

Draft Memorandum for the Record

Boston Region Metropolitan Planning Organization Meeting

October 5, 2017 Meeting

10:00 AM – 11:56 AM, Bedford Town Hall, Multi-Purpose Room, 10 Mudge Way,
Bedford

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

Decisions

The Boston Region Metropolitan Planning Organization agreed to the following:

- approve the minutes of the meeting of August 17, 2017
- approve the Work Program for *Community Transportation Program Development*
- approve the Work Program for *Title VI Service Equity Analysis: Methodology Development Phase II*

1. Introductions

See attendance on page 9.

2. Welcome Remarks by the Host Municipality: Town of Bedford— *Richard Reed, Minuteman Advisory Group on Interlocal Coordination (Town of Bedford), Bedford Town Manager, Margot Fleischman, Chair of the Bedford Board of Selectmen, David Manugian, Director of Public Works, Tony Fields, Director of Planning, Alyssa Sandoval, Director of Economic Development, Stephanie Cronin, Middlesex 3 Coalition Executive Director*

R. Reed and M. Fleischman welcomed the MPO to Bedford. M. Fleischman noted that Bedford's proximity to employment has a positive impact on economic development but makes congestion and traffic management a significant issue.

D. Manugian highlighted several transportation priority areas for Bedford including the Middlesex Turnpike Improvements Project. Phase 1 of the project was completed in 2007 and Phase 2 in 2016. Phase 3 received funding through the MPO's Transportation Improvement Program (TIP) in federal fiscal year (FFY) 2017. Construction is anticipated to be completed in 2023.

T. Fields outlined the economic development benefits of the Middlesex Turnpike Improvements Project to date, including new businesses that have moved into the area.

R. Reed noted that Bedford has the highest percentage of affordable housing for suburban communities in Massachusetts.

A. Sandoval described two major bicycle and pedestrian projects the town is pursuing, including a Safe Routes to School project. This project received MPO TIP funds in FFY 2016 and is planned to be completed in October 2017. The project is the second phase of an overall Complete Streets master plan. The second project is the Minuteman Bikeway Extension, which is currently slated to receive \$7.9 million in TIP funds in FFY 2022. Several developments, including retail and office space, have been attracted to the area by the Bikeway.

A. Sandoval also highlighted The Dash, an on-demand transit service in Bedford and nearby communities currently operating as a pilot. Part of the funding for The Dash is through MassDOT's Community Transit Grant Program.

S. Cronin highlighted Bedford's role in regional public/private partnerships. Bedford is a member of the Middlesex 3 Coalition. Middlesex 3 operates the Middlesex 3 Transportation Management Association (TMA). The TMA attempts to address the issue of connecting employees with available jobs. The TMA currently operates two shuttles from Alewife. Middlesex 3 TMA recently worked with the Northern Middlesex Council of Governments (NMCOG,) Metropolitan Area Planning Council (MAPC,) and MPO to conduct a transportation study. The study is funded through the Commonwealth Community Compact to address transportation challenges along the Route 3 corridor.

3. Public Comments

There were none.

4. Chair's Report—*David Mohler, MassDOT*

There was no Chair's Report. Paul Regan (MBTA Advisory Board) reported that the submission deadline for MPO election nomination papers has passed. The municipal seats up for reelection are those representing the North Shore Task Force (NSTF) subregion, the South West Advisory Planning Committee (SWAP) subregion, one at-large city seat, and one at-large town seat. The seats are currently held by Beverly, Medway, Arlington, and Lexington. All of the current members have submitted their papers and none of the seats are contested. Elections will take place on October 25, 2017 at the Metropolitan Area Planning Council's (MAPC) Fall Council Meeting at the Quincy Marriott.

5. Committee Chairs' Reports

There were none.

6. Regional Transportation Advisory Council Report—*Tegin Bennett, Chair, Regional Transportation Advisory Council*

T. Bennett reported that the Advisory Council will meet on October 11, 2017 at 3:00 PM at 10 Park Plaza. The topic of the meeting will be Transportation Equity.

