



A Metropolitan Planning Organization (MPO)
Administered by Southern Maine Planning and Development Commission

KACTS
Members:

Berwick

Eliot

Kennebunk

Kennebunkport

Kittery

Ogunquit

South Berwick

Wells

York

Maine Turnpike
Authority

MaineDOT

Southern Maine
Planning and
Development
Commission

Public
Transportation
Providers

Policy Committee Meeting Agenda

Wednesday, June 5, 2024 at 1:00 p.m.

This meeting will be held in person at York Public Library, Community Meeting Room,

15 Long Sands Rd, York, ME 03909

Zoom meeting link:

<https://us02web.zoom.us/j/84612237533?pwd=anRGa2s2N2ZHZFM4Wlg2Nlp3eUVVdz09>

Meeting ID: 846 1223 7533; Passcode: 134066; Dial in: 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 – Minutes from the May 1st, 2024 KACTS Committee Meeting.

Proposed Action: Approve Minutes from May 1st, 2024 meeting.

3. 2024-2025 Public Involvement Plan (PIP)

Metropolitan planning organizations (MPOs) are required to create a Public Involvement Plan (PIP) that outlines the goals, strategies, approaches, and performance measures to be used to advance meaningful public involvement in KACTS’ regional transportation planning efforts. Staff have developed the draft 2024-2025 PIP for KACTS Policy Committee review and approval and posted it for the required 45-day comment period which ended May 31, 2024. No comments were received during the comment period.

[Click here](#) to view the full Draft PIP document on the KACTS website.

Proposed Action: Approve the 2024-2025 Public Involvement Plan (PIP) as presented.

4. KACTS/MaineDOT MOU Update

In September 2023, MaineDOT proposed six initiatives intended to serve as a foundational element for the memorandum of understanding (MOU) between MaineDOT and the state’s MPOs. The intent of the MOU is to enhance cooperation through a new agreement that governs the responsibilities of each party and the process for jointly deciding FHWA and state-funded transportation investments in the KACTS region. The draft MOU, in its current form, includes, but is not limited to, the following topics:



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- **Collaborative Development:** MaineDOT and the MPO will collaboratively develop Maine's 3-year Work Plan, aligning with the goals of the Metropolitan Transportation Plan (MTP) and the Department's Long-Range Plan (LRTP).
- **Funding Forecasts:** MaineDOT and the MPOs will develop funding forecasts to meet federal requirements for a fiscally constrained MTP and TIP.
- **Annual Data Sharing:** Each January, MaineDOT will provide the MPOs an outlook of current and anticipated new bridge, highway rehabilitation and reconstruction, and pavement condition on all Highway Corridor Priority 1-4 roadways. This data will help the MPOs understand upcoming needs (and potential projects) and streamline the coordination and development of upcoming Work Plan candidates.
- **Planning:** The MPOs will lead transportation planning efforts in their respective regions.
- **Project Prioritization and Selection:** Both MaineDOT and the MPOs play roles in the prioritization and selection of projects, with each utilizing their expertise in specific areas.
- **Initiatives for Improvement:** Six initiatives outline the cooperation on funding and improving highways and streets under state and federal classification, including transformative projects, corridor management, and specific improvements on designated highway corridors.

The MPOs and MaineDOT continue to refine the MOU to clarify the process for flexing funds between FHWA and FTA and ensure that the region maximizes various state and federal resources to advance federal, state, and regional goals. A draft MOU may be available for committee/board input in June.

Proposed Action: Information only.

5. **MaineDOT Map Viewer Presentation**

Dean Williams will provide a brief overview of the data resources available through the MaineDOT Mapviewer.

Proposed Action: Information only.

6. **SMPDC Updates**

- a. KACTS Safety Action Plan Update – KACTS and WSP have drafted recommendations around priority locations and strategies. The Project Steering Committee met on June 3rd the public meeting will be scheduled in July.
- b. Metropolitan Transportation Plan Update – KACTS has kicked off the MTP update with AECOM and Zoe Miller Strategies. The project team is finalizing



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the public outreach process and will be forming the Project Steering Committee soon.

