

# **MPO Meeting Minutes**

## **Draft Memorandum for the Record**

### **Boston Region Metropolitan Planning Organization Meeting**

#### **March 31, 2022, Meeting**

10:00 AM–1:39 PM, Zoom Video Conferencing Platform

David Mohler, Chair, representing Jamey Tesler, Secretary of Transportation and Chief Executive Officer of the Massachusetts Department of Transportation (MassDOT)

#### **Decisions**

The Boston Region Metropolitan Planning Organization (MPO) agreed to the following:

- Approve the minutes of the meeting of February 17, 2022
- Approve the Massachusetts Bay Transportation Authority (MBTA) Boston Free Bus Fare Equity Analysis work program
- Approve the proposed federal fiscal year (FFY) 2022 updated transit safety performance targets
- Release the FFYs 2022-26 Transportation Improvement Program (TIP) Amendment Three for a 21-day public review period
- Approve the draft FFYs 2023-27 TIP programming scenario

#### **Meeting Agenda**

##### **1. Introductions**

See attendance beginning on page 7.

##### **2. Chair's Report—*David Mohler, MassDOT***

D. Mohler stated that the US Department of Transportation has released the [Multimodal Project Discretionary Grant \(MPDG\) opportunity](#), a combined application for applying to receive funds under three grant programs included in the Bipartisan Infrastructure Law: the National Infrastructure Project Assistance grants program (Mega), the Nationally Significant Multimodal Freight and Highways Projects grants program (INFRA), and the Rural Surface Transportation Grant program (Rural). Applications are due May 23, 2022.

### **3. Executive Director's Report—*Tegin Teich, Executive Director, Central Transportation Planning Staff (CTPS)***

T. Teich stated that during the MPO's 2019 federal certification review process, it was recommended that MPO staff develop an operations plan to clarify the roles of the Chair and Vice Chair of the MPO; define roles of MPO board subcommittees; and generally enforce collaboration, communication, and work assignments. Further details on the federal recommendation are available in a [memorandum available on the MPO website](#). This memorandum also includes an initial framework for having conversations on topics including the following:

- MPO elections processes and documentation
- Roles and responsibilities of MPO board members
- Logistics of the facilitation of MPO board meetings
- The function of MPO committees
- How information is shared with the board

T. Teich stated that the operations plan will address items that are not already codified in the MPO's Memorandum of Understanding (MOU).

T. Teich, D. Mohler, and Eric Bourassa (Metropolitan Area Planning Council) have discussed this directive with the Administration and Finance (A&F) Committee, chaired by Brian Kane (MBTA Advisory Board). This discussion led to an agreement that the A&F Committee is an appropriate forum for launching the development of an operations plan.

Marc Draisen (Metropolitan Area Planning Council) noted the effort undertaken in developing the outline for the operations plan. He emphasized that the MOU is not being opened at this time. Some issues may be resolved without amending the MPO's MOU. The above memorandum attempts to address procedural and substantive issues that relate to operations. He noted that members should feel free to express items that should be added or removed from the memorandum.

B. Kane stated that the A&F Committee is prepared to assume the role of spearheading the operations plan. The A&F Committee represents a wide swath of MPO membership, and the committee intends to work collaboratively with all MPO board members. He expressed that the A&F Committee is an appropriate forum for developing a regionally representative operations plan.

T. Teich noted that MPO staff are working with the Massachusetts Port Authority (Massport) to conduct its air passenger survey, which assists in determining the mode share of access to Logan Airport. MPO data collectors will conduct work in April and May, with an anticipated result of approximately six thousand completed surveys of air passengers.

Sarah Lee (Massport) stated that the air passenger survey allows Massport to examine the travel patterns of visitors to Logan Airport. The survey provides important information for Massport's decision-making and reporting; the survey also informs the CTPS travel model. The previous air passenger survey was conducted in 2019.

#### **4. Public Comments**

Public comments were stated by various attendees to the meeting. Their public comments can be viewed here: <https://youtu.be/ex7DLcZdAAM?t=1254>

#### **5. Committee Chairs' Reports—*Derek Krevat, Chair, Unified Planning Work Program (UPWP) Committee***

D. Krevat stated that the UPWP Committee discussed the requirements surrounding the 21-day public comment period for UPWP amendments, as well as converting corridor studies into recurring projects that CTPS performs. MPO staff will return to the committee with further information based on direction provided by the committee.

#### **6. Regional Transportation Advisory Council Report—*Lenard Diggins, Chair, Regional Transportation Advisory Council***

Lenard Diggins stated that the Advisory Council had a meeting last week to talk about the TIP scenarios with Matt Genova. The meeting was exciting and creates a model to review the scenarios early in the process before the draft TIP document is created annually. L. Diggins also commented on the exciting topics highlighted in the Executive Director's Report.

