

**MONTACHUSETT METROPOLITAN PLANNING  
ORGANIZATION**

UNIFIED PLANNING WORK PROGRAM

OCTOBER 1, 2009 TO SEPTEMBER 30, 2010

**MPO ENDORSED**  
**July 29, 2009**



This document was prepared in accordance with 23 USC 450 by the Montachusett Regional Planning Commission under Contract No. 0052453 with the Massachusetts Highway Department and with the assistance of the Federal Highway Administration, and the Federal Transit Administration.





# MONTACHUSETT

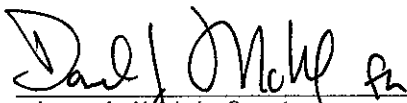
## REGIONAL PLANNING COMMISSION

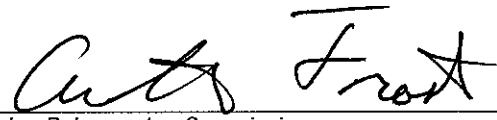
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### MPO ENDORSEMENT

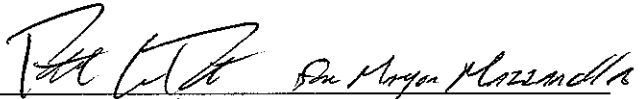
#### OCTOBER 1, 2009 - SEPTEMBER 30, 2010 UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) for the Montachusett Metropolitan Planning Organization (MPO) is a financial programming tool developed annually as part of the federally certified transportation planning process. In accordance with federal guidelines, the October 1, 2009 - September 30, 2010 Unified Planning Work Program for the Montachusett MPO was developed and submitted for a 30 day public review and comment period. Comments received have been addressed and are reflected in the final UPWP. The Montachusett Joint Transportation Committee (MJTC) has reviewed the document and has recommended its endorsement by the members of the MPO.


  
James A. Aloisi, Jr., Secretary  
Executive Office of Transportation

  
for Luisa Paiewonsky, Commissioner  
Massachusetts Highway Department

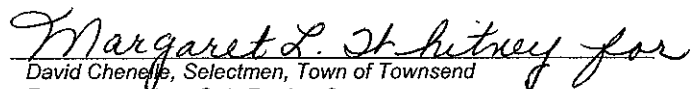
  
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Montachusett Regional Planning Commission

  
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Montachusett Regional Transit Authority

  
Lisa Wong, Mayor  
City of Fitchburg

  
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Cornelius Sullivan, Selectmen, Town of Ayer  
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Chris Williams, Selectmen, Town of Lancaster  
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JENNIFER LEONE

7/29/09  
Date



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MONTACHUSETT METROPOLITAN PLANNING ORGANIZATION SIGNATORIES

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Mass Highway (MHD) Commissioner	Luisa Paiewonsky
Montachusett Regional Planning Commission (MRPC) Chairman	Victor Koivumaki
Montachusett Regional Transit Authority (MART) Chairman	Mayor Dean Mazzarella
Mayor City of Fitchburg	Mayor Lisa Wong
Mayor City of Gardner	Mayor Mark Hawke
Chairperson, Winchendon Board of Selectmen <i>Subregion 1</i>	Keith Barrows
Chairperson, Townsend Board of Selectmen <i>Subregion 2</i>	David Chenelle
Chairperson, Ayer Board of Selectmen <i>Subregion 3</i>	Cornelius Sullivan
Chairperson, Lancaster Board of Selectmen <i>Subregion 4</i>	Chris Williams

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Arthur Frost, Project Development Engineer for Commissioner Paiewonsky  
Glenn Eaton, Executive Director, MRPC, for Chairman Koivumaki  
Mohammed H. Khan, Administrator, MART, for Chairman Mayor Mazzarella

EXOFFICIO MEMBERS

Paul Maloney, P.E.	FHWA
William Gordon, P.E.	FTA

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Paula Caron, Vice Chairman	Fitchburg
John White, Secretary	Winchendon
James W. Meehan, Treasurer	Athol
Robert Grubb, Asst. Treasurer	Gardner

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC) OFFICERS

Paula Caron, Chairman	Fitchburg
John Oelfke, Vice Chairman	Shirley
Robert Saia, Secretary	Lunenburg

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Brad Harris, Transportation Project Director  
George Kahale, Transit Project Director  
John Hume, Director of Planning and Development  
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Chantell Wead, Regional Planner  
Linda Parmenter, Principal Planner  
George Snow, Principal Planner  
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Bobbi Jo Johnson, Fiscal Assistant  
Jason Stanton, GIS Analyst  
Renee Marion, GIS Analyst  
Stephanie Brow, Administrative Secretary  
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Nicola Kahale, Intern

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE

<u>COMMUNITY</u>	<u>APPOINTED BY SELECTMEN OR MAYOR</u>	<u>APPOINTED BY PLANNING BOARD</u>
Ashburnham	Margaret Whitney	James Zarozinski
Ashby	Mary Krapf	Wayne Stacy
Athol	Doug Walsh	
Ayer	Pauline Hamel	Jim Lucchesi
Clinton		
Fitchburg		Paula Caron
Gardner		Daniel Keeney
Groton	Anna Eliot	Joshua Degen
Harvard	Lucy Wallace	Joseph Sudol, Jr.
Hubbardston	Lyn Gauthier	James Crystoff
Lancaster		Noreen Piazza
Leominster	Mary Charpentier	Andrew Taylor
Lunenburg		Robert Saia
Petersham	Roy Nilson	
Phillipston	Ronald Recos	Kevin Flynn
Royalston	Andrew West	
Shirley	Joseph Lynch	John Oelfke/Charles Colburn
Sterling		Charles Hadju
Templeton	Chantell Wead/Bud Chase	Gerald White
Townsend	Edward Kukkula	Nicholas E. Thalheimer
Westminster		Andrew J. Sears
Winchendon		John White

EXOFFICIO MEMBERS

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Paul Maloney, P.E.	Federal Highway Administration (FHWA)
William Gordon, P.E.	Federal Transit Administration (FTA)
Thomas C. Curran	Department of Environmental Protection (DEP)
Laurie Scarbrough	Mass Highway - District 2
	Mass Highway - District 3
Margaret Whitney	Montachusett Regional Planning Commission (MRPC)

ORGANIZATION MEMBERS

Al Futterman	Nashua River Watershed Association (NRWA)
Donna Brooks	Northern Worcester County Board of Realtors
Tony Salerno	Amalgamated Transit Union #690 (ATU 690)
Kit Walker	Fitchburg Airport Commission
Elizabeth Zoldak	North Central MA Chamber of Commerce
	Fitchburg Council on Aging
Frank Garcia	South Fitchburg Neighborhood Association
Richard Montuori	Mass Development
Peter Lowitt	Devens Enterprise Commission (DEC)

## Introduction

The Unified Planning Work Program (UPWP) for the Montachusett Metropolitan Planning Organization (MPO) is a financial programming tool developed annually as part of the federally certified transportation planning process. This document contains task descriptions of the transportation-planning program of the MPO, with associated budget information and funding sources for the 2009-2010 program year.

The purpose of the UPWP is to ensure a comprehensive, cooperative, and continuing (3C) transportation planning process in the Leominster - Fitchburg Urbanized Area and the Montachusett Region. In addition, this document provides for the coordination of planning efforts between communities in the Montachusett Region.

## Metropolitan Planning Organization (MPO)

All urbanized areas with a population greater than 50,000 are required by the U.S. Department of Transportation (USDOT) Federal regulations to designate an MPO for the area. The establishment of an MPO is necessary for the State to receive Federal transportation funds. In the Montachusett Region, the Montachusett Regional Planning Commission (MRPC) serves as staff for the MPO. The MRPC staff annually produces a Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP). In addition, a Regional Transportation Plan is updated periodically to reflect the changing transportation needs of the area. A 2007 Regional Transportation Plan was prepared and endorsed by the MPO on March 28, 2007. An update is required by federal regulations every four years. Work on the 2011 RTP will begin this program year.

The MPO in the Montachusett Region (after a reorganization in October 2001) is currently comprised of the Secretary of EOT, the Commissioner of Mass Highway, the Chairman of the MRPC, the Chairman of MART, the mayors of Fitchburg, Leominster and Gardner and one Selectman from each of four geographically defined sub Regions. These sub regions are composed as such: 1) Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon; 2) Ashburnham, Ashby, Groton, Townsend, Westminster; 3) Ayer, Harvard, Lunenburg and Shirley; 4) Clinton, Lancaster, Sterling. These 10 members serve as the MPO Policy Board for the regional "3C" transportation planning process. It was felt that increasing the MPO to 10 members would allow for more local input and greater public participation and as such an inter-agency Memoranda of Understanding, entitled "Memorandum of Understanding (MOU) Relating to the Comprehensive, Continuing and Cooperative Transportation Planning Process for the Montachusett Region Metropolitan Planning Organization", defining the newly expanded MPO, was formally agreed to in September 2001. This MOU was reviewed, revised, updated and endorsed by the MPO on February 4, 2009. The basic makeup and composition of the MPO remained the same but a new method to select subregion representatives was adopted.

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 strengthened the metropolitan planning process. The Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) reaffirmed and retained the structure of the metropolitan transportation planning process. In 2005, President Bush signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU addresses the many challenges facing our transportation system, such as improving safety, reducing congestion, increasing connectivity between modes and protecting the environment.

During the upcoming program year, the MRPC will continue its development of a Regional Trail Inventory as well as provide support to communities under the Safe Routes to School program. Five communities were examined in the past two program years and due to strong local interest, this task will continue through this UPWP. The Geographic Information System (GIS) will continue to support various work activities under several UPWP tasks as well as provide local assistance through our program of providing 8 free hours of GIS service to member communities. Other major activities include a Road System Analysis that will build upon information generated through the MRPC Pavement Management program and will expand to include an examination of functional classification issues in the Region as well as the FHWA driven concern related to identify and mitigate "bottlenecks". The Regional Safety Review & Database task will continue to build upon and improve our Regional Crash database and will also expand to include Road Safety Audits (RSA) at identified locations. In addition, congestion and safety will be the focus of corridor profiles for Route 12 in the City of Leominster between the Route 2 interchange and the downtown section of the community and Route 140 in Westminster, Sterling and Princeton (in cooperation with the Central MA Regional Planning Commission (CMRPC)). A major task will be the initiation of work to develop and prepare the 2011 Regional Transportation Plan

for the Montachusett Region. Through this task, the MRPC will conduct public outreach and coordination in order to meet federal requirements. It is anticipated that the RTP will be submitted for MPO endorsement in the first quarter of 2011 (i.e. within the next program year of 2010-2011).

In addition to these tasks, MRPC will continue its traffic counting and Pavement Management System (PMS) programs. The traffic counting program consists of automatic traffic recorder counts necessary to determine average daily traffic (ADT) throughout the region. Requests for ADT information come from local communities concerned about safety or future highway improvements and the MassHighway as part of its statewide traffic counting program. This task will make use of the Solid State traffic counters purchased by the MRPC in early 1992 under a previous "3C" contract.

Some of the previous transportation planning studies completed during the last few program years include the following:

September 2009	Safe Routes to School Review and Analysis - Shirley and Gardner
September 2009	Trail Inventory - Ashby, Fitchburg, Leominster
September 2009	Regional Emergency Response Road Network
September 2009	Regional Signal Inventory Study
September 2008	Trail Inventory - Ayer, Clinton, Leominster
September 2008	Phase II Report: Road Segment Safety Conditions in the Montachusett Region
September 2008	Safe Routes to School Review and Analysis - Ashburnham, Ayer and Gardner
June 2008	Ayer Main Street Data Collection and Analysis
March 2008	Phase I Report: Roadway Safety Conditions in the Montachusett Region
October 2007	Downtown Parking Study - Fitchburg
September 2007	Trail Inventory Update – Groton, Harvard, Lancaster and Shirley
June 2007	Montachusett Public Participation Plan
March 2007	Traffic Study of Selected Intersections - Ashburnham
October 2006	Traffic Study of Selected Intersections – Lancaster
September 2006	Flood Hazard Planning Assistance – Fitchburg/Leominster
	Trail Inventory Update – Winchendon, Templeton, Hubbardston and Ashburnham
September 2005	Intersection Investigations - Winchendon
February 2005	Regional Hazardous Material Analysis
September 2004	EO418 Transportation Elements for Ashburnham, Clinton, Fitchburg, Gardner, Hubbardston, Lancaster, Leominster, Phillipston, Sterling, Templeton, Townsend, & Westminster
June 2004	Hubbardston Fire Department, GIS Technical Assistance
April 2004	Commuter Rail Passenger Survey
March 2004	Intersection Review- Fitchburg (Main Street, Mechanic Street, Prospect Street)
September 2003	2003 Regional Transportation Plan
February 2003	Central Street/Pine Street Signal Warrant Investigation in Gardner
June 2002	White Street/Massachusetts Avenue Signal Warrant Investigation in Lunenburg
January 2001	Main Street/Pleasant Street Signal Warrant Investigation in Athol
January 2001	2000 Regional Transportation Plan
June 2001	Historical Traffic Count Handbook
September 2001	Route 2A Traffic Safety Study in Lunenburg
September 2001	Phase 1 of the Fitchburg/Leominster Transit Development Plan
September 2001	Rural Roadway Safety Analysis Study in Ashburnham and Ashby

Other studies completed in previous program years are listed under the individual tasks.

Public participation continues to be a vital element of the transportation planning process. Community representatives of the Montachusett Joint Transportation Committee (MJTC) meet every month on the third Wednesday to discuss transportation projects and issues of regional importance. The MRPC should be contacted for exact dates. The involvement of private sector participation is accomplished through this committee. A Public Participation Program (PPP) was developed to solicit input to the various tasks undertaken by the MRPC. This program was reviewed and updated in 2006-2007. A new PPP was submitted for a 45 day public review and comment period in May – June 2007. The MPO formally endorsed the updated PPP on June 13, 2007. The PPP will continue to be reviewed and refined as necessary to insure compliance with federal regulations and improve the public input process. The issue of Environmental Justice and how it relates to the MRPC will continue to be reviewed during the upcoming program year. In addition, the MRPC has a web page on the Internet at [www.mrpc.org](http://www.mrpc.org) where information is posted in order to provide an additional outlet for public awareness.

The Unified Planning Work Program (UPWP) continues to demonstrate a high level of cooperation between MRPC and the Montachusett Regional Transit Authority (MART).

