

Minutes of the Virtual Joint Transportation Committee (JTC) Meeting
Wednesday, March 9, 2022
Pioneer Valley Planning Commission
60 Congress Street, Springfield, Massachusetts 01104

Present were:

Name	Affiliation	Name	Affiliation
Chris Bouchard	MA Highway Association	Betsy Johnson	Walk/Bike Springfield
Randy Brown	Director Southwick DPW	Van Kacoyannakis	Civil Engineer, VHB
Gary Briere	River's Edge Cycling	Andy Krar	City Engineer, Springfield
Paul Burns	PVTA	Chris Klem	MassDOT
Michelle Chase	Town Engineer, Agawam	Nick LaPoint	Fuss & O'Neill
Tom Christensen	Town Engineer, Longmeadow	Scott McCarthy	Acting DPW Director, Hadley
Jim Czach	Engineer, City of Holyoke	Ben Murphy	Town of Monson
Nick Dines	Town of Williamsburg	Dan Murphy	City Engineer, Easthampton
Doug Ellis	City Engineer, Chicopee	Carmen Rosado	Stavros
Wayne Feiden	Northampton Planning Director	Tom Ruta	MassDOT District 2
Michael Fisher	Manager, Fisher Bus Company	Matt Smith	Chesterfield DPW
Peter Frieri	MassDOT District 1	Marvin Ward	MassBike Easthampton
Laura Hanson	MassDOT District 2	Steve Williams	Belchertown
PVPC Staff			
Rana Al Jammal	Senior Planner Specialist	Dana Roscoe	Principal Planner
Jeff McCollough	Senior Transportation Planner	Gary Roux	Principal Planner
Andy McCaul	Senior Transportation Planner	Louise Sullivan	Administrative Assistant I Specialist

1. Open Meeting

PVPC Principal Planner Dana Roscoe opened the JTC Zoom meeting at 10:16 a.m. and he asked PVPC Senior Transportation Planner Andy McCaul to perform a roll call.

2. Minutes of Previous Meeting

Mr. McCaul performed the roll call and stated that there was a quorum present. Mr. Roscoe asked for a motion to approve the Joint Transportation Committee (JTC) minutes of the February 16th JTC meeting.

MOVED BY RANDY BROWN, OF THE TOWN OF SOUTHWICK, SECONDED BY WAYNE FEIDEN, OF THE CITY OF NORTHAMPTON, TO APPROVE THE JOINT TRANSPORTATION COMMITTEE (JTC) MEETING MINUTES OF THE FEBRUARY 16, 2022 MEETING

Mr. Roscoe called for a roll call vote.

ALL IN FAVOR, THE MOTION CARRIES.

3. FFY Unified Planning Work Program (UPWP) Development

PVPC Principal Planner Gary Roux noted that at the last JTC meeting in February, he had stated that the FFY 2023 Unified Planning Work Program (UPWP) will run from October 1st of this year to September 30th of next year and will share the same development and endorsement schedule as the Transportation Improvement Program (TIP). Mr. Roux displayed a chart (see below) entitled *FY 2022 UPWP Major Product Status* which indicates UPWP tasks on schedule, completed, delayed or in the case of the *Springfield Traffic Signal Warrants Analysis*, indicates *March/April* as the status. Mr. Roux remarked that because the PVPC's greenhouse monitor is no longer useable and there is no money in the budget to replace it, either the work can still be accomplished or the UPWP will need to be amended.

