

Town of Windham

Office of the Town Manager
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MEMO

To : Town Council
From : Anthony T. Plante, Town Manager
Date : June 20, 2014
Re : Manager's Memo



Schedule.

Sat	June 21		Summerfest
T	June 24	6:00 p.m.	Special Council Meeting
T	June 24	7:00 p.m.	Council Meeting
F	July 4		Offices Closed (Independence Day)
T	July 8	7:00 p.m.	Council Meeting
T	July 22	7:00 p.m.	Council Meeting
T	August 12	7:00 p.m.	Council Meeting
T	August 26	7:00 p.m.	Council Meeting
M	September 1		Offices Closed (Labor Day)
T	September 9	7:00 p.m.	Council Meeting
T	September 23	7:00 p.m.	Council Meeting

Scheduling Notes.

The chairman has called a special meeting for 6:00 p.m. this coming Tuesday, June 24, 2014 before the regularly scheduled meeting. The purpose of the meeting is to meet with the town attorney and staff in executive session regarding a potential legal matter.

Report.

Anglers Road MPI.

We have been working in conjunction with WEDC on a Municipal Partnership Initiative (MPI) project for the alignment of the Route 302/Whites Bridge Road/Anglers Road intersection. The Maine Department of Transportation (MDOT) has been very responsive and flexible in helping us make this project a reality.

As our other MPI projects have been, Anglers Road is a 50-50 match, with the state contributing up to \$500,000. This means the town would have to come up with an equal amount to match MDOT's contribution. After going back and reviewing the discussions and correspondence on the project, MDOT determined that it had already agreed to count the entire amount of the WEDC land purchase (\$455,500) toward the town's match. This will not reduce the town's overall final cost of the project, but makes achieving the maximum MPI contribution to the project that much more certain. We expect to receive the proposed MPI agreement from MDOT soon.

The Anglers MPI agreement will be for funding available in 2015. Typically, municipalities are not reimbursed for project expenses before the year for which they were funded. Again, MDOT has been helpful in allowing up to \$100,000 in expenses to be incurred before January 1, but we may not request reimbursement until after January 1.

So far, WEDC has incurred about \$5,000 in survey and engineering estimates. In order to keep the project moving we estimate about another \$72,500 in engineering and construction that could be done. This would be eligible for reimbursement after January 1, 2015, but Council approval is needed to take that step. As soon as we have the proposed MPI agreement, we will want to have this discussion with the Council.

Planning Partnership Initiative.

While discussing the Anglers Road MPI with MDOT, we were informed about the Planning Partnership Initiative (PPI). A memo from WEDC president Dustin Roma and other information is attached to this memo.

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There are 2014 PPI funds available that we could use for transportation planning in North Windham as part of the 21st Century Downtown plan. Under PPI, MDOT will provide a 50-50 match for approved projects up to \$50,000. Though WEDC's proposal during the budget process was \$40,000 the scope has been expanded to include other work related to transportation improvements consistent with the plan. Though no official commitment is needed at this time, we would like to have Council support for the preparation and submission of an application, knowing that we will have to have the \$25,000 available in matching funds if the application is approved.

MyGov Cloud-Based Code & Public Works Software.

As discussed during the budget process, we have taken steps to implement the code enforcement permit management and public works asset management applications with MyGov. They will be on site in early/mid-August to provide training, after which the applications will be live. We will have a more definitive timetable for implementation and what we might expect to see soon.

Windham Economic Development Corporation

Promoting Sound Economic Investment in Windham

Request to Apply for Matching Funds North Windham Downtown Streetscape and Transportation Improvements

To: Windham Town Council
Tony Plante, Town Manager
Ben Smith, Planning Director

We became aware of a Planning Partnership Initiative Pilot program administered through the Maine Department of Transportation that provides funding for transportation planning projects. This is a new program and is outlined in the attached program summary. The format for applying for grants and being selected is very similar to the Municipal Partnership Initiative program that the Town has utilized for construction and engineering projects, but has a few modifications tailored to transportation planning.

In collaboration with Town Staff and Town Management, we would like to submit an application to MDOT under the PPI program to request funding for the North Windham Downtown Streetscape and Transportation Improvements project that the WEDC presented to the Council during the budget review process. Attached is an updated Project Identification Sheet for reference. We initially proposed a budget of \$40,000 for this project, but have increased the budget to \$50,000 and expanded the scope to include planning around interconnection of lots and preparing an implementation plan for multi-modal transportation including bikes, sidewalks and transit considerations.

