

Cape Cod Metropolitan Planning Organization (MPO)

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APPROVED Minutes, January 22, 2018

MPO Members in Attendance

David Mohler
Pam Haznar
Leo Cakounes
Harold "Woody" Mitchell
Tom Guerino
Daniel Santos, P.E.
Judith Froman
Norman Holcomb
Robert Weinstein
Jason Steiding
Nelson Hoffman

Representing

MassDOT Highway Division, District 5 representing Stephanie Pollack,
MassDOT Highway Administrator
MassDOT Highway Division, District 5 representing Administrator
Jonathan Gulliver
Barnstable County Commissioners
Cape Cod Commission
Cape Cod Regional Transit Authority
Representing Barnstable Town Council
Sub Region A: Bourne, Sandwich, Mashpee Falmouth
Sub Region B: Dennis and Yarmouth
Sub Region D: Eastham, Provincetown, Truro and Wellfleet
Mashpee Wampanoag Tribal Council
Federal Highway Administration – NON Voting Member

Others in Attendance

Timothy Kochan
Nikki Tishler
John Fuller
Noah Berger
Jack McCormack
Jay Pateakos
Stephen Buckley
Glenn Cannon
Steven Tupper
Patty Daley
David Nolan
Lisa Dillon
Jessica Wielgus

Representing

MassDOT Highway Division, District 5
MassDOT, Liaison
Cape Cod Regional Transit Authority
Cape Cod Regional Transit Authority
Cape Cod Commission, Vice Chairman
Mass Development
openchatham.com
Cape Cod Commission
Cape Cod Commission
Cape Cod Commission
Cape Cod Commission
Cape Cod Commission

Call to order

The Chairman David Mohler called the meeting to order @ 1:00 and asked that members and visitors introduce themselves.

Public Comment

There was none

Potential approval of the DRAFT minutes of November 20, 2017

Upon a motion to approve the DRAFT minutes of November 20, 2017 with amending the removal of Tom Guerino from the attendees by Woody Mitchell, 2nd by Pam Haznar, the vote was passed unanimously. Norm Holcomb, Judith Froman and Robert Weinstein abstained from the vote.

Cape Cod Metropolitan Planning Organization Overview: Cape Cod Metropolitan Planning Organization (CCMPO) Staff will give an overview of the role of the Cape Cod Metropolitan Planning Organization (CCMPO). The CCMPO is a collaboration of local, regional, state, and federal officials, that meet to review, direct, and vote on different components of the transportation planning process. The Cape Cod Commission coordinates transportation planning activities under the guidance of the CCMPO. — Glenn Cannon Cape Cod Commission Technical Services Director

Mr. Cannon presented a power point. The presentation included a Definition of the Cape Cod MPO, outlined the Transportation Planning Process, listed MPO Membership listing the Cape Cod Joint Transportation Commission as it serves as an Advisory Board to the MPO, explained the Important Documents which include the Regional Transportation Plan, Unified Planning Work Program and the Transportation Improvement Program and lists the Staff members at the Cape Cod Commission that support the Cape Cod MPO.

Bob Weinsten thanked the staff at the Cape Cod Commission. He suggested that we visit each town and explain the programs at a Board of Selectmen meeting for example to encourage input in the projects.

Federal Highway Administration Overview: Federal Highway Administration (FHWA) Staff will give an overview of the Federal Highway Administration and the interaction between the FHWA and the Cape Cod Metropolitan Planning Organization (CCMPO). The FHWA is an agency within the U.S. Department of Transportation that supports state and local governments in the design, construction, and maintenance of the nation's *highway* system. - Nelson Hoffman, Federal Highway Administration Program Development Team Leader

Mr. Hoffman presented a power point. The presentation defined the Federal Highway Administration and its duties, Key National Roles, how the Federal Highway Administration works with the MPO's, Performance Based Planning and the Programming, National Goal Areas. It also defined why the Transportation Planning Process is important, the responsibilities of the MPO, the required products of the MPO and how they fit together explaining that the public must be involved and performance targets in place.

