

Bangor Area Comprehensive Transportation System

Policy Committee Meeting Minutes

September 26, 2006

PRESENT:	Bill Reed, Veazie	Linda Johns, Brewer
	David Struck, Orono	Catherine Conlow, Orono
	Bob Osborne, Hampden	David Pardilla, Penobscot Indian Nation
	Jim Ring, Bangor	Duane Scott, MDOT
	Frank Higgins, Brewer	Janis Piper, MDOT
	Stan Moses, Bangor	Rob Kenerson, BACTS
	Charles Heinonen, Old Town	Don Cooper, BACTS
	John Theriault, AMES, A/R	Dianne Currie, BACTS
		Jaci Hancock, EMDC/BACTS

1. Call to Order

The Bangor Area Comprehensive Transportation System Policy Committee met on Tuesday, September 26, 2006 in the Penobscot Boardroom at EMDC, 40 Harlow St, Bangor, Maine. The meeting was called to order at 9:45 a.m. by Bill Reed, Chair.

2. Approval of August 15, 2006 Meeting Minutes

David Struck made a motion to approve the August 15, 2006 Policy Committee meeting minutes as presented. Frank Higgins seconded the motion. The meeting minutes were unanimously approved without revision.

3. Election of Officers

Rob Kenerson informed the committee that it was time to elect a chair and vice-chair for the current two year period. Bill Reed opened the floor to nominations. Jim Ring moved that Bill Reed be re-elected as chair to the Policy Committee. Frank Higgins seconded the motion which was unanimously approved. Cathy Conlow moved that Jim Ring be re-elected as vice-chair. Linda Johns seconded the nomination which was unanimously approved.

4. Project Funding Transfer Request

Janis Piper, MDOT, notified the committee that there were PINS for several completed BACTS projects that contained unexpended funds. She raised the logistical challenges that faced both MDOT and BACTS with closing out project PINS and reallocating unexpended funds when projects come in under budget. At present, Ms. Piper estimates that there is a total of approximately \$60,000 in such BACTS funds. This situation raises three separate issues:

- (a) Whether the Policy Committee thought it appropriate for MDOT to establish a "Holding PIN" to which unexpended BACTS funds could be transferred to assist in keeping track of such funds.
- (b) Whether the Executive Director should be given the discretion to approve the transfer of funds up to a set amount between the Holding PIN and other PIN(s), thereby providing some flexibility in transferring monies amongst funded projects.
- (c) Whether an amendment should be drafted to the by-laws to permit the Policy Committee to vote via electronic means (email), under certain circumstances.

The above concepts were the subject of committee discussion. Janis Piper indicated that the MDOT could provide regular reports to the committee on the status of all

BACTS projects, including amounts in the Holding PIN and what PINS those funds came from as well as information on anticipated project bid dates. All present indicated that this was a good idea that should be acted upon.

Charlie Heinonen made a motion that: a "Holding PIN" be established by MDOT for the transfer of all surplus funds from any completed BACTS project(s) and that the Executive Director be notified by MDOT upon any transfer into that PIN; further, that the Executive Director be given the authority to approve transfers up to \$2,000 from the "Holding PIN" into other PIN(S) as appropriate, in his discretion. The motion was seconded by Frank Higgins.

Following discussion, it was moved by Catherine Conlow and seconded by Frank Higgins to amend the motion to raise the threshold for exercise of the Executive Director's discretion from \$2,000 to \$5,000. Rob Kenerson indicated that he would send the committee notice of any transfer made pursuant to this authority, if granted. The amendment passed unanimously. The amended motion was passed unanimously (as follows):

A "Holding PIN" is to be established by MDOT for the transfer of all surplus funds from any completed BACTS project(s); MDOT shall notify the Executive Director upon any transfer of funds into that PIN; and the Executive Director is given the authority to approve transfers up to \$5,000 from the "Holding PIN" into other BACTS PIN(S) as appropriate, in his discretion.

