



Cape Cod Joint Transportation Committee (CCJTC)

Approved Minutes | April 14, 2023, at 8:30 a.m.

Virtual Meeting

Roll Call/Attendance

<u>Members/Designees</u>	<u>Representing</u>	<u>Attendance</u>
Griffin Beaudoin	Barnstable	Present
Tim Lydon	Bourne	Absent
Griffin Ryder	Brewster	Present
Rob Faley	Chatham	Present
Thomas Andrade	Dennis	Present
John Roughley	Eastham	Absent
James McLoughlin	Falmouth	Present
Lincoln Hooper	Harwich	Absent
Catherine Laurent	Mashpee	Present
Tom Daley	Orleans	Absent
Jim Vincent	Provincetown	Present
Paul Tilton	Sandwich	Present
Jarrold Cabral	Truro	Absent
Jay Norton, <i>Chair</i>	Wellfleet	Present
Amanda Lima	Yarmouth	Present
Sean Polay	Bicycle	Present

Also Present

Colleen Medeiros	Cape Cod Commission
David Nolan	Cape Cod Commission
Steven Tupper	Cape Cod Commission
Evan Costa	Cape Cod Commission
Phil Mele	Cape Cod Commission
Helaine Goudreau	Cape Cod Commission

Raissah Kouame	MassDOT
Pamela Haznar	MassDOT
Barbara Lachance	MassDOT
Shaun Handy	MassDOT
Deb Shores	CCRTA
Steph Spadoni	CCRTA
Jill McLaughlin	Stantec
Jim Fitzgerald	Environmental Partners
Kathleen Kova	Camp Edwards
Eileen Gunn	Fuss and O'Neill
John	

Call to Order/Introductions

Jay Norton called the meeting to order at 8:31 A.M. Colleen Medeiros provided instructions for participation in the virtual meeting and noted that the meeting was being held remotely, with all members of the Cape Cod Joint Transportation Committee participating remotely, pursuant to Chapter 107 of the acts of 2022, an act relative to extending certain Covid-19 measures adopted during the state of emergency, as amended.

Pamela Haznar (MassDOT), Raissah Kouame (MassDOT), and Barbara Lachance (MassDOT) introduced themselves.

Announcements:

No additional announcements were made.

Potential Approval of Prior Meeting Minutes

A motion to approve the draft minutes of the March 10, 2023, meeting was made by Thomas Andrade, second by Jim Vincent. Members voted as follows:

Griffin Ryder	Aye
Rob Faley	Abstain
Thomas Andrade	Aye
James McLoughlin	Aye
Catherine Laurent	Aye
Jim Vincent	Aye
Paul Tilton	Abstain
Jay Norton	Aye
Amanda Lima	Aye
Sean Polay	Aye

The motion passed.

Public Comments

No public comment was made.

Cape Cod Joint Transportation Committee Election of Officers: *The Cape Cod Joint Transportation Committee will nominate and vote to elect the positions of Chair and Vice-Chair to the Cape Cod Joint Transportation Committee for the term July 1, 2023, to June 30, 2024.*

Colleen Medeiros provided an overview of the current CCJTC officers, Jay Norton (Chair-Town of Wellfleet) and Griffin Ryder (Vice Chair – Town of Brewster) who term is from July 1, 2022 through June 30, 2023. Ms. Medeiros shared that nominations for the Chair and Vice Chair are performed annually and the nominated positions for the next term would start July 1, 2023, and end June 30, 2024.

Thomas Andrade nominated Griffin Ryder as Chair and asked if any new JTC members may be interested in the role of Vice Chair.

Jay Norton asked if Griffin Ryder had any opposition to becoming Chair. Mr. Ryder accepted Mr. Andrade's nomination.

Mr. Norton nominated himself as Vice Chair. No objections were made to either nomination.

Griffin Beaudoin joined the meeting at 8:36 and is eligible to vote.