As a result of the provisions in the Intermodal Surface Transportation Efficiency Act of 1991, the Massachusetts Executive Office of Transportation is the recipient of the statewide Section 5303 program funds and has the responsibility under present state law to administer FTA grants and to establish a statewide transit-planning program in cooperation with the MPO. The Montachusett MPO has been allocated \$44,645 in federal FY2010 Section 5303 funds. The MMPO holds harmless this allocation.

During the 2009-2010 fiscal years the MPO will be involved in several planning areas relating to mass transit. These mass transit activities will continue to be coordinated with other transportation related activities undertaken by the MPO. The planning areas include coordination with 3C management process, continuation of monitoring services and updating mass transit activities in the Montachusett Region, cooperation in developing transit related funding categories for the TIP and conducting special studies. The MPO staff will focus on such transit management activities such as the updating of transit information and needs for the Regional Transportation Plan and technical support services related to the improvement of the commuter rail service facilities in the Montachusett Region.

During the development of the 2007 Montachusett Regional Transportation Plan (RTP), several key issues and priorities were identified for the Region. These include the improvement and upgrading of Route 2 throughout the entire Region, the improvement of Route 13 in Leominster and Lunenburg based upon alternatives identified in the Fitchburg/Leominster/Lunenburg Transportation Analysis Project, the development of a new interchange on Route 2 at South Athol Road in Athol and the upgrade and improvement of the Fitchburg Commuter Rail Line between Boston and Fitchburg. These major projects as well as the continued maintenance and operation of the Region's infrastructure are important to the continued growth of its 22 communities.

As part of the transportation authorization legislation SAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users), eight (8) planning factors have been identified that Metropolitan Planning Organizations must consider in their UPWP's. These planning factors are:

1. **Economic Vitality** – Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
2. **Safety** – Increase the safety of the transportation system for motorized and nonmotorized users;
3. **Security** – Increase the security of the transportation system for motorized and nonmotorized users;
4. **Mobility** – Increase the accessibility and mobility of people and freight;
5. **Environment** – Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. **System Integration** – Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. **System Management** – Promote efficient system management and operation, and;
8. **System Preservation** – Emphasize preservation of the existing transportation system.

This UPWP seeks to incorporate these planning factors through the various tasks identified.

Program years described in the UPWP vary by funding sources and are listed below:

<u>Funding Source</u>	<u>Program Year</u>
FHWA/MassHighway	October 1, 2009-September 30, 2010
FTA/Section 5303	July 1, 2009-March 31, 2010

#### Sustainable Development

In January of 2003, policies that outlined actions to be undertaken by MassHighway, EOT and the Commonwealth to address problems and projects to existing roads, streets and bridges were identified. The purposes of these policies are to:

- Prevent sprawl;
- Recognize all the Commonwealth's citizens and communities as its transportation agencies' customers;
- Avoid the costs associated with unnecessary road widenings and the conflicts they entail, and thereby use available funding to complete more projects in more communities and to produce more construction jobs; and
- Provide enhanced mobility for sustainable transportation modes (walking, bicycling, and public transportation).

Towards these ends, specific actions are to be carried out by EOT and MassHighway. They include:

- A revision of The *Highway Design Manual* to improve the project development process and incorporate identified state goals and policies. The manual was completed and published in January 2006.
- The appointment of an ombudsman in EOT.
- The development of a plan for addressing the state's structurally deficient bridges.

The Office for Commonwealth Development has compiled a list of 10 Commonwealth Development Principles known as "Sustainable Development." The objectives outlined by the Office of Commonwealth Development are to plan for "growth in a vibrant Commonwealth" that works with communities "to integrate the diverse needs for housing, jobs, services, transportation and historic, cultural and natural resources." The following are the 10 Commonwealth Development Principles:

1. Redevelop first.
2. Concentrate development.
3. Be fair.
4. Restore and enhance the environment.
5. Conserve natural resources.
6. Expand housing opportunities.
7. Provide transportation choice.
8. Increase job opportunities.
9. Foster sustainable businesses.
10. Plan regionally.

The policies of the Commonwealth, such as *Sustainable Development*, will be reviewed, considered and incorporated in the planning studies developed as part of the work tasks outlined in this UPWP. Recommendations derived from these studies will be consistent with state policies.

#### Other Planning Activities in the Montachusett Region

Other planning activities currently taking place involving the Montachusett Regional Planning Commission include the following:

The Montachusett Enterprise Center, Inc. (MEC), an affiliate non-profit organization of the Montachusett Regional Planning Commission created in 2005, in cooperation with the cities of Fitchburg and Leominster HOME Consortium and Monty Tech, constructed and sold a single family home located at 34 First Street in Fitchburg to an income eligible homebuyer in 2008. Now underway, is the construction of another single family home at 48 First Street also to be sold to an income eligible homebuyer. Construction of the home should be complete by summer 2009. MEC also developed a site and placed a modular home on a lot in Athol. That home is now being rented by an income eligible family with the option to own. The next project that MEC plans on undertaking is the development of an energy efficient single family home on a lot on Water Street in Fitchburg. MEC also continues its administration of the American Dream Down

Payment Initiative Program. This program provides monies to first time homebuyers for down payment and closing costs.

Through Chapter 205 of the Acts of 2006, Massachusetts has provided funding to regional planning agencies to provide technical assistance to their communities through the State's Direct Local Technical Assistance Program (DLTA). MRPC provides technical assistance to 14 MRPC communities in the areas of achieving sustainable development land use objectives and establishing partnerships among two or more communities.

MRPC continues to administer its Comprehensive Economic Development Strategy. MRPC executed a Capacity Building Grant with the Federal Economic Development Agency. Services that MRPC provides through this contract include community and economic planning and development to its member communities.

MRPC was just recently awarded monies from the Environmental Protection Agency to continue its Brownfield Reuse Initiative Program. MRPC has been managing this program since 1998 and to date has completed 25 Phase I Environmental Site Assessments and five Phase II site assessments in the Montachusett Region.

Work continues with the Devens Joint Board of Selectmen to provide technical assistance to the board on matters related to the disposition and development of Devens.

Two Community Development Block Grants, Lancaster Regional Housing Rehab Program and Sterling Infrastructure and Housing Rehab Program are ongoing. To date 29 homes have been rehabilitated through this grant and infrastructure improvements have been made in Sterling.

MRPC is working with the Town of Templeton to update their Open Space and Recreation Plan. Activities include updating of chapters of the plan and GIS mapping.

Professional planning and technical assistance is being provided to the Town of Westminster to improve the Westminster Zoning Bylaw by making recommendations to insure that the Town's Industrial Zones and Commercial Zones are enhanced to further promote economic vitality in the community while improving the tax base.

Professional planning is also being provided to Templeton to conduct and complete a Templeton Center Common Master Planning Project. The MRPC is provide planning and mapping services of existing conditions and planned improvements with guidance as provided to the MRPC by the Templeton Town Center Planning Committee.

MRPC continues work with the Town of Ayer to update its official zoning map.

1.0

MANAGEMENT AND SUPPORT

**UPWP TASK NO. 1.13**

**TASK TITLE: SUPPORT OF THE 3C PROCESS**

**OBJECTIVE:**

To assist, support, and provide the capability to maintain an open, comprehensive, cooperative, and continuing (3C) transportation/air quality planning and programming process at all levels of government; in conformance with applicable Federal and State requirements and guidelines, as described in the Memorandum of Understanding, and consistent with the DOT/EPA agreement.

In addition, this task will provide continued technical assistance and liaison with three separate task forces: the Route 2 Safety Improvement Task Force, the Tri-City Group and the Fitchburg Commuter Rail Line.

The Route 2 Safety Task Force is a local task force that was established to oversee and guide a study conducted by a private consultant as well as the implementation of the study recommendations. The objective of this part of the task will be to:

- Continue to work with the Franklin Regional Council of Governments (FRCOG), the Office of Transportation Planning and MassHighway District 2 on the Route 2 Safety Improvement Task Force. In order to ensure progress and implementation of suggested improvements from the Route 2 Safety Improvement Study completed by Wilbur Smith Associates, the Task Force has decided to continue to meet on a regular basis. Work will be necessary to ensure active public participation in the Task Force and in the development of any future projects. This will be accomplished through meetings of the full Task Force.

The Fitchburg Commuter Rail Line Group is a group of local officials that has worked with information developed by a consultant hired by the MBTA to examine options for improving commuter rail service on the Fitchburg Line. A report was completed in the late Spring of 2005 that identified a number of issues related to the improvement of the Fitchburg Commuter Rail Line. The study was in response to comments received by the MBTA in August and November 2001 as part of the development of their Program for Mass Transit (PMT). The study was to “evaluate service comments resulting from these meetings and recommend service adjustments where necessary. The study will also develop investments and strategies that could create more travel options for MBTA riders utilizing the Fitchburg Line service corridor.” The Group will continue to meet to work with the MBTA and the Commonwealth to try to implement the plans recommendations.

The cities of Fitchburg, Leominster and Gardner have also formed the Tri-City Group to discuss issues related to improving commuter rail service to Fitchburg as well as the development of the Wachusett Station as a new commuter rail stop in West Fitchburg. This task will cover involvement on that group.

**PREVIOUS WORK:**

During FY 2008-2009, the Montachusett Regional Planning Commission (MPO) staff administered a viable 3C transportation planning process under the directives of the MPO, as outlined in the previous Unified Planning Work Program (UPWP); scheduled, conducted and maintained an active citizen-participation process including private sector participation through the Montachusett Joint Transportation Committee (MJTC); and coordinated the transportation planning program with local community planning and engineering departments. Staff provided administrative support to local Emergency Management Planning Committees (Fitchburg & Leominster) as well as the Central MA Homeland Security Councils. In addition, staff provided support services to a recently formed local Task Force in Westminster, Sterling and Princeton; the Route 140 Task Force. In conjunction with the Central MA Regional Planning Commission (CMRPC) that represents the town of Princeton, the MRPC assisted in meeting preparation and coordination.

- Route 2 Safety Improvement Study - 1997;
- Route 2 Safety Improvement Study Request for Proposals, Franklin County Commission and MRPC - 1996;
- Route 2 Task Force, Ongoing - 1995-2007;
  
- Fitchburg Commuter Rail Line Alternative Analysis – 2007;

- Fitchburg Commuter Rail Line Improvement Implementation Plan – 2005;
- Fitchburg Commuter Rail Line Group, Ongoing – 2001-2007;
- RFP for consultant selection process – 2002;
- Fitchburg Commuter Rail Line Service Expansion Study – 2005.

**METHODOLOGY:**

General 3C Support:

1. Provide administrative and technical support to the 3C process such as:
  - a. Provide liaison and short term planning assistance to all communities on transportation planning matters.
  - b. Review Federal and State transportation programs and regulations as required or necessary.
2. Administer the UPWP, 3C Contract, FTA/The Office of Transportation Planning Technical Studies and other transportation related grants.
3. Provide for and support public participation and private enterprise involvement in the 3C Process, FTA and Air Quality Programs.
4. Participation in informational programs on transportation, air quality, hazardous waste, energy conservation and accessibility planning.
5. Coordinate work with agencies involved in the 3C Contract, FTA and Air Quality Planning Programs.
6. Review MassHighway "084" Forms which affect highway capacity, speed, or VMT as part of the MPO's annual Air Quality Consistency Review.
7. Provide for participation of staff in educational development programs and conferences with concurrence with the office of Transportation Planning and other agencies as needed.
8. Review and comment on traffic studies submitted to member municipalities by developers under the MEPA process or as needed/requested.
9. Insure that transportation/air quality decisions are consistent with regional policies, goals, objectives, and the State Implementation Plan (SIP).
10. Distribute for endorsement all necessary certification documents; maintain all MPO documentation records and files, and act as the general secretariat for the MPO in the Montachusett Region.

Route 2 Safety Task Force:

- Continue participation on and liaison with the Route 2 Task Force;
- Continue interaction and work with the Route 2 Task Force, FRCOG, the Office of Transportation Planning and MassHighway District 2 to review recommendations regarding project development and prioritization based upon feedback of MassHighway, the Office of Transportation Planning and the Task Force, and begin or continue process for development of projects for funding through the TIP, etc.
- Continue to ensure adequate and proper public participation throughout the process.
- Prepare meeting agendas, minutes and mailings in cooperation with FRCOG.
- Ensure proper notice and information regarding Task Force developments are submitted to MJTC.
- Prepare list of projects and implementation schedule for the Montachusett Region based upon MJTC, Route 2 Task Force, MassHighway District 2 and the Office of Transportation Planning input.

Fitchburg Commuter Rail Line:

- Continue participation on and liaison with the working group;
- Continue interaction and work with the Fitchburg Commuter Rail Line group, local officials, MBTA and Devens Enterprise Commission to review information, analysis and recommendations regarding study as developed by consultant, and continue process for development of projects for funding through the TIP, etc.

Tri-City Group:

- Continue participation on and liaison with the working group;

**PRODUCT:**

The maintenance and satisfaction certification of a viable 3C transportation planning process.

Route 2 Safety Task Force:

- Project list for Route 2 within the Montachusett Region for use as input to TIP process where appropriate.
- Minutes/agendas, etc. related to Route 2 Task Force, The Office of Transportation Planning and/or MassHighway District 2 meetings.

Fitchburg Commuter Rail Line:

- Project list for the Fitchburg Commuter Rail Line within the Montachusett Region for use as input to the MBTA's Capital Improvement Plan and where appropriate.

**SCHEDULE:**

Management and support activities on a continuing basis throughout the program year.

Task Force activities to be carried out throughout the program year.

**Task 1.13**

Participation	Funding			
	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
<b>MRPC</b>	\$48,434/\$12,109	\$7,200	\$1,800	\$69,543
<b>TOTAL</b>	\$60,543	\$7,200	\$1,800	\$69,543

**UPWP TASK NO. 1.23**

**TASK TITLE: UNIFIED PLANNING WORK PROGRAM**

**OBJECTIVE:**

To develop and obtain MPO endorsement of an annual Unified Planning Work Program (UPWP) that provides a description of the overall transportation/air quality planning activities, ongoing and anticipated in the region, including funding sources and agency responsibilities.

**PREVIOUS WORK:**

Previous Unified Planning Work Programs and other Federal and State grant applications (including Prospectus).

