

# Draft Memorandum for the Record Boston Region Metropolitan Planning Organization Administration and Finance Committee Meeting Summary

## June 11, 2020, Meeting

9:00 AM–9:30 AM, Zoom videoconferencing platform

Tina Cassidy, Interim Chair, representing Scott D. Galvin, Mayor, City of Woburn

## Decisions

The Boston Region Metropolitan Planning Organization's (MPO) Administration and Finance (A&F) Committee agreed to the following:

- Approve the meeting minutes of the June 20, 2019, meeting
- Approve State Fiscal Year (SFY) 2020 Operating Budget and forward it to the full MPO with a recommendation to approve

## Materials

Materials for this meeting included the following:

1. Meeting Minutes of the June 20, 2019, Meeting
2. Central Transportation Planning Staff (CTPS) SFY 2021 A&F Memorandum and Table
3. CTPS SFY 2021 Revenue Assumptions Table
4. CTPS Proposed Five-Year Computer Plan (SFY 2021–25)

## Meeting Agenda and Summary of Discussion

### 1. Introductions

T. Cassidy called the meeting to order and Matt Archer, MPO staff, read the accessibility statement. See attendance on page 5.

### 2. Public Comments

There were none.

### 3. Meeting Summary of June 20, 2019—*Approval of the meeting minutes*

A motion to approve the meeting minutes was made by Ben Muller (Massachusetts Department of Transportation [MassDOT]) and seconded by the Brian Kane

(Massachusetts Bay Transportation Authority [MBTA] Advisory Board). The motion carried.

#### **4. Presentation, Discussion, and Vote to Recommend the Draft SFY 2021 CTPS Operating Budget—Hiral Gandhi, Director of Finance and Operations**

H. Gandhi presented the budget. She drew the committee's attention to the three documents in the budget package:

1. *CTPS SFY 2021 Revenue Assumptions Table*
2. *CTPS SFY 2021 A&F Memorandum and Table*
3. *CTPS Proposed Five-Year Computer Plan (SFY 2021–SFY 2025)*

The *CTPS SFY 2021 Revenue Assumptions Table* details the revenue expectation for SFY 2021. The total projected revenue is expected to be \$6,448,000, which is a four percent increase over last year's projections. Seventy-five percent of the total projected revenue is funded with the 3C MPO contracts. (The 3C process is named as such, because it is considered continuing, cooperative, and comprehensive.) Approximately 14 percent of the total revenue is from the MassDOT Statewide Planning and Research contract and other MassDOT contracts. MBTA contracts account for eight percent of the expected revenue. The remaining three percent of the revenue is expected to come from municipal and other contracts.

H. Gandhi presented the *CTPS SFY 2021 Operating Budget*. There are 58 full-time professional positions budgeted for SFY 2021, along with supplemental nonprofessional staff, including interns and temporary staff for special projects (i.e. data collection). Seven positions will be vacant at the start of the fiscal year and CTPS hopes to fill them in the near future.

The Direct Cost section of the budget totals \$185,500. These costs are specifically related to the direct expenses incurred under certain contracts. The Data Processing Equipment line item (\$43,500) supports the *CTPS Proposed Five-Year Computer Plan*. Travel and Transportation costs (\$12,000) is allocated for attendance at professional development events and client meetings. This also includes reimbursement for travel to collect data and conduct field reconnaissance. Due to the pandemic, the budget for this year is significantly less than in previous years. CTPS does not anticipate staff traveling in the near future to attend conferences. Expenses related to language translation for MPO documents, meeting announcements and other materials, and an allowance for printing surveys and unanticipated costs, are funded in the Other line item (\$30,000). In

addition to these line items, there is \$100,000 budgeted for hiring a consultant to conduct the CTPS Five-Year Strategic Plan.

H. Gandhi noted that Total Indirect Costs are programmed at \$3,222,500. Generally speaking, CTPS's indirect expenses are fairly stable with fluctuations due to staff size, inflation, or special initiatives. The projected spending for SFY 2020 for Unemployment Insurance was higher than projected. This is due to the COVID-19 pandemic and the need to furlough the CTPS data collection staff. CTPS hopes to get all of the staff back on payroll as soon as possible, but given the uncertainty, staff increased the budget by \$10,000 for SFY 2021.

H. Gandhi noted that CTPS has allocated a significantly higher amount for external printing. This is to support the public outreach program and printing brochures for the MPO 101's and other certification activities.

Dividing the annual indirect costs of \$3,222,500 by the annual direct salaries of \$3,040,000 yields a provisional overhead rate for SFY 2021 of 106.00 percent.

Len Diggins (Regional Transportation Advisory Council) asked why CTPS needs outside consultants for the Strategic Planning process. Tegin Teich (Executive Director, CTPS) noted that the consultant will focus on the organizational assessment and that CTPS does not have that expertise on staff and cannot hire for this effort, because this assessment needs to happen every five to ten years. T. Teich stated that she is happy to share the scope of work with anyone who is interested.

H. Gandhi reviewed the *Five-Year Computer Plan* that is budgeted for \$43,500 for SFY 2021. The plan includes replacement of an existing active directory host server that runs Windows 19. The current server runs Windows 12 and is reaching its end-of-life. It also includes routine replacement of TransCAD workstations for model runs. The outer years of the plan continue to support the replacement of aging equipment and upgrading infrastructure and storage needs.

A motion was made by B. Muller to recommend approval of the *CTPS SFY 2021 Operating Budget* to the full MPO board, and the motion was seconded by L. Diggins. The motion passed unanimously.

## **5. Members Items**

B. Kane suggested that the A&F Committee meetings occur on a quarterly basis, instead of annually. Tina Cassidy agreed, and supported scheduling the next meeting in September.

## **6. Adjourn**

A motion to adjourn was made by B. Kane and seconded by B. Muller. The motion carried.

## Attendance

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<b>Members</b>	<b>Representatives and Alternates</b>
City of Woburn	Tina Cassidy
Massachusetts Department of Transportation (Office of Transportation Planning)	Ben Muller
Regional Transportation Advisory Council	Lenard Diggins
MBTA Advisory Board	Brian Kane

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### **MPO Staff/Central Transportation Planning Staff**

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Tegin Teich, Executive Director  
Annette Demchur, Director of Policy and Planning  
Scott Peterson, Director of Technical Services  
Hiral Gandhi, Director of Operations and Finance  
Jonathan Church, Certification Activities Group Manager  
Matt Archer, Transportation Planner

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