

**MONTACHUSETT JOINT TRANSPORTATION COMMITTEE (MJTC) MEETING
MINUTES OF SEPTEMBER 13, 2017**

J. Wyman called the meeting to order at 6:30 p.m.

I. Introduction

Members

Sarah Bradbury, MassDOT District 3; John Telepciak, MRPC Chair; Jon Wyman, Westminster; Albert Gallant, Winchendon; John Kilcoyne, Sterling; Michael Jeffreys, Lunenburg; Russell Burke, Groton; Nikki Tishler, MassDOT office of Transportation Planning; Charles Carroll, Templeton; Tracey Murphy, Winchendon.

Staff

Sheri Bean, Brian Doherty

II. Public Comments

There were no public comments.

III. Approval of June 14, 2017 Minutes

It was the consensus of the MJTC to approve the July 12, 2017 MJTC minutes as printed.

IV. FFY 2018 Unified Planning Work Program (UPWP)

B. Doherty referred to a handout titled "FFY 2018 Unified Planning Work Program (UPWP) Budget Adjustment Summary". He mentioned that the current FFY 2018 UPWP was endorsed in July and shortly thereafter the Federal Transit Administration sent out a change in numbers for their Section 5303 funds. The budget had total increase of \$2,160. These funds were distributed within three separate transit tasks and the overall budget was updated accordingly. The MPO will vote on the proposed budget change at the October 18th MPO meeting. Because of procedures outlined in the UPWP, this action can be handled as an administrative adjustment so no public comment period will be needed.

V. Sidewalk Inventory & Pedestrian/Bicycle Connections Study

S. Bean presented on the process and status of the Fitchburg and Leominster Sidewalk Inventory and Pedestrian/Bicycle Connections project. This study area included the ten major bus routes in Fitchburg and Leominster and included a ¼ mile buffer around each bus route. Also included were points of interest such as major medical facilities, shopping plazas, low income and elderly housing areas, educational facilities and industrial parks within study area. A sidewalk inventory was done within the study area and trail data was also included in the process. The focus was on prioritizing areas that need better pedestrian and/or bicycle connections to the MART bus routes. The priority areas were based on proximity to special populations (elderly and disabled populations), points of interest, critical missing links, etc.

The final report is expected to be completed by the end of September.

VI. Montachusett Metropolitan Planning Organization (MPO)

B. Doherty discussed the need for a new Representative for Subregion 1 due to John Columbus of Templeton giving up his select board seat. We have canvassed the communities in Subregion 1 seeking volunteers and have heard from Templeton that Select Board member Julie Richard is interested in the position. Since this was the only volunteer, an online poll was conducted of the municipalities involved for her election. The poll participants voted in favor of Ms. Richard and she will now assume the Subregion 1 Alternate position with the current Alternate, Barbara Anderson of Winchendon, moving up to the Representative position. We are currently awaiting a designee appointment from Ms. Richard.

B. Doherty also mentioned that the MRPC staff is considering having MPO Subregion only meetings to allow for the representatives for each Subregion to meet and discuss key issues or topics that pertain to their particular Subregion. These meetings could either be held out in the Subregion or here at the MRPC. Communication amongst Subregion representatives is key and we are trying to find creative ways to make this communication easier as well as boost participation for all representatives, alternates and their designees.

S. Bradbury mentioned that the Boston MPO holds some of their meetings out in the communities and those communities give a brief presentation on the happenings in town. This helps draw people in and boost interest and participation in the MPO.

J. Telepciak agreed that this type of outreach would be helpful. He mentioned that he doesn't have much communication with his particular Subregion representatives and this may help.

N. Tishler mentioned that she would like to see the MJTC's roll bolstered and perhaps we could take these meetings on the road and meet in other communities as well. This could get a different turnout with it being an evening meeting vs a day meeting with the MPO. It is also a good time to start the RTP discussion with the communities so more public outreach would be helpful for this effort.

S. Bean indicated that the MRPC is also working towards doing more outreach as a part of their Title VI work. We would like to have more regional or community type organizations involved in the planning process as well.

J. Wyman asked about the status of the Federal restructuring of the MPO's. N. Tishler indicated that this concept was not going to be implemented at this time.

VII. Contract Status Reports

a. FTA/RTA

B. Doherty stated that there are no new developments.

b. MassDOT 3C

B. Doherty mentioned that we are finishing up our UPWP projects for this program year, which ends on 9/30/17 and the new UPWP will start on 10/1/17.

The MPO meeting was canceled for September. The next meeting will be held on October 18th.

The MRPC will be holding an Open House & Ribbon Cutting event on October 6th from 8:00-10:00am.

The MRPC has hired a new Transportation Planner to replace Kaitlyn Olbrich who left this past June. David Fee will be starting the week of October 16th.

VIII. Administrative Matters

The next meeting of the MJTC will be on October 11, 2017 at 6:30 p.m. at MRPC.

S. Bradbury mentioned the new MaPIT application. This is an online mapping tool to assist communities with the Project Initiation Form (PIF) and Project Needs Form (PNF) for their projects. There are trainings on this program that are put on through Baystate Roads as well as possible webinars. The launch of the application is expected to happen in October. She also mentioned the importance of contacting the MassDOT District Offices directly to discuss potential projects prior to moving forward in the process.

N. Tishler also mentioned how this tool could be useful for local projects as well. This isn't just for MassDOT projects. All the data layers are provided to use as needed.

A question was asked regarding which community employees should be taking this type of training and using the MaPIT tool? S. Bradbury responded with the Town Planners or DPW staff, or anyone that would work on the project development.

Another question was asked about community specific log in information. S. Bradbury indicated that each community will receive its own username and password.

B. Doherty brought up some of the handouts at the meeting; Statewide Conference for Municipal Officials – Implementing Best Practices to be held on Monday, September 18th at Holy Cross in Worcester and the 2017 Moving Together Conference that will be held on September 28th in Boston.

IX. Adjournment

There being no further business the meeting adjourned at 7:15 p.m.

DOCUMENTS/EXHIBITS AVAILABLE AT MEETING:

9/13/17 Agenda
7/12/17 Minutes
FFY 2018 UPWP Budget Adjustment Summary
Sidewalk Inventory presentation
MPO Signatory list
Implementing Best Practices flyer
MaPIT Flyer
Moving Together 2017 flyer
MRPC Open House save the date