**METHODOLOGY:**

In conformance with applicable Federal and State guidelines, prepare and continually maintain a Unified Planning Work Program/Prospectus that describes all transportation-related planning activities anticipated within the Region during a one year period regardless of funding sources.

**PRODUCTS:**

1. Annual Unified Planning Work Program endorsed by the MPO.
2. Amendments, as necessary, endorsed by the MPO.

**SCHEDULE:**

Update and endorsed annually during the Second Segment of each Program Year. Amendments are prepared and endorsed as necessary.

**Task 1.23**

Funding Participation	FHWA/MHD	FTA-5303	LOCAL	TOTAL
	PL			
<b>MRPC</b>	\$12,000/\$3,000	\$4,800	\$1,200	\$21,000
<b>TOTAL</b>	\$15,000	\$4,800	\$1,200	\$21,000

**OBJECTIVE:**

To describe in general terms the status, conditions, issues and overall process of transportation/air quality planning in the Region, in accordance with Federal and State Requirements.

The encouragement of meaningful participation of local citizens in metropolitan transportation planning is one of the most important goals of the "3C" process and the Public Participation Program. The Final Rule on Metropolitan Planning issued by U.S. DOT in October 1993 reemphasizes this goal by requiring that each MPO maintain:

"...a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans, TIPs..."

Under this task the Montachusett MPO will review and update the Public Participation Program developed for the UPWP, TIP and Regional Transportation Plan (RTP). These processes outline the public outreach procedures to be followed by the MPO in developing and amending the Region's RTP, TIP, and UPWP. Appropriate PPP's from other MPO's will be solicited and reviewed and appropriate changes will be considered and incorporated. A review of the existing PPP will be conducted related to the release time frame of documents for public comment. An option to allow flexibility for the MPO to adjust the comment period from 30 days to 15 days in cases of extreme or unusual circumstances will be incorporated to the PPP. Any new Public Participation Program will be subject to a 45 day public review period and endorsement by the MPO.

The concept of Environmental Justice has raised questions regarding equity issues and the inclusion of all individuals in the decision making process. The PPP will be reviewed and updated based upon procedures developed by the MRPC to address environmental justice. Efforts will be made to better identify organizations and individuals not normally included in the transportation planning process on a continuing basis.

Continued updates to and use of the MRPC web page ([www.mrpc.org](http://www.mrpc.org)) will be undertaken in order to provide information and to solicit public input and participation. The MRPC has begun to produce an agency wide quarterly newsletter that outlines current planning activities and projects for the Commission. As part of this effort, the prior "stand alone" transportation newsletter has been incorporated into the MRPC agency newsletter "Montachusett Today". This task will continue efforts to produce and contribute transportation related material to the MRPC newsletter. Copies will also be posted on the web page.

**PREVIOUS WORK:**

Montachusett Today Newsletter - 2008 and continuing

Major Update of MRPC website - April 2008

Montachusett Regional Transportation Plan website - 2006-07

Annual Review Reports, Quarterly Public Informational Reports, Internet Web Page.

- Public Participation Program Updated - 2007;
- Public Participation Program Review- 2002;
- Public Participation Program Review- 1998;
- Public Participation Program Review- 1997;
- Public Participation Program Review- 1996;
- Public Participation Program - February 1995;
- Public Participation Process - FFY1995 - 1997 TIP;
- Public Participation Process - July 1, 1994 - June 30, 1995 UPWP;
- Public Participation Process - Montachusett RTP 1993, 1994, 1997, 2000, 2003, 2007:

**METHODOLOGY:**

Prepare, publish, update and enhance the MRPC web page with information that indicates the status of transportation activities and program in the region.

The internet site will be expanded to include the following elements where appropriate:

1. Management and Support-organization representation, and functions and responsibilities of the Metropolitan Planning Organization and other participating organizations.
2. Transportation Plan-current transportation plan or plan activities, significant events, and summaries of key characteristics of the area.
3. Transportation Improvement Program and program activities.
4. Special studies or specific transportation related data reports.

In addition, when appropriate, paper copies of information contained on the web site will be distributed to the MPO, the MJTC, local planning boards, selectmen and the general public.

As part of the Public Participation Program;

1. Continue to review and update the Public Participation Program that details efforts to involve citizens in the transportation planning process in accordance with the joint FHWA/FTA Planning Regulations.
  - a. Provide a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions and supports early and continuing public involvement in developing UPWP's, Regional Transportation Plans, and TIP's and meets the eleven requirements and criteria specified in the regulations.
  - b. Continue efforts to broaden participation to include environmental, public health, elderly and disabled and other public and private interest groups for air quality and accessibility planning.
2. Analyze Existing Public Participation Program: During the year, staff will continue to evaluate the effectiveness of its Public Participation Program in meeting the performance measures outlined in the Final Rule.
3. A provision to allow the MPO flexibility in setting the public comment period for documents from 30 days to 15 days in cases of extreme or unusual circumstances will be analyzed and incorporated.
4. Identify Innovative Public Participation Techniques and Processes: Based on the evaluation, staff will attempt to identify innovative public participation techniques and programs that will enhance public participation.
5. Identify Underserved/Underrepresented Groups: Under the Final Rule on Metropolitan Planning, MPO's are required to reach out to those groups who have been traditionally underserved in the provision of transportation services. MRPC staff will identify these groups as well as others who, while not underserved, are not participating in the transportation planning process and attempt to get them more involved.
6. Provide for Open Review of the Implementation of this Process: It is very likely that the Public Participation Program will require continued revision and refinement. MRPC will make sure that interested parties and the general public are involved in developing new outreach procedures and will have ample opportunity to voice their opinions on these changes once proposed.
7. Implement Public Participation Program in All Aspects of MPO Planning: In addition to its use in developing/amending the RTP, TIP, and UPWP, the Public Participation Program will be used, where appropriate, in other aspects of the MPO planning process.
8. Present Transportation Plans and programs to the public for appropriate action.
9. Utilize MRPC internet web page to promote and solicit public input and involvement in all planning aspects. Actively promote availability of web page.
10. Disabled individuals who need the assistance of special equipment during MPO sponsored public hearings, such as a tape of the draft document to be considered, a sign interpreter, large print materials, transportation, etc. are encouraged to contact the MRPC office at (978) 345-7376 for assistance.
11. Review PPP to address issues related to Environmental Justice. Review procedures developed by MRPC to address Environmental Justice and update/change the PPP.
12. Produce on a quarterly basis (March, June, September and December) an agency wide newsletter that includes a transportation section that highlights ongoing projects and activities. This newsletter will be distributed to all persons/groups on current mailing lists as well as posted on the MRPC webpage.

Following the publication of the Final Rule, the PPP, where appropriate, will address the needs of individuals with limited English-speaking proficiency. In addition, the updated PPP will recognize where appropriate that the development of Regional Transportation Plans will include consultations, as appropriate, with state and local officials responsible for Land Use Management, Natural Resources, Environmental Protection, Conservation, and Historic Preservation.

**PRODUCT:**

Timely and Update Web Page; Printed copies.

Agency Wide Quarterly Newsletter (March, June, September, December)

The maintenance of a viable Public Participation Program for the TIP, RTP, UPWP and where appropriate, other aspects of MPO planning.

**SCHEDULE:**

To be carried out throughout the program year.

Revisions to PPP to be completed as necessary during the program year.

Newsletter to be published quarterly – Spring (March); Summer (June); Fall (September); Winter (December).

**Task 1.33**

Participation	Funding			
	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
<b>MRPC</b>	\$20,000/\$5,000	\$0	\$0	\$25,000
<b>TOTAL</b>	\$25,000	\$0	\$0	\$25,000

**OBJECTIVE:**

To develop a financially constrained staged multi-year program of transportation/air quality improvement projects that is consistent with the region's Transportation Plan, the State Implementation Plan, EPA's Air Quality Conformity Regulations and FHWA/FTA Planning Regulations; and to conduct, on an as needed basis, amendments and administrative adjustments to the TIP regarding new project selection, air quality reviews, etc. based upon procedures outlined within the TIP. Amendments and adjustments would include development of draft and final documents, public and MPO notification, etc.

**METHODOLOGY:**

**I. PREPARATION OF DRAFT TIP**

**A. GENERAL**

1. The TIP is a staged, multi-year, Intermodal program of transportation projects which are consistent with the regional transportation plan. It is a management and project tracking tool that is used to monitor the progress in implementing the Regional Transportation Plan.
2. Insure early involvement of local legislators, chief elected local officials and citizens through adherence with the Public Participation Program prepared under the 3C Task.
3. Provide technical assistance to municipalities and private interests in developing projects and priorities.
4. Interview the appropriate MassHighway District Project Engineers and the Capital Expenditure and Program Office administrator in developing project information.
5. Include sections on:
  - a. The relationship of the TIP to the Regional Transportation Plan
  - b. Description of funding categories and amounts of Federal funds proposed to be obligated during each program year
  - c. Previously funded projects and programs from the last TIP year, and an identification of any significant delays in the planned implementation of major projects
  - d. A description of the criteria and Project Selection Process for prioritizing projects
  - e. Air quality significance and relationship of the TIP to the State Implementation Plan (SIP)
  - f. A description of the progress in implementing any required TCMs, including reasons for any significant delays in the planned implementation and strategies for ensuring their advancement
  - g. A list of all projects found to conform in a previous TIP and are now part of the base case for the purpose of air quality conformity analyses
  - h. A financial plan that compares revenue needs to revenue sources for highway and transit programs and identifies operating and maintenance costs for the existing transportation system. The MRPC recognizes the need to develop a financially constrained TIP and will work with all members of the MPO to ensure the development of such a document.
  - i. Identification of projects needed to implement regional Americans with Disabilities Act plans
6. Utilize Transportation Evaluation Criteria in the review and prioritization process for identified projects. The TEC process will be reviewed and updated as needed based upon staff and MPO feedback.

**B. DEVELOPMENT OF THE FOUR YEAR PROGRAM OF PROJECTS**

1. Update the list of all transit, highway, or air quality projects that are expected to require federal transportation funds for planning and engineering, construction or purchase during the federal fiscal years that the TIP is prepared for.
  - a. Prepare a list of all regionally significant transportation projects or programs that require FHWA of FTA approval that are not using Federal transportation funds.

- b. For informational purposes list all regionally significant projects proposed to be funded with Federal funds other than from FHWA and FTA.
  - c. For informational purposes list all regionally significant projects proposed to be funded with Non-Federal funds.
2. The list of projects shall include:
    - a. The official MassHighway identifying project title
    - b. Project description
    - c. Regional priority
    - d. Estimated total cost
    - e. The amount of Federal funds proposed to be obligated during each program year
    - f. Proposed source of Federal and non-Federal funds
    - g. Identification of the recipient/sub recipient and State and local agencies responsible for carrying out the project
    - h. Identification of those projects which are identified as TCMs in the SIP
    - I. Identification of those projects which will implement ADA plans
  3. Project descriptions shall be of sufficient detail to permit air quality analysis in accordance with the U.S. EPA conformity requirements.
  4. The total costs of projects, seeking Federal funds, in each program year shall be in line with anticipated federal funds.
  5. The projects will be reviewed by staff of the RPA, EOT Planning and MassHighway Districts 2 & 3 based upon the procedures outlined in the Transportation Evaluation Criteria. Initial scores will be determined and reviewed by the MPO in order to establish the TIP.

#### C. AIR QUALITY

Prepare all documentation necessary for an air quality consistency determination required by EPA's recent regulations of "Criteria and Procedures for Determining Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, Projects Funded or Approved Under Title 23 U.S.C. of the Federal Transit Act".

1. A review of the past year's accomplishments within the Transportation element of the SIP.
2. The TIP is based upon a conforming Regional Transportation Plan (RTP) and is therefore a conforming document. As such a quantitative air quality analysis of all regionally significant projects will be conducted only as needed and on those project not contained within the conforming RTP. Major air quality projects are defined as those that change vehicular speed, reduce VMT or affect travel delay; as promulgated and endorses by the State Air Quality Task Force. This as needed analysis will include projects which require an Environmental Impact Study (EIS), Environmental Impact Report (EIR) or Finding of No Significant Impact (FONSI); and will utilize methodology endorses by the State Air Quality Task Force. The analysis will be based on a network-based transportation demand model which will be used to compare the action (build) alternatives to the baseline (no-build) alternative relative to air quality impacts.

#### D. PUBLIC PARTICIPATION

1. There will be reasonable opportunity for public comment in accordance with the Public Participation Program developed under the 3C Task.
2. At least one formal public meeting will be held during the TIP development process.
3. The proposed and approved TIP will be published or otherwise made readily available for information purposes.

#### E. CONSULTATION

Through the TIP development process, consultation with various state and local officials as well as other groups/organizations and stakeholders is required as stated in the "New Consultations" section of SAFETEA-LU [23 CFR 450.316 (3) (b)]. Through meetings with MassHighway, EOT and the MJTC, as well as the procedures outlined in the Montachusett Public Participation Plan, notification will be made to a number of "agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation" of the development of the TIP. Further

coordination and/or consultation will occur as early as possible and as needed and requested. All efforts will be documented within the TIP.

## II. TIP APPROVAL

The above completed documents will be reviewed and endorsed by the MPO. The endorsed products to serve as the required air quality consistency documentation necessary for DOT (FHWA/FTA) and EPA conformity determination.

## III. ADJUSTMENT/AMENDMENT/MODIFICATIONS

1. Amendments to the TIP will require MPO approval. Procedures outlined for the development of the full TIP as well as those outlined in the Montachusett Public Participation Plan will be followed. A 30 day public review and comment period will be conducted.
2. Adjustments to the TIP require approval of the Joint Transportation Committee but do not require full MPO approval. A formal 30 day public comment period will not be required. Formal notification of the MPO will be conducted either through written notice or via a MPO meeting.
3. Modifications to the TIP will be reviewed by the Joint Transportation Committee as well as the MPO. Based upon the level of modification required, a formal 30 day public review and comment period as well written notification of the MPO may not be required.

## III. SELF CERTIFICATION

During the development of the TIP and at the time of endorsement by the MPO, the MRPC will conduct an annual Self Certification Compliance. This will certify that the Comprehensive, Continuing, Cooperative Transportation Planning Process for identified fiscal year in the Montachusett Metropolitan Planning Organization is addressing major issues facing the region and is being conducted in accordance with all applicable requirements including:

1. 23 USC Section 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 & 176 (c) & (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) & (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101 (b) of the Safe Accountable Flexible and Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU), (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37 and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.
10. Anti-lobbying restrictions found in 49 U.S.C. Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, a Member of Congress, in connection with the awarding of any Federal contract.

## PRODUCT:

Transportation Improvement Program, including, Year 1, 2, 3 and 4 elements, a ranking of the projects based upon the Transportation Evaluation Criteria process, a quantitative analysis of all transportation related emissions as a result of the implementation of the TIP and a demonstration that its implementation is consistent with the SIP and

meets EPA/DEP conformity criteria and disbursed in accordance with the latest distribution matrix for the Document Transmittal Memorandum (5 copies to the Department with additional copies as required).

Adjustments/amendments to the TIP as required. Amendments or administrative action based upon criteria outlined within the TIP.

The TIP and any adjustment or amendment will be a fiscally constrained document for each fiscal year covered.

**SCHEDULE:**

The TIP will be submitted as required by MassHighway during the last quarter of the required Program year. Amendments to the TIP are processed as needed.

**Task 1.43**

Participation	Funding			
	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
MRPC	\$32,000/\$8,000	\$4,500	\$1,125	\$45,625
<b>TOTAL</b>	\$40,000	\$4,500	\$1,125	\$45,625

**UPWP TASK NO. 1.53**

**TASK TITLE: ENVIRONMENTAL JUSTICE**

**OBJECTIVE:**

To continue to integrate the basic principles of Environmental Justice into the 3C Transportation Planning Process and continue the work begun in the past program years. Attempts will continue to be made to expand upon and incorporate recommendations previously developed and agreed to by the MRPC. Integration will continue with the Public Participation Program (PPP). Issues related to Environmental Justice and its inclusion in local technical assistance reports/studies will continue to be investigated. In addition, various methods to measure EJ efforts conducted through other studies/plans will be reviewed and a report, if appropriate, will be compiled to allow for consistent “tracking” of regional efforts.

**PREVIOUS WORK:**

- Public Participation Program – Updated 2007
- Transportation Newsletter
- 2007 Regional Transportation Plan
- Recommendations developed regarding Environmental Justice

**METHODOLOGY:**

Update and review 2000 Census maps that identify high concentration areas of minority, low income, elderly as well as other potential EJ groups.

Review maps related to Transportation Improvement Program highway and transit projects in relation to EJ groups. Continue to identify procedures and methods to encourage and improve involvement in the PPP and local technical assistance projects.

Update and review PPP in relation to EJ issues as necessary.

Develop methods to “track” EJ efforts within the region.

**PRODUCT:**

- Maps of identified Environmental Justice groups
- Technical assistance memorandum, reports and workshops as needed.
- Transit route maps.
- Mailing lists of EJ related groups and organizations.
- Reports on efforts as needed.

**SCHEDULE:**

To be carried out during the program year.

Map development – estimated: May – September 2009.

**Task 1.53**

Participation	Funding	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
MRPC		\$12,000/\$3,000	\$0	\$0	\$15,000
<b>TOTAL</b>		\$15,000	\$0	\$0	\$15,000

2.0

HIGHWAY SURVEILLANCE

**OBJECTIVE:**

This task is a continuation of previous modeling efforts and will continue to establish and update a workable model for the Montachusett Region for use with the transportation plans/studies and to demonstrate conformity of the 2010-13 Transportation Improvement Program. This model was also utilized in the development of the 2007 Regional Transportation Plan and will be utilized in the preparation of an update to the RTP to be completed in the first quarter of 2011 as part of work efforts in the Regional Transportation Plan Update, Task 3.33.

Recent legislation pertaining to transportation planning and air quality conformity has attached increased importance to regional transportation modeling. Recent federal legislation requires that MPOs develop 20 year forecasts of transportation needs in 15 subject areas including facilities, transit services, and congestion prevention in developing the 2003 Regional Transportation Plan. The EPA Final Rule entitled *Air Quality: Transportation Plans, Programs, and Projects; Federal or State Implementation Plan Conformity* requires that conformity determination for transportation improvement programs, transportation plans, and regional significant projects be based on a regional emissions analysis. Emissions from this analysis are to be determined from a network-based transportation demand model. This model "relating travel demand and transportation system performance to land-use patterns, population demographics, employment, transportation infrastructure, and transportation policies must be used to estimate travel within the metropolitan planning area of the non attainment area."

In addition, MassHighway has undertaken the development of a statewide transportation model in order to assist in Air Quality Conformity determination analysis. As part of this effort, population, housing and employment projections were developed for the 2003 and 2007 RTP. Continued update of this model will include continued review of MassHighway projections and comparisons and updates to the statewide model.

In order to improve the consistency of RPA models, MassHighway has chosen TransCAD as the statewide transportation modeling software and has provided, through consultants, basic regional models. Continued refinement and calibration is needed to develop a workable model for the region. This model will enhance regular transportation planning activities by allowing for the examination of if/then and build/no build scenarios regarding potential large scale developments and/or roadways projects in order to better understand and plan for the potential impacts associated with implementation. This information will be of use to local decision makers as well as state officials by providing reliable information upon which informative decisions can be made. In addition, future trouble areas, i.e. capacity and/or congestion problems can be identified and planned for accordingly.

During the development of the 2007 RTP, various questions and issues arose related to demographic projections for the communities within the Montachusett Region. MRPC has reviewed various regional forecasting methods in order to develop a standard forecasting methodology for the region. Development of a regional forecasting method will continue under this task.

**PREVIOUS WORK:**

During the previous program years the following elements to the model have been accomplished.

- Conversion to TransCAD from TRIPS completed.
- Conversion to TRIPS from QRSII completed
- Development of model for Fitchburg, Leominster and Lunenburg area as part of work with consultant conducting the Fitchburg/Leominster/Lunenburg Transportation Analysis Project.
- Network has been expanded to include all roads with a functional classification higher than local street.
- Traffic analysis zones were divided into smaller zones for more detailed modeling and analysis.
- Socio-economic data inputted for new traffic analysis zones.
- Highway interchanges detailed.
- Trip generation and distribution process for region developed in TransCAD.
- Calibration of model in TransCAD completed..
- Improvements to the model as a result of the Fitchburg/Leominster/Lunenburg Transportation Analysis Project reviewed and incorporated into the TRIPS model.
- Networks and traffic assignments completed for model years 2010, 2020, 2023, 2025 in TransCAD.

- Build out analysis for MRPC communities
- Updated population data
- Reviews and comparisons of state projections for population, housing and employment

**METHODOLOGY:**

Staff will continue to refine and calibrate the regional model in TransCAD. Further development of the model will continue with the guidance of state officials, consultants, and the RPA Model Users Group.

Improvements to the model as a result of the additional 2000 census data will be reviewed and incorporated into the existing model as information becomes available. Socioeconomic data for future years will reflect the latest reliable estimates, and road segments will be corrected as needed. Calibration will be ongoing, as new traffic count data is incorporated into the model.

During the program year, the products developed from the model, i.e. the base and future year scenarios used for network analysis of air quality and travel demand, will be reviewed, evaluated, and utilized as part of the development of the Transportation Improvement Program and other applicable studies/projects for the Montachusett Region currently being developed. Reviews, comparisons and updates to and from the state related to the statewide model will continue as data is developed.

Continue to refine and update the model with applicable demographic data from the 2000 Census. Information will be used to further calibrate the model (this may include utilizing consultants under contract). Continue to collect and compile data related to expansion of the model within smaller rural communities. This would allow for the review and analysis of development alternatives and as well as other transportation or corridor studies (this may include utilizing consultants under contract).

In order to develop a Montachusett projection model, staff will continue to:

- review forecasting projection methods of other RPA’s as well as other applicable methodologies;
- compile necessary data for individual communities related to projection methods;
- develop projection scenarios for identified methodologies;
- conduct a comparison of projections to determine most appropriate methodology/model;
- establish Regional projections and procedures for continued maintenance.

Interim documents, if produced, will be forwarded to the Office of Transportation Planning and District as completed.

Training of staff, in cooperation with state officials and guidelines, will continue.

**PRODUCTS:**

Computer model of the major road networks that can be expanded upon as needed and utilized for travel demand estimation and forecasting. Various outputs will be generated based upon the needs of the MRPC, local officials and the MassHighway. Regional forecasting model for population, households, etc. based upon local data.

**SCHEDULE:**

To be carried out throughout the program year.

Computer model of the major road networks – Estimated: September 2010

**Task 2.13**

Funding	<b>FHWA/MHD</b>	<b>FTA-5303</b>	<b>LOCAL</b>	<b>TOTAL</b>
Participation	PL			
<b>MRPC</b>	\$21,600/\$5,400	\$0	\$0	\$27,000
<b>TOTAL</b>	\$27,000	\$0	\$0	\$27,000

**OBJECTIVE:**

The MRPC will continue to improve and develop staff capabilities with the GIS purchased during previous program years. The GIS allows the MRPC to store, display, manage and analyze transportation data for different work tasks. This task will also provide general GIS assistance on projects conducted as part of this UPWP, such as, road inventory files, travel demand modeling, trail inventory, pavement management, transit analysis and impact analysis. Data will be developed as part of various transportation analysis projects that can be utilized in the decision making process. Staff also participates in the Massachusetts RPA GIS User Group MARGIS. In addition, the use of a GPS purchased in part through the "3C" contract will continue to be examined and explored in all UPWP tasks.

A major work task is expected to include further data development, data clean-up and mapping as part of the update to the Regional transportation Plan and the continued development of crash related data as part of Regional Crash Database previously established by the MRPC. Crash data related to intersections and road segments will be geo-coded and referenced as information is obtained.

In addition, MRPC staff will maintain develop and archive digital data for the Region. Current hardware and software requirements for the GIS will be evaluated and upgraded as appropriate. Approval on expenditures over \$1,000 will be obtained prior to purchase. A recent purchase of a GPS will allow for expanded services to local communities and assist in data development in the Trail Inventory and Corridor Profiles tasks.

Support will also include previous efforts and work with the Pictometry Imaging System as part of the statewide aerial imagery program. Continued support to local municipalities will be conducted as needed.

This task will also provide support to member communities as part of the MRPC GIS Technical Assistance program. MRPC provides each member community with 8 free hours per calendar year of GIS technical assistance on various mapping and analysis projects.

**PREVIOUS WORK:**

- Rt 140 Task Force Environmental & Problem Area Maps - Westminster and Sterling
- MRPC Signal Inventory Map
- Pictometry Training & Technical Assistance Programs & Maps - Leominster/Lunenburg Dive Teams
- Montachusett Top 114 Dangerous Intersections
- MRPC Road Segment Analysis
- Ice Storm 2008 - Regionwide
- Trail Inventory - Regionwide
- Community Street Maps - Ashburnham, Lancaster, Winchendon, and Sterling
- Zoning Maps - Ayer and Templeton
- Ayer Parcel Updates
- Leominster Maps for CDAG Grant Applications
- Townsend Parcel Updates and Assessor Parcel Map
- Regional Transportation Plan Maps for Various Chapters
- Winchendon Official Zoning Map
- Westminster Open Space Update Map
- Leominster Open Space Update Map
- Fitchburg Longsjo Classic Bike Race Map
- Templeton Cemetery Mapping Project.
- Athol Master Plan
- Transit Development Program, Fitchburg/Leominster.
- Accident location datalayer for the Montachusett Region.
- Land Use Update for Leominster, Gardner, Hubbardston, Winchendon, Templeton, Royalston, Ashburnham, Ashby, Phillipston, Athol, Clinton, Harvard, Petersham, Ayer, Groton, Lancaster, Shirley and Westminster.
- Open Space Update for Lancaster, Gardner Hubbardston, Winchendon, Templeton, Royalston,

- Ashburnham, Ashby, Phillipston, Leominster, Clinton, Harvard, Ayer, Groton, Shirley and Westminster.
- Parcel data for Ashburnham, Ashby, Gardner Hubbardston, Phillipston, Petersham, Templeton, Westminster and Winchendon.
- Montachusett Regional Transit Authority Transit Route map.
- Pavement Management database of Federal Aid eligible roads.
- Establishment/development of data sets through MassGIS.
- MassHighway Road Inventory File database.
- Establishment of Technical Assistance Program for member communities.
- Purchase of GIS through the existing "3C" contract. System includes: digitizer, plotter, PC and software (PC ARC/Info).
- Databases from the state have/will be incorporated into the existing system for the Montachusett Region.

**METHODOLOGY:**

- Review, refinement and mapping of Regional crash data.
- Continue the expansion of the GIS from a mapping tool to an analysis tool thru various project needs
- Ongoing training and enhancement of staff and system abilities.
- Continued refinement of existing data sets in order to provide inputs for various planning tasks.
- Establishment of new databases and map overlays on a continual basis as projects develop.
- Integration of existing databases (accident and road inventory) and the travel demand model into the GIS as appropriate.
- Data collection, maintenance and analysis will be an ongoing and continuing task.
- Support of UPWP tasks and special reports where appropriate and necessary.
- Review/selection/purchase of additional software and hardware requirements.
- Work with state agencies to review, correct and enhance GIS coverages for the Region.
- Continue support of Pictometry Imaging System to local communities.
- Provide technical support of aerial imagery software to local communities.
- Local GIS Technical Assistance support.

**PRODUCTS:**

Continue updating of a data report/listing of archived GIS data for member communities.

Base map and overlay files that can be utilized for numerous tasks including: travel demand modeling, traffic assignment, capacity analysis, accident reporting and analysis, pavement management, transit routing, environmentally sensitive areas, etc.

Regional and Local maps of Crash related data.

Aerial Imagery Deployment and Technical Assistance – Various Communities.

Local GIS projects/datalayers as part of Technical Assistance Program.

Information generated will be used to augment or as inputs to numerous studies and tasks including the Regional transportation Plan Update. Base maps will be provided to MassHighway and member communities when appropriate.

**SCHEDULE:**

To be carried on throughout the program year.

Technical support: As needed throughout program year.

**Task 2.23**

Funding	FHWA/MHD	FTA-5303	LOCAL	TOTAL
	PL			
Participation				
MRPC	\$33,600/\$8,400	\$0	\$0	\$42,000
<b>TOTAL</b>	\$42,000	\$0	\$0	\$42,000

**OBJECTIVE:**

The objective of this task is to develop and maintain a region wide traffic counting program utilizing automatic traffic recorders (ATRs): This equipment was provided through the Federal Highway Administration and the Massachusetts Highway Department through 3C contract #6047.

