



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

Monday, April 10, 2023 at 1:00 p.m.

This meeting will be held virtually via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/81372933091?pwd=dIRUYIV0eWw3TXAwWFBVZkR3bHhmUT09&from=addon>

Meeting ID: 813 7293 3091

Passcode: 848262

Phone-1-646-558-8656

1. Opportunity for Public Comment

Members of the public have an opportunity to provide public comment on today's agenda items.

2. Approval of Minutes from the March 7, 2023 KACTS Committee Meeting

3. Budget Amendments to the 2022-2023 Unified Planning Work Program

a) FTA 5303 Amendment

This amendment will reflect the actual 2022-2023 FTA 5303 allocations for the KACTS UPWP for a total of \$104,238 (including match), as well as acknowledge the change in MaineDOT match for the 2023 allocation from 20% to 10%. The additional funding will be allocated to support of existing tasks.

Task 4 Multimodal Assistance:	2022-23 UPWP Budget	FTA 5303	SMPDC Match
Original 10/19/22	\$81,447	\$65,158	\$16,289
Amended 5/25/22	\$103,230	\$82,584	\$20,646
Amended 4/10/23	\$104,238	\$83,391	\$20,847*

**MaineDOT has revised its match policy to provide a 10% state match for the 2023 FTA allocation.*

Proposed action: Approve UPWP budget amendments as proposed.

b) UPWP FHWA Amendment

The region is receiving an increase in funding for KACTS' 2022–2023 Unified Planning Work Program (UPWP) as a result of a new MPO allocation formula developed in



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coordination with the MaineDOT and the states other three MPOs. The Policy Committee will review and consider the following recommended allocation to existing UPWP tasks:

UPWP Task	Current Budget w/match	New Allocation w/match	New Proposed Budget w/ match
Task 1.1 Project Administration	\$110,085	\$100,134	\$210,219
Task 1.3 Public Participation	\$14,100	\$30,000	\$44,100
Task 2.1 Technical Assistance	\$14,000	\$10,000	\$24,000
Task 2.2 Highway Project Assistance	\$25,000	\$40,000	\$65,000
Task 4 Multimodal	\$103,230	\$50,000	\$154,238
Task 7 Special Studies	\$18,333	\$20,000	\$38,333
Task 9.1 UPWP Development	\$5,500	\$15,042	\$20,542
9.2 Transportation Improvement Program	\$11,000	\$1,958	\$12,958
9.3 Long Range Plan Development	\$4,000	\$15,000	\$19,000
Totals for full 2022-23 UPWP	\$446,885	\$282,134	\$730,027*

**Also reflects change in MaineDOT FTA match*

Proposed action: Approve UPWP budget amendments as proposed.

4. Project Candidates for KACTS Funding for CY2026 Allocation- Discussion Item

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 2026 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 2026. Our project criteria and forms are attached. Please return the forms by May 26th. Staff will score proposals and the KACTS Committee will review potential projects at our next meeting.

Proposed action: For discussion only

5. 2024-25 UPWP Match Discussion

In the coming months, KACTS will begin the process of expansion into Ogunquit, Wells, Kennebunk, and Kennebunkport, eventually resulting in additional UPWP funding. This increase, along with the IJJA funding increase, and the reduction of state match from 15% to 10% on our FHWA funds, has put a strain on the availability of SMDPC’s match resources. Staff proposes the Committee follow the example of other MPO’s and investigate new scenarios to meet our match requirements for the next UPWP including in-kind time, and cash match commitments from KACTS members.



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Proposed Action: Discussion item only.

6. MaineDOT Updates

MaineDOT staff will provide an update on Maine activities and projects.

7. Municipal Project Updates

Municipal and state agency representatives will provide updates on local transportation projects.

8. Other Business/ Next Meeting Date



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Policy Committee Meeting Minutes Tuesday, March 7, 2023, at 3:00 p.m.

