

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

Policy Committee Meeting Agenda
Tuesday, October 19, 2021, at 1:00 p.m.

This meeting will be held virtually via Zoom

KACTS MEMBERS

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike
Authority

MaineDOT

Southern Maine
PDC

Public
Transportation
Providers

Join Zoom Meeting

<https://us02web.zoom.us/j/84960517392?pwd=dVpxK284OHZUUnNYa04vaU82R3NWdz09>

Meeting ID: 849 6051 7392

Passcode: 147835

Dial in: 1 (646) 558 8656

1. Welcome/Public Comment

2. KACTS Virtual Meeting Policy

Governor Mills signed Public Law Chapter 290 into law on June 21, 2021. The proposed Remote Participation Policy will allow KACTS board members to attend the Policy Board meetings via remote technologies pursuant to the requirements of Public Law Chapter 290. The law requires any public body to adopt a remote Participation policy in order to continue to meet

Proposed Action: Adopt the Remote Participation Policy for the KACTS Policy Board.

3. Approval of Minutes from the June 9, 2021 KACTS Policy Committee Meeting

4. 2022-23 KACTS Unified Planning Work Program

Metropolitan planning organizations (MPOs) are required to create a Unified Planning Work Program (UPWP) that documents the metropolitan transportation planning activities to be performed in compliance with federal regulation. The transportation planning tasks identified in the UPWP are funded through a combination of federal, state, and local sources. Staff has developed the attached draft 2022-2022 UPWP for the KACTS Policy Committee review and approval.

Proposed Action: Approve the Draft 2022-2023 Unified Planning Work Plan as presented for submission to MaineDOT.

5. KACTS Transit Study Kick off Presentation

KACTS is using CARES funding to embark on a regional transit study to look at challenges and opportunities for transit in our region. A committee including representatives from York County Community Action (YCCAC), SMPDC and MaineDOT was established to help choose a consultant for this work and AECOM was selected. AECOM will conduct a short presentation outlining their scope.

Proposed Action: For Information Only

KACTS

Kittery Area Comprehensive Transportation System

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

KACTS MEMBERS

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike
Authority

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6. **SMPDC and MaineDOT Reports-** MaineDOT and SMPDC staff will provide updates on any MaineDOT projects, policies, or plans.
7. **Municipal Project Updates**
Municipal representatives will provide updates on local transportation projects
8. **Other News/Next meeting**

REMOTE PARTICIPATION POLICY

Kittery Area Comprehensive Transportation System (KACTS) October 19, 2021

Members of the KACTS Policy Committee are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Committee to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The KACTS Director or the Director's designee, in consultation with the Chair if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the KACTS Director or designee and/or the chair of the Committee as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions. The public will be provided a meaningful opportunity to attend via remote methods when any member of the Committee participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the Committee and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Committee to meet using remote methods. The Committee will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the Committee to meet using remote methods of attendance.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Committee and the public. A member of the Committee who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

**KITTERY AREA COMPREHENSIVE
TRANSPORTATION SYSTEM**

(KACTS)

METROPOLITAN PLANNING ORGANIZATION

Calendar Years 2022 and 2023

UNIFIED PLANNING WORK PROGRAM

January 1, 2022 – December 31, 2023

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: **DATE**

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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BUDGET SUMMARY
2022 & 2023 PLANNING WORK PROGRAM (January 1, 2022 – December 31, 2023)