#### **7. Action Item: Approval of February 17, 2022, MPO Meeting Minutes, *Matt Archer, MPO Staff***

*Document posted to the MPO meeting calendar*

[February 17, 2022 MPO Meeting Minutes](#)

#### ***Vote***

A motion to approve the minutes of the meeting of February 17, 2022, was made by the Metropolitan Area Planning Council (E. Bourassa) and seconded by the Inner Core Committee (Tom Bent). The motion carried.

**8. Action Item: Work Scope, MBTA Boston Free Bus Fare Equity Analysis—Rose McCarron, MPO Staff**

*Document posted to the MPO meeting calendar*

[Work Program, MBTA Boston Free Bus Fare Equity Analysis](#)

Rose McCarron presented the work program for the MBTA Boston Free Bus Fare Equity Analysis. To ensure that fare changes are not discriminatory, the MBTA must complete a Fare Equity Analysis whenever a fare is changed. The Federal Transit Administration (FTA) published Circular 4702.1B, which provides guidelines for how transit agencies should conduct this fare equity analysis. On March 1, 2022, the MBTA, in collaboration with the City of Boston, launched a two-year fare-free program for MBTA bus Routes 23, 28 and 29. This fare change triggers the requirement for a fare equity analysis.

The work program consists of three tasks: the first task will define the analysis approach. The fare-free program is different from other fare changes in that it applies only to specific bus routes. MPO staff will review available data and consider how to incorporate pandemic-related changes to bus ridership to best model how the program will impact fares. The second task will use the information gathered to complete a fare equity analysis in accordance with the FTA Circular guidance. The third task will produce a technical memorandum that details the analysis methodology and findings.

***Discussion***

There was no discussion.

***Vote***

A motion to approve the work program for the Boston Free Bus Fare Equity Analysis was made by the MBTA Advisory Board (Brian Kane) and seconded by the Regional Transportation Advisory Council (L. Diggins). The motion carried.

**9. Action Item: 2022 Update of Boston Region Transit Safety Performance Targets—Michelle Scott, MPO Staff, and Matt DeDonato, MBTA Staff**

*Documents posted to the MPO meeting calendar*

[Transit Safety Performance Targets—2022 Update](#)

[MBTA Transit Safety Plan](#)

[MWRTA Safety Plan](#)

[CATA Public Transportation Agency Safety Plan](#)

Michelle Scott and Matt DeDonato presented the 2022 Update of Boston Region Transit Safety Performance Targets. The presentation and discussion can be viewed here:

<https://youtu.be/ex7DLcZdAAM?t=3118>

#### ***Vote***

A motion to approve the updated Boston Region Transit Safety Performance Targets was made by the Metropolitan Area Planning Council (E. Bourassa) and seconded by the At-Large Town, Town of Arlington (Daniel Amstutz). The motion carried.

#### **10. Federal Fiscal Years (FFYs) 2023-27 Transportation Improvement Program (TIP) Development: Regional Transit Authority (RTA) Capital Planning Process—Joy Glynn, MetroWest Regional Transit Authority (MWRTA) and Felicia Webb, Cape Ann Transportation Authority (CATA)**

Joy Glynn of MWRTA presented MWRTA's five-year Capital Investment Program. The presentation can be viewed here: <https://youtu.be/ex7DLcZdAAM?t=4939>

Shona Norman of CATA presented CATA's Capital Planning Process. The presentation can be viewed here: <https://youtu.be/ex7DLcZdAAM?t=5477>

#### ***Discussion***

There was no discussion.

#### **11. Action Item: FFYs 2023-27 TIP Development: Draft Programming Scenario Approval—Matt Genova, MPO Staff, TIP Manager**

***Documents posted to the MPO meeting calendar***

[Draft FFYs 2023-27 TIP Scenario 2A Scoring Criteria and MPO Feedback](#)

[Draft FFYs 2023-27 TIP Project Descriptions and Scoring Results](#)

[Draft FFYs 2023-27 TIP Scoring Summary of All Projects \(UPDATED\)](#)

[Draft FFYs 2023-27 TIP MWRTA Programming](#)

[Draft FFYs 2023-27 TIP CATA Programming](#)

[Draft FFYs 2023-27 TIP Public Comments Received as of March 29, 2022](#)

Matt Genova, MPO staff, presented the FFYs 2023-27 TIP Final Programming Scenario. The presentation and discussion can be viewed here:

<https://youtu.be/ex7DLcZdAAM?t=5744>

#### ***Vote on FFYs 2022-26 TIP Amendment Three for a 21-day Comment Period***

A motion to release the FFYs 2022-26 TIP Amendment Three for a 21-day public review period was made by the Regional Transportation Advisory Council (L. Diggins) and seconded by the MassDOT, Highway Division (John Romano). The motion carried.

***Vote on FFYs 2023-27 TIP Final Programming Scenario Approval***

A motion to approve the FFYs 2023-27 TIP scenario was made by the Regional Transportation Advisory Council (L. Diggins) and seconded by the MassDOT, Highway Division (J. Romano). The motion carried.

**12. Members Items**

Jillian Linnell (MBTA) stated that the MBTA released its proposed FYs 2023-2027 Capital Investment Plan (CIP) last week. It is available on the MBTA's website. Public meetings for the CIP start this evening at 6:00 PM. Additional public meetings will be scheduled over the next two weeks for the public to participate. The MBTA will also be coming before the MPO in mid-April to present the CIP.

**13. Adjourn**

A motion to adjourn was made by the MBTA Advisory Board (B. Kane) and seconded by the Metropolitan Area Planning Council (E. Bourassa). The motion carried.

## Attendance

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### Members

### Representatives and Alternates

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At-Large City (City of Everett)	Jay Monty
At-Large City (City of Newton)	David Koses
At-Large Town (Town of Arlington)	Daniel Amstutz
At-Large Town (Town of Brookline)	Todd Kirrane
City of Boston (Boston Planning & Development Agency)	Jim Fitzgerald
City of Boston (Boston Transportation Department)	Bill Conroy
Federal Highway Administration	Kenneth Miller
Inner Core Committee (City of Somerville)	Tom Bent
Massachusetts Department of Transportation	David Mohler
	John Bechard
MassDOT Highway Division	John Romano
Massachusetts Bay Transportation Authority (MBTA)	Jillian Linnell
Massachusetts Port Authority	Sarah Lee
MBTA Advisory Board	Brian Kane
Metropolitan Area Planning Council	Eric Bourassa
MetroWest Regional Collaborative (City of Framingham)	Dennis Giombetti
Minuteman Advisory Group on Interlocal Coordination (Town of Acton)	Austin Cyganiewicz
North Shore Task Force (City of Beverly)	Darlene Wynne
North Suburban Planning Council (Town of Burlington)	Melissa Tintocalis
Regional Transportation Advisory Council	Lenard Diggins
South Shore Coalition (Town of Rockland)	Jennifer Constable
South West Advisory Planning Committee (Town of Medway)	Peter Pelletier
Three Rivers Interlocal Council (Town of Norwood/Neponset Valley Chamber of Commerce)	Tom O'Rourke Steven Olanoff

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<b>Other Attendees</b>	<b>Affiliation</b>
Christine Barber	State Representative
Tommy Vitolo	State Representative
Felicia Webb	Cape Ann Transportation Authority (CATA)
Shona Norman	CATA
Richard Benevento	WorldTech Engineering
Joy Glynn	MetroWest Regional Transit Authority (MWRTA)
Tyler Terrasi	MWRTA
Casey Auch	MassDOT
Sarah Bradbury	MassDOT District 3
Cassandra Ostrander	FHWA
Paul Cobuzzi	
Megan Day	Stoneham Chamber of Commerce
Erin Wortman	Town of Stoneham
Sophia Galimore	TransAction Associates
Steven Povich	MBTA
Glenn Clancy	Town of Belmont
Valerie Gingrich	Town of Wilmington
Dan Hudson	Office of Representative Day
Derek Krevat	MassDOT Office of Transportation Planning
Bonnie Friedman	Belmont Community Path Project Committee (CPPC)
Todd Kirrane	Town of Brookline
Derek Shooster	MassDOT Office of Transportation Planning
Ali Kleyman	City of Somerville
Josh Klingenstein	MBTA
Derek Krevat	MassDOT Office of Transportation Planning
Brad Rawson	City of Somerville
Aleida Leza	
Matthew DeDonato	MBTA
Benjamin Muller	MassDOT District 6
Eva Willens	
Jack Moran	MassDOT
Russ Leino	Belmont CPPC
Makayla Comas	LivableStreets Alliance
Jon Seward	Mass Moves / Regional Transportation Advisory Council
Adi Nochur	MAPC
Colette Aufranc	Town of Wellesley
Marc Draisen	MAPC
Bridgette Maynard	

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<b>Other Attendees</b>	<b>Affiliation</b>
Jay Carroll	
Erin Chute Gallentine	
Paula Doucette	
Robert King	
Catherine Bowen	
Laura Castelli	
Pamela Haznar	MassDOT District 6
James Lee	
Marzie Galazka	Town of Swampscott
Barbara Lachance	MassDOT District 5
John Bowman	
Laura Wiener	City of Watertown
Michelle Ho	MassDOT
Sara Smith	
Owen MacDonald	Town of Weymouth
Vincent Stanton	
Josh Trearchis	
Mark Kagan	Belmont CPPC
Chris Klem	MassDOT
Emily Van Dewoestine	MWRTA

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**MPO Staff/Central Transportation Planning Staff**

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Tegin Teich, Executive Director

Gina Perille

Annette Demchur

Hiral Gandhi

Matt Genova

Sandy Johnston

Silva Ayvazyan

Anne McGahan

Sean Rourke

Michelle Scott

Stella Jordan

Betsy Harvey

Emily Domanico

Rose McCarron

Rebecca Morgan

Marty Milkovits

Heyne Kim

Paul Christner

Srilekha Murthy

Matt Archer

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**Title VI Specialist**

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