

**Boston Region MPO**  
**FFY 2022 - UPWP Spending through Quarter 1**

						UPWP Spending				Life of Project Spending			
UPWP Page	Project Number	Project Name	Client	Project Type	Status	FFY22 UPWP Budget	Total FFY22 Spending	FFY22 Balance	% UPWP Budget Expended	Project Budget	Project Spending	Project Balance	% Project Budget Expended
<b>Support to the MPO and its 3C Process</b>													
3-11	9022	3C Planning and MPO Support	MPO	Ongoing	Active	\$460,000	\$76,052	\$383,948	17%	\$460,000	\$76,052	\$383,948	17%
3-18	9222	MPO General Graphics	MPO	Discrete	Active	\$93,800	\$21,701	\$72,099	23%	\$93,800	\$21,701	\$72,099	23%
3-18	3122	Provision of Materials in Accessible Formats	MPO	Discrete	Active	\$120,685	\$26,061	\$94,624	22%	\$120,685	\$26,061	\$94,624	22%
3-19	9522	Professional Development	MPO	Discrete	Active	\$64,500	\$64,221	\$279	100%	\$64,500	\$64,221	\$279	100%
<b>3C Planning and Programming and Other Certification Requirements</b>													
3-21	8122	Long-Range Transportation Plan (LRTP)	MPO	Discrete	Active	\$326,000	\$77,438	\$248,562	24%	\$326,000	\$77,438	\$248,562	24%
3-24	8222	Transportation Improvement Program (TIP)	MPO	Discrete	Active	\$274,000	\$40,671	\$233,329	15%	\$274,000	\$40,671	\$233,329	15%
3-27	8822	Performance-Based Planning and Programming	MPO	Discrete	Active	\$125,000	\$9,363	\$115,637	7%	\$125,000	\$9,363	\$115,637	7%
3-30	8422	Air Quality Conformity Determination and Support	MPO	Ongoing	Active	\$25,500	\$6,707	\$18,793	26%	\$25,500	\$6,707	\$18,793	26%
3-34	8322	Unified Planning Work Program (UPWP)	MPO	Discrete	Active	\$116,000	\$13,241	\$102,759	11%	\$116,000	\$13,241	\$102,759	11%
3-36	8522	Transportation Equity Program	MPO	Discrete	Active	\$139,000	\$22,087	\$116,913	16%	\$139,000	\$22,087	\$116,913	16%
3-39	2122	Congestion Management Process	MPO	Discrete	Active	\$100,500	\$24,676	\$75,824	25%	\$100,500	\$24,676	\$75,824	25%
3-41	2222	Freight Planning Support	MPO	Discrete	Active	\$65,000	\$21,474	\$43,526	33%	\$65,000	\$21,474	\$43,526	33%
3-43	7122	Regional Model Enhancement	MPO	Discrete	Active	\$840,000	\$248,077	\$591,923	30%	\$840,000	\$248,077	\$591,923	30%
3-46	7222	Research Next Generation Data and Tools	MPO	Discrete	Active	\$57,000	\$19,534	\$37,466	34%	\$57,000	\$19,534	\$37,466	34%
3-48	8922	Transit Working Group Support	MPO	Discrete	Active	\$50,000	\$16,273	\$33,727	33%	\$50,000	\$16,273	\$33,727	33%
3-50	8722	MPO Resiliency Program	MPO	Ongoing	Active	\$11,000	\$4,129	\$6,871	38%	\$11,000	\$4,129	\$6,871	38%
<b>MPO Planning Studies</b>													
4-7	13421	Add'g Sfty, Mbilty & Access on Subreg. Priority Rdwys:	MPO	Discrete	Active	\$19,000	\$42,256	(\$23,256)	222%	\$118,100	\$120,698	(\$2,598)	102%
4-7	13305	Intersection Improvement Program	MPO	Discrete	Active	\$17,000	\$16,504	\$496	97%	\$73,500	\$35,829	\$37,671	49%
4-7	13621	Low-Cost Imp to Express Hwy Bottleneck Locations	MPO	Discrete	Active	\$13,500	\$679	\$12,821	5%	\$55,500	\$40,832	\$14,668	74%
4-7	13521	Priority Corridors from LRTP Needs Assessment FY21	MPO	Discrete	Active	\$24,000	\$32,338	(\$8,338)	135%	\$134,000	\$123,367	\$10,633	92%
4-11	13310	Trip Generation Follow-Up	MPO	Discrete	Not Begun	\$20,000	\$0	\$20,000	0%	\$20,000	\$0	\$20,000	0%
4-13	13311	Travel Demand Management Follow-Up	MPO	Discrete	Active	\$10,000	\$441	\$9,559	4%	\$10,000	\$441	\$9,559	4%
4-14	13312	COVID-19 Recovery Research and Technical Assistance	MPO	Discrete	Not Begun	\$10,000	\$0	\$10,000	0%	\$10,000	\$0	\$10,000	0%
4-15	13422	Add'g Sfty, Mbilty & Access on Subreg. Priority Rdwys	MPO	Discrete	Active	\$133,000	\$2,479	\$130,521	2%	\$133,000	\$2,479	\$130,521	2%
4-17	13522	Priority Corridors from LRTP Needs Assesment	MPO	Discrete	Active	\$145,000	\$9,092	\$135,908	6%	\$145,000	\$9,092	\$135,908	6%
4-19	13722	Safety & Oper Analyses at Selected Int's	MPO	Discrete	Active	\$82,000	\$7,881	\$74,119	10%	\$82,000	\$7,881	\$74,119	10%
4-20	13313	The Future of the Curb Phase 3	MPO	Discrete	Not Begun	\$70,000	\$0	\$70,000	0%	\$70,000	\$0	\$70,000	0%
4-21	13314	Addressing Equity and Access in the Blue Hills	MPO	Discrete	Not Begun	\$40,000	\$0	\$40,000	0%	\$40,000	\$0	\$40,000	0%
4-23	13315	Identifying Transportation Inequities in the Boston	MPO	Discrete	Active	\$70,000	\$2,043	\$67,957	3%	\$70,000	\$2,043	\$67,957	3%
4-24	20906	Staff-Generated Research & Tech Assistance	MPO	Discrete	Not Begun	\$20,000	\$0	\$20,000	0%	\$20,000	\$0	\$20,000	0%

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<b>MPO Technical Analysis</b>													
4-26	2322	Roadway Safety Audits	MPO	Ongoing	Active	\$13,000	\$1,929	\$11,071	15%	\$13,000	\$1,929	\$11,071	15%
4-28	2722	Traffic Data Support	MPO	Ongoing	Active	\$15,000	\$2,969	\$12,031	20%	\$15,000	\$2,969	\$12,031	20%
4-29	4222	Transit Data Support	MPO	Ongoing	Active	\$12,000	\$482	\$11,518	4%	\$12,000	\$482	\$11,518	4%
4-30	2422	Community Transportation Technical Assistance	MPO	Ongoing	Active	\$67,000	\$24,114	\$42,886	36%	\$67,000	\$24,114	\$42,886	36%
4-31	2522	Bicycle and Pedestrian Support Activities	MPO	Ongoing	Active	\$74,000	\$13,835	\$60,165	19%	\$74,000	\$13,835	\$60,165	19%
4-33	4122	Regional Transit Service Planning Technical Support	MPO	Ongoing	Active	\$50,000	\$16,488	\$33,512	33%	\$50,000	\$16,488	\$33,512	33%
<b>Agency and Other Client Planning Studies &amp; Technical Analysis: MassDOT</b>													
5-9	13802	Support in Updating MBTA DI/BD Policy	MPO	Discrete	Active	\$83,340	\$0	\$83,340	0%	\$83,340	\$0	\$83,340	0%
<b>Administration, Resource Management &amp; Support Activities</b>													
6-5	6022	Computer Resource Management	MPO	Discrete	Active	\$282,000	\$76,150	\$205,850	27%	\$282,000	\$76,150	\$205,850	27%
6-7	5022	Data Resources Management	MPO	Discrete	Active	\$218,000	\$83,714	\$134,286	38%	\$218,000	\$83,714	\$134,286	38%
6-9	1022	Direct/Non-Labor Support-MPO 3CPL & 5303	MPO	Discrete	Active	\$92,000	\$65	\$91,935	0%	\$92,000	\$65	\$91,935	0%
<b>Projects from Previous Year or Added to Current Year</b>													
	1021	Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21	MPO	Ongoing	Active	\$25,000	\$23,569	\$1,431	94%	\$108,500	\$91,346	\$17,154	84%

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**3C Planning and MPO Support FFY22 (3.2 - 9022)**

**Mgr: J. Church**

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**Financial Status**

Total Project Budget:	\$460,000	
Total Labor Expended This Period:	\$28,303	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$28,303	( 6% of total budget )
Balance:	\$431,697	( 94% of total budget )

**Work Status**

Ongoing

**Progress**

- Planned, organized, and held one virtual MPO meeting
- Planned, organized, and held one TIP Ad Hoc Committee meeting
- Planned, organized, and held one MPO 101 for staff
- Provided outreach and communications support to five MAPC subregional meetings
- Provided outreach, communications, and logistical support to one TIP Cost Policy Open House
- Provided outreach, communications, and logistical support to one TIP How-To Session
- Developed website text updates, social media content, and MailChimp messages
- Organized and drafted responses to press inquiries and public comments
- Provided outreach and communications support for the MPO Elections 2021
- Provided support to LRTP website development
- Provided communications support to the draft Public Outreach Plan Public Review Period
- Provided communications support to the UPWP Amendment One Public Review Period
- Provided communications support to staff recruitment efforts for open positions

**Products**

- Agendas, minutes, and presentation materials for MPO and TIP Ad Hoc Committee meetings
- 13 MailChimp messages regarding MPO and A&F Committee agendas, TIP Policy Public Comment, Transit Working Group, MPO Elections Ballots, TIP Updates for Contacts and CEOs, UPWP Amendment One
- Website text updates for TIP, UPWP, TIP development, UPWP development pages.
- 14 Tweets
- 3 LinkedIn posts
- 2 Facebook posts
- 1 Instagram post

**Meetings**

October 5, MAGIC Subregional Meeting  
October 5, FHWA EDC VPI Webinar  
October 6, MPO 101 for Staff  
October 13, Inner Core Committee Transportation Group  
October 13, Regional Transportation Advisory Council  
October 14, TIP Cost Policies Open House  
October 18, MAPC Subregional Coordinators Meeting  
October 19, TRIC Subregional Meeting  
October 21, Boston Region MPO  
October 21, TIP Project Cost Committee  
October 27, TIP How-To Session  
October 28, MWRC Subregional Meeting  
October 28, NSTF Subregional Meeting

### **Objectives for Next Month**

To continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings  
To continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program, Public Outreach Program, and technical projects as needed  
To plan a kickoff outreach event for the LRTP  
To continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed  
To continue to produce updates for MAPC Matters, MPO mailing list, and TE subscribers  
To continue to process public input and communicate information back to the board  
To continue to respond to press inquiries as needed  
To continue to plan and facilitate Inner Core Committee Transportation Meetings  
To continue work to rename the agency blog  
To continue to plan co-sponsored APA MA Transportation Committee and MPO webinars  
To continue to plan hybrid/virtual/in-person meeting logistics post-COVID  
To continue to provide communications and outreach support for the Transit Working Group activities  
To continue to coordinate with the MBTA Fare Transformation team  
To continue to plan Plain Language Working Group meetings

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**MPO General Graphics FFY22 (3.2 - 9222)**

**Mgr: J. Gillis**

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**Financial Status**

Total Project Budget:	\$93,800	
Total Labor Expended This Period:	\$8,240	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,240	( 9% of total budget )
Balance:	\$85,560	( 91% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

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**Professional Development FFY22 (3.2 - 9522)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$64,500	
Total Labor Expended This Period:	\$26,889	( 42% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,889	( 42% of total budget )
Balance:	\$37,611	( 58% of total budget )

**Work Status**

60% complete.

**Progress**

Charges were incurred for staff to attend Project Management Training.  
In addition, staff members attended a webinar on "Virtual Public Engagement for Transportation" and Baystate Roads "Complete Streets 201" Workshop.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

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**Provision of Materials in Accessible Formats (FFY22) (3.2 - 3122)**

**Mgr: J. Gillis**

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**Financial Status**

Total Project Budget:	\$120,685	
Total Labor Expended This Period:	\$8,006	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,006	( 7% of total budget )
Balance:	\$112,679	( 93% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Reviewed and commented on outline of proposed training for document production.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.  
Commented training outline.

**Meetings**

None.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.

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**Air Quality Conformity Determination and Support FFY22 (3.3 - 8422)**

**Mgr: A. McGahan**

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**Financial Status**

Total Project Budget:	\$25,500	
Total Labor Expended This Period:	\$1,398	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,398	( 5% of total budget )
Balance:	\$24,102	( 95% of total budget )

**Work Status**

Ongoing

**Progress**

Prepared for the statewide CMAQ consultation and Air Quality consultation meetings.  
Prepared for MOVES 3 training.

**Products**

Final materials for posting MOVES 3 information on MassDOT website.

**Meetings**

October 25, OTP to discuss Air Quality Consultation meeting details.  
October 28, CMAQ Consultation meeting.  
October 28, Air Quality Consultation meeting with MPOs and state and federal agencies.

**Objectives for Next Month**

Once MOVES information is posted on MassDOT website, work with CTPS staff to link this data on MPO website.  
Work with MassDOT to update CMAQ templates  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

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**Congestion Management Process FFY22 (3.3 - 2122)**

**Mgr: R. Hicks**

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**Financial Status**

Total Project Budget:	\$100,500	
Total Labor Expended This Period:	\$7,653	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,653	( 8% of total budget )
Balance:	\$92,847	( 92% of total budget )

**Work Status**

Ongoing.

**Progress**

Staff finalized the Bicycle Parking Memorandum, after addressing MassDOTs comments.  
Staff continued to work on the State of Congestion Study.  
Staff completed a draft of the meeting minutes from the previous CMP committee meeting.

**Products**

Final version of the Bicycle Park and Ride Memorandum.

**Meetings**

None

**Objectives for Next Month**

Continue to work on the State of Congestion study.  
Finalize meeting minutes from the previous CMP committee meeting.  
Continue preparing for a CMP committee meeting for December 2 (Meeting was delayed from October 21 due to a scheduling conflict).

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**Freight Planning Support FFY22 (3.3 - 2222)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$65,000	
Total Labor Expended This Period:	\$9,178	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,178	( 14% of total budget )
Balance:	\$55,822	( 86% of total budget )

**Work Status**

Ongoing.

**Progress**

Completed review of statewide vehicle classification data.  
Continued familiarization process for new freight planning manager, Sandy Johnston.  
Held internal discussions on how freight planning fits into other CTPS initiatives and programs.

**Products**

None.

**Meetings**

October 5, 2021: Meeting with Massport staff to discuss truck route designation and other planning needs.  
October 25, 2021: Internal meeting on freight/truck modeling.  
October 25, 2021: Internal meeting on ideas for the freight program.

**Objectives for Next Month**

Complete draft of technical memorandum on truck volume data.  
Conduct several meetings with external stakeholders to discuss freight planning and the MPO's role in it.  
Create a freight planning web page on the MPO website.  
Continue internal meetings to discuss freight within the context of other programs such as the LRTP and modeling.  
Prepare presentation for FHWA/MassDOT truck parking workshop.  
Identify options for public presentation of data on hazardous cargo trucks.

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**Long-Range Transportation Plan (LRTP) FFY22 (3.3 - 8122)**

**Mgr: M. Scott**

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**Financial Status**

Total Project Budget:	\$326,000	
Total Labor Expended This Period:	\$31,365	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$31,365	( 10% of total budget )
Balance:	\$294,635	( 90% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023:  
Conducted project management planning for LRTP and Needs Assessment tasks.  
Continued peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Continued to meet with staff to discuss bicycle, pedestrian, congestion, and freight analysis for the Needs Assessment.  
Met with staff to discuss how to model scenarios and strategies using the MPO's travel demand model.  
Continued to discuss public outreach and general communications plans for Destination 2050.  
Continued to review and revise text for the Big Ideas StoryMap which will provide input for scenario planning. The StoryMap will be posted on the Destination 2050 website once completed.  
Developed a presentation for the MPO board about scenario planning and feedback from the Big Ideas process  
Continued planning for Destination 2050 kickoff and initial scenarios to be presented to the MPO.  
Continued to work with staff to revisit the LRTP planning framework (vision, goals, and objectives) to make any necessary updates for Destination 2050.  
Continued to meet internally with staff to discuss the process for developing a website for the next LRTP.  
Continued work on climate resiliency activities in the MPO region to integrate into the next LRTP Needs Assessment and other MPO planning activities.  
Continued work on implementation of Destination 2040, including coordination with the UPWP and TIP.  
Coordination with MassDOT and MAPC on demographics development.  
Participated in the socioeconomic projections committee meeting to create population, household, and employment projections for 2050.

