

Administration and Finance Committee Meeting Draft Memorandum for the Record Boston Region Metropolitan Planning Organization

May 18, 2023, Meeting

9:00 AM–9:35 AM, Zoom Video Conferencing Platform

Brian Kane, Chair, representing the MBTA Advisory Board

Meeting Agenda

1. Introductions

See attendance on page 4.

2. Public Comments

There were none.

3. Action Item: Approval of April 27, 2023, Meeting Summary

The materials were not provided for this item ahead of the meeting and committee members deferred their vote until the June 1, 2023, committee meeting.

4. Discussion: Operations Plan Draft Document—*Brian Kane, Chair* *Documents posted to the MPO meeting calendar*

1. Operations Plan Draft (dated May 15, 2023) ([pdf](#)) ([html](#))
2. Operations Plan Draft Redlined (dated May 15, 2023) ([pdf](#)) ([html](#))
3. Operations Plan Executive Director Hiring ([pdf](#)) ([html](#))
4. Operations Plan Executive Director Hiring Redline ([pdf](#)) ([html](#))

B. Kane introduced the draft Operations Plan for the Boston Region MPO for discussion by the committee. B. Kane noted that the Executive Director Hiring section was not incorporated into the draft but has been provided separately for review and will be integrated for the next meeting.

Tegin Teich, Executive Director, stated that edits have been made to various sections to reflect previous discussions at committee meetings.

Discussion

T. Teich discussed the final revision timeline of the Operations Plan and the goal to introduce the final document to the full MPO board on June 15, 2023.

Lenard Diggins, Regional Transportation Advisory Council, suggested grammatical adjustments to Section 2.1.V.

L. Diggins asked about the updated text in the notice of nondiscrimination at the beginning of the document. Annette Demchur, MPO staff, stated that the text was updated to reflect guidance from the Massachusetts Department of Transportation Office of Diversity and Civil Rights to make the statement more accessible to the public.

5. Discussion: Operations Plan Timeline—*Brian Kane, Chair*

Documents posted to the MPO meeting calendar

1. Operations Plan Timeline (dated May 16, 2023) ([pdf](#)) ([html](#))

Discussion

L. Diggins asked about the phrase in the timeline under the Transportation Improvement Program (TIP)-specific field, requiring information to be shared with the board in December about how projects fared in the previous fiscal year. T. Teich stated that this phrase came from the Memorandum of Understanding and was scheduled for December to allow the board to understand project outcomes before beginning the next cycle of TIP development when funding decisions must be made. A. Demchur added that it is a federal requirement to post a list of all obligated projects annually.

6. Discussion: Final Edits to Communication Norms—*Tegin Teich, Executive Director*

Documents posted to the MPO meeting calendar

1. Executive Director Hiring ([pdf](#)) ([html](#))
2. Executive Director Hiring Redlined ([pdf](#)) ([html](#))

T. Teich stated that the Communication Norms are intended to be a companion document to the Operations Plan. Since the May 11, 2023, committee meeting, additional steps have been added to the *Reporting* section to outline the options for the chair and vice-chair in the event of reported misconduct. T. Teich stated that both documents have been reviewed by a legal team to ensure that no legal requirements are contradicted in the proposed processes.

Discussion

L. Diggins suggested editorial adjustments to language in the Communication Norms.

7. Members' Items

There were none.

8. Adjourn

A motion to adjourn was made by the Metropolitan Area Planning Council (Eric Bourassa).

Attendance

Members

Representatives and Alternates

Massachusetts Department of Transportation	Derek Krevat
MBTA Advisory Board	Brian Kane
Metropolitan Area Planning Council	Eric Bourassa
MetroWest Regional Collaborative, City of Framingham	Dennis Giombetti

Other Attendees

Affiliation

Johannes Epke	Conservation Law Foundation
Jim Fitzgerald	Boston Planning and Development Agency
Jon Seward	MoveMassachusetts

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Silva Ayvazyan
Logan Casey
Annette Demchur
Hiral Gandhi
Erin Maguire
Gina Perille

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Title VI Specialist

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857.702.3700 (voice)

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