

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC) MEETING
MINUTES OF JUNE 10, 2020
Meeting Held Online through GoToMeeting.com - Hosted by the MRPC

J. Wyman called the meeting to order at 2:30 p.m.

I. Introduction

Members

Jon Wyman, Westminster; Doug Walsh, Athol; Nicolas Bosonetto, Fitchburg; Tim Kilhart, Harvard; Richard Maki, Sterling; Veronica Kell, Townsend; Tracy Murphy, Winchendon

Ex-Officio

Laura Hanson, MassDOT District 2; Mike Bolduc, MassDOT District 2; Sarah Bradbury, MassDOT District 3; Derek Krevat, MassDOT OTP

Non-Members

Craig Chalifoux, Fitchburg; Bob Scozik, Templeton; Brian Doheny, Ashburnham

Staff

Brad Harris; George Snow; Brian Doherty; George Kahale; Jason Stanton

II. Public Comments

J. Wyman commented that the Route 2A at Route 140 intersection and signal improvement project in Westminster is nearly complete and looks good.

III. Approval of May 13, 2020 Minutes

A motion was made to approve the May 13, 2020 MJTC Meeting Minutes as presented. Consensus was given to accept the minutes as presented.

IV. Report of the Nominating Committee

Due to audio issues, V. Kell of the Nominating Committee presented the slate of officers on behalf of the committee convenor T. Murphy. The Nominating Committee consisting of convenor Tracy Murphy of Winchendon, Nicolas Bosonetto of Fitchburg and Veronica Kell of Townsend met online just before this MJTC meeting. As a result, the following slate is proposed for the MJTC for the upcoming election.

Chair – Jon Wyman of Westminster;
Vice Chair – Nicolas Bosonetto of Fitchburg;
Secretary – Tracy Murphy of Winchendon

J. Wyman asked for any floor nominations. There were none. The election will take place at the start of the July MJTC meeting.

V. Presentation of the Montachusett Trail Application

– *Status of App Development and Features*

J. Stanton stated that the object of this app is to allow communities to update their existing trail inventory in live or offline editing sessions. Collector for ArcGIS and Web AppBuilder for ArcGIS were identified as the mobile apps while the online setting Portal for ArcGIS was identified as the underlying WebMap. The workflow for accepting the edits and maintaining the data was explained. The mobile apps have been developed and tested. User manuals are being developed for both Collector for ArcGIS and the Web AppBuilder for ArcGIS. Outreach will begin soon. Training sessions for all stakeholders will soon follow. Support will be provided on an ongoing basis.

VI. Montachusett FFY 2020 Unified Planning Work Program (UPWP)

- *Review of Task Budget Change Proposal*
- *MJTC Recommendation on UPWP Changes*

B. Harris stated that this is a proposal to change the task budgets of several tasks in the FFY 2020 UPWP that will be considered by the MPO at their next meeting. The changes are in response to the restrictions implemented by the state due to the COVID-19 pandemic that have adversely affected the data collection efforts for these tasks. B. Harris then reviewed the various actions that make up this potential amendment. The budgets for *Task 2.31 - Data Collection and Analysis Program* and *Task 4.41 - Bus Routes Performance Evaluation* are being recommended for reductions due to the data collection problems and limits. Task 2.31 is currently budgeted for \$40,000 in “PL” funds while Task 4.41 is currently budgeted for \$12,000 in “PL” funds. The recommended reductions that will only affect the “PL” funds are for Task 2.31 \$16,500 and for Task 4.41 is \$1,500. This will result in new “PL” fund budget totals of \$23,500 for Task 2.31 and \$10,500 for Task 4.41.

B. Harris stated that it is being recommended that the total reduction of \$18,000 be transferred to two tasks as follows: \$9,000 in “PL” funds to *Task 1.11 Support of 3C Process* for a new “PL” budget total of \$76,534 and \$9,000 in “PL” funds to *Task 2.21 GIS Mapping and Analysis* for a new “PL” budget total of \$67,000.