Task	Budget*	Funding Source
<u>1 ADMINISTRATION</u>		
1.1 Program Admin.	\$110,085	PL
1.2 Staff Training	\$12,000	PL
1.3 Public Participation & Outreach	\$14,100	PL
<u>2 TECHNICAL ASSISTANCE</u>		
2.1 Municipal Technical Assistance	\$19,000	PL
2.2 Highway Project Assistance	\$20,000	PL
<u>3 DATA COLLECTION</u>		
3.1 Socioeconomic & Land Use Data	\$14,000	PL
3.2 Transportation Systems Data	\$16,000	PL
<u>4 MULTIMODAL ASSISTANCE</u>		
	\$81,447	FTA
<u>5 FREIGHT MOVEMENT</u>		
	\$6,000	PL
<u>6 SUSTAINABLE TRANSPORTATION</u>		
	\$24,000	PL
<u>7 SPECIAL STUDIES</u>		
	\$7,500	PL
<u>8 AIR QUALITY COMPLIANCE</u>		
	\$2,000	PL
<u>9 POLICY AND PLAN DEVELOPMENT</u>		
9.1 Unified Planning Work Program	\$5,500	PL
9.2 Transportation Improvement Program	\$7,000	PL
9.3 Long Range Transportation Plan	\$8,000	PL
<u>10 MUNICIPAL AND CONSULTANT STUDIES</u>		
	\$73,000	PL
11. CARES Act Funds**	\$115,000	

TOTALS	\$321,276	PL and Match
	81,447	FTA Section 5303 and Match
	\$419,632	Total KACTS

*Budget totals include match

**CARES Funding not included in UPWP budget totals.

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.

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.

KACTS' primary responsibility as an MPO is to facilitate effective decision making in the metropolitan area and develop regional planning products that federal legislation requires as part of the metropolitan transportation planning process. This includes the Unified Planning Work Program (UPWP), long-range Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and the Title VI and Public Involvement Plan (PIP). These plans and programs coordinate the different elements of our region's transportation networks, determine goals and investment priorities, track performance, and document how federal transportation funds are spent in the region.

KACTS is primarily funded through the Federal Highway Administration (FHWA) Surface Transportation Program, but it also receives funds from the Federal Transit Administration (FTA) and the Maine Department of Transportation (MaineDOT).

The Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) summarizes how the MPO intends to spend its federal planning funds. It also serves as a management tool and program budget, detailing anticipated financial resources and expenditures for the years covered.

The Work Plan has been developed by the Southern Maine Planning and Development Commission (SMPDC) in coordination with the Maine Department of Transportation (MaineDOT) under the direction of the Kittery Area Comprehensive Transportation System (KACTS). It is directly linked to the KACTS 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 funds 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, and 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.

Performance Based Planning

In 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) was signed into law. MAP-21 transformed federal transportation grant programs by establishing new requirements for performance management and performance-based planning and programming to ensure the most efficient investment of federal transportation funds. The Fixing America's Surface Transportation Act (FAST Act) was signed into law in 2015 and continued the performance management and performance-based planning and programming requirements of MAP-21 with minor changes. In implementing MAP-21 and FAST Act, state Departments of Transportation, MPO's, and providers of public transportation must:

- establish performance targets that reflect the measures;
- report on progress towards achieving those targets;
- develop performance-based plans for safety and asset management; and
- implement a performance-based approach to planning and programming.

When developing the work program for the FY 2022-2023 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 is 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); and
- the Strategic Highway Safety Plan, and transit safety and security plans and programs

The tasks identified within the FY 2022-2023 UPWP are consistent with the Planning Factors, transportation planning emphasis areas and the Goals and Objectives identified in the [KACTS Long Range Transportation Plan](#). They will facilitate the effective and efficient implementation of the Plan and Transportation Improvement Programs for the MPO area.

2022 & 2023 KACTS UNIFIED PLANNING WORK PROGRAM

January 1, 2022 to December 31, 2023

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

KACTS staff will provide support to the KACTS MPO for all administrative functions, including invoices & supporting documents, accounting, audits and reports.

Proposed Activities and Deliverables:

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

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match- MaineDOT	Match- SMPDC	Match- Municipal	Total
\$88,068		\$16,513	\$5,504		\$110,085

Task 1.2 - Staff Training

Objective

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

Proposed Activities and Deliverables:

MPO staff training through attendance at transportation related conferences, workshops, and seminars

Timeline: This Task will cover both CY 2022 and 2023. Schedule varies based on conference and workshop dates.

