

Bangor Area Comprehensive Transportation System

Policy Committee Meeting Minutes

December 15, 2015

Machias Savings Bank

Name	Representing
Rob Kenerson	BACTS
Dianne Rice	BACTS
Cindy Meservey	BACTS
Frank Higgins	City of Brewer
Belle Ryder	Town of Orono
Gerry Audibert	Maine DOT
Randall Barrows	Maine DOT
John Devin	Maine DOT
Dana Wardwell	City of Bangor
Dean Bennett	Town of Hampden
Linda Johns	City of Brewer
Ted Trembley	City of Bangor

Approval of Meeting Minutes

Topic	Discussion	Action
Minutes	Frank Higgins called the December 15, 2015 meeting of the Bangor Area Comprehensive Transportation System Policy Committee to order at 9:41 am, at the Brewer Auditorium.	<i>Dana Wardwell made the motion to accept the minutes of November 17, 2015 Policy Committee meeting. Gerry Audibert seconded the motion. Unanimously approved.</i>

Financial Audit FY2014 and FY2015

Topic	Discussion	Action
	<p>Rob Kenerson distributed copies of the draft report from the auditors. He explained that one report covered April 1, 2013 through June 30, 2014, and the other covered July 1, 2014 through June 30, 2015.</p> <p>The firm that audited the financials was out of Florida. Two auditors were sent. One spent one day and the other was in the office for two days. Rob feels this firm was an excellent choice.</p>	

	<p>Following the Federal Acquisition Requirements (FAR), the auditors looked at overhead costs and determined what was allowable. They then calculated the indirect and fringe rates. They found two non-compliance issues. Both costs and labor must be separated in QuickBooks.</p> <p>BACTS will need to reimburse any overages due to actual indirect rate being less than the budgeted indirect rate.</p>	<p><i>Belle Ryder made a motion to authorize the Governance Committee to make the final approval when the audit has been finalized. Dana Wardwell seconded the motion. Unanimously approved.</i></p>
--	--	---

Technical Issues

Topic	Discussion	Action
	<p>Orono – Belle Ryder discussed the concerns of the residents brought up during the roundabout meeting on December 2. Some of the concerns raised were the difficulty of getting in and out of Bangor Savings Bank, the possibility of having bicycles in the roundabout, and college students texting rather than paying attention when in the roundabout. The project manager announced that the schedule is to advertise in late June 2017. Rob Yerxa would like to advertise earlier so construction can begin when the students are not in session.</p> <p>Bangor – There was a meeting to discuss the diverging diamond interchange for Hogan Road. The earliest construction would be able to begin would be 2018. Dana Wardwell indicated the feedback from the Economic Development Committee was generally positive.</p>	

Maine DOT

Topic	Discussion	Action
	<p>Gerry Audibert explained the process for the workplan. The plan is a three-year plan with the first year projects guaranteed for funding, the second-year projects being tentative, and the third-year projects are a possibility. The plan will be updated annually.</p>	

	<p>Billing for projects will be as follows: the first bill will be for PE, right-of-way, and 50% of construction cost, with the balance due at 2/3 completion of the project.</p> <p>Maine DOT is looking at providing training on the financial side of projects submitted.</p> <p>John Devin announced that projects submitted for the Municipal Partnership Initiative (MPI) will be selected for funding in January. There is still time to get projects in.</p> <p>The Business Partnership program is similar to the MPI, except there is a requirement of contribution by the business. The split would be 1/3 business, 1/3 municipality, 1/3 state. John will send a link to the Business Partnership program to the committee.</p>	
--	--	--

Other Business

Topic	Discussion	Action
	<p>Rob, Dianne and Don met with Nancy Grant, the Executive Director of the Bicycle Coalition of Maine. She asked to be put on the Policy Committee list as a member of the public. She works quite a bit with PACTS and ATRC.</p> <p>Rob announced that the State received a TIGER VII grant for \$40 million. He indicated that 384 miles of railroad will be updated to raise the speed limit of the trains from 10 mph to 25 mph. Central Maine, Quebec, Pan Am and EM railroads are involved in the project.</p> <p>BACTS received the numbers for the increase in health insurance. One plan has gone up 8.25 percent and one has gone up 6.35 percent. Rob would like to keep the BACTS portion of the cost the same as last year.</p> <p>BACTS is looking at other banks with lower fees. The annual fee for the line of credit at Bangor Savings Bank is \$250. The cost at Camden National is only \$99. Belle Ryder suggested looking at The First as well, as their rates are competitive with other banks.</p>	<p><i>Belle Ryder made a motion to provide the same percentage toward the cost of health insurance for the employees the same as last year. Linda Johns seconded the motion. Unanimously approved.</i></p> <p><i>Belle Ryder made a motion to authorize the Executive Director, Chair and Treasurer to be able to place the organization into indebtedness and sign on behalf of the organization for loan documents.</i></p>

Rob indicated that BACTS needs authorization for the Chair, Executive Director and Secretary/Treasurer to be given authority to sign checks and transfer funds when necessary.

Rural Contract – One local planning commission gave suggestions on how to break up the region for the rural contracts. The Hancock County Planning Commission (HCPS) surrounds the BACTS area. Rob wants to meet with the planner at HCPC to discuss.

A five-year transportation act was signed on December 4 called Fixing America’s Surface Transportation (FAST) Act. This is the first since 2005 that long term federal transportation legislation has been enacted . This will provide extra funding for the MPOs. There are a lot of details that Rob hasn’t looked at yet.

Topic	Discussion	Action
Adjournment		<i>The meeting was adjourned at 11:19 a.m.</i>