

Draft Memorandum for the Record Community Advisory Council Meeting

September 4, 2025, Meeting Minutes

1:00 PM–2:30 PM, Zoom

Decisions

The Community Advisory Council agreed to the following:

- Adopt the Community Advisory Council Charter
- Elect TransitMatters as chair and Mystic River Watershed Association as vice chair

Meeting Agenda

1. Introductions

Members attending the meeting introduced themselves. (For attendance list, see page 4.)

2. Public Comment

There were no public comments.

3. Discussion and Adoption of Advisory Council Charter—*Stella Jordan, MPO Staff*

S. Jordan facilitated a discussion of the Community Advisory Council Charter and members voted to adopt the charter.

Vote

A vote to adopt the charter was made by the 495/MetroWest Partnership (Jason Palitsch) and seconded by Town Green (Maureen Aylward). The vote carried.

4. Community Advisory Council Leadership Nominations—*Stella Jordan, MPO Staff*

S. Jordan facilitated the nominations for Community Advisory Council chair and vice chair.

Vote

A motion to nominate TransitMatters for a chair or vice chair position was made by TransitMatters (Will Palmer) and seconded by Mystic River Watershed Association (Karl Alexander).

A motion to nominate Mystic River Watershed Association for a chair or vice chair position was made by Mystic River Watershed Association (K. Alexander) and seconded by A Better City (Scott Mullen).

A motion to nominate MassBike for a chair or vice chair position was made by MassBike (Alexis Hosea-Abbott) and seconded by an unidentified member (name inaudible on Zoom recording).

5. Elections for Community Advisory Council Chair and Vice Chair—*Stella Jordan, MPO Staff*

S. Jordan facilitated the elections for Community Advisory Council chair and vice chair.

Vote

The Community Advisory Council voted to elect TransitMatters as the chair and Mystic River Watershed Association as the vice chair.

Discussion

Tegin Teich, Executive Director, MPO staff, encouraged members to reach out with questions and congratulated the chair and vice chair.

6. MPO Long-Range Transportation Plan (LRTP)—*Sean Rourke and Erin Maguire, MPO Staff*

Sean Rourke, MPO staff, stated the goal for the next few months is to build a shared understanding of the MPO's work and the role of the Community Advisory Council.

Erin Maguire, MPO staff, provided an overview of the MPO's core documents:

- Long-Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)

E. Maguire discussed *Destination 2050*, the current LRTP endorsed by the MPO board in July 2023. E. Maguire provided an overview of the LRTP development timeline for updating *Destination 2050*, including

- ongoing public engagement;
- initiation, data gathering, and vision setting;
- analysis, performance measures, and strategies; and
- adoption.

E. Maguire discussed the Community Advisory Council's role in LRTP development, including

- determining strategies and metrics to track progress towards goals;

- discussing the impacts of different strategies and policies for the MPO to pursue; and
- advising about optimal investment program structure and targets.

Discussion

W. Palmer and E. Maguire discussed that the development of the LRTP, TIP, and UPWP is completed by MPO staff.

Paulina Muratore, Conservation Law Foundation, and Ethan Lapointe, MPO staff, discussed methods to measure the impact of the Major Infrastructure Program and the Core Investment Program, including performance measures and metrics for specific goal areas.

S. Jordan facilitated an activity on Menti, an online interactive platform, to frame the MPO's role in the broader context of regional transportation planning using examples of transportation challenges shared by members.

7. MPO Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP)—*Sean Rourke, MPO Staff*

S. Rourke provided an overview of the TIP, including a breakdown of federal transportation funding, objectives of the Boston Region TIP, and a timeline for the next development cycle.

S. Rourke discussed the role of the Community Advisory Council in TIP development, including

- engaging with the TIP development process; and
- providing feedback on challenges, project funding scenarios, and project scoring.

S. Rourke provided an overview of the UPWP, the annual work plan for the Boston Region MPO.

Discussion

Caitlin Allen-Connelly, TransitMatters, and E. Lapointe discussed the list of projects found in Appendix D of the TIP, which provides a distribution of transportation funding across communities in the region.

C. Allen-Connelly, P. Muratore, and T. Teich discussed federal funding allocation and funding sources between different transportation agencies.

8. Members' Items

C. Allen-Connelly and K. Alexander shared gratitude for Advisory Council members and MPO staff and future collaboration.

9. Adjourn

A motion to adjourn was made by Town Green (M. Aylward) and seconded by TransitMatters (C. Allen-Connelly). The motion carried.

Attendees

Member Municipalities	Representatives and Alternates
Chelsea	Sara Han Emily Granoff
Natick	Morgan Griffiths

Community-Based Organizations	Attendees
495/MetroWest Partnership	Jason Palitsch Tom Driscoll Scott Mullen
A Better City	Amir Wilson
Abundant Housing MA	Jesse Kanson-Benanav
Bike to the Sea	Jonah Chiarenza
Codman Square Neighborhood Development Corporation (CSNDC)	Jacynda Espenshade
Conservation Law Foundation (CLF)	Paulina Muratore
LivableStreets Alliance	Maha Aslam
MassBike	Alexis Hosea-Abbott
Mystic River Watershed Association	Karl Alexander Meg von Lossnitzer
Mystic Valley Elder Services	Sheila Buckland
Transportation for Massachusetts (T4MA)	Pete Wilson
Town Green	Maureen Aylward Caitlin Allen-Connelly
TransitMatters	Will Palmer

Other Attendees	Affiliation
Elias Fen	TransitMatters
Steve Olanoff	Town of Westwood, Three Rivers
Sheila Page	Interlocal Council (TRIC)
Jon Seward	Town of Wellesley
Sanja Stegich	MBTA
Jim Tarr	City of Malden
	MetroWest Regional Transit Authority
Tyler Terrasi	(MWRTA)
Robert Warren	

MPO Staff

Carmen Baskauf
Annette Demchur
Shravanthi Gopalan Narayanan
David Hong
Jia Huang
Adriana Jacobsen
Stella Jordan
Ethan Lapointe
Erin Maguire
Meghan O' Connor
Sean Rourke
Olivia Saccocia
Tegin Teich
Ibbu Quraishi

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Boston, MA 02116

Phone: 857.702.3700

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