

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

May 11, 2023, Meeting

1:30 PM–2:45 PM, Zoom Video Conferencing Platform

Brian Kane, Chair, representing the MBTA Advisory Board

Decisions

The Administration and Finance Committee agreed to the following:

- Approve the summary of the April 13, 2023, meeting

Meeting Agenda

1. Introductions

See attendance on page 4.

2. Public Comments

There were none.

3. Action Item: Approval of April 13, 2023, Meeting Summary

Documents posted to the MPO meeting calendar

1. [April 13, 2023, meeting summary \(pdf\)](#)
2. [April 13, 2023, meeting summary \(html\)](#)

Vote

A motion to approve the summary of the meeting of April 13, 2023, was made by the Metropolitan Area Planning Council (MAPC) (Eric Bourassa) and seconded by the Massachusetts Department of Transportation (MassDOT) (Derek Krevat). The motion carried through a roll call vote.

4. Discussion: Operations Plan Draft Document—*Brian Kane, Chair*

Documents posted to the MPO meeting calendar

3. [Draft Operations Plan \(pdf\)](#)
4. [Draft Operations Plan \(html\)](#)

Tegin Teich, Executive Director, introduced the draft Operations Plan for the Boston Region MPO for discussion and asked members to clarify edits made throughout the

document, initially beginning with Section 4—*Standing and Ad Hoc Committees*.

T. Teich stated that descriptions have been added or adjusted to outline the roles of the Administration and Finance, Unified Planning Work Program, Congestion Management, and Transportation Improvement Program (TIP) Process, Engagement, and Readiness committees.

D. Krevat shared feedback from MassDOT staff on the previous changes.

Discussion

B. Kane suggested adding language to Section 4.1 to make it clear that committees are intended to make the work of the full MPO board more efficient and not intended to duplicate the work of the full MPO board.

T. Teich shared language on the establishment of ad hoc committees and suggested the revision of language detailing the selection of committee chairs.

T. Teich asked for clarification on the process of appointing voting members of standing and ad hoc committees. E. Bourassa spoke in support of an annual process to bring new members into standing committees, while ad hoc committee membership should be determined when the committees are established.

E. Bourassa and D. Krevat spoke in support of documenting the process of selecting members to be on committees. Lenard Diggins, Regional Transportation Advisory Council, cautioned against leaving committee selection to the chair and vice chair of the full board. B. Kane suggested proposing a slate of potential committee members annually. B. Kane suggested giving the MPO chair the ability to appoint new committee members mid-year.

B. Kane asked about best practices for providing virtual meeting guidelines at remote public meetings.

T. Teich reviewed language to give alternates the ability to vote in MPO board meetings when the designee is not present.

T. Teich reviewed language in Section 3.3—*Board Member Expectations*, and she stated that duplicate language also in the Communications Norms document has been removed.

T. Teich reviewed changes to Section 6—*MPO Work*.

T. Teich requested guidance on how often the Operations Plan should be maintained.

L. Diggins suggested every four years to align with the federal certification reviews.

D. Krevat shared additional notes from MassDOT staff.

5. Members' Items

There were none.

6. Adjourn

A motion to adjourn was made by the MAPC (E. Bourassa). The motion carried.

Attendance

Members

Massachusetts Department of Transportation
MBTA Advisory Board
Metropolitan Area Planning Council
Regional Transportation Advisory Council

Representatives and Alternates

Derek Krevat
Brian Kane
Eric Bourassa
Lenard Diggins

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Silva Ayvazyan
Annette Demchur
Erin Maguire
Gina Perille

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By Telephone:

857.702.3700 (voice)

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