

**MONTACHUSETT JOINT TRANSPORTATION COMMITTEE MEETING
MINUTES OF WEDNESDAY, JUNE 23, 2010**

P. Caron called the meeting to order at 7:00 p.m.

I. INTRODUCTION/ MEMBERS PRESENT

Paula Caron, Fitchburg; David Manugian, Groton; Pauline Hamel, Ayer; Laila Michaud, Westminster; Doug Walsh, Athol; Robert Whalen, Templeton; Bud Chase, Templeton; Laila Michaud, Westminster; Ellen DeCoteau, Winchendon

EX-OFFICIO

Trey Wadsworth, MassDOT; Mickey Splaine, MassDOT District 3; Laurie Scarbrough, MassDOT District 2

GUESTS

Frank Maxant, Ayer; Peter Johnston, Ayer

STAFF

Glenn Eaton, George Kahale, Sheri Bean, Brad Harris, Brian Doherty, George Snow

II. APPROVAL OF MAY 19, 2010 MINUTES

P. Caron asked for a motion to approve the minutes of May 19, 2010. The motion was seconded and passed unanimously with one correction to the spelling of a committee member's last name.

III. REPORTING OF NOMINATING COMMITTEE

P. Caron stated that she was the convener of the nominating committee working with Bob Saiia and Craig Bardenheuer. Mr. Bardenheuer was unable to come to the meeting but did express some opinions and Mr. Saiia was unable to meet tonight. At this point in time we are putting forward a slate of officers: David Manugian, Chairman; Paula Caron, Vice-Chairman; and Bob Saiia, Secretary. The floor is open for nominations.

Hearing no further nominations the nominations were closed until the next meeting where nominations will yet again be accepted along with the slate of officers presented. The elections will be held at the July meeting.

IV. FFY2011-2014 MONTACHUSETT TIP – UPDATE AND DEVELOPMENT

*** TEC Review * Target Figures for FY2011-2014 * Draft Amendment**

B. Harris indicated that once we start the development of the TIP we gather together a list of all the known Federal Aid highway projects within our region. We do a Transportation Evaluation Criteria

(TEC) Review. This is a scoring mechanism that helps rate the projects against each other so we can develop a prioritized list. This is done in coordination with MassDOT, both the district offices and Boston. In May we met to go over the TEC scores from previous projects as well as new projects. Referring to a handout, *Montachusett MJTC Evaluation Criteria Summary*, B. Harris summarized how to read the table as well as the scores. If anyone is interested in the individual breakdown those numbers are available. Based on the TEC scores the list has been prioritized from highest to lowest. There are a couple projects that were not scored and will not impact the target figures.

B. Harris stated that we then receive Federal Aid target figures for each fiscal year for the development of the TIP. The reason for the target figures is that the TIP is required to be a fiscally constrained document. To develop the fiscally constrained document the state developed, working with the RPAs, a formula for distribution of funds called the target figures. Our total target figure is \$6,216,726. The Surface Transportation Program target for FFY2011 would be \$5,213,327. These figures are generated for each fiscal year during the development of our TIP.

The next step in the process is to meet with the state for “TIP Day”. It brings together all parties to meet and discuss all projects in each region and their potential status. MRPC transportation staff attended “TIP Day”.

As a result of this meeting various TIP options were created and reviewed with the committee. In summary:

- Federal Aid Target Projects are the projects that need to be compared to the Federal Aid Targets that we get from the state. This is the most critical area of the TIP. This is where we prioritize and establish our projects based upon those anticipated Federal dollars.
- Federal Aid Bridge Projects do not count against our target figures.
- Federal Aid Non Target Projects are established by MassDOT and do not count against our target figures.
- Federal Aid Major Infrastructure and State Categories projects are also outside of our targets and are set by MassDOT.
- State Non-Federal Aid (NFA) and NFA Bridge Projects are outside our target and use 100% state funds.
- The Transit element is put together by MART based upon their operations funding and various other funding categories.

Three options related to prioritized projects and available targets were presented to the committee for their review, input and discussion.

