

# **MPO Meeting Minutes**

## **Draft Memorandum for the Record**

### **Boston Region Metropolitan Planning Organization Meeting**

#### **May 15, 2025, Meeting**

10:00 AM–11:00 AM, Zoom Video Conferencing Platform

David Mohler, Chair, representing Monica Tibbits-Nutt, Secretary of Transportation and Chief Executive Officer of the Massachusetts Department of Transportation (MassDOT)

### **Decisions**

The Boston Region Metropolitan Planning Organization (MPO) agreed to the following:

- Approve the minutes of the meeting of April 3, 2025
- Endorse Federal Fiscal Years (FFYs) 2025–29 Transportation Improvement Program (TIP) Amendment Eleven with the removal of changes to Project 607342, Milton–Intersection Improvements at Route 28 and Chickatawbut Road
- Endorse FFYs 2025–29 TIP Adjustment Three

### **Meeting Agenda**

#### **1. Introductions**

See attendance on page 10.

#### **2. Chair's Report—*David Mohler, MassDOT***

D. Mohler stated that the federal administration recently decided to require cooperation with the United States Immigration and Customs Enforcement (ICE) as a prerequisite for signing contracts for discretionary grants. D. Mohler stated that the Metropolitan Area Planning Council (MAPC) received a draft contract extension for the United States Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) on behalf of the MPO.

Eric Bourassa, MAPC, stated that there may be litigation between the Commonwealth of Massachusetts and the USDOT over some of the terms and conditions in the draft contract, and MAPC will not be executing any contracts on behalf of the MPO until these issues are resolved.

Lenard Diggins, Regional Transportation Advisory Council, expressed support for MAPC's position.

Brad Rawson, Inner Core Committee (City of Somerville), expressed appreciation for coordination and work between MAPC, the MPO, and MassDOT, and stated that many municipalities, including the City of Somerville, are struggling with the same issues.

B. Rawson asked if there is space for information sharing on these issues, such as an executive session, and emphasized the importance of information sharing and coordination between state agencies, regional agencies, and municipalities.

Jen Rowe, City of Boston, stated that the City of Boston received similar information regarding its SS4A grant and the City of Boston would appreciate a forum, such as an executive session, for coordination as well.

D. Mohler stated that there would need to be research into the MPO's ability to go into an executive session.

In addition, D. Mohler announced that an item on the meeting agenda, the Vision Zero Update, will be delayed to a future meeting due to outside issues.

### **3. Executive Director's Report—*Tegin Teich, Executive Director, Central Transportation Planning Staff***

T. Teich provided additional information on the MPO's SS4A grant and stated that since the contract to extend the deadline for the grant-funded work past June 2025 will not be signed, the MPO will be taking an accelerated approach to deliver a Vision Zero Action Plan within the next month and a half that meets the requirements of the grant and the needs of the region. T. Teich stated that there will be several Vision Zero updates at the upcoming MPO board meetings.

T. Teich stated that she attended a joint event hosted by the Association of Metropolitan Planning Organizations (AMPO) and the National Association of Regional Councils (NARC), which was an excellent opportunity to coordinate with other leaders about the challenges and opportunities for MPOs and regions and the important role that MPOs play in working to ensure that federal investments are effective at the regional and local levels. T. Teich discussed some of the main themes from the event, including data-driven processes, challenges across municipal boundaries, and the need for specific regional goals and measures to ensure that investments have value in the context of MPOs' goals.

T. Teich stated that there was a request at the previous board meeting to provide a recap of the Transit Working Group (TWG) meeting on April 24, 2025. T. Teich stated that the meeting consisted of a presentation from Patricia Cahill, MassDOT, whose team has been working on a statewide transit services map. T. Teich stated that this

has been a highly requested project for regional stakeholders because, in the future, this map could be used to help identify transit service gaps and potential connections. The presentation was followed by a discussion about potential applications for the data.

T. Teich stated that MPO staff have received 20 complete applications for Community Advisory Council membership from a variety of stakeholders, and MPO staff are in touch with other stakeholders that have expressed interest in applying. T. Teich encouraged board members to share the application with their communities.

T. Teich provided staffing updates, and stated that Lauren Magee, MPO staff, will be promoted to Transportation/Environmental Planner in the MPO Planning and Policy team, effective on May 19, 2025. In addition, T. Teich stated that Hannah Jun will be joining the MPO through a Harvard Graduate School of Design Community Service Fellowship Award and will join the MPO Planning and Policy team from June to August 2025.

T. Teich reviewed the meeting agenda, which included two action items and one presentation.

#### **4. Public Comments**

There were none.

