

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

October 6, 2022, Meeting

9:00 AM–10:00 AM, Zoom Video Conferencing Platform

Brian Kane, Chair, representing the MBTA Advisory Board

Decisions

The Administration and Finance Committee agreed to the following:

- Approve the minutes of the meeting of August 4, 2022
- Approve the draft language of the Operations Plan: Officers of the Board

Meeting Agenda

1. Introductions

See attendance on page 5.

2. Public Comments

There were none.

3. Action Item: Approval of August 4, 2022, A&F Meeting Minutes— *Brian Kane, Chair*

Vote

A motion to approve the minutes of the meeting of August 4, 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. Action Item: Operations Plan: Officers of the Board—*Brian Kane, Chair*

Documents posted to the MPO meeting calendar

1. [Draft Operations Plan: Officers of the Board \(pdf\)](#)
2. [Draft Operations Plan: Officers of the Board \(html\)](#)

B. Kane introduced the discussion of the Officers of the Board topic and gave an overview of the draft document. B. Kane invited discussion on the draft language.

Discussion

Tegin Teich, Executive Director of the Central Transportation Planning Staff (the staff to the Boston Region Metropolitan Planning Organization [MPO]), referred to the section of the draft language addressing the election of the vice chair and stated that this year's election of the vice chair will continue to follow the MPO's prior election process, where the vice chair is nominated and elected at one meeting. T. Teich asked the group if there was a way to better define what a resolution does so that MPO staff can continue to develop a definition.

Eric Bourassa, Metropolitan Area Planning Council stated that he thought the draft Operations Plan language looked good and he was in full support of adopting the language.

Bill Conroy, City of Boston, asked if the upcoming state elections would have any effect on the development of the Operations Plan. B. Kane answered that the secretary of transportation serves as an ex-officio member, and that the new secretary would automatically become the chair of the MPO after the appointment. T. Teich added that the Operations Plan will be approved early in the next calendar year.

Vote

A motion to approve the draft language for the Operations Plan: Officers of the Board was made by the Metropolitan Area Planning Council (Eric Bourassa) and seconded by the MassDOT Office of Transportation Planning (Derek Krevat). The motion carried.

5. Action Item: Operations Plan: Board Member Roles for Non-Officers—*Brian Kane, Chair*

B. Kane introduced the discussion of the board member roles for non-officers and gave an overview of the draft document. B. Kane invited discussion on the draft language and posed discussion questions to the group.

Discussion

Lenard Diggins, Regional Transportation Advisory Council, stated that it would be helpful to remind MPO board members that staff can assist them and their municipalities through the Operations Plan.

Derek Krevat, MassDOT Office of Transportation Planning, stated that training materials for MPO board members could include MPO success stories of past projects or frequently asked questions to help onboard new members.

Ken Miller, Federal Highway Administration, suggested the committee consider what might be helpful subject areas that MPO members should be trained on as part of onboarding.

E. Bourassa stated that subregional groups typically meet monthly and MPO staff will also, from time to time, come to discuss the various work products that the MPO produces. E. Bourassa suggested it would be helpful to include expectations for subregions in the Operations Plan.

T. Teich stated that, regarding subregional meetings, it would be good to codify that within the Operations Plan. T. Teich stated that it was good to hear from MPO members about training ideas and how to revamp how onboarding is currently conducted.

D. Krevat suggested having new MPO board members take federal-aid training and suggested that the MPO work to cover the costs of MPO board members receiving this training.

L. Diggins suggested that it would be helpful to have an MPO bootcamp to educate new members.

Dennis Giombetti, MetroWest Regional Collaborative, stated that when he came to the MPO, he had a one-on-one training with the former Executive Director to go over the MPO's funding mechanisms and other details. The training was about a half day and allowed D. Giombetti to ask any questions.

T. Teich stated that she was aware of previous orientation processes. What MPO staff has done since then is spread out trainings to more MPO staff members to give all MPO board members a better understanding and background of the MPO. This is the process MPO staff would like to evolve to meet the needs of MPO board members.

B. Kane asked D. Krevat what other methods of training are conducted by other MPOs. D. Krevat answered that there are no formal training processes among most MPOs and that trainings are typically staff advising new members on what the MPO process is and providing 3C planning documents. D. Krevat stated that he does not have a sense that many MPOs have a formal onboarding process.

D. Giombetti stated that he liked the onboarding process T. Teich described and that a one-on-one session with new board members would allow MPO staff to tailor their knowledge transfer to the new board members.

B. Kane asked the committee what members felt about regarding a Code of Conduct and whether a Code of Conduct should be included in the Operations Plan.

T. Teich stated that she had researched two Codes of Conduct from other organizations and found that one is generally composed of procedure and the other is composed of cultural and ethical guidelines. T. Teich prefers a cultural and ethical approach and highlighted the Association of Metropolitan Planning Organizations' (AMPO) Code of Conduct, which speaks to the intent to have a good forum for open and respectful discourse.

B. Kane suggested using the AMPO Code of Conduct as a template for the Boston Region MPO Code of Conduct

L. Diggins suggested adding elements of the MPO board members' training requests and the expectations of MPO board members into a Code of Conduct and further suggested that a Code of Conduct might imply an enforcement mechanism, which would have to be integrated into the Operations Plan.

B. Conroy suggested that the MPO currently has a healthy relationship among members and that a Code of Conduct may not be necessary at this time.

L. Diggins stated that he would like to help with training new MPO board members and that he believes one-on-one sessions with new members would be helpful. L. Diggins suggested having current MPO board members help in training new members.

6. Members' Items

There were none.

7. Adjourn

A motion to adjourn was made by the Regional Transportation Advisory Council (Lenard Diggins) and seconded by the MassDOT Office of Transportation Planning (Derek Krevat). The motion carried.

Attendance

Members

Representatives and Alternates

City of Boston (Boston Transportation Department)	Bill Conroy
Federal Highway Administration	Ken Miller
Massachusetts Department of Transportation	Derek Krevat
MBTA Advisory Board	Brian Kane
Metropolitan Area Planning Council	Eric Bourassa
MetroWest Regional Collaborative (City of Framingham)	Dennis Giombetti
Regional Transportation Advisory Council	Lenard Diggins
Three Rivers Interlocal Council (Town of Norwood/Neponset Valley Chamber of Commerce)	Steve Olanoff

Other Attendees

Affiliation

Tyler Terrasi	MWRTA
John Goggin	Department of Transportation

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Logan Casey
Jonathan Church
Sandy Johnston
Annette Demchur
Betsy Harvey

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Title VI Specialist

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civilrights@ctps.org

By Telephone:

857.702.3700 (voice)

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