FY2022 UPWP Major Products Status			
Task	Product	Anticipated Completion	Status
1.2	FY2023 UPWP	May-22	On Schedule
1.3	Updated Public Participation Plan	Sep-22	On Schedule
1.4	Updated TEC Form	Dec-21	Complete
1.4	FY2023 - 2027 TIP	May-22	On Schedule
1.4	TEC Project Evaluation	Mar-22	Complete
2.2	2020 Base Year Model	Mar-23	On Schedule
2.2	GHG Data Collection Report	Sep-22	Delayed
2.3	Regional Speed Limits Data Layers	Summer 2022	On Schedule
2.4	Workforce Trends Report	Sep-22	On Schedule
3.1	Valley Bike User Survey	Aug-22	On Schedule
3.1	Monson Pedestrian Safety Study	Summer 2022	On Schedule
3.1	High Risk Pedestrian Crossing Report	Aug-22	On Schedule
3.1	Bike Commute Week Report	Summer 2022	On Schedule
3.2	ValleyBike Year 4 Summary Report	Apr-22	On Schedule
3.3	Canal/Lyman Street RR Underpass Study	Summer 2022	On Schedule
3.3	CMP Freight Bottleneck Updates	Sep-22	On Schedule
3.4	CMP Corridor Updates	Aug-22	On Schedule
3.4	Congestion Analysis (up to 5 locations)	Aug-22	On Schedule
3.4	Regional Congestion Dashboard	Sep-22	On Schedule
3.6	Updated PM2 and PM3 regional targets	Oct-22	On Schedule
3.6	Updated PM1 regional targets	Feb-22	Complete
3.7	Brimfield Crash History Study	Dec-21	Delayed
3.7	Longmeadow Crash History Study	Feb-22	Delayed
3.7	St. James Ave. Safety Study	Summer 2022	On Schedule
3.7	Springfield Traffic Signal Warrants Analysis	Sep-22	March/April
3.7	Regional High Risk Crash Locations Report	Sep-22	On Schedule

Mr. Roux then spoke about tasks related to planning emphasis areas and he reported those planning areas as *Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future; Equity and Justice*⁴⁰; *Complete Streets*; *Public Involvement*; *Strategic Highway Network*; *Federal Land Management Agency (FLMA) Coordination*; *Planning and Environment Linkages (PEL)*; and *Data in Transportation Planning*. Mr. Roux noted that all these related tasks will be addressed although extra planning may be needed for the *Strategic Highway Network*.

Mr. Roux displayed another chart delineating the FY2023 UPWP Tasks and what percent of the budget each task is expected to use. Mr. Roux pointed out that *Task 3.13, the 2024 Long Range Transportation Plan Update* will consume 10.21% of the budget and comprise a large portion of staff time in October.

FY2023 UPWP Task	% of Budget
1.1 Management of the 3C Process	2.62%
1.2 Unified Planning Work Program	1.00%
1.3 Public Participation Process	2.92%
1.4 TIP Development	5.93%
1.5 Title VI and Environmental Justice	3.98%
2.1 Traffic Counting	2.97%
2.2 Regional Travel Demand Modeling/Clean Air Planning	4.76%
2.3 GIS, Mapping and Graphics	5.04%
2.4 Information Center	2.18%
2.5 Regional Pavement Management System - Data Collection	2.98%
3.1 Regional Bicycle, Pedestrian and Complete Streets Planning	4.11%
3.2 Bike Share Implementation	0.97%
3.3 Regional Freight Planning	1.49%
3.4 Regional Congestion Management Process	3.78%
3.5 Regional Pavement Management System - Project Development	4.11%
3.6 Regional Performance Measures Assessment	0.66%
3.7 Regional Safety and Planning Studies	7.02%
3.8 Transit System Surveys & Route Implementation	11.25%
3.9 Regional Transit Planning	12.41%
3.10 Paratransit Planning Assistance	1.73%
3.11 Climate Change Implementation	0.93%
3.12 Green Streets and Infrastructure	0.93%
3.13 2024 Long Range Transportation Plan Update	10.21%
4.1 Implementing the Regional Land Use Plan	0.93%
4.2 Scenic Byways Support	0.93%
4.3 Local Pavement Management Program	0.96%
4.4 Local Technical Assistance	1.62%
Direct Costs	1.59%
	100.00%

Mr. Roux indicated that a draft UPWP will be presented at the April JTC meeting with a request for a 21-day public review and comment period. Then the UPWP will be presented at the May MPO meeting for endorsement.