**Products**

Updated the LRTP brochure and presentation and outreach materials.

**Meetings**

October 5, attended MAGIC subregional meeting to gather information on needs in the region.  
October 13, attended Inner Core subregional meeting to gather information on needs in the region.  
October 13, attended the statewide socioeconomic projections committee meeting.  
October 14, attended I-495/MetroWest Partnership Transportation Committee meeting to gather information on needs in the region.  
October 19, attended Three River Interlocal Council subregional meeting to gather information on needs in the region.  
October 21, kick off presentation on the Destination 2050 LRTP at MPO meeting.  
October 22, met with MassDOT to discuss work products for the Big Ideas project  
October 26, met with MassDOT, MAPC, and Umass Donahue to prepare for November statewide socioeconomic committee meeting.  
October 27, attended the MAPC Fall Council meeting about on MetroCommon.  
October 28, attended MetroWest subregional meeting to gather information on needs in the region.  
October 28, attended North Shore Task Force subregional meeting to gather information on needs in the region.

### **Objectives for Next Month**

Meet with MAPC to coordinate MetroCommon land use scenarios with future LRTP scenario work.  
Continue to meet internally with staff to discuss development of the website for the next LRTP.  
Continue conducting project management planning for LRTP and Needs Assessment tasks.  
Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Work with input collected from scenario planning focus groups held in Spring 2021 to begin to develop a list of potential scenarios to be prioritized by the MPO.  
Give presentation(s) on the Big Ideas StoryMap and scenario planning to the MPO at its November 4 meeting.  
Prepare for MPO Focus Group on scenarios for Destination 2050 in December.  
Present about the LRTP at MAPC subregional meetings and other public events  
Attend November 2021 Demographic Projections Committee  
Attend the November 2021 Transportation Managers Group meeting  
Meet with staff and external partners to discuss data needs and resources.  
Continue internal coordination on refreshing MPO goal areas to support the next LRTP and Needs Assessment development.  
Continue implementing new LRTP investment programs.  
Continue supporting public outreach and updates on LRTP implementation.  
Continue to address the resiliency of the transportation network.  
Conduct analysis for the next LRTP Needs Assessment  
Continue to coordinate with MAPC on MetroCommon and demographic development.  
Continue coordination with MassDOT and other external partners on LRTP development.

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**MPO Resiliency Program (3.3 - 8722)**

**Mgr: J. Church**

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**Financial Status**

Total Project Budget:	\$11,000	
Total Labor Expended This Period:	\$455	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$455	( 4% of total budget )
Balance:	\$10,545	( 96% of total budget )

**Work Status**

Ongoing

**Progress**

CTPS staff met to coordinate on resiliency issues in the MPO area.

**Products**

None.

**Meetings**

October 27, internal resiliency coordination with CTPS staff.

**Objectives for Next Month**

Continue to address the resiliency of the transportation network in the Boston region.  
Continue to coordinate with state and regional agencies and advocacy groups.

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**Performance-Based Planning and Programming FFY22 (3.3 - 8822)**

**Mgr: M. Scott**

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**Financial Status**

Total Project Budget:	\$125,000	
Total Labor Expended This Period:	\$5,714	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,714	( 5% of total budget )
Balance:	\$119,286	( 95% of total budget )

**Work Status**

Ongoing.

**Progress**

Attended the Transportation Manager's Group Meeting to learn about the Massachusetts Department of Transportation's (MassDOT) Strategic Highway Safety Plan development process. Participated in a "MPO 101" session for MPO staff and discussed performance-based planning and programming work.  
Met with MPO staff to discuss issues related to processing safety data.  
Explored the functionality and potential applications of Conveyal destination access analysis software. Compared Conveyal with existing MPO destination access analysis tools. Investigated the input data needed for Conveyal.  
Met with MassDOT Office of Transportation Planning (OTP) staff to coordinate on use of Conveyal.

**Products**

None.

**Meetings**

October 5, attended the Transportation Managers Group meeting.  
October 20, met with MassDOT OTP staff to coordinate on use of Conveyal.

**Objectives for Next Month**

Review available Public Transportation Agency Safety plans, transit safety targets, and transit asset management targets from the Massachusetts Bay Transportation Authority, the Cape Ann Transportation Authority, and the MetroWest Regional Transit Authority.  
Review roadway safety targets from MassDOT.  
Attend the Transportation Managers Group meeting to gather information on performance-based planning topics.  
Continue to explore the Conveyal destination access software application and coordinate with staff and external partners about ways to use it.  
Begin to update information on federally required performance measures to support the Long-Range Transportation Plan Needs Assessment.

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**Regional Model Enhancement FFY22 (3.3 - 7122)**

**Mgr: M. Milkovits**

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**Financial Status**

Total Project Budget:	\$840,000	
Total Labor Expended This Period:	\$80,968	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$80,968	( 10% of total budget )
Balance:	\$759,032	( 90% of total budget )

**Work Status**

Ongoing.

**Progress**

Completed high-level design of TDM23 primary model components (i.e. all but university, commercial vehicles, airport ground access).  
Completed revisions and corrections to the 2011 MTS (household survey) to present updated trip purposes, travel modes, and trip end designations.  
Continued development of model data explorer functionality to reproduce existing transit reports.  
Developed TDM23 transit and highway network structures as well as the organization of files and folders.  
Completed review of vehicle availability model input variables and developed draft estimates of model parameters.  
Continued review of GTFS-based representation of transit service to identify 2016 to 2019 differences.  
Developed tutorial videos for model setup and network coding for knowledge transfer.

**Products**

None

**Meetings**

October 5, 12, 26 - LRTP coordination  
October 12, MAPC coordination  
October 13, Socioeconomic Projections Committee  
October 19, Model Users Group Meeting  
October 20, Model Steering Committee Meeting

**Objectives for Next Month**

Review of estimated parameters with steering committee.  
Finalize vehicle availability model parameter estimation.  
Finalize time period definitions and develop time of day factors.  
Organize estimation data set for mode choice parameters.  
Initiate evaluation of trip generation rate factors.  
Initiate mode choice parameter estimation.  
Produce recommendations for TAZ splits.  
Develop draft walk and bike distances using OpenStreetMap networks.  
Coordinate with Caliper to initiate TDM23 code development.





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**Research Next Generation Data and Tools FFY22 (3.3 - 7222)**

**Mgr: S. Andrews**

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**Financial Status**

Total Project Budget:	\$57,000	
Total Labor Expended This Period:	\$3,601	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$3,601	( 6% of total budget )
Balance:	\$53,399	( 94% of total budget )

**Work Status**

6% complete.

**Progress**

Developed form to modify Data Axle employment data. Reviewed locations where staff may want to explore the Data Axle data in more detail as a form of quality control.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue work reviewing Data Axle employment data quality.

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**Transit Working Group Support FFY22 (3.3 - 8922)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$50,000	
Total Labor Expended This Period:	\$4,551	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,551	( 9% of total budget )
Balance:	\$45,449	( 91% of total budget )

**Work Status**

Ongoing.

**Progress**

- Hosted first Transit Working Group meeting of the FFY.
- Hosted a coffee chat for Transit Working Group participants, about Human Services Transportation.
- Made updates to the Transit Working Group web page.
- Created project management frameworks for Transit Working Group tasks.
- Scheduled and created events for future Transit Working Group coffee chats.

**Products**

- October 12 Transit Working Group meeting, and recording and accompanying materials.
- October 26 Human Services Transportation coffee chat and supporting materials.
- Update Transit Working Group web page.
- Zoom template for coffee chats.
- Zoom and calendar events for future coffee chat events.

**Meetings**

- October 12, 2021: Transit Working Group meeting.
- October 20, 2021: Meeting with MBTA Advisory Board staff about priorities and cooperation between the groups.
- October 26, 2021: Coffee chat on Human Services Transportation.

**Objectives for Next Month**

- Support remaining scheduled coffee chats and plan future ones.
  - Plan for the next Transit Working Group meeting, including identifying possible keynote speakers.
  - Continue coordinating with stakeholders to define the mission of the Transit Working Group.
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**Transportation Equity Program FFY22 (3.3 - 8522)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$139,000	
Total Labor Expended This Period:	\$7,993	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,993	( 6% of total budget )
Balance:	\$131,007	( 94% of total budget )

**Work Status**

Ongoing.

**Progress**

Worked on compiling spreadsheet to track changing equity scores for TIP projects. Developed plan for rescoring projects in the FFYs 2023-27 TIP.  
Completed StoryMap for A Decade of BlueBikes in the Boston Region: How Access to Bikeshare has Changes for Environmental Justice Communities  
Developed GIS files with new 2020 Census data.  
Worked on planning for upcoming study, Identifying Transportation Inequities in the Boston Region

**Products**

A Decade of Bluebikes in the Boston Region: How Access to Bikeshare has Changed for Environmental Justice Communities (StoryMap)

**Meetings**

None.

**Objectives for Next Month**

Continue compiling spreadsheet to track changing equity scores for TIP projects. Coordinate the carrying out of the plan for rescoring projects in the FFYs 2023-27 TIP.  
MPO presentation for the StoryMap for A Decade of BlueBikes in the Boston Region: How Access to Bikeshare has Changes for Environmental Justice Communities.  
Coordinate with CTPS staff on EJ in project delivery.  
Work on staff language assistance guide.

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**Transportation Improvement Program (TIP) FFY22 (3.3 - 8222)**

**Mgr: M. Genova**

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**Financial Status**

Total Project Budget:	\$274,000	
Total Labor Expended This Period:	\$10,542	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$10,542	( 4% of total budget )
Balance:	\$263,458	( 96% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the TIP policy subcommittee, including hosting a public open house, compiling public comments received on the draft proposal, and hosting one committee meeting. Continued conversations on project administration for the MPO's Community Connections Program in preparation for FFYs 2023-27 TIP cycle, including presenting a final program proposal to the MPO.

Updated the TIP website to reflect the new federal fiscal year.

Continued outreach process for FFYs 2023-27 TIP, including attending several MAPC subregional meetings, sending kick-off emails, updating TIP contacts, refreshing the TIP project universe, hosting an informational session, and beginning to organize materials for project scoring.

Established FFYs 2023-27 TIP schedule, including organizing major milestones, tasks and related subtasks in Asana.

**Products**

PowerPoint presentations for MAPC subregional meetings (MAGIC, ICC, TRIC, MWRC, and NSTF).

PowerPoint presentation for Community Connections presentation to MPO.

PowerPoint presentation for TIP how-to information session.

PowerPoint presentation for TIP project cost policy open house.

PowerPoint presentation for TIP project cost policy committee meeting.

PowerPoint slides for Transit Working Group presentation.

Compiled TIP project cost policy public comments.

FFYs 2023-27 TIP development schedule.

Draft TIP project universe, for distribution to MassDOT Highway District staff.

Updated TIP communication materials, including web text and emails to municipal TIP contacts and CEOs.

**Meetings**

October 1, Community Connections check-in (MWRTA).  
October 5, MAPC subregional outreach meeting (MAGIC).  
October 5, TIP check-in (TransitMatters).  
October 6, MPO 101.  
October 6, 13, 20, and 27, Project management training.  
October 11, TIP database exploratory call (Indianapolis MPO).  
October 12, Transit Working Group.  
October 13, MAPC subregional meeting (ICC).  
October 14, TIP project cost policy open house.  
October 18, Community Connections check-in (MAPC).  
October 19, MAPC subregional meeting (TRIC).  
October 19, MAPC outreach check-in (MWRC).  
October 20, Community Connections check-in (Canton/NVTMA).  
October 21, Boston Region MPO.  
October 21, TIP project cost committee.  
October 27, TIP how-to open house.  
October 28, MAPC subregional meetings (MWRC and NSTF).

### **Objectives for Next Month**

Finalize new TIP project cost policies through presentation to MPO and subsequent board endorsement of proposal.  
Launch updated Community Connections application and TIP project proponent questionnaire.  
Continue outreach process for FFYs 2023-27 TIP, including attending additional MAPC subregional meetings, hosting an additional informational session, hosting one-on-one meetings with project proponents, and continuing to organize materials for project scoring.  
Finalize TIP project universe for presentation to the MPO.  
Advance work on TIP database, including making updates to existing project data.  
Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including TIP how-to guide and project scoring guides.

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**Unified Planning Work Program (UPWP) FFY22 (3.3 - 8322)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$116,000	
Total Labor Expended This Period:	\$4,873	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,873	( 4% of total budget )
Balance:	\$111,127	( 96% of total budget )

**Work Status**

Ongoing.

**Progress**

Produced materials for Amendment One to the FFY 2022 UPWP.  
Supported UPWP Committee meeting on October 21, 2021.  
Secured release of Amendment One to the FFY 2022 UPWP for public comment at the MPO meeting on October 21, 2021.  
Held several outreach meetings with MAPC subregions to support development of the FFY 2023 UPWP.

**Products**

Materials to support Amendment One to the FFY 2023 UPWP, including a memorandum and red-lined and "clean" versions of the UPWP as updated by the amendment.  
Meeting summary of the September 2, 2021 UPWP Committee meeting.  
Agenda for the October 21, 2021 UPWP Committee meeting.  
Materials to support outreach for the FFY 2023 UPWP.

**Meetings**

October 5, 2021: Minuteman Advisory Group on Interlocal Coordination Subregional Meeting  
October 13, 2021: Inner Core Committee Transportation Group Subregional Meeting  
October 19, 2021: Three Rivers Interlocal Council Subregional Meeting  
October 21, 2021: UPWP Committee meeting  
October 21, 2021: MPO meeting to secure release of Amendment One to the FFY 2023 UPWP for public comment.  
October 28, 2021: Metrowest Regional Council Subregional Meeting  
October 28, 2021: North Shore Task Force Subregional Meeting

**Objectives for Next Month**

Administer remainder of public comment period for Amendment One to the FFY 2022 UPWP.  
Support UPWP Committee meeting on November 18, 2021.  
Secure MPO endorsement of Amendment One to the FFY 2022 UPWP at the meeting on November 18, 2021.  
Continue to hold subregional and other outreach meetings.  
Prepare FFY 2023 UPWP development process.

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**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

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**Mgr: C. Wang**

**Financial Status**

Total Project Budget:	\$118,100	
Total Labor Expended This Period:	\$16,452	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$94,895	( 80% of total budget )
Balance:	\$23,206	( 20% of total budget )

**Work Status**

75% complete.

**Progress**

Completed analyzing long-term improvement alternatives by using Synchro AM/PM traffic analysis models developed for the study corridor (Plain Street, Grove Street, and Columbian Street in Braintree).  
Developed short- and long-term improvement strategies at major intersections and critical locations in the corridor.  
Completed figures and tables for transit services, traffic and pedestrian volumes, and various operational and safety analyses.  
Completed draft conceptual plans for the proposed improvements at major intersections and critical locations in the corridor.  
Started drafting the crash data analysis chapter.

**Products**

Draft graphics of the study area map, transit services, traffic volumes, and various operational and safety analysis maps.  
Draft conceptual plans of proposed improvements at major intersections and critical locations in the corridor.

**Meetings**

None.

**Objectives for Next Month**

Prepare materials and presentation slides for the upcoming meeting with the study advisory members from Braintree and MassDOT.  
Schedule a meeting with study advisory members to review findings and proposed improvements for the study corridor.

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**Identifying Transportation Inequities in the Boston Region (4.2 - 13315)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$70,000	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$73,500	
Total Labor Expended This Period:	\$6,719	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,044	( 35% of total budget )
Balance:	\$47,456	( 65% of total budget )

**Work Status**

46% complete.

**Progress**

Visited Woburn intersections to study current conditions, take pictures, and begin analysis.  
Visited Stow intersection to study current conditions, take pictures, and begin analysis.  
Visited Wellesley intersection to study current conditions, take pictures, and begin analysis.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Compile field observations and municipal staff intersection comments.  
Grade intersections using bicycle and pedestrian report card tools.  
Schedule visits to intersections with municipal staff.

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**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$55,500	
Total Labor Expended This Period:	\$679	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,832	( 74% of total budget )
Balance:	\$14,668	( 26% of total budget )

**Work Status**

64% complete.

**Progress**

Started preparation of existing and projected traffic volumes and crash data analysis graphics.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

- Prepare traffic volume and crash analysis graphics for the selected study locations.
  - Perform base-year and future-year highway capacity analysis for the selected study locations.
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**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$134,000	
Total Labor Expended This Period:	\$11,942	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$102,971	( 77% of total budget )
Balance:	\$31,029	( 23% of total budget )

**Work Status**

75% complete.

**Progress**

MPO staff continued working on FFY 2022 study location selection process. Staff scored, rated, and rank the arterial corridors. MPO staff submitted the list of corridors to the highway districts for prioritization. In addition, MPO staff continued developing improvement to address Route 9 corridor needs. In addition, MPO staff prepared graphics illustrating the improvements. Finally staff is preparing to present the improvements to the advisory task force for feedback.

**Products**

Concepts for addressing corridor needs, draft, 10/31/2021.  
Updated GIS layers for FFY 2022 study location selection process, draft, 10/31/2021.  
Figures illustrating the problems and suggested solutions, draft, 10/31/2021.