Cape Cod Metropolitan Planning Organization Vice-Chair Election: The Cape Cod Metropolitan Planning Organization Chair will ask for nominations for Vice-Chair from the membership present at the meeting and may ask for a vote of the Cape Cod Metropolitan Planning Organization members for the Vice-Chair of the Cape Cod Metropolitan Planning Organization for the calendar year 2018.

Mr. Cannon explained that the Vice Chair will staff the meeting if MassDOT is unable to attend.

Woody Mitchell volunteered for the position of Vice Chair.

Upon a motion by Dan Santos to elect Woody Mitchell as the Vice Chair, 2nd my Tom Guerino, the vote was passed unanimously.

Discussion and Potential Vote of Alternate Posting Location: The Cape Cod Metropolitan Planning Organization members will discuss and potentially vote whether to adopt their website as its official notice posting method for posting meeting notices in accordance with the Open Meeting Law (M.G.L. c. 30A § 18-25) and its regulations (940 CMR 29.00). Jessica Wielgus, Cape Cod Commission Counsel

Ms. Wielgus explained the Cape Cod Commission and the Cape Cod Joint Transportation adopted the policy to use the Cape Cod Commission website as the official notice posting location. Ms. Wielgus displayed the MPO webpage and meeting notice page where the postings would be located A notice will be distributed announcing the change.

Mr. Cakounes stated that state law says that if the website goes down for a period of 6 hours or more, within the 48 hr notice period the meeting must be cancelled. He likes the idea of it being posted on the website, however feels as though the "official" place should be on a board outside of the commissioner's office.

Ms. Wielgus explained that in addition to the notice being posted on the website, there will be physical postings on the two boards at the Cape Cod Commission. Having the official site on the website alleviates the physical posting requirement. The CCC website is hosted outside of the County and has not had incidence in past years where the website has gone down. Mr. Guerino agreed with Mr. Cakounes he feels that not all the public has access to computers to look the

information up, and Ms. Wielgus explained that an email of the agenda to the outreach list which includes the towns will continue to be sent along with physical postings on two boards at the Cape Cod Commission. One board is located inside the building and the other is outside by the main entrance. Mr. Santos added that if each of the 15 towns had to post the notice there would be a lot of room for error, therefore the website makes sense. There was further discussion about the public not having access to the internet and questions about complaints that the towns did not post something in a timely fashion. CCMPO Staff would be putting together the agenda and posting. Mr. Holcomb added that it is about time to make these changes if people are interested in participating, they will find out when the meeting is.

Upon a motion to adopt the Cape Cod Metropolitan Planning Organization website as the official notice posing method for purpose of posting meeting notices in compliance with the Open meeting law and its regulation by Woody Mitchell, 2nd by Norm Holcomb. There were 6 votes to accept, and 4 votes not to accept. The vote was passed

Federal Fiscal Years 2018-2022 Transportation Improvement Program (TIP) Amendment #2: The Transportation Improvement Program (TIP) is a recommended list of transportation projects to be advertised and eventually constructed using Massachusetts Department of Transportation (“MassDOT”), Federal Highway and Federal Transit Administration funding. Cape Cod Commission staff will describe a proposed Amendment to the 2018-2022 Transportation Improvement Program. The Cape Cod Metropolitan Planning Organization may vote to release for public comment the Amended 2018-2022 TIP as described by Cape Cod Commission staff. - Steven Tupper, Cape Cod Commission Transportation Planner

Mr. Tupper presented a power point. The presentation defined the TIP, reason Amendments occur, the current Draft Amendment 2 Schedule and the Transit Project Updates. Mr. Tupper also reviewed the Draft Amendment summary sheet.

Mr. Fuller explained the additional funding and how it is being applied according the funding charts. Mr. Fuller stated that this was his last meeting and introduced Noah Berger as his replacement.

There was a discussion about the rental of Trolleys in the off season and Mr. Fuller indicated that renting of the CCRTA vehicles is prohibited adding that towns throughout the Cape are interested in Trolley services as part of the Cape Cod experience. The CCRTA is hoping to expand into additional towns, funding permitted. If this were to occur, they would reach out to the Towns to determine the need.

Mr. Guerino took this opportunity to thank Mr. Fuller for all the work he has done for the CCRTA. He added that Mr. Fuller is the one who found the additional funding that is being discussed. Mr. Weinstein also thanked Mr. Fuller for his work and mentioning the Trolleys as they apply to the loss of parking and the need for them.