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$9,600		\$1,800			\$12,000

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 and Deliverables:

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

Timeline: This Task will cover both CY 2022 and 2023. Activity often depends on schedules for TIP amendments, other items.

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$11,280		\$2,115	\$705		\$14,100

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 and Deliverables:

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.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$15,200		\$2,850	\$950		\$19,000

Task 2.2 – Highway Project Assistance

Objective

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

Proposed Activities and Deliverables:

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.

Timeline: This Task will cover both CY 2022 and 2023. Work typically increases during the construction seasons.

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$16,000		\$3,000	\$1,000		\$20,000

TASK 3 - DATA COLLECTION & MANAGEMENT

Objective

KACTS will collect and maintain comprehensive data for municipalities in the MPO region. This data will inform projects and planning efforts and will help member municipalities better understand transportation trends and 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 and update regional data to provide a deeper understanding of 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 and assess measures for the KACTS Long Range Transportation Plan.

Proposed Activities and Deliverables:

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 website.
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 2020 Census/ACS data. Utilize ESRI Community Analyst program to develop data and reports for the KACTS Long Range Transportation Plan updates.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$11,200		\$2,100	\$700		\$14,000

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 and Deliverables:

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. Maintain Miovision counters and equipment, conduct turning movement counts in KACTS area.
3. Create GIS map(s) with all KACTS/SMPDC count locations. Provide all traffic count information on the web site.
4. 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. Coordinate with MaineDOT on count scheduling activities in the KACTS region.

Timeline: This Task will cover both CY 2022 and 2023. Field work takes place typically during 2nd quarter and 4th quarter.

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$12,800		\$2,400	\$800		\$16,000

TASK 4 – MULTIMODAL ASSISTANCE

Objective

KACTS will provide general planning assistance to transit providers within the MPO (Cooperative Alliance for Seacoast Transportation [COAST] and York County Community Action Corporation [YCCAC]). KACTS will monitor public transportation ridership and overall system performance in the KACTS area; provide technical assistance in developing bicycle and pedestrian accesses to and from current or potential transit services and routes; and collect data required for technical evaluation, planning, and information purposes as needed.

FHWA encourages MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. KACTS will embark on a study to collect and analyze transportation data impacting regional transit patterns, including population and demographic patterns, employment trends, and land use and housing growth. The study will consider the impacts of the pandemic to existing transit capacity and services, opportunities for growth of the transit system post-pandemic and help inform future transportation investments in the SMPDC/KACTS region. KACTS may hire a consultant to complete all or a portion of the work.

Proposed Activities and Deliverables:

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. Establish and maintain a current short-range assessment of existing and projected transit demand and system operational requirements for future planning and programming.
4. Work with the Portsmouth Naval Shipyard and the Town of Kittery to coordinate transportation services for employees and alleviate commuter traffic during peak hours.

5. Maintain contact with private sector providers through mailings and press releases. Facilitate public/private partnerships in public transportation when appropriate and feasible.
6. Completion of required Federal Transit Administration (FTA) budget procedures, and completion of 5307 funding applications to secure funding for KACTS public transportation providers.
7. Follow the progress and compliance of COAST and YCCAC on all applicable Federal regulations, including the Americans with Disabilities Act (ADA) and Title VI.
8. Provide general assistance to YCCAC and COAST including, public outreach, local and regional data trends analysis, route planning, and grant application assistance.
9. Coordinate with MaineDOT and public transportation providers on required performance measures.
10. Complete transit sections of the work program (UPWP), Transportation Improvement Program (TIP), and 20 Long Range Plan as appropriate.
11. Continue participation in the GoMaine ridesharing and commuter program and the commuteSMARTseacoast in NH, including planning assistance as needed. Begin to explore the feasibility of expanding the commuteSMARTseacoast model to KACTS region.
12. Provide assistance with bicycle and pedestrian connections to current or future transit services and routes.
13. Provide a portion of consultant funding to supplement the CARES Act funding for the KACTS Southern Maine Transit Assessment Study.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
	\$65,158		\$16,289		\$81,447