- c. YCCAC Demand Response services – Given limited response to previous RFPs and the unique needs of our region, MaineDOT has approved our request to sole source Demand Response services for the KACTS region.
- d. UPWP Task and Budget Update:

	PROJECT	PIN#	BUDGET	BALANCE
Task 1.1	Program Management	2173.2	317,976	244,429.99
Task 1.2	Staff Training	2173.2	10,000	2,966.65
Task 1.3	Public Participation	2173.2	30,000	26,526.69
Task 2.1	Project Assistance	2173.2	155,000	135,149.72
Task 2.2	Socioeconomic & Land Use Data	2173.2	15,000	11,392.58
Task 2.3	Transportation Systems Data	2173.2	9,267	8,145.39
Task 3.1	Transit Planning	2173.2	104,238	99,604.82
Task 3.2	Bicycle Pedestrian Planning	2173.2	50,000	43,661.55
Task 4.1	Unified Planning Work Program	2173.2	5,542	5,452.78
Task 4.2	Transportation Improvement Program	2173.2	6,958	3,444.08
Task 4.3	Long Range Transportation Plan	2173.2	210,000	202,454.58
Task 4.4	Regional & Special Studies	2173.2	50,333	30,577.62
Task 4.5	Municipal Studies	2173.2	163,470	163,470.00
	TOTALS	*****	1,127,784	977,276.46

- 7. **MaineDOT Updates** – Claire Winter, MaineDOT Urban Planner will provide an update on MaineDOT initiatives.
 - a. Bicycle and Pedestrian Funding Program- Due Date July 15th
- 8. **Municipal Project Updates** – Municipal representatives will provide updates on local transportation projects.
- 9. **Other Business**



A Metropolitan Planning Organization (MPO)
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Policy Committee Meeting Minutes

Wednesday, May 1, 2024 at 1:00 p.m.

Voting Members Present: Jeff Brubaker (Eliot), Chris Osterrieder (Kennebunk), Galen Weibley (Kennebunkport), Jason Garnham (Kittery), Dave Rich (Kittery), Tyler McOsker (Ogunquit), Jen Janelle (South Berwick), Shannon Belanger (Wells), Dean Lessard (York), Dylan Smith (York – Chair), Rebecca Grover (Maine Turnpike Authority), Claire Winter (MaineDOT), Stephanie Carver (SMPDC/KACTS), Tom Reinauer (YCCAC – Vice Chair)

Additional Attendees: Jessica Cyr (South Berwick), Laura Machala (AECOM), Zoe Miller (Zoe Miller Strategies), Paige Melius (FHWA), Kirstie Hostetter (FTA), Thomas Morley (Portsmouth Naval Shipyard)

SMPDC Staff: Mar Fink (SMPDC/KACTS), Dean Williams (SMPDC/KACTS)

1. Welcome

Dylan Smith, KACTS Chair, opened the meeting at 1:00pm.

2. Opportunity for Public Comment

Jessica Cyr (South Berwick) is an abutter to Route 236 and asked about KACTS' public participation goals in relation to the MPO budget. Stephanie Carver, KACTS Director, responded that KACTS recently expanded from five to nine municipalities after the 2020 Census. KACTS is working to enhance its public engagement activities, including a website update and more public surveys, especially as part of the MPO's upcoming long range Metropolitan Transportation Plan (MTP) update. The recently updated Public Involvement Plan is available on the KACTS website. KACTS conducts a process every two years to develop tasks for the MPO's work plan. Steph is always available to discuss comments or suggestions related KACTS' public involvement. Steph thanked Jessica for attending.

3. Approval of Minutes

Dave Rich (Kittery) had a correction to the April 3 minutes. In municipal project updates, the minutes should state that the Walker/Wentworth project will start on May 15, not the Whipple project.

Dave Rich motioned to approve the minutes as amended, seconded by Tom.

Motion approved. Abstention: Jen Janelle (South Berwick).