There was a discussion about how the funds are displayed in the budget and the confusion about how it reads on the Chart. Mr. Santos is not comfortable as he feels that it is not documented the way he would like to see it. Mr. Mohler agreed. Mr. Fuller attempted to explain the funding chart, however members still did not feel comfortable. Mr. Cannon added that this document is up for a vote to release for public comment. He added that if we agree the release the document for a 21-day public comment period the Cape Cod Commission will come up an understandable chart at the next meeting. Mr. Fuller explained that the CCRTA cannot begin the grant application process until this document is approved. The current document is what would be release therefore the public would also be confused. Ms. Tischler recommended that a summary be included with the chart which could help clarify.

Upon a motion to table this vote until the next meeting by Dan Santos, 2nd by Woody Mitchell. There were 6 votes to accept and 4 votes to not accept. The vote was passed.

Mr. Cakounes also asked that a proforma is included explaining why we would buy vs lease the Trolleys.

Federal Fiscal Years 2018 Unified Planning Work Program (UPWP) Amendment #1: The Unified Planning Work Program (UPWP) identifies transportation planning studies and tasks on Cape Cod that will be completed in the current Federal Fiscal Year. These studies and tasks include data collection, and planning studies (such as corridor studies, travel surveys, and safety studies). Cape Cod Commission staff propose to add a Route 6 corridor study in Eastham (from Old Orchard Road to the Wellfleet Town Line) to the current 2018 UPWP. The proposed Route 6 corridor study in Eastham would align with the Eastham District of Critical Planning Concern recently approved by the Cape Cod Commission. The Cape Cod Metropolitan Planning Organization may vote to release for public comment the Amended 2018 UPWP as described by Cape Cod Commission staff. – Glenn Cannon, Cape Cod Commission Technical Services Director

Mr. Cannon presented a power point. The presentation defines the reasoning an amendment is required, conveys the background information on the Eastham DCPC and the 2015 North Eastham Corridor Study, shows the map of the Proposed Route 6 Eastham Corridor Study and included the Proposed FY 2018 UPWP Funding Summary.

Mr. Cakounes asked if there were any DRI fund in the Eastham area and Mr. Cannon stated that there were none. Mr. Cakounes clarified that this amendment is to reallocate funds. Patty Daley added that this District of Critical Planning Concerns is a Regulatory Action that the Cape Cod Commission took and it creates a moratorium on the issuance of new development permits in that section of Rte. 6. This gives the town an opportunity to look at zoning, do more planning and is likely to lead to zoning changes that will promote the type of growth and site design and curb cuts that fit in with the towns goals. This fits in with the regulatory project. Mr. Holcomb asked if this would fit in bike paths and Mr. Cannon explained that it is primarily Rte. 6, not connections to the bike path. Ms. Haznar asked if we had the status of the Interchange Study. Mr. Cannon stated that a GIS study of the area has been done as well as a look at the trees that will need to be cut down. Ms. Haznar recommended that we work with MassDOT in particular with the Complete Streets section before the modeling begins.

Upon a motion to release for public comment for a 21-day period the Amended 2018 UPWP by Leo Cakounes, 2nd by Woody Mitchell the vote was passed unanimously.

Safety Performance Management: Massachusetts Department of Transportation (MassDOT) staff will give an overview of the safety performance management for our region. Safety Performance Management is part of the overall [Transportation Performance Management](#) program, which the Federal Highway Administration (FHWA) defines as a strategic approach that uses system information to make investment and policy decision to achieve national performance goals.– The safety performance management also establishes the process for MassDOT and the Cape Cod Metropolitan Planning Organizations (MPOs) to establish and report their safety targets, and the process that FHWA will use to assess whether MassDOT has met or made significant progress toward meeting their safety targets. The Cape Cod Metropolitan Planning Organization may vote to accept the safety performance management as described by MassDOT staff. - Nikki Tishler, MassDOT Safe Routes to School Coordinator and CCMPO Liaison

Ms. Tischler presented a power point. The presentation outlined the Performance Measure Setting Background, the Implementation Timeline, Safety Performance Measure Requirements, Charts for Safety Performance Measures set by MassDOT, and the Next Steps for the MPOs. If we adopt the policy the reporting is done as a State and the MPO is responsible for qualitative reporting. If the MPO sets its own regional targets, then you are required to report as a Region.

