



AGENDA

MEETING: Complete Streets Committee (CSC)
DATE: October 13, 2021
TIME/PLACE: 9:00 AM - 11:00 AM
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Acting Police Chief Nate Goodman, Sally Walsh, Andy Seymour, Phil Wagner, Barbara Guffin, Elizabeth McDonald
ABSENT:
GUESTS:

TOPIC	DISCUSSION	ACTION
I. Welcoming Comments (Greg) (5 minutes)	<ul style="list-style-type: none"> • Welcome • Agenda Review 	Informational only, no vote.
II. Lower Main Street Railroad Overpass Bridge Project	<ul style="list-style-type: none"> • Presentation by Maine DOT • Discuss next steps, process, and schedule • Schedule next meeting 	Informational only, no vote.
III. Minutes (Greg) (5 Minutes)	Motion to accept the September 14, 2021 minutes by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent.	TBD
IV. Remote Participation Policy (Greg and Adam) (10 Minutes)	<p>Motion to open the public hearing by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent.</p> <p>Motion to close the public hearing by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent.</p> <p>Motion to adopt the Remote Participation Policy as presented by _____; seconded by _____; abstained by _____. _____ in favor, _____ opposed, _____ abstained, and _____ absent.</p>	TBD



<p>V. Connect Freeport Project Updates (Liz) (10 minutes)</p>	<ul style="list-style-type: none"> Liz will present the Connect Freeport Workgroup's Yarmouth to the Downtown Village project. 	<p>Informational only, no vote.</p>
<p>VI. Open Discussion (All) (35 Minutes)</p>	<ul style="list-style-type: none"> Web Site Progress Update – 10 mins (Greg & Adam) Taxi Stand / ADA space Update – 5 mins (Phil) November's Chair Election and succession planning – 10 minutes (Greg & Doug) November's Annual Policy Review and changes – 10 minutes (Doug) 	<p>Informational only, no vote.</p>
<p>VII. Adjournment</p>	<p>_____ motioned to adjourn; _____ seconded; motion carried with _____ in favor, _____ opposed, and none absent. Next scheduled meeting: November 9, 2021.</p>	<p>Accepted, _____.</p>

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MINUTES

MEETING: Complete Streets Committee (CSC)
DATE: September 14, 2021
TIME/PLACE: 7:30 AM - 9:00 AM
PRESENT: Chair Greg Michaud, Vice Chair Doug Leland, Police Chief Nate Goodman, Sally Walsh, Andy Seymour, Elizabeth McDonald (Remote)
ABSENT: Phil Wagner, Barbara Guffin
GUESTS: John Egan, Council Chair

TOPIC	DISCUSSION	ACTION
I. Minutes	Sally Walsh asked for clarification about abandonment and public use of the St. Lawrence and Atlantic Railway. Clarification is to be made in the July minutes that the railway is desired to be used for public access and the term abandonment applies to the use of the railway by rail traffic. Motion to accept the July 13, 2021 minutes as amended by Mr. Leland; seconded by Ms. Walsh; abstained by none. Motion passed with five in favor, none opposed, none abstained, and three absent.	Motion passed unanimously.
II. Welcoming Comments	<ul style="list-style-type: none"> • Agenda Reviewed • Councilor Reighley has resigned from the Town Council. 	Informational only, no vote.
III. Downtown Vision Proposal	<ul style="list-style-type: none"> • North Main Street Parklet is well received and used. ADA accessibility provided and utilized by a wheelchair user. The concept works – where can the next one be installed? The CSC would like to be included in the conversation without being a barrier to implementation. Aesthetics are important. Some members of the Downtown Visioning group have expressed interest in more on-street parking. On-street parking creates conflict with bicyclists and pedestrians. A question posed by Andy Spaulding: how do we attract more people to walk and bicycle between Shaw's and McDonald's (i.e., between the two I-295 Bridge crossings)? Maine DOT should be included in changes proposed to infrastructure on Main Street. • Skate Park at Train Station is well used by youth and even some adults. • Hot Dog Park has been a food truck and public peddler cart location for several years. • An outdoor skate park is being explored on Town-owned land in the Village area. • A disc golf course is planned within the wooded area at the Middle School and adjacent to the Library. 	Informational only, no vote.