Before we make an application to the MDOT, we would like support from the Council that funding would be allocated to this project from the TIF account to pay for the Town's required 50% share of project funding, pending a review of the final scope of work outlined in a Request for Proposals. The Town's anticipated share of the project costs would be \$25,000, which is much less than the \$40,000 originally requested and would result in a larger scope of work being completed.

Time is of the essence under this program, as there are currently still funds available for immediate release in 2014. Projects are selected on a first-come first-served basis if they meet the eligibility requirements under the program and the Town makes a commitment to fund their portion.

Windham Economic Development Corporation

E-Mail: thbartell@windhammaine.us

Thomas Bartell, Executive Director

Planning Partnership Initiative (PPI) Pilot

The Planning Partnership Initiative Pilot (PPI) Pilot was developed in early 2014 in order to respond to time-sensitive locally initiated planning and feasibility studies in between MaineDOT's annual Work Plan cycle. This initiative is an innovative method to study, evaluate, plan and scope transportation projects on or adjacent to the state transportation system, with MaineDOT as a partner. While MaineDOT will continue to evaluate requests for planning studies and engineering assessments during its annual Work Plan process, it is MaineDOT's intention that the PPI program remain simple, flexible, and fast-moving. MaineDOT will respond to regional and local interests, economic opportunities, and safety needs whenever possible, while ensuring the public gets good value for its tax dollars. Unless waived by MaineDOT's Bureau of Planning Director, the state and federal share will be capped at \$25,000 and generally require a minimum 50% third party share. PPI funding is limited by available state and transportation funding. Municipalities, Regional Planning Organizations, other transportation stakeholders and private entities may request or apply for PPIs and depending upon size and scope of effort have the primary role in deciding which entity does the work effort. Since MaineDOT already provides discretionary transportation planning funds to MaineDOT's four Metropolitan Planning Organizations (MPO), PPIs will be directed outside MPO planning boundaries. The PPI is for planning activities and not intended for project design.

PPI Requirements

In order to be eligible, each PCA must meet the following requirements:

- **Federally Eligible Consultant Procurement and Project Administration** – Procurement efforts could vary based on scope, cost, entity applying for PPI, etc. MaineDOT will discuss potential procurement options upon receipt of individual proposals.
- **Clear Purpose and Need Statement** – The PPI must articulate a clear transportation problem to be solved or economic opportunities to be realized through the evaluation of transportation improvements.
- **Deliverability** – The PPI effort must have clear schedule parameters, generally four to nine months.
- **Public Involvement** – The municipality(ies) within the study area is(are) responsible to lead the public involvement process consistent with all federal and state laws, including Maine's Sensible Transportation Policy Act.
- **State-Municipal Agreement** --The municipality(ies) and all involved parties must be willing to enter into an agreement whereby the PPPI Grant amount is capped, based on project estimates prior to study kick-off.
- **Location-Specific Evaluation** – PPIs are intended for planning, engineering and scoping to evaluate potential future capital improvements or land use changes that could avoid or reduce future capital projects costs.
- **Eligibility for Federal Surface Transportation Funding.**

PPI Project Selection

MaineDOT will continuously accept project applications, and eligible projects will be selected on a first-come, first-served basis based on factors including, but not limited to, the following:

- *Implementation Funding:* Likelihood of availability of local, private, state and/ or federal funding and/or local resources to implement any transportation improvements or land use changes that benefit the transportation system. The likelihood of potential future state and federal funding will be related to safety, Highway Corridor Priority and Economic Development.
- *Safety:* The PPI will evaluate direct safety need such as infrastructure improvements that address an area with a high crash history, inadequate facilities, or potential for hazardous conditions.
- *Economic Development and Job Creation:* Potential Job growth and the viability of economic development will be a basis of consideration.
- *Mobility:* The PPI will evaluate direct mobility needs such as infrastructure improvements that address an area with chronic congestion or insufficient capacity.
- *Degree of Betterment:* Projects that provide a potential for a greater infrastructure benefit than others, such as reducing maintenance costs, ride quality, or increasing safety or mobility, will be given a higher priority.
- *Percentage of Local Match:* The greater the percentage of non-state/non-federal funding, the greater the likelihood the project will be selected.
- *Customer Benefit:* Preference will be given to projects based on the amount and degree of benefit that transportation system users will realize.

Potential Project Examples

- Economic development, land use and transportation planning
- Transportation alternative feasibility analyses
- Build-out analyses and transportation impacts of undeveloped or underdeveloped land
- Multi-modal planning efforts to identify deficiencies in the transportation system, including maps, priorities, and strategies to address deficiencies
- Conceptual rendering of transportation alternatives
- Cost estimating for potential future transportation improvements.