TASK 5 - FREIGHT MOVEMENT

Objective

To provide enhanced communication and information exchange between KACTS municipalities, MaineDOT, New Hampshire DOT, the Maine Turnpike Authority, and the Bureau of Motor Vehicles in regard to truck movements and oversized vehicles in the KACTS region 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 and Deliverables:

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.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match- MaineDOT	Match- SMPDC	Match- Municipal	Total
\$4,800		\$900	\$300		\$6,000

TASK 6 – SUSTAINABLE TRANSPORTATION PLANNING

Objective

This task is designed to support the state’s climate change planning goals and objectives specifically related to the nexus between land use, the environment, and transportation. KACTS will support local and state efforts to implement appropriate transportation, land use, livability, and climate change recommendations identified in the recently completed [*Maine Won’t Wait: A Four-Year Plan for Climate Action*](#).

Proposed Activities and Deliverables:

1. Incorporate consideration of climate change mitigation and adaptation into the MPO planning process. KACTS will participate in research, assessments, working groups, and other efforts to understand the vulnerability of the region’s transportation system to climate change, develop strategies to assess impacts, and help communities increase their resilience through strategic planning and innovation.
2. Coordinate with SMPDC’s Sustainability and Resilience Program, MaineDOT and other state and regional partners to develop approaches to build transportation system resilience to the changing climate, extreme weather events, and future environmental conditions by expanding stakeholder engagement and coordination with relevant agencies and other entities, and integration into KACTS long range planning.

Timeline: This Task will cover both CY 2022 and 2023.

FHWA PL	FTA 5303	Match- MaineDOT	Match- SMPDC	Match- Municipal	Total
\$19,200		\$3,600	\$1,200		\$24,000

TASK 7 – ONGOING/SPECIAL PROGRAMS AND STUDIES

Objective

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

Proposed Activities and Deliverables:

1. **Performance Measures:** Work with MaineDOT, FHWA and other MPOs to develop and track performance measures 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.
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.

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.
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.
5. **Kittery /Portsmouth Naval Shipyard Joint Land Use Implementation:** KACTS staff will continue to coordinate with implementation efforts for the Kittery/Portsmouth Naval Shipyard Joint Land Use Study (JLUS) project. Tasks may include meeting coordination, committee participation, grants writing and contract management, and coordination with state and local transportation efforts.

Timeline: This Task will cover both CY 2022 and 2023.

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$6,000		\$1,125	\$375		\$7,500

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 and Deliverables:

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

This Task will cover both CY 2022 and 2023.

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$1,600		\$300	\$100		\$2,000

TASK 9 - POLICY AND PLAN DEVELOPMENT

The purpose of this Task is to use the information obtained 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 and Deliverables:

1. Revisions and amendments of current UPWP when needed, and
2. Preparation and adoption of the calendar year 2024-2025 UPWP.

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

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$4,400		\$825	\$275		\$5,500

Task 9.2 - Transportation Improvement Program

Objective

To develop the KACTS Transportation Improvement Program (TIP).

Proposed Activities and Deliverables:

1. Complete the KACTS 2022-2025 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.

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

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$5,600		\$1,050	\$350		\$7,000

Task 9.3 – Long Range Transportation Plan

Objective

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

Proposed Activities and Deliverables:

1. Minor updates to the KACTS 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.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$6,400		\$1,200	\$400		\$8,000

TASK 10 – MUNICIPAL & CONSULTANT STUDIES

Objective

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 KACTS Policy Committee in selecting planning 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 2022.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
\$58,400		\$10,950		\$3,650	\$73,000

TASK 11 – CARES ACT FUNDS

Maine will receive funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to assist YCCAC deal with the impacts of the coronavirus pandemic to its services. The purpose of this task is to identify the specific tasks to be completed with these funds. These activities and funds are not included in the contract between SMPDC and MaineDOT but are included in the UPWP.

