

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

## April 2, 2020 Meeting

10:00 AM–11:30 AM, Zoom videoconferencing platform

Benjamin Muller, Chair, representing Stephanie Pollack, Secretary, and Chief Executive Officer, Massachusetts Department of Transportation (MassDOT).

## Decisions

- There were none.

## Materials

Materials for this meeting included the following:

- Unified Planning Work Program (UPWP) Committee Study Concept Ranking Survey Results
- Staff-recommended list of studies
- Federal Fiscal Year (FFY) 2021 Universe of Proposed Studies

## Meeting Agenda and Summary of Discussion

### 1. Introductions

B. Muller welcomed everyone to the UPWP Committee meeting. The other members and staff present introduced themselves.

### 2. Public Comments

There were none.

### 3. Development of FFY 2021 List of Discrete Studies—*Sandy Johnston, UPWP Manager*

S. Johnston presented the results of the survey on study concept priorities to the Committee, along with the staff-recommended list of studies. He explained that in developing the staff-generated list, staff considered the results of the committee preference survey; what staff resources and bandwidth will be available in the coming year; and what other, possibly redundant or complementary, work will be executed by other agencies.

The survey asked committee members to rank each of the study concepts outlined in the Universe of Proposed Studies, with the exception of those designated as recurring studies, which occur on a predictable annual or semi-annual schedule. The results of the survey were presented in two formats in two tables: Ranked in Order of Average Score and In Order of UPWP Universe. S. Johnston summarized the results and explained staff reasoning behind the staff-generated list.

Committee members asked a number of questions about the survey results and the staff-generated list. Discussion topics included whether projected budgets are sufficient; whether robust data exist to support the necessary analyses; how the planned studies can help respond to the COVID-19 crisis; and the need for coordination between different agencies to share data and produce solid analysis. Study concept R-1, Multimodal Resilience and Emergency Planning, was of particular interest given the COVID crisis. Staff explained that the work to be conducted under that task consists, in FFY 2021, mainly of rebuilding the CTPS All-Hazards Planning tool and refreshing its user interface and data, but that that work could produce the basis for more thorough emergency planning in the future.

Committee members supported the Staff-Generated List of Studies as the slate for the FFY 2021 UPWP. S. Johnston indicated that the committee would be asked to take a formal vote to approve the list as part of the full draft FFY 2021 UPWP at the next meeting.

#### **4. Members Items**

There were none.

B. Muller announced that the next UPWP Committee meeting may be held in May.

#### **5. Adjourn**

A motion to adjourn was made by a member and seconded by another member. The motion carried.

## Attendance

---

<b>Members</b>	<b>Representatives and Alternates</b>
Massachusetts Department of Transportation (Office of Transportation Planning)	Ben Muller
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins
At-Large Town (Town of Arlington)	Daniel Amstutz
City of Boston (Boston Transportation Department)	Tom Kadzis
Inner Core Committee (City of Somerville)	Tom Bent
MetroWest Regional Collaborative (City of Framingham)	Erika Jerram
Three Rivers Interlocal Council alternate (Town of Westwood)	Steve Olanoff

---

---

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

---

Tegin Teich, Executive Director  
Annette Demchur, Director of Policy and Planning  
Scott Peterson, Director of Technical Services  
Hiral Gandhi, Director of Operations and Finance  
Mark Abbott, Traffic Analysis and Design Group Manager  
Sandy Johnston, UPWP Manager  
Kate White, Public Outreach Coordinator  
Róisín Foley, Administrative and Communications Assistant

---

The Boston Region Metropolitan Planning Organization (MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, Federal Transit Administration, or both, prohibit discrimination on the basis of age, sex, and disability. The Boston Region MPO considers these protected populations in its Title VI Programs, consistent with federal interpretation and administration. In addition, the Boston Region MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with U.S. Department of Transportation policy and guidance on federal Executive Order 13166.

The Boston Region MPO also complies with the Massachusetts Public Accommodation Law, M.G.L. c 272 sections 92a, 98, 98a, which prohibits making any distinction, discrimination, or restriction in admission to, or treatment in a place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, the Boston Region MPO complies with the Governor's Executive Order 526, section 4, which requires that all programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background.

A complaint form and additional information can be obtained by contacting the MPO or at [http://www.bostonmpo.org/mpo\\_non\\_discrimination](http://www.bostonmpo.org/mpo_non_discrimination). To request this information in a different language or in an accessible format, please contact

Title VI Specialist  
Boston Region MPO  
10 Park Plaza, Suite 2150  
Boston, MA 02116  
[civilrights@ctps.org](mailto:civilrights@ctps.org)  
857.702.3700 (voice)