

Draft Memorandum for the Record

Boston Region Metropolitan Planning Organization Unified Planning Work Program Committee Meeting Summary

August 5, 2021 Meeting

9:00 AM–9:30 AM, Zoom Video Conferencing Platform, recording:

<https://www.youtube.com/watch?v=eBxZFKJtyhk>

Benjamin Muller, Chair, representing Jamey Tesler, Secretary of Transportation and Chief Executive Officer of the 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 summary of the July 1, 2021, meeting
- Approve the summary of the July 15, 2021, meeting
- Recommend that the MPO board release Amendment One to the Federal Fiscal Year (FFY) 2021 UPWP for public comment

Materials

Materials for this meeting included the following:

1. Summary of the July 1, 2021, meeting
2. Summary of the July 15, 2021, meeting
3. Amendment One to the FFY 2021 UPWP, including explanatory memorandum and mockup of amended UPWP

Meeting Agenda and Summary of Discussion

1. Introductions

B. Muller read the introduction, guidelines, and accessibility statement and called the roll.

2. Public Comments

There were none.

3. Meeting Summary of July 1, 2021—Approval of this summary

A motion to approve the summary was made by Tom Bent (City of Somerville/Inner Core Committee and seconded by Eric Bourassa (Metropolitan Area Planning Council [MAPC])). The motion carried unanimously.

4. Meeting Summary of July 15, 2021—Approval of this summary

A motion to approve the summary was made by E. Bourassa and seconded by T. Bent. The motion carried unanimously.

5. Action Item: FFY 2021 UPWP Amendment One—Sandy Johnston, UPWP Manager

S. Johnston introduced the amendment, asking the committee to vote to recommend that the MPO release it for public comment at its 10:00 AM meeting. He reminded the committee that staff typically bring an amendment at the beginning of or during the fourth quarter of a given FFY to adjust budgets and (sometimes) UPWP content to reflect changes that have happened during the year. For FFY 2021, the Federal Highway Administration requires any change of 10 percent or greater to a single budget line to be contained in an amendment. Overall, these changes are budget-neutral, and the topline numbers programmed in the UPWP have not changed. UPWP budgets are developed in advance; in this case, May of 2020. Throughout the FFY, MPO staff track spending on 3C line items and report quarterly to the UPWP Committee using a “Schedule of Operations.” At the end of the third quarter, MPO staff will complete a thorough assessment of the spending patterns in the FFY to date and propose a slate of budget adjustments for the final quarter. Two major drivers behind the changes proposed in this amendment are changes in project need and scope, many of them driven by COVID-19 and staff attrition and leave, resulting in need to reallocate staff time.

In addition to changes to work by Central Transportation Planning Staff (CTPS), this amendment contains a minor adjustment to a couple of subtasks in Chapter 7, the section of UPWP funding allocated to MAPC. The details are included in the memo. Because this modification does not change the topline number for a UPWP task, it is not captured in the accompanying table and does not change any budget tables within the document itself.

Steve Olanoff (Town of Westwood/TRIC subregion alternate) asked about the specifics of several projects with particularly large budget changes. Mark Abbott (CTPS Traffic Analysis and Design Group Manager) explained that the changes were due to COVID-19 affecting timelines for both FFY 2020 and FFY 2021 studies. Bill Conroy (City of

Boston) asked if locations for some studies had been identified, and M. Abbott responded affirmatively.

Lenard Diggins (Regional Transportation Advisory Council) made a motion to recommend the amendment to the MPO, which was seconded by Daniel Amstutz (Town of Arlington). He also asked about the reasoning for moving money out of the Transportation Equity Program budget, and S. Johnston explained that the program manager has been assigned to other work. B. Muller and M. Abbott discussed plans to restore regular schedules for studies in the wake of COVID-19 disruptions.

B. Muller called the roll to recommend the amendment and it passed unanimously.

6. Members Items

B. Muller announced that he has taken a new position within MassDOT, and so the committee would have a new chair starting at the August 19 meeting or later. Members of the committee congratulated him.

7. Next Meeting

The next meeting was scheduled for August 19, to recommend that the MPO endorse the FFY 2022 UPWP.

8. Adjourn

A motion to adjourn was made by E. Bourassa and seconded by T. Bent. Without objection, the meeting adjourned.

Attendance

Members	Representatives and Alternates
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)	Bill Conroy
Inner Core Committee (City of Somerville)	Tom Bent
MetroWest Regional Collaborative (City of Framingham)	Erika Oliver Jerram
Three Rivers Interlocal Council alternate (Town of Westwood)	Steve Olanoff
City of Framingham (Metrowest Regional Collaborative)	

Other Attendees Affiliation

Wesley Lickus	MassDOT
Gus Norrbom	MassDOT
Derek Shooster	MassDOT
Amira Patterson	MBTA Advisory Council

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Hiral Gandhi, Director of Operations and Finance
Mark Abbott, Traffic Analysis and Design Group Manager
Jonathan Church, Manager of MPO Activities
Sandy Johnston, UPWP Manager
Kate White, Public Outreach Coordinator

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857.702.3702 (voice)

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