

**Memorandum for the Record
Transportation Planning and Programming Committee of the
Boston Region Metropolitan Planning Organization (MPO)**

June 25, 2009 Meeting

10:00 AM – 11:30 AM, State Transportation Building, Conference Rooms 2 & 3, 10 Park Plaza, Boston

David Mohler, Chair, representing James Aloisi, Executive Office of Transportation & Public Works (EOT)

Decisions

The Transportation Planning and Programming Committee voted to take the following actions:

- approve the federal fiscal year (FFY) 2010 Central Transportation Planning Staff (CTPS) budget
- approve the release of the draft FFY 2010 Unified Planning Work Program (UPWP) for a 30-day public review period
- approve the minutes of the June 4th meeting

The committee agreed, with the leadership of the Chair, to direct MPO staff to create an alternative recommendation for discussion of the development of the FFYs 2010 – 2013 TIP that excludes the *Concord and Lincoln – Route 2 (Crosby's Corner)* project

Meeting Agenda

1. Public Comments

There were none.

2. Chair's Report – David Mohler, EOT

D. Mohler reported that the legislature passed the transportation reform bill and that the bill is now on the Governor's desk.

3. Subcommittee Chairs' Reports

There were none.

4. Regional Transportation Advisory Council – Malek Al-Khatib, Regional Transportation Advisory Council

The Advisory Council is reviewing the draft FFY 2010 Unified Planning Work Program (UPWP).

5. Director's Report – Arnie Soolman, Director, Central Transportation Planning Staff (CTPS)

CTPS is developing four work programs that MPO staff will provide to members in the coming weeks:

- Program for Mass Transportation (PMT) Benchmarking (peer review of similar properties to compare service standards and operating measures)

- Inner Suburban Transit Study (a study of travel demand in the western suburbs between Route 128 and the Urban Ring corridor that will look at how transit can better serve those communities)
- Strategic Bus Visioning (a study of key routes for possible conversion to bus rapid transit and a comparison of bus versus auto travel times in certain corridors)
- Gardener Extension of the Fitchburg Commuter Rail (ridership forecasting to support a feasibility study to be paid by the Massachusetts Regional Planning Commission)

6. Approval of CTPS Budget – *Paul Regan, Chair, Administration and Finance Subcommittee, and Arnie Soolman, Director, CTPS*

P. Regan reported that the Administration and Finance Subcommittee met last week to discuss the FFY 2010 CTPS budget. The Subcommittee voted to increase the line item for staff attendance at conferences. The overall budget is reduced from last year. (See attached budget.)

Karl Quackenbush, Deputy Director of CTPS, explained the \$100,000 line item for consultants, in response to a question from Jim Gillooly, City of Boston. He stated that those funds would help bring the MPO's modeling techniques in line with those of peer MPOs. Other MPOs are conducting "activity-based" modeling as well as traditional "trip-based" modeling. Activity-based modeling can be more responsive to policy considerations. CTPS may need to hire a consultant due to the fact that the CTPS modeling staff is fully occupied with maintaining and improving the current model set, and then building new models from the Household Travel Survey. MPO staff would like to give members a fuller briefing on activity-based modeling in the near future.

Jim Gallagher, MAPC, asked about when the MPO would see the cost for new software for activity-based modeling in the budget. K. Quackenbush replied that the cost would not be significant. Other MPOs have developed "home grown" models from using traditional modeling software and MPO Staff is planning to utilize these.

Richard Reed, Town of Bedford, asked about what happened to the \$600,000 line item for consultants in the FFY 2009 budget. A. Soolman stated that the amount was transferred to the state as the MPO's contribution to the Household Travel Survey.

A motion to approve the FFY 2010 CTPS budget was made by P. Regan, and seconded by Stephen Woelfel, MassHighway. The motion passed unanimously.

7. Draft Unified Planning Work Program – *Steve Woelfel, Chair, UPWP Subcommittee, and Mary Ellen Sullivan, UPWP Manager, MPO Staff*

Members were provided with the draft FFY 2010 UPWP. (See attached summary information.) S. Woelfel reported that the UPWP Subcommittee accepted the study updates and requests from MAPC and the transportation agencies; the Advisory Council's request to add the *Statewide Freight and Rail Study, Phase 2*; and MPO Staff's updates and recommendations. (The major portions of the draft document, supported by a

detailed UPWP budget spreadsheet and matrix of Subcommittee recommendations for new projects, had been distributed to members prior to the meeting.)

A motion to approve the release of the draft FFY 2010 UPWP for a 30-day public review period was made by S. Woelfel, and seconded by P. Regan. The motion passed unanimously.

During a discussion of the motion, members asked the following questions and made comments:

Will all the UPWP studies be conducted in-house? Will CTPS hire a consultant to help with the Statewide Freight and Rail Study, Phase 2? (M. Al-Khatib)

The studies will be conducted in-house. There is no funding in the budget for a consultant for the freight study. (D. Mohler) MPO staff does have the capability to conduct the freight study. (K. Quackenbush)

Will the freight study follow up on issues for the region or the state? (J. Gallagher)

The study will follow up on issues in this region, but it will occur after the statewide freight study is done. The project description will be changed to clarify that the study will focus on freight issues specific to the Boston Region MPO. (S. Woelfel)

Mary Pratt, Town of Hopkinton, noted that Congress has provided funding to states that have addressed high-speed rail issues and that Massachusetts should also look at addressing those issues for the Acela.

Jim Gillooly, City of Boston, expressed support for the inclusion of the *I-93 Access and HOV Improvements Study*, and recommended that MPO staff give the study priority and begin it as soon as possible. He requested that MPO staff involve City of Boston staff on the study. M. Pratt suggested linking the I-93 project with the study of *Low Cost Improvements to Bottleneck Locations*.