#### **5. Committee Chairs' Reports**

J. Rowe stated that the TIP Process, Engagement, and Readiness Committee will meet following this meeting at 1:00 PM. Committee members will discuss anticipated changes between the draft FFYs 2026–30 TIP document that is out for public review and the final document that the full board will vote to endorse, debrief about the FFYs 2026–30 TIP development process, and discuss research from MPO staff about trends in project readiness and MassDOT's process, which will inform expectations for TIP project proponents that the committee will bring to the MPO board.

Chris Klem, MassDOT, stated that the Unified Planning Work Program (UPWP) Committee will meet on May 29, 2025. C. Klem stated that the meeting will include a recommendation from the committee to the full MPO board to release the FFY 2026 UPWP document for a 21-day public comment period.

## **6. Action Item: Approval of April 3, 2025, MPO Meeting Minutes**

### ***Documents posted to the MPO meeting calendar***

1. April 3, 2025, MPO Meeting Minutes ([pdf](#)) ([html](#))

### ***Vote***

A motion to approve the minutes of the meeting of April 3, 2025, was made by MAPC (E. Bourassa) and seconded by the Inner Core Committee (City of Somerville) (Tom Bent). The motion carried.

## **7. Action Item: FFYs 2025-29 TIP Amendment Eleven—Ethan Lapointe, MPO Staff**

### ***Documents posted to the MPO meeting calendar***

1. FFYs 2025–29 TIP Amendment Eleven ([pdf](#)) ([html](#))

Ethan Lapointe, MPO staff, presented FFYs 2025–29 TIP Amendment Eleven, which included the following changes to the Transit Program:

- Programming of four new Community Transit Grants
- Removal of one MetroWest Regional Transit Authority (MWRTA) project
- Changes across the MBTA capital program to reflect the MBTA Capital Investment Plan update

E. Lapointe stated that the removed MWRTA project was a prospective application to the Strengthening Mobility and Revolutionizing Transportation (SMART) Federal Highway Administration (FHWA) Grant program that was not awarded, and the removal of the project reflects that the discretionary grant was not awarded.

In addition, E. Lapointe stated that there were changes within the Transit Program and parallel changes made within the Statewide Highway programs for the flexing of FHWA Carbon Reduction Program funds between MassDOT and the MBTA for bus electrification efforts, the Quincy bus facility modernization, and the procurement of 40-foot battery electric buses.

E. Lapointe stated that there was a proposed change to Amendment Eleven to remove Project 607342, Milton–Intersection Improvements at Route 28 and Chickatawbut Road, from the amendment and keep the project programmed in FFY 2025 of the TIP.

E. Lapointe stated that MPO staff did not receive any public comments on Amendment Eleven during the public comment period.

***Discussion***

John Bechard, MassDOT Highway Division, stated that several briefings are planned about Project 607342, Milton–Intersection Improvements at Route 28 and Chickatawbut Road, and MassDOT is working through the permitting for the project. J. Bechard stated that the project is still on track for FFY 2025, and the project was mistakenly added to Amendment Eleven by MassDOT.

***Vote***

A motion to endorse FFYs 2025–29 TIP Amendment Eleven with the removal of changes to Project 607342, Milton–Intersection Improvements at Route 28 and Chickatawbut Road from the amendment, was made by MAPC (E. Bourassa) and seconded by the Advisory Council (L. Diggins). The motion carried.

**8. Action Item: FFYs 2025-29 TIP Adjustment Three—*Ethan Lapointe, MPO Staff***

***Documents posted to the MPO meeting calendar***

1. FFYs 2025–29 TIP Adjustment Three ([pdf](#)) ([html](#))

E. Lapointe presented FFYs 2025–29 TIP Adjustment Three, which included changes to the FFY 2025 Transit Program to reflect reallocations of state funding by the Cape Ann Transportation Authority (CATA) and MassDOT Community Transit Grant awards.

E. Lapointe stated that Community Transit Grant awards have previously been programmed through TIP amendments. These changes only require an adjustment, however, because the funding of the awards is provided through the Mobility Assistance Program, which is already included within the State Transportation Improvement Program (STIP).

E. Lapointe described the changes included in Adjustment Three, which is summarized in Tables 1 and 2.

**Table 1**  
**FFYs 2025–29 TIP Adjustment Three: FFY 2025 Transit Program**

| Project ID and Name  | Change Type                                | Funding Source | FFY 2025–29 Budget | FFY 2026–30 Budget | Difference |
|--|--|----------------|--------------------|--------------------|------------|
| T00073: CATA–<br>Rehab/Renovation<br>Administration and<br>Operations Facility | Cost Decrease                              | RTACAP         | \$551,100          | \$501,100          | -\$50,000  |
| CATA011817: CATA–<br>Paratransit Software<br>Upgrades                          | Scope Change, FTA Section<br>Cost Increase | 5307, RTACAP   | \$65,000           | \$295,000          | +\$230,000 |

CATA = Cape Ann Transportation Authority. FFY = Federal Fiscal Year. FTA = Federal Transit Administration.  
RTACAP = Regional Transit Authority Capital Funds. TIP = Transportation Improvement Program.