A motion to nominate and vote to approve Jay Norton as Vice Chair and Griffin Ryder as Chair of the CCJTC for a term of July 1, 2023 – June 30, 2024, was made by Thomas Andrade, second by Jim Vincent. Members voted as follows:

Griffin Beaudoin	Aye
Griffin Ryder	Aye
Rob Faley	Aye
Thomas Andrade	Aye
James McLoughlin	Aye
Catherine Laurent	Aye
Jim Vincent	Aye
Paul Tilton	Aye
Jay Norton	Aye
Amanda Lima	Aye
Sean Polay	Aye

The motion passed.

Federal Fiscal Year (October 1 – September 30) 2024 Unified Planning Work Program (“UPWP”) Development:

Staff will review the draft 2024 UPWP which summarizes all significant transportation activities planned for the year on Cape Cod. Committee members may ask questions and vote to make a recommendation to the Cape Cod Metropolitan Planning Organization to release the draft 2024 UPWP for a 21-day public comment period.

David Nolan delivered a presentation on the FFY 2024 Unified Planning Work Program. Mr. Nolan reviewed the UPWP process and timeline and described the types of transportation work undertaken by Commission staff each year. Mr. Nolan reviewed the transportation tasks and highlighted the following specific tasks:

- Task 1.6 Canal Bridges Program Coordination
- Task 2.4 Unpaved Road Inventory
- Task 3.1 Chatham Main Street Parking and Circulation Study
- Task 3.2 Interchange Safety Analysis
- Task 3.3 Sidewalk Connectivity to CCRTA Routes and Multi-Family Housing
- Task 3.4 Guidance for EV Charging Station Needs
- Task 3.5 Regional Safety Action Plan and Speed Limit Change Policy support
- Task 4.1 Transportation Management Associations (TMA) Research
- Task 4.2 CCRTA Fleet Electrification Support

Mr. Nolan concluded his presentation by sharing the draft FFY 2024 funding summary for the tasks discussed.

Sean Polay asked what parameters are being used for multi-family housing (Task 3.3.). Mr. Nolan shared that the parameters are to be determined, but that existing housing layers would be the starting point. All affordable housing and mixed used housing would be included. Steven Tupper shared the Commission is working on a regional housing analysis that is currently underway which includes community housing profiles for all 15 Cape Cod towns. The regional housing analysis will tie into Task 3.3.

Thomas Andrade asked if there was a draft study area of the CCRTA bus stops and housing areas to be looked at for JTC member review. Mr. Nolan shared that when the UPWP begins in October, the Commission can come back to the JTC to review the areas being looked at and for feedback from members. Pamela Haznar shared that bus stop accommodations could potentially be made within a TIP project, such as shelters or benches at CCRTA stops, if a community brings a location to our attention.

A motion to recommend the CCMPO release the draft 2024 UPWP document for a 21-day public comment period as presented was made by Thomas Andrade, second by Sean Polay . Members voted as follows:

Griffin Beaudoin	Aye
Griffin Ryder	Aye
Rob Faley	Aye
Thomas Andrade	Aye
James McLoughlin	Aye

Catherine Laurent	Aye
Jim Vincent	Aye
Paul Tilton	Aye
Jay Norton	Aye
Amanda Lima	Aye
Sean Polay	Aye

The motion passed.

Federal Fiscal Years (October 1 – September 30) 2023-2027 Transportation Improvement Program (“TIP”) Amendment 2: *Staff will describe the 2023-2027 TIP Amendment 2, which would increase the funding amounts to match the increased project cost estimates for the Barnstable Bearses Way Shared Use Path project. Committee members may vote to make a recommendation to the Cape Cod Metropolitan Planning Organization to release the 2023-2027 TIP Amendment 2 for a 21-day public comment period.*

Colleen Medeiros provided an overview of the draft 2023-2027 TIP Amendment 2. Ms. Medeiros shared that the amendment relates to the FFY 2023 Bearses Way Shared Use Path Project. The total project cost is \$3,221,444 and is currently obligated for \$1,995,386 in FFY 2023 using regional target funding. Amendment two funds the remaining \$1,226,058 in FFY 2023 using regional target funds.

Thomas Andrade and Jay Norton asked where the extra funding was being sourced from. Raissah Kouame shared that it would be funded using regional target funds and CMAQ funds.

Griffin Ryder departed the meeting at 9:04AM.

A motion to recommend the CCMPO release TIP Amendment 2 for a 21-day public comment period was made by Thomas Andrade, second by Griffin Beaudoin. Members voted as follows:

Griffin Beaudoin	Aye
Rob Faley	Aye
Thomas Andrade	Aye
James McLoughlin	Aye
Catherine Laurent	Aye
Jim Vincent	Aye
Paul Tilton	Aye
Jay Norton	Aye
Amanda Lima	Aye
Sean Polay	Aye

The motion passed.

Federal Fiscal Years (October 1 – September 30) 2024-2028 Transportation Improvement Program (“TIP”) Development: *Staff will review the draft 2024-2028 TIP, which summarizes the regionally significant transportation infrastructure projects receiving federal funding for construction over the next five years. Committee members may ask staff questions and vote to make a recommendation to the Cape Cod Metropolitan Planning Organization to release the draft 2024-2028 TIP for a 21-day public comment period.*

Colleen Medeiros provided an overview of the TIP development process, schedule and project categories. The TIP is a five-year planning schedule of regional construction projects, which include roadway, transit, and multimodal projects.

Ms. Medeiros provided a brief overview of the regional target funds including provided the draft FFY 2024-2028 list of transit projects for the CCRTA. Ms. Medeiros shared that the CCRTA received an increase in funding and is currently working on electrification of their vehicle fleet.

Ms. Medeiros briefly reviewed project selection factors and a list of eligible TIP projects based on readiness.

Ms. Medeiros provided an overview of the draft FFY 2024-2028 TIP scenario for the regionally prioritized projects that was recommended to the CCMPO in March in which the CCMPO agreed with the CCJTC recommendation. Ms. Medeiros shared the draft FFY 2024-2028 State Prioritized Projects.

Ms. Medeiros provided an overview of the the proposed distribution of TIP funds by community. The overall the goal is that each town has been funded previously or is going to be funded. Ms. Medeiros highlighted that the majority of the Cape’s 15 towns will be receiving TIP funds in the next five years or has previously received TIP funds in the last ten years with the exception for the Town of Eastham, which has not been funded through the TIP in the past ten years. Commission staff are coordinating with the Town and MassDOT to resolve this and MassDOT has recently initiated a project in Eastham at the Orleans/Eastham rotary, which is now a TIP eligible project.

Ms. Medeiros also shared a Project Equity Analysis (positive impact anticipated on impacted population). The analysis shows that nearly every TIP project will have a positive effect to a low income, minority, or limited English speaking population. Ms. Medeiros also shared the TIP Greenhouse Gas (GHG) Analysis which includes projects that will reduce congestion and provide multi-modal accommodations for a positive reduction in GHG in the region.

A motion to recommend the CCMPO release the draft 2024-2028 TIP for a 21-day public comment period was made by Thomas Andrade, second by Jim Vincent. Members voted as follows:

Griffin Beaudoin	Aye
Rob Faley	Aye

Thomas Andrade	Aye
James McLoughlin	Aye
Catherine Laurent	Aye
Jim Vincent	Aye
Paul Tilton	Aye
Jay Norton	Aye
Amanda Lima	Aye
Sean Polay	Aye

The motion passed.

2024 Cape Cod Regional Transportation Plan (“RTP”): *Staff will provide an update on the development of the 2024 RTP. The RTP is the region’s long range transportation vision for the Cape Cod region and includes all modes of transportation.*

Ms. Medeiros provided an update for the Cape Cod RTP. The RTP is the region’s long range transportation plan (20-25 years), includes all modes of transportation, establishes the regional vision, and prioritizes infrastructure projects within available funding. The RTP was last updated in 2019. Ms. Medeiros briefly reviewed the vision statement, draft goals, and potential future projects/programs.

Ms. Medeiros provided an overview of the Commission’s online survey and mapping tool was released immediately following the March JTC meeting. Over 350 submissions have been made to the online survey to date.

Ms. Medeiros shared that the Commission has held a number of recent RTP outreach meetings including one in Truro, a bike advocates meeting during the month of April and virtual listening session which was recorded and is available on the website. Additionally, several targeted RTP outreach meetings are planned to be held with specific organizations and targeted groups. Ms. Medeiros shared that there will be additional RTP public outreach meetings in the month of June.

