

# **Draft Memorandum for the Record**

## **Boston Region Metropolitan Planning Organization**

### **Administration and Finance Committee Meeting Minutes**

#### **November 20, 2025, Meeting**

9:00 AM – 9:40 AM, Zoom Video Conferencing Platform

Brain Kane, Chair, representing the Massachusetts Bay Transportation Authority (MBTA) Advisory Board

#### **Decisions**

- There were none. This meeting was an Informational Session for those in attendance.

#### **Materials**

Materials for this meeting included the following:

1. State Fiscal Year 2026 Goals and First Quarter Updates ([pdf](#)) ([html](#))
2. State Fiscal Year 2025 Goals and Fourth Quarter Updates ([pdf](#)) ([html](#))
3. May 29, 2025, Meeting Minutes ([pdf](#)) ([html](#))

#### **Meeting Agenda**

##### **1. Introductions**

B. Kane announced this would be an information session with no votes due to lack of quorum.

##### **2. Public Comments**

There were none.

##### **3. Action Item: Approval of May 29, 2025, Meeting Minutes**

This action item will be addressed at the next meeting..

##### **4. State Fiscal Year (SFY) 2025 Year-End Budget Update: Quarter Four—*Hiral Gandhi, MPO Staff***

H. Gandhi provided an overview of the SFY 2025 operating budget. She explained the surplus and overhead rate and described key SFY 2025 initiatives and challenges. She also stated the MPO's net position was \$908,627.

## **5. SFY 2026 Budget Update: Quarter One—*Hiral Gandhi and Silva Ayvazyan, MPO Staff***

S. Ayvazyan provided an update on the SFY 2026 operating budget, including revenue and expenses throughout the first quarter.

### ***Discussion***

B. Kane voiced his support for the finance team's stewardship of MPO funds. Eric Bourassa, Metropolitan Area Planning Council (MAPC), also shared his appreciation.

## **6. Executive Director Goals Update—*Tegin Teich, Executive Director***

T. Teich provided an update on her goals within the following categories:

- Identity and Awareness
- Programs and Services
- Governance
- Organizational Structure and Staffing
- Diversity, Equity, and Inclusion
- Funding and Opportunities

She explained how the goals will progress from SFY 2025 to SFY 2026.

### ***Discussion***

B. Kane stated that he would like to see written agreements between the MPO and entities such as MassDOT and MAPC reviewed to improve best practices. He also shared his support for the MPO's branding initiatives and congratulated the MPO on having a fully staffed management team.

Derek Shooster, MassDOT, supported B. Kane's idea to review previous year's plans and T. Teich agreed that cross agency collaboration to improve efficiency is something to look further into.

Dennis Giombetti, Metrowest Regional Collaborative (City of Framingham), asked about the timing of upcoming MPO meeting and T. Teich clarified.

## **7. Members' Items**

There were none.

## **8. Next Meeting**

To be announced.

**9. Adjourn**

The meeting adjourned at 9:40 AM.

## Attendance

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<b>Members</b>	<b>Representatives and Alternates</b>
MBTA Advisory Board	Brian Kane
MassDOT	Derek Shooster
Metrowest Regional Collaborative, City of Framingham	Dennis Giombetti
Metropolitan Area Planning Council	Eric Bourassa

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<b>Other Attendees</b>	<b>Affiliation</b>
Robert Warren	
Aleida Leza	

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

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Tegin Teich, Executive Director  
Annette Demchur  
Hiral Gandhi  
Ibnu Quraishi  
Silva Ayvazyan

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