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4. KACTS Metropolitan Transportation Plan (MTP) Presentation

Laura Machala (AECOM), AECOM’s project manager for the MTP update, and Zoe Miller (Zoe Miller Strategies), public engagement consultant for the project, introduced themselves.

Steph provided background on the MTP. The MTP is a federally required long range plan that will incorporate input from committee members, stakeholders, and the public. The MTP impacts KACTS’ decision making, allocation of funds, and how we work with DOT and federal partners. The MTP is updated every 5 years with a 20-year planning horizon and the last update was in 2019. This MTP update is well-timed to create a blueprint for KACTS’ future, following the MPO expansion as a result of the 2020 census.

After leading a group activity in which attendees shared what modes of transportation they rely on and what transportation challenges they face, Laura presented on the update. The MTP identifies transportation needs of the region and sets associated goals and strategies. The 2019 MTP update had a planning horizon of 2019-2045; due to the MPO expansion, KACTS staff decided the current update will also go to 2045. The MTP is a surface transportation plan and does not cover air travel or boating.

Laura reviewed federal requirements of the MTP, including existing and proposed transportation facilities, demographic profile of the population, performance measures, analysis of our region’s financial capacity for transportation investments, and a project list (either be a fiscally constrained list or an illustrative list of projects with discussion of additional funding sources the region could pursue). The project list will align with the plan’s goals and strategies, identified through public engagement. The MTP will also consider different growth scenarios for the region.

The MTP will bring value to KACTS communities by prioritizing projects that will optimize funding from MaineDOT and federal funding sources. The MTP is also an opportunity to build relationships between KACTS and stakeholders, to educate the public, and to ensure that our transportation decisions align with the land use goals of our region and communities. SMPDC staff will be reaching out to meet with staff from each community this spring and summer.

Zoe Miller led the group in an activity to identify aspects of our region’s identity, which will inform the branding and identity of the MTP. Participants brought up beaches, open spaces, summer tourism, rural character, regional foods, and other characteristics of the region.



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The MTP draft will be developed and released for review by summer of 2025. Spring and summer of this year will consist of stakeholder engagement and the existing conditions analysis, with plan development beginning in the fall. Current next steps include creating a steering committee and public engagement strategy. Steph added that she and Dean Williams are available to answer any questions or comments and are accepting suggestions of events or meetings where MPO staff can do MTP outreach.

5. KACTS UPWP Planning Study Proposals

Steph reminded the group that KACTS is accepting study proposals with a deadline of May 15. KACTS has been working with MaineDOT on corridor studies along Route 1, including ongoing studies in Kittery and Wells. York has now submitted a proposal for a study along Route 1. KACTS is working with MaineDOT and the town on refining the budget.

Dylan Smith provided background on the study. York’s Sewer Expansion Action Committee is evaluating extending sewer from Stonewall Kitchen to slightly beyond Anthony’s, and the Committee and Select Board discussed this as an opportunity to evaluate Route 1 safety concerns. With increasing amounts of roadway users, land use changes, and more summer vacationers, the study will evaluate options to increase safety along the corridor. This study will look at the area from the Kittery Town Line to Mountain Road (by Flo’s Hot Dog Stand) and align with York’s comprehensive plan as well as dovetail with the studies in Kittery and Wells. The York Select Board is in full support.

Dean Lessard added that with more development on Route 1, the Town receives complaints about roadway safety, especially regarding left turns into and out of developments. This is also an opportunity to improve bike-ped safety and connectivity between York’s businesses and beaches, as there is currently no bike-ped access on this roadway section.

Steph explained that the study would be a partnership between KACTS, DOT, and York, with each entity contributing one-third of the cost. Claire Winter added that DOT is in full support of this study and has met with York on developing the scope.

Chris Osterreider (Kennebunk) asked if this one-third split partnership has been done before. Dean Williams responded that KACTS regularly partners with towns on municipal planning studies using the municipal planning budget. However, KACTS and the town are also partnering with the state in this case because the study is larger in scale and Route 1 is such an important corridor. Steph added that she didn’t recall KACTS doing a project structured like this before but it is done elsewhere by other MPOs.



