

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

## May 28, 2020 Meeting

9:00 AM–9:45 AM, Zoom videoconferencing platform

Benjamin Muller, Chair, representing Stephanie Pollack, Secretary and Chief Executive Officer, Massachusetts Department of Transportation (MassDOT)

## Decisions

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

- Approve the Meeting Summary of the March 26, 2020 UPWP Committee meeting
- Forward the draft Federal Fiscal Year (FFY) 2021 UPWP to the full MPO for a vote to release for public comment

## Materials

Materials for this meeting included the following:

1. Meeting Summary of the March 26, 2020 UPWP Committee meeting
2. MPO Review Draft of the FFY 2021 UPWP

## Meeting Agenda and Summary of Discussion

### 1. Introductions

B. Muller, Chair, introduced the meeting, read the accessibility statement, and called the attendance roll.

### 2. Public Comments

There were none.

### 3. Meeting Summary of March 26, 2020 meeting—*Approval of this summary*

A motion to approve the summary was made by Lenard Diggins (Regional Transportation Advisory Council [Advisory Council]) and seconded by Tom Bent (Inner Core Committee/City of Somerville). The motion carried.

#### **4. Meeting Summary of April 2, 2020 meeting—Approval of this summary**

Sandy Johnston (UPWP Manager) explained that unfortunately the Zoom recording of the April 2 meeting had been lost or deleted. Staff will attempt to reconstruct a basic narrative of the meeting, but not the details that likely cannot be accurately reconstructed. The summary will be presented at the upcoming UPWP Committee meeting. The UPWP Committee is only required to produce a meeting summary, not full minutes, so this should be sufficient. S. Johnston also asked the Chair to call the roll so that members could tell him whether they were present at the April 2 meeting.

#### **5. Action Item: Vote to forward the draft FFY 2021 UPWP to the MPO—Sandy Johnston, UPWP Manager**

S. Johnston asked the committee to vote to forward the draft FFY 2021 UPWP to the MPO for a vote to release for public comment. He stated that committee members are all familiar with the process, but gave a brief overview of the process for gaining MPO endorsement of the draft document. S. Johnston also gave a brief overview of the top-line budget numbers for the document, which programs about \$4.8 million in federal 3C planning funding for Central Transportation Planning Staff (CTPS) and another almost \$1.1 million for Metropolitan Area Planning Council (MAPC). In addition, the UPWP includes work that CTPS executes on contract to other state agencies and other entities, a total of about \$1.5 million, yielding a total UPWP budget number of around \$7.5 million, with details subject to change before final endorsement of the document.

S. Johnston also explained a some of the changes in this year's document from previous years:

- The document no longer distinguishes between Federal Highway Administration 3C PL and Federal Transit Administration Section 5303 funding for individual tasks. These contracts are now being awarded jointly and, as such, the document does not break down individual items.
- Tasks for which MAPC receives UPWP funding have been reorganized and are now in their own chapter, rather than split between two chapters. S. Johnston thanked Eric Bourassa for facilitating that change.
- A new task in the Certification Requirements section, "Research Next Generation Data and Tools," will become an ongoing budget line and will help staff examine new and emerging data tools and their applicability to the MPO's work.

- Some material relating to the budget and financing of the UPWP has been deleted from Chapter 2 because it is redundant with information in the Executive Summary and Chapter 8.
- A list of acronyms will be provided at the beginning of the document.
- Some of the appendices have been slightly rearranged to mimic the format in the Transportation Improvement Program.

B. Muller thanked S. Johnston for his work on the document and promised that MassDOT would help fill in some missing details. He asked for a motion to approve the document and forward it to the MPO for a vote to release it for public comment. E. Bourassa made the motion and Tom O'Rourke (Three Rivers Interlocal Council [TRIC]) seconded the motion. The motion passed unanimously.

## **6. Discussion on Transit Mitigation for New Development Sites replacement study—Annette Demchur, Director of Policy and Planning**

A. Demchur reminded the committee that at the previous MPO meeting staff had discussed the need to remove the programmed Transit Mitigation for Major Developments study from the current UPWP (FFY 2020), since MassDOT is doing similar work. The budget for that study is \$60,000; the MPO board approved using \$30,000 to research trip generation rates, but there is a need to find a use for the other \$30,000. Staff had proposed an examination of international Vision Zero policies and what might be applicable to the Boston region, and now request that the UPWP Committee provide some feedback on that concept and any other potentially interesting topics.

B. Muller stated that the Vision Zero concept seemed useful, as Boston bears some resemblance to Northern European cities in structure and built environment. There might be more questions on the policy side, but knowing that would require doing the research first. Daniel Amstutz (Town of Arlington) asked for more details on the proposal and wondered how the report might touch on the existing Massachusetts Vision Zero coalitions. A. Demchur explained that the study would mostly be a literature review; there is little statewide activity and most policies tackling this issue are done at the municipal level. Andrew Clark (CTPS Transit Analysis and Planning group) said that the study would look at which strategies at the municipal level have provided the best outcomes. There has not been a comprehensive review of all of these strategies and policies relative to outcomes. Tom Kadzis expressed support for the study concept. D. Amstutz thanked staff for the additional information and expressed his support. B.

Muller asked who would be the lead on this study, given that A. Clark is moving on from CTPS. A. Clark responded that his final day at CTPS would be tomorrow, May 29, but that someone else would pick up responsibility for this task. B. Muller summarized that comments had been favorable, and the committee supports the Vision Zero proposal.

## **7. Members Items**

B. Muller noted that S. Johnston had sent the quarterly updates and Schedule of Operations to the committee by email.

## **8. Next Meeting**

B. Muller said the next meeting is scheduled for July 16 to endorse the final UPWP. S. Johnston added that if members have anything they want to discuss in the interim they can be in touch with the chair to request a meeting.

## **9. Adjourn**

A motion to adjourn was made by L. Diggins (Advisory Council) and seconded by T. O'Rourke (TRIC/Town of Norwood). The motion carried.

## Attendance

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<b>Members</b>	<b>Representatives and Alternates</b>
Massachusetts Department of Transportation (Office of Transportation Planning)	Ben Muller
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins
At-Large City (City of Newton)	David Koses
At-Large Town (Town of Arlington)	Daniel Amstutz
City of Boston (Boston Transportation Department)	Tom Kadzis
Inner Core Committee (City of Somerville)	Tom Bent
Three Rivers Interlocal Council (Town of Norwood/Neponset Valley Chamber of Commerce)	Tom O'Rourke
Three Rivers Interlocal Council alternate (Town of Westwood)	Steve Olanoff
City of Framingham (Metrowest Regional Collaborative)	Erika Jerram

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### **MPO Staff/Central Transportation Planning Staff**

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Tegin Teich, Executive Director  
Annette Demchur, Director of Policy and Planning  
Scott Peterson, Director of Technical Services  
Hiral Gandhi, Director of Operations and Finance  
Mark Abbott, Traffic Analysis and Design Group Manager  
Sandy Johnston, UPWP Manager  
Kate White, Public Outreach Coordinator  
Róisín Foley, Administrative and Communications Assistant  
Andrew Clark, Transportation Planner

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Title VI Specialist  
Boston Region MPO  
10 Park Plaza, Suite 2150  
Boston, MA 02116  
[civilrights@ctps.org](mailto:civilrights@ctps.org)  
857.702.3700 (voice)