7. Executive Director’s Report—*Karl Quackenbush, MPO Executive Director*

K. Quackenbush reported that October 1 marked the beginning of FFY 2018 and reviewed the work of MPO staff throughout FFY 2017. He mentioned the presentation of the Core Capacity Constraints and Pedestrian Scorecard studies, work to strengthen the MPO’s equity analyses, and new strategies for encouraging public involvement via digital communications. Looking forward, K. Quackenbush highlighted ten new discrete studies staff will undertake in FFY 2018, further performance based-planning activities, a major website update, and the creation of an activity-based regional travel demand model. K. Quackenbush introduced Annette Demchur in her new role as Director of Policy and Planning. A. Demchur was previously head of the Transit Analysis and Planning Group.

8. Approval of Meeting Minutes—*Róisín Foley, MPO Staff*

A motion to approve the minutes of the meeting of August 17 was made by the North Suburban Planning Council (City of Woburn) (Tina Cassidy) and seconded by the Minuteman Advisory Group on Interlocal Coordination (Town of Bedford) (R. Reed). The motion carried.

9. Action Item: Work Program for Community Transportation Program Development—*Annette Demchur and Andrew Reker, MPO Staff*
Handouts posted to the MPO meeting calendar

1. Work Program for Community Transportation Program Development

The MPO’s Long-Range Transportation Plan (LRTP), *Charting Progress to 2040*, designates a Community Transportation (CT) investment program starting in FFY 2021 with approximately \$1 million annually. The CT investment program includes three categories of projects: Community Transportation, Park-and-Ride Infrastructure, Clean Air and Mobility Program. The program would also include projects that fall under First-Mile-and-Last-Mile Connections to transit. Staff will review best practices for identifying projects covered by the CT program, define the process for determining needs and evaluating projects, and recommend specific projects for funding in future TIPs. Staff will conduct a literature review, a survey of MPOs and transit operators that have developed community mobility projects and programs, coordinate with MassDOT, MAPC, and the MBTA, and develop a proposed program for funding in FFYs 2021–24

of the FFYs 2020–24 TIP. It is estimated that this project will be completed 12 months after work commences. The total cost of this project is estimated to be \$85,000.

Discussion

There was some discussion of the funds that are programmed and how they will be used. There is currently \$1 million programmed in the FFY 2018-22 TIP for FFY 2021 and 2022, respectively. The MPO must decide how to allocate funds in further years based on the evolution of the CT program and outcome of this work program.

Vote

A motion to approve the work program for Community Transportation Program Development was made by the MetroWest Regional Collaborative (Town of Framingham) (Dennis Giombetti) and seconded by the At-Large Town (Town of Lexington) (Richard Canale). The motion carried.

**10. Action Item: Work Program for Title VI Service Equity Analysis:
Methodology Development Phase II—*Annette Demchur and Nicholas Hart, MPO Staff***

Handouts posted to the MPO meeting calendar

1. Work Program for Title VI Service Equity Analysis: Methodology Development Phase II

N. Hart presented the work program for *Title VI Service Equity Analysis: Methodology Development Phase II*. The Federal Transit Administration (FTA) requires that transit providers measure the potential disparate impacts and disproportionate burdens of service changes. Neither of the accepted FTA methods for conducting service equity analyses account for the varying magnitude of adverse effects attributable to different types of service changes. In a previous study, MPO staff developed an improved methodology utilizing the Modified Transit Opportunity Index (MTOI) to measure the amount of transit opportunity provided to a census tract as a function of the transit system network. This newly developed methodology provides a more accurate and comprehensive way of analyzing the equity impacts of major service changes than the current FTA methodology.

In this project, staff will develop a full-scale model of the MBTA bus and rapid transit network to provide a platform for conducting comprehensive assessments of the MTOI for each census tract within the network. The MTOI model will be used for conducting future Title VI service equity analyses of major service changes considered by the MBTA. Once completed, the tool will be presented to FTA. It is estimated that this

project will be completed 12 months after work commences. The total cost of this project is estimated to be \$137,285.

Discussion

P. Regan asked who will be the MassDOT liaison for this project. Nikki Tishler, Title VI Strategist at the MassDOT Office of Transportation Planning (OTP,) will perform this role. N. Tishler noted that there is a Title VI Working Group team consisting of MPO Staff, MassDOT OTP staff, and MBTA staff that will provide input on this project.