Mr. Cakounes stated that he doesn't see the benefit of the Cape as he feels that our numbers could help us make specific decisions. He mentioned concerns such as the Non-motorized fatalities as it relates to bike trails as we encourage bicycling asking if they are trails making it safer on Cape Cod. If there were an issue Ms. Tischler stated that we could make the argument about regionalized targets. vs state targets as it relates to the recording requirements. The benefit to adopting the statewide target is to save the administrative burden of collecting our own data. There are consequences to not meeting targets. Mr. Cannon added that we don't have the resources to collect and analysis the data and the resource to implement corrections to high crash locations. Mr. Guerino stated that the state has the data for each town on the cape that would serve as a baseline moving forward. Ms. Tischler can work with the Safety Department to obtain and share that information which she will attempt to get by the next meeting. Mr. Holcomb agreed with the fact that if we set goals we have to have the ability to measure them. Mr. Mohler stated that we will put this on off until Feb when we get Cape data. If we don't vote to adopt States policy we must at that meeting adopt of our measures at that time.

Upon a motion to accept the State safety performance management as described by MassDOT by Leo Cakounes, 2nd by Woody Mitchell, the vote was passed unanimously.

Reports: MassDOT Highway Division District 5 Staff will give a status report on existing and planned transportation projects underway across Cape Cod. Cape Cod Regional Transit Authority and Cape Cod Commission staff will report on recent and upcoming activities that staff has participated in.

Project Year	Project Name	MassDOT Update to MPO 1/22/18
2018	Chatham, Rte. 28 - George Ryder Rd to Barn Hill Rd	At 100%, PS&E Received 11/8/17 and is under review. Waiting for comments
2018	Barnstable, Rte. 28 at Osterville-West Barnstable Rd	100% design has been submitted and is under review. ROW under way
2019	Barnstable, Rte. 28 at Yarmouth Rd	100% design due January 2018, approx. \$300k increase
2019	Truro, Rte. 6 Bicycle Accommodations	Submitted 75% design
2019	Bourne to Falmouth - Rte. 28	Sign project and is at 25% design
2019	Bourne-Wareham resurfacing and related work on Rte. 25	Maintenance project at 25% design
2020	Wellfleet, Rte. 6 at Main St	There is a significant cost increase to project and may need to be moved to 2021
2020	Mashpee, Rte. 151	25% received in November and is under review and there was a cost increase to \$12.9 million
2020	Orleans Stormwater Improvements, Rte. 28	TBD
2020	Dennis-Yarmouth Bridge Replacement	There was a bridge scoping session
2020	Bourne, Belmont Circle Multi-Modal Improvements	25% received and is under review. Finalizing comments
2021	Harwich Bridge Replacement, Herring River	TBD, Bridge Scoping meeting held in April, 2017
2021	Chatham Rte., 28/Depot Rd/Queen Anne Rd/Crowell Rd	25% design is due
2021	Yarmouth, Main St/North Main St/Old Main St	A couple of concepts have been reviewed, Town has reviewed and advancing toward 25% design
2022	Barnstable Resurfacing & Related work on Rte. 6	Programmed in SW TIP
2022	Yarmouth/Barnstable Cape Cod Rail Trail Ext	CRM held wk. of 10/9, working on revised 25% design
2022	Orleans, Rte28/Rte. 39	25% due in Spring
2022	Sandwich Shared use path along Service Rd from Rte. 130 to Chase Rd	Pre- 25% design
2022	Falmouth, Rte. 28A/Rte. 151	25% designs are under review
2022	Dennis/Harwich Rte. 28, from Upper County Rd to the Herring River Bridge	25% design due late spring

Ms. Haznar added that high crash locations are under review for HSIP funds.

Mr. Weinstein asked about the Wellfleet project and his concerns because it is a high crash location. He is concerned about the number of high crash locations on Cape Cod. Do we have a way to prioritize? Is there a way to move things along on a local level? Ms. Haznar indicated that the Wellfleet project is moving along, meetings are happening but the direction of the project still needