



# Memorandum of Understanding (MOU) Update Committee

February 7, 2024

Boston Region Metropolitan Planning Organization



VIRTUAL

MEETING

# Notice of Nondiscrimination

You are invited to participate in our transportation planning process, regardless of your race, color, national origin (including limited English proficiency), religion, creed, gender, ancestry, ethnicity, disability, age, sex, sexual orientation, gender identity or expression, veteran's status, or background.

## **简体中文 (Simplified Chinese)**

如果需要使用其它语言了解信息，请联系波士顿大都会规划组织 (Boston Region MPO) 《民权法案》第六章专员，电话 857.702.3700。

## **繁體中文 (Traditional Chinese)**

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## **Kreyòl Ayisyen (Haitian Creole)**

Si yon moun vle genyen enfòmasyon sa yo nan yon lòt lang, tanpri kontakte Espesyalis Boston Region MPO Title VI la nan nimewo 857.702.3700.

## **Español (Spanish)**

Si necesita esta información en otro idioma, por favor contacte la Boston Region MPO al 857.702.3700.

## **Português (Portuguese)**

Caso estas informações sejam necessárias em outro idioma, por favor, contate o MPO da Região de Boston pelo telefone 857.702.3700.

## **Tiếng Việt (Vietnamese)**

Nếu quý vị cần thông tin này bằng một ngôn ngữ khác, vui lòng liên lạc Boston Region MPO theo số 857.702.3700.

Read the full notice of your rights and protections at [www.bostonmpo.org/mpo\\_non\\_discrimination](http://www.bostonmpo.org/mpo_non_discrimination).



VIRTUAL

MEETING

## Guidelines

1. All participants will join the meeting with muted microphones.
2. Please rename yourself to include your first name, last name and affiliation.
3. After roll call, Board members may mute and unmute themselves. Always remain muted unless actively speaking.
4. To participate in the discussion, please select the “raise hand” function. Find this by clicking either on the “Participants” button at the bottom of the screen, and a window will pop up with a “Raise Hand” button at the bottom, or the “Reactions” button in the toolbar. The Chair will then call on participants.
5. If you are on the phone, you can use \*9 to raise your hand.
6. If you have any technical difficulties, please contact Erin Maguire via the chat box, [emaguire@ctps.org](mailto:emaguire@ctps.org) or 857.702.3681.



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MEETING

## Accessibility Statement

This meeting is accessible to people with disabilities. Zoom products are compliant, with exceptions, with the following standards: Web Content Accessibility Guidelines 2.1 Level AA Standards and Revised Section 508 Standards.

If you require any additional accommodations in order to participate fully in this meeting, please contact Erin Maguire, MPO staff, at [emaguire@ctps.org](mailto:emaguire@ctps.org) or 857.702.3681.

February 7, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: Summary of September 20, 2023, meeting
4. Summary of Conversation with RTA
5. Follow-up Items
6. Discussion: Staff-led MOU Document Updates
7. Work Planning
8. Members' Items
9. Next Meeting

# Introductions



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# Today's Agenda

- Report on Discussion with MWRTA and CATA
- Follow-up Items from Last Committee Meeting
- Discussion on Staff-Led MOU Document Updates
- Looking Ahead—Work Planning
- Next Meetings



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# Public Comments



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# Action Item: Summary of September 20, 2023, meeting

Vote to approve these meeting minutes



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# Summary of Conversation with Regional Transportation Authorities (RTA)

## Erin Maguire, MPO Staff

Presentation and discussion of takeaways from conversation with MetroWest Regional Transit Authority and Cape Ann Transportation Authority staff on RTA representation



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email [emaguire@ctps.org](mailto:emaguire@ctps.org).*

# Preparation with the RTAs

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# Staff Discussion with MWRTA and CATA

- Met with MWRTA and CATA on January 23, 2024
  - RTA representation
  - Board member responsibilities
- RTA proposal
  - Permanent seat on the board to be shared by RTAs
    - Serve on rotational basis
    - Act as designees for one another
- Next steps
  - To be determined by committee discussions



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# Follow-up Items

## Abigail Cutrumbes, MPO Staff

Presentation and discussion of follow-up items requested at the January 16, 2024, committee meeting, including a high-level overview of MOUs and opportunities to influence regional policy



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# Follow-Up Items from Last Committee Meeting

February 7, 2024

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# Topics Additionally Investigated

What is an MOU?

How do MPOs work to advance regional objectives?

How do RTAs work with MPO boards elsewhere?

How can regional population shape board representation?



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# What is an MOU?

A document describing the agreement between agencies, including descriptions on intention, roles, and responsibilities

Collaborative

Non-binding

Periodically  
Evolving

Development process allows for reflection, negotiation, and elaboration



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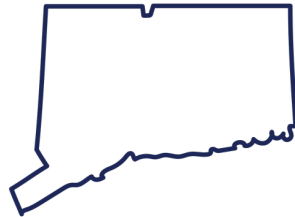
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# Regional Planning by MPOs

Through spotlighting issues in research and long-range planning practices, MPOs have policy influence in the region.



In Connecticut, MPOs are developing strategies to reduce VMT by 5% by 2030.



Oregon MPOs report VMT in their regions annually; Portland's MPO maintains a High Injury Network data set.



MPOs in California create Sustainable Communities Strategies to integrate land use and housing with transportation to move toward regional goals.

VMT = vehicle-miles traveled.



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# Current Boston Region MPO Actions

## Existing policy mechanisms to drive regional priorities

Long-Range  
Transportation  
Plan

Transportation  
Improvement  
Program

Vision Zero  
Action Plan and  
Task Force

Disparate Impact and  
Disproportionate Burden Policy



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# RTA Representation

- Baltimore case
  - Transit operator representative elected by RTAs to a two-year term
- How has board representation shaped coordination?
  - Data sharing and transit asset management system
  - Increased RTA coordination
- What pertinent insights can we take away?
  - Truly integrative planning process
  - MPO involved in transit development plans



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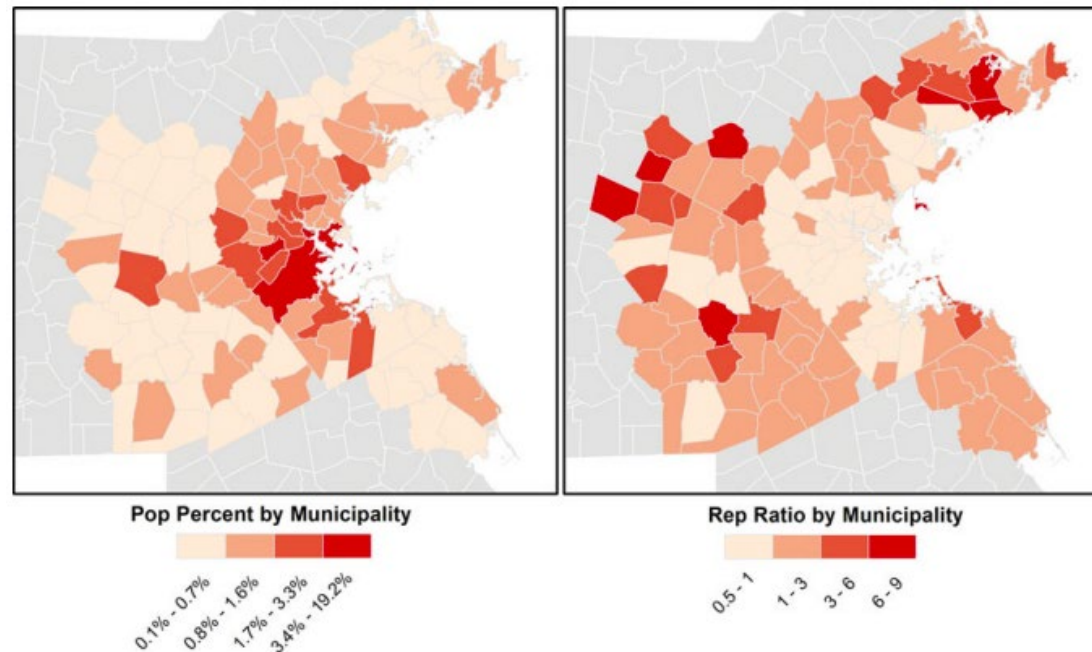
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# Board Representation by Relative Population

- How can regional population impact board representation?
  - Board representation does not always align with relative population in the region
  - 2015 Salem State study limitations

Marcos Luna (2015),  
Equity in  
Transportation  
Planning: An Analysis  
of the Boston Region  
Metropolitan Planning  
Organization, The  
Professional  
Geographer, Vol 67.



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# Discussion: Staff-led MOU Document Updates

**Erin Maguire, MPO Staff**

Presentation and discussion of proposed updates to the MOU



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# Discussion on Staff-Led MOU Document Updates

Voting rules

Demographic and geographic equity

Detail in Operations Plan

New review cycle and process

Editorial revisions



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# Work Planning

**Dave Hong, MPO Staff**

Presentation and discussion of the schedule of work to come



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# DRAFT 2024 MOU Work Plan—Preview

Feb 7

Receive meeting summary on RTAs by staff

Discuss staff-led MOU document updates and share any feedback

Feb 15

Committee Chair Report: Proposed approach for committee to engage with the RTAs

Feb 21

Review of updated MOU document based on committee's feedback

Solicit input on topics for board education

March 6

Motion to bring the RTA representation recommendations to the board

MOU document update continued

March 7

Committee Chair Report: Committee's recommendation on RTAs

March 20

Discussion on board education with sample training resources from staff





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# Members' Items

Reports and notices by MOU members, including regional concerns and local community issues



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# Next Meetings

- Wednesday, February 21, 2024  
– 1:30–3:00 PM
- Wednesday, March 6, 2024  
– 1:30–3:00 PM



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# Committee and Board Calendar 2024

**JANUARY**

SUN	MON	TUES	WED	THURS	FRI	SAT
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7	8	9	10	11	12	13
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**FEBRUARY**

SUN	MON	TUES	WED	THURS	FRI	SAT
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**MARCH**

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**APRIL**

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**MAY**

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**JUNE**

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**JULY**

SUN	MON	TUES	WED	THURS	FRI	SAT
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**AUGUST**

SUN	MON	TUES	WED	THURS	FRI	SAT
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**SEPTEMBER**

SUN	MON	TUES	WED	THURS	FRI	SAT
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29	30					

**OCTOBER**

SUN	MON	TUES	WED	THURS	FRI	SAT
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20	21	22	23	24	25	26
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**NOVEMBER**

SUN	MON	TUES	WED	THURS	FRI	SAT
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■ MOU Committee Meeting  
■ MPO Board Meeting

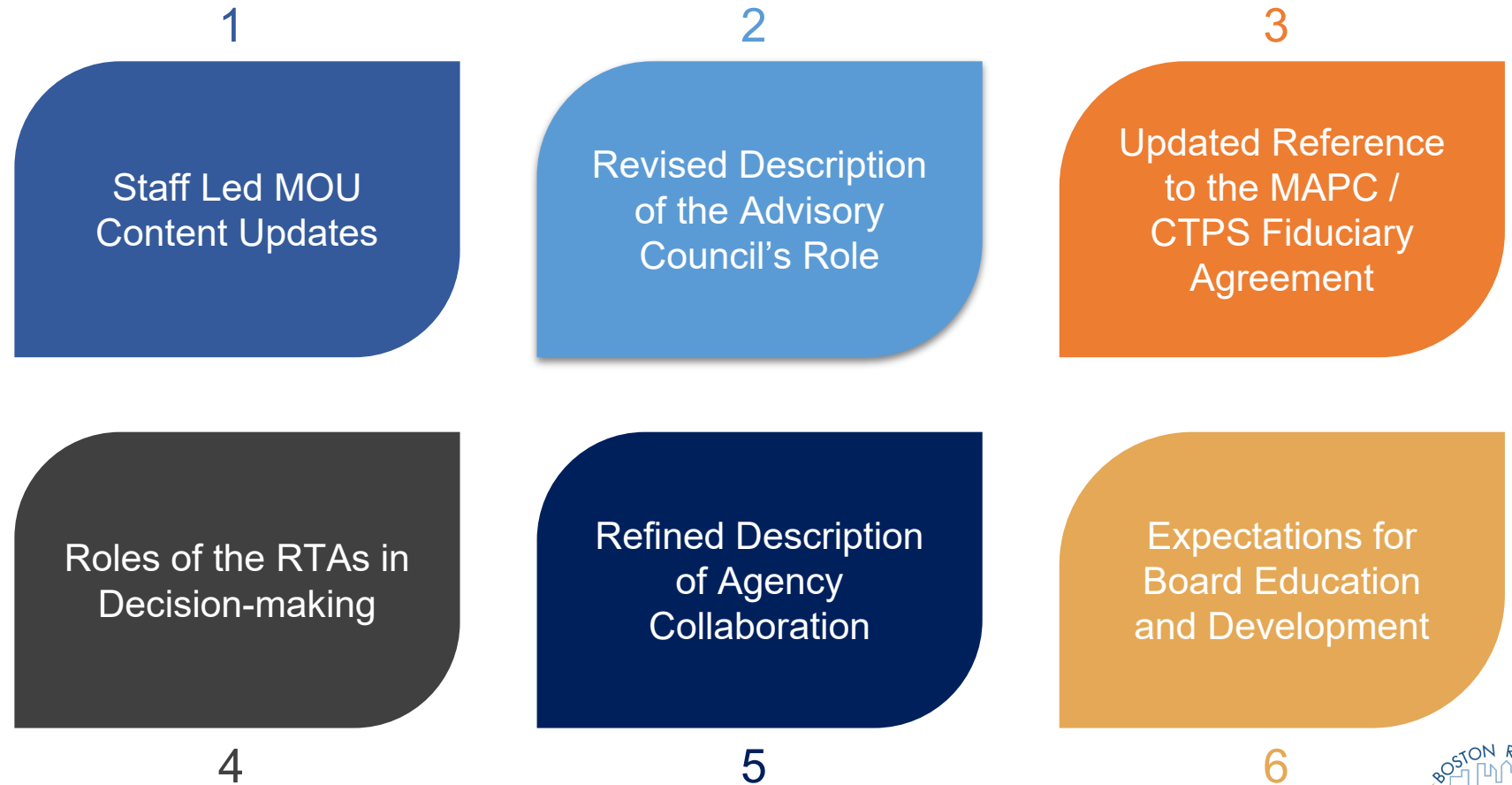
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# Reference—MOU Update Topics



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Source: Recommendation on the process to update the Boston Region MPO Memorandum of Understanding Nov 30, 2023

