

## Minutes of the Joint Transportation Committee (JTC) Meeting

Wednesday, November 13, 2019

Pioneer Valley Planning Commission

60 Congress Street, 2<sup>nd</sup> Floor Large Conference Room

Springfield, Massachusetts 01104

### Present were:

Name	Affiliation	Name	Affiliation
Glenn Barrington	University of Massachusetts	Dick Grannells	Asst. to DPW Dir., Southwick
Mike Bolduc	MassDOT District 2	Betsy Johnson	Walk/Bike Springfield
Gary Briere	MassBike	Van Kacoyannakis	Civil Engineer, VHB
Paul Burns-Johnson	PVTA Mgr.-Planning & Analysis	Andy Krar	Town Engineer, Longmeadow
Bruce Cadieux	Wales DPW	Derek Krevat	Transportation Planner, MassDOT
Matt Chase	VHB	Jen Motsko	Southwick
Michelle Chase	Town Engineer, Agawam	Dan Murphy	City of Easthampton
Jim Czach	West Springfield DPW	Bob Peirent	Engineer, Holyoke
Nick Dines	Town of Williamsburg	Danny Rebelo	Sr. Proj. Engineer, Beta Group, Inc.
Douglas Ellis	City Engineer, Chicopee	Carmen Rosado	Stavros
Michael Fisher	BL Companies	Steve Savaric	Fuss & O'Neill
Peter Frieri	MassDOT District 1	Jason Skeels	Town Engineer, Amherst
Matt Gamelli	Utilities Engineer, Westfield	Michael Suprenant	DPW Director, Ludlow
<b>PVPC Staff</b>			
Rana Al-Jammal	Senior Transportation Planner	Jeff McCollough	Sr. Transportation Planner
Amir Kouzehkanani	Principal Transportation Planner	Dana Roscoe	Principal Planner
Andy McCaul	Senior Transportation Planner	Gary Roux	Principal Planner
		Louise Sullivan	Admin Support

### 1. Introductory Remarks

Jim Czach opened the JTC meeting at 10:18 a.m. and he asked everyone to introduce themselves.

### 2. Minutes of Previous Meeting

Mr. Czach asked for a motion to approve the Joint Transportation Committee (JTC) minutes of the October 9, 2019 meeting.

MOVED BY BOB PEIRENT OF THE CITY OF HOLYOKE, SECONDED BY DICK GRANNELLS OF THE TOWN OF SOUTHWICK, TO APPROVE THE JOINT TRANSPORTATION COMMITTEE (JTC) MEETING MINUTES OF THE OCTOBER 9, 2019 MEETING. ALL IN FAVOR, NONE OPPOSED, THE MOTION CARRIES.

Mr. Czach then moved to take up agenda item 3.

### **3. Pioneer Valley Regional Freight Plan - Update**

PVPC Principal Planner Gary Roux called the JTC members' attention to four handout documents:

- *Pioneer Valley Regional Freight Plan DRAFT*
- *Comments Received on Draft Regional Freight Bottlenecks Map*
- Updated maps: *Pioneer Valley Regional Freight Network*, *Bridges Impacting Commercial Vehicle Flow*, *Commercial Vehicle Crashes* and *Freight Bottlenecks in the Pioneer Valley*
- *Potential Regional Freight Planning Tasks*

Mr. Roux explained that the proposed draft version of the *Pioneer Valley Regional Freight Plan* delineates the plan's vision, purpose, goals, recommendations and strategies. He underscored that the *Pioneer Valley Regional Freight Plan* is compatible with and in support of the Massachusetts Freight Plan. Mr. Roux said that the PVPC staff is happy to accept comments from the JTC members as they review the plan. Mr. Roux reported that comments received on the *Draft Regional Freight Bottlenecks Map* were incorporated in the Bottlenecks map and addressed in GIS layers. He thanked everyone who sent in comments and encouraged the members to contact him or Khyati Parmar if there is anything missing or needing correction in the Bottlenecks map.

Mr. Roux explained the four updated maps as follows:

- The *Pioneer Valley Regional Freight Network* map indicates the interstate highways, active railroads, the National Highway System, major roadways, critical urban freight corridors and critical rural freight corridors.
- The *Bridges Impacting Commercial Vehicle Flow* map illustrates low clearance roadway bridge underpasses, weight restricted bridges and closed bridges.
- The *Commercial Vehicle Crashes* map has had non-motorist crashes added by Ms. Parmar based on comments that were received.
- The *Regional Freight Bottlenecks* map has been updated based on comments received.