The next step is to bring this budget change recommendation to the MPO to obtain their approval to release the proposed change for a 21-day public review and comment period. MJTC was then asked for a recommendation on the proposed budget change to be made to the MPO for their meeting next week.

The MJTC reached consensus to recommend the MPO release the proposed budget amendment for public comment as presented.

VII. Contract Status Reports

a. Federal Transit Administration (FTA) & Regional Transit Authority (RTA)

G. Kahale informed the members that the first phase of the second phase of the Ayer Rail Facility has been completed. It will hopefully be open to the public by the end of June. The pedestrian plaza will hopefully be completed by mid-August.

Commuters are not using the MBTA due to the pandemic restrictions and all the parking garages remain relatively empty. The Ayer parking garage is being used exclusively by trail users and bikers.

MART ridership has started to go up from the low numbers seen during the start of the pandemic as free ridership continues on all of their bus services.

MART has been required by the state to hire a consultant to complete a comprehensive regional transportation plan update for 2020. The completion date has been extended to the end of this year due to COVID 19 as people cannot complete the survey. The survey will be completed online and will be distributed to passengers and communities.

b. MassDOT 3C

B. Harris stated that the MRPC is back at the office on a limited basis. Transportation and Transit staff have been assigned Tuesday and Wednesday. Doug Walsh, our MJTC representative from Athol, has indicated that he is going to be retiring in September. He may be attending a couple of meetings before then. B. Harris indicated that he sent him an email thanking him for his years of service to the MJTC and for his insights and service as an officer.

G. Snow stated that the completion of road safety audits (RSAs) in the MRPC region has slowed over the past 2 years. Since 2006, the MRPC has averaged 1.6 RSAs per year, however only two (2) have been completed since January 2018. In addition, no RSAs have been scheduled during 2020. RSAs have been very successful at guiding the development of HSIP projects in the MRPC region. Of the 23 RSAs that have been completed since 2006, 17 HSIP projects have been completed or are under development. COVID restrictions may be another reason there has been a slow down this year in scheduling RSAs with MassDOT. The MRPC is encouraging our communities to examine high crash locations in their municipalities for possible analysis. Further information on RSAs and their development will be a topic of a future MJTC meeting.

VIII. Administrative Matters

- *Future Meeting Time Schedule*
- *Next MJTC Meeting*

B. Harris stated that the next meeting of the MJTC is currently scheduled for July 8, 2020 at 2:30 p.m.

A question was asked regarding what is the MRPC is planning going forward after restrictions are lifted about conducting meetings. B. Harris stated that we are looking at options to try and maintain the online meetings. If the restrictions are lifted and we revert back to the Open Meeting laws, we would still need a quorum present at the actual sight of the meeting even if it is online. But we are examining things and it is our intention to maintain the ability for people to remote into future meetings.

B. Harris then discussed the future meeting dates for the MJTC. Usually, around this time we go to every other month schedule until the first of the year. Typically, we have August off; a meeting in September; October off; a meeting in November; and then December off. This year however the November meeting falls on November 11th, Veterans Day. A question was asked about the possibility of changing the November 11th meeting date since it is a holiday (Veterans Day). B. Harris stated that is up to the MJTC to decide. The MJTC can wait until we get a little closer to November to decide. J. Wyman stated that the meeting could be changed to either Tuesday or Thursday if a meeting is needed in November.

B. Harris asked if the preference is to meet in July and have meetings in September and November. There was consensus for this schedule.

The next meeting of the MJTC is scheduled for July 8, 2020 at 2:30 p.m. online.

IX. Adjournment

There being no further business the meeting adjourned at 3:15 p.m.

DOCUMENTS/EXHIBITS AVAILABLE AT MEETING:

- 6 10 20 Agenda
- 5 13 2020 MJTC minutes
- Trail Data Application Task 6 10 2020
- Trail Data Collection Application Notes

Task Adjustment Summary 6 10 2020
MJTC MPO Task Adjustment Summary 6 10 2020
RSAs Conducted in the MRPC Region