Meeting held virtually via Zoom

In attendance: James Bellissimo (Berwick), Jeff Brubaker (Eliot), David Rich (Kittery), Jason Garnham (Kittery), Denise Clavette (South Berwick), Dean Lessard (York), Dylan Smith (York), Tom Reinauer (YCCAC), Jennifer Grant (MaineDOT), Pete Coughlan (MaineDOT), Rebecca Grover (Maine Turnpike Authority), Stephanie Carver (SMPDC/KACTS), Dean Williams (SMPDC/KACTS), Jennifer Williams (FHWA)

Zoom meeting Access:

<https://us02web.zoom.us/j/86279835514?pwd=Q1JyU3RLbDZFTTF4ZFUzcTJlcUdUUU09>

Meeting ID: 862 7983 5514

Passcode: 203793

Dial in number:1 (646) 558 8656

1. Welcome

Dylan Smith, KACTS chairmen, opened the meeting at 3:03 PM

2. Opportunity for Public Comment

There were no public comments.

3. Approval of Minutes from the January 24, 2023 KACTS Committee meeting

Dean Lessard made a motion to approve the minutes, seconded by Tom Reinauer.

Motion passed. Abstentions: Jason Garnham & Steve Cole.

4. KACTS 2023-2026 Transportation Improvement Program

Steph provided a summary on the TIP document. She explained that concurrent with MaineDOT's annual update of the Statewide Transportation Improvement Program (STIP), KACTS updates the regional Transportation Improvement Program. The FHWA and FTA may not release the federal funds for any of these projects until the STIP and MPO TIPs have gone through a public comment period and are endorsed by the governing bodies. On January 24th, the KACTS Policy Committee voted to release the TIP for the 10-day comment period, which was completed on February 26th. The draft TIP is attached for review and approval. Once the documents are approved by KACTS, Maine DOT will initiate their public comment period for the Statewide Transportation Improvement Program (STIP).

SMPDC's TIP can be reviewed [here](#). Comments were received and addressed from COAST (see COAST memo with KACTS comments attached).



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Tom Reinauer made a motion to approve the minutes, seconded by Dean Lessard. The motion passed. Abstentions: James Bellissimo, Jeff Brubaker, SMPDC

5. **Changes to Urbanized areas- Pete Coughlan, MaineDOT**

Pete Coughlan, MaineDOT's Community Services Division Director, provided an update on the new 2020 Federal Urban Areas, not to be mistaken with the State's urban compact zones. Consistent with our region's population and development growth over the last decade, the Portsmouth Urban Area has expanded to include Ogunquit, Wells, Kennebunk, and Kennebunkport as a result of the 2020 Census. Pete explained the collaborative process between MaineDOT, KACTS, and municipal representatives to smooth the Federal Urban Areas (UAs). This process involves expanding the recently published map UAs which cannot be shrunken down. In addition to adjusting the Urban Area boundaries, this process also involves reaffirming federal functional roadway classification and making any adjustments as needed. It was determined that KACTS staff would discuss internally how to approach the urban area boundary smoothing and federal functional classification review. Most likely the process will start with the existing MPO towns before communicating with the four towns (Ogunquit, Wells, Kennebunk, and Kennebunkport) that are new to the Portsmouth Urban Area and KACTS MPO. The approach will be finalized at the next KACTS meeting so that the process can begin with Pete (MaineDOT) this summer.

Denise Clavette, questioned how the Urban Area would will impact South Berwick if it's no longer in the Portsmouth Urban Area. Dean Williams replied that South Berwick is not expected to be "dropped out" of the MPO, and that South Berwick has now become an independent Urban Area under 50,000 population. With the Urban Area boundary smoothing and adjustments to the federal functional classification, parts of South Berwick may end up back in the Portsmouth Urban Area or the Dover-Rochester Urban Area.