**PREVIOUS WORK:**

Previous work includes all traffic counts taken since the initiation of the program in FY 84-85 and the following elements: development of a micro-computer file system on a town/roadway basis, the use of current micro-computer applications for the compilation and display of traffic volumes in 15 minute intervals, and the completion of a historical traffic volumes document which provides information on all current and historical traffic counts taken in the region since 1978, location map and station number identification. In addition, a three year count program of important roads/locations within the Region has been developed to provide information for Regional growth factors, model inputs, etc. Regional growth factors have been developed based upon historic counts.

**METHODOLOGY:**

The 2009-10 traffic count programs will consist of the following sub-tasks:

- a. Provide assistance to MassHighway's state-wide traffic counting program. MRPC will count approximately 25 locations in the region normally taken as a part of the MassHighway traffic count program. These traffic counts will be 48 hour directional classification ATR counts, displayed in fifteen minute intervals to determine peak-hour and directional distribution and factored for seasonal and day-of-the week variation;
- b. Maintain a testing program of traffic counters to ensure accuracy of data based upon MassHighway procedures;
- c. Establish database link of regional counts to GIS;
- d. Maintain ADT computer file system on a town/roadway basis in order to increase access time and to maintain historical counts for trend analysis;
- e. Continue to develop, refine and implement a permanent regional traffic counting program; to establish base year cordon counts for systems planning, regional accident analysis, air quality analysis, and capacity/level of service analysis in cooperation with MassHighway and approved by FHWA;
- f. Provide for special counts within the region as requested for local technical assistance.
- g. Compile and publish a historical traffic volume document with 1999-2009 traffic counts and accompanying location map with station number identification.
- h. Investigate state-of-the-art micro-computer applications (utilizing ATR count data) to improve the efficiency of the existing count programs.
- i. Test and document accuracy of ATR's as required by the ISTEAs Traffic Monitoring System/Highway
- j. Update traffic count data posted on MRPC website (www.mrpc.org).

**PRODUCT:**

- To complete a total of 75 to 100 traffic counts throughout the Region (including approximately 25 MassHighway permanent coverage stations), depending on need, weather, and availability of staff time.
- Maintain a file of traffic counts on a town/roadway basis and a datalayer of regional counts with GIS.
- To complete a report documenting historical and current traffic counts taken in the Region.
- Maintain documentation/records of testing procedures and accuracy of equipment utilized in data collection.

**SCHEDULE:**

To take place from April through November, depending upon local weather conditions.

**Task 2.33**

Funding	FHWA/MHD	FTA-5303	LOCAL	TOTAL
	PL			
MRPC	\$29,600/\$7,400	\$0	\$0	\$37,000
<b>TOTAL</b>	\$37,000	\$0	\$0	\$37,000

**OBJECTIVE:**

The objective of this task will include: the continuation of the MRPC's Pavement Management Program; a review and update of the Functional Classification of identified roadways within the Region; and the examination of congested segments or areas called "bottlenecks".

The Pavement Management Program will continue to evaluate federal aid eligible roadways within the Region. There are approximately 600 miles of Federal Aid roads in the Montachusett Region that will continue to be surveyed and incorporated into the pavement management program. MRPC has established a 3 year program to inventory and analyze. MRPC will utilize the RSMS program developed by the University of New Hampshire for this program once the final software has been delivered. In addition, this task will allow for our participation in the RPA/State Pavement Management User Group as well as other potential work based upon arrangements and directives from MassHighway through a Pavement Management Program.

The Functional Classification review task was developed in response to local communities that have raised questions regarding possible discrepancies related to federal aid eligibility for roads within the Region. Based upon procedures outlined by MassHighway and Federal guidelines, the MRPC will examine the classification scheme within the Region to identify potential conflicts and in addition, review available data to determine if classification changes may be warranted on certain roadways. New developments in the Region may have resulted in operational changes in the characteristics of a road that may lead to its classification change.

Recent discussions with FHWA have identified "bottlenecks" as an area of concern to be examined within the Region. A bottleneck can be defined as: "Traffic Bottleneck: *Simple definition:* A localized constriction of traffic flow. *Expanded definition:* A localized section of highway that experiences reduced speeds and inherent delays due to a recurring operational influence or a nonrecurring impacting event." Source: FHWA Office of Operations website.

This task will attempt to identify bottleneck locations and their root causes within the Region. Various data collection methods may be used including travel time studies, traffic counts and local knowledge. Once identified, causes will be examined and potential solutions compiled to address the issue.

**PREVIOUS WORK:**

- Database of Federal Aid Eligible Roads
- Evaluation of PMS software
- 3 Year Inventory Schedule
- 2007 Montachusett Regional Transportation Plan
- Montachusett Pavement Inventory Program - 2007, 2008
- 1998-99 Montachusett Pavement Management Report
- 1997-98 Montachusett Pavement Management Report
- 1998 Statewide Pavement Management Report
- Road Inventory File update - 1995-96
- Pavement inventory of approx. 530 Federal Aid Roadways - 1995-97
- Establishment of GIS Datasets for MRPC
- Functional Re-Classification of Region's Road Network - 1993
- Technical Support Groups (Pavement Management Users Group)

**METHODOLOGY:**

Pavement Management

1. Participation in RPA Pavement Management Users Group.
2. Technical assistance to MassHighway as part of state PMS program based upon mutually agreeable scope.
3. Collect roadway condition information including but not limited to ride, distress, and rutting conditions that adversely impact surface conditions.
4. Conduct analysis of inventoried roads.

5. Update PMS database, including recent repair/reconstruction activities.
6. Assist interested town with PMS programs as requested.

**Functional Classification Review**

1. Survey local communities regarding issues related to Functional Classification
  2. Review current data and mapping related to Functional Classification to identify and locate discrepancies and issues.
  3. Collect necessary data for any roads determined to be eligible for review. Data could include: traffic counts and land use changes.
  4. Map roads under review as well as possible parallel changes in other roads potentially effected by re-classification.
  5. Review with EOT and the MPO.
  6. Seek formal MPO approval and submit change request package to EOT.
- Process will follow steps and procedures outlined by EOT.

**Bottleneck Review and Analysis**

1. Survey of local knowledge as well as available data to identify bottleneck areas or locations.
2. Collect additional data as needed, i.e. traffic counts, travel time studies, crash data, special event data, etc.
3. Identify and document root cause(s) of bottleneck situations.
4. Identify potential improvements including low cost and operational.
5. Develop potential project listings for action.

**PRODUCTS:**

**Pavement Management**

- PMS program for identified state roads based upon agreed roles and responsibilities.
- Pavement Management database for federal eligible roads.
- Database information for incorporation into the MRPC's GIS.
- Regional report that outlines the status of roads and their needs.
- Development of local PMS support procedures.

**Functional Classification Review**

- Functional Classification Maps - Local and Regional
- Change Request Package for MPO and EOT review and action.

**Bottleneck Review and Analysis**

- Regional/Local report on bottleneck(s)
- Identification of potential corrective actions and/or projects for TIP inclusion.

**SCHEDULE:**

To be carried out throughout the program year.  
 Pavement Regional Report - Estimated: September 2010  
 Functional Classification Requests - Estimated: Throughout Program Year  
 Bottleneck Analysis Report - Estimated: September 2010

**Task 2.43**

Funding	FHWA/MHD	FTA-5303	LOCAL	TOTAL
	PL			
MRPC	\$40,000/\$10,000	\$0	\$0	\$50,000
<b>TOTAL</b>	\$50,000	\$0	\$0	\$50,000

**TASK 2.53****TASK TITLE: REGIONAL SAFETY REVIEW & DATABASE****OBJECTIVE:**

The objective of this task will be to continue efforts previously identified under two separate tasks: Regional Crash Database and Road Safety Review and Analysis.

Under this task we will seek to continue efforts to cooperate with the state to meet federal regulations that call for states to set aside at least 10% of STIP funds for safety purposes. To receive these funds the state must develop and implement a comprehensive and ongoing Highway Safety Improvement Program (HSIP). The HSIP needs to include crash data gathering, crash analysis, identification of hazardous crash sites, prioritization and implementation of projects that improve safety at these sites, and evaluation of the effectiveness of those safety improvement projects.

This task is divided into two sub-tasks. The first sub-task is for the MRPC to continue efforts to refine and update crash data provided by MassHighway for the MRPC region. Previous data was compiled into two reports identifying high crash intersections (phase 1 report) and road segments (phase 2 report) within the Region. The phase 2 report is based on MassHighway GIS located crash data. Beginning with this sub-task, all future crash data for the Region will utilize GIS. A GIS crash database will be maintained and updated as new crash data is obtained. Updates to the high crash intersections and road segments reports will be developed every two years or as needed upon request for a particular location. From Region reports, locations for specific site investigations will be identified for future review.

The second sub-task is to work cooperatively with the MassHighway Road Safety Audit (RSA) program to develop safety improvement projects for our region to meet the goals of the Massachusetts HSIP. According to the FHWA, an RSA is a formal safety performance examination of an existing or future traffic facility by an independent, qualified, and multidisciplinary team that considers all roadway users for the purpose of identifying existing or potential safety issues and recommends countermeasures. A primary goal of the RSA process is to secure designs that reduce the number and severity of crashes.

**PREVIOUS WORK:**

- 2008 GIS Regional Crash Database
- 2008 Phase I Report: Roadway Safety Conditions in the Montachusett Region
- 2008 Phase II Report: Road Segment Safety Conditions in the Montachusett Region
- 2009 Access Safety & Operational Analysis of Route 2 Interchanges & At-grade Intersections in the MRPC Region
- 1998 Regional Accident Database
- Road Safety Audit - John Fitch Highway/Route 2A, Fitchburg, 2007
- Road Safety Audit - Route 140/Route 101, Gardner, 2007
- DRAFT Road Safety Audit - Route 2, Phillipston, 2008

**METHODOLOGY:****SUB-TASK 1:**

1. Coordinate with MassHighway through a user group if available
2. Identify updated database structure and needs
3. Establish contacts with local law enforcement departments
4. Update database with local and state data
5. Create local community summaries
6. Review projects and studies for potential HSIP funds through the TIP Process

Staff will conduct the following:

- Review and document existing crash database structure
- Coordinate with MHD for most recent crash data
- Coordinate with MHD to develop a state crash database structure
- Coordinate/liaison with local law enforcement departments regarding availability of crash data
- Establish standard procedures for continual updating and reporting data
- Generate high incident summaries for local communities as well as the overall region
- Establish site investigation schedule for identified locations

- Conduct site investigations
- Generate a list of potential projects to address identified deficiencies for state and local review & use

**SUB-TASK 2:**

Based on FHWA RSA guidelines, the following process is anticipated for each RSA:

1. Identify project or existing road to be audited
2. Select RSA Team: Examples of qualified team members: road safety specialist, traffic operations engineer, road design engineer, transportation planner, law enforcement (traffic).
3. Conduct a pre-audit meeting to review project information
4. Perform field reviews under various conditions
5. Conduct audit analysis and prepare report of findings
6. Present audit findings to Project Owner/Design Team
7. Prepare formal response (to RSA) (the project owner and/or design team completes this)
8. Incorporate findings into the project when appropriate

The following is a list of potential RSA locations that were identified as having a significant safety problem in the *Phase I Report: Roadway Safety Conditions in the Montachusett Region*:

1. South Street at Electric Avenue in Fitchburg
2. Massachusetts Avenue (Route 2A & 13) at Electric Avenue in Lunenburg
3. South Street at Wanoosnoc Road in Fitchburg
4. Massachusetts Avenue (Route 2A & 13) at Chase Road in Lunenburg
5. Elm Street at Central Street (Route 101) in Gardner
6. Main Street (Route 13) at Nashua Street in Leominster

Road segment locations will also be considered from the *Phase II Report: Road Segment Safety Conditions in the Montachusett Region*

**PRODUCT:**

**SUB-TASK 1:**

- Comprehensive regional GIS crash database
- Community and regional summaries of high incident locations
- Site investigation and analysis reports

**SUB-TASK 2:**

- Road Safety Audits of Identified Locations
- Potential Improvements/Projects for inclusion in the TIP process

**SCHEDULE:**

**SUB-TASK 2:**

- To be carried out throughout the program year
- Updated Regional crash database – Estimated: May – June 2010
- Updated Regional & Community Intersection and Road Segment Crash reports – Estimated: September 2011

**SUB-TASK 2:**

- To be carried out throughout the program year
- Identification of RSA locations - January 2010
- Road Safety Audits - February to September 2010

**Task 2.53**

Participation	Funding	FTA-5303	LOCAL	TOTAL
	FHWA/MHD PL			
<b>MRPC</b>	\$36,800/\$9,200	\$0	\$0	\$46,000
<b>TOTAL</b>	\$46,000	\$0	\$0	\$46,000

3.0

TRANSPORTATION PLAN

**UPWP TASK NO. 3.13****TASK TITLE: SAFE ROUTES TO SCHOOL STUDY****OBJECTIVE:**

The objective of this task is to continue the development of a series of Safe Routes to School (SRTS) Plans for local communities. Previous efforts in the 2007-2008 and 2008-2009 program years has led to SRTS studies in Ashburnham, Ayer, Gardner, Shirley and Westminster. This program year will focus on Fitchburg and possibly Leominster.

“The Safe Routes to Schools Program (SRTS) is a Federal-Aid program of the U.S. Department of Transportation's Federal Highway Administration (FHWA) through funding from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Act (SAFETEA-LU).

The goal of the program is to substantially improve the ability of primary and middle school students to walk and bicycle to school safely. The purposes of the program are:

- to enable and encourage children, including those with disabilities, to walk and bicycle to school
- to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (approximately 2 miles) of primary and middle schools (Grades K-8).”

(Source: National Center for Safe Routes to School [www.saferoutesinfo.org](http://www.saferoutesinfo.org))

MRPC has worked with and coordinated efforts with EOT and MassRIDES related to the community and schools involvement with the Safe Routes to School program.

**PREVIOUS WORK:**

- Safe Routes to School Study - Shirley, 2009
- Safe Routes to School Study - Westminster, 2009
- Safe Routes to School Study - Ashburnham, 2008
- Safe Routes to School Study - Ayer, 2008
- Safe Routes to School Study - Gardner, 2008
- 2007 Regional Transportation Plan
- Trail Inventory Report – Groton & Shirley, 2007.