8. Meeting Minutes -- Pam Wolfe, Manager of Certification Activities, CTPS

A motion to approve the minutes of the June 4th meeting was made by S. Woelfel, and seconded by P. Regan. The motion passed. Melissa Santucci, Town of Braintree, and William Tuttle, Massachusetts Turnpike Authority, abstained.

9. Discussion of the FFYs 2010 – 2013 Transportation Improvement Program (TIP) Development

David Koses, City of Newton, raised his City's concerns that the high-cost of the \$72 million *Concord and Lincoln – Route 2 (Crosby's Corner)* project, currently programmed in the staff recommendation for the FFYs 2010 – 2013 TIP, will preclude the programming of many other projects in the out years of that TIP.

A motion to direct MPO staff to create an alternative recommendation that excludes the *Concord and Lincoln – Route 2 (Crosby's Corner)* project from the FFYs 2010 – 2013 TIP (for the purpose of seeing what other projects could possibly move forward) was

made by D. Koses, and seconded by M. Pratt. The motion failed. The following member entities voted no: Advisory Council, EOT, Hopkinton, Advisory Board, Massachusetts Turnpike Authority, and Massachusetts Highway Department.

Prior to their vote, members had a lengthy discussion, and it continued afterwards. As an outcome of these discussions, staff was directed, under the leadership of the Chair, to prepare a second alternative that would exclude *Crosby's Corner* from the TIP. Staff was also advised to inform the TIP contacts of the 101 municipalities in the region of this action.

During their discussion, members debated whether the MPO should fund the \$72 million project at the expense of smaller projects in the region, how to handle the acquisition of right-of-way (which was scheduled to begin within days), and the MPO's policies for programming high cost projects and for continuing to include previously-programmed projects.

M. Pratt and Thomas Bent, City of Somerville, expressed concern about the high and escalating costs of the project and an associated project that the Town of Concord presented at the 2009 Municipal TIP Input Day. M. Pratt stated that the drainage issues that the latter project would address should be handled before the larger *Crosby's Corner* project begins. She also noted that in the past she had expressed concern about the cost escalation of the *Crosby's Corner* project stemming from design changes, such as the addition of retaining walls.

Eric Bourassa, MAPC, inquired as to the status of the planned land takings and whether the acquisitions could be delayed. D. Mohler reported that the state plans to spend a total of approximately \$30 million for land takings in state fiscal years (SFYs) 2009 and 2010. (The state would pay the fair market, appraised value for the properties.) EOT has approximately \$10 million in its SFY 2009 budget that can be used to begin acquiring the right-of-way. EOT has approval to acquire five or six properties by June 30, the end of the state fiscal year. He noted that EOT can spend the \$10 million in SFY 2009 under its bond cap, however, those funds cannot be transferred to the SFY 2010 budget. If the acquisitions are delayed to SFY 2010, EOT would find a way to fund all the takings in SFY 2010.

P. Regan and M. Al-Khatib advised against removing *Crosby's Corner* from the TIP noting that if the project were removed it would be returned later and be even more expensive since construction costs are likely to rise. M. Al-Khatib also noted that this might be a good time for the state to purchase the right-of-way given the condition of the real estate market.

R. Reed suggested that that the state look at alternate funding sources for the project, given that the project would have an impact on multiple towns and for users beyond the Boston Region MPO area. (As an example, he pointed to the funding of the Route 3 improvements.) D. Mohler explained that the state does not have the resources to pay for the project if the MPO does not fund it.

R. Reed also said that the state could still acquire the right-of-way, even if the construction does not occur as currently scheduled. He suggested that the state could delay the acquisitions to another fiscal year and preserve the FFY 2009 funding by restructuring the loan's principal and interest payments plan. D. Mohler emphasized that a restructuring would not be possible because EOT gets a bond cap allocation on an annual basis. The \$10 million could not be rolled over, he said; rather EOT would lose the ability to spend that money.

G. Esty also suggested that the state move forward with the right-of-way acquisition to prepare the site for future construction. D. Mohler noted that the state does not normally purchase land if construction is not planned and that the state does not normally hold land.

P. Regan noted that the concerns that the Crosby's Corner project is designed to address will continue to impact the region if the project isn't constructed. He added that the Committee isn't discussing this topic because the project isn't worthy, but because of its cost. D. Mohler reminded the members that the project addresses capacity, congestion, and safety problems.

J. Gillooly expressed support for D. Koses' suggestion to have a second staff recommendation to review. He suggested that staff might prepare a third option that would not eliminate *Crosby's Corner* from the TIP, but would push the project forward a few years.

J. Gillooly inquired as to whether less expensive alternatives had been considered that would still obtain the project objectives. D. Mohler noted that other alternatives have been looked at over the years. Issues that contribute to the scope of the project involve the need to provide access for existing uses and to separate regional traffic from local traffic.

J. Gallagher suggested considering whether there are ways to address the safety and congestion problems at the intersection with a smaller scale project. He also expressed support for proceeding with the right-of-way acquisition.

M. Pratt stated that the MPO should put a limit on the amount of funding it will award to a single project and that the state needs to address the funding of mega-projects. P. Regan expressed concern about the message limiting costs might send. M. Al-Khatib also expressed concern about the MPO sending a message that it is not interested in funding important regional projects.

R. Reed suggested that EOT consider reallocating project costs to address Crosby's Corner, since the project has an impact that goes beyond this region. D. Mohler noted that if that action were taken then the allocation of funds would be decided at a statewide level and the MPO could risk losing some of its target money to other projects in the state.