D. Mohler asked N. Hart to clarify that the ultimate goal of the work is to influence FTA to allow future Title VI equity analyses to be conducted via this methodology, rather than the one they currently recommend. N. Hart agreed with this assessment. A. Demchur added that staff has previous experience using this methodology in work for FTA and there seems to be some flexibility in developing new analytical techniques.

Vote

A motion to approve the work program for Title VI Service Equity Analysis: Methodology Development Phase II was made by the MBTA Advisory Council (P. Regan) and seconded by the MetroWest Regional Collaborative (Town of Framingham) (D. Giombetti). The motion carried.

11. Work Plans and Schedule for Federal Fiscal Year 2018 Certification Activities—*Lourenço Dantas, MPO Staff*

L. Dantas presented the work plans for FFY 2018 Certification Activities. These plans describe the specific tasks MPO staff will undertake in FFY 2018 to support the MPO's continuing, cooperative, and comprehensive transportation-planning process (3C process). Anne McGahan presented the Work Plan for the Long-Range Transportation Plan (LRTP) under agenda item 12.

Handouts posted to the MPO meeting calendar

1. Work Plans for Federal Fiscal Year (FFY) 2018 Certification Activities

The work plan for *Transportation Improvement Program* (TIP) includes tasks related to modifying the current FFYs 2018-22 TIP via amendments, conducting outreach and communications, analyzing programming and municipal involvement, updating the TIP Database, creating the Universe of Projects, evaluating projects, creating a staff recommended list of projects for funding, drafting the final FFYs 2019-23 TIP document for approval, and tracking and analyzing where MPO-adopted performance measures intersect with the TIP process. The major change to the work program for FFY 2018 is

conducting TIP outreach earlier in the fall of 2017 and project evaluations in December. The total cost of this program is estimated to be \$201,600.

The work program for *Unified Planning Work Program* (UPWP) is largely the same as last year. The major additions include the creation and implementation of a tracking database for UPWP study outcomes and exploring further use of the MPO's website to enhance communication of the UPWP development process. The total cost of this project is estimated to be \$112,530

The work plan for *3C Planning and MPO Support* includes tasks related to supporting the MPO Board and its committees, including compliance with federal regulations and requirements, preparing meeting materials, supporting committees, coordinating with other MPOs, supporting the Advisory Council, and conducting the MPO's Public Participation Program. The total cost of this project is estimated to be \$611,610.

The work plan for *Air Quality Conformity and Support Activities* consists of tasks related to performing system and project-level air-quality analyses for conformity with federal and state requirements and support to climate change initiatives at the MPO. The total cost of this project is estimated to be \$37,400.

The work plan for *Transportation Equity Program* includes tasks related to documenting compliance with FTA and FHWA Title VI/nondiscrimination requirements, advancing the development of a Disparate Impact Policy, implementing innovations in Title VI and EJ analyses, conducting public outreach, providing support to MassDOT equity efforts, and updating the MPO's Coordinated Public Transit-Human Services Transportation Plan. The total cost of this program is estimated to be \$146,420.

12. Work Plan and Schedule for Long-Range Transportation Plan (LRTP): Federal Fiscal Years 2018 and 2019—Anne McGahan, MPO Staff

Handouts posted to the MPO meeting calendar

1. Work Plans for Federal Fiscal Year (FFY) 2018 Certification Activities
2. Timeline of Participation Opportunities in Regional Transportation Planning
3. Heading to Destination 2040 Booklet

The next LRTP has been named *Destination 2040*. The work plan provides a description of tasks over the next two years and the budget is for FFY 2018. The budget for FFY 2019 will be presented next year. Tasks in the work plan include updating the Needs Assessment, developing performance measures and targets, analyzing future scenarios, selecting projects and programs, developing the draft plan, circulating it for

public review, and adopting the final plan. The FFY 2018 cost of this project is estimated to be \$371,670.

A. McGahan noted that staff has produced an outreach booklet to kick off development of *Destination 2040*.

13. Outreach Plan for Destination 2040—Jen Rowe, MPO Staff ***Handouts posted to the MPO meeting calendar***

1. Memorandum: Public Outreach Plan for the Long-Range Transportation Plan
2. Let's Plan Brochure

The MPO's vision for public participation in the region is "to hear, value, and consider—throughout its planning and programming work—the views of and feedback from the full spectrum of the public, and use this input in its decision making." In order to encourage stakeholder engagement, staff has developed a set of key messages and questions to explain the purpose of the LRTP and elicit input from the public.