**METHODOLOGY:**

Based upon the National Center for Safe Routes to School, the following process is anticipated for each community:

1. Coordinate with EOT and MassRIDES on state Safe Routes to School program discussion with local communities.
2. Identify interested individuals groups or organizations at selected schools within community. Focus will be on those interested in making walking and bicycling to school safe and appealing for children.
3. Participate in meetings between schools and MassRIDES to establish and develop visions and goals as well as set additional meetings and steps. Identify roles and responsibilities among participants.
4. Gather information and data in order to identify issues particular to individual communities.
5. Develop local maps of target population around schools.
6. Conduct surveys of parents regarding walking/biking issues. Identify and map primary routes.
7. Conduct inventories of existing conditions related to identified routes to schools.
8. Identify potential improvements, infrastructure projects, etc. related to routes.
9. Coordinate with MassRIDES on other identified issues and solutions regarding local involvement in state program. Assist with solutions where possible. Solutions could include a combination of education, encouragement, engineering and enforcement strategies.
10. Develop final report on SRTS based upon collected data.

Interim documents, if produced, will be forwarded to EOT and MassHighway as completed.

**PRODUCTS:**

The final product will be a series of local Safe Routes To School plans that identify issues and solutions that will encourage walking and bicycling to local schools. Potential improvement projects may be identified that could result in future TIP projects.

**SCHEDULE:**

To be carried out throughout the program year. Anticipated that methodology processes to occur as follows:

- 1 & 2 – First Quarter of Program Year
- 3, 4, 5 & 6 – Second Quarter of Program Year
- 7 & 8 – Third Quarter of Program Year
- 9 & 10 – Fourth Quarter of Program Year

**Task 3.13**

Participation	Funding	FHW/MHD PL	FTA-5303	LOCAL	TOTAL
<b>MRPC</b>		\$28,000/\$7,000	\$0	\$0	\$35,000
<b>TOTAL</b>		\$35,000	\$0	\$0	\$35,000

**OBJECTIVE:**

The objective of this task is to continue Trail Inventory work initiated in previous program years that focused on the communities of Ashburnham, Winchendon, Templeton, Hubbardston, Harvard, Shirley, Groton, Lancaster, Sterling, Townsend, Ayer, Clinton, Leominster, Ashby, Fitchburg and Lunenburg. Staff will conduct a review and site walks of local trails identified through local outreach in our member communities. Reviews for this program year will focus on Westminster, Phillipston and Gardner. Where applicable, those trails with proximity to local transit routes will be identified. The focus will be on whether the trails identified through local outreach are feasible and what steps should then be undertaken to implement them.

**PREVIOUS WORK:**

- Trail Inventories conducted in Ashby, Fitchburg and Lunenburg.
- Public input meetings held in Ashby, Fitchburg and Lunenburg.
- Trail Inventories conducted in Ayer, Clinton and Leominster.
- Public input meetings held in Ayer, Clinton and Leominster.
- Trail Inventories conducted in Groton, Harvard, Lancaster and Shirley.
- Public input meetings held in Groton, Harvard, Lancaster and Shirley.
- Trail Inventories conducted in Ashburnham, Winchendon, Templeton, and Hubbardston.
- Public input meetings held in Ashburnham, Winchendon, Templeton, and Hubbardston.
- EO 418 Transportation Elements: Leominster, Fitchburg, Lancaster, Ashburnham, Templeton and Townsend
- 2007 Montachusett Regional Transportation Plan
- 2003 Montachusett Regional Transportation Plan

**METHODOLOGY:**

The following methodology will be conducted:

1. Review existing trail networks and plans for MPO subregions.
2. Conduct local outreach to help identify subregion or community to be investigated.
3. Update GIS trail coverages with assistance of local officials.
4. Identify local officials, trail advocates, etc. for participation in study.
5. Identify new trail locations through a series of meetings, etc.
6. Conduct site visits for trails identified and map special features through Global Positioning System (GPS), existing maps, etc. Information gathered will be mapped through the MRPC GIS.
7. Develop a database of property ownership along the trails.
8. Identify and adjust trail locations and prioritize trails based upon information developed.
9. Develop a series follow up steps and or actions that would assist in implementing these trails.

Interim documents, if produced, will be forwarded to EOT and MassHighway as completed.

**PRODUCTS:**

The final product will be a listing of new trails for the community or communities investigated that identifies routes, special features, property ownership and follow up actions that can assist the town in implementing these trails. It is anticipated that identified priority trails may then result in communities submitting projects that will move into the TIP process.

**SCHEDULE:**

To be carried out throughout the program year.  
Product completion estimated: September 2010.

**Task 3.23**

Participation	Funding			
	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
<b>MRPC</b>	\$32,000/\$8,000	\$0	\$0	\$40,000
<b>TOTAL</b>	\$40,000	\$0	\$0	\$40,000

**OBJECTIVE:**

The objective of this task is to develop an update to the 2007 Regional Transportation Plan (RTP) for the Montachusett Region that was endorsed by the Montachusett MPO on March 28, 2007. Federal regulations require that the RTP be updated and revised every 4 years. The RTP is a comprehensive, multi-modal transportation plan which is used to enhance the decision-making capability of local, regional, and State officials by identifying both short range and long range improvements (including TSM) to the regional transportation system. This effort will reflect the 3C process and will be based on Federal and State policies, regional goals and objectives, detailed technical data and analysis, input from local technical assistance activities conducted by the RPA, and citizen participation.

Federal legislation (Intermodal Surface Transportation Efficiency Act – ISTEA) established the primacy of the Regional Transportation Plan in the 3C transportation planning process. Provisions in the Act governing the contents of the plan were designed to promote the development of an intermodal transportation system and to have that system help meet the NAAQS set forth in the CAAA of 1990 and the mobility provisions established under ADA. Sections 1024(f-g) of the Act identified key factors which must be considered in developing the Transportation Plan including 20-year forecasts of population and employment, the elimination and prevention of congestion, consideration of the land use impacts of planned transportation projects, and the preservation of existing transportation facilities as well as a number of additional areas. The 2007 RTP was developed in accordance with these requirements. The update or the 2011 RTP will likewise be developed in accordance with all necessary requirements contained within the new federal legislation, SAFETEA-LU.

The Transportation Plan comprehensively examines the existing transportation network in the region, identifies those issues and problems which either require or will require improvement, and outlines possible courses of action designed to facilitate these improvements. It considers virtually all forms of transportation in the region and is developed so that it is consistent with the region's comprehensive, long-term land use plans as well as any social, economic, environmental, and energy conservation goals and objectives.

Information developed as part of the 2007 RTP, previous studies conducted during past program years, as well as the MRPC's GIS, have been and will be utilized as part of the 2011 RTP as well as a new Air Quality Conformity Determination based upon the requirements of EPA and DEP.

**PREVIOUS WORK:**

- 2007 Montachusett Regional Transportation Plan - March 28, 2007
- Public Participation Plan - June 2007
- Revised Montachusett MPO MOU - February 4, 2009
- Regional Crash Database - 2008-9
- Trail Inventories
- Phase I Report: Roadway Safety Conditions in the Montachusett Region
- Phase II Report: Road Segment Safety Conditions in the Montachusett Region
- Safe Routes To School Studies - 2008-9
- Regional Pavement Management Report - 2008
- Regional Emergency Response Road Network Study - 2008
- Public Outreach Program – Fitzgerald & Halliday Inc.
- Fitchburg/Leominster/Lunenburg Transportation Analysis Project 2000
- Peak Hour Regional Travel Demand Model
- Route 13/Fitchburg Connector Travel Demand Model
- Management Systems Activities - Pavement, Congestion, Intermodal
- 1993 Montachusett Regional Transportation Plan
- 1997 Montachusett Regional Transportation Plan
- 2000 Montachusett Regional Transportation Plan
- 2003 Montachusett Regional Transportation Plan
- Regional Travel Demand Model
- Regional Accident Database 1999

- Regional Road Inventory File
- Geographic Information System for the Region

Several studies previously conducted by the MRPC will also be utilized in the revision to the Transportation Plan.

**METHODOLOGY:**

The following areas will be conducted/developed utilizing traditional system planning combined with public involvement as part of the revision process:

- Review previous public outreach program. Update and revise as needed.
- Update and re-launch RTP specific website.
- Review and incorporate prior studies and analyses into identified RTP elements.
- Conduct local meetings and workshops to discuss and present the RTP.
- Review previous efforts to compile and develop various elements of the RTP.
- Develop and review evaluations of alternative solutions to identified problem areas.
- Incorporate results derived from the Transportation Elements from Executive Order 418 studies within the Region.
- Develop plan elements to ensure a multi-modal approach. To include highway, mass transit, pedestrian and bicycle facilities, railroads and airports.
- Develop and review the air quality issues and strategies of the plan and its relationship to attaining and maintaining NAAQ Standards. Conduct Air Quality Conformity Determination based upon requirements established and by utilizing the Regional Travel Demand Model.
- Development of the Plan will include consultations, as appropriate, with state and local officials responsible for Land Use Management, Natural Resources, Environmental Protection, Conservation, and Historic Preservation.
- Identify various stakeholders within the region and coordinate meetings with individuals/groups to incorporate and integrate their thoughts/ideas/input/plans into the RTP. Efforts will be made to conduct coordination as early as possible in the update process. Stakeholders are considered members of the public, the business community, various local and state agencies, governments and other interested parties. Efforts will be documented within the final RTP.
- Develop and review the Financial Section of the Transportation Plan: Federal regulations require that each project and/or program appearing in the RTP must also have an identified source of funding that can reasonably be assumed to be available for implementation. Staff will work with MassHighway, FHWA, EOT and FTA to refine the transportation project funding level projections made in the RTP. Staff will also examine in greater detail the following basic activities required to produce a Long Range Transportation Plan:
  - Assessment of current financial conditions;
  - Projection of future financial requirements for operation and maintenance;
  - Assessment of ability to meet future financial requirements, based on analysis of existing revenue sources;
  - Identification of potential revenue sources to meet possible future shortfalls, including innovative financing methodologies;
  - Analysis of existing and future revenue sources, to include long-term availability and sensitivity to external factors;
  - Forecasts of baseline transportation system costs for use in making service and investment decisions.
- Develop new chapter for the RTP to address Climate Change that considers the regions transportation infrastructure and the transportation services provided. Potential threats to the transportation system from climate change events will be discussed. As part of this effort, an inventory of transportation related infrastructure and services that could be negatively impacted from potential affects associated with climate change will be created.
- Conduct public outreach in accordance with Public Participation Program.
- Print document for distribution when applicable.
- Seek Full MPO endorsement of the plan when applicable.

Interim documents, if produced, will be forwarded to EOT and MassHighway as completed.

**PRODUCTS:**

The final product will be a comprehensive, multi-modal transportation plan endorsed by the MPO for the Montachusett Region to include an Air Quality Conformity determination. Distribution of endorsed copies will be to local public officials, MPO and MJTC members and other interested parties. Copies will also be made available to the general public thru the MRPC website ([www.mrpc.org](http://www.mrpc.org)).

**SCHEDULE:**

To be carried out throughout the program year. New and updated RTP anticipated to be endorsed in first quarter 2011.

**Task 3.33**

Participation	Funding			
	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
<b>MRPC</b>	\$60,000/\$15,000	\$0	\$0	\$75,000
<b>TOTAL</b>	\$75,000	\$0	\$0	\$75,000

**UPWP TASK NO. 3.42  
PROFILES**

**TASK TITLE: CORRIDOR**

**OBJECTIVE:**

The objective of this task will be to continue work on a corridor and safety profile along Route 140 in Westminister and Sterling between Route 2 and I-190 and along Route 12 in the City of Leominster between Route 2 (Exit 31) and the Hamilton Street/Lindell Avenue intersection to Monument Square and south of the downtown area.

Based upon a definition developed by CMRPC, a Corridor Profile “correlates the information generated by the transportation management systems along a particular corridor and analyzes performance-based data, recommends short-term operational and physical improvements, and identifies candidates for further study.”

MRPC was contacted in fall 2008, along with the Central MA Regional Planning Commission (CMRPC), to assist a locally developed Task Force in Westminister, Princeton and Sterling with identifying issues, problems and potential improvements along Route 140 in these three communities. The MRPC has provided technical and administrative support to the Task Force since September 2008. Previous efforts have included data collection, meeting support and analysis. This task will allow for the continuation of efforts in order to develop a conceptual plan of potential projects to address identified problems.

Route 12 is a major thoroughfare that provides north/south access for the city between Route 2 (in the north) and I-190 (in the south). Commercial activity is present along the entire corridor. A major shopping center is located at Water Tower Plaza, north of the downtown with smaller commercial plazas located south of the downtown. Several intersecting streets present numerous safety issues and concerns. This corridor was identified as having a significant safety problem in the *Phase I Report: Roadway Safety Conditions in the Montachusett Region* and congestion is also a problem on this corridor. This task will allow for the continuation of efforts to develop a Corridor profile for this roadway.

For both Corridor profiles, it is anticipated that congestion and capacity analysis will be conducted at the major crossings and that Road Safety Audits (RSA) will also be conducted at various locations. The study will identify specific and general problems and provide alternative improvements that will improve the safety and traffic flow on Routes 140 and 12.

**PREVIOUS WORK:**

- Data Collection - Route 140 in Westminister and Sterling - 2008-9
- GIS Environmental Datalayers along Route 140 and Route 12 - 2008-9
- Phase I Report: Roadway Safety Conditions in the Montachusett Region - 2008.
- Phase II Report: Road Segment Safety Conditions in the Montachusett Region - 2008.
- Montachusett Crash Database - 2008.
- Montachusett Traffic Count Database – 2008.
- 2007 Regional Transportation Plan
- Regional Crash Summary - 2007

**METHODOLOGY:**

The Corridor Profile contains a review of several management systems including: Traffic Counting; Congestion Management; Safety; Pavement Management System; MassHighway Bridge Management System (BMS) and Freight Movement.

Corridor Profile Tasks will include:

1. Review and analysis of adjacent land uses, environmental constraints and collected data..
2. Develop and identify potential short, medium and long term improvements based upon issues and feedback from Task Force and/or community.
3. Develop and prepare final report.
4. Conduct public outreach meeting as needed.