<p>IV. Bridge Projects Update</p>	<ul style="list-style-type: none"> The Exit 20 and 22 Bridge Projects will be advertised for bid on Wednesday, September 22. Proposals are due by November 3. Yarmouth's projects will be bid separately and one week earlier than Freeport's bridges. The construction timeline and sequencing are unknown because they will be partially determined by the Contractors' means and methods. Two-way traffic will be maintained during construction except for the occasional night-time closure. The CSC should be the communications link with the public regarding the Bridge projects. Facebook posts should be added by Town staff. 	<p>Informational only, no vote.</p>
<p>V. Connect Freeport Project Updates</p>	<ul style="list-style-type: none"> Liz provided an update on progress with the four Connect Freeport priority projects. The group submitted a grant application to the Maine DOT Bike/Ped program for the Mallett Drive Multi-use Path. The Maine DOT will award the grants in early 2022. The application is for funding of a 12-foot wide multi-use path from Main Street to the new bridge. The match is 80/20% with a \$400,000 cap contribution by the Maine DOT. The project is expected to cost around \$900,000. Other projects to kick off over the next several weeks. Andy Spaulding's mapping work to be polished for public presentation to the public and Town Council. The next Connect Freeport group meeting is Thursday, September 16, at 1:30 p.m. A question posed: should/can the Shaw's parcel have a direct pedestrian connection from the bridge path to the shopping center? A question posed: who and how should a priority project list be developed as future bike/ped projects come forward? The Pine-West Trail (i.e., Concord Brook Trail) should rank high on the priority list. Idea: a simple scoring sheet should be developed to rank the priority of projects on the Connect Freeport Workplan. Councilor Egan encouraged project funding requests should come out of the CSC and present them to Adam Bliss in advance of the Capital Budget season. 	<p>Informational only, no vote.</p>
<p>VI. Workplan Review</p>	<ul style="list-style-type: none"> Adam Bliss and Greg Michaud are working on improving the CSC Webpage as a communication tool. Adam Bliss, Sally Walsh, and Greg Michaud to meet and advance the planning stage for the Lower Main Street Beautification project. L.L. Bean and the Maine DOT are stakeholders in this project. Answers to right-of-way and traffic flow are required to help formulate the design. Maine DOT reached out to Adam Bliss to see if the Town was interested in meeting about the Lower Main Street Railroad Overpass Bridge. Adam replied yes and would provide them with potential meeting dates. The question is what will replace what currently exists. Examples are a 5-foot sidewalk, a 10-foot multi-use 	<p>Informational only, no vote.</p>



	<p>path, which side of the road, both sides, etc.? Sally Walsh requested Maine DOT's design standards.</p> <ul style="list-style-type: none"> • Adam Bliss has reached out to the Maine DOT for an update on the Cousin's River Bridge. The bridge will have a physical barrier separating traffic from pedestrians. The bridge project has essentially been pushed out at least one year from February 2021. The schedule is uncertain because of the other Bridge projects. • Adam has also requested a meeting with the Maine DOT for design input on the multi-use path from the Cousin's River Bridge to the YMCA. Design input will be iterative since site constraints include topography, wetlands, right-of-way, and clear zone. The multi-use path width may need to decrease in certain sections based on these constraints. • The Complete Streets Policy requires annual review. One change that needs revision concerns the sunset of the Active Living Committee. Performance measures are required to be reported to the CSC by December 31. The CSC will discuss which performance measures are appropriate at the October meeting. 	
<p>VII. Remote Participate Policy</p>	<ul style="list-style-type: none"> • The Remote Participate Policy was discussed. The purpose of the policy was to allow flexibility for meeting remotely due to fluctuating COVID caseloads. Meetings need to be a live feed. Online participation needs to be through a video platform with voting by roll call and not via text or email. • Any changes to the Remote Participate Policy adopted by Council would need legal review. • The CSC needs to schedule a Public Hearing if they choose to vote on the policy. • A question posed: does Live Feed (video) need to be available to the public if all Committee members are present. • The CSC should make every attempt to attend in person rather than relying on remote participation. • Motion by Mr. Leland to schedule a Public Hearing for discussion of adopting the policy. Ms. Walsh seconded. Motion passed unanimously with six in favor, none opposed, and two absent. 	<p>Motion passed unanimously.</p>
<p>VIII. Open Discussion</p>	<ul style="list-style-type: none"> • Falmouth, Cumberland, Yarmouth, Freeport, and Lisbon have agreed to the resolution adopted by Council and recommended by the CSC concerning the Casco Bay Trail connection between Portland and Lewiston/ Auburn. • Angela King from Bike Coalition of Maine sent an email about potential shoulder widening on Pownal Road. Update to follow. • Adam Bliss met with Chief Goodman to discussing quarterly resident concerns. • Request for striped centerline on Snow Road. • Annual Officer Elections to be scheduled in October or November. 	<p>Informational only, no vote.</p>