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Jason added that Kittery is currently working with DOT and their consultant on Kittery’s Route 1 corridor study, and this is an opportunity to consider the Eastern Trail in planning for facilities and how there could be continuity between Kittery’s and York’s Route 1 studies. Jason offered that he is available to meet with York staff and discuss.

Kirstie Hostetter (FTA) suggested looking into incorporating a Planning and Environmental Linkages process as a way to embed NEPA into this study, which tends to make projects more competitive for federal grants. Paige Melius (FHWA) added that, while not required, Planning and Environmental Linkages would be a great addition. Maine is in the process of receiving NEPA assignment 326 and potentially 327.

Chris motioned to approve the commitment of KACTS planning funds to the Route 1 study not to exceed \$100,000, seconded by Shannon Belanger and Tom Reinauer.

Motion passed.

6. SMPDC Regional Updates

- a. **KACTS Safety Action Plan Update** – Dean Williams updated the group that the last project steering committee meeting included narrowing down potential project areas based on the High Injury and High-Risk Networks. The project team will likely follow up with each town on these potential projects. The last steering committee meeting will be at the end of the month before drafting of the plan.
- b. **Eastern Trail Feasibility Study Update** – Dean informed the group that there is substantial public interest in the Eastern Trail Feasibility Study project. Approximately 70 people from the public attended the public meeting at Eliot Town Hall.
- c. **Monthly Budget update** – Steph gave a budget update. This past month KACTS staff have worked with MaineDOT on the MOU, began work on the MTP, and have supported member communities with project assistance.



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	PROJECT	BUDGET	REMAINING
Task 1.1	Program Management	317,976	231,284.40
Task 1.2	Staff Training	10,000	4,291.65
Task 1.3	Public Participation	30,000	24,672.49
Task 2.1	Project Assistance	155,000	125,995.21
Task 2.2	Socioeconomic & Land Use Data	15,000	10,524.77
Task 2.3	Transportation Systems Data	9,267	8,119.74
Task 3.1	Transit Planning	104,238	93,814.20
Task 3.2	Bicycle Pedestrian Planning	50,000	41,140.19
Task 4.1	Unified Planning Work Program	5,542	4,907.50
Task 4.2	Transportation Improvement Program	6,958	3,099.68
Task 4.3	Long Range Transportation Plan	210,000	183,236.11
Task 4.4	Regional & Special Studies	50,333	30,057.92
Task 4.5	Municipal Studies	163,470	147,123.00
	TOTALS	1,127,784	908,266.86

7. MaineDOT Updates

Claire Winter updated the committee that MaineDOT has continued to work with KACTS on the MOU and there will be more information to share on that at next month’s meeting.

Rebecca Grover provided an update that there will be nighttime lane closures on I-95 for milling and paving from 9pm to 5am this week and next week between miles 20 and 23 (Wells to Kennebunk) and on exit ramps 1, 2, and 3 in Kittery.

Tom asked if there are updates on the Piscataqua River Bridge part time shoulder use. Dean Williams responded that it was planned to be tested during the eclipse; Rebecca clarified that it was not tested for the eclipse but she believes something will be done before Memorial Day.

8. Municipal Project Updates

Dave Rich updated the group that the water main installation on Walker is in progress and the project is on schedule to kick off May 15.

Dean Lessard informed the group that York is working with MaineDOT staff on the York village project and progress is being made. Text and panels for the monument in the village have been completed.

Jeff Brubaker gave updates on Eliot’s ongoing projects. The remainder of the design project for State and Beach will be kicking off soon. Eliot will be doing a walk and bike audit near the library on May 22. Jeff thanked Dean Williams for setting up a speed



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feedback sign in Eliot. Eliot is doing a lot of work around bike ped in Eliot village and is looking at ways to slow vehicle traffic in the area.

Dave Rich asked for a progress update on Route 236. Steph and Claire responded that they will look into it get back to Dave with an update at the next meeting.

9. Other Business

The Policy Committee will likely take off from meeting in either July or August. The next meeting is on the calendar for June with location TBD. Committee members are encouraged to attend in person.

Meeting adjourned.