Several areas of concern were identified by the Route 140 Task Force in Westminster and Sterling. Intersections, as well as sight distance, vertical alignment and culvert problems, were mapped and categorized for further data collection and analysis.

Along Route 12, the following is a list of intersections in the study area that were identified as having a significant safety problem in the *Phase I Report: Roadway Safety Conditions in the Montachusett Region*:

Community Rank	Region Rank	Intersections	EPDO Total	Total Crashes
5	7	Monument Square (Main St/Mechanic St)	198	98
6	8	N Main St. (Rte 12)/Nelson St./Water Tower Pl./Fruit St.	188	96
8	15	N Main St (Rte 12)/Lindell Ave./Hamilton St	155	75
24	67	Main St. (Rte 13)/N Main St. (Rte 12)/High St./Mill St.	54	30
27	73	Main St. (Rte 12)/Merriam Ave./Columbia St.	52	32
31	86	N Main St (Rte 12)/Washington St./Grove Ave.	47	19
37	113	N Main St (Rte 12)/Hospital Rd	39	15

Interim documents, if produced, will be forwarded to EOT and MassHighway as completed.

**PRODUCTS:**

The final product will be a corridor profile for Route 140 and Route 12 that identifies congestion, safety issues and problems and establishes alternatives and recommendations/actions to address them. Potential future projects for inclusion in the TIP will likely be identified.

**SCHEDULE:**

To be carried out throughout the program year.

Estimated completion:     Route 140 – First half of the program year.  
                                       Route 12 - September 2010

**Task 3.43**

Participation	Funding	FTA-5303	LOCAL	TOTAL
	FHWA/MHD PL			
MRPC	\$40,000/\$10,000	\$0	\$0	\$50,000
<b>TOTAL</b>	\$50,000	\$0	\$0	\$50,000

**UPWP TASK NO. 3.53**

**TASK TITLE: LOCAL TECHNICAL ASSISTANCE**

**OBJECTIVE:**

The objective of this task is to provide a quick and effective response mechanism to handle special, short term issues and projects as they arise. This will include the development, upon the written request from the chief elected official of a local community or from state and federal agencies, of detailed technical data and reports that will assist local communities or the MassHighway in improving the Region's transportation system. Studies will include accident analyses, intersection capacity investigations, signal warrant investigation, analysis of potential projects related to Management Systems Activities, and traffic impact reports. Based upon local requests, reviews of proposed development impact reports will be conducted to determine accuracy, feasibility, completeness and integrity of results. Where appropriate GIS applications will be utilized. These studies may involve the establishment of a subarea transportation model, analysis of major and/or critical intersections within the study area and liaison with local and state officials in order to determine viable solutions to the identified problems.

In addition, FHWA has indicated that MPO's should review Intermodal Connectors located within their respective regions. Intermodal connectors are defined as "roads that provide access between major modes of transportation (sea, air, rail or road) from origin to destination. These connectors tie the intermodal transportation system together and are typically short segments of road generally less than two miles in length." Previous efforts focused on rail facilities and to a lesser extent airports in the Montachusett region. A review of segments that meet the Intermodal Connector criteria will be conducted as needed, their existing conditions identified and potential improvement recommendations developed.

**METHODOLOGY:**

Provide technical assistance in the form of meetings, data and reports to MassHighway, DEP, local communities, and other local, State and Federal agencies as the need arises. This includes, but is not limited to: air quality analyses; intersection and capacity analyses; traffic impact analyses of proposed developments; both commuter and municipal parking analyses; carpool/vanpool analyses; GIS applications and routine requests from local communities or citizens that continually arise in connection with the administration of the transportation planning program.

A review of past identified Intermodal Connectors will be conducted and possible new segments will also be identified through discussions with local communities and the Commonwealth. An inventory of the roadways will then be conducted and potential recommendations developed. In addition, where applicable, information derived from the Pavement Management and Crash Database programs will be examined and incorporated in to the review and analysis.

For each non-routine issue or sub-regional analysis, a study design will be developed for the Office of Transportation Planning /FHWA approval that outlines the geographic scope and level of effort required, including on a generalized basis a cost estimate based upon mandated requirements. In addition, potential bicycle and pedestrian connections will be reviewed and evaluated as part of any study.

**PRODUCTS:**

Detailed technical data and reports as appropriate. Distribution to include local officials of communities involved as well as state and federal officials. A summary review and recommendations list, where applicable, related to Intermodal Connectors will be developed.

**SCHEDULE:**

To be carried out throughout the program year.

**Task 3.53**

Funding	FHWA/MHD	FTA-5303	LOCAL	TOTAL
	PL			
Participation				
<b>MRPC</b>	\$20,000/\$5,000	\$0	\$0	\$25,000
<b>TOTAL</b>	\$25,000	\$0	\$0	\$25,000

4.0

OTHER PLANNING PROJECTS

**UPWP TASK NO. 4.13**

**TASK TITLE: TRANSPORTATION EQUITY AND PUBLIC INVOLVEMENT**

**OBJECTIVE:**

The objective of this task is for the staff to participate in the Montachusett Joint Transportation Committee (MJTC) and the Montachusett Regional Emergency Planning Committee (MREPC) for transit involvement issues such as evacuation and security plans in emergency situations and to represent the needs of the Transit Authority (MART).

In addition, the issues related to Environmental Justice will be reviewed and monitored as necessary.

**PREVIOUS WORK:**

- Fixed Route Expansion in Fitchburg/Leominster and Gardner - 2008
- G-Link TDP, 2005
- TDP Update for Fitchburg/Leominster Area Transit Service - 2003
- Northern Tier Initiative
- Orange to Gardner Transit Service
- Winchendon to Gardner Transit Service
- TDP for Gardner Transit Service, 2000
- TDP for Montachusett Regional Transit Authority, 1996
- Montachusett Major Employer List - 1997
- Greenfield-to-Gardner Transit Study - 1997-99

**METHODOLOGY:**

Coordinate planning activities thru participation in the MJTC.

Prepare required information/data which can assist in ongoing efforts to identify clients and available public transit services.

In addition, issues related to Environmental Justice will be reviewed and addressed through the various aspects of this task. Where appropriate action will be taken thru the various coalitions and participation plans to improve the involvement of those traditionally not part of the planning process.

Interim documents, if produced, will be forwarded to EOT and MassHighway as completed.

**PRODUCT:**

Regionwide database of relevant socioeconomic data based upon collected information.

**SCHEDULE:**

On going throughout the program year.

**Task 4.13**

Participation	Funding	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
MRPC			\$3,145	\$787	\$3,932
<b>TOTAL</b>			\$3,145	\$787	\$3,932

**UPWP TASK NO. 4.23**

**TASK TITLE: LONG RANGE TRANSPORTATION PLANNING**

**OBJECTIVE:**

The objective of this task is to update the 2007 Regional Transportation Plan (RTP) for the Montachusett Region as well as to identify both short and long range improvements (including TSM) to the regional transportation system. In addition, to promote the development of an intermodal transportation system that will help meet NAAQS set forth in the CAAA of 1990 and the mobility provisions established under ADA.

**PREVIOUS WORK:**

- Coordinated Public Transit - Human Services Transportation Plan - June 2007
- 2007 Montachusett Regional Transportation Plan - March 28, 2007
- Fixed Route Services Maps, Fitchburg/Leominster/Gardner - 2007-08

**METHODOLOGY:**

Review current transit services in the region.  
Conduct outreach to identify public needs and issues.  
Develop strategies to address identified needs and issues.

**PRODUCTS:**

Transit Element of update to the 2007 RTP

**SCHEDULE:**

To be carried out throughout the program year. New and updated RTP anticipated to be endorsed in first quarter 2011.

**Task 4.23**

Funding	<b>FHWA/MHD</b>	<b>FTA-5303</b>	<b>LOCAL</b>	<b>TOTAL</b>
Participation	PL			
<b>MRPC</b>		\$5,000	\$1,250	\$6,250
<b>TOTAL</b>		\$5,000	\$1,250	\$6,250

**UPWP TASK NO. 4.33**

**TASK TITLE: TECHNICAL ASSISTANCE TO MART**

**OBJECTIVE:**

To provide technical planning services and any assistance which may be necessary to MART which will include the coordination of special transit planning projects, and technical assistance at RTA board meetings.

**PREVIOUS WORK:**

- Montachusett Coordinated Public Transit - Human Services Transportation Plan - June 2007
- MART Quarterly Reports to date.
- Section 5/9/5307 Operating Grant Applications-FFY80-01
- Section 3, 9/5307 and 5 Capital Grant Applications and Amendments
- Section 18/5311 Operating Grant Applications-FFY80-97
- MART Annual Report-FY80-01
- Quarterly ADA compliance reports for EOT
- Quarterly progress Reports for FTA capital grant acquisitions
- DBE compliance reports

**METHODOLOGY:**

The FY10 MART technical assistance activities will consist of the following sub-tasks:

- a) Provide planning and management services as needed, including the maintenance of record keeping systems.
- b) Coordinate short range transit planning projects with long range transit goals and planning for the region.

**PRODUCT:**

- Reports to public groups concerning MART activities.

**SCHEDULE:**

The planning assistance program to the RTA is to be carried out continuously during the program year.

**Task 4.33**

Funding	<b>FHWA/MHD</b>	<b>FTA-5303</b>	<b>LOCAL</b>	<b>TOTAL</b>
Participation	PL			
<b>MRPC</b>		\$9,000	\$2,250	\$11,250
<b>TOTAL</b>		\$9,000	\$2,250	\$11,250

**UPWP TASK NO. 4.42**

**TASK TITLE: SHORT RANGE TRANSPORTATION  
PLANNING COMMUTER RAIL FACILITY IMPROVEMENTS**

**OBJECTIVE:**

Provide technical support services to the Transit Authority (MART) related to the improvement of the commuter rail service facilities in the Montachusett region.

**PREVIOUS WORK:**

- Proposed Expansion of the Commuter Rail Parking Facility in North Leominster – 2006;
- Proposed Relocation of Littleton Commuter Rail Station – 2005;
- Proposed Construction of a Commuter Rail Parking Facility in Ayer - 2005

**METHODOLOGY:**

MRPC will continue to review the commuter rail services in Fitchburg/Leominster and assist in the technical support and implementation of improvements to the regions facilities. This will include all stops along the Fitchburg MBTA line from Littleton to Fitchburg (and Gardner).

**PRODUCT:**

Support services at meetings and presentations related to improvements to area facilities. Where appropriate technical documents and reports will be developed.

**SCHEDULE:**

To be carried out during the program year.

**Task 4.43**

Participation	Funding			
	FHWA/MHD PL	FTA-5303	LOCAL	TOTAL
<b>MRPC</b>		\$11,000	\$2,750	\$13,750
<b>TOTAL</b>		\$11,000	\$2,750	\$13,750

**Montachusett Regional Planning Commission**  
**October 1, 2009 - September 30, 2010 Program Year Staffing Report**

<b>Staff</b>	<b>Title</b>	<b>Expected Time on 3C Contract</b>
Bradford Harris	Transportation Project Director	100%
George Kahale	Transit Project Director	10%
George Snow	Transportation Planner	100%
Sherilyn Dufour	Transportation Planner	100%
Brian Doherty	Transportation Planner	100%
Jason Stanton	GIS Project Director	50%
Renee Marion	GIS Planner	50%
	Transportation Intern	100%
	Transportation Intern	100%

SUMMARY OF FUNDING BY SOURCE AND TASK  
PROGRAM YEAR 2009 - 2010

TASK NO./NAME	SPR	PL			FTA - 5303	LOCAL	TOTAL
		FHWA	MHD	TOTAL			
1.13 Support of 3C Process	-	\$48,434	\$12,109	\$60,543	\$7,200	\$1,800	\$69,543
1.23 Unified Planning Work Program	-	\$12,000	\$3,000	\$15,000	\$4,800	\$1,200	\$21,000
1.33 Public Info Reporting/Participation Program	-	\$20,000	\$5,000	\$25,000	-	-	\$25,000
1.43 Development of TIP	-	\$32,000	\$8,000	\$40,000	\$4,500	\$1,125	\$45,625
1.53 Environmental Justice	-	\$12,000	\$3,000	\$15,000	-	-	\$15,000
<b>Subtotal</b>	<b>-</b>	<b>\$124,434</b>	<b>\$31,109</b>	<b>\$155,543</b>	<b>\$16,500</b>	<b>\$4,125</b>	<b>\$176,168</b>
2.13 Regional Modeling & Forecasting	-	\$21,600	\$5,400	\$27,000	-	-	\$27,000
2.23 GIS Mapping and Analysis	-	\$33,600	\$8,400	\$42,000	-	-	\$42,000
2.33 Traffic Count Program	-	\$29,600	\$7,400	\$37,000	-	-	\$37,000
2.43 Road System Analysis	-	\$40,000	\$10,000	\$50,000	-	-	\$50,000
2.53 Regional Safety Review & Database	-	\$36,800	\$9,200	\$46,000	-	-	\$46,000
<b>Subtotal</b>	<b>-</b>	<b>\$161,600</b>	<b>\$40,400</b>	<b>\$202,000</b>	<b>-</b>	<b>-</b>	<b>\$202,000</b>
3.13 Safe Routes To School Study	-	\$28,000	\$7,000	\$35,000	-	-	\$35,000
3.23 Trail Inventory	-	\$32,000	\$8,000	\$40,000	-	-	\$40,000
3.33 Regional Transportation Plan Update	-	\$60,000	\$15,000	\$75,000	-	-	\$75,000
3.43 Corridor Profiles	-	\$40,000	\$10,000	\$50,000	-	-	\$50,000
3.53 Local Technical Assistance	-	\$20,000	\$5,000	\$25,000	-	-	\$25,000
<b>Subtotal</b>	<b>-</b>	<b>\$180,000</b>	<b>\$45,000</b>	<b>\$225,000</b>	<b>-</b>	<b>-</b>	<b>\$225,000</b>
4.13 Transportation Equity & Public Involvement	-	-	-	-	\$3,145	\$787	\$3,932
4.23 Long Range Transportation Planning	-	-	-	-	\$5,000	\$1,250	\$6,250
4.33 Technical Assistance to MART	-	-	-	-	\$9,000	\$2,250	\$11,250
4.43 Short Range Transportation Planning - Commuter Rail Facility Improvements	-	-	-	-	\$11,000	\$2,750	\$13,750
<b>Subtotal</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,145</b>	<b>\$7,037</b>	<b>\$35,182</b>
<b>TOTAL</b>	<b>-</b>	<b>\$466,034</b>	<b>\$116,509</b>	<b>\$582,543</b>	<b>\$44,645</b>	<b>\$11,162</b>	<b>\$638,350</b>

SUMMARY OF FUNDING BY SOURCE AND ELEMENT  
PROGRAM YEAR 2008-2009

ELEMENT	FHWA/MassHighway		FTA - 5303	LOCAL	TOTAL
	SPR	PL			
1	-	\$155,543	\$16,500	\$4,125	\$176,168
2	-	\$202,000	-	-	\$202,000
3	-	\$225,000	-	-	\$225,000
4	-	-	\$28,145	\$7,037	\$35,182
<b>TOTAL</b>	<b>-</b>	<b>\$582,543</b>	<b>\$44,645</b>	<b>\$11,162</b>	<b>\$638,350</b>

SUMMARY OF FUNDING BY SOURCE AND GRANTEE  
PROGRAM YEAR 2008-2009

GRANTEE	FHWA/MassHighway		FTA - 5303	LOCAL	TOTAL
	SPR	PL			
MRPC	-	\$582,543	\$44,645	\$11,162	\$638,350
LOCAL GOVT (MART)	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>\$582,543</b>	<b>\$44,645</b>	<b>\$11,162</b>	<b>\$638,350</b>

\*100% FTA FUNDING FOR PRIVATE SECTOR ACTIVITIES

\* NOTE: Source of Local Funds: Local Assessment, State and Other Sources (i.e. interest, etc.). No Section 5307 funds are included.