Proposed Activities and Deliverables:

1. Assist YCCAC with its public engagement strategies and activities during and following the COVID 19 Pandemic.
2. Assist YCCAC with its response and recovery to the impacts to its services from the Coronavirus, and its coordination efforts with the regions other transit agencies. KACTS will coordinate this task with the PACTS Transit Tomorrow effort as it develops and finalizes recommendations.
3. Coordinate with the Kittery Joint Land Use Study (JLUS) and examine the feasibility of a new fixed use transit service between Sanford and Kittery and identify long-term funding to secure a sustainable service. Conduct a feasibility study to look at the potential for a mixed-use multimodal transportation hub to be located at the Water District site on State Road in Kittery.

Timeline: This Task will cover both CY 2022 and 2023

FHWA PL	FTA 5303	Match-MaineDOT	Match-SMPDC	Match-Municipal	Total
	\$115,000	\$	\$		\$115,000

Appendix A

TASK	<u>Proposed for 2022</u>	<u>80% Federal</u>	<u>15% State Match</u>	<u>5% Other Match</u>
<u>1 ADMINISTRATION</u>				
1.1 Program Admin.	\$110,085	\$88,068	\$16,513	\$5,504
1.2 Staff Training	\$12,000	\$9,600	\$1,800	\$600
1.3 Public Participation and Outreach	\$14,100	\$11,280	\$2,115	\$705
<u>2 TECHNICAL ASSISTANCE</u>				
2.1 Technical Assistance	\$19,000	\$15,200	\$2,850	\$950
2.2 Highway Project Assistance	\$20,000	\$16,000	\$3,000	\$1,000
<u>3 DATA COLLECTION</u>				
3.1 Socioeconomic & Land Use Data	\$14,000	\$11,200	\$2,100	\$700
3.2 Transportation Systems Data	\$16,000	\$12,800	\$2,400	\$800
<u>4 MULTIMODAL ASSISTANCE</u>	\$81,447	\$65,158	\$0	\$16,289
<u>5 FREIGHT MOVEMENT</u>	\$6,000	\$4,800	\$900	\$300
<u>6. SUSTAINABLE TRANSPORTATION</u>	\$24,000	\$19,200	\$3,600	\$1,200
<u>7 SPECIAL STUDIES</u>	\$7,500	\$6,000	\$1,125	\$375
<u>8 AIR QUALITY COMPLIANCE</u>	\$2,000	\$1,600	\$300	\$100
<u>9 POLICY AND PLAN DEVELOPMENT</u>				
9.1 Unified Planning Work Program	\$5,500	\$4,400	\$825	\$275
9.2 Transportation Improvement Program	\$7,000	\$5,600	\$1,050	\$350
9.3 Long Range Transportation Plan	\$8,000	\$6,400	\$1,200	\$400
<u>10 MUNICIPAL/CONSULTANT PROJECTS</u>	\$73,000	\$58,400	\$10,950	\$3,650
<u>11. CARES Act Funds*</u>	\$115,000			
TOTALS	\$419,632	\$335,706	\$50,728	\$33,199
		PL Funds Federal	\$270,548	
		State Funds	\$50,728	
		FTA Funds	\$65,158	
		Local/SMPDC Match	\$33,199	
			\$419,632	

