

# **Administration & Finance (A&F) Committee Meeting Minutes Draft Memorandum for the Record Boston Region Metropolitan Planning Organization Meeting**

**July 6, 2022, Meeting**

9:00 AM–9:45 AM, Zoom Video Conferencing Platform

Brian Kane, Chair, representing the MBTA Advisory Board

## **Decisions**

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

- Approve the minutes of the meeting of May 5, 2022

## **Meeting Agenda**

### **1. Introductions**

See attendance on page 5.

### **2. Public Comments**

There were none.

### **3. Action Item: Approval of May 5, 2022, A&F Meeting Minutes—*Brian Kane, Chair***

*Documents posted to the MPO meeting calendar*

1. [May 5, 2022, A&F Meeting Minutes \(pdf\)](#)
2. [May 5, 2022, A&F Meeting Minutes \(html\)](#)

### **Vote**

A motion to approve the minutes of the meeting of May 5, 2022, was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the MassDOT Office of Transportation Planning (Derek Krevat). The motion carried.

### **4. Discussion on MPO Elections Process—*Brian Kane, Chair***

Brian Kane introduced the MPO elections process for discussion and shared questions from the Operations Plan Elections Process working draft document. B. Kane posed two questions to the committee. First, should the elections [for municipal representatives who would serve on the MPO board] continue to be fully done through an electronic ballot, or should the MPO have an in-person voting component re-established at

MAPC's potentially in-person Fall Council meetings? Secondly, how should the subregions elect their municipal members?

***Discussion***

Eric Bourassa, Metropolitan Area Planning Council (MAPC), stated that the Operations Plan Elections Process working draft document that had been shared with committee members summarized the MPO's election process and procedures. Regarding the first question, MAPC has continued to operate meetings in a completely virtually manner. While the goal is to return to an in-person meeting model, MAPC has yet to decide what meeting model will be used for the Fall Council meeting. Regarding the second question, the MPO should seek nominations for subregional representatives in a similar fashion to how the organization has run the election historically. Municipal candidates should seek nominations from municipalities in their subregion, and there should be a ballot to vote in the election. E. Bourassa stated that the requirement for five nominations was high, and a proposal for two or three nominations, including a self-nomination, would be more favorable.

Lenard Diggins, Regional Transportation Advisory Council, agreed with E. Bourassa that three or fewer nominations would be more suitable. In terms of the fall election, L. Diggins supported the meeting model that supports the highest amount of attendance.

Derek Krevat, MassDOT Office of Transportation Planning, asked if municipal members could only nominate those who were a part of their own subregion. E. Bourassa responded yes, the MPO had previously voted to limit nominations for subregional seats to only municipalities within each specific subregion.

E. Bourassa stated that the MPO has done an absentee ballot process historically and will continue to do this via election ballot. E. Bourassa stated that he liked the idea of having the MPO election results announcement be at a large event.

B. Kane suggested that it is the sense of the committee to have a hybrid format for the MPO election results meeting. Further, the sense of the committee is that the requirement of five nominations is too high, and that three would be preferable because it would require a municipality to self-nominate, as well as gain two other nominations from other municipalities.

E. Bourassa stated that a reason for lowering the number of nominations could be to encourage more municipalities to participate in the elections process.

B. Kane asked if it was the sense of the committee to lower the number of nominations from five nominations to three nominations.

E. Bourassa requested that the committee produce guidance today to allow elections process information to be sent out to the public by August.

L. Diggins stated that three nominations would be sufficient, including a self-nomination.

E. Bourassa stated that in the past the MPO would require municipalities to send a nomination letter with their included nominations. The MPO currently uses an electronic nomination form to simplify the process.

B. Kane confirmed that it was the sense of the committee that nominations for a subregional seat should be lowered to three, and that the elections result meeting should be held in a hybrid meeting model.

E. Bourassa asked if the changes to the elections process should be presented to the MPO board for a vote. B. Kane stated that it was not necessary, and that the MPO board would see the changes during in the approval of the Operations Plan.

Tegin Teich, Executive Director of Central Transportation Planning Staff (the staff to the MPO), suggested that the MPO board could be updated on the elections process in an update from the committee. T. Teich asked for further clarification that the committee would like MPO staff to use this conversation to draft a final elections process document. B. Kane answered yes.

## **5. Members' Items**

E. Bourassa asked if the committee should create a timeline to address different items within the Operations Plan. B. Kane replied that the MPO staff has put together dates sourced from the 2011 Memorandum of Understanding (MOU) and grouped the timeline by theme.

B. Kane asked MPO staff what their ideas were on how to create a timeline. T. Teich responded that the timing in the MOU is vague and MPO staff is continuing to compile a more detailed timeline based upon staff input and day-to-day operations. MPO staff needs time to compile this information and then will be ready to propose a topic timeline.

## **6. Next Meeting**

T. Teich suggested that MPO staff would work with A&F Committee members to find the next time to meet.

E. Bourassa asked if there would be an MPO board meeting on August 4, 2022. Jonathan Church, MPO staff, responded yes.

L. Diggins asked if the Operations Plan would be complete before October or before the Federal Certification Review begins. T. Teich answered that, because the Certification Review had already begun, the Operations Plan will not be complete before the start of the Certification Review process.

## **7. Adjourn**

A motion to adjourn was made by the Metropolitan Area Planning Council (Eric Bourassa). The motion carried.

## Attendance

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<b>Members</b>	<b>Representatives and Alternates</b>
MBTA Advisory Board	Brian Kane
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins
MassDOT Office of Transportation Planning	Derek Krevat

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

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Tegin Teich, Executive Director  
Silva Ayvazyan  
Logan Casey  
Jonathan Church  
Annette Demchur  
Gina Perille  
Michelle Scott

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