Dylan Smith questioned how this would change funding levels? Pete responded that his job is to work with the MPO on the boundaries and the federal functional classifications and that a different MaineDOT department will handle MPO funding. Steph Carver followed that the MPO planning, and capital funding is formula based, and that the KACTS region had the most significant changes of any MPO in the state so once the boundaries and road classifications are final, we would expect some changes to the formula funding.

6. **MaineDOT Family of Plans Discussion- Jen Grant, Director of Public Outreach and Planning**

Jen Grant, MaineDOT Director of Public Outreach and Planning will update the Committee on the MaineDOT Family of Plans. She explained that the plans were put out for public



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comment at the end for 2022 and the public comment period closed at the end of January. Over 200 comments were received.

7. **MaineDOT Updates**

Steph Carver stated that MaineDOT will be finalizing the budget adjustments for MPO funding over the month and that KACTS will need to meet in April or May to approve the new budget increases.

8. **Municipal Project Updates**

Kittery – Dave Rich provided a brief update on local transportation projects including the Walker Wentworth project which is slated to go out to bid in the fall, and the Whipple Street sidewalk project which should be complete this spring. He also noted that there will be significant paving work happening on Route 1 this spring.

York – Dean Lessard stated that the York Village improvement project was still in the RoW process but that the two permanent easements were expected to be relatively easy to obtain.

Eliot – Jeff Brubaker updated the committee on the State Rd and Beech Road Bike improvements which are currently under design.

Berwick – James Bellissimo informed everyone about non-KACTS project known as The Edge development and some stormwater upgrades currently underway.

9. **Other Business/ Next Meeting Date**

Steph noted that KACTS would need to meet in April or May to approve the budget adjustment. The meeting was adjourned at 4:04pm.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

April 6, 2022

Peter Butler, Regional Administrator
Federal Transit Administration
Kendall Square
55 Broadway, Suite 920
Cambridge, MA 02142-1093

Attention: Leah Sirmin, Planner

RE: Consolidated Planning Grant Transfer from FTA to FHWA - FFY 2022 funds

Dear Mr. Butler:

The State of Maine Department of Transportation requests a transfer of Federal Transit Administration (FTA) FFY2022 Section 5303 Metropolitan Planning funds to the Federal Highway Administration (FHWA) which will become the lead agency for the planning program for Maine. For FFY2022, the Section 5303 funds will be used as indicated by the Unified Planning Work Programs developed by the Metropolitan Planning Organizations (MPOs).

Per FTA's public transportation assistance program authorized by federal transit law and Chapter 53 of Title 49, we are requesting transfer of \$608,712 Section 5303 funds to be allocated as follows:

ATRC	\$ 103,855
BACTS	\$ 107,025
PACTS	\$ 356,540
KACTS	\$ 41,292

If you should have any questions regarding this information, please feel free to contact me at
(207) 624-3299

Sincerely,

A handwritten signature in blue ink that reads "Lori Brann". The signature is written in a cursive, flowing style.

Lori Brann
Transit Program Coordinator

Cc: Leah Sirmin, Community Planner, FTA
Josh Panek, MaineDOT
Dale Doughty, MaineDOT
Jennifer Williams, ATRC
Sara Devlin, BACTS
Chris Chop, PACTS
Stephanie Carver, KACTS



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DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

January 30, 2023

Peter Butler, Regional Administrator
Federal Transit Administration
Kendall Square
55 Broadway, Suite 920
Cambridge, MA 02142-1093

Attention: Leah Sirmin, Planner

RE: Consolidated Planning Grant Transfer from FTA to FHWA - FFY 2023 funds

Dear Mr. Butler:

The State of Maine Department of Transportation requests a transfer of Federal Transit Administration (FTA) FFY2023 Section 5303 Metropolitan Planning funds to the Federal Highway Administration (FHWA) which will become the lead agency for the planning program for Maine. For FFY2023, the Section 5303 funds will be used as indicated by the Unified Planning Work Programs developed by the Metropolitan Planning Organizations (MPOs).

Per FTA’s public transportation assistance program authorized by federal transit law and Chapter 53 of Title 49, we are requesting transfer of \$620,606 Section 5303 funds to be allocated as follows:

ATRC	\$ 105,884
BACTS	\$ 109,116
PACTS	\$ 363,507
KACTS	\$ 42,099

If you should have any questions regarding this information, please feel free to contact me at (207) 624-3299

Sincerely,

Lori Brann
Transit Program Coordinator

cc: Josh Panek, MaineDOT
Dale Doughty, MaineDOT
Larry Allen, ATRC
Sara Devlin, BACTS
Chris Chop, PACTS
Stephanie Carver, KACTS

**KACTS TIP
PROJECT SELECTION PROCEDURE**

I. INTRODUCTION

This Project Selection Procedure has been developed in response to Maine's Sensible Transportation Policy Act and current Federal Transportation law – Fixing America's Surface Transportation (FAST) Act. These laws require additional consideration of transportation system reliability and resiliency, reducing impacts of surface transportation and enhancing travel tourism as part of the planning process.

This process will be used when developing all KACTS Transportation Improvement Programs (TIPs). The KACTS Committee may find it necessary to amend the project selection procedure in the future as additional Federal and State policies and rules are generated in response to the laws cited above.

II. PUBLIC INVOLVEMENT

All public involvement procedures for the Transportation Improvement Program will be performed in accordance with the KACTS Public Involvement Process, adopted by the KACTS Committee on April 18, 2018.

Copies of the Process can be obtained by contacting the Southern Maine Planning & Development Commission at (207) 571-7065 or by going to:

[http://southernmainepdc.govoffice3.com/vertical/sites/%7B14E8B741-214C-42E2-BE74-5AA9EE0A3EFD%7D/uploads/KACTS Public Involvement Plan.pdf](http://southernmainepdc.govoffice3.com/vertical/sites/%7B14E8B741-214C-42E2-BE74-5AA9EE0A3EFD%7D/uploads/KACTS%20Public%20Involvement%20Plan.pdf)

III. ORGANIZATION ELIGIBILITY CRITERIA

The general public is encouraged to identify transportation problems, to propose possible solutions, and to get involved in existing municipal decision making processes in the development of projects to be funded with Federal funds available via KACTS. The chief elected or administrative officials from the following public organizations may propose projects through the KACTS process:

- Town of Kittery
- Town of Eliot
- Town of South Berwick
- Town of Berwick
- Town of York
- The Southern Maine Planning & Development Commission (SMPDC)
- Maine Department of Transportation (MaineDOT)
- Maine Department of Environmental Protection (DEP)
- Cooperative Alliance for Seacoast Transportation (COAST)
- York County Community Action Corporation (YCCAC)

IV. REGIONAL FUNDING POLICY

Project Goals and Objectives

Each KACTS project should serve to benefit the community or communities it serves. The public should be able to derive use of, safety from and/or observe a higher quality of life as a result of the project. Each project should be attainable, or constitute part of a longer term effort with concrete plans presented for continuation of the project. The KACTS Policy Committee should seek to select projects that provide increased access to the transportation system, increase safety and sustain the transportation system in the long term.

Project Eligibility

The KACTS Policy Committee has the right to review all submissions and utilize its authority to select projects that the Committee determines best meet the transportation and community needs of the KACTS region and communities. Projects that are eligible for KACTS funding include but is not limited to:

- * Construction, reconstruction, rehabilitation, resurfacing and restoration of highways and bridges.
- * Highway safety improvements and programs.
- * Traffic operational improvements, including installation and upgrading of traffic signals.
- * Resiliency improvements that increase the longevity of the transportation system. This includes stormwater management techniques for roadway projects.
- * Development and establishment of management systems.
- * Capital and operating costs for traffic monitoring, management, and control facilities and programs.
- * Construction of bicycle storage facilities and bicycle lanes.
- * Non-construction projects related to safe bicycle use.
- * Traffic flow improvement programs that achieve emission reductions.
- * Programs to limit or restrict vehicle use in areas of emission concentration particularly during periods of peak use.
- * Programs for the provision of all forms of high occupancy, shared-ride services.
- * Pedestrian overpasses, and related road improvements.
- * Programs and ordinances to facilitate non-automobile travel, provision utilization of mass transit, and to reduce the single-occupant vehicle use.
- * Programs for new construction and major reconstruction of paths, tracks, or areas solely for the use of pedestrian or other non-motorized means of transportation.
- * Landscaping and other scenic beautification.
- * Mitigation of water pollution and stormwater runoff.
- * Carpool projects and fringe parking
- * Electric and natural gas vehicle infrastructure
- * Intelligent Transportation Systems

Project Prioritization and Scoring

To prioritize projects, the KACTS Policy Committee will use a weighted scoring criteria as follows:

Criteria	Possible Points
Safety	20
Purpose and Need	20
System Preservation and Resilience	20
Accessibility and Connectivity	15
Public and Community Support	15
Feasibility	5
Aesthetic	5

Safety

Addressing of high crash locations or segments, as defined by MaineDOT, provide increased visibility or awareness of surrounding and future roadway or system conditions (including that of bicyclists and pedestrians), reduces vehicle speed in appropriate areas (sharp curves or hills and in downtown areas), and increases multimodal safety.

Purpose and Need

Clear and specific statement on either the project application or in a presentation to the KACTS policy Committee. A project's purpose and need should either address Level of Service (LOS), meet specific goals and objectives (of the community, communities or region), and explain why the project was chosen and how it's implementation as proposed would be preferable to other alternatives.

System Preservation and Resilience

Improvement of existing roadway and transportation system conditions, sustaining the transportation system for the long term (either with respect to climate or healthy, regular maintenance)

Accessibility and Connectivity

Improvements to the transportation network that benefit disabled or minority groups, provide or improve access to essential services (employment, healthcare, business), and connect the KACTS area either internally, or externally to other major urban areas or underserved rural areas.

Feasibility

The ability of a town, contractor, or agency to fulfill the scope of the project, and the project's relation to long term efforts. This includes Right of Way acquisition.

Public and Community Support

Support from members of the public, public or non-profit advocacy groups or organizations in the KACTS region or community in which a project will occur. This includes project objectives aligning with current municipal plans and goals, and letters of support. If the municipality is providing more than the required 10% match it will be considered for additional points in this category.

Aesthetic

Maintaining or improving the overall aesthetic of an area, either by maintaining character (rural, urban, village etc.) or improving it. This determination will be made in part by the KACTS Policy Committee and also by outlined characteristics and goals in municipal and regional documents (such as design standards and ordinances, the KACTS Long Range Transportation Plan and comprehensive or master plans).

V. TIP Schedule

In conjunction with MaineDOT and the 3 other Maine MPOs, KACTS develops a work plan which is then incorporated into the TIP. The schedule for the Work Plan and TIP follow a similar schedule, outlined below on Page 5. This schedule is approximate. Actual times may vary depending on the particular TIP.

TIP Schedule

February	<ul style="list-style-type: none"> • Municipalities and others planning to submit projects to KACTS should submit their candidate projects to MaineDOT by the first week of February
March	<ul style="list-style-type: none"> • MaineDOT reviews and comments on submitted project list by the end of March
April	<ul style="list-style-type: none"> • MPOs receive prioritized candidate project list by mid-April • Field Reviews occur in the last week of April to Mid May
May	<ul style="list-style-type: none"> • Field Reviews continue to Mid May
June	<ul style="list-style-type: none"> • By mid-June, KACTS reviews and prioritizes candidates in preparation for making final recommendations and cost estimates. • MaineDOT and KACTS will conduct a final review of the MPO project candidates, making sure both agree on proposed scopes and cost estimates
July	<p>KACTS Policy Committee approves final list of projects, in time for</p> <ul style="list-style-type: none"> • submission to MaineDOT by July 31. The list must be received by MaineDOT by August 14 in order to be included in the TIP