*CARES Act Funding not included in UPWP total budget

Appendix B

FAST ACT PLANNING FACTORS			TASKS										
			1	2	3	4	5	6	7	8	9	10	11
			ADMINISTRATION	TECHNICAL ASSISTANCE	DATA COLLECTION	MULTIMODAL PLANNING ASSISTANCE	FREIGHT MOVEMENT	SUSTAINABLE TRANSPORTATION	SPECIAL PROGRAMS & STUDIES	AIR QUALITY	POLICY & DEVELOPMENT	CONSULTANT STUDIES	CARES ACT
FAST ACT PLANNING FACTORS	1	Support the economic vitality of the U.S., the States, metropolitan & non-metro areas			✓	✓	✓	✓	✓	✓	✓	✓	
	2	Increase the safety of the transportation system for motorized & non-motorized users		✓	✓				✓	✓		✓	✓
	3	Increase the security of the transportation system		✓	✓		✓	✓	✓	✓		✓	
	4	Increase accessibility and mobility of people and freight			✓	✓	✓	✓	✓	✓		✓	✓
	5	Protect & enhance the environment, promote energy conservation, improve quality of life		✓	✓	✓	✓	✓	✓	✓	✓	✓	
	6	Enhance the integration and connectivity of the transportation system across/between modes for people & freight			✓	✓	✓	✓	✓	✓	✓	✓	✓
	7	Promote efficient system management and operation		✓	✓	✓	✓	✓	✓	✓	✓	✓	
	8	Emphasize the preservation of the existing transportation system		✓	✓	✓	✓	✓	✓	✓		✓	✓
	9	Improve the resiliency & reliability of transportation system, mitigate storm water impacts		✓					✓	✓			✓
	10	Enhance travel and tourism			✓	✓			✓				✓

KACTS

Kittery Area Comprehensive Transportation System

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

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

Policy Committee Meeting Minutes

Wednesday, June 9, 2021 at 10:00 a.m.

This meeting was held virtually via Zoom

KACTS MEMBERS

Berwick

Join Zoom Meeting

<https://us02web.zoom.us/j/81343875937?pwd=WnNJYXJGWUdsNnZzR2kyZGpWUGt0UT09>

Eliot

Kittery

Meeting ID: 813 4387 5937

Passcode: 766135

+1 646 558 8656 US (New York)

South Berwick

York

Voting members present: Dylan Smith (York), Dean Lessard (York), Steve Cole (MaineDOT), Adam Causey (Kittery), Dave Rich (Kittery) Stephanie Carver (Southern Maine Planning & Development Commission), Jeff Brubaker (Eliot), Bob Currie (York County Community Action Corporation), Rebecca Grover (Maine Turnpike Authority), James Bellissimo (Berwick).

Maine Turnpike
Authority

MaineDOT

Staff & Guests: Eric Sanderson (Southern Maine Planning & Development Commission),

Southern Maine
PDC

1. Welcome

Chair Dylan Smith opened the meeting at 10:03 AM

Public

Transportation
Providers

2. Approval of Minutes from the May 19, 2021 KACTS Committee Meeting

Motion made by Steve Cole, Seconded by Adam Causey to accept the minutes as written. Motion passes 9-0-0.

3. UPWP Match Request to MaineDOT for FTA funds

As we prepare the draft of the next KACTS 2021-2022 Work Plan, KACTS staff is reviewing how we provide match for each of the tasks in the UPWP. Currently, MaineDOT provides \$50,728 (15%) in state funding as match for KACTS Federal Highway Administration planning funds, with an additional 5% local match paid my SMPDC and local communities. This amount is provided over the

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<http://www.smrpc.org/transportation/kacts/kacts.htm>

KACTS
Kittery Area Comprehensive Transportation System

The Metropolitan Planning
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Kittery Urbanized Area

2-year UPWP period and allows for greater flexibility in administering our planning dollars throughout the region. For public transportation, SMPDC currently provides \$15,209 (15%) match to the Federal Transit Administration planning funds in the UPWP. This local match is provided through member dues.

KACTS MEMBERS

Action: Approval to work collectively with the state’s other MPOs to formally request MaineDOT provide a 15% UPWP match for KACTS FTA funds.

Berwick

The Committee discussed ways to provide municipal match, including involving other Metropolitan Planning Organizations.

Eliot

Bob Currie made a motion to work collectively with state’s other MPOs to formally request MaineDOT provide a 15% UPWP match for KACTS FTA funds. Seconded by James Bellissimo. The motion passes 8-0-1.

Kittery

South Berwick

4. Project Candidates for KACTS Funding for CY 2024 Allocation

York

For CY 2024, KACTS will receive an estimated federal allocation of \$636,023, and a state allocation of approximately \$79,502. Including the 10% local match required of \$79,502, we need to program a total of \$795,027 for CY 2024. The KACTS WIN has a total of \$126,947.63 but only \$55,395.13 is available. MaineDOT recommends KACTS maintains a minimum \$71,552.5 in reserve (10% of the annual allocation), a difference of about \$16,000.