Staff will introduce *Destination 2040* to new audiences at meetings, conferences, and events via a suite of outreach materials. Events include Advisory Council and MPO meetings, Office Hours, Open Houses, subregional meetings, and partner events. Staff will utilize digital communications including a dedicated webpage, the MPO's email list, Twitter, and MAPC's monthly newsletter. *Destination 2040* will be informed by input from a variety of individuals and groups including the Advisory Council, municipalities, transportation agencies, professional groups, community organizations, and transportation and environmental advocates. Staff will make a concerted effort to reach populations that have been underserved by the existing transportation system or that have unique transportation needs and challenges. Staff will build relationships with organizations serving the needs of people with low incomes, people with disabilities, people with limited English proficiency, older adults, and communities of color.

Discussion

N. Tishler (MassDOT) suggested that staff build evaluation points into the plan in order to track outreach efforts.

D. Giombetti asked how this outreach plan differs from previous years and whether there are certain audiences that have been traditionally difficult to reach. J. Rowe replied that there is no significant divergence, but that many of the digital communications tools are new. Staff has also attempted to strengthen engagement with municipalities through subregional meetings. J. Rowe added that traditionally in practice Transportation Equity populations are more difficult to reach, and staff is attempting to be more proactive in reaching stakeholders from these populations.

Tom O'Rourke (Three Rivers Interlocal Council) (Town of Norwood/NVCC) (in reference to staff's outreach to the TRIC subregion) commented that he found the pre-meeting conference call with staff and the TRIC subregional meeting to be very productive, and more focused and engaged, than in previous years.

Jim Fitzgerald (City of Boston) (Boston Planning & Development Agency) suggested that staff consider brief mobile opportunities for engagement, such as setting up a table at North or South Station to meet travelers.

14. Members' Items

R. Reed announced that a tour of salient transportation projects in Bedford would leave from Town Hall after the meeting.

15. Adjourn

A motion to adjourn was made by the MetroWest Regional Collaborative (Town of Framingham) (D. Giombetti) and seconded by the MBTA Advisory Council (P. Regan). The motion carried.

Attendance

Members	Representatives and Alternates
At-Large City (City of Everett)	
At-Large City (City of Newton)	David Koses
At-Large Town (Town of Arlington)	
At-Large Town (Town of Lexington)	Richard Canale
City of Boston (Boston Planning & Development Agency)	Jim Fitzgerald
City of Boston (Boston Transportation Department)	Tom Kadzis
Federal Highway Administration	Kenneth Miller
Federal Transit Administration	
Inner Core Committee (City of Somerville)	Brad Rawson
Massachusetts Department of Transportation	David Mohler
MassDOT Highway Division	Marie Rose
	John Romano
Massachusetts Bay Transportation Authority (MBTA)	Eric Waaramaa
Massachusetts Port Authority	
MBTA Advisory Board	Paul Regan
Metropolitan Area Planning Council	
MetroWest Regional Collaborative (Town of Framingham)	Dennis Giombetti
Minuteman Advisory Group on Interlocal Coordination (Town of Bedford)	Richard Reed
North Shore Task Force (City of Beverly)	Denise Deschamps
North Suburban Planning Council (City of Woburn)	Tina Cassidy
Regional Transportation Advisory Council	Tegin Bennett
South Shore Coalition (Town of Braintree)	
South West Advisory Planning Committee (Town of Medway)	
Three Rivers Interlocal Council (Town of Norwood/NVCC)	Tom O'Rourke

Other Attendees	Affiliation
John Thompson	Town of Milton
Nikki Tishler	MassDOT
Margot Fleischman	Bedford Board of Selectmen
Pat Brown	Sudbury
Geri Vatan	MassDOT
Carl Seglem	Boston Resident
Steve Olanoff	TRIC Alternate

MPO Staff/Central Transportation Planning Staff

Karl Quackenbush
Robin Mannion
Lourenço Dantas
Annette Demchur
Róisín Foley
Nicholas Hart
Ali Kleyman
Anne McGahan
Andrew Reker
Jen Rowe
Michelle Scott