Mr. Roux indicated that the list of potential regional freight planning tasks constitute the most significant area for improvement and will be included in the *Pioneer Valley Regional Freight Plan*. He stated that the tasks have been prioritized based on immediate need to be addressed in the next year or two and based on future needs. Mr. Roux underscored that because tasks that can be utilized for the betterment of the region need to be identified, he would appreciate feedback from the JTC members. Mr. Roux added that he will provide an update and more input on this plan at the next JTC meeting.

Mr. Czach thanked Mr. Roux for his update then he moved on to agenda item 4.

### **4. JTC Membership –Expanding JTC Representation**

Mr. Roux stated that the comments and recommendations that resulted from the Federal Certification Review were discussed at last month's JTC meeting and the *Planning Certification Review Action Plan for the Pioneer Valley MPO* was distributed. A recommendation received from the review was that a freight representative be included in the membership of the JTC. Mr. Roux indicated that the JTC has a rail freight representative for the railroad but the representative hasn't attended JTC meetings lately. Mr. Roux reported that the JTC reached out for a trucking representative but didn't receive a response. Mr. Roux noted that there may be a potential contact who works for Maple Leaf Distribution Services but before anyone is contacted, he emphasized that he wants

feedback from the JTC members. Mr. Roux urged the JTC members to pass along any contact information they may have and he added that expanding the JTC membership will be on next month's JTC meeting agenda.

Mr. Czach thanked Mr. Roux for his presentation and he moved on to agenda item #5.

##### **5. Pioneer Valley Public Participation Plan (PPP) – Review and JTC Bylaws**

Referring to the handout document entitled *Planning Certification Review Action Plan for the Pioneer Valley MPO*, Mr. Roux read the Federal Highway and Federal Transit Administration's recommendation in the section entitled *Public Participation Plan* as follows:

"The MPO should formalize its Public Participation Plan (PPP) for effectiveness and develop a timeline and cycle for when and how often an evaluation will occur. The written evaluation should assess the public involvement strategies and techniques employed both quantitatively and qualitatively, and describe what worked and what could be improved with recommendations for future efforts."

Mr. Roux explained that the first form of public participation begins with the JTC meetings and JTC members because nothing is put out for public comment until feedback is requested and received from the JTC members. He said updating the PPP will require several months of work. Mr. Roux stated that the membership listing of the current JTC members has been distributed at today's meeting, and he noted that there are several vacancies. He explained that the procedure has always been that the chief elected officials of the communities appoint a member and an alternate to serve as JTC representatives. Furthermore, the appointed member and alternate cannot vote until something in writing is received from the mayor, selectboard or other chief elected official designating their voting rights. Mr. Roux explained that there is another less defined process that is based on an organization appointing someone to be a JTC representative. He indicated that there needs to be a discussion of this less defined process in the *Bylaws of the Pioneer Valley Joint Transportation Committee* which has been distributed as a handout at today's meeting. 0020

Referring to page 2 of the *Pioneer Valley Joint Transportation Committee Bylaws*, Mr. Roux stated that the process of appointing representatives to the JTC was changed last year but since those changes don't appear in the bylaws, there needs to be an update. The third item in *1.3 Composition of the JTC* states that a representative of the MassHighway Department (MHD) for District One and District Two needs be appointed. Mr. Roux explained that MHD is now the Massachusetts Department of Transportation (MassDOT) Highway Division and a representative from District One and a representative from District Two need to be appointed. He underscored that specificity is needed when naming organizations or individuals. Dick Grannells suggested using a table instead of a numbered list and Mr. Roux approved his suggestion. Mr. Roux indicated that Section *1.3 Composition of the JTC* can be rewritten based on the suggestions of the JTC members and he will speak about the JTC Bylaws again at the next JTC meeting.

Mr. Roux explained that Section *1.4 Appointment and Term of Members* signifies that the voting term of a JTC member is two years and that needs to be changed to one year. Mr. Roux further explained that the process of adding new JTC members should be formalized to mirror the procedure used when the Stavros representative was appointed consisting of the JTC members discussing possible members then appointing them for a trial period. Mr. Roux noted that the Bicycle/Pedestrian Subcommittee needs to be changed to the Bicycle/Pedestrian and Complete Streets Sub-Committee. He added that a statement needs to be added delineating how often the bylaws need to be reviewed. Mr. Roux suggested every three years; Mr. Czach suggested that the bylaws be reviewed

after every certification review; and Ms. Johnson commented that revision of the bylaws should be allowed whenever deemed necessary. Mr. Roux said the draft bylaws will be updated and will be sent out for review before the next JTC meeting.