Maine Turnpike
Authority

The following projects have been submitted:

MaineDOT

- a) Project Construction- Berwick Saw Mill Hill Road and Route 9/School Street intersection improvements - The Town of Berwick requests an estimated **\$811,000** to fund construction of phase three of a multi-phased project. The PDR was funded by KACTS in FY22 and is scheduled to be completed this month. The current budget request is based on the draft PDR circulated to SMPDC and Berwick last month

Southern Maine
PDC

Public
Transportation
Providers

Action: Decide on final allocation of CY 2024 KACTS funding.

Steph reviewed Berwick’s project and what MaineDOT recommends KACTS puts into its reserve funds. Funding differential of \$15,000 between the available KACTS funding and project cost was discussed. James clarified that the town will be able to finance any difference.

Dean Lessard made a motion to allocate KACTS 2024 KACTS funds in the amount of \$795,027 to Berwick Saw Mill Hill and School Street intersection improvement project. The motion was seconded by Seconded by Dave Rich. Contingencies of the project were discussed, and Berwick will come back for additional funds should overages occur. Applying for the Traffic Movement Permit via MaineDOT was also discussed. The motion passes 9-0-1.

KACTS MEMBERS

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike
Authority

MaineDOT

Southern Maine
PDC

Public
Transportation
Providers

5. MaineDOT Report

MaineDOT staff will provide an update on any MaineDOT projects, policies, or plans.

Steve Cole discussed that MaineDOT submitted earmark requests to the U.S. Senate and of the 15 projects that were proposed, the only KACTS project was for the Badger Island bridge in Kittery for \$12.8 million. The project is in preliminary design, and the project will go out to bid in 2024.

6. Municipal Project Updates

James updated the Committee on a gas station by the bridge in Berwick that has been in discussions with the town to close their business. As part of the Saw Mill Hill/School Street realignment project, this business will have one of its curb cuts eliminated, which the business owner seemed open to.

Steph gave an update on the Route 236 Corridor Study in Eliot. KACTS is working with MaineDOT and Gorrill Palmer to extend the contract to December, with work hopefully finalized by summer of 2021. Most of the easier to implement recommendations (painting etc.) is being coordinated with MaineDOT to incorporate into the Route 236 repaving in 2023.

Steph also discussed the Joint Land Use Study (JLUS), which had a panel discussion on housing and transportation. KACTS has requested more data to be included in the consultant's report, and hopes to get ridership numbers and cost estimates for potential service extending between Sanford and the Shipyard. Pratt & Whitney is also in similar discussion with the group, updating it on shift schedules and how those may relate to transit routes. A communications plan is being formulated to coordinate better between the Shipyard and the towns of Kittery and its neighboring communities.

Dave Rich gave an update on the Kittery Whipple Street sidewalk project, which was moving along with MaineDOT. The Whipple and Wentworth project is still in Right of Way.

Dean discussed the traffic signal on Route 1 in York, which is not active. Some overhead lights are not on yet, and crosswalks still need to be finished, but the intersection is up and functioning.

Jeff gave an update on the water and sewer project on Route 236, and it is still a priority for the town and moving along. He also discussed walking and cycling improvements in town, and how the municipal staff are soliciting input from Eliot residents.

7. Other Business/Future Meeting Dates

Bob discussed YCCAC's strategic planning effort. This identified certain needs, one of which was to

KACTS

Kittery Area Comprehensive Transportation System

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Kittery Urbanized Area

hire for a Director of Operations. Bob has accepted that position, and he will be replaced as the Transportation Director in the future. The position will be posted for applications shortly.

The meeting was adjourned at 10:50 AM.

KACTS MEMBERS

Berwick

Eliot

Kittery

South Berwick

York

Maine Turnpike
Authority

MaineDOT

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