

Bangor Area Comprehensive Transportation System
Policy Committee Meeting
July 13, 2004
9:30am

Present: Jim Ring, Bangor; Kate Weber, Bangor; Stan Moses, Bangor; Frank Higgins, Brewer; Linda Johns, Brewer; Bob Osborne, Hampden; Jerry Douglas, Maine DOT; Rob Kenerson, Director of BACTS; Don Cooper, BACTS; Sandi Duchesne, BACTS; Sue Morse, BACTS

1. The meeting was called to order at 10am.

In the absence of the Chair & Vice Chair, Frank Higgins moved to appoint Jim Ring as temporary Chair for this meeting. It was seconded Kate Weber and unanimously approved.

2. Minutes

It was moved by Kate Weber, seconded by Linda Johns and unanimously VOTED

To approve the minutes of May 18, 2004 as presented.

3. Long Range Plan (LRP)

Rob Kenerson reviewed the changes to the LRP. He noted that addressing MDOT & FHWA comments would not require a new public comment period. The finalized Plan will be ready in September. Don Cooper developed an action plan for going forward and staff is look for approval of this action plan. Final approval of the LRP will be in September.

It was moved by Frank Higgins, seconded by Kate Weber and unanimously VOTED

To approve the action plan for the Long Range Plan as presented by Director.

4. By-Laws

Rob Kenerson presented a draft of the By-Laws with proposed changes highlighted.

Article II

“Formerly” changed to “originally”

Article IV

Reference to the public participation policy, instead of outlining the process within the by-laws.

Bob Osborne suggested more web friendly documents in order for the public to have access to our policies.

In the 3rd paragraph, it would be more specific about the representative/alternate being appointed to committees.

Article V

Section 2 Membership: one vote per 3,000 population, allowing representatives to vote in proxy for absent members. Bangor will need to have a transit representative on the committee (as part of their total voting members). Each town will have a minimum of one vote. Jim Ring suggested having a basic representation, then adding votes per increments of population, with a maximum of 4, population being based on the urbanized area. Other voting members (non municipal) are also specified. The name of RTAC in the ex-officio listing has been revised also.

Section 3 Meetings: specified the 3rd Tuesday at 9:30am and added a clause about canceling meetings and adding meetings.

Section 5 Quorum: changed quorum to majority of 11 votes, instead of 20 votes.

There were many questions and concerns with this change. After much discussion, it was decided to reword this to read: A quorum is required to conduct business. A quorum will consist of 11 votes.

Article VI

All the changes applied the policy committee section will apply here as well, with the following exception: there is no representative from EMDC. This lowers the total voting members.

It was noted that Technical Committee meetings are held on the opposite months of Policy Committee meetings.

Article VII

There was a minor change in section 3 regarding meeting notices. "Additional meeting notices will be sent to those persons requesting them" was removed.

There was discussion on the purpose and need of this committee. As a result of this discussion it was moved by Stan Moses, seconded by Bob Osborne and unanimously VOTED:

To discontinue the Executive Committee and remove Article VII from the By-Laws

Article IX

There was a change to the number of days for notice.

Bob Osborne noted that a one-week notice makes it hard to discuss issues with council members prior to the meeting. He suggested that there should be a mechanism for town managers, clerks and councilors to review all the documents. Shouldn't be up to the person who is at meetings.

Jim Ring suggested that it should be left up to the municipality. There may be some issue that we need more time to discuss with council, but we may need to make decisions in more rapid manner.

Charlie Heinonen agreed that more time is needed for procedural issues.

Stan Moses suggested having it on 2 successive meetings agendas. This allows time to go back and discuss the issues with council.

After further discussion, a final draft language was decided, as follows:

“These By-laws may be amended by vote of the majority of the votes present at any two (2) consecutive, duly constituted meeting.”

Rob Kenerson will make the recommended changes, circulate them and allow time for their review.

5. BTIP

A proposed list of projects was presented to the Committee and endorsed by the Technical Committee. Staff is looking for approval from the Policy Committee in order to forward them to MDOT.

Rob Kenerson asked for clarification from MDOT regarding cost estimates. The responsibility of providing cost estimates is not clear at this time. It has come to Rob's attention that MDOT is asking MPO's and municipalities to provide the cost estimates and this has not been past practice.

Jim Ring advised the Committee that this list is just a submission list for estimates, not a list of projects we actually want done. The Technical Committee will review a final list and prioritize, then come to the Policy Committee for final approval.

Rob also advised the Committee that the estimating issue was informational and he would keep the Committee informed as it moved forward. Today, approval is needed from the Policy Committee for list to go forward for field review.

Charlie Heinonen moved, Frank Higgins seconded, and it was unanimously VOTED

To approved the list as presented for field review.

6. Elections

Bob Osborne nominated Bill Reed for Chair, Kate Weber seconded and it was unanimously VOTED

To elect Bill Reed of Veazie as Chair of the Policy Committee for the 2004-2005 fiscal year.

Bob Osborne nominated Frank Higgins for Vice Chair, Kate Weber seconded and it was unanimously VOTED

To elect Frank Higgins of Brewer as Vice Chair of the Policy Committee for the 2004-2005 fiscal year.

7. Transit Amendment

Don Cooper advised the Committee that JARC monies have been obtained and that the current BTIP needs to be amended to include this money. He explained that the JARC money is only available for 3 years and that we are already into year one.

Linda Johns moved, Kate Weber seconded and it was unanimously VOTED:

To amend the 2004-2006 BTIP to accept \$60,000 in JARC monies.

8. UPWP Amendment

Rob Kenerson asked for an amendment to the current UPWP to add Task 20 for the Brewer Main St. Study. He advised the Committee that there are funds available to complete this study under our current UPWP. This study was originally suggested as a project in the upcoming BTIP, but it was decided at the Technical Committee that a study would be more appropriate.

Rob also advised the Committee that the overall operating costs within BACTS have increased. The cost of the audit increased (doubled) and the indirect at EMDC has increased from 42% to 48%. Indirect is a portion of salary & fringe. He noted that there is a need for \$15,000 more be added to the administrative budget.

Jim Ring clarified that this is based on our current arrangement here at EMDC. He noted that we could look at this more closely if we choose as we contract with EMDC on a yearly basis.

Kate Weber moved, Linda Johns seconded and it was unanimously VOTED

To amend the 2004-2006 UPWP to include Task 20, Brewer Main Street Study.

Linda Johns moved to amend budget, Charlie Heinonen seconded and it was unanimously VOTED

To amend the budget of the 2004-2006 UPWP to include the funding for Task 20, Brewer Main Street Study.

9. Other Business

Rob Kenerson updated the Committee on the hiring of a new Administrative Assistant. There is one more interview to conduct and he is hopeful that a decision will be made at beginning of next week.

The Stillwater Avenue Corridor Study draft was to be discussed that afternoon at a committee meeting. The Study should be finalized within two (2) months.

The next meeting was scheduled for Sept. 21, 2004.

Frank Higgins moved, Kate Weber seconded and it was unanimously VOTED

To adjourn.

Respectfully submitted,

Susan C. Morse
Clerk Pro-tem