Transportation Electrification: *Staff will lead a discussion on local interest, concerns, and opportunities related to electric vehicle infrastructure and fleet electrification.*

Steven Tupper provided an update for EV infrastructure and fleet electrification. Mr. Tupper asked members for feedback to determine how the Commission could best assist towns as they transition to electric vehicles for all or part of their fleets.

Jay Norton shared that support with funding opportunities or available grants to help with implementation of the transition to electric vehicles and charging stations would be helpful. Mr. Norton mentioned that sharing information regarding EV technology as it is evolving will also be helpful and thanked the Commission for their support.

Paul Tilton provided a range of feedback for EV support items, such as grants, working with Eversource, pricing structure, the various types of charging stations and construction and maintenance of charging stations,

Thomas Andrade mentioned a pilot program for one EV charging station to be implemented in the Town of Dennis. Mr. Andrade shared that during town meeting conversations the biggest concern was if this would cost the town money. Mr. Andrade shared that the Town of Dennis has an Alternative Energy Commission in Dennis and that they have been working on the EV transition.

Mr. Norton agreed with Mr. Tilton and Mr. Andrade and shared that a clear understanding of the transition would be helpful for towns as they move forward in planning and implementation.

Mr. Tilton shared a grant opportunity that is for any EV charging station within 1-mile of Route 6. Mr. Tilton shared that a map showing where charging stations are would be helpful, and that as a region, towns could come together to apply for this grant opportunity. Mr. Norton asked Mr. Tupper if the Commission has mapping already in place showing where charging stations are in place. Mr. Tupper shared that a mapping tool was created during the development of the Cape Cod Climate Action Plan and that this conversation will help inform an update to the mapping tool for its next version. Mr. Tupper shared federal, state, utility, and other grant opportunities will be available for EV transition.

Mr. Tupper introduced Helaine Goudreau, Special Projects Coordinator, who recently joined the Commission. Ms. Goudreau will be assisting with some of the elements of the EV transition. Mr. Tupper shared that the Commission is willing to bring back the topic of transportation electrification to future meetings to assist towns with questions and to share updates.

Reports

MassDOT, Cape Cod Regional Transit Authority, and Cape Cod Commission staff will report on recent and upcoming transportation initiatives across Cape Cod.

MassDOT update:

Barbara Lachance provided the following updates for MassDOT:

- **Wellfleet – Intersection improvements and related work at Route 6 and Main Street** – revised review of the 100% design has been completed/PS&E submission expected end of April 2023
- **Barnstable – Shared used path along Bearses Way from Route 28 to Pitchers Way** – 100% design review complete/PS&E submission expected mid-May 2023
- **Wellfleet – Pavement preservation and related work on Route 6** – 100% design submission expected April 2023
- **Bourne – Rotary improvements** – 100% design revision pending/ PS&E submission expected mid-May 2023
- **Mashpee – Corridor improvements Route 151 Phase 2** – 100% design submission expected April

2023

- **Harwich – Sidewalk Installation Route 28** – Public Hearing held January 2023/75% design submission pending
- **Dennis/Yarmouth – Bridge replacement Route 28 over Bass River** – At 75% Design/ 100% design submission pending
- **Barnstable/Yarmouth – Cape Cod Rail Trail Phase 3** – at 75% design/ 100% design expected April 2023
- **Barnstable – Park and Ride Route 132** – DJW received March 2023 and is currently under review
- **Dennis/Harwich – Construction and related work Route 28 Upper County Road to Herring River Bridge** – at 25% design/75% design pending
- **Provincetown – Corridor improvements and related work on Shank Painter Road** – DJW approved April 2023/ Design Public Hearing scheduled June 13, 2023
- **Bourne – Scenic Highway** – Design Public Hearing scheduled June 8, 2023
- **Harwich – Safe Routes to School** – DJW review complete/comment resolution meeting pending
- **Bourne – Rail Trail Phase 1** – Sketch plans have been reviewed for boardwalk/100% design submission expected end of 2023
- **Provincetown/Truro – Resurfacing and related work on Route 6** – MassDOT HQ in process of designating design consultant for project
- **Barnstable – Resurfacing and related work on Route 6** – Concept plans received and currently under review
- **Chatham – Intersection improvements and related work** – 25% design submission pending
- **Dennis – Corridor improvements and streetscape on Main Street from Uncle Barneys Road to Old Main St Phase 2** – concept plans submitted and comments made/project manager response pending/ new schedule needed

Ms. Lachance shared that the Project Review Committee (PRC) will be holding their annual meeting May 24, 2023, and that the Sandwich Shared use Path project will be presented at the meeting.

