

**KITTERY AREA COMPREHENSIVE TRANSPORTATION COMMITTEE
METROPOLITAN PLANNING ORGANIZATION**

KACTS

**Meeting
Wednesday
June 3, 2009
10:00 AM
South Berwick Town Hall**

Draft Meeting Minutes

Voting Members Present: Dan Blanchette – Eliot; Sara Devlin – Maine Turnpike Authority; Chris Mann – MaineDOT; Sandra Mowrey – Kittery; Terry Oliver – South Berwick; Tom Reinauer – Southern Maine Regional Planning Commission (SMRPC); Rick Rossiter – Kittery; Jon St Pierre – Berwick.

Guests and Staff: Julia Dawson, SMRPC.

Agenda Items

- 1. Welcome/Introductions**
- 2. Approval of Minutes for the 2/11/09 KACTS meeting**

Terry Oliver made a motion to accept the minutes as written. Rick Rossiter seconded the motion, which passed all in favor.

3. Fiscal Years 2010-2011 Unified Planning Work Program (UPWP)

Tom gave an overview of the draft 2010-2011 UPWP. A more detailed budget page, showing federal, state and local match, will be included this time around. He explained each task line by line giving a brief explanation of the work described and the associated budget, noting that assigned funds might have to be adjusted at a later date to reflect work needs. He noted the budget for Task 3.2 had been significantly increased to account for the purchase of a new permanent traffic counter.

Jon St Pierre and Terry Oliver noted that the traffic counter recently installed on Route 4 has been generating a lot of interest from the public. The Committee agreed that using permanent traffic counters will save money in the long run. Tom also pointed out that from a safety perspective it is getting more dangerous to set out temporary count equipment on some of our more busy roads.

Tom continued on through each task, explaining that FTA funds (Task 4) are now rolled into a combined contract with FHWA; Task 6 is a catch all task that accounts for all the other ongoing studies, projects, and initiatives KACTS works on, including assisting the state from

time to time with their studies; and finally, staff will be starting on an update of the KACTS 2006 Long Range Plan (Task 8.3).

Chris Mann asked why Task 9 (contingency) budget had been significantly increased. Tom explained that our federal budget had increased slightly, so we increased the Contingency Task because it has the most flexibility built into it.

Rick Rossiter made a motion to accept the 2010-2011 Unified Work Program as written. Terry Oliver seconded the motion, which passed all in favor

4. 2008/09 TIP Amendment

The State is looking to KACTS to make an amendment to its 2008/09 TIP. Tom explained that this item was an information item only, but would need Committee approval at a later date. A bridge replacement project in South Berwick, on Route 236 over the Great Works River, has been added to the States 2008/09 STIP, and is scheduled for construction some time this year. A public notice will need to go out, providing a 10 day comment period, after which the Committee would need to vote on the amendment. It was noted that KACTS funds are not being used for this project. (This project was pulled by DOT and will no longer need attention)

5. KACTS Bylaws

Tom passed around a copy of the KACTS bylaws showing the recommended changes. He explained that there were three (3) proposed changes to the bylaws.

1. Electronic (email) and fax votes would be allowed. Under the current bylaws, voting via email and fax were not technically allowed.
2. The KACTS Director would be authorized to call a vote outside of a meeting, i.e. in writing. Currently only the Chairman is authorized to conduct a vote in writing or by telephone.
3. Change the word **Study** to System in *Kittery Area Comprehensive Transportation Study*.

No vote was taken at the meeting because the current bylaws state “15 days advanced notice of any proposed amendments is required.” Tom will request a vote in writing in 15 days from the date of the meeting.

6. Other Business/Updates

- ME/NH Connections Study

Tom explained that the Consultants (HNTB) are still collecting ground data at this point, including traffic counts, economic, land use, and other related information for the model. He has been assigned to the Steering Committee and Julia will attend the stakeholder meetings. The next stakeholder meeting is scheduled for June 25 (location still to be determined).

- MaineDOT WorkPlan Projects
Tom handed out a list of FY 2010-2011 Work Plan projects programmed by the state and scheduled for construction in the KACTS region.

- KACTS Transportation Improvement Program
Tom explained that development of the 2010-2011 KACTS TIP is just around the corner; we will need to have had a public comment period and committee approval by August. We are still waiting on the state for their STIP before we can put ours together.

- South Berwick feasibility study.
Tom gave a brief update on activities to date; a final public meeting will be on June 23, 2008 at 7:00pm at the South Berwick Town Hall. Sebago Technics should have the study wrapped up in the next couple of months.

There being no further business, the meeting was adjourned 11:10 a.m.

Minutes written by Julia Dawson, SMRPC, June 4, 2009.