

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

October 20, 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 25, 2022
- Approve reimbursing staff for a portion of the Bluebikes membership

Meeting Agenda

1. Introductions

See attendance on page 4.

2. Public Comments

There were none.

3. Action Item: Approval of August 25, 2022, MPO Meeting Minutes— *Brian Kane, Chair*

Vote

A motion to approve the minutes of the meeting of August 25, 2022, was made by the Metropolitan Area Planning Council (MAPC) (Eric Bourassa) and seconded by the Massachusetts Department of Transportation (MassDOT) Office of Transportation Planning (Derek Krevat). The motion carried.

4. Update on State Fiscal Year (SFY) 2023 Operating Budget—*Hiral Gandhi, Director of Finance and Operations*

H. Gandhi provided a status update of the revenue and expenses for the first quarter of the State Fiscal Year. H. Gandhi presented a graph comparing the projected revenue to actual revenue received in the first quarter. The majority of Central Transportation Planning Staff (CTPS) revenue is under what was projected for Quarter One overall, receiving 19 percent less revenue than originally projected. One of the major reasons for this trend continues to be the staffing shortage. CTPS staff is working to hire

additional staff but has not been able to hire to the levels expected. In the first quarter, CTPS hired seven new staff members while also having some staff attrition. H. Gandhi presented a graph comparing the projected expenses versus the actual expenses. Overall expenses were on target with what MPO staff expected for this quarter. Fringe salaries are trending eight percent higher than projected, with most of this change due to vacation payout related to staff retirements. The leadership team is committed to monitoring these trends and strategizing how to increase CTPS' revenue. In the second quarter, CTPS staff expect revenue to increase with the addition of new staff members.

Discussion

B. Kane asked if there is concern that fringe salaries trended higher than expected even though staffing had decreased. H. Gandhi answered that the number of staff retirements in August is what contributed to the increase in fringe salaries. When CTPS hires new staff members, new staff will accrue and use less sick time.

Lenard Diggins, Regional Transportation Advisory Council, asked if the increase in fringe salaries was because of family and medical leave due to COVID-19 illnesses. Tegin Teich, Executive Director answered that a mix of factors lead to the increase.

Derek Krevat, MassDOT Office of Transportation Planning, asked how revenue is defined. H. Gandhi answered that CTPS staff projects each budget needed for a contract. CTPS staff will then charge their work to specific contracts. If the projected work hours are not met, CTPS cannot fully invoice the contract.

T. Teich emphasized CTPS' active recruiting efforts and encouraged Committee members to share open positions among their networks.

5. Action Item: Discussion and Approval of Reimbursing Staff for a Portion of the Bluebikes Membership—*Hiral Gandhi, Director of Finance and Operations*

H. Gandhi introduced the discussion of reimbursing staff for a portion of the Bluebikes membership. CTPS would give staff access to the Sliver Plan, where the employee pays \$45 and CTPS pays \$45 annually. This plan allows for unlimited rides up to the first 45 minutes of each ride. The annual membership is good for 365 days. The total potential cost to CTPS is \$2,700 a year.

Discussion

E. Bourassa asked if this was the same program MAPC currently offers. H. Gandhi answered yes, and that currently five members of MAPC staff use the membership.

E. Bourassa asked if the \$2,700 figure was based on every employee participating. H. Gandhi answered yes that the figure was based on 60 staff members participating

L. Diggins stated his support for the program.

B. Kane asked if CTPS offers a similar program for parking. H. Gandhi stated that CTPS does not have a parking program, but CTPS does have a transit subsidy program. T. Teich added that CTPS offers parking passes on an as-needed basis.

Vote

A motion to approve reimbursing staff for a portion of the Bluebikes membership was made by the Regional Transportation Advisory Council (Lenard Diggins) and seconded by the MAPC (Eric Bourassa). The motion carried.

6. Members' Items

E. Bourassa stated that it would be helpful for Committee members to have Operations Plan materials with discussion questions in advance of the next meeting. T. Teich added that MPO staff would send meeting materials directly to Committee members in advance of the next A&F Committee meeting.

7. Adjourn

A motion to adjourn was made by the Regional Transportation Advisory Council (Lenard Diggins) and seconded by the MAPC (Eric Bourassa). The motion carried.

Attendance

Members

Representatives and Alternates

MBTA Advisory Board	Brian Kane
Metropolitan Area Planning Council	Eric Bourassa
Regional Transportation Advisory Council	Lenard Diggins
MassDOT Office of Transportation Planning	Derek Krevat

Other Attendees

Affiliation

Maha Aslam

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Silva Ayvazyan
Jonathan Church
Annette Demchur
Hiral Gandhi
Sandy Johnston
Ethan Lapointe
Srilekha Murthy
Gina Perille

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Boston Region MPO
10 Park Plaza, Suite 2150
Boston, MA 02116
civilrights@ctps.org

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