Thomas Andrade asked Ms. Lachance if the Route 28 bridge over the Bass River project is still on schedule for the end of 2023 or beginning of 2024. Ms. Lachance followed up via email and shared that the 100% design submission is expected May 2023 and that the project schedule is still on track.

CCRTA update:

Deb Shores provided the update for the CCRTA. Ms. Shores shared that the CCRTA is working on expansion of service in Provincetown for early morning and late-night service for shoulder and peak seasons. Ms. Shores shared that the EV consultant will be visiting for the electrification survey to visit the operations center and administration buildings. The visit will help to determine what infrastructure may be needed and what currently works for the EV transition. Ms. Shores shared that the next EV newsletter would be coming out in the next week.

Cape Cod Commission Update:

Colleen Medeiros provided the update for the Commission. Ms. Medeiros shared the upcoming summer traffic data collection requests deadline and asked members to email David Nolan by 04/14/2023. The data collection includes ATRs (Volumes, class and/or speed), turning movement counts (weekday AM or PM), Bike Path Counts (location and duration), and speed studies. Data collection efforts will start in June 2023.

Ms. Medeiros shared the following upcoming TIP/UPWP comment period outreach dates and locations:

Public Meetings

- Public Meeting – Hyannis Transportation Center 04/26/2023 at 11AM
- Public Virtual meeting 04/26/2023 at 6PM

Bike Outreach Tables

- Cape Cod Rail Trail – Station Avenue Yarmouth 05/09/2023 3-5PM
- Old Colony Rail Trail – Baseball Fields on Stepping Stones Road Chatham 05/11/2023 9-11AM
- Shining Sea Bikeway – Depot Ave Falmouth 05/17/2023 7:30-9:30AM
- Old Colony Rail Trail – Brooks Park 05/22/2023 3:30-5PM

Ms. Medeiros shared the MassDOT Canal Bridges Open Houses date and times:

- Bourne Veteran’s Memorial Community Center – 239 Main Street, Buzzards Bay – 05/17/2023 from 12-3PM and 5-8PM

Ms. Medeiros shared the following MassDOT events, grant opportunities, and required training dates:

- MassDOT Innovation Conference – May 2, 2023, to May 3, 2023 – Worcester, MA
- MassDOT Small Bridge program – Opens May 1, 2023, and due by June 30, 2023
 - Design/Permitting up to \$100,000
 - Construction grants up to \$500,000
- Recharge Cape Cod EV Expo – June 3, 2023, at Hyannis Transportation Center
- State Ethics Training is due – Members should check email inboxes for reminder and instructions

New Business

Topics not reasonably anticipated by the Chair more than 48 hours before the meeting.

No new business was discussed.

Adjourn

A motion to adjourn was made by Thomas Andrade, second by Amanda Lima. Members voted as follows:

Griffin Beaudoin	Aye
Rob Faley	Aye
Thomas Andrade	Aye
James McLoughlin	Aye
Catherine Laurent	Aye
Jim Vincent	Aye
Paul Tilton	Aye
Jay Norton	Aye
Amanda Lima	Aye
Sean Polay	Aye

The motion passed.

The meeting adjourned at 9:48 AM.

List of Materials Used/Presented

- 2023-04-14 CCJTC Meeting PowerPoint Presentation
- 2023-03-10 Draft CCJTC Meeting Minutes
- 2023-04-10 CCJTC Revised Agenda
- Cape Cod 2024-2028 Draft Transportation Improvement Program
- 2024 Draft Cape Cod Unified Planning Work Program
- FFY 2023-2027 TIP Amendment 2 for public comment
- FFY 2024 UPWP Handout
- FFY 2024-2028 TIP Handout
- FFY 2024-2028 TIP Summary