4. 2023-2027 Transportation Improvement Program (TIP) Development Including a Review of the Updated Project Ranking; a Review and Discussion of the Current FFY 2023-2026 Project List and a Discussion of the Options for FFY 2027 Project List

PVPC Senior Transportation Planner Andy McCaul reviewed the development schedule that is shared by the 2023-2027 Transportation Improvement Program (TIP) and the 2023 Unified Planning Work Program saying that on April 13th, the JTC will perform a final review of the 2023-2027 TIP. On April 26th, the MPO will review and release the draft 2023-2027 TIP and the draft UPWP for the required 21 day public review period. Mr. McCaul added that there will be a TIP public hearing on May 11th, and on May 24th, the MPO will endorse the 2023-2027 TIP and the 2023 UPWP.

PVPC Principal Planner Dana Roscoe explained that today Mr. McCaul will review the updated project ranking list, the current FFY 2022-2026 Project List and discuss options for the FFY 2027 Project List. Mr. Roscoe indicated that the JTC members will not be asked to vote on any motions. Mr. McCaul then presented a review of all TIP project lists and displayed a spreadsheet listing statewide projects, a spreadsheet listing the Project Universe of Transportation Improvement Program (TIP) projects and a spreadsheet entitled *Pioneer Valley Transit Authority's Five Year Capital Needs*.

Mr. Roscoe stated that FFY 2023 is under programmed by \$6.5million, and he asked the JTC members to notify him or Mr. McCaul if there were any transportation projects missing from the listings of TIP projects.

5. Update MassDOT Project Initiation Process

MassDOT District Project Engineer, Laura Hanson, explained that MassDOT initiates new projects through a formal 3-step process using the Massachusetts Project Intake Tool (MaPIT). Ms. Hanson announced that the first 2022 Project Review Committee meeting is scheduled for May 12, 2022, and the process for completing MaPIT projects has to be completed by April 20th. Ms. Hanson reported that currently she and MassDOT staff members are reviewing project initiations so if any of the JTC members have already sent her an email, she will be calling them shortly to set up a meeting for next week to discuss the three steps to be taken in initiating a project. Ms. Hanson explained that Step 1 is to delineate project need; Step 2 is project initiation; and Step 3 involves the Project Review Committee. Ms. Hanson noted that if a municipality can't attend a project meeting this year, there will be another opportunity in July or August. She reported that in time, the MaPIT scoring spreadsheets will be automatically generated. Ms. Hanson encouraged the JTC members to contact her if they have any questions. Mr. Roscoe interjected that those needing to initiate projects in MassDOT District One should contact Peter Fieri.

6. JTC Chair Discussion and Recruitment

Mr. Roscoe announced that he will continue as interim JTC Committee Chair until a replacement for Jim Czach, who is stepping down as the Chair of the JTC, is chosen through the nominating process. Mr. Roscoe asked Mr. Czach if he would like to say a few words. Mr. Czach underscored that he has thoroughly enjoyed working with everyone on the JTC Committee. Mr. Roscoe thanked Mr. Czach for his many years of service as the JTC Chair and he remarked that he has personally appreciated Mr. Czach's leadership and his friendship.

Mr. Roscoe asked the JTC members to consider the opportunity of serving as the Chair of the JTC Committee and to contact him if they are interested in the position or know of someone who might be interested so that this vacancy can be filled in the near future.

6. Other Business

Mr. McCaul announced that the Culvert Replacement Application Deadline is March 14, 2022, and the next PRC meeting is scheduled for May 12, 2022.

7. Adjourn

Mr. Roscoe asked if anyone had any other business and there being none, he called for a motion to adjourn.

MOVED BY PAUL BURNS, OF THE PIONEER VALLEY TRANSIT AUTHORITY, SECONDED BY MATT SMITH OF THE TOWN OF CHESTERFIELD, TO ADJOURN THE JOINT TRANSPORTATION COMMITTEE (JTC) MEETING AT 11:30 A.M. ALL IN FAVOR, NONE OPPOSED, THE MOTION CARRIES

Relevant Documents Emailed for this March 9, 2022 JTC Meeting:

- *Joint Transportation March 9, 2022 Meeting Agenda*
- *Minutes of the February 16, 2022 Joint Transportation Committee Meeting*
- *TIP and UPWP Development Schedule - 2023-2027*
- *Draft PVMPO 2023 – 2027 TIP Project List*
- *PVMPO Project Ranking March 8, 2022*
- *Copy of CIP 23-27 Draft for Grantplus Rev1*