## **6. Technology Corner – An Introduction to New Technology being used by PVPC Staff**

### **Drone**

Mr. Roux announced that three Pioneer Valley Planning Commission (PVPC) staff members will present an overview of three new products that the PVPC recently purchased. Mr. Roux first called on Todd Zukowski, PVPC GIS/Cartographic Section Manager and drone pilot, to speak about PVPC's drone. Mr. Zukowski reported that the drone was purchased two years ago, and he began integrating it into some of PVPC's field and data projects at that time. Mr. Zukowski stated that he is a certified Federal Aviation Administration (FAA) pilot and as such, he is allowed to fly the drone commercially for the PVPC, businesses and Pioneer Valley communities. Mr. Zukowski explained that he has FAA authorizations for controlled air space for both Westover Metropolitan Airport in Chicopee and Barnes Airport in Westfield, and the drone is capable of taking photos and video.

Mr. Zukowski displayed a video of rush hour traffic near the Rt. 391 exit in Chicopee and photos taken by the drone when inside the PVRTA Bus Maintenance and Operations building on Cottage Street in Springfield. Mr. Zukowski encouraged the JTC members to contact him if they would like his assistance as drone pilot with projects needing 4K photos, videos or data mapping.

PVPC Principal Planner Dana Roscoe commented that when counters are placed on a ramp for traffic counts, a police detail is required at an exorbitant cost. Mr. Roscoe added that the time required to put up the counters consists of a four-hour set-up and a four-hour take-down but the drone now supplies the same information.

### **COUNT cam2 – Traffic Video Recorder**

PVPC Senior Transportation Planner Jeff McCollough displayed a full mounted camera called a COUNTcam2 traffic video recorder that is used by the PVPC for analyzing the flow of traffic. PVPC staff members have been using the camera to take video of crosswalks on low volume roads to determine if vehicles are yielding to pedestrians using the crosswalks. Mr. McCollough reported that video showed the vehicles yielding at all the crosswalks except one which has now been designated for redesign. He added that data stored on the camera's hard drive can be shared.

### **GoPro**

PVPC Senior Transportation Planner Andy McCall announced that recently PVPC purchased a GoPro camera that will integrate with most of PVPC staff's data collection and can be used for corridor studies, pavement management, and planning studies. Mr. McCall said that staff members are experimenting with the camera which takes photographs, videos and can be used underwater.

Mr. Roux asked the JTC members to contact him if they would like to use the cameras or the drone. Mr. Roux indicated that if the drone or a camera is used for an in-depth study, PVPC staff may signify its use for a future work program task. He added that an estimate of the cost will be provided for use of the drone.

**7. Transportation Improvement Program (TIP) – Review**

Andy McCall reported that the distributed list entitled *FY 2020 Transportation Improvement Program (TIP) – Project Status (10/9/19)* is a reflection of all the current TIP projects. Mr. McCall underscored that if the JTC members have projects on this list, they need to advertise them in a timely manner because the first quarter will be ending soon.

**8. Pioneer Valley Transit Authority (PVTA) – Current Activities**

Paul Burns-Johnson, PVTA's Planning and Analysis Manager, reported that the work is proceeding on the PVTA's Five-Year Capital Plan and PVTA's Public Transportation Agency Safety Plan (PTASP). Mr. Burns-Johnson stated that the PTASP document will be presented to the MPO in February or March after it's approved in January by the PVTA Advisory Board.

**9. Other Business**

There being no other business to conduct, Mr. Czach called for a motion to adjourn the meeting.

**10. Adjourn**

MOVED BY PAUL BURNS-JOHNSON OF THE PIONEER VALLEY TRANSIT AUTHORITY (PVTA),  
SECONDED BY DICK GRANNELLS OF THE TOWN OF SOUTHWICK TO ADJOURN THE JOINT  
TRANSPORTATION COMMITTEE (JTC) MEETING AT 11:12 A.M. ALL IN FAVOR, NONE OPPOSED,  
THE MOTION CARRIES.

**Relevant Documents Distributed at this November 13, 2019 JTC Meeting:**

- *Joint Transportation Committee November 13, 2019 Meeting Agenda*
- *Minutes of the October 9, 2019 Joint Transportation Committee Meeting*
- *FFY 2020 Transportation Improvement Program (TIP) – Project Status (10/9/19)*
- *Pioneer Valley Regional Freight Plan DRAFT*
- *Comments Received on Draft Regional Freight Bottlenecks Map*
- *Updated maps: Pioneer Valley Regional Freight Network, Bridges Impacting Commercial Vehicle Flow, Commercial Vehicle Crashes and Freight Bottlenecks in the Pioneer Valley*
- *Potential Regional Freight Planning Tasks*
- *Joint Transportation Committee (JTC) Members and Alternates*
- *Bylaws of the Pioneer Valley Joint Transportation Committee*
- *Planning Certification Review Action Plan for the Pioneer Valley MPO*