Members agreed to discuss the FFYs 2010 – 2013 TIP on July 9 and to discuss Amendment 4 of the FFY 2009 element of the FFYs 2009 – 2012 TIP on July 2.

10. Members Items

There were none.

11. Adjourn

A motion to adjourn was made by S. Woelfel, and seconded by P. Regan. The motion passed unanimously.

Transportation Planning and Programming Committee Meeting Attendance
Thursday, June 25, 2009, 10:00 AM

Member Agencies

EOT
City of Boston

City of Newton
City of Somerville
Federal Highway
Administration
MAPC

MassHighway
MassPike
MBTA
MBTA Advisory Board
Regional Transportation
Advisory Council
Town of Bedford
Town of Braintree
Town of Hopkinton
Town of Framingham

Representatives and Alternates

David Mohler
Jim Gillooly
Thomas Kadzis
David Koses
Thomas Bent
Michael Chong

Eric Bourassa
Jim Gallagher
Stephen Woelfel
William Tuttle
Joe Cosgrove
Paul Regan
Malek Al-Khatib

Richard Reed
Melissa Santucci
Mary Pratt
Ginger Esty

MPO Staff/CTPS

Michael Callahan
Maureen Kelly
Robin Mannion
Anne McGahan
Hayes Morrison
Sean Pfalzer
Karl Quackenbush
Arnie Soolman
Mary Ellen Sullivan
Pam Wolfe

Other Attendees

Steve Olanoff
Karen Pearson
Ellin Reisner

Wig Zamore

Advisory Council

EOT
Somerville Transportation Equity
Partnership
Somerville Transportation Equity
Partnership/Mystic View Task Force

MEMORANDUM

June 2009

TO: Transportation Planning and Programming Committee
FROM: Arnold Soolman, CTPS Director
RE: Draft CTPS FY 2010 Operating Budget

Action Required

Vote to Approve

Description

The attached pages describe the proposed Draft FY 2010 CTPS Budget of \$5,998,900 and the funding sources to support it. The Draft Budget was developed after a careful review of the history of CTPS expenditures and anticipated expenses over the next fiscal year.

FY 2010 BUDGET**ANNUAL CTPS DIRECT COSTS**

The proposed FY 2010 Annual Direct Costs amount to \$3,277,400. These costs are as follows:

5110 Salaries**\$ 3,072,300**

As of July 1, 2009, the staff level for FY 2010 is anticipated to be 63 professional staff persons and 8 temporary FTEs assigned to the MBTA Data Collection Program. During July and August an additional 10 temporary employees will do data entry for the MBTA On Board Survey. Four temporary FTEs will be assigned to the CTPS groups. There are no salary increases, promotions or special cases.

All purchases for the following direct cost line items require the prior approval of the contractor to whom the purchase will be charged.

540503 Computer Equipment**\$30,000**

Items classified as computer hardware and that cost greater than \$5,000 (as identified in the Five Year Computer Plan) are funded from this account. CTPS is asking for \$30,000 in FY2010 to cover the cost of upgrading the air conditioning/humidity control unit to insure that the computer room's climatic control is appropriate for the needs of our plotters and workstations.

540904 Consultants**\$100,000**

Funding is included for expenses related to hiring a consultant to help the staff migrate to activity based travel demand modeling.

541204 Printing**\$10,000**

The printing of reports, maps or other contract specific materials (such as maps or presentation boards) is covered in the Printing line item.

541302 Travel Costs**\$30,000**

The cost of rental vehicles and fuel to conduct travel time runs and in-state mileage for travel that is directly associated with project activity is paid with this funding. Travels to various out-of-state meetings such as those sponsored by AMPO are also in this line item. This budget allows for staff to travel to professional events that will highlight work of the agency or provide for staff development. This travel will be approved by the contracting agency prior to the event.

541602 Other **\$135,100**

Costs that are both directly related to a contract and not included in the items listed above are categorized as "Other." These costs include the annual membership fee for the Association of Metropolitan Planning Organizations, translation services for the outreach program, postage associated with potential surveys and other similar project related expenses.

ANNUAL CTPS INDIRECT COSTS

Indirect costs for CTPS include all the items which are non-project specific and which are shared proportionately by all grants and contracts. Dividing the annual indirect costs of \$2,708,400 by the annual direct salaries of \$3,043,400 derives an 88.9% provisional overhead rate for FY 2010.

12702 Total Fringe Benefits **\$823,300**

Fringe Benefits funding includes holiday, sick, accrued vacation, family leave and discretionary time and are historically around 19% of payroll.

12703 Administrative Salaries **\$635,600**

Administrative time includes time spent in staff meetings, on developing progress reports and work scopes, grant management, processing time sheets, all purchasing, local training sessions, conferences and seminars, conducting staff evaluations, general graphics, document production activities, and administrative leave with pay.

600301 Medical Insurance (inc. Life Insurance) **\$92,000**

Health and life insurance benefits are offered to each CTPS employee through the State Insurance Program. CTPS pays either 80% or 85% of the cost of the premium (this rate varies depending upon date of hire and annual salary). This line item is difficult to project due to the variety of health plans, type of membership and associated premiums from which the employees may chose. Additionally, this line item receives a credit from time to time from the Federal Government. The credit is not predictable in timing or amount, and is therefore not budgeted.

600302 Workers' Compensation **\$1,000**

CTPS is self-insured for Workers' Compensation and responsible for the benefits paid to an injured employee. CTPS has not experienced many costs in this area over several years. A nominal amount of money is budgeted to cover minor claims.

600303 Unemployment Compensation **\$15,000**

CTPS is self-insured for Unemployment Compensation and 100% responsible for the benefits paid to a terminated employee. The CTPS Budget includes funds for temporary data collectors who may be eligible.

600304 FICA Insurance **\$45,000**

CTPS must contribute an amount equal to the 1.45% deduction taken from the salaries of all employees hired after January 1985. These funds are paid to the Social Security Administration to support Medicare.

600305 Long-term Disability Insurance **\$35,000**

CTPS pays 50% of the cost of the long-term disability insurance program for all enrolled CTPS employees. The program cost is based on the salary and age of each employee.

600307 Medical Security Trust **\$1,000**

This is a state-mandated cost that is assessed to each employer with six or more employees and covers the cost of medical benefits for the unemployed.

600315 Short-term Disability Insurance **\$10,000**

MAPC has established a short-term disability insurance program for all MAPC and CTPS eligible employees. MAPC and CTPS each contribute 100% of the total premium cost of this program that covers all eligible employees.

600310 Tuition Assistance **\$5,000**

The MAPC Personnel Policies provide 50% reimbursement to CTPS staff members for annual tuition costs, up to \$1,500 per person per year.

600311 Recruitment Expenses **\$7,000**

To ensure the success of a nationwide search for prospective candidates, CTPS provides 100% reimbursement to prospective candidates of travel expenses related to the interviews. CTPS also reimburses the cost of a new out-of-state employee's moving expenses, up to \$2,000 with receipts.

600312 Training	\$20,000
This line item covers the cost of in-state training programs for CTPS. Training courses are typically concentrated on software use, application and development.	
600313 Transit Subsidies	\$58,000
MAPC/CTPS personnel policy allows an employee to receive reimbursement of 100% of the commuting expenditures, up to \$120.00 per month.	
Total Supplies (600402 - 600405)	\$47,600
This line item includes all general office, graphics, and data processing supplies.	
Total Equipment (600502 - 600517)	\$144,200
This category of costs includes the purchase of general office, data processing, and graphics equipment; the cost of the lease/purchase of the postage meter, and the cost of leasing additional computer equipment when a computer course is given in-house; the lease/purchase of the electrostatic plotter; maintenance contracts for computer equipment and annual licenses for software packages; and, repairs and maintenance of office and non-computer equipment.	
Space Related Costs (600603 - 600606)	\$322,800
Charges related to the rental of office space, renovation of work areas and physical plant maintenance are included in this grouping. CTPS is currently in year three of a 5-year lease agreement.	
600802 Telephone	\$14,000
The amount budgeted for telephone service is based on an average monthly cost of about \$1,200, including the cost of operating a hearing impaired TTY device.	
600804 Postage	\$22,500
This item covers the cost of general office postage, express mail, and large-scale mailings of newsletters (<i>TransReport</i>) and certification documents as well as other business related media.	
600805 Advertising	\$10,000
In accordance with the MAPC Affirmative Action Policy, CTPS places recruitment ads in professional nationwide journals, <i>The Boston Globe</i> and metropolitan Boston minority publications. Legal notices for certification documents, MPO meetings and public participation/comment periods are also included in this budget line item.	
600806 Internet	\$20,000
The amount budgeted in this line item reflects the cost of Internet, e-mail and the web site.	
600903 Legal Services	\$5,000
The Law Offices of Kopelman & Paige (K&P) provide legal Services for CTPS.	
600912 Temporary Help	\$5,500
This line item covers the cost of hiring temporary help to fill the receptionist position as needed during illness or vacations, readers to assist with taping documents for the Access Advisory Committee and disabled citizens, and language interpreters for public meetings and publications.	
601914 In-State Meetings and Conferences	\$5,000
This line item covers registration fees for local in-state meetings, conferences and meeting related expenses.	
601102 Memberships	\$300
CTPS has acquired memberships in professional organizations for the benefit of the agency as a whole. These include Transportation Research Board, ITS America, and the Institute of Transportation Engineers.	
601103 Subscriptions	\$4,000
CTPS, as an agency, has been subscribing to a number of publications in order to provide current information to the staff on issues affecting their work, such as <i>State House News Service</i> , <i>Passenger Transport</i> , <i>Insider GPA's Mobile Source Report</i> , <i>Mac World</i> , <i>Urban Transportation Monitor</i> , <i>Transit Access Report</i> , <i>Print</i> magazine and the <i>Boston Business Journal</i> .	
601104 Publications	\$500
CTPS employees occasionally purchase technical books, pamphlets and necessary reference material.	

601202 Maps**\$200**

Periodically maps need to be purchased from the communities to support project work. The cost of these maps is accounted for in this line item.

601203 Photocopy - Canon**\$15,000**

The general on-going reproduction needs for CTPS are included in this budget as well as the cost of leasing and maintaining the Canon copiers.

601204 Printing - B. F. Smith**\$50,000**

The printing costs of multiple copies of reports are covered in this budget line item along with other miscellaneous printing needs such as laminating presentation boards.

601302 Travel**\$2,000**

Indirect Travel covers the reimbursement of mileage costs incurred by staff for purposes related to overhead. For example, if an employee were attending a seminar that is for professional development, mileage on their personal automobile would be reimbursed from this line item.

601306 Transportation/Courier**\$500**

This line item budget covers the cost of deliveries and courier service.

601602 Other**\$10,000**

CTPS covers unusual expenditures under this line item. In the past, costs associated with facilitator services, consultants, and contributions to MAPC accounting software have been covered in this category.

MAPC "Pass-On" Costs**\$294,500**

MAPC will receive payment of at least \$180,000 but not more than 6.5% of CTPS payroll in FY2010, for providing CTPS with administrative services specified in the Fiduciary Agent Agreement. This figure will not be firm until the FY 2010 Annual Audit has been completed.

DRAFT CTPS BUDGET - FISCAL YEAR 2010

Acct No.	Item	FY09 Budget	Spent Thru 30-Apr-09	Projected to 30-Jun-09	Draft FY2010 Budget
Annual Direct Salaries		\$3,115,900	\$2,691,416	\$2,979,516	\$3,072,300
Other Direct Expenses		\$814,100	\$87,013	\$214,100	\$205,100
540502	General Office Equipment	\$0	\$0	\$0	\$0
540503	Data Processing Equipment	\$30,000	\$0	\$30,000	\$30,000
540904	Consultants	\$600,000	\$0	\$0	\$100,000
541204	Printing	\$61,500	\$35,695	\$61,500	\$10,000
541302	Travel & Transportation	\$43,400	\$14,281	\$43,400	\$30,000
541602	Other	\$79,200	\$37,037	\$79,200	\$35,100
Annual Indirect Expenses		\$2,709,800	\$2,187,330	\$2,545,341	\$2,721,500
Indirect Timesheet Costs		\$1,398,600	\$1,238,717	\$1,403,617	\$1,458,900
12702	Fringe Benefits	\$788,400	\$705,462	\$812,362	\$823,300
12703	Admin Salaries	\$610,200	\$533,255	\$591,255	\$635,600
Employee Insurance		\$194,400	\$121,195	\$169,400	\$199,000
600301	Medical	\$90,000	\$67,314	\$90,000	\$92,000
600302	Workman's Comp	\$1,000	\$0	\$0	\$1,000
600303	Unemployment	\$10,000	\$0	\$1,000	\$15,000
600304	Medicare / FICA	\$43,800	\$19,222	\$40,000	\$45,000
600305	Long-Term Disability	\$37,600	\$26,310	\$29,000	\$35,000
600307	Med. Sec. Trust	\$2,000	\$129	\$400	\$1,000
600315	Short-Term Disability	\$10,000	\$8,220	\$9,000	\$10,000
Employee Benefits & Other		\$97,500	\$50,882	\$60,900	\$90,000
600310	Tuition Assistance	\$7,500	\$0	\$1,400	\$5,000
600311	Recruitment	\$5,000	\$411	\$2,500	\$7,000
600312	Training	\$20,000	\$2,902	\$3,000	\$20,000
600313	Transit Subsidy	\$65,000	\$47,569	\$54,000	\$58,000
Supplies		\$56,800	\$35,158	\$40,500	\$47,600
600402	General Office	\$17,000	\$10,798	\$13,000	\$13,600
600403	Data Processing	\$35,000	\$22,352	\$25,000	\$30,000
600404	Design & Graphics	\$4,800	\$2,008	\$2,500	\$4,000
Equip (Buy, Lease, Maint)		\$154,200	\$124,459	\$136,200	\$144,200
600502	General Office	\$12,500	\$1,641	\$1,800	\$2,800
600503	Data Processing	\$47,200	\$42,706	\$44,000	\$47,000
600504	Graphics	\$400	\$0	\$400	\$400
600509	General Equip. Lease	\$1,000	\$710	\$1,000	\$1,000
600512	General Equip. Maint.	\$2,000	\$670	\$1,000	\$2,000
600513	Data Proc. HW & SW Contr.	\$90,000	\$74,537	\$83,000	\$90,000
600514	Graphics Equip. Maint.	\$100	\$0	\$0	\$0
600517	Data Proc. Equip. Repairs	\$1,000	\$4,195	\$5,000	\$1,000
Premises		\$325,500	\$267,244	\$320,000	\$322,800
600603	Office Maint. & Repair	\$7,500	\$406	\$1,000	\$3,000
600604	Office Rent	\$318,000	\$266,418	\$318,000	\$319,800
600606	Misc. Premises	\$0	\$420	\$1,000	\$0

Acct No.	Item	FY09 Budget	Spent Thru 30-Apr-09	Projected to 30-Jun-09	Draft FY2010 Budget
	Communications	\$76,000	\$40,885	\$53,000	\$66,500
600802	Telephone	\$17,000	\$10,373	\$14,000	\$14,000
600804	Postage	\$24,000	\$15,825	\$20,000	\$22,500
600805	Advertising	\$10,000	\$3,852	\$5,000	\$10,000
600806	Internet	\$25,000	\$10,835	\$14,000	\$20,000
	Professional Services	\$12,500	\$4,560	\$7,000	\$10,500
600903	Legal Fees	\$7,500	\$3,281	\$5,000	\$5,000
600912	Temporary Help	\$5,000	\$1,279	\$2,000	\$5,500
	Meetings & Conferences	\$5,000	\$487	\$1,000	\$5,000
601004	In-State Conferences	\$5,000	\$487	\$1,000	\$5,000
	Professional Fees	\$4,900	\$4,066	\$4,400	\$4,800
601102	Memberships	\$500	\$245	\$300	\$300
601103	Subscriptions	\$4,000	\$3,785	\$4,000	\$4,000
601104	Publications	\$400	\$36	\$100	\$500
	Reproduction	\$78,500	\$32,313	\$52,200	\$65,200
601202	Maps (Purchased)	\$500	\$0	\$200	\$200
601203	Photocopy (Xerox)	\$13,000	\$9,729	\$12,000	\$15,000
601204	Printing (Ben. F. Smith, etc.)	\$65,000	\$22,584	\$40,000	\$50,000
	Travel & Transportation	\$2,500	\$1,485	\$1,800	\$2,500
601302	Travel	\$1,500	\$1,336	\$1,500	\$2,000
601306	Transportation (Couriers, Ship.)	\$1,000	\$149	\$300	\$500
	Other Costs	\$10,000	\$10,420	\$10,420	\$10,000
601602	Misc. & Petty Cash	\$10,000	\$10,420	\$10,420	\$10,000
	Other Overhead	\$293,400	\$255,459	\$284,904	\$294,500
800000	MAPC "pass-on" Costs	\$293,400	\$255,459	\$284,904	\$294,500
Total Annual Costs		\$6,639,800	\$4,965,759	\$5,738,957	\$5,998,900
Overhead Rate		86.97%	81.27%	85.43%	88.99%