**Table 2**  
**FFYs 2025–29 TIP Adjustment Three:**  
**New FFY 2025 Community Transit Grant Projects**

| Project ID and Name   | Funding Source                | New Budget |
|---|-------------------------------|------------|
| CATA012079: Wenham Council on Aging–<br>Purchase of 1 Type A Vehicle                | FTA Section 5310, Local Funds | \$83,684   |
| MBTA012092: City of Lynn - Purchase of One<br>Type A Vehicle                        | FTA Section 5310, GOBOND      | \$83,684   |
| MBTA012093: SCM Community Transportation<br>Purchase of One Type E Vehicle          | FTA Section 5310, ONF         | \$112,852  |
| MBTA012095: City of Quincy Council on Aging–<br>Purchase of Four Low Floor Vehicles | FTA Section 5310, ONF         | \$794,800  |
| MBTA012096: Melrose Council on Aging–<br>Purchase of One Low Floor Vehicle          | FTA Section 5310, ONF         | \$198,720  |
| MBTA012097: Town of Burlington Council on<br>Aging–Purchase of One Type E2B Vehicle | FTA Section 5310, Local Funds | \$118,174  |
| MWRTA012105: MWRTA–Purchase of 2 Type<br>E Vehicles                                 | FTA Section 5310, GOBOND      | \$225,702  |
| MWRTA012106: MWRTA–Purchase of 3 Type<br>E2A Vehicles                               | FTA Section 5310, GOBOND      | \$372,727  |

CATA = Cape Ann Transportation Authority. FFY = Federal Fiscal Year. FTA = Federal Transit Administration.  
GOBOND = General Obligation Bond. MBTA = Massachusetts Bay Transportation Authority. MWRTA = MetroWest  
Regional Transit Authority. ONF = Other Non-Federal, which can include funding from nonprofit organization budgets  
or fundraising. TIP = Transportation Improvement Program.

### ***Discussion***

L. Diggins expressed support for Project CATA011817, CATA–Paratransit Software Upgrades, which will support a microtransit pilot system.

### ***Vote***

A motion to endorse FFYs 2025–29 TIP Adjustment Three was made by the Advisory Council (L. Diggins) and seconded by the MWRTA (Tyler Terrasi). The motion carried.

## **9. Public Review Policies—Annette Demchur, Director of Policy and Planning**

### ***Documents posted to the MPO meeting calendar***

1. Public Review Period Policy for MPO Certification Documents Technical Memorandum ([pdf](#)) ([html](#))

A. Demchur presented information on the MPO's Public Review Period Policy for certification documents, specifically the Long-Range Transportation Plan (LRTP), the TIP, the UPWP, and the Public Engagement Plan.

A. Demchur stated that the MPO's policies and requirements for public review periods for certification documents are documented in the Public Engagement Plan and are essential for maintaining the transparency, public accessibility, and accountability of the public transportation, planning, and decision-making process. Specifically, the public review period policies provide members of the public with adequate time to share their perspectives on issues that might otherwise have limited public participation opportunities.

A. Demchur stated that the MPO's policies are informed by the federal public participation requirements which can be found in Title 23, Section 450 of the Code of Federal Regulations, specifically, Section 450.3.1.6, which states that MPOs need to develop a process for providing all interested parties with reasonable opportunities to be involved in metropolitan transportation planning processes. Federal regulations also state that MPOs must include policies to provide adequate time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed items.

A. Demchur stated that the MPO's Public Engagement Plan requires multi-week public review periods for certification documents prior to their endorsement. The minimum public review periods prior to endorsement of the certification documents are as follows:

- TIP: Minimum of 21 days
- UPWP: Minimum of 21 days

- LRTP: Minimum of 30 days
- Public Engagement Plan: Minimum of 45 days

In addition, A. Demchur reviewed the minimum public review periods for endorsing amendments to certification documents:

- TIP Amendments: Minimum of 21 days
- UPWP Amendments: Not required
- LRTP Amendments: Minimum of 30 days
- Public Engagement Plan Amendments: Minimum of 45 days

A. Demchur stated that federal requirements allow for a reduction in the length of public review periods or waiving public review periods for amendments to the TIP and LRTP under extreme or emergency circumstances. A. Demchur stated that extreme circumstances are defined as an unforeseen regulatory requirement, and emergency circumstances are defined as a need to take immediate action to protect public safety or take advantage of an extraordinary funding opportunity. A. Demchur stated that the Public Engagement Plan includes provisions to reduce the public review periods for TIP amendments and LRTP amendments to 15 days for extreme circumstances and to waive the public review period in emergency circumstances. A. Demchur stated that federal requirements do not allow for reductions to the public review period for amendments to the Public Engagement Plan.

A. Demchur presented a timeline for public review periods and MPO meetings, which demonstrated that certification documents or amendments to certification documents cannot be released for a full public review period and then endorsed at the next meeting. A. Demchur highlighted that MPO staff post meeting materials one week prior to the meeting date, which does not allow MPO staff enough time to incorporate feedback from the public review period into the document prior to posting.

### ***Discussion***

J. Rowe expressed appreciation for the clarification on the MPO's public review options and requirements, and stated that the technical memorandum will serve as a good future reference.

## **10. Members' Items**

E. Bourassa confirmed that the MPO board can go into an executive session when there is an issue related to litigation and stated that he would coordinate with MPO staff and others.



## **11. Adjourn**

A motion to adjourn was made by MAPC (E. Bourassa) and seconded by the Inner Core Committee (City of Somerville) (T. Bent). The motion carried.

## Attendance

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| Members   | Representatives<br>and Alternates |
|---|-----------------------------------|
| At-Large City (City of Everett)                                     | Jay Monty                         |
| At-Large City (City of Newton)                                      | David Koses                       |
| At-Large Town (Town of Brookline)                                   | Erin Chute                        |
| City of Boston  | Jen Rowe                          |
|   | Matt Moran                        |
| Federal Highway Administration                                      | Anthony Jones                     |
| Inner Core Committee (City of Somerville)                           | Tom Bent                          |
|   | Brad Rawson                       |
| Massachusetts Department of Transportation                          | David Mohler                      |
|   | John Romano                       |
|   | Derek Krevat                      |
|   | Chris Klem                        |
| MassDOT Highway Division  | John Bechard                      |
|   | Lyriss Liautaud                   |
| Massachusetts Bay Transportation Authority (MBTA)                   | Sandy Johnston                    |
| MBTA Advisory Board   | Hanna                             |
|   | Switlekowski                      |
|   | Isabella MacKinnon                |
| Metropolitan Area Planning Council                                  | Eric Bourassa                     |
|   | Julia Wallerice                   |
| MetroWest Regional Collaborative (City of Framingham)               | Dennis Giombetti                  |
| Minuteman Advisory Group on Interlocal Coordination (Town of Acton) | Kristen Guichard                  |
| North Shore Task Force (City of Beverly)                            | Darlene Wynne                     |
| North Suburban Planning Council (Town of Burlington)                | John Strauss                      |
| Regional Transportation Advisory Council                            | Lenard Diggins                    |
| Regional Transit Authorities (MetroWest Regional Transit Authority) | Jim Nee                           |
|   | Tyler Terrasi                     |
| South Shore Coalition (Town of Hull)                                | Chris Dilorio                     |
| South West Advisory Planning Committee (Town of Wrentham)           | Rachel Benson                     |
| Three Rivers Interlocal Council (Town of Norwood)                   | Tom O'Rourke                      |
|   | Steve Olanoff                     |

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| <b>Other Attendees</b> | <b>Affiliation</b>                                      |
|------------------------|---|
| Ben Cares              | City of Chelsea   |
| Meghan McNamara        | City of Lexington                                       |
|                        | Impairment Measurement Marijuana and Driving<br>(IMMAD) |
| Denise A Valenti       |   |
| Andrew Wang            | MassDOT   |
| Arnav Chatterjee       | MassDOT   |
| Barbara Lachance       | MassDOT   |
| Benjamin Muller        | MassDOT   |
| Caleb Plummer          | MassDOT   |
| Cheryll-Ann Senior     | MassDOT   |
| Derek Shooster         | MassDOT   |
| Jonathan Church        | MassDOT   |
| Katherine Duffy        | MassDOT   |
| Melissa Santley        | MassDOT   |
| Michelle Scott         | MassDOT   |
| Miranda Briseño        | MassDOT   |
| Patricia Cahill        | MassDOT   |
| Peter Sutton           | MassDOT   |
| Sarah Bradbury         | MassDOT   |
| Tracie Lenhardt        | MassDOT   |
| Jeff Coletti           | MWRTA   |
| Rich Benevento         | Tighe & Bonde   |
| Aleida Leza            | Town of Belmont Resident                                |
| JR Frey                | Town of Hingham   |
| Alex Martinez Sprague  |   |

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**MPO Staff/Central Transportation Planning Staff**

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Tegin Teich, Executive Director

Abby Cutrumbes Heerema

Adriana Jacobsen

Ali Kleyman

Annette Demchur

Bradley Putnam

Dave Hong

Elena Ion

Erin Maguire

Ethan Lapointe

Gina Perille

Lauren Magee

Olivia Saccocia

Priyanka Chapekar

Rebecca Morgan

Sam Taylor

Stella Jordan

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