

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC) MEETING

MINUTES OF NOVEMBER 8, 2017

J. Wyman called the meeting to order at 6:38 p.m.

I. Introduction

Members

Sarah Bradbury, MassDOT District 3; Doug Walsh, Athol; Roland Hamel, Royalston; Jon Wyman, Westminster; John Kilcoyne, Sterling; Noreen Piazza, Lancaster; Phil Duffy, Clinton.

Staff

Brad Harris; George Snow; Brian Doherty; David Fee; Glenn Eaton

II. Public Comments

B. Harris introduced David Fee to the MJTC members as the newest employee to the MRPC. David has a background in planning and MPO activities.

III. Approval of September 13, 2017 Minutes

It was the consensus of the MJTC to approve the September 13, 2017 MJTC minutes as printed.

IV. Montachusett Transportation Improvement Program (TIP)

- *Review & Discussion of FFY 2018-2022 TIP Amendment #1*
- *FFY 2019-2023 TIP Development Schedule*

B. Harris referred to a series of handouts that summarized Amendment #1 for both the FFY 2018 Transit and Highway Elements of the FFY 2018-2022 TIP. At the October 18th MPO meeting, members voted to release a draft Amendment #1 for a 21-day public review and comment period. The comment period began on October 23rd will close on November 13th. A copy of the announcement memo for the Amendment was made available to members. The Amendment includes changes to the FFY 2018 Transit Element with four projects being added as a result of recent grant awards for vehicles to MART, GAAMHA, Inc. and the Arc of Opportunity in North Central Mass. In the FFY 2018 Highway Element, one project is being added as an Earmark of Discretionary Grant Funded Projects. This is for the Gardner North Central Pathway for design of a project to cross Route 140.

During the comment period to date, we have received one comment from MassDOT regarding the project number for the Highway Element project addition in Gardner for the North Central Pathway. That comment is in regards to the project number. After review, it was determined that the project number should be 607347.

S. Bradbury noted that the funding listing for this project should be identified as Local Funds for \$75,000 and not as State Funds. Gardner is providing that match.

B. Harris indicated that he would include this as a comment made at the MJTC when the MPO reviews the Amendment at their November 15th meeting.

J. Wyman asked about the Transit Element projects and the designation of MART as a recipient. Is this MART awarding money to themselves?

B. Harris indicated that no, MART, along with the other agencies, had to apply for the federal grant through a competitive process. These agencies were then selected for project funding. Since these grants involve

federal funds, they are required to be identified in the appropriate TIP. The grant process occurs outside of the regular TIP development process thus the need for an amendment.

B. Harris then provided additional information provided by MassDOT District 3 regarding the North Central Pathway design project. S. Bradbury provided clarification on what is expected to be designed.

It was the consensus of the MJTC to support the Amendment #1 with the incorporation of the MassDOT comments as discussed.

B. Harris then reviewed a draft TIP development schedule for the FFY 2019-2023 TIP. An endorsed FFY 2019-2023 TIP is needed by May 2018, this schedule has been developed to reach this goal. Beginning in January of 2018, the development process will begin with the compilation of a project list for the region. Further along in the process, a draft TIP will look to go out in April so that comments can be reviewed for MPO endorsement at the May 16th MPO meeting.

V. Future MJTC Meeting Schedule & Locations

- Discussion of Meeting Outreach Efforts

B. Harris reviewed past discussions by the MJTC regarding the possibility of moving MJTC meetings off site from the MRPC offices out to member communities. A yearlong meeting calendar was reviewed that indicated upcoming MJTC meeting dates in 2018. It was hoped that this process of moving the MJTC out to the communities could begin in January of 2018. The responsibilities of the host community were also reviewed and discussed. After a brief presentation, MRPC staff sought feedback from the MJTC as well as possible volunteers for hosting future meetings.

A question was asked regarding if the meetings would be moved out to the MPO Subregions. B. Harris indicated that this effort is for the MJTC and its regular meeting schedule. The MPO Subregions are being looked at in regards to MPO activities and a separate outreach effort is being conducted for that. This effort is only for the MJTC as a possible way to bolster local involvement.