UPWP Subcommittee Recommendation: FFY2010 UPWP Slate of Projects

Category	Project	FFY10 UPWP
		Amount Programmed
Arterial Roadway Studies	Safety and Operations at Selected Intersections	\$64,500
Limited Access Highway Studies	I-93 Access and HOV Improvements in the Savin Hill/South Bay Area	\$80,000
Planning and Technical Support	Technical Transportation Planning Assistance Pilot Program	\$15,000
Federal Planning Factor Initiatives/Requirements	Evacuation and Hazard Mitigation Mapping	\$35,000
	Low-cost improvements to MPO Bottleneck Locations	\$30,000
	Massachusetts Statewide Freight and Rail Study Phase 2	\$40,000
Transit Planning Studies	Coordination of Roadway Safety Assessments	\$10,000
	Evaluating Potential Efficiencies in MBTA Core Services	\$102,200
	MBTA Bus Route 1, Transit Signal Priority, Cambridge, Boston	\$50,000
	Total Programmed	\$426,700
	Total Available	\$426,700
	Amount Remaining to be Programmed	\$0

The UPWP subcommittee recommendation reflects consideration of factors such as broad regional distribution, contribution to a balanced mode-mix, and understanding of Planning and Programming Committee priorities.

ARTERIAL ROADWAYS

Project Name	FFY 2010 UPWP		Project Description	Staff Evaluation	Syst. Pres., Mod. & Effic.	Mobility	Environment	Safety & Security	Regional Equity	Land Use & Econ. Develop.	Comments
	Total Cost	Budget									
Safety and Operations of Intersections at Selected Locations in the MPO Region	\$64,500	\$64,500	The purpose of this study is to act on the recommendation of the MPO's CMP (Congestion Management Process) to address safety and congestion problems at the Region's intersections. Of two similar studies in previous funding years, one is now complete and the other is under development. Municipalities in the region are very receptive of this program as it gives them a head-start on conceptual design solutions for the intersections in demand of attention for safety and congestion. These locations are usually selected by staff from the "Conceptual" and "pre-TIP" categories in the TIP. The final selection is based on interest during consultation with city and town officials. Recommendations are usually of the "operations and management" type, ranging from pavement markings for vehicles, bicycles, and pedestrians, to traffic signal designs and lane assignments to traffic.	High priority - CMP staff and MPO city/town interest. Study is consistent with safety and security topics of the Plan. It also furthers the goal of system efficiency and enhancing mobility.	X	X		X			

LIMITED ACCESS HIGHWAY STUDIES

Project Name	FFY 2010 UPWP		Project Description	Staff Evaluation	Syst. Pres., Mod. & Effic.	Mobility	Environment	Safety & Security	Regional Equity	Land Use & Econ. Develop.	Comments
	Total Cost	Budget									
I-93 Access and HOV Improvements, Savin Hill/South Bay Area	\$80,000	\$80,000	The Southeast Expressway is the highest volume express highway in metropolitan Boston, with individual sections handling as many as 250,000 vehicles per day (in the Neponset area), and with very slow traffic both northbound in the morning and southbound during the afternoon. But just about all that can be done in the narrow heavily developed right-of-way has been done. Improvement may be possible near Savin Hill and in the area somewhat to the north of Savin Hill. Two things that could be looked at are the connection of the Southeast Expressway HOV lane with the Central Artery/Tunnel HOV system, and the provision of improved ramp access from the South Bay area to the Southeast Expressway. The MBTA is working with developers to see how air rights could be built in the area of the JFK U-Mass station of the MBTA Red Line and the paralleling commuter rail line. This could make much more difficult and expensive the provision of the HOV connection described above, as well as the potential future double tracking of the commuter rail line in the area. The above would suggest the benefit of studying the Southeast Expressway in the Savin Hill area and to its north. The foci of the study would be 1) connecting the Southeast Expressway and CA/T HOV facilities, 2), adding on-ramp capacity to the Southeast Expressway from South Bay, and 3), double tracking of the commuter rail facility through the JFK U-Mass station area. Associated with this, geographical boundaries might be put on air-rights development in the JFK U-Mass station area.	High priority - A study of this area was requested in the FFYs 2008 and 2009 UPWP comment letters from the Inner Core and RTAC. May improve mobility and system efficiency. The HOV lane to be studied may also have positive environmental benefits. The SE Expressway intersects many EJ zones.	X	X	X		X		