VI. OTHER REQUIREMENTS

- A. Submission of KACTS Project ID Form
- B. The KACTS Committee may reject a proposal which fails to have a written problem statement, analysis, recommendation, and estimated benefits.
- C. Proposals must be consistent with the KACTS Transportation Plan.
- D. When considering proposals and developing the Transportation Improvement Program, the KACTS Committee must, at a minimum, consider the following the ten FAST Act Planning Factors:

FAST ACT Planning Factors (from 23 CFR Section 450.306(b))

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and nonmotorized users;

- (3) Increase the security of the transportation system for motorized and nonmotorized users;
- (4) Increase the accessibility and mobility of people and for 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, and;
- (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
- (10) Enhance travel and tourism

Evaluation of Transit Proposals

When there is no "competition" for the available FTA Urban Area funding, the KACTS Committee will use the information submitted in the providers' requests, budget information, the KACTS Transportation Plan, and communities' needs, economics, and air quality improvement goals to approve the providers' funding requests.

This evaluation will be performed by SMPDC in conjunction with MaineDOT when FTA Urban Area Planning funds and time permit it. If funding and/or time do not permit evaluation by SMPDC and MaineDOT the "applicant" will be required to submit the evaluation based upon the above criteria.

Federal Transit Administration (FTA) Section 5307 funds are distributed to each Metropolitan Planning Organization (MPO) in the United States based on a set formula. Both the Cooperative Alliance for Seacoast Transportation (COAST) and York County Community Action Corporation (YCCAC) currently split the total allocation for the MPO by a set amount, which was agreed upon by both agencies and also approved by the KACTS Policy Committee. The Policy Committee will review this agreement at least every other TIP to make sure the amounts and proportions of funding match the services provided. The split percentages are shown below:

67% of the combined allocation total of the Portsmouth and Dover-Rochester Urbanized areas for the York County Community Action Corporation
33% of the combined total for the Cooperative Alliance for Seacoast Transportation

The KACTS Committee will use the information generated by the six project evaluation criteria described above as one item in the evaluation process. Other parts of the evaluation process will include public comment, the level of community support, municipal, state or KACTS plans

and studies, and may also include community goals, needs, and economic development. The final analysis is left to the KACTS Committee which represents the KACTS Area communities.



Project Identification Form MPO Project

Section 1 – Project Origination

Sponsoring metropolitan planning organization (MPO): **KACTS**

Section 2 – Project Description and Justification

Project Sequence Number (PSN):

Project Identification Number (PIN):

Municipality:

Route Number/Street Name:

Project Location:

Federal Functional Classification:

Is the project on the NHS?

AADT (segment):

Total Entering AADT:

Speed Limit (mph):

Please state the purpose and need, describing why the improvement is proposed:

Please describe the proposed scope of work:

Section 3 – Municipal Involvement

Please provide the following information about the sponsoring municipality:

Municipality Represented:		
Contact Name:	Title:	
Mailing Address:	City:	Zip Code:
Daytime Phone Number:	E-mail Address:	

Section 4 – MPO Project Contact

MPO contact for this project:	Phone number:
Form completed by:	Date:

Section 5 – Other Project Considerations

Has this project been reviewed in conjunction with other projects in the area, either under design or construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please identify the person who conducted the review and specify the projects:	
Has this project been reviewed for pedestrian/bicycle accommodations and ADA requirements, including sidewalks and sidewalk ramps?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, by whom? _____	
Comments:	
Has the project been reviewed for crash history or other safety concerns?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, by whom? MPO Staff – Intersection is not a High Crash Location	
Has this project been reviewed for potential environmental impacts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, by whom? MaineDOT site visit on 10/21/10	
Has this project been reviewed for traffic data needs, including turning movement counts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please identify the person who did the review and provide this data to the MaineDOT MPO Coordinator. Inventory of signals conducted by Electric Light	
Are there existing maintenance problems – drainage, pavement flooding, scouring – that should be addressed as part of this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please describe:	
Are there related intersections that should be evaluated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please list:	
For intersection improvements that call for new signals where none currently exist, has a warrant analysis been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will the project change the road's horizontal or vertical alignment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please describe:	
Are there any obvious right-of-way impacts or displacements?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

If yes, please identify the source of the review and briefly explain the impacts:

Are there utility impacts within the proposed project limits? Yes No N/A

If yes, please describe the utility impacts:

Can this project meet clear zone requirements? (Please consult the *MaineDOT Highway Design Guide* for guidance.) Yes No N/A

If no, please explain:

Do you expect that the project will require **design exceptions** (vertical and horizontal alignment, shoulder/lane widths, and clear zones)? Yes No N/A

If yes, please explain: The travel lanes will be reduced from 12 feet to 11 feet in both directions.

Have previous engineering and/or technical studies been conducted? Yes No N/A

If yes, please: 1.) check all that apply; 2.) identify the responsible firm(s); and 3.) provide a copy to MaineDOT.

Planning and Feasibility Corridor Report Geotechnical Hydraulic Environmental

Responsible firm(s)

Is professionally stamped technical documentation attached? Yes No If no, please explain:

Section 6 – Estimated Costs by Phase and Scheduling

Phase		Original Estimate	Requested Delivery Year
<input checked="" type="checkbox"/>	Preliminary Engineering	\$	
<input checked="" type="checkbox"/>	Right-of-Way	\$	
<input checked="" type="checkbox"/>	Construction	\$	
<input checked="" type="checkbox"/>	Construction Engineering	\$	
Total Cost		\$	

Source of the estimate and contact information, for follow-up:

Is the project intended to be advertised for construction in 2020-2021? Yes No N/A

If no, please explain:

Section 7 – Funding Sources for the Project

Funding Source		Amount	%
<input checked="" type="checkbox"/>	Federal	\$	
<input checked="" type="checkbox"/>	State	\$	
<input checked="" type="checkbox"/>	Local/Other	\$	
Total Project Funding		\$	

Section 8 – Project Approvals

In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. Additionally, I acknowledge that the MPO will provide Federal and State funding for the project, shown in Section 7. My signature further indicates that the MPO is willing to enter into a Three-Party Agreement with MaineDOT and the Municipality – formally defining the scope and assigning responsibility for costs – before design begins.

Comments:

Name and Title: Stephanie Carver, Transportation Director
Kittery Area Comprehensive Transportation System

Date

In signing this form below, I concur with the proposed scope of work, schedule and cost estimate. **Additionally, I acknowledge that the Municipality will make a commitment to secure its local share of project costs, shown in Section 7.** My signature further indicates that the Municipality is willing to enter into a Three-Party Agreement with MaineDOT and the MPO – formally defining the scope and assigning responsibility for costs – before design begins.

Comments:

Name and Title:

Date

In signing this form below, I acknowledge that I have reviewed the proposed scope, schedule and cost estimate.

I further state that I **agree** with the following: Scope Schedule Cost estimate

I further state that I **disagree** with the following: Scope Schedule Cost estimate

Comments:

Name and Title: Darryl Belz, MPO Engineer
Maine Department of Transportation

Date

NOTES

1. The municipality attests that it will abide by all federal and state requirements.
2. Any project costs found to be ineligible for federal and/or State participation shall be borne by the municipality and/or MPO.
3. Cancellation of a project may result in any expenditures to be determined to be ineligible and therefore borne entirely by the municipality and/or MPO, unless otherwise mutually agreed to by MaineDOT.