Finally, Rob Kenerson was directed by the committee to prepare a draft amendment to the by-laws to permit the committee to take action by casting electronic (email) votes under certain circumstances that do not trigger the public notice requirement.

5. FY 2008-2010 (BTIP) Proposed Projects List

Rob Kenerson presented a handout spreadsheet entitled "2008-2010 BTIP Project Short List, September 26, 2006" and a handout entitled "Projected MPO Federal Capital Allocation for 2008-2009 (as of September 2006)". The Short List highlights those projects that the Technical Committee voted to recommend for inclusion in the '08-'10 BTIP. Frank Higgins reported that the Technical Committee's discussion was in-depth and difficult as it was necessary to cut \$2 million in projects from the BTIP shortlist to meet the \$4.84 million budget. He pointed out that the committee determined that it was important to complete the Bennoch Road and Hampden Route 1A projects as they have been in the hopper for a long time and are in need of attention.

Janis Piper reported that the revised estimate for the Bennoch Road project is \$1.1 million (this revised amount represents the project with 5 foot paved shoulders, but without sidewalks and with a slip-lined culvert rather than culvert replacement). As a result of this downward revision, approximately \$180,000 (of the \$4.84 million in available funds) would become unallocated. There followed a discussion of the proper way to handle the \$180,000.

During this discussion, Duane Scott, MDOT, pointed out to the committee that technically, this should be referred to as the 2008-2010 "Statewide Transportation Improvement Project", or "STIP". Further, the \$4.84 million in anticipated allocation, which is the subject of the discussion, is for the '08 - '09 work plan.

Frank Higgins requested that, considering the availability of additional funds, the Brewer Parkway South project be revisited, to the extent to accommodate a request for the inclusion of \$25,000 for culvert installation on Parkway South at Pendleton/Robertson (REH-4). He noted that this portion of the project would not be able to wait for the next shortlist and needed to be funded, either by BACTS or the City of Brewer, sooner rather than later. It was also noted that, prior to adoption, the Bangor intersection projects needed to be selected for inclusion in the proposed shortlist.

A discussion of the issues followed after which it was moved by David Struck and seconded by Charlie Heinonen that the Policy Committee approve the 2008-210 STIP Shortlist as recommended by the technical Committee with the following revisions:

- (a) Funding of the Bennoch Road Project be reduced by \$25,000 (to \$1,265,636);
- (b) REH-4 (Brewer, Parkway South, Pendleton/Robertson) be funded in the amount of \$25,000 for culvert replacement only; and
- (c) The following intersection projects in the City of Bangor be funded: Broadway and Cumberland, State and Hancock and Broadway and Stillwater (in the revised amount of \$33,000). The motion was unanimously approved.

6. **Other Business**

Rob Kenerson directed the committee's attention to materials from John Melrose regarding the Transportation Financial Reform Coalition which is asking BACTS to support its efforts. Following a brief discussion Cathy Conlow's motion to support the Coalition's efforts was seconded and unanimously approved.

Rob Kenerson reported that the last lighted crosswalk was scheduled to be installed in College Avenue in Orono today.

Finally, Rob provided the committee with information on an upcoming AMPO (Association of Metropolitan Planning Organizations) Conference and requested that any committee member who is interested in attending the conference contact him.

Duane Scott, MDOT, informed the committee that Fred Michaud would be transitioning to the role of the MDOT Policy Department's representative on the BACTS Policy Committee. This is in keeping with MDOT's efforts to align staff with MPO's and RPO's on a regional basis. Mike Laberge will continue to represent MDOT on the Technical Committee and serve as the overall coordinator of all four MPO's in the State.

Rob announced that there will be a need for both the Technical and Policy Committees to meet in the month of October as there are two RFP's that are scheduled to be awarded (Truck Route and Transit). The Technical Committee will meet on Tuesday, October 17th at 9:30 a.m. and the Policy Committee will meet the following Tuesday, October 24th at 9:30 a.m.

7. **Adjournment**

There being no further business, upon motion by David Struck and second by Frank Higgins, the meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Jaci S. Hancock