PLANNING AND TECHNICAL SUPPORT

Project Name	FFY 2010 UPWP		Project Description	Staff Evaluation	Syst. Pres., Mod. & Effic.	Mobility	Environment	Safety & Security	Regional Equity	Land Use & Econ. Develop.	Comments
	Total Cost	Budget									
Technical Transportation Planning Assistance Pilot Program	\$15,000	\$15,000	Local community officials often identify transportation issues about which they would like to have technical advice. In this pilot project, a team of CTPS and MAPC engineers and planners would provide such advice. The team would meet with community officials to learn more about specific problems and provide advice on next steps. There would probably be a site visit to better understand the potential problem. Some general types of solutions might be recommended, along with contact information on whom to follow-up with. The advice might relate to such things as parking, traffic calming, walking or bicycling, or bus stop-related issues that the community might have identified. Descriptions of the various planning processes at MHD, the MBTA, and the MPO, and how communities can get involved might be appropriate. In any event, these are not design or planning studies that would be performed by the MPO staff. Rather, this is a mechanism for providing quick-response advice to communities on next steps for resolving the issues they have identified. This work would advance the MPO's goals for system preservation, modernization and efficiency; mobility; and land use and economic development. It would also be consistent with the MPO's CMP and other staff identified needs This service would be publicized through various channels, and MAPC and CTPS would coordinate and collaborate on a case-by-case basis. It is expected that 2-to-5 person days would be spent on each community problem identified. Requests for services will be fielded and prioritized by the CTPS Deputy Technical Director. Teams of professionals will be dispatched to client municipalities and memoranda on the consultations will document the work, recommendations and outcomes. Depending on how well utilized the service is, and what participant's perceive the benefits to be, a determination will be made at the end of the year as to whether the program is worth continuing.	High priority - This would be joint effort of CTPS and MAPC. It would appear under the ongoing 3C activities in the FFY 2010 UPWP. Pilot program is consistent with the System Preservation, Modernization, and Efficiency topic. But the benefits may be broad and encompass all topic areas.	X						

INITIATIVES RELATED TO FEDERAL PLANNING FACTORS/REQUIREMENTS

Project Name	FFY 2010 UPWP		Project Description	Staff Evaluation	Syst. Pres., Mod. & Effic.	Mobility	Environ-ment	Safety & Security	Regional Equity	Land Use & Econ. Develop.	Comments	
	Total Cost	Budget										
Evacuation and Hazard Mitigation Mapping	\$35,000	\$35,000	<p>This study advances the MPO's Safety and Security policy of protecting the region from natural and human threats, and addresses the SAFETEA-LU planning factor for security. It would involve mapping of the transportation network and projects proposed for MPO funding with overlays of local and/or regional evacuation routes, critical infrastructure related to evacuation and security planning, and areas prone to natural hazards. It would also provide information for the MPO's decision-making processes and for evacuating planning.</p> <p>The study would seek to use information as it becomes available from MAPC's work with the Northeast Homeland Security Advisory Council (NERAC), from the two other Homeland Security Councils in the MPO region (should they chose to participate), and data from other evacuation and security planning initiatives in the region.</p> <p>Understanding the relationship between evacuation routes and proposed TIP or RTP projects would help the MPO determine if planned transportation projects would improve infrastructure for emergency management functions and evacuation, or serve critical infrastructure. This information could be used as inputs to the MPO's project rating system for identifying whether projects "serve an evacuation plan or emergency management function." Evacuation planners could also use this information to identify certain work zones that could impede traffic during an evacuation.</p> <p>Mapping evacuation routes in comparison to natural hazard zones could provide information needed to plan for alternate evacuation routes in the event that infrastructure fails or is impassible due to flooding or other natural events. This information might also be useful to evacuation planners for assessing which areas would need to be evacuated in advance of a weather event (such a hurricane or major flooding) and for advising the public whether they should evacuate or shelter in place. Such maps might also be used in the preparation of regional evacuation guides.</p> <p>Comparing the transportation network and proposed projects to natural hazard zones would help determine if transportation infrastructure and planned transportation facilities lie in areas prone to flooding, hurricane surges, and other natural threats. This information could be used to plan adaptive measures to protect infrastructure from weather impacts.</p> <p>MPO staff would develop a series of GIS maps in cooperation with MAPC. This work would require MPO staff to have access to evacuation route data. Staff could work with MAPC to incorporate natural hazard data from the Hazard Mitigation Plans including hurricane storm surge zones, flood zones, and earthquake liquifaction susceptibility zones.</p>	High priority - This project forwards MPO policy and expands upon SAFETEA-LU and Environmental Planning Topics .				X				
Low-cost improvements to MPO Bottleneck Locations	\$30,000	\$30,000	<p>The impetus for this study is a recommendation made by the Federal Highway Administration to identify the three worst bottlenecks in the region and study low cost countermeasures. CTPS staff will identify three bottlenecks that are among the worst in the region, relying on professional judgment and the support of the Congestion Management Process. Professional judgment will be an important component of the bottleneck selection process due to the conflicting results produced by different ways of measuring travel delay. Staff will then research and brainstorm potential low cost countermeasures, which may include: using the shoulder as a peak hour lane, re-stripping travel lanes in merge areas to improve traffic flow, ramp metering, improved traffic signal timing, and improving the dissemination of traffic information to drivers.</p>	High priority - This study is consistent with the Plan's topics of System Efficiency, Mobility, and Environment.	X	X	X					
Phase 2 of the Massachusetts Statewide Freight and Rail Study	\$50,000	\$40,000	<p>This study will advance the recommendations of the Executive Office of Transportation's (EOT's) Statewide Freight Plan and Statewide Rail Plan studies, upon their expected completion by the end of this year.</p> <p>Its products would provide additional information needed for understanding and evaluating freight activities in the region and possible identification of freight projects for consideration of MPOs/EOT, and other state agencies involved in the environment and economic development. This project may also identify actionable programs for consideration for the MPO Regional Transportation Plan and Transportation Improvement Plan</p>	High priority - Study is consistent with Plan topics of System Preservation, Modernization and Efficiency, Mobility, and Environment. It's consistent with the latter two due to the emphasis on ways to reduce truck traffic and the potential resulting emissions benefits.	X		X	X				
Coordination of Arterial Roadway Safety Assessments	\$10,000	\$10,000	<p>The purpose of this ongoing program would be twofold: to identify and prioritize crash locations in the region and to select annually a few locations for analysis and mitigation recommendations. MAPC and CTPS will decide the following:</p> <ul style="list-style-type: none"> * Data categories (vehicle, bicycle, pedestrian) * Measure of effectiveness to use for developing priorities * Facility type to attach the data to (intersection, arterial, other) <p>A website will be developed to display this information and updates will be scheduled as new data becomes available.</p> <p>Based on priority, examine a selected number of locations annually for improvements. This part will include fieldwork, meetings with municipal officials, and possibly more detailed crash data and turning movement counts.</p>	High priority - This work would be done in coordination with MAPC.		X		X				