	<ul style="list-style-type: none">• Spar Cove Road residents opted to replace what currently exists at the public meeting.	
IX. Adjournment	Mr. Leland motioned to adjourn; Ms. Walsh seconded; motion carried five in favor, none opposed, and none absent. The next meeting is scheduled for October 12, 2021.	Motion passed unanimously.

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Notice of Public Hearing Remote Participation Policy

TOWN OF FREEPORT - NOTICE OF PUBLIC HEARING

A Public Hearing is scheduled for October 13, 2021, at the Complete Streets Committee meeting starting at 9:00 a.m. in the Town Council Chambers. This meeting is rescheduled from their regular meeting day and time.

The Complete Streets Committee will discuss the adoption of a policy on remote participation pursuant to Title 1 M.R.S. § 403-B.

Information concerning this hearing can be obtained below and on the Town's Complete Streets Webpage.

- **Proposed Remote Participation Policy**
- **Information on Legislature making remote participation in public board meetings permissible on a permanent basis.**

Remote Board Meetings Now OK'd Permanently

The Legislature has made remote participation in public board meetings permissible on a permanent basis, but only under limited circumstances. PL 2021, c. 290, was enacted as an emergency measure and took effect on June 21, 2021, with the Governor's signature. It adds a new provision (§ 403-B) to Maine's Freedom of Access Act or FOAA (1 M.R.S. §§ 400-414).

Meanwhile, FOAA's temporary provision (§ 403-A) authorizing remote participation in public board meetings during the COVID-19 pandemic remains in effect until July 30, 2021.

Under the new law board members are expected to be physically present for meetings, but may attend board meetings via remote methods of participation in the case of an emergency or urgent issue that requires the board itself to meet remotely, or an illness or temporary absence that causes a board member significant difficulties in traveling to a meeting.

The public must have a meaningful opportunity to attend via remote methods when board members participate via remote methods. If public input is allowed or required at a meeting, an effective means of communication between the board and the public must also be provided. A board must provide a location where members of the public may attend in person. A board may not limit public attendance to remote methods only except in case of an emergency that requires the board itself to meet remotely.

Remote methods include telephonic or video technology allowing simultaneous reception of information and also permits other means necessary to accommodate disabled persons. But remote participation cannot be by text-only means such as e-mail, text messages, or chat functions

To enable remote participation, a board must first, after public notice and hearing, adopt a written policy governing remote participation by board members and the public that contains the limitations noted above.

Notice of all board meetings is required as usual (see § 406). When the public may attend via remote methods, notice must include the means by which the public may access the meeting remotely, and a location for the public to attend in person (except in case of an emergency).

A board must make all documents and materials to be considered by the board available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the board.

All votes during a board meeting using remote methods must be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other board members and the public. A board member who participates remotely is considered present for purposes of a quorum and voting.

Remote participation is not permitted for town meetings or regional school unit budget meetings.

As we noted above, FOAA's temporary provision authorizing remote board meetings, which does not require adoption of a local policy, remains in effect until July 30, 2021 (see § 403-A). After that date, boards are not authorized to permit remote participation without first adopting a written policy in compliance with the new law (see § 403-B). For a sample remote participation policy, see this link: [__https://bit.ly/2SDIhDQ__](https://bit.ly/2SDIhDQ) (*By R.P.F.*)



CSC Project Update

Connect Freeport Workgroup

Elizabeth McDonald 10/8/2021



Connect Freeport Project Plan Phase 1

1-East/West Loop

- a. Mallett Drive bridge to US-1
 - i. Application for funding submitted; will hear back in January or Early February
- b. Mallett Drive bridge to Pine Tree Academy
 - i. Overall plan mapped in ArcGIS
 - ii. Next steps are to secure funding and ID milestones
- c. **Yarmouth to Downtown is the current focus of Connect Freeport**
- d. Desert Road bridge to LLBean Distribution Center



Yarmouth to Downtown

Yarmouth to Cousin's river bridge (CRB):

Plan in place:

- 10' wide MUP on east side of Rt 1
- No known construction funding
- Likely out to bid by early 2022
- Current status unknown
- There is a plan to have Beth Condon path cross to east side of Rt 1 MUP



Yarmouth to Downtown

CRB to YMCA (Old South Freeport Rd)

There is a design for esplanade (separated path)

- Designed and funded
- Funding may not be enough
- Adam has reached out to MDOT for their parameters on clear zone and other standards



Yarmouth to Downtown

YMCA to Pine Street

CF preference is for off road MUP

- Adam has map of Bliss woods and plans for this scenario
- CF is partnering with Freeport Conservation Trust to pursue options

Two Possibilities: Route 1 or Concord Brook (maybe we could do both!)

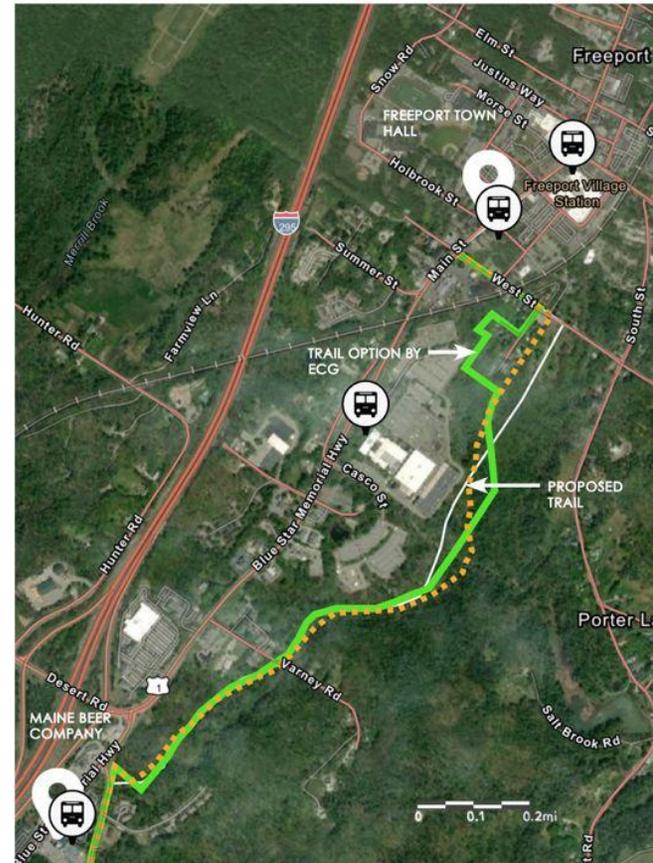
Yarmouth to Downtown- YMCA to West Street



Feasibility board and plans developed by University of Rhode Island students

Yarmouth to Downtown: Concord Brook Trail

- Trail alignment determined
- Next steps are to meet with LL Bean for site walk on Oct. 25





Next Steps

Requesting budget appropriation from Town Council to proceed



QUESTIONS?