N. Piazza indicated that Lancaster would be willing to host in March or April. P. Duffy stated that Clinton would be willing to host in April or May. Additionally, he indicated that maybe Lancaster, Clinton and Sterling could combine efforts and present at the same meeting.

B. Harris indicated that the MRPC could reach out to the communities that are not present to see if there are any volunteers to host in January. The City of Gardner was discussed as a possibility for January.

It was also brought up that the meeting date of the MJTC often needs to be coordinated locally so that a representative can attend. It was left open that it is possible that given enough notice and lead time a particular meeting date could be moved depending on MJTC concurrence.

VI. Montachusett Performance Measures (PM)

- Current PM Metrics*
- Schedule for Potential Revisions and Updates*

B. Harris indicated that this item should be tabled to a future date. MassDOT will be discussing the state's development of Safety Performance Measures at a future meeting and this item is therefore a bit premature.

VII. Road Inventory File Update

- Local Status and Future Outreach*

B. Doherty discussed a series of handouts related to the Road Inventory File (RIF) and MassDOT's request that we reach out to communities to encourage them to provide update for their municipalities. Basically, towns provide updated information on newly accepted roadways in the jurisdiction to MassDOT and they are then incorporated into the RIF. This is an important process as a communities Chapter 90 allocation is based in part of accepted road miles within the town. Additionally, MassDOT has identified those communities that have not provided any updates in at least 7 plus years as well as communities with more than 5% of unaccepted roadway miles. MRPC will be reaching out to our member communities to discuss the update process, what they need to do and what assistance we may be able to provide. We will stress the fact that this impacts their Chapter 90 allocations; therefore, it is to their benefit to update their RIF.

A question was asked who in a town is responsible for updating the road file. B. Doherty stated that it could depend on the town and their structure but generally the DPW provides the information to MassDOT.

It was also asked what is the issue that prompts a red flag for over 5 % unaccepted roads and when is a road called an "unaccepted", i.e. is it when a subdivision is approved or when it is paved, etc. B. Doherty indicated that it is not really a red flag but likely a need to verify that these roads are a part of the town and that there is a reason for them being unaccepted roads and not simply an oversight by the town. As for when it is called unaccepted, we would need to discuss with MassDOT on that terminology.

VIII. Contract Status Reports

a. FTA/RTA

B. Harris stated that there are no new updates on Transit outside of the TIP Amendment #1 discussed earlier.

b. MassDOT 3C

B. Harris mentioned that the next MPO meeting will be next week on November 11th.

We are working on establishing MPO Subregion only meetings after the first of the year. A survey was developed to help establish what the best time or day of the week for a Subregion meeting would be.

An article from the Worcester Telegram on Complete Street project funding for some communities in our region was presented to the MJTC members. This highlights how municipalities can access funds through their participation in the Complete Street program. The MRPC will be working with the town of Shirley in helping them to develop their prioritization plan. This plan is the final step before a town can put in for project funding from the state. If any other community has an interest in trying to become Complete Street eligible, the MRPC is available to assist.

S. Bradbury provided an update on the following projects in the Montachusett Region: the 25% Design Public Hearing for the Gardner Leominster Sterling 3 intersection HSIP project is tonight; the Leominster Route 13 Design Public Hearing will be held on November 28th at City Hall; the Fitchburg Leominster Lunenburg Summer Street project was advertised but the bid openings will be in mid-December.

IX. Administrative Matters

The MJTC consensus was to cancel the December 13th meeting. The next meeting of the MJTC will be on January 10, 2018 at 6:30 p.m. at a site to be determined.

X. Adjournment

There being no further business the meeting adjourned at 7:25 p.m.

DOCUMENTS/EXHIBITS AVAILABLE AT MEETING:

11/8/17 Agenda
9/13/17 Minutes
FFY 2018 Amendment #1 Summary 10 18 2017
Int Parties Draft TIP Amendment #1
Draft Schedule 2019 2023 TIP
MJTC Off Site Meetings
MMPO RIF Overview MassDOT
Telegram Complete Streets Awards 10 2 2017
2018 Meeting Calendar ver 1