**Meetings**

None.

**Objectives for Next Month**

To continue to develop improvement concepts to address corridor needs.  
To present improvements to advisory task force for feedback  
To complete the FFY 2022 study location selection process and memorandum.

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**Bicycle and Pedestrian Support Activities FFY22 (4.3 - 2522)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$74,000	
Total Labor Expended This Period:	\$870	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$870	( 1% of total budget )
Balance:	\$73,130	( 99% of total budget )

**Work Status**

Ongoing

**Progress**

Met to discuss FFY 2022 and future direction of bicycle and pedestrian support activities work.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

None.

**Meetings**

October 21st, met internally to discuss FFY 2022 and future direction of bicycle and pedestrian support activities work.

**Objectives for Next Month**

Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

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**Community Transportation Technical Assistance FFY22 (4.3 - 2422)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$67,000	
Total Labor Expended This Period:	\$8,655	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,655	( 13% of total budget )
Balance:	\$58,345	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Continued working on the Salem, Route 114, traffic diversion study. Planned data collection effort to confirm traffic received from the city.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete Salem and begin discussions with Quincy, Friends of the Blue Hills, DCR, and MassDOT about Highline Trail safety improvements.

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**Regional Transit Service Planning Technical Support FFY22 (4.3 - 4122)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$50,000	
Total Labor Expended This Period:	\$6,673	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,673	( 13% of total budget )
Balance:	\$43,327	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Analyzed Peabody survey results and presented a summary to the North Shore TMA for review and response.  
Prepared a summary for each survey question and created maps of based on survey responses.

**Products**

None.

**Meetings**

Oct 28, with North Shore TMA.

**Objectives for Next Month**

Complete final results summary and present to the City of Peabody.

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**Roadway Safety Audits FFY22 (4.3 - 2322)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$13,000	
Total Labor Expended This Period:	\$289	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$289	( 2% of total budget )
Balance:	\$12,711	( 98% of total budget )

**Work Status**

Ongoing

**Progress**

Reviewed RSA reports for Soldiers Field Road at Everett Street, Boston and for four intersections near the Parcel 12 Development in Boston.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to attend and support Road Safety Audits.

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**Traffic Data Support FFY22 (4.3 - 2722)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$15,000	
Total Labor Expended This Period:	\$841	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$841	( 6% of total budget )
Balance:	\$14,159	( 94% of total budget )

**Work Status**

Ongoing

**Progress**

Responded and provided growth rates for Salem, Billerica, Burlington, Bellingham, East Boston, Hingham, and Bedford.

**Products**

Growth rates for the previously mentioned communities.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to transportation related data requests.

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**Transit Data Support FFY22 (4.3 - 4222)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$12,000	
Total Labor Expended This Period:	\$291	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$291	( 2% of total budget )
Balance:	\$11,709	( 98% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to transit data requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to transit data requests as needed.

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**Computer Resource Management FFY22 (6.0 - 6022)**

**Mgr: G. Weaver**

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**Financial Status**

Total Project Budget:	\$282,000	
Total Labor Expended This Period:	\$24,956	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,956	( 9% of total budget )
Balance:	\$257,044	( 91% of total budget )

**Work Status**

Ongoing.

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Continued installing Dell laptops for staff. Implemented the Windstream bandwidth upgrade and switch to the softphone app and troubleshoot various issues due to the installation. Had the HVAC fixed in the server room. Had the firewall rebuilt. Moved network connections on the patch panel from the POE switches to the Dell switches. Troubleshoot the switches in the office. Setup desktops and a laptop for new employees.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup and restore functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Submitted invoices. Wrote up instructions on how to access the OfficeSuite app and use various functions for the Intranet for staff to use. Troubleshoot Windstream operator software, and accessing VMware Horizons software and numerous issues with the OfficeSuite software. Changed outgoing number on every users Windstream account and allocated mobile softphone license to every user. Adjusted cloud services configuration to ensure continued smooth functioning of agency web servers following network changes due to soft phone activation. Upgrade ArcGIS Pro GIS software to latest version on both application servers.

Removed Eset on all computers and servers due to the app blocking network traffic. Troubleshoot the DNS servers. Change desktops and servers to Google DNS to allow network connectivity then put everyone back to the internal DNS after problem was resolved. Install Google Drive on the Transcad workstations. Purchase shiny apps, and additional Google licenses and submitted a PO request for prior approval on a server.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Copy former employees data to the file server and additional off-boarding tasks for former staff.

**Products**

Updated GIS software on application servers.

**Meetings**

October 6, 18, and 28, with Intrasystems to discuss firewall connectivity and changes to the firewall.

October 12, with VMware to discuss VMware Horizons.

October 21, and 28, with Intrasystems and Windstream to discuss service and changes to the SDWAN provided by Windstream as well as the firewall.

### **Objectives for Next Month**

Assist with reconfiguration of desktop systems in the CTPS office to reflect new IP address for network firewall.

Install Laptops

Setup VPN

Finish Setting Up VMware Horizons software.

Finish migrating Transcad to network versions on all Transcad workstations.

Continued support as required.

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**Data Resources Management FFY22 (6.0 - 5022)**

**Mgr: D. Knudsen**

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**Financial Status**

Total Project Budget:	\$218,000	
Total Labor Expended This Period:	\$32,414	( 15% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$32,414	( 15% of total budget )
Balance:	\$185,586	( 85% of total budget )

**Work Status**

Ongoing.

**Progress**

Received 2019 and 2021 employment data from MAPC's commercial vendor and loaded 2019 data into secured database for review and correction.

Helped one staff member access most recent MBTA rider survey data and supported another in implementing logic branches in GIS models.

Responded to requests from six consulting firms for traffic growth rates in Bedford, Bellingham, Billerica and Burlington, Hingham, and Salem. Provided MBTA with coordinate information on Harvard Square bus tunnels. Advised Medical Area Service Company (MASCO) on possible sources of journey-to-work data.

Developed data structure for visualizing balanced volume data on I-90 in cartographic form and began developing data structure for visualizing the same data in schematic form.

Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal, beginning to address accessibility issues on select pages identified in consultant report. Applied patches and upgrades to MPO website operating system (OS) and CMS. Updated subscription page with new list subscription option. Experimented with view of MPO meetings in simple list format. Cross-trained staff member to make regular website content updates.

**Products**

Commercial vendor's employment data for 2019 loaded into a secured database for review and correction.

Traffic growth rates for several towns in the region. CSV file containing coordinates for Harvard Square bus tunnels.

GeoJSON data structure for use in visualizing balanced volume data on I-90 eastbound and westbound.

Updated MPO website.

**Meetings**

October 6 and 21, group meetings.

**Objectives for Next Month**

Update reference spatial database with new/updated reference data layers as they become available. Complete development of data structures for visualizing balanced volume data for I-90 in schematic form.

Continue to address accessibility issues identified by consultant in draft migrated version of MPO website and request reevaluation by consultant. Continue exploring alternate ways to present MPO meeting information.

Continue responding to requests for data.

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**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY22 (6.0 - 1022)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$92,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$92,000	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (9 - 1021)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$108,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$67,777	( 62% of total budget )
Balance:	\$40,723	( 38% of total budget )

**Work Status**

Ongoing

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Dorchester Bay City Redevelopment DEIR Modeling Support (9 - 97866)**

**Mgr: D. Joshi**

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**Financial Status**

Total Project Budget:	\$94,500	
Total Labor Expended This Period:	\$3,034	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$80,367	( 85% of total budget )
Balance:	\$14,133	( 15% of total budget )

**Work Status**

85% complete.

**Progress**

Prepared and sent out documentation on modeling methodology and assumptions.  
Continued coordination with project team.

**Products**

Technical memo on "Modeling methodology and assumptions for DBC DEIR"

**Meetings**

October 15, TWG meeting to discuss peak hour analysis results.  
October 29, TWG meeting to discuss project mitigation.

**Objectives for Next Month**

None, waiting for DEIR to be complete before proceeding with project.

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**Future of the Curb Phase 2 (NEW - 14371)**

**Mgr: B. Acton**

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**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$59,525	( 99% of total budget )
Balance:	\$475	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Completed client review draft and sent copy of guidebook to MassDOT Office of Transportation Planning (OTP) for review.

**Products**

Client Review Draft of Guidebook

**Meetings**

None.

**Objectives for Next Month**

Complete final revisions from OTP, create presentation, and present project to MPO Board

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**MassDOT On-Call II: MassPike Allston Interchange Study 2018 (NEW - 81001)**

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**Mgr: B. Dowling**

**Financial Status**

Total Project Budget:	\$392,344	
Total Labor Expended This Period:	\$681	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$358,229	( 91% of total budget )
Balance:	\$34,115	( 9% of total budget )

**Work Status**

92% complete.

**Progress**

CTPS investigated questions regarding the modeling for the project.

**Products**

None.

**Meetings**

October 27, TetraTech

**Objectives for Next Month**

Respond to project team inquiries.  
Provide data to project team as needed.

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**MassDOT On-Call: Tobin Bridge Managed Lanes Phase II (NEW - 81008)**

**Mgr: D. Joshi**

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**Financial Status**

Total Project Budget:	\$85,038	
Total Labor Expended This Period:	\$2,927	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$53,509	( 63% of total budget )
Balance:	\$31,529	( 37% of total budget )

**Work Status**

62% complete.

**Progress**

Prepared requested additional data for all build alternatives on "Auto person throughput by SOV , HOV2 and HOV3+" and "Traffic diversion on near by crossings"

**Products**

Summary of requested data

**Meetings**

October 18, project coordination meeting with team (MassDOT Highway, OTP, and Kittleson)  
October 28 , project coordination meeting with Kittleson

**Objectives for Next Month**

Waiting for preferred build alternative details and assumptions from project team.  
Continue coordination with project team.

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**MBTA 2020 Triennial Title VI Report (NEW - 11424)**

**Mgr: B. Putnam**

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**Financial Status**

Total Project Budget:	\$139,632	
Total Labor Expended This Period:	\$3,287	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$116,788	( 84% of total budget )
Balance:	\$22,843	( 16% of total budget )

**Work Status**

94% complete.

**Progress**

Finished collecting bus shelter amenities and conditions data.  
Continued requesting FY20 service monitoring data from MBTA for 2021 service monitoring memo.  
Continued processing FY20 service monitoring data as it was received.  
Began drafting 2021 service monitoring memo.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue requesting FY20 service monitoring data from MBTA for 2021 service monitoring memo.  
Continue processing FY20 service monitoring data as it is received.  
Continue drafting 2021 service monitoring memo.

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**Financial Status**

Total Project Budget:	\$123,317	
Total Labor Expended This Period:	\$5,477	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$97,882	( 79% of total budget )
Balance:	\$25,435	( 21% of total budget )

**Work Status**

100% complete.

**Progress**

Finished estimating trips taken and miles traveled on rail replacement shuttle buses.  
Finished drafting memos.  
Submitted client review drafts of all memos.  
Submitted final versions of memos for directly operated services, commuter rail, and purchased service bus routes.

**Products**

Client review draft of rail replacement shuttle buses memo.  
Client review drafts and final versions of memos for directly operated services, commuter rail, and purchased service bus routes.

**Meetings**

None.

**Objectives for Next Month**

Project complete.

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**Financial Status**

Total Project Budget:	\$127,288	
Total Labor Expended This Period:	\$9,724	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$34,297	( 27% of total budget )
Balance:	\$92,991	( 73% of total budget )

**Work Status**

25% complete.

**Progress**

Began data collection for passenger trip surveys.  
Continued data collection for surface light rail noninteraction, faregate noninteraction and rail replacement bus shuttles.  
Continued processing data as it came in.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue data collection for passenger trip surveys, surface light rail noninteraction, faregate noninteraction, and rail replacement bus shuttles.  
Continue processing data as it comes in.

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**MBTA Transit Service Data Collection X (NEW - 11422)**

**Mgr: J. Belcher**

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**Financial Status**

Total Project Budget:	\$540,000	
Total Labor Expended This Period:	\$15,293	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$373,902	( 69% of total budget )
Balance:	\$166,098	( 31% of total budget )

**Work Status**

69% complete.

**Progress**

Reviewed ridership and on-time performance data provided by the Massachusetts Bay Transportation Authority (MBTA).  
Assisted MBTA staff in compiling a composite day of automated passenger counter data for each bus route.  
Reviewed summer and fall 2021 schedules to develop list of potential changes for winter 2021, and 2022 service plan changes.  
Reviewed winter 2021, spring 2021, summer 2021 and fall 2021 ridership.  
Initiated review of draft winter public timetables for MBTA.

**Products**

None.

**Meetings**

None

**Objectives for Next Month**

Attend Bus Network Redesign working group meetings.  
Continue review of bus ridership data and consider modifications to proposed bus network change.  
Continue review of draft winter timetables and maps.

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**Prioritization of Dedicated Bus Lanes II (NEW - 11425)**

**Mgr: J. Belcher**

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**Financial Status**

Total Project Budget:	\$82,245	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$78,976	( 96% of total budget )
Balance:	\$3,269	( 4% of total budget )

**Work Status**

96% complete.

**Progress**

None. Waiting for project extension.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

- Complete work on interactive tool.
  - Complete incorporating demographic data into tool.
  - Complete memo summarizing methods utilized to build tool and list top areas of bus delay identified by tool.
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**Route 1 Corridor Study, Dedham (NEW - 23330)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$120,593	
Total Labor Expended This Period:	\$616	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$117,766	( 98% of total budget )
Balance:	\$2,827	( 2% of total budget )

**Work Status**

99% complete.

**Progress**

MPO staff addressed review comments from the advisory committee and technical team. Staff updated the study report to reflect comments and feedback. The study report is currently being finalized by the MPO staff.

**Products**

Draft report, 10/29/2021, to be finalized by editorial.

**Meetings**

None

**Objectives for Next Month**

To finalize report, submit report to clients, and close study

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**Service Equity Analysis Support to MBTA (NEW - 14358)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$36,426	( 32% of total budget )
Balance:	\$78,574	( 68% of total budget )

**Work Status**

32% complete.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Await further direction from client.

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**TIP Before-and-After Studies FFY20 (NEW - 13294)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,304	( 87% of total budget )
Balance:	\$7,696	( 13% of total budget )

**Work Status**

97% complete.

**Progress**

Continue finalizing the report.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete final edits of the report and prepare to present to the MPO.

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**3C Planning and MPO Support FFY22 (3.2 - 9022)**

**Mgr: J. Church**

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**Financial Status**

Total Project Budget:	\$460,000	
Total Labor Expended This Period:	\$23,159	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$51,462	( 11% of total budget )
Balance:	\$408,538	( 89% of total budget )

**Work Status**

Ongoing

**Progress**

Provided recommendations to the Transportation Managers Group PL Formula subcommittee on how to incorporate transit and equity factors into the formula used to distribute federal planning dollars to Massachusetts MPOs.

Planned, organized, and held two virtual MPO meetings.

Provided outreach and communications support to two MAPC subregional meetings.

Provided outreach, communications, and logistical support to one TIP How-To Session.

Developed website text updates, social media content, and MailChimp messages.

Organized and drafted responses to press inquiries and public comments.

Provided support to LRTP website development.

Provided communications support to the UPWP Amendment One Public Review Period.

Provided communications support to staff recruitment efforts for open positions.

**Products**

Agendas, minutes, and presentation materials for MPO meetings.

4 MailChimp messages regarding MPO agendas and Community Connections grant applications.

Website text updates for LRTP, UPWP, UPWP development pages.

5 Tweets.

1 LinkedIn post.

1 Facebook post.

**Meetings**

November 2, TIP How-To Session.

November 4, Boston Region MPO.

November 9, SWAP Subregional Meeting.

November 10, Regional Transportation Advisory Council.

November 17, MAPC Hybrid Engagement Webinar.

November 18, Boston Region MPO.

November 18, SSC Subregional Meeting.

**Objectives for Next Month**

Continue to test and provide recommendations related to updating the formula used to distribute federal planning dollars to Massachusetts MPOs.

To continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.

To continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program, Public Outreach Program, and technical projects as needed.

To plan a kickoff outreach event for the LRTP.

To continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.

To continue to produce updates for MAPC Matters, MPO mailing list, and TE subscribers.

To continue to process public input and communicate information back to the board.

To continue to respond to press inquiries as needed.

To continue to plan and facilitate Inner Core Committee Transportation Meetings.

To continue work to rename the agency blog.

To continue to plan co-sponsored APA MA Transportation Committee and MPO webinars.

To continue to plan hybrid/virtual/in-person meeting logistics post-COVID.

To continue to provide communications and outreach support for the Transit Working Group activities.

To continue to coordinate with the MBTA Fare Transformation team.

To continue to plan Plain Language Working Group meetings.

To provide communications support to publicize the Bluebikes StoryMap and CBD studies.