P. Caron asked what type of projects would be considered CMAC eligible projects.

B. Harris replied that any project that would show an air quality benefit. We are looking at a project that identifies some of the intersections in Fitchburg that need signal upgrades and timing improvements that could then reduce delays and congestion in the downtown area.

The goal is to provide a recommendation for the MPO to review on July 7, 2010. At which time hopefully they will review the options and review the recommendations from the MJTC and vote to release the document for a 30 day public review and comment period.

Further discussion occurred on three various options presented to the committee for the TIP draft.

A motion was made, seconded and approved to present option 3 as a recommendation to the MPO for consideration as a draft TIP listing for FFY 2011-2013.

V. OCTOBER 1, 2010 – SEPTEMBER 30, 2011 UNIFIED PLANNING WORK PROGRAM

B. Harris, referring to a handout, gave a summary of the Unified Planning Work Program (UPWP). Every year we put together a UPWP. The UPWP is a budget task tool that outlines the projects and tasks that we are working on in the upcoming program year which runs from October 1, 2010 to September 30, 2011. This is the fourth year of our four year contract with MassDOT. We will also be working with them this year to put together a new contract.

The state gives us a planning allocation based upon Federal funds available so that we may develop our UPWP. This year's budget has been reduced from last year's allocation by approximately 3%. Many of the tasks carry over from year to year.

B. Harris then reviewed the proposed tasks for the upcoming UPWP.

VIII. CONTRACT STATUS REPORT

a. FTA/RTA

G. Kahale gave a brief overview of the FTA/RTA projects.

- **Wachusett Commuter Rail Station and Layover Facility**

MART has submitted the Environmental Assessment report to the Federal Transit Administration (FTA) for their reviews; the document is now available for public review and comment. The comment review period is open until July 23, 2010. A copy of the Environmental Assessment review document can be found on MART's website: <http://www.mrta.us>. Copies are also available for public review at MART Office at 1427R Water Street, Fitchburg; Fitchburg City Hall and Fitchburg Public Library; Westminster Town Hall and Westminster Public Library; and Gardner City Hall and Gardner Public Library. Also MRPC Staff are working on Request for Proposals RFP for Land Surveys and Properties Appraisals for the Wachusett Station and the layover facility Project. The proposed project of the Wachusett Station and the layover facility involves construction of a new passenger station and parking facility.

- **Expansion of MART Storage Facility**

MRPC Staff continue to work with the contractor Vanguard construction to resolve construction issues, the removal of the contaminated soil and roof installation over the existing building have been completed. The erection of steel for the new building has begun. MART anticipated a completion of the construction of the expansion of the Vehicle Storage and Bus Wash Facility by December 2010. The project is still on schedule and funding appears to be sufficient.

- **Ayer Parking Facility**

MRPC Staff continue to assist MART and the Town of Ayer to move forward the construction of the Ayer Commuter Rail parking facility at the Rail Trail parking lot Location at Park Street. A meeting with Town Officials was held to discuss the federal funding and the scope of services for Architecture & Engineering consultant to work on the Ayer Commuter Rail parking facility. The scope of services has been completed by staff and submitted to MassDOT.

- b. MassDOT/3C**

B. Harris gave a brief summary of the MassDOT/3C activities.

- The next MPO meeting is to be held at the MRPC on July 7, 2010 at 1:00 p.m.
- A meeting with members of the Route 140 Task Force from Westminster will be held on June 29, 2010 to discuss alternatives. A meeting with Sterling is to be determined.
- The Traffic Count program is underway. 150 traffic counts will be completed this summer and delivered to MassDOT.

IX. ADMINISTRATIVE MATTERS

G. Eaton reminded the committee about the changes to take effect July 1, 2010 concerning the Open Meeting Law. He summarized some of those new changes (posting of agenda topics, “new” or “other” business no longer allowed on agenda per advice of MRPC’s general legal counsel, etc.)

X. NEW BUSINESS

The next MJTC meeting will be held on July 21, 2010.

XI. ADJOURNMENT

There being no further business, P. Caron adjourned the meeting at 8:56.m.