TRANSIT PLANNING STUDIES

Project Name	FFY 2010 UPWP		Project Description	Staff Evaluation	Syst. Pres., Mod. & Effic.	Mobility	Environ-ment	Safety & Security	Regional Equity	Land Use & Econ. Develop.	Comments
	Total Cost	Budget									
Evaluating Potential Efficiencies in MBTA Core Services	\$102,200	\$102,200	This study would evaluate how the MBTA could adapt its services in an era of changing demographics, increasing environmental awareness, the current economic downturn, and the sobering fiscal realities faced by the Authority. All of these contribute to changing expectations about how transit might be used/provided and how far riders are willing to walk to access service. With these new realities in mind, the study would research the different markets currently served by the MBTA and identify—or perhaps re-define—the constituencies that it is the core mission of the Authority to serve. For non-core markets, the study will explore other mobility options that could be adopted and evaluate whether the current Suburban Mobility program has been successful in providing alternatives. In keeping with potential changes to MBTA services, the study will also evaluate whether the existing service standards should be revised to reflect new approaches to providing mobility in the region.	High priority - Study may lead to improvements in the efficiency of the system and could improve utilization of service provided under the Suburban Mobility/Transportation Demand Management Program. It also has regional equity consequences because it will consider the core constituencies of MBTA's services.	X	X			X		
MBTA Bus Route 1, Transit Signal Priority Cambridge /Boston.	\$125,000	\$50,000	The MBTA bus route 1 from Harvard Square in Cambridge to Dudley Square in Roxbury, is one of the busier MBTA bus routes in the system. The corridor along which this bus route travels, Massachusetts Avenue (Route 2A), is a multi-lane roadway with an on-street parking lane in both directions. Transit Signal Priority (TSP) could improve bus operations for the route by reducing travel times and improving schedule adherence. Existing traffic and bus operations would be evaluated along the bus route or parts of the route and identify TSP and traffic signal recommendations to improve both bus and traffic operations. A VISSIM traffic simulation model would be utilized to evaluate both the existing conditions and proposed improvements. CTPS would be responsible for carrying out the project, and would work in collaboration with the MBTA and the cities of Boston and Cambridge. Tasks would include identifying corridor to be studied in collaboration with the MBTA; collect existing traffic, transit, pedestrian/bicycle, and other data; develop a model using VISSIM to evaluate TSP improvements; and document findings in a technical memorandum.	High priority – Spans several EJ TAZ's Transit and Traffic Integration in Selected Corridors Study would produce recommendations that could promote the System Preservation, Modernization, and Efficiency and Mobility topics. Recommendations also would produce environmental benefits and bus route 1 intersects several EJ zones.	X	X	X		X		

FY 2010 UPWP MAPC Allocation (rounded to the nearest \$10.00)

FFY 2009 UPWP	PL (includes EOT Match)	5303 (80% Match)	MAPC 5303 20% Match	Total 5303	FFY 21010 UPWP MAPC Total
933,330	645,200	256,600	64,100	320,700	965,900

Project #	Certification Requirements	FFY 2009 UPWP	Status as of 10/1/09	MAPC PL	MAPC Federal 5303	MAPC 5303 20% Match	Total MAPC 5303	FFY 21010 UPWP MAPC Total
MAPC 1	MPO/MAPC Liason Support Activites	185,000	Ongoing	123,950	48,840	12,210	61,050	185,000
MAPC 2	Subregional Support Activites	126,880	Ongoing	107,200	42,240	10,560	52,800	160,000
MAPC 3	Transportation Improvement Program (MAPC)	65,000	Ongoing	36,850	14,520	3,630	18,150	55,000
MAPC4	Unified Planning Work Porgram (MAPC)	20,000	Ongoing	10,050	3,960	990	4,950	15,000
	UPWP Subtotal	396,880	Ongoing	278,050	109,560	27,390	136,950	415,000

Project #	Regional Planning Studies	FFY 2009 UPWP	Status as of 10/1/09	MAPC PL	MAPC Federal 5303	MAPC 5303 20% Match	MAPC 5303	FFY 21010 UPWP MAPC Total
MAPC 5	Corridor Subarea Planning Studies: Land Use Reviews	116,100	Ongoing	67,000	26,400	6,600	33,000	100,000
MAPC 6	Land Use Development Project Reviews	125,350	Ongoing	45,550	20,320	5,030	25,350	70,900
MAPC 7	Regional Vison: MetroFuture	100,000	Ongoing	90,450	35,640	8,910	44,550	135,000
	UPWP Subtotal	341,450		203,000	82,360	20,540	102,900	305,900

Project #	Technical Support Projects	FFY 2009 UPWP	Status as of 10/1/09	MAPC PL	MAPC Federal 5303	MAPC 5303 20% Match	MAPC 5303	FFY 21010 UPWP MAPC Total
MAPC 8	Alternative-Mode Planning and Coordination	195,000	Ongoing	130,650	51,480	12,870	64,350	195,000
MAPC 8	Land Use in Regional Transportation Models	N/A		33,500	13,200	3,300	16,500	50,000
	UPWP Subtotal	195,000		164,150	64,680	16,170	80,850	245,000

	MAPC Total 2010 Funds Programmed			645,200	256,600	64,100	320,700	965,900
	Remaining 2010 Funds to Be Programmed			0	0	0	0	0