**MRPC FEDERAL FISCAL YEAR "PL" ALLOCATIONS**

FY	ANNUAL	CUMULATIVE
1974-1998	\$150,709.00	\$3,488,993
1999-2002	\$380,644.00	\$4,972,662
2003	\$406,336.00	\$5,378,998
2004	\$496,737.00	\$5,875,735
2005	\$506,127.00	\$6,381,862
2006	\$496,737.00	\$6,878,599
2007	\$508,486.00	\$7,387,085
2008	\$546,217.00	\$7,933,302
2009	\$567,231.00	\$8,500,533
2010	\$582,543.00	\$9,083,076

\* ESTIMATED

**MRPC "PL" EXPENDITURES**

CONTRACT #	AMOUNT	SPENT	CUMULATIVE
18281-88006-24717	\$1,442,781.61	\$1,396,386.79	\$1,396,386.79
6047	\$165,000.00	\$165,000.00	\$1,561,386.79
94022	\$772,599.00	\$678,525.78	\$2,239,912.57
96506	\$1,278,009.00	\$930,861.89	\$3,170,774.46
30049	\$1,427,409.00	\$1,427,134.28	\$4,597,908.74
4034020	\$1,941,815.00	\$1,528,445.40	\$6,126,354.14
0052453	\$2,354,263.00	\$849,734.12	\$6,976,088.26 **
Cumulative PL Allocation	\$9,083,076.00 *		
- Cumulative Amount Spent	\$6,976,088.26 **		
	- \$4,287.57	Overhead rate adj. from Contract #22725	
	\$2,102,700.17		
	- \$25,000.00	Approved Additional Funds from PL Balance 9/12/2005	
	\$2,077,700.17	Estimated remaining bank balance**	

\*\*Estimated Expenditure Through May 31, 2009

## Federal Fiscal 2010 SPR and Formula Allocation

based on revised MARPA formula

			<b>09 apportionment</b>									
				<b>\$8,507,425</b>								
<b>MPO (PL-Funded)</b>			<b>%</b>	<b>09 apportionment at 93% OA</b>	<b>NFA Funds</b>	<b>TOTAL FFY2010 PL funds</b>	<b>TOTAL AMOUNT OF FFY2010 UPWP</b>	<b>Federal Aid</b>	<b>NFA</b>			
Berkshire		YR 2	0.04928403	\$389,931	\$97,483	\$487,413						
Boston	(CTPS)	YR 1	0.34335965	\$2,200,470	\$550,117	\$2,750,587						
	(MAPC)	YR 1		\$516,160	\$129,040	\$645,199						
Cape Cod		YR 2	0.06128872	\$484,911	\$121,228	\$606,138						
Central Mass.		YR 3	0.08719251	\$689,859	\$172,465	\$862,324						
Merrimack Valley		YR 2	0.0711408	\$562,859	\$140,715	\$703,574						
Montachusett		YR 3	0.05890295	\$466,035	\$116,509	\$582,543						
Northern Middlesex		YR 2	0.06758006	\$534,687	\$133,672	\$668,359						
Old Colony		YR 3	0.0704423	\$557,333	\$139,333	\$696,666						
Pioneer Valley		YR 2	0.09461633	\$748,595	\$187,149	\$935,744						
Southeastern Mass.		YR 3	0.09619265	\$761,067	\$190,267	\$951,334						
		<b>TOTAL</b>	<b>1.00000000</b>	<b>\$7,911,907</b>	<b>\$1,977,978</b>	<b>\$9,889,887</b>						
<b>RPAs (SPR-Funded)</b>			increased by 2.694% over 2009									
Franklin		YR 2		\$394,378	\$98,595	\$492,973						
Martha's Vineyard		YR 2		\$226,140	\$56,535	\$282,675						
Nantucket		YR 1		\$192,360	\$48,090	\$240,450						
		<b>TOTAL</b>		<b>\$812,878</b>	<b>\$203,220</b>	<b>\$1,016,098</b>						
<b>TOTAL (PL and SPR funded)</b>				<b>\$8,724,785</b>	<b>\$2,181,198</b>	<b>\$10,905,979</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			
<p>The recommended PL Allocation Formula as developed by the Massachusetts Association of Regional Planning Agencies and recommended by the Executive Office of Transportation is based upon the following three factors. These factors results in the percentages shown.</p> <p>* 40% of available funds are equally divided among the 10 MPOs.</p> <p>*30% is allocated based upon each MPO's relative share of Urbanized Population.</p> <p>*30% is allocated based upon each MPO's relative share of of Total Population.</p>												
<p>All figures are based upon the 2000 Census            PL Funds allocated for FFY2010 are equal to the FFy2009 appropriation times 93% plus 20% state match</p>												

## Metropolitan Planning (PL) Fund Distribution

Federal funds only

	Berkshire	Boston	Cape Cod	Central	Merrimac	Montachusett	NMiddlesex	Old Colony	Pioneer	Southeast	Subtotal	TOTAL
Distribution Factor	0.01164	0.57587	0.01410	0.06661	0.04482	0.01739	0.04904	0.03402	0.09824	0.08827		1.00
Distribution Factor, updated 2003	0.00936483	0.527864225	0.03542297	0.07439209	0.05285859	0.02654686	0.04695953	0.050057062	0.08474535	0.091788493		1.00
Distribution Factor, updated 2007	0.04928403	0.34335966	0.06128872	0.08719251	0.07114080	0.05890295	0.06758006	0.07044230	0.09461633	0.09619265		1.00
	8,029,652											
<b>2007 FISCAL year allocation</b>	402,692	2,692,546	517,773	689,873	594,774	478,573	568,722	582,402	735,596	766,701	8,029,652	8,029,652
Auth. RPA Distribution	341,920	2,274,240	447,854	665,600	510,392	524,000	483,415	509,440	649,257	624,000	7,030,118	7,030,118
De-Oblig								(98,415)			(98,415)	(98,415)
Balance	231,213	1,660,294	717,680	264,343	1,005,540	491,251	1,832,376	1,319,949	602,888	1,342,782	9,468,315	9,468,315
	8,243,226											
<b>2008 FISCAL year allocation</b>	406,259	2,830,391	505,217	718,748	586,430	485,550	557,078	580,672	779,944	792,938	8,243,226	8,243,226
Auth. RPA Distribution	365,752	2,547,651	454,779	646,928	527,484	436,973	501,518	522,291	701,828	713,699	7,418,903	7,418,903
De-Oblig											0	0
Oblig				53,890							53,890	53,890
Balance	271,720	1,943,034	768,117	390,052	1,064,486	539,829	1,887,936	1,378,329	681,004	1,422,021	10,346,528	10,346,528
	8,374,270											
<b>2009 FISCAL year allocation</b>	412,718	2,875,386	513,248	730,174	595,752	493,269	565,934	589,903	792,343	805,543	8,374,270	8,374,270
Auth. RPA Distribution	379,700	2,645,356	472,188	671,760	548,092	453,808	520,659	542,711	728,955	741,100	7,704,328	7,704,328
De-Oblig											0	0
Oblig											0	0
Balance	304,738	2,173,065	809,177	448,466	1,112,146	579,290	1,933,210	1,425,522	744,391	1,486,464	11,016,469	11,016,469
	8,507,425											
<b>2010 FISCAL year allocation</b>	419,280	2,921,107	521,409	741,784	605,225	501,112	574,932	599,283	804,941	818,352	8,507,425	8,507,425
Auth. RPA Distribution	389,931	2,716,629	484,911	689,859	562,859	466,035	534,687	557,333	748,595	761,067	7,911,905	7,911,905
De-Oblig												
<b>Rescission, see Special Notes:</b>	(124,227)	(865,484)	(154,486)	(219,780)	(179,320)	(148,473)	(170,345)	(177,559)	(238,493)	(242,466)	(2,520,633)	(2,520,633)
Oblig												
Balance	209,861	1,512,059	691,190	280,611	975,192	465,896	1,803,111	1,100,918	568,244	1,301,282	8,902,362	8,902,362

Explanation of each line in the segment for each year

- 2007 FISCAL year allocation = Distribution of the annual apportionment
- Auth. RPA Distribution = Authorized funding for the year
- De-Oblig = Any deobligation. Entered as a negative number
- Balance = the unobligated balance for each MPO

**Special Notes:**

If any additional authorization of funds were made in any particular year, an additional row was inserted to record them

In FFY 2005 there were two authorizations, one at the beginning of the year and one in September before the end of the year.

In 1998 the amounts received under the congressional legislations, STEA -97 and Tea -21 are listed separately and added together.

In 2001 the de-obligations were made at the request of FHWA to make the authorized amounts equal to the amounts in the UPWP.

In 2007, MARPA revised the formula to include 40% takedown, 30% as a % of urban pop, and 30% as a % of total pop. The percentage shown is the result of the new formula. This new formula was derived differently than the 2003 version.

In 2009, the Omnibus Appropriations Act, Pub L. No. 11-8, Division I, Title I required each state to identify unobligated balances to be rescinded. Massachusetts needed to rescind a total of \$54,647,719. Of this amount, \$2,520,633 was unobligated Metropolitan Planning funds.

## SUMMARY OF OTHER MRPC FUNDING SOURCES

<b>Agency</b>	<b>Program</b>	<b>Funding Total</b>
U.S. Dept. of Commerce Economic Development Administration	<i>Section 203 Area Planning Assistance Grant</i>	\$75,000.00
U.S. Dept. of Transportation Federal Transit Administration	<i>Section 5303 Technical Assistance Grant</i>	\$55,807.00
Montachusett Regional Transit Authority	<i>Technical Assistance</i>	\$168,000.00
Montachusett Regional Planning Commission	<i>Local Assessment</i>	\$35,579.00
MA Department of Housing & Comm. Dev.	<i>American Dream Downpayment Initiative</i>	\$5,000.00
MA Department of Housing & Comm. Dev.	<i>DLTA</i>	\$78,000.00
Environmental Protection Agency	<i>Site Assessment</i>	\$200,000.00
Devens Joint Board of Selectmen	<i>Devens Project Assistance</i>	\$8,500

## COMMENTS AND RESPONSES

COMMENT	RESPONSE
<p>1. From EOT via email - received updated information regarding Metropolitan Planning Fund Distribution for FFY 2010.</p>	<p>1. Information noted and added to the UPWP as page 45.</p>
<p>2. From FHWA via email - received comment letter addressing several points.</p> <p>a. Add to Ex-Officio Member List - Paul F. Maloney, P.E. (FHWA) and William Gordon, P.E. (FTA)</p> <p>b. Add a task to identify the region's top three bottlenecks, which, when addressed, will likely involve low-cost improvements.</p> <p>c. Add another task to the UPWP or add another component to task 1.33 (Public Participation) that will allow the MPO to amend the region's Public Participation Plan (PPP), adding a new passage that will provide for a 15-day, abbreviated public review and comment period for TIP amendments.</p> <p>d. FHWA encourages early coordination with the many varied stakeholders in the region who wish to participate in the development of the TIP. Further, these efforts should be documented in the final TIP. Also, In the description of the product, for Task 1.43 (TIP Development), please add that the TIP will be financially constrained each year.</p> <p>e. FHWA asks that the MPO staff develop a way to accurately measure all environmental justice efforts; those contained in Task 1.53 and those efforts that are components of planning studies in Element 3.0. .</p> <p>f. During the update for the 2011 RTP, stakeholders must be identified and meetings should be held with them to integrate their thoughts early in the process. Stakeholders will be members of the public, the business community, various agencies (some of whom have long range plans themselves), governments, and other interested parties that wish to be involved in the process.</p> <p>1. FHWA would like each region to create a new chapter in their RTP that addresses Climate Change. The chapter should consider the region's transportation infrastructure and the transportation services that are currently provided.</p> <p>2. FHWA recommends adding an activity to this UPWP that will allow each region to create an inventory of transportation-related infrastructure and services that could be negatively impacted with the potential affects associated with Climate Change, in the area.</p>	<p>2. Reviewed comments via phone with FHWA and adjustments and clarifications made to several task write-ups. No changes made to work task scopes or budgets.</p> <p>a. Added on pages iii and iv.</p> <p>b. Bottleneck work covered under Task 2.43 Road System Analysis</p> <p>c. Appropriate wording to be added to Task 1.33 to allow for update to PPP to cover flexibility issue.</p> <p>d. Wording added to Task 1. 43 to reflect concerns identified.</p> <p>e. Additional wording added to Task 1.53 to cover work to review reporting methods in order to properly document efforts.</p> <p>f. Will review prior outreach efforts and review recommended practices as identified by FHWA. Appropriate measures to be undertaken. Wording added in Task 3.33 to address issues.</p> <p>1. Wording added to task descriptions and chapter will be developed as part of RTP.</p> <p>2. Work effort to be undertaken as part of RTP Update work instead of new task.</p>