

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

## September 2, 2021, Meeting

9:00 AM–9:20 AM, Zoom Video Conferencing Platform:

<https://www.youtube.com/watch?v=dunBcwRT2xU>

Derek Shooster, 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 August 19, 2021, meeting
- Recommend that the MPO board endorse Amendment One to the federal fiscal year (FFY) 2021 UPWP

## Materials

Materials for this meeting included the following:

1. Summary of the August 19, 2021, meeting
2. Technical Memorandum on the draft Amendment One to the FFY 2021 UPWP
3. Updated FFY 2021 UPWP reflecting Amendment One, pending approval of the MPO board
4. Comment letter on Amendment One from the Conservation Law Foundation

## Meeting Agenda and Summary of Discussion

### 1. Introductions

D. Shooster introduced the meeting, read the guidelines and accessibility statement, and called the roll.

### 2. Public Comments

There were none.

### **3. Meeting Summary of August 19, 2021—*Approval of this summary***

A motion to approve the summary of the August 19 UPWP Committee meeting was made by Steve Olanoff (Three Rivers Interlocal Council) and seconded by Eric Bourassa (Metropolitan Area Planning Council [MAPC]). The motion carried.

### **4. Action Item: FFY 2022 UPWP—*Sandy Johnston, UPWP Manager***

S. Johnston stated that the UPWP Committee must vote to recommend that the MPO board endorse Amendment One to the FFY 2021 UPWP, emphasizing that the amendment does not affect the FFY 2022 UPWP. The committee recommended that the MPO release Amendment One for 21-day public comment on August 5, 2021. During the public comment period, MPO staff received [a comment from the Conversation Law Foundation](#) (CLF). CLF noted that the amendment reallocates funds away from the transportation equity program because MPO staff have not had the opportunity to expend these funds, and CLF expressed disappointment at this reallocation due to remaining needs related to equity in the Boston region.

S. Johnston provided an overview of Amendment One, stating that it contains changes to the FFY 2021 UPWP requested by MPO staff to reflect changing budgetary needs in the fourth quarter of the fiscal year, as well as minor content changes for MAPC's budget line items. He noted that additional details can be found in the [Recommended Revisions to Certain 3C Budgets \(FFY 2021\) technical memorandum](#).

Pending approval from the MPO board, the amendment will be sent to the Federal Highway Administration for review.

Daniel Amstutz (Town of Arlington) asked where the proposed changes in Amendment One would be reflected in the UPWP document. He expressed that while the technical memorandum provides a concise overview of changes to the document, it is difficult to see those changes in the larger context of the full UPWP. S. Johnston stated that in the past, MPO staff produced a redlined version of the UPWP to reflect proposed changes. MPO staff, along with MassDOT, declined to produce this version for Amendment One. He stated that MPO staff can produce this version of the document for future amendments, should the UPWP Committee desire. [The version of the document posted for the meeting](#) reflects how the document will look following an endorsement from the MPO. He suggested searching the UPWP by the project IDs listed in the memorandum.

S. Olanoff stated that CLF should be informed that the amendment addresses only the thirty days remaining in FFY 2021, the period covered by the UPWP being amended.

Lenard Diggins (Regional Transportation Advisory Council) asked if CLF received a response to their comment. S. Johnson stated that CLF did receive a response. Jonathan Church stated that MPO staff will retain their commitment to the equity program, and no equity work will be sacrificed.

A motion to approve the amendment was made by D. Amstutz and seconded by E. Bourassa. The motion passed unanimously.

The motion passed unanimously on a roll call vote.

## **5. Members' Items**

E. Bourassa reminded members that MPO staff will attend MAPC subregional meetings in the coming months to discuss development of the FFY 2023 UPWP. He asked if meeting dates could be sent to UPWP Committee members. S. Johnston stated that committee members will be informed of meeting dates, noting the committee members have provided valuable input in previous subregional meetings.

## **6. Next Meeting**

S. Johnston stated that there is not an immediate need to schedule a future UPWP Committee meeting. He suggested that MPO staff return to the committee to address scoping of FFY 2022 UPWP studies and work on congestion pricing, which is not formally addressed in the FFY 2022 UPWP. He added that future meetings could also be based on requests from UPWP Committee members.

## **7. Adjourn**

A motion to adjourn was made by E. Bourassa and seconded by Tom Bent (Inner Core Committee). The motion carried.

## Attendance

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<b>Members</b>	<b>Representatives and Alternates</b>
Massachusetts Department of Transportation Office of Transportation Planning (MassDOT OTP)	Derek Shooster
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins
At-Large City (City of Newton)	Nicole Freedman
At-Large Town (Town of Arlington)	Daniel Amstutz
City of Boston (Boston Transportation Department)	Bill Conroy
Inner Core Committee (City of Somerville)	Tom Bent
Three Rivers Interlocal Council (Town of Westwood)	Steve Olanoff
City of Framingham (Metrowest Regional Collaborative)	Erika Oliver Jerram

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### **Other Attendees Affiliation**

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Derek Krevat	MassDOT OTP
Wesley Lickus	MassDOT
Benjamin Muller	MassDOT
Gus Norrbom	MassDOT
Cassie Ostrander	Federal Highway Administration
Amira Patterson	MBTA Advisory Board

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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  
Mark Abbott, Traffic Analysis and Design Group Manager  
Matt Archer, Transportation Planner  
Jonathan Church, Certification Activities Manager  
Hiral Gandhi, Director of Finance and Operations  
Betsy Harvey, Transportation Equity Manager  
Sandy Johnston, UPWP Manager

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**Title VI Specialist**

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10 Park Plaza, Suite 2150  
Boston, MA 02116  
[civilrights@ctps.org](mailto:civilrights@ctps.org)

**By Telephone:**

857.702.3702 (voice)

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