u>	\$1,000	\$1,000	\$2,000	\$1,600	\$300	\$100
<u>9 POLICY AND PLAN DEVELOPMENT</u>						
9.1 Unified Planning Work Program	\$500	\$2,000	\$2,500	\$2,000	\$375	\$125
9.2 Transportation Improvement Program	\$4,750	\$4,750	\$9,500	\$7,600	\$1,425	\$475
9.3 Long Range Transportation Plan	\$750	\$750	\$1,500	\$1,200	\$225	\$75
<u>10 MUNICIPAL/CONSULTANT PROJECTS</u>	\$32,000	\$32,000	\$64,000	\$51,200	\$9,600	\$3,200
<u>11. CARES Act Funds</u>	\$115,000	\$0	\$115,000	\$115,000	\$0	\$0 *This is 100% FTA funding
TOTALS	\$321,272	\$207,958	\$529,230	\$331,384	\$50,728	\$32,118 0% match provided
			PL Funds Fed	\$270,548		
			State Funds	\$50,728		
			FTA Funds	\$175,836	(\$60,836+ \$115,000 in CARE Act Funds)	
			Local/SMRPC Match	\$32,118		
			Total	\$529,230		