

Draft Memorandum for the Record Boston Region Metropolitan Planning Organization Unified Planning Work Program Committee Meeting Summary

February 16, 2023, Meeting

1:00 PM–1:30 PM, Zoom Video Conferencing Platform

Derek Krevat, Chair, representing Gina Fiandaca, Secretary of Transportation and Chief Executive Officer of the Massachusetts Department of Transportation (MassDOT)

Decisions

The Boston Region Metropolitan Planning Organization's (MPO) Unified Planning Work Program (UPWP) Committee agreed to the following:

- Approval of August 18, 2022, meeting summary
- Approval of September 15, 2022, meeting summary
- Approval of November 3, 2022, meeting summary
- Adopt Federal Fiscal Year (FFY) 2024 UPWP Development Timeline

Materials

Materials for this meeting included the following:

1. [August 18, 2022, meeting summary](#)
2. [September 15, 2022, meeting summary](#)
3. [November 3, 2022, meeting summary](#)
4. [FFY 2024 UPWP Development Timeline](#)

Meeting Agenda and Summary of Discussion

1. Introductions

See page 4 for attendance.

2. Public Comments

There were none.

3. Meeting Summary of August 18, 2022—*Approval of this summary*

A motion to approve the summary was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the Massachusetts Bay Transportation Authority (MBTA) Advisory Board (Amira Patterson). The motion carried.

4. Meeting Summary of September 15, 2022—Approval of this summary

A motion to approve the summary was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the MBTA Advisory Board (Amira Patterson). The motion carried.

5. Meeting Summary of November 3, 2022—Approval of this summary

A motion to approve the summary was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the MBTA Advisory Board (Amira Patterson). The motion carried.

6. FFY 2024 UPWP Development Timeline—Srilekha Murthy, MPO Staff

S. Murthy (MPO Staff) opened by outlining the process of developing this timeline, which included conversations with MassDOT and establishing an anticipated date of endorsement. S. Murthy discussed a new initiative aimed at framing the MPO's work programs and studies through the lenses of four themes: Equity, Resiliency, Safety, and Uncertainty. These concepts are intended to guide the MPO's work over the next few years, and it is the goal of MPO staff to reflect these themes in program descriptions, work scopes, and in the selection of discrete studies.

S. Murthy then took members through the timeline, beginning with the public facing survey soliciting discrete study ideas closing on February 15 through to anticipated endorsement in July 2023. For the full timeline, please refer to the meeting calendar.

Discussion

Len Diggins (Regional Transportation Advisory Council) asked whether it would be possible to move meeting times to a different day or time, especially when other committees of the MPO are meeting on the same day. E. Bourassa agreed that moving the meeting time or day would be preferable, and asked staff to send around a list of discrete studies funded in FFY 2023.

S. Murthy asked how many more meetings of the Administration and Finance (A&F) Committee are expected to take place over the coming months. Jonathan Church (MPO Staff) responded that the A&F Committee is expected to hold two to three more meetings to discuss the final topic relating to the Operations Plan, and then move to discuss the first draft. Tegin Teich (MPO Staff) stated that meetings will be regular through the end of April.

D. Krevat raised the question of the frequency of committee meetings. L. Diggins responded that he would prefer to block out dates as far in advance as possible.

D. Krevat asked S. Murthy what staff are anticipating in terms of meetings. S. Murthy responded that holding meetings every two weeks may be necessary due to the amount of study proposals submitted. D. Krevat offered that it may be preferable to have meetings on the calendar and then cancel them if not needed, rather than schedule them last minute.

Tom Bent (Inner Core Committee/City of Somerville) stated that a few weeks' notice ahead of meetings would be preferable for scheduling purposes, and requested that materials be posted as soon as possible to the meeting calendar.

Vote

A motion to approve the FFY 2024 UPWP Development Timeline was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the Three Rivers Interlocal Council/Town of Norwood/Neponset River Chamber of Commerce (Tom O'Rourke). The motion carried.

7. Next Meeting

The next meeting date will be announced following the results of a survey sent to members regarding preferred meeting dates and times.

8. Adjourn

A motion to adjourn was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the Inner Core Committee/City of Somerville (Tom Bent). The motion carried.

Attendance

Members	Representatives and Alternates
Massachusetts Department of Transportation (Office of Transportation Planning)	Derek Krevat
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins
At-Large City (City of Newton)	
At-Large Town (Town of Arlington)	
City of Boston (Boston Transportation Department)	
Inner Core Committee (City of Somerville)	Tom Bent
Three Rivers Interlocal Council (Town of Norwood/Neponset Valley Chamber of Commerce)	Tom O'Rourke
Three Rivers Interlocal Council alternate (Town of Westwood)	Steven Olanoff
City of Framingham (MetroWest Regional Collaborative)	

Other Attendees	Affiliation
Amira Patterson	MBTA Advisory Board
Andrew Jennings	
Bill Kuttner	
Jon Seward	

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
 Annette Demchur, Director of Policy and Planning
 Hiral Gandhi, Director of Finance and Operations
 Jonathan Church, Manager of MPO Activities
 Srilekha Murthy, UPWP Manager
 Sam Taylor, Performance-Based Planning and Programming Manager
 Silva Ayvazyan, Project Accountant
 Erin Maguire, Administrative Coordinator

The Boston Region Metropolitan Planning Organization (MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, Federal Transit Administration, or both, prohibit discrimination on the basis of age, sex, and disability. The Boston Region MPO considers these protected populations in its Title VI Programs, consistent with federal interpretation and administration. In addition, the Boston Region MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with U.S. Department of Transportation policy and guidance on federal Executive Order 13166.

The Boston Region MPO also complies with the Massachusetts Public Accommodation Law, M.G.L. c 272 sections 92a, 98, 98a, which prohibits making any distinction, discrimination, or restriction in admission to, or treatment in a place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, the Boston Region MPO complies with the Governor's Executive Order 526, section 4, which requires that all programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background.

A complaint form and additional information can be obtained by contacting the MPO or at http://www.bostonmpo.org/mpo_non_discrimination. To request this information in a different language or in an accessible format, please contact

Title VI Specialist

Boston Region MPO
10 Park Plaza, Suite 2150
Boston, MA 02116
civilrights@ctps.org

By Telephone:

857.702.3700 (voice)

For people with hearing or speaking difficulties, connect through the state MassRelay service:

- **Relay Using TTY or Hearing Carry-over:** 800.439.2370
- **Relay Using Voice Carry-over:** 866.887.6619
- **Relay Using Text to Speech:** 866.645.9870

For more information, including numbers for Spanish speakers, visit <https://www.mass.gov/massrelay>.