Project Administration

Project administration will be project-specific and will be detailed in Cooperative Agreements. In general, projects are intended to be administered by a municipality, RPO or other entity, with MaineDOT reviewing work products at key milestones. The focus of MaineDOT's review will be ensuring that the project will achieve the benefits listed in the above bullets, maintain eligibility for federal funding and will not degrade safety. MaineDOT will reimburse entities once the work is complete to the satisfaction of MaineDOT. For large projects and subject to available funding, MaineDOT will consider partial payments, based on project progress.

Application Process

To apply for a PCA simply:

- Review the program criteria in this guide.
- Be prepared to discuss each item at some detail, and
- Contact the MaineDOT Scoping Division Director at 207-624-3300.

**WINDHAM ECONOMIC DEVELOPMENT CORPORATION
PROJECT IDENTIFICATION WORKSHEET**

PROJECT TITLE: **PROJECT NUMBER: # 004**
Windham Downtown Preliminary Streetscape Engineering

PROJECT LOCATION:
Route 302 Corridor between River Road and White's Bridge Road

PROJECT DESCRIPTION:
In support of Windham's Downtown improvement strategies, WEDC will lead an effort to analyze existing traffic patterns, particularly turning movements along the Downtown corridor and use of secondary routes, prepare preliminary engineering design alternatives to effectively accommodate both vehicle and pedestrian movements, and prepare recommendations for improvements to landscaping and utilities

JUSTIFICATION FOR PROJECT:
Windham Economic Development Strategic Plan: Objective 1: Plan for the Future. Goal: Define and create a true sense of place in North Windham and other villages within the Town. • Develop implementation strategies for the 21st Century Downtown Plan
• Implement the 21st Century Downtown Plan in a manner creating a true town center
• WEDC to engage Windham businesses in a planning process to enhance connectivity through parking and back lots in order to improve both vehicle and pedestrian flow

RESPONSIBLE PARTIES AND EXPECTATIONS:
WEDC - Develop a Request for Proposals, manage a team of subconsultants and lead the public process

Consultant - Anticipated to consist of a team of professionals, or a full service firm, with expertise in Landscape Architecture, Civil Engineering, Traffic Engineering and Municipal Planning.

 Consultants will conduct turning movement counts and build traffic simulation models showing potential alternatives to the current street design, and prepare conceptual improvements to landscaping features, stormwater management/treatment, accommodation for pedestrians and bicyclists, lighting and utilities.

Maine DOT - Provide Consultation to WEDC and Town to ensure that proper procedures are followed to maintain eligibility for federal matching funds and to provide coordination with overall DOT transportation planning objectives.

ANTICIPATED SOURCES AND USES OF FUNDS:

Source of Funds	Thru 1-1-14	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
TIF			\$ 25,000				\$ 25,000
MDOT PPI Program			\$ 25,000				\$ 25,000
							\$ -
							\$ -
TOTAL SOURCES	\$ -	\$ -	\$ 50,000				\$ 50,000
Project Costs	Thru 1-1-14	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
Consultant			\$ 48,000				\$ 48,000
Public Meetings			\$ 2,000				\$ 2,000
							\$ -
							\$ -
TOTAL COSTS	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Source and Date of Cost Estimate

Updated WEDC Scoping Estimate June 2014

CONSISTENCY WITH PLANS AND STUDIES:

**Windham Economic Development Strategic Plan
Century Downtown Plan**

Windham 21st

ANTICIPATED IMPACT ON OPERATING BUDGETS

Type of Cost (Savings)	Thru 1-1-14	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Total
							\$ -
							\$ -
							\$ -
Total (Net)							\$ -

Identify the Changes to Operating Budgets (additional personnel, equipment, sources of revenue, etc.)

CONSEQUENCES OF DELAYING FUNDING OF THE PROJECT

The MDOT PPI Program currently has money available for FY14, which is distributed on a first-come first-served basis for eligible projects, that may be used up on other projects if application is delayed. Also, there is a chance for missed opportunities to create a unified coordinated downtown district when development occurs that is not consistent with the overall objectives.

OTHER PROJECT CONSIDERATIONS

The plan can be used to develop policy for development standards in the downtown corridor and for identifying project phases that may be able to move forward as independent projects. Funding half of the project costs with MDOT funds will leverage the TIF funds and allow the Town to do more projects with less funds coming out of the TIF account.