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**MPO General Graphics FFY22 (3.2 - 9222)**

**Mgr: J. Gillis**

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**Financial Status**

Total Project Budget:	\$93,800	
Total Labor Expended This Period:	\$7,215	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$15,455	( 16% of total budget )
Balance:	\$78,345	( 84% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

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**Professional Development FFY22 (3.2 - 9522)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$64,500	
Total Labor Expended This Period:	\$14,272	( 22% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$41,161	( 64% of total budget )
Balance:	\$23,339	( 36% of total budget )

**Work Status**

60% complete.

**Progress**

Charges were incurred for staff to attended "Model Applications Training", a webinar on "Women on the Move: Mobility for Women, Mobility for All" and Asana Training Tutorials.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

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**Provision of Materials in Accessible Formats (FFY22) (3.2 - 3122)**

**Mgr: J. Gillis**

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**Financial Status**

Total Project Budget:	\$120,685	
Total Labor Expended This Period:	\$10,276	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$18,283	( 15% of total budget )
Balance:	\$102,402	( 85% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Advised Transit Analysis and Planning (TAP) staff members on considerations for creating accessible tables in reports.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

November 17, 2021, Template Committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Help TAP staff members choose an accessible table production method.

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**Air Quality Conformity Determination and Support FFY22 (3.3 - 8422)**

**Mgr: A. McGahan**

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**Financial Status**

Total Project Budget:	\$25,500	
Total Labor Expended This Period:	\$4,183	( 16% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$5,581	( 22% of total budget )
Balance:	\$19,919	( 78% of total budget )

**Work Status**

Ongoing

**Progress**

Staff attended FHWA's four day training on the MOVES 3 model. Staff's time was split between this program and the State's Air Quality Assistance program.

**Products**

None.

**Meetings**

November 1, 2, 3, 4, FHWA training on the MOVES 3 model.

**Objectives for Next Month**

- Once MOVES information is posted on MassDOT website, work with CTPS staff to link this data on MPO website.
  - Work with MassDOT to update CMAQ templates
  - Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.
  - Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.
  - Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.
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**Congestion Management Process FFY22 (3.3 - 2122)**

**Mgr: R. Hicks**

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**Financial Status**

Total Project Budget:	\$100,500	
Total Labor Expended This Period:	\$8,950	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,603	( 17% of total budget )
Balance:	\$83,897	( 83% of total budget )

**Work Status**

Ongoing.

**Progress**

Staff continued to work on the State of Congestion Study.  
Staff finalized and posted all meeting materials for the upcoming CMP committee meeting (December 2, 2021).  
Staff prepared presentation for the upcoming CMP committee meeting.

**Products**

CMP Committee meeting minutes (December 17, 2020 meeting).

**Meetings**

None.

**Objectives for Next Month**

Continue to work on the State of Congestion study.  
Continue preparing for a CMP committee meeting for December 2.

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**Freight Planning Support FFY22 (3.3 - 2222)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$65,000	
Total Labor Expended This Period:	\$9,322	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$18,500	( 28% of total budget )
Balance:	\$46,500	( 72% of total budget )

**Work Status**

Ongoing.

**Progress**

Completed MPO presentation and website posting materials for Hazardous Cargoes study.  
Completed data reliability review of 282 MassDOT vehicle classification locations.  
Prepared internal documentation of vehicle classification reliability review.  
Presented MPO Freight Program study findings at MassDOT truck rest location conference.  
Held several meetings with external stakeholders to discuss the MPO freight program and priorities for it.  
Began drafting language for an MPO Freight Program web page.

**Products**

Draft MPO presentation and website posting materials for Hazardous Cargoes study.  
Internal documentation of vehicle classification reliability review.  
Presentation at MassDOT truck parking webinar.

**Meetings**

November 8, 2021: Discussion with MAPC staff about freight planning  
November 8, 2021: Discussion with USDOT Volpe Center staff about freight planning  
November 10, 2021: Discussion with EPA staff about freight planning  
November 10, 2021: Discussion with MassDOT staff about freight planning  
November 15, 2021: Internal meeting to discuss possible coordination with Massport on studies  
November 30, 2021: MassDOT/FHWA Truck Parking Workshop  
November 30, 2021: Internal meeting to discuss freight analysis in the upcoming LRTP.

**Objectives for Next Month**

Present Hazardous Cargoes findings at the MPO on December 16.  
Continue stakeholder meetings.  
Post an MPO Freight Program web page.  
Discuss potential freight/truck studies.

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**Long-Range Transportation Plan (LRTP) FFY22 (3.3 - 8122)**

**Mgr: M. Scott**

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**Financial Status**

Total Project Budget:	\$326,000	
Total Labor Expended This Period:	\$24,777	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$56,143	( 17% of total budget )
Balance:	\$269,857	( 83% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued coordination of work for the next LRTP and Needs Assessment to be adopted in 2023.  
Conducted project management planning for LRTP and Needs Assessment tasks.  
Continued peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Continued to meet with staff to discuss analysis for the Needs Assessment.  
Met with staff to discuss how to model scenarios and strategies using the MPO's travel demand model.  
Continued to discuss public outreach and general communications plans for Destination 2050.  
Launched the Destination 2050 website.  
Completed the Informing the Big Ideas behind the MPO's Scenario Planning ArcGIS StoryMap and summary tables.  
Presented information about scenario planning and feedback from the Big Ideas process to the MPO board.  
Presented information about the LRTP and collected information about transportation needs at MAPC subregional meetings and at the Regional Transportation Advisory Council.  
Continued work to implement Destination 2040, including coordination with the UPWP and TIP.  
Finalized a memo documenting the MPO's current Major Infrastructure program policies and posted it to the MPO website.  
Coordinated with MassDOT and MAPC on developing socioeconomic projections.  
Participated in the monthly socioeconomic projections committee meeting to create population, household, and employment projections for 2050.  
Met with MassDOT, MBTA, and MAPC staff on Destination 2050 development activities, including the Needs Assessment, scenario planning, and financial projections.  
Attended the November 2021 Transportation Managers Group (TMG) and Data Users Group meetings.

**Products**

Final ArcGIS StoryMap for the Informing the Big Ideas Behind the MPO's Scenario Planning project.  
Tables summarizing stakeholder feedback about forces and strategies from the Big Ideas Behind the MPO's Scenario Planning project.  
Destination 2050 website.  
Presentations for the November 4 MPO meeting and the November 10 Regional Transportation Advisory Council Meeting.  
Memo documenting the MPO's current Major Infrastructure program policies.

## Meetings

November 4, presented results of the Informing the Big Ideas Behind the MPO's Scenario Planning at the MPO meeting.

November 9, attended the SouthWest Advisory Planning Committee subregional meeting to gather information on needs in the region.

November 10, attended the statewide socioeconomic projections committee meeting.

November 10, attended the Transportation Manager's Group Data Users Group meeting.

November 10, presented information on the development of Destination 2050 at a Regional Transportation Advisory Council meeting.

November 15, attended the CTPS/MAPC Model Coordination meeting.

November 17, attended a coordination meeting with MassDOT and MAPC on socioeconomic projections.

November 18, attended the Unified Planning Work Program Committee meeting for a discussion on modeling congestion pricing strategies.

November 18, attended the MPO meeting.

November 18, attended the South Shore Planning Coalition subregional meeting to gather information on needs in the region.

November 22, attended a meeting with the Town of Lexington and the 128 Business Council about results of a mobility coordination study.

November 29, attended a coordination meeting with the MBTA on elements of Destination 2050.

November 29, attended a coordination meeting with MassDOT's Office of the Secretary on elements of Destination 2050.

November 29, attended a coordination meeting with MAPC on potential scenarios for Destination 2050.

## Objectives for Next Month

Continue to meet internally with staff to discuss development of the website for the next LRTP.

Continue conducting project management planning for LRTP and Needs Assessment tasks.

Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.

Review public feedback, transportation studies, and transportation policies for incorporation into the Needs Assessment.

Work with input collected from MPO members and other regional stakeholders to begin to develop a list of potential scenarios to be prioritized by the MPO.

Prepare for and host a MPO Focus Group on scenarios planning in December.

Present about the LRTP at MAPC subregional meetings and other public events.

Attend the December 2021 Socioeconomic Projections Committee and related coordination meetings.

Attend the December 2021 Transportation Managers Group meeting.

Meet with staff and external partners to discuss data needs and resources.

Continue internal coordination on refreshing MPO goal areas to support the next LRTP and Needs Assessment development.

Continue implementing LRTP investment programs.

Continue supporting public outreach and updates on LRTP implementation.

Conduct analysis for the next LRTP Needs Assessment.

Continue to coordinate with MAPC on modeling, scenario planning, and developing socioeconomic projections.

Continue coordination with MassDOT and other external partners on LRTP development.

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**MPO Resiliency Program (3.3 - 8722)**

**Mgr: J. Church**

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**Financial Status**

Total Project Budget:	\$11,000	
Total Labor Expended This Period:	\$1,033	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,489	( 14% of total budget )
Balance:	\$9,511	( 86% of total budget )

**Work Status**

Ongoing

**Progress**

CTPS staff met to coordinate on resiliency issues in the MPO area.  
New staff familiarized themselves with the MPO's resiliency program.  
Staff prepped to analyze data on sea level rise for the coastal region of the Boston MPO.

**Products**

None.

**Meetings**

November 16, internal resiliency coordination with CTPS staff.

**Objectives for Next Month**

Continue to address the resiliency of the transportation network in the Boston region.  
Continue to coordinate with state and regional agencies and advocacy groups.  
Awaiting response from MassDOT on sea level rise data.  
Coordination meeting with MAPC on resiliency.

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**Performance-Based Planning and Programming FFY22 (3.3 - 8822)**

**Mgr: M. Scott**

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**Financial Status**

Total Project Budget:	\$125,000	
Total Labor Expended This Period:	\$1,740	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,455	( 6% of total budget )
Balance:	\$117,545	( 94% of total budget )

**Work Status**

Ongoing.

**Progress**

Coordinated with the Massachusetts Bay Transportation Authority, the Cape Ann Transportation Authority, and the MetroWest Regional Transit Authority to collect information about transit asset management and transit safety measures and targets.

Explored the functionality and potential applications of Conveyal destination access analysis software. Met internally to discuss staff availability for testing Conveyal applications.

**Products**

None.

**Meetings**

November 4, attended a Conveyal demonstration and onboarding session.

**Objectives for Next Month**

Review available Public Transportation Agency Safety plans, transit safety targets, and transit asset management targets from the Massachusetts Bay Transportation Authority, the Cape Ann Transportation Authority, and the MetroWest Regional Transit Authority.

Review roadway safety targets from MassDOT.

Begin to develop memoranda and presentations about roadway safety, transit safety, and transit asset management targets for the MPO.

Continue to explore the Conveyal destination access software application and coordinate with staff and external partners about ways to use it.

Update information on federally required performance measures to support the Long-Range Transportation Plan Needs Assessment.

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**Regional Model Enhancement FFY22 (3.3 - 7122)**

**Mgr: M. Milkovits**

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**Financial Status**

Total Project Budget:	\$840,000	
Total Labor Expended This Period:	\$79,464	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$160,432	( 19% of total budget )
Balance:	\$679,568	( 81% of total budget )

**Work Status**

Ongoing.

**Progress**

Prepared draft highway and transit skims using TDM23 network structures.  
Developed draft final vehicle availability model.  
Produced time of day analysis by trip purpose and finalized time period definitions.  
Compiled a comparison of modeled to AVL transit speeds for bus service.  
Geocoded balanced traffic count data to roadway network.  
Developed intersection density metrics for walkability/bikeability variables.  
Compiled parking capacity data by zone for Boston parking freeze areas (Downtown to South Boston).  
Prepared proposed TAZ boundary splits for discussion with MAPC and MUG.  
Develop draft walk and bike distances using OpenStreetMap networks.  
Coordinate with Caliper to initiate TDM23 code development.  
Presented on exploratory modeling to the TMG Data Users Group.

**Products**

None.

**Meetings**

November 9, 12, 23 - LRTP coordination.  
November 9, OTP coordination.  
November 10, Socioeconomic Projections Committee.  
November 10, TMG Data Users Group.  
November 16, Model Steering Committee Meeting.  
November 18, UPWP presentation on Congestion Pricing.  
November 23, Model Users Group Meeting.  
November 29, MAPC coordination.

**Objectives for Next Month**



Prepare socio-economic, terminal time, and parking cost inputs for estimation.  
Trip production rate estimation.  
Revise vehicle availability model.  
Time of day factor development.  
Initiate mode choice estimation.  
Test application of different bus runtime factors to improve model accuracy.  
Complete balanced traffic count data review and develop plan to update other counts.  
Complete summaries of transit ridership surveys and initiate transit path building calibration.  
Finalize and apply new zone boundaries updates.  
Begin development of python components within TDM23 framework.

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**Research Next Generation Data and Tools FFY22 (3.3 - 7222)**

**Mgr: S. Andrews**

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**Financial Status**

Total Project Budget:	\$57,000	
Total Labor Expended This Period:	\$8,137	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,738	( 21% of total budget )
Balance:	\$45,262	( 79% of total budget )

**Work Status**

20% complete.

**Progress**

Modified tools to modify Data Axle data. Continued reviewing locations to make adjustments.  
Began detailed adjustments to the data.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue work reviewing Data Axle employment data quality.

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**Transit Working Group Support FFY22 (3.3 - 8922)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$50,000	
Total Labor Expended This Period:	\$4,487	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,038	( 18% of total budget )
Balance:	\$40,962	( 82% of total budget )

**Work Status**

Ongoing.

**Progress**

Supported coffee chats on November 5, 8, and 17, 2021, and planned future ones.  
Planned for the next Transit Working Group meeting, including identifying possible keynote speakers.  
Continued coordinating with stakeholders to define the mission of the Transit Working Group.  
Created meeting summary for the October 12, 2021 Working Group meeting.  
Began planning for a forum on microtransit in January.  
Continued drafting a memorandum summarizing information about the transit working group pilot, including participant feedback.  
Met internally to discuss future Transit Working Group activities.

**Products**

Meeting Summary for October 12, 2021 meeting.

**Meetings**

November 3, 2021, meeting with MAPC staff to begin planning microtransit forum.  
November 5, 2021, Regional Rail Station Access coffee chat.  
November 8, 2021, Closing Gaps coffee chat.  
November 17, 2021, Driver Shortage coffee chat.  
November 22, 2021, meeting with Lexington and 128 BC to discuss transit mapping project.

**Objectives for Next Month**

Support and execute coffee chat on December 9.  
Schedule future coffee chats.  
Schedule and plan for February Working Group meeting.  
Continue to plan for January microtransit forum.  
Continue to meet internally to plan future Transit Working Group activities and recommendations to the MPO about the group's future.  
Continue drafting a memorandum summarizing information about the transit working group pilot, including participant feedback. (meant to be same as above).

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**Transportation Equity Program FFY22 (3.3 - 8522)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$139,000	
Total Labor Expended This Period:	\$7,605	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$15,598	( 11% of total budget )
Balance:	\$123,402	( 89% of total budget )

**Work Status**

Ongoing.

**Progress**

Worked on compiling spreadsheet to track changing equity scores for TIP projects. Began rescoring projects in the FFYs 2023-27 TIP.  
Developed GIS files with Census and American Community Survey data.  
Worked on draft guide for staff providing language access at CTPS.  
Finalized the StoryMapy, A Decade of Bluebikes in the Boston Region, and prepared presentation to MPO.

**Products**

None.

**Meetings**

November 5, 2021; Boston staff discussing Bluebikes fares.  
November 16, 2021; Boston Regional Coordinating Council.

**Objectives for Next Month**

Continue compiling spreadsheet to track changing equity scores for TIP projects.  
Coordinate the carrying out of the plan for rescoring projects in the FFYs 2023-27 TIP.  
Work on staff language assistance guide.

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**Transportation Improvement Program (TIP) FFY22 (3.3 - 8222)**

**Mgr: M. Genova**

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**Financial Status**

Total Project Budget:	\$274,000	
Total Labor Expended This Period:	\$15,595	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,137	( 10% of total budget )
Balance:	\$247,863	( 90% of total budget )

**Work Status**

Ongoing.

**Progress**

Finalized new TIP project cost policies through presentation to MPO and subsequent board endorsement of proposal.  
Launched updated Community Connections application in Qualtrics.  
Continued outreach process for FFYs 2023-27 TIP, including attending additional MAPC subregional meetings, hosting an additional informational session, hosting one-on-one meetings with project proponents, and continuing to organize materials for project scoring.  
Finalized TIP project universe and presented it to the MPO.  
Continued to advance work on the TIP project database, including exploring new possible platforms.  
Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including new proponent questionnaires in Qualtrics, TIP how-to guide, and project scoring guides.

**Products**

PowerPoint presentation on TIP project cost policies for MPO.  
PowerPoint presentation on TIP project universe for MPO.  
FFYs 2023-27 TIP project universe.  
Memo containing updated application guidance for the Community Connections Program.  
Six Qualtrics applications, one for each sub-type of project funded through the Community Connections Program.  
Updated web text for the Community Connections page on the MPO website.

**Meetings**

November 1, TIP check-in (Sudbury).  
November 2, TIP check-in (Weston).  
November 2, TIP how-to information session.  
November 3, TIP check-in (Swampscott, Peabody, and Holliston).  
November 4 and 18, Boston Region MPO.  
November 8, TransitMatters.  
November 9, MAPC subregional meeting (SWAP).  
November 10, RTAC.  
November 18, MAPC subregional meeting (SSC).  
November 23, TIP check-in (Stoneham).  
November 29, presentation check-in (Appalachian Mountain Club).

## **Objectives for Next Month**

Continue outreach process for FFYs 2023-27 TIP, including attending one final MAPC subregional meeting, hosting one-on-one meetings with project proponents, and continuing to organize materials for project scoring.

Continued to advance work on the TIP project database, including exploring new possible platforms.

Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including new proponent questionnaires in Qualtrics, TIP how-to guide, and project scoring guides.

Begin rescoreing currently programmed TIP projects to set baseline cost-effectiveness values for the FFYs 2023-27 TIP cycle.

Begin scoring new projects for funding in the FFYs 2023-27 TIP.

Present on trail project funding opportunities to statewide audience at event hosted by Appalachian Mountain Club.

Present to Blue Hills RCC on Community Connections Program.

Prepare FFYs 2022-26 TIP Amendment One for presentation to MPO board.

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**Unified Planning Work Program (UPWP) FFY22 (3.3 - 8322)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$116,000	
Total Labor Expended This Period:	\$4,726	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,599	( 8% of total budget )
Balance:	\$106,401	( 92% of total budget )

**Work Status**

Ongoing.

**Progress**

Administered remainder of public comment period for Amendment One to the FFY 2022 UPWP.  
Supported UPWP Committee meeting on November 18, 2021, including creating supporting materials.  
Secured MPO endorsement of Amendment One to the FFY 2022 UPWP at the meeting on November 18, 2021.  
Attended subregional outreach meetings: SWAP on November 9, SSC on November 18.  
Continued to prepare FFY 2023 UPWP development process.

**Products**

Materials to support November 18, 2021 UPWP Committee meeting, including summary of the October 21, 2021 meeting.  
As-amended FFY 2022 UPWP reflecting Amendment One.

**Meetings**

November 9, 2021: South West Advisory Planning Committee (SWAP) Subregional Meeting  
November 18, 2021: UPWP Committee meeting.  
November 18, 2021: MPO meeting to secure endorsement of Amendment One to the FFY 2022 UPWP.  
November 18, 2021: South Shore Coalition (SSC) Subregional Meeting

**Objectives for Next Month**

Attend North Suburban Planning Council (NSPC) subregional meeting on December 14.  
Solicit UPWP study ideas from MPO staff and partner agencies.  
Continue planning development of the FFY 2023 UPWP.  
Plan for transition of UPWP responsibilities to a new manager.

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**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$118,100	
Total Labor Expended This Period:	\$12,618	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$107,513	( 91% of total budget )
Balance:	\$10,587	( 9% of total budget )

**Work Status**

85% complete.

**Progress**

Completed the graphics of draft conceptual plans for the proposed improvements at major intersections and critical locations in the study corridor: Plain Street, Grove Street, and Columbian Street in Braintree.

Completed a draft memo on the selection of Federal Fiscal Year (FFY) 2022 subregional priority roadway study site: Washington Street in Canton. The draft memo is currently under the internal review.

Started drafting the traffic operations analysis chapter for the Grove Street corridor in Braintree.

Started preparing of Power Point slides for the upcoming meeting in December to review the findings and proposed improvements for the Grove Street corridor with the study advisory members from District 6 and Braintree.

**Products**

Draft Memo: Selection of FFY 2022 Subregional Priority Roadway Study Location.

**Meetings**

None.

**Objectives for Next Month**

Complete presentation slides for the upcoming meeting with the study advisory members from Braintree and MassDOT.

Meet with the study advisory members to review findings and proposed improvements for the study corridor.

Complete a preliminary draft report for the study.

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**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY22 (4.2 - 13422)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$133,000	
Total Labor Expended This Period:	\$420	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$420	( 0% of total budget )
Balance:	\$132,580	( 100% of total budget )

**Work Status**

1% complete.

**Progress**

Requested MassDOT's assistance in collecting daily traffic counts and intersection turning movement counts (including pedestrians, bicycles, and vehicles) for the selected study location: Washington Street in Canton.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Inform the MPO board the section of Washington Street in Canton.  
Receive and review the count data from MassDOT.

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**Identifying Transportation Inequities in the Boston Region (4.2 - 13315)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$70,000	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Identifying Transportation Inequities in the Boston Region (4.2 - 13315)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$0	( 0% of total budget )
Balance:	\$70,000	( 100% of total budget )

**Work Status**

Not begun.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$73,500	
Total Labor Expended This Period:	\$4,258	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$30,302	( 41% of total budget )
Balance:	\$43,198	( 59% of total budget )

**Work Status**

41% complete.

**Progress**

Compiled field observations and municipal staff intersection comments.  
Began drafting intersection study memos for the municipalities.

**Products**

Notes compiling field observations and municipal staff intersection comments.

**Meetings**

November 10th, internal discussion of intersection notes and next steps.

**Objectives for Next Month**

Grade intersections using bicycle and pedestrian report card tools.  
Conduct visits to intersections with municipal staff.

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**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$55,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,832	( 74% of total budget )
Balance:	\$14,668	( 26% of total budget )

**Work Status**

65% complete.

**Progress**

Continued preparation of existing and projected traffic volumes and crash data analysis graphics for Interstate 95 from Exit 57 to Exit 61.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Prepare traffic volume and crash analysis graphics for the selected study locations.  
Perform base-year and future-year highway capacity analysis for the selected study locations.

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**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$134,000	
Total Labor Expended This Period:	\$12,349	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$115,320	( 86% of total budget )
Balance:	\$18,680	( 14% of total budget )

**Work Status**

85% complete.

**Progress**

MPO staff completed the FFY 2022 study location selection process. Staff prepared a memorandum documenting the selection process and submitted it for review and editing. In addition, MPO staff continued developing improvement concepts to address Route 9 corridor needs. In addition, MPO staff prepared graphics illustrating the improvements and began documenting the study results.

**Products**

Concepts for addressing corridor needs, draft, 11/30/2021.  
Technical memo for the FFY 2022 study location process, draft, 11/30/2021.  
Figures illustrating the suggested improvement concepts, draft, 11/30/2021.

**Meetings**

None.

**Objectives for Next Month**

To continue documenting study results and present improvement concepts to advisory task force for feedback.

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**Bicycle and Pedestrian Support Activities FFY22 (4.3 - 2522)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$74,000	
Total Labor Expended This Period:	\$7,836	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$8,706	( 12% of total budget )
Balance:	\$65,294	( 88% of total budget )

**Work Status**

Ongoing

**Progress**

Processed bicycle and pedestrian counts.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Bicycle and pedestrian counts formatted for the Boston Region MPO Bicycle and Pedestrian Count Database.

**Meetings**

November 17th, attended the November Massachusetts Bicycle and Pedestrian Advisory Board (MABPAB) meeting.

**Objectives for Next Month**

Post processed bicycle and pedestrian counts to the Boston Region MPO Bicycle and Pedestrian Count Database.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

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**Community Transportation Technical Assistance FFY22 (4.3 - 2422)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$67,000	
Total Labor Expended This Period:	\$9,548	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$18,202	( 27% of total budget )
Balance:	\$48,798	( 73% of total budget )

**Work Status**

Ongoing

**Progress**

Collected traffic count data and made traffic observations for the Salem, Route 114, traffic diversion study.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete Salem and begin discussions with Quincy, Friends of the Blue Hills, DCR, and MassDOT about Highline Trail safety improvements.

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**Regional Transit Service Planning Technical Support FFY22 (4.3 - 4122)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$50,000	
Total Labor Expended This Period:	\$4,724	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$11,397	( 23% of total budget )
Balance:	\$38,603	( 77% of total budget )

**Work Status**

Ongoing

**Progress**

Revised the summary for each survey question and revised maps based on NSTMA feedback.  
Prepared final PowerPoint presentation and final data summaries for early December presentation to the City of Peabody.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Present results to City of Peabody and submit final results and memorandum.

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**Roadway Safety Audits FFY22 (4.3 - 2322)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$13,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$289	( 2% of total budget )
Balance:	\$12,711	( 98% of total budget )

**Work Status**

Ongoing

**Progress**

No Road Safety Audits were scheduled or attended.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue to attend and support Road Safety Audits.

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**Traffic Data Support FFY22 (4.3 - 2722)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$15,000	
Total Labor Expended This Period:	\$1,077	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,918	( 13% of total budget )
Balance:	\$13,082	( 87% of total budget )

**Work Status**

Ongoing

**Progress**

Responded and provided growth rates for Quincy, Wayland, and Dedham.

**Products**

Growth rates for the previously mentioned communities.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to transportation related data requests.

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**Transit Data Support FFY22 (4.3 - 4222)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$12,000	
Total Labor Expended This Period:	\$191	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$482	( 4% of total budget )
Balance:	\$11,518	( 96% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to transit data requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to transit data requests as needed.

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**Computer Resource Management FFY22 (6.0 - 6022)**

**Mgr: G. Weaver**

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**Financial Status**

Total Project Budget:	\$282,000	
Total Labor Expended This Period:	\$25,122	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$50,078	( 18% of total budget )
Balance:	\$231,922	( 82% of total budget )

**Work Status**

Ongoing.

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Continued installing Dell laptops for staff. Had the HVAC in the server room looked at after the building had a boiler issue. Had Windstream fix the IP address issue they caused on the SDWAN. Had Intrasystems change the IP address back to what it was. Had changes made to the firewall and the website to reflect the new public IP address. Set up the VPN with the assistance of Intrasystems. Setup users on the firewall to access the VPN. Worked with Crown Castle on behalf of Windstream to repair a down circuit and replace a device that is connected to the circuit. Troubleshoot a Remote Desktop issue on a new server not in production. Move equipment into the supply cabinet. Remove all desktop phones from cubicles and verify monitor connections for docking stations. Troubleshoot plotter network connectivity and add paper. Troubleshoot Secure Certificate issue on the application servers after the public IP address changed. Had a desktop repaired by Retrofit.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup and restore functions, HVAC system, GSuite and Windstream settings. Installed a variety of software licenses and patches. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Submitted invoices. Troubleshoot accessing VMware Horizons software. Purchase a new server and submitted a prior approval for consulting from Caliper. Updated the VPN instructions for the modeling users. Trained staff on adding users to the VPN and how to install the VPN on laptops. Trained staff on setting up a laptop. Troubleshoot an issue with the NetBackup software backing up VM's and sending emails. Install Google Drive and Transcad network software on the Transcad workstations. Updated the IT documentation and laptop install checklist. Put together a list of sole source contracts. Troubleshoot accessing multiple phone extensions to test call forwarding and how to add call forwarding to an extension. Put together a list of active employees for MAPC. Created email accounts for all temp staff.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution.

**Products**

CTPS public IP address was changed; all internal resources were adjusted to take this into account. Updated IT documentation to note updates to CTPS internal IT infrastructure required when the public IP address of our firewall was changed.

**Meetings**

November 3, and 10, with Intrasystems to setup a VPN and discuss managed switches service.  
November 16, with MAPC to discuss the new purchasing process.  
November 17, with MAPC IT Manager to discuss various IT related topics.  
November 17, with MAPC and Caliper to discuss the Transcad contract on a state contract.

**Objectives for Next Month**

Finish installing laptops.  
Finish setting up VMware Horizons software.  
Purchase additional maintenance contracts.  
Continued support as required.

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**Data Resources Management FFY22 (6.0 - 5022)**

**Mgr: D. Knudsen**

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**Financial Status**

Total Project Budget:	\$218,000	
Total Labor Expended This Period:	\$21,214	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$53,627	( 25% of total budget )
Balance:	\$164,373	( 75% of total budget )

**Work Status**

Ongoing.

**Progress**

Updated MassGIS reference data layers in CTPS's spatial database. Created crash tables and point layers covering 2007 through 2018 using MassDOT's revised format and produced three-year, five-year and ten-year groupings to be used for studies and for rating TIP projects. Prepared for transition of Census data support responsibility to different staff members. Organized past Census materials in cloud location and further documented the ramifications of new Census privacy protection measures for agency Census use.

Responded to requests from three consulting firms for traffic growth rates in Dedham, Quincy, and Wayland and retrieved crash data for a section of Route 9 in Framingham.

Produced draft version of balanced volumes app incorporating balanced volume (AWDT) data for I-90.

Continued preparing to migrate MPO website to newer version of content management software (CMS), Drupal. Sent potential fixes for accessibility issues identified by consultant back to consultant for re-evaluation. Applied patches and upgrades to MPO website operating system (OS) and CMS. Began creating script for acceptance testing of migrated site.

**Products**

Updates to CTPS spatial database with newly released versions of MassGIS datasets.

Traffic growth rates for several towns in the region, and crashes for a section of Route 9.

Draft version of balanced volumes app incorporating balanced volume (AWDT) data for I-90.

Updated MPO website.

**Meetings**

November 17, MassDOT/CTPS/INRIX coordinating meeting.

November 18, group meeting.

**Objectives for Next Month**

Incorporate updates to standard reference data layers published by MassGIS to CTPS's spatial database.

Begin work in the balanced volumes app to account for newly assigned, mile marker based, exit/interchange numbers assigned to limited-access highways.

Finish addressing accessibility issues identified by consultant in draft migrated version of MPO website. Begin thorough testing. Continue exploring alternate ways to present MPO meeting information.

Continue responding to requests for data.

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**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY22 (6.0 - 1022)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$92,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$65	( 0% of budgeted direct costs )
Amount Expended to Date:	\$65	( 0% of total budget )
Balance:	\$91,935	( 100% of total budget )

**Work Status**

% complete.

**Progress**

Direct Costs were incurred for an employee to attend the Southern New England APA annual conference.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Direct/Non-Labor Support-MPO 3CPL & 5303 FFY21 (9 - 1021)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$108,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$67,777	( 62% of total budget )
Balance:	\$40,723	( 38% of total budget )

**Work Status**

Ongoing

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Dorchester Bay City Redevelopment DEIR Modeling Support (9 - 97866)**

**Mgr: D. Joshi**

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**Financial Status**

Total Project Budget:	\$94,500	
Total Labor Expended This Period:	\$317	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$80,684	( 85% of total budget )
Balance:	\$13,816	( 15% of total budget )

**Work Status**

85% complete.

**Progress**

Provided technical support and answered questions from consultant team.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete back up of all model runs .  
Archive project.

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**Future of the Curb Phase 2 (NEW - 14371)**

**Mgr: B. Acton**

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**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$59,525	( 99% of total budget )
Balance:	\$475	( 1% of total budget )

**Work Status**

99% complete.

**Progress**

Incorporated OTP comments into the guidebook and completed the final version of the document.  
Finished the MPO presentation which is scheduled for the December 2nd MPO board meeting.

**Products**

Final curb management guidebook.

**Meetings**

November 29, meeting with MassDOT Office of Transportation Planning (OTP)

**Objectives for Next Month**

Present the final guidebook to the MPO board on December 2nd.

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**MassDOT On-Call II: MassPike Allston Interchange Study 2018 (NEW - 81001)**

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**Mgr: B. Dowling**

**Financial Status**

Total Project Budget:	\$392,344	
Total Labor Expended This Period:	\$3,795	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$362,024	( 92% of total budget )
Balance:	\$30,320	( 8% of total budget )

**Work Status**

92% complete.

**Progress**

CTPS continued to investigate questions regarding the modeling work for the project.

**Products**

None.

**Meetings**

November 4, 17; VHB.

**Objectives for Next Month**

CTPS will attend a project stakeholder meeting to discuss the modeling for the project.

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**MassDOT On-Call: Tobin Bridge Managed Lanes Phase II (NEW - 81008)**

**Mgr: D. Joshi**

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**Financial Status**

Total Project Budget:	\$85,038	
Total Labor Expended This Period:	\$672	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$54,181	( 64% of total budget )
Balance:	\$30,857	( 36% of total budget )

**Work Status**

62% complete.

**Progress**

Provided technical support and answered questions to the consultant team related to "Traffic diversion on near by crossings".

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Waiting for preferred build alternative details and assumptions from project team.  
Continue coordination with project team.

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**MBTA 2020 Triennial Title VI Report (NEW - 11424)**

**Mgr: B. Putnam**

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**Financial Status**

Total Project Budget:	\$139,632	
Total Labor Expended This Period:	\$7,037	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$123,826	( 89% of total budget )
Balance:	\$15,806	( 11% of total budget )

**Work Status**

95% complete.

**Progress**

Continued requesting FY20 service monitoring data from MBTA.  
Continued processing FY20 service monitoring data as they were received.  
Continued drafting 2021 service monitoring memo.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue requesting FY20 service monitoring data from MBTA.  
Continue processing FY20 service monitoring data as they are received.  
Continue drafting 2021 service monitoring memo.

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**Financial Status**

Total Project Budget:	\$127,288	
Total Labor Expended This Period:	\$12,900	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$47,197	( 37% of total budget )
Balance:	\$80,091	( 63% of total budget )

**Work Status**

33% complete.

**Progress**

Began data collection for APC verification.  
Continued data collection for passenger trip surveys, surface light rail noninteraction, faregate noninteraction and rail replacement bus shuttles.  
Continued processing data as they came in.

**Products**

Final version of rail replacement shuttle buses memo.  
Final version of ferry route mileage memo.

**Meetings**

None.

**Objectives for Next Month**

Continue data collection for passenger trip surveys, surface light rail noninteraction, faregate noninteraction, rail replacement bus shuttles, and APC verification.  
Continue processing data as it comes in.  
Create third quarter sampling plan for passenger survey and faregate noninteraction assignments.

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**MBTA Transit Service Data Collection X (NEW - 11422)**

**Mgr: J. Belcher**

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**Financial Status**

Total Project Budget:	\$540,000	
Total Labor Expended This Period:	\$14,705	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$388,607	( 72% of total budget )
Balance:	\$151,393	( 28% of total budget )

**Work Status**

71% complete.

**Progress**

Reviewed ridership and on-time performance data provided by the Massachusetts Bay Transportation Authority (MBTA).  
Assisted MBTA staff in compiling a composite day of automated passenger counter data for each bus route.  
Reviewed summer and fall 2021 schedules to develop list of potential changes for winter 2021, and 2022 service plan changes.  
Reviewed winter 2021, spring 2021, summer 2021 and fall 2021 ridership  
Continued review of draft winter public timetables for MBTA.  
Continued fall bus and Green Line point-checks.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Attend Bus Network Redesign working group meetings.  
Continue review of bus ridership data and consider modifications to proposed bus network change.  
Continue review of draft winter timetables and maps.

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**Prioritization of Dedicated Bus Lanes II (NEW - 11425)**

**Mgr: J. Belcher**

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**Financial Status**

Total Project Budget:	\$82,245	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$78,976	( 96% of total budget )
Balance:	\$3,269	( 4% of total budget )

**Work Status**

96% complete.

**Progress**

None. Waiting for project extension.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

- Complete work on interactive tool.
  - Complete incorporating demographic data into tool.
  - Complete memo summarizing methods utilized to build tool and list top areas of bus delay identified by tool.
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**Route 1 Corridor Study, Dedham (NEW - 23330)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$120,593	
Total Labor Expended This Period:	\$2,399	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$120,165	( 100% of total budget )
Balance:	\$428	( 0% of total budget )

**Work Status**

100% complete.

**Progress**

This study is fully completed and final documents have been submitted to the client and MAPC.

**Products**

Final study report, November 2021.

**Meetings**

None.

**Objectives for Next Month**

None.

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**Service Equity Analysis Support to MBTA (NEW - 14358)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$36,426	( 32% of total budget )
Balance:	\$78,574	( 68% of total budget )

**Work Status**

32% complete.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Await further direction from client.

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**TIP Before-and-After Studies FFY20 (NEW - 13294)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,304	( 87% of total budget )
Balance:	\$7,696	( 13% of total budget )

**Work Status**

98% complete.

**Progress**

Finalize draft report with editing.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Prepare to present to the MPO.

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**3C Planning and MPO Support FFY22 (3.2 - 9022)**

**Mgr: J. Church**

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**Financial Status**

Total Project Budget:	\$460,000	
Total Labor Expended This Period:	\$24,590	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,052	( 17% of total budget )
Balance:	\$383,948	( 83% of total budget )

**Work Status**

Ongoing

**Progress**

Participated in the Transportation Manager's Group PL formula subcommittee meeting.  
Planned, organized, and held two virtual MPO meetings.  
Provided outreach and communications support to one MAPC subregional meeting.  
Developed website text updates, social media content, and MailChimp messages.  
Organized and drafted responses to press inquiries and public comments.  
Provided communications support to the TIP Amendment One Public Review Period.  
Provided communications support to the Community Connections application period.  
Provided communications support to staff recruitment efforts for open positions.  
Provided support to ongoing discussion of future hybrid MPO meeting scenarios.  
Provided translation and logistical support to FFY 2023 UPWP Study Ideas survey.  
Provided communications support to publicize the A Decade of Bluebikes in the Boston Region StoryMap.  
Participated in and presented at the MassDOT/FHWA Every Day Counts 6 (EDC-6) Committee on Virtual Public Involvement (VPI).  
Participated in and presented at the MAPC Subregional Coordinators meeting.

**Products**

Agendas, minutes, and presentation materials for MPO meetings.  
Presentation materials for EDC-6 VPI Committee.  
Presentation materials for MAPC Subregional Coordinators meeting.  
December MAPC Matters MPO Corner newsletter submission.  
4 MailChimp messages regarding the Bluebikes StoryMap, MPO agendas and cancellations, and TIP Amendment One Public Comment.  
Website text updates for TIP and LRTP pages.  
10 Tweets.  
5 LinkedIn posts.  
2 Facebook posts.  
1 blog post for Bluebikes StoryMap.

**Meetings**

December 2, Congestion Management Process Committee.  
December 2, EDC-6 VPI Committee.  
December 2, Boston Region MPO.  
December 8, Regional Transportation Advisory Council.  
December 9, Transportation Manager's Group PL formula subcommittee meeting.  
December 14, North Suburban Planning Council Subregional Meeting.  
December 16, Boston Region MPO.  
December 20, MAPC Subregional Coordinators Meeting.

### **Objectives for Next Month**

Continue to test and provide recommendations related to updating the formula used to distribute federal planning dollars to Massachusetts MPOs .  
To continue to plan regularly scheduled MPO, MPO Committee, Advisory Council meetings.  
To continue to plan and execute virtual public outreach for the LRTP, TIP, UPWP, and Equity Program, Public Outreach Program, and technical projects as needed.  
To continue to plan a kickoff outreach event for the LRTP.  
To continue to produce communications material for the MPO's website, mailing list, blog, and Facebook/Twitter/Instagram/LinkedIn as needed.  
To continue to produce updates for MAPC Matters, MPO mailing list, and TE subscribers.  
To continue to process public input and communicate information back to the board.  
To continue to respond to press inquiries as needed.  
To continue to plan and facilitate Inner Core Committee Transportation Meetings.  
To continue work to rename the agency blog.  
To continue to plan co-sponsored APA MA Transportation Committee and MPO webinars.  
To continue to plan hybrid/virtual/in-person meeting logistics post-COVID.  
To continue to provide communications and outreach support for Transit Working Group activities.  
To continue to coordinate with the MBTA Bus Network Redesign and Fare Transformation teams.  
To continue to plan Plain Language Working Group meetings.  
To provide communications support to publicize the Bluebikes StoryMap and CBD studies.

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**MPO General Graphics FFY22 (3.2 - 9222)**

**Mgr: J. Gillis**

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**Financial Status**

Total Project Budget:	\$93,800	
Total Labor Expended This Period:	\$6,246	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$21,701	( 23% of total budget )
Balance:	\$72,099	( 77% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the Boston Region Metropolitan Planning Organization (MPO) and Central Transportation Planning Staff (CTPS) by creating high quality graphics, as needed.

**Products**

Worked on posters, maps, charts, graphs, brochures, flyers, web banners, presentations, and photographs.

**Meetings**

None.

**Objectives for Next Month**

Continue to create graphics for the MPO and CTPS as needed.

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**Professional Development FFY22 (3.2 - 9522)**

**Mgr: P. Amisano**

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**Financial Status**

Total Project Budget:	\$64,500	
Total Labor Expended This Period:	\$23,060	( 36% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$64,221	( 100% of total budget )
Balance:	\$279	( 0% of total budget )

**Work Status**

60% complete.

**Progress**

Charges were incurred for staff to attend Model Applications, Python & HVPlot training, attend the TRB annual conference and attend a TSNE Performance Management webinar.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Meet staff professional development goals to advance knowledge and enhance skills to better service the Boston Region MPO.

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**Provision of Materials in Accessible Formats (FFY22) (3.2 - 3122)**

**Mgr: J. Gillis**

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**Financial Status**

Total Project Budget:	\$120,685	
Total Labor Expended This Period:	\$7,778	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$26,061	( 22% of total budget )
Balance:	\$94,624	( 78% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to support the MPO and CTPS in the production of accessible materials in pdf and html formats.  
Advised Transit Analysis and Planning (TAP) staff members on creating accessible tables for documents using automated HTML generation.

**Products**

Html and PDF formatted meeting minutes, work scopes, memorandum, reports and other public materials for posting on the Boston MPO website.

**Meetings**

December 3 and 20, internal meetings to discuss document tables created with automated HTML generation.  
December 15, 2021, Template Committee meeting.

**Objectives for Next Month**

Continue to provide alternative format material support to the Boston MPO.  
Continued support, as required.  
Help TAP staff members choose an accessible table production method.

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**Air Quality Conformity Determination and Support FFY22 (3.3 - 8422)**

**Mgr: A. McGahan**

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**Financial Status**

Total Project Budget:	\$25,500	
Total Labor Expended This Period:	\$1,126	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$6,707	( 26% of total budget )
Balance:	\$18,793	( 74% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to requests for information on the Boston MPO's air quality analysis using MOVES and the travel demand model.  
Prepared for training CTPS staff to use the MOVES model specifically for Boston MPO needs.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Once MOVES information is posted on MassDOT website, work with CTPS staff to link this data on MPO website.  
Work with MassDOT to update CMAQ templates  
Work with MassDOT, FHWA, EPA, and DEP on the requirements of the reinstated air quality conformity regulations as needed.  
Coordinate with the MassDOT Office of Transportation Planning, the MBTA, FHWA, DEP, and EPA on conformity as needed.  
Coordinate with MassDOT, DEP, EPA, and FHWA on air quality issues as needed.

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**Congestion Management Process FFY22 (3.3 - 2122)**

**Mgr: R. Hicks**

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**Financial Status**

Total Project Budget:	\$100,500	
Total Labor Expended This Period:	\$8,072	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,676	( 25% of total budget )
Balance:	\$75,824	( 75% of total budget )

**Work Status**

Ongoing.

**Progress**

Staff continued to work on the State of Congestion Study.  
Staff hosted a Congestion Management (CMP) committee meeting on December 2, 2021.  
Staff presented the MBTA Bicycle Parking memorandum at the December CMP Committee meeting.

**Products**

None.

**Meetings**

December 2, 2021, CMP Committee.

**Objectives for Next Month**

Continue to work on the State of Congestion study.

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**Freight Planning Support FFY22 (3.3 - 2222)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$65,000	
Total Labor Expended This Period:	\$2,973	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$21,474	( 33% of total budget )
Balance:	\$43,526	( 67% of total budget )

**Work Status**

Ongoing.

**Progress**

Presented past work on truck parking to an FHWA truck parking workshop.  
Presented on Hazardous Cargoes research to RTAC.  
Completed the Hazardous Cargoes memo and presented findings at the MPO on December 16.  
Continued stakeholder meetings.  
Posted the MPO Freight Program web page.  
Brainstormed potential freight/truck studies.  
Identified freight analyses to be included in the upcoming LRTP and pathways to advance them.

**Products**

Hazardous Cargoes memo.  
MPO Freight Program web page.

**Meetings**

December 8, 2021: Discussed Hazardous Cargoes findings with RTAC.  
December 8, 2021: Attended MassDOT Route 1A corridor study public meeting.  
December 14, 2021: Freight planning conversation with Jay Monty (City of Everett).  
December 15, 2021: Freight planning meeting with Matt Warfield (City of Boston).  
December 16, 2021: Presented Hazardous Cargoes work to the MPO.  
December 16, 2021: attended FHWA Truck Parking workshop.  
December 17, 2021: Freight planning coordination meeting with MAPC and MassDOT staff.

**Objectives for Next Month**

Continue engagement of stakeholders on freight planning.  
Continue to advance LRTP freight analyses.  
Develop proposal for integrating freight and land use planning.  
Identify possible freight program studies for remainder of FFY 2022.

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**Long-Range Transportation Plan (LRTP) FFY22 (3.3 - 8122)**

**Mgr: M. Scott**

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**Financial Status**

Total Project Budget:	\$326,000	
Total Labor Expended This Period:	\$21,295	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$77,438	( 24% of total budget )
Balance:	\$248,562	( 76% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued coordination of work for the next long-range transportation plan (LRTP) and Needs Assessment to be adopted in 2023:  
Conducted project management planning for LRTP and Needs Assessment tasks.  
Continued peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Continued to meet with staff to discuss analysis for the Needs Assessment.  
Continued to meet with staff to discuss how to model scenarios and strategies using the MPO's travel demand model.  
Met with CTPS directors to discuss goals and priorities for the MPO's scenario planning process.  
Continued to discuss public outreach and general communications plans for Destination 2050.  
Updated the Destination 2050 website.  
Hosted a focus group for MPO members to obtain input on potential scenarios for Destination 2050.  
Met with Volpe National Transportation Center staff about the MPO scenario planning process and potential Volpe Center support.  
Explored web-based formats, including ArcGIS Storymaps and web maps, for documenting the Destination 2050 Needs Assessment.  
Presented information about the LRTP and collected information about transportation needs at an MAPC subregional meeting.  
Continued work on the implementation of Destination 2040, including coordination with the Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP).  
Updated the Destination 2040 web page.  
Coordinated with MassDOT and the Metropolitan Area Planning Council (MAPC) on developing socioeconomic projections.  
Participated in the monthly socioeconomic projections committee meeting to create population, household, and employment projections for 2050.  
Attended the December 2021 Transportation Managers Group (TMG) meeting.  
Attended December 2021 MPO meetings.  
Worked on ArcGIS model for tool to answer project-focused vulnerability questions.  
Researched availability of pavement condition data.

**Products**

MPO survey on potential scenarios for Destination 2050.  
Presentation materials for the MPO member focus group on scenario planning.  
Updates to the Destination 2040 and Destination 2050 web pages.  
Draft ArcGIS model tools for assessing vulnerability of a selected TIP project or a selected municipality to three natural hazards.

## **Meetings**

December 2, attended the MPO meeting.  
December 2, held an MPO member focus group on scenario planning.  
December 7, attended the Transportation Manager's Group meeting.  
December 8, attended the statewide socioeconomic projections committee meeting.  
December 10, attended a meeting with the Volpe National Transportation Systems Center about the MPO's scenario planning process and opportunities for coordination.  
December 14, attended the North Suburban Planning Council subregional meeting to gather information about transportation needs in the region.  
December 16, attended the MPO meeting.

## **Objectives for Next Month**

Continue to meet internally with staff to discuss web development and communication needs for Destination 2050.  
Continue conducting project management planning for LRTP and Needs Assessment tasks.  
Continue peer reviews of other MPO processes for assessing needs and conducting scenario planning.  
Review public feedback, transportation studies, and transportation policies for incorporation into the Needs Assessment.  
Work with input collected from MPO members and other regional stakeholders to begin to develop a list of potential scenarios to be prioritized by the MPO.  
Continue to coordinate with the Volpe Center to discuss opportunities for coordination on the MPO's scenario planning process.  
Present about the LRTP at outreach meetings and public events, as requested.  
Attend the January 2021 Socioeconomic Projections Committee and related coordination meetings.

Attend the January 2021 Transportation Managers Group meeting  
Meet with staff and external partners to discuss data needs and resources.  
Continue internal coordination on refreshing MPO goal areas to support the next LRTP and Needs Assessment development.  
Continue implementing LRTP investment programs.  
Continue supporting public outreach and updates on Destination 2040 implementation.  
Conduct analysis for the next LRTP Needs Assessment  
Continue to coordinate with MAPC on modeling, scenario planning, and developing socioeconomic projections.  
Continue coordination with MassDOT and other external partners on LRTP development.  
Load Massachusetts Coast Flood Risk Model (MCFRM) data to CTPS server, and evaluate its contents. Begin work estimating level of effort required to incorporate querying one or more of the MCFRM data layers in the draft tools developed to assess the vulnerability of TIP projects or municipalities to various natural hazards

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**MPO Resiliency Program (3.3 - 8722)**

**Mgr: J. Church**

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**Financial Status**

Total Project Budget:	\$11,000	
Total Labor Expended This Period:	\$2,641	( 24% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$4,129	( 38% of total budget )
Balance:	\$6,871	( 62% of total budget )

**Work Status**

Ongoing

**Progress**

CTPS staff met with MAPC and MassDOT Environmental on resiliency issues in the region.  
CTPS staff met internally to coordinate on resiliency issues in the MPO area.  
Staff prepped to analyze data on sea level rise for the coastal region of the Boston MPO.

**Products**

None.

**Meetings**

December 6, coordination meeting with MAPC on resiliency in the region.  
December 9, coordination meeting with MassDOT Environmental on sea level rise data for the MPO region.  
December 14, internal resiliency coordination with CTPS staff.

**Objectives for Next Month**

Continue to address the resiliency of the transportation network in the Boston region.  
Continue to coordinate with state and regional agencies and advocacy groups.  
Awaiting data from MassDOT on sea level rise data.  
Continued coordination with MAPCMBTA, and MassDOT the resiliency.

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**Performance-Based Planning and Programming FFY22 (3.3 - 8822)**

**Mgr: M. Scott**

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**Financial Status**

Total Project Budget:	\$125,000	
Total Labor Expended This Period:	\$1,908	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,363	( 7% of total budget )
Balance:	\$115,637	( 93% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued to explore the functionality and potential applications of Conveyal destination access analysis software. Identified and ran test destination access analyses and learned how to add spatial into the application.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Review roadway safety targets from the Massachusetts Department of Transportation and relevant roadway safety data.  
Attend Transportation Manager's Group performance subcommittee meetings when they are scheduled.  
Carry out project management tasks for performance-based planning and programming.  
Coordinate with the Transportation Improvement Program (TIP) manager about performance data needs for the federal fiscal year 2023–27 TIP.  
Begin to develop memoranda and presentations about roadway safety, transit safety, and transit asset management targets for the MPO.  
Continue to explore the Conveyal destination access software application and coordinate with staff and external partners about ways to use it.  
Update information on federally required performance measures to support the Long-Range Transportation Plan Needs Assessment.  
Review available Public Transportation Agency Safety plans, transit safety targets, and transit asset management targets from the Massachusetts Bay Transportation Authority, the Cape Ann Transportation Authority, and the MetroWest Regional Transit Authority.

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**Regional Model Enhancement FFY22 (3.3 - 7122)**

**Mgr: M. Milkovits**

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**Financial Status**

Total Project Budget:	\$840,000	
Total Labor Expended This Period:	\$87,645	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$248,077	( 30% of total budget )
Balance:	\$591,923	( 70% of total budget )

**Work Status**

Ongoing.

**Progress**

- Prepared socio-economic and terminal time inputs for estimation.
- Trip production rate exploratory analysis.
- Finalized vehicle availability model.
- Initiate mode choice estimation.
- Initial adjustments to bus run time factors to improve model accuracy.
- Continued balanced traffic count data review
- Completed summaries of transit ridership surveys and initiated transit path building calibration.
- Finalized and applied new zone boundaries updates.
- Began development of python components within TDM23 framework.
- Refined intersection density metrics for walkability/bikeability variables.
- Implemented SQLite database for TDM23 and updated model design to leverage database features
- Reviewed DataAxle employment data and produced corrections
- Revised Trip Generation Research report

**Products**

None.

**Meetings**

- December 7, MAPC coordination.
- December 7, Model Steering Committee Meeting.
- December 8, Socioeconomic Projections Committee.
- December 8, 21, LRTP coordination.

**Objectives for Next Month**

- Collect and process parking cost inputs for estimation.
- Trip production rate estimation.
- Continue mode choice estimation.
- Refinement of bus runtime factors to improve model accuracy.
- Complete balanced traffic count data review and develop plan to update other counts.
- Continue transit path building calibration.
- Continue development of python components within TDM23 framework.

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**Research Next Generation Data and Tools FFY22 (3.3 - 7222)**

**Mgr: S. Andrews**

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**Financial Status**

Total Project Budget:	\$57,000	
Total Labor Expended This Period:	\$7,796	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$19,534	( 34% of total budget )
Balance:	\$37,466	( 66% of total budget )

**Work Status**

37% complete.

**Progress**

Expanded the reviewing team and continued reviewing the Data Axle data.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Complete work reviewing Data Axle employment data quality.

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**Transit Working Group Support FFY22 (3.3 - 8922)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$50,000	
Total Labor Expended This Period:	\$7,235	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,273	( 33% of total budget )
Balance:	\$33,727	( 67% of total budget )

**Work Status**

Ongoing.

**Progress**

- Supported and executed coffee chat on December 9.
- Scheduled a January coffee chat.
- Scheduled, planned, and announced the February Working Group meeting.
- Planned for and announced the January microtransit forum.
- Discussed internally and worked on a draft of a memo to the MPO on the TWG pilot experience and recommendations for the future.
- Worked toward getting caught up on previous Working Group meeting and coffee chat summaries.

**Products**

- COVID recovery coffee chat.
- Zoom event for January 11 coffee chat.
- Zoom event for January 18 microtransit forum event.
- Zoom event for February 10 TWG meeting.

**Meetings**

- December 6, 2021: Microtransit forum planning meeting with MAPC staff.
- December 6, 2021: Internal meeting to discuss pilot wrap-up memo.
- December 9, 2021: COVID recovery coffee chat.
- December 9, 2021: Attended MBTA Arborway bus garage design public meeting.

**Objectives for Next Month**

- Finish various outstanding coffee chat and meeting summaries and post to web page.
  - Hold coffee chat and microtransit forum.
  - Continue planning for and promoting February TWG meeting.
  - Schedule and promote future coffee chats.
  - Finalize materials for presenting to MPO about the pilot working group.
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**Transportation Equity Program FFY22 (3.3 - 8522)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$139,000	
Total Labor Expended This Period:	\$6,489	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$22,087	( 16% of total budget )
Balance:	\$116,913	( 84% of total budget )

**Work Status**

Ongoing.

**Progress**

Developed GIS files with Census and American Community Survey data.  
Research options for replacing the Google Translate widget on the MPO's website.  
Finalized the StoryMapy, A Decade of Bluebikes in the Boston Region, and gave presentation to MPO.  
Worked on determining the feasibility of contracting with the City of Boston to analyze fare changes to BlueBikes.

**Products**

Presentation for the StoryMap A Decade of BlueBikes in the Boston Region.

**Meetings**

December 5, 2021; Boston staff discussing possible BlueBikes fare equity analysis.

**Objectives for Next Month**

Develop strategy for replacing the Google Translate widget on the MPO website.  
Continue discussions with the City of Boston on conducting a fare equity analysis for BlueBikes.  
Continue work on an internal language assistance guide.  
Begin work on a staff guide for EJ analyses.

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**Transportation Improvement Program (TIP) FFY22 (3.3 - 8222)**

**Mgr: M. Genova**

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**Financial Status**

Total Project Budget:	\$274,000	
Total Labor Expended This Period:	\$14,534	( 5% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,671	( 15% of total budget )
Balance:	\$233,329	( 85% of total budget )

**Work Status**

Ongoing.

**Progress**

Continued outreach process for FFYs 2023-27 TIP, including attending one final MAPC subregional meeting, hosting one-on-one meetings with project proponents, and continuing to organize materials for project scoring.

Continued to advance work on the TIP project database, including exploring new possible platforms.

Continued work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including new proponent questionnaires in Qualtrics, TIP how-to guide, and project scoring methodologies and scorecards.

Began rescoring currently programmed TIP projects to set baseline cost-effectiveness values for the FFYs 2023-27 TIP cycle.

Began scoring new projects for funding in the FFYs 2023-27 TIP.

Presented on trail project funding opportunities to a statewide audience at an event hosted by the Appalachian Mountain Club.

Presented to Blue Hills RCC on Community Connections Program.

Prepared FFYs 2022-26 TIP Amendment One and presented it to the MPO board.

**Products**

Google Sheets for facilitating the rescoring of currently programmed TIP projects.

Google Sheets for facilitating the scoring of prospective new TIP projects.

Supporting materials for FFYs 2023-27 TIP cycle, including new proponent questionnaires in Qualtrics and draft project scoring methodologies and scorecards.

PowerPoint presentation on trail project funding opportunities for an event hosted by the Appalachian Mountain Club.

PowerPoint presentation for Blue Hills RCC on Community Connections Program.

PowerPoint presentation and summary tables for FFYs 2022-26 TIP Amendment One.

**Meetings**

December 1, Community Connections check-in (MassDOT).  
December 1, outreach call with INRIX.  
December 2 and 16, Boston Region MPO.  
December 2, MPO member focus group on scenario planning.  
December 2, Community Connections check-in (Cambridge).  
December 8, Blue Hills RCC meeting.  
December 14, MAPC subregional meeting (NSPC).  
December 16, statewide trails funding presentation.

### **Objectives for Next Month**

Finish scoring new projects for funding in the FFYs 2023-27 TIP and send draft scores to project proponents for their review.  
Finish rescore currently programmed TIP projects to set baseline cost-effectiveness values for the FFYs 2023-27 TIP cycle.  
Finalize FFYs 2022-26 TIP Amendment One, including presenting public comments to the MPO board.  
Begin drafting content for the FFYs 2023-27 TIP document.  
Continue to advance work on the TIP project database, including exploring new possible platforms.  
Continue work on TIP supporting materials in preparation for FFYs 2023-27 TIP cycle, including new proponent questionnaires in Qualtrics, TIP how-to guide, and project scoring methodologies and scorecards.

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**Unified Planning Work Program (UPWP) FFY22 (3.3 - 8322)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$116,000	
Total Labor Expended This Period:	\$3,642	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,241	( 11% of total budget )
Balance:	\$102,759	( 89% of total budget )

**Work Status**

Ongoing.

**Progress**

Attended North Suburban Planning Council (NSPC) subregional meeting on December 14.  
Developed survey to solicit study ideas from MPO staff.  
Developed draft public-facing UPWP study ideas survey.  
Continued planning development of the FFY 2023 UPWP.  
Planned for transition of UPWP responsibilities to a new manager, including creating materials to support their transition.  
Transitioned files from Lilliput and other places to Google Drive.

**Products**

UPWP How-To draft for new manager.  
New file structure in Google Drive.

**Meetings**

December 15, 2021: SSC mobility study meeting.

**Objectives for Next Month**

Welcome new UPWP manager.  
Send out public-facing UPWP study ideas survey.  
Send out staff UPWP study ideas survey.  
Solicit study concepts from partner agencies.  
Begin working on relevant UPWP materials.  
Schedule future UPWP Committee meetings.

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**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY21 (4.2 - 13421)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$118,100	
Total Labor Expended This Period:	\$13,186	( 11% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$120,699	( 102% of total budget )
Balance:	(\$2,598)	( -2% of total budget )

**Work Status**

94% complete.

**Progress**

Completed preparation of presentation slides and meeting materials to review findings and proposed improvements for the Grove Street corridor in Braintree with the study advisory members from the Town, MassDOT Highway Division District 6, and Office of Transportation Planning. Conducted the study advisory meeting on December 10 via Zoom. Responded to comments from the meeting and revised the proposed improvements and conceptual plan graphics. Completed the documentation of the study. The draft report is currently under internal review.

**Products**

Draft Report: Grove Street Corridor Study in Braintree, December 31, 2021.

**Meetings**

Review the findings and proposed improvements with the study advisory members via Zoom, December 10, 2021.

**Objectives for Next Month**

Complete internal and editorial review of the study report.  
Complete review of the draft report with the study advisory members.  
Submit the study for inclusion in the upcoming MPO meeting.

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**Add'g Sfty, Mblty & Access on Subreg. Priority Rdwys: FY22 (4.2 - 13422)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$133,000	
Total Labor Expended This Period:	\$2,059	( 2% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,479	( 2% of total budget )
Balance:	\$130,521	( 98% of total budget )

**Work Status**

2% complete.

**Progress**

Completed internal and editorial of draft memo on the selection of Washington Street in Canton for the Federal Fiscal Year (FFY) 2022 subregional priority roadway study.  
Met with MassDOT Office of Transportation Planning (OTP) to review and discuss the selection. The MPO Board will be informed of the selection on January 20.  
Collected detailed crash reports from MassDOT Crash Data Portal for crash data analyses and creation of collision diagrams.

**Products**

None.

**Meetings**

December 20, 2021: MassDOT OTP to discuss FFY2022 study corridor selection.

**Objectives for Next Month**

Inform the MPO board the section of Washington Street in Canton.  
Receive and review the count data from MassDOT.  
Conduct crash data analysis and construct collision diagrams.

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**Identifying Transportation Inequities in the Boston Region (4.2 - 13315)**

**Mgr: E. Harvey**

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**Financial Status**

Total Project Budget:	\$70,000	
Total Labor Expended This Period:	\$2,043	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,043	( 3% of total budget )
Balance:	\$67,957	( 97% of total budget )

**Work Status**

10%

**Progress**

Completed review and write-up of a summary of historical transportation inequities in the Boston region.  
Began work on a literature review of analyses conducted by other MPOs on existing inequities in their regions.  
Developed templates for documenting the process of developing equity processes, including existing methodologies employed for the MPO's disparate impact metrics.

**Products**

None

**Meetings**

December 20, 2021: MassDOT, discussed equity-related work.

**Objectives for Next Month**

Complete literature review.  
Decide on preliminary baseline metrics and begin drafting a presentation of these metrics to the MPO.

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**Intersection Improvement Program (4.2 - 13305)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$73,500	
Total Labor Expended This Period:	\$5,527	( 8% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$35,829	( 49% of total budget )
Balance:	\$37,671	( 51% of total budget )

**Work Status**

49% complete.

**Progress**

Prepared crashes for study intersections.  
Met Stow staff at intersection to discuss concerns.  
Collected additional signal timing data for Stow intersection.  
Continued drafting intersection study memos for the municipalities.  
Began processing intersection traffic data.

**Products**

Intersection crash data.  
Raw intersection traffic data.

**Meetings**

December 17th, met Stow staff at intersection.

**Objectives for Next Month**

Analyze intersection crash data.  
Visit Wellesley intersection with municipal staff.  
Visit Woburn intersections with municipal staff.  
Begin drafting recommendations for intersection improvements.

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**Low-Cost Imp to Express Hwy Bottleneck Locations FFY21 (4.2 - 13621)**

**Mgr: C. Wang**

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**Financial Status**

Total Project Budget:	\$55,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$40,832	( 74% of total budget )
Balance:	\$14,668	( 26% of total budget )

**Work Status**

65% complete.

**Progress**

Continued preparation of existing and projected traffic volumes and crash data analysis graphics for Interstate 95 from Exit 57 to Exit 61.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

- Prepare traffic volume and crash analysis graphics for the selected study locations.
  - Perform base-year and future-year highway capacity analysis for the selected study locations.
  - Develop low-cost improvement alternatives for the selected locations.
  - Document the study process, analyses, and proposed improvements.
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**Priority Corridors from LRTP Needs Assessment: FFY22 (4.2 - 13522)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$145,000	
Total Labor Expended This Period:	\$9,092	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$9,092	( 6% of total budget )
Balance:	\$135,908	( 94% of total budget )

**Work Status**

5% complete.

**Progress**

MPO staff conducted a preliminary review of corridor problems and needs to identify locations where traffic counts will be needed for analysis. MPO staff submitted a traffic count request to the Highway Division to collect traffic data for several locations on Route 1 in Norwood, including turning movement counts, automatic traffic recorder data, and spot speed data. In addition, MPO staff began assembling an advisory task force to participate in the study. Finally, MPO staff collected and arranged crash report data, from MassDOT Impact and RMV (crash narrative, crash diagrams) for ten intersections on Route 1 in Norwood. The data will be analyzed and used to preparation of collision diagrams.

**Products**

Memo requesting traffic counts data for Route 1 in Norwood, draft, December 29, 2021.

**Meetings**

None

**Objectives for Next Month**

To begin analysis of crash data and preparation of collision diagrams.

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**Priority Corridors from LRTP Needs Assessment FY21 (4.2 - 13521)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$134,000	
Total Labor Expended This Period:	\$8,047	( 6% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$123,367	( 92% of total budget )
Balance:	\$10,633	( 8% of total budget )

**Work Status**

92% complete.

**Progress**

MPO staff continued refining the improvement concepts to address Route 9 corridor needs. In addition, MPO staff prepared graphics illustrating the improvements. Finally, MPO staff continued documenting the study results and arranged a meeting with the advisory task force to obtain feedback.

**Products**

Technical memo for the FFY 2022 study location process, draft, 12/31/2021.  
Concepts for addressing corridor needs, draft, 12/31/2021.

**Meetings**

None.

**Objectives for Next Month**

To continue documenting study results and present improvement concepts to advisory task force for feedback.

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**Safety & Oper Analyses at Selected Int's: FFY22 (4.2 - 13722)**

**Mgr: S. Asante**

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**Financial Status**

Total Project Budget:	\$82,000	
Total Labor Expended This Period:	\$7,881	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$7,881	( 10% of total budget )
Balance:	\$74,119	( 90% of total budget )

**Work Status**

10% complete.

**Progress**

MPO staff began the process of selecting intersections for study. In addition, MPO staff generated a list of intersections using crash data from MassDOT, travel time data from the congestion management program, and public feedback received via the MPO's outreach program. In addition, MPO staff used a set of selection criteria including safety, congestion, multimodal transportation, transportation equity, and implementation potential to score, rate, and rank each of the intersections. Finally, MPO staff documented the selection process in technical memorandum, which will be presented to the MPO.

**Products**

Memo describing the study location selection process, December 29, 2021, draft.  
Table showing the list of intersections, selection criteria, scores, ranks, and rating, December 29, 2021.

**Meetings**

None.

**Objectives for Next Month**

Complete the study location selection process and begin studies at the locations.

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**Travel Demand Management Follow-Up (4.2 - 13311)**

**Mgr: S. Johnston**

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**Financial Status**

Total Project Budget:	\$10,000	
Total Labor Expended This Period:	\$441	( 4% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$441	( 4% of total budget )
Balance:	\$9,559	( 96% of total budget )

**Work Status**

5% complete.

**Progress**

Secured MPO approval of work scope for this study.  
Held discussions with stakeholders about executing the study.

**Products**

None.

**Meetings**

December 2, 2021: Presented work scope to the MPO and secured their approval.  
December 9, 2021: Meeting with Carmel Levy (MBTA).  
December 21, 2021: Meeting with Derek Krevat (MassDOT OTP).

**Objectives for Next Month**

Finalize and send out surveys for peer MPOs and regional stakeholders about elements of TDM.  
Schedule a coffee chat on TDM through the Transit Working Group.  
Continue discussions with stakeholders.

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**Bicycle and Pedestrian Support Activities FFY22 (4.3 - 2522)**

**Mgr: C. Claude**

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**Financial Status**

Total Project Budget:	\$74,000	
Total Labor Expended This Period:	\$5,129	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$13,835	( 19% of total budget )
Balance:	\$60,165	( 81% of total budget )

**Work Status**

Ongoing

**Progress**

Processed bicycle and pedestrian counts.  
Attended the December Landline Coalition meeting.  
Attended MassDOT's Moving Together Conference.  
Attended meetings and webinars related to transportation planning for people who walk and bike.  
Continued learning about best practices for people walking and bicycling.  
Continued learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

**Products**

Bicycle and pedestrian counts formatted for the Boston Region MPO Bicycle and Pedestrian Count Database.

**Meetings**

December 1st, Landline Coalition meeting.  
December 8th, MassDOT Moving Together Conference.

**Objectives for Next Month**

Post processed bicycle and pedestrian counts to the Boston Region MPO Bicycle and Pedestrian Count Database.  
Attend meetings and webinars related to transportation planning for people who walk and bike.  
Continue learning about best practices for people walking and bicycling.  
Continue learning about developments related to people walking and bicycling in the Boston MPO Region and beyond.

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**Community Transportation Technical Assistance FFY22 (4.3 - 2422)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$67,000	
Total Labor Expended This Period:	\$5,911	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$24,114	( 36% of total budget )
Balance:	\$42,886	( 64% of total budget )

**Work Status**

Ongoing

**Progress**

Prepared draft memorandum for Salem study.  
Prepared count requests for future studies in Milton and Milford.

**Products**

Draft memorandum for Salem study.

**Meetings**

None.

**Objectives for Next Month**

Finalize Salem memo and begin discussions with Quincy, Friends of the Blue Hills, DCR, and MassDOT about Highline Trail safety improvements.

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**Regional Transit Service Planning Technical Support FFY22 (4.3 - 4122)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$50,000	
Total Labor Expended This Period:	\$5,091	( 10% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$16,488	( 33% of total budget )
Balance:	\$33,512	( 67% of total budget )

**Work Status**

Ongoing

**Progress**

Completed final presentation to the City of Peabody.  
Drafted final memorandum for graphics and editorial review.

**Products**

Final presentation to City of Peabody.

**Meetings**

Dec 8, final presentation to NSTMA and City of Peabody.

**Objectives for Next Month**

Complete and submit final memorandum to NSTMA and City of Peabody.

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**Roadway Safety Audits FFY22 (4.3 - 2322)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$13,000	
Total Labor Expended This Period:	\$1,640	( 13% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$1,929	( 15% of total budget )
Balance:	\$11,071	( 85% of total budget )

**Work Status**

Ongoing

**Progress**

Attended RSA for the Scituate Rotary on December 2, 2021.  
Attended RSA for Morrissey Boulevard locations on December 14, 2021.  
Attended RSA for several intersections along Route 9 between Vision Drive and Oak Street on December 15, 2021.

**Products**

None.

**Meetings**

December 2, 2021: RSA in Scituate.  
December 14, 2021: RSA in Boston.  
December 15, 2021: RSA in Natick.

**Objectives for Next Month**

Continue to attend and support Road Safety Audits.

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**Traffic Data Support FFY22 (4.3 - 2722)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$15,000	
Total Labor Expended This Period:	\$1,051	( 7% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$2,969	( 20% of total budget )
Balance:	\$12,031	( 80% of total budget )

**Work Status**

Ongoing

**Progress**

Responded and provided growth rates for Andover, Framingham, Salem, and for the Fresh Pond Parkway. Also provided model data from the Lower Mystic study.

**Products**

Growth rates for the previously mentioned communities.

**Meetings**

None.

**Objectives for Next Month**

Continue to respond to transportation related data requests.

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**Transit Data Support FFY22 (4.3 - 4222)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$12,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$482	( 4% of total budget )
Balance:	\$11,518	( 96% of total budget )

**Work Status**

Ongoing

**Progress**

Responded to transit data requests.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Respond to transit data requests as needed.

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**Computer Resource Management FFY22 (6.0 - 6022)**

**Mgr: G. Weaver**

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**Financial Status**

Total Project Budget:	\$282,000	
Total Labor Expended This Period:	\$26,072	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$76,150	( 27% of total budget )
Balance:	\$205,850	( 73% of total budget )

**Work Status**

Ongoing.

**Progress**

Hardware (physical and virtual) purchasing, installation, and updates: Continued installing Dell laptops for staff. Reach out to building management about when they plan to have a cutout with the fire dept, so we can schedule the ICS Halon fire suppression maintenance. Join laptops to the domain, and install additional software and copy data for some laptops. Gather information about all equipment in the server room for building management. Setup VM's for new staff. Install SmartConsole on a VM and setup access for Intrasystems and setup accounts for them on the VM as well as in the console. Added and removed users on Google groups. Install docking stations for users. Free up space in the server rack for a new server as well as ports on the power switches. Ran wiring through the floor for a new server. Determined that a laptop needs a new charger. Resolved a certificate issue on the backup server. Verify servers and applications are not affected by log4j vulnerability. Change SMTP relay address on Email Domain. Setup a user on a higher performance desktop that runs R. Update Google Sheet about a domain name change. Configured VMware Horizons server. Started troubleshooting setting up VM's in VMware Horizons.

Software purchasing, installation, and updates: Upgraded licenses, software and operational settings on a variety of agency computing resources. Performed troubleshooting processes on servers, software, backup and restore functions, HVAC system, GSuite, O365, Adobe, and Windstream settings. Installed a variety of software licenses and patches. Gathered quotes and submitted PO requests for various hardware and software maintenance contracts. Submitted invoices.

Troubleshoot accessing VMware Horizons software. Troubleshoot an issue with the NetBackup software backing up VM's and sending emails. Purchase Consulting hours from Caliper for Transcad. Purchase LogMeIn renewal, Transcad renewal, Chicago manual of style, and the Archive Social renewal. Purchase laptop bags. Add support maintenance to the Retrofit contract for the EMC Data Domain. Work with Windstream about additional credits to the invoice. Update IT documentation. Review the budget and supplies and additional software that is needed for the remainder of the fiscal year. Put together a schedule of operations to review upcoming projects for the next quarter and for the remainder of the FY. Setup accounts for new hires. Type up a user guide for staff to use for laptop access while in the office and at home. Review VMware Horizon configuration videos. Troubleshoot issues with installing and configuring Anaconda on laptops. Troubleshoot ArcGIS license issues.

Monitoring and regular operations: Monitored firewall activity, backups, restores, server performance, and disk space usage on servers and, monitored performance of ISP and phone system. Installed OS updates on all servers, virtual machines, and TransCad workstations. Various user support resolution. Meet with staff about the IT Resources Acceptable Use Policy. Review documentation from MassDOT about Scanning documents and their process.

**Products**



Anaconda correctly installed on laptop.

### **Meetings**

November 30, with MassDOT to discuss their experience with scanning projects.

December 2, and 7, with VMware to discuss and fix a VMware Horizons issue.

December 14, with Intrasystems to discuss the managed firewall services.

December 28, with Retrofit to discuss managed switches.

### **Objectives for Next Month**

Finish configuring VM's for staff.

Setup laptops for new hires.

Have firewall software upgraded.

Install anaconda on existing VM's.

Continued support as required.

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**Data Resources Management FFY22 (6.0 - 5022)**

**Mgr: D. Knudsen**

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**Financial Status**

Total Project Budget:	\$218,000	
Total Labor Expended This Period:	\$30,087	( 14% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$83,714	( 38% of total budget )
Balance:	\$134,286	( 62% of total budget )

**Work Status**

Ongoing.

**Progress**

Updated MassGIS reference data layers in CTPS's spatial database.  
Responded to requests from three consulting firms for traffic growth rates in Andover, Framingham, Salem, and the Fresh Pond Parkway area, and provided travel model data to the City of Boston.  
Updated balanced volumes app to reflect changes to exit/interchange numbers on US-1 and I-90 made by MassDOT in 2020/2021. Identified issue with missing geometry for I-90 Westbound Exits 123A and 123B in MassDOT Road Inventory, and reported the issue to MassDOT using "RoadIE" tool.  
Updated MPO website staff and member town listings and contact page, and removed "TransReport" branding from blog. Published hazardous cargoes report. Changed links across the site to open in the same browser window, always. Applied patches and upgrades to MPO website operating system (OS) and content management software (CMS). Continued migrating MPO website to newer version of CMS, Drupal. Received additional feedback from consultant on accessibility issues and substantially addressed all remaining issues. Migrated current website content to provisional new site to begin period of parallel maintenance during acceptance testing.

**Products**

Updated draft balanced volumes app.  
Traffic growth rates for several towns in the region, and travel model data from the Lower Mystic Working Group.  
Updated MPO website pages. Provisional new MPO website.

**Meetings**

December 3, meeting with Director of Projects and Partnerships.  
December 15, monthly INRIX/MassDOT/CTPS coordination meeting.  
December 15 and 22, Data Resources Group meetings.  
December 20, internal meeting to discuss draft job description for new Data Resources staff position.

**Objectives for Next Month**

Incorporate updates to standard reference data layers published by MassGIS to CTPS's spatial database.

Pending input from MassDOT, finalize geometry for I-90 Westbound Exits 123A and 123B for use in balanced volumes visualization app.

Update balanced volumes visualization app to reflect changes to exit numbers of I-93/SR-3 made by MassDOT in 2020/2021.

Continue exploring alternate ways to present MPO meeting information.

Continue responding to requests for data.

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**Dorchester Bay City Redevelopment DEIR Modeling Support (9 - 97866)**

**Mgr: D. Joshi**

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**Financial Status**

Total Project Budget:	\$94,500	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$80,684	( 85% of total budget )
Balance:	\$13,816	( 15% of total budget )

**Work Status**

85% complete.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Waiting for the decision on mitigation package to model.

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**Future of the Curb Phase 2 (NEW - 14371)**

**Mgr: B. Acton**

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**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$59,525	( 99% of total budget )
Balance:	\$475	( 1% of total budget )

**Work Status**

100% complete.

**Progress**

Finalized board presentation and presented project to MPO board.

**Products**

MPO board presentation.

**Meetings**

December 2, presentation to MPO board.

**Objectives for Next Month**

None. Project is complete.

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**MassDOT On-Call II: MassPike Allston Interchange Study 2018 (NEW - 81001)**

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**Mgr: B. Dowling**

**Financial Status**

Total Project Budget:	\$392,344	
Total Labor Expended This Period:	\$3,680	( 1% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$365,703	( 93% of total budget )
Balance:	\$26,641	( 7% of total budget )

**Work Status**

93% complete.

**Progress**

CTPS attended two meetings and responded to data requests from Harvard University and A Better City.

**Products**

CTPS provided data or explanation to Harvard University and A Better City.

**Meetings**

CTPS (Ben Dowling and Rebecca Morgan) attended a meeting with Harvard University, MassDOT Highway, TetraTech and VHB on 12/15. CTPS (Ben Dowling, Rebecca Morgan and Tegin Teich) attended a meeting with A Better City, MassDOT Planning and MassDOT Highway on 12/22.

**Objectives for Next Month**

The objectives for next month are to continue to research the questions raised by Harvard and to remain responsive to further data requests as they arise.

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**MassDOT On-Call: Tobin Bridge Managed Lanes Phase II (NEW - 81008)**

**Mgr: D. Joshi**

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**Financial Status**

Total Project Budget:	\$85,038	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$54,181	( 64% of total budget )
Balance:	\$30,857	( 36% of total budget )

**Work Status**

62% complete.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Waiting for preferred build alternative details and assumptions from project team.  
Continue coordination with project team.

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**MBTA 2020 Triennial Title VI Report (NEW - 11424)**

**Mgr: B. Putnam**

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**Financial Status**

Total Project Budget:	\$139,632	
Total Labor Expended This Period:	\$3,990	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$127,815	( 92% of total budget )
Balance:	\$11,816	( 8% of total budget )

**Work Status**

95% complete.

**Progress**

Continued requesting FY20 service monitoring data from MBTA.  
Continued processing FY20 service monitoring data as they were received.  
Finished first draft of 2021 service monitoring memo.  
Began internal review of draft memo.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue requesting FY20 service monitoring data from MBTA.  
Continue processing FY20 service monitoring data as they are received.  
Continue internal review of draft 2021 service monitoring memo.

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**MBTA 2022 National Transit Database (NTD) (NEW - 14374)**

**Mgr: B. Putnam**

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**Financial Status**

Total Project Budget:	\$127,288	
Total Labor Expended This Period:	\$11,399	( 9% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$58,596	( 46% of total budget )
Balance:	\$68,691	( 54% of total budget )

**Work Status**

39% complete.

**Progress**

Created third quarter sampling plan for passenger survey and faregate noninteraction assignments.  
Continued data collection for passenger trip surveys, surface light rail noninteraction, faregate noninteraction and rail replacement bus shuttles.  
Continued processing data as they came in.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Continue data collection for passenger trip surveys, surface light rail noninteraction, faregate noninteraction, rail replacement bus shuttles, and APC verification.  
Continue processing data as they come in.

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**MBTA Transit Service Data Collection X (NEW - 11422)**

**Mgr: J. Belcher**

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**Financial Status**

Total Project Budget:	\$540,000	
Total Labor Expended This Period:	\$14,070	( 3% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$402,677	( 75% of total budget )
Balance:	\$137,322	( 25% of total budget )

**Work Status**

75% complete.

**Progress**

Reviewed ridership and on-time performance data provided by the Massachusetts Bay Transportation Authority (MBTA).  
Assisted MBTA staff in compiling a composite day of automated passenger counter data for each bus route.  
Reviewed fall 2021 and winter 22 schedules to develop list of potential changes for spring 2022 and 2022 service plan changes.  
Reviewed spring 2021, summer 2021 and fall 2021 ridership  
Continued review of draft winter public timetables for MBTA.  
Completed fall bus and Green Line point-checks.

**Products**

Sent point-check results for 11 bus counts and 10 light rail system counts to MBTA staff on 12/20/2021

**Meetings**

December 15, MBTA Service Committee.  
December 15, Bus Network Redesign.

**Objectives for Next Month**

Attend Bus Network Redesign working group meetings.  
Continue review of bus ridership data and consider modifications to proposed bus network change.  
Initiate review of draft spring timetables and maps.

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**Prioritization of Dedicated Bus Lanes II (NEW - 11425)**

**Mgr: J. Belcher**

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**Financial Status**

Total Project Budget:	\$82,245	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$78,976	( 96% of total budget )
Balance:	\$3,269	( 4% of total budget )

**Work Status**

96% complete.

**Progress**

None. Waiting for project extension.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

- Complete work on interactive tool.
  - Complete incorporating demographic data into tool.
  - Complete memo summarizing methods utilized to build tool and list top areas of bus delay identified by tool.
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**Service Equity Analysis Support to MBTA (NEW - 14358)**

**Mgr: P. Christner**

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**Financial Status**

Total Project Budget:	\$115,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$36,426	( 32% of total budget )
Balance:	\$78,574	( 68% of total budget )

**Work Status**

32% complete.

**Progress**

None.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Await further direction from client.

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**TIP Before-and-After Studies FFY20 (NEW - 13294)**

**Mgr: M. Abbott**

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**Financial Status**

Total Project Budget:	\$60,000	
Total Labor Expended This Period:	\$0	( 0% of budgeted labor )
Direct Costs Expended This Period:	\$0	( 0% of budgeted direct costs )
Amount Expended to Date:	\$52,304	( 87% of total budget )
Balance:	\$7,696	( 13% of total budget )

**Work Status**

98% complete.

**Progress**

Finalize draft report with editing.

**Products**

None.

**Meetings**

None.

**Objectives for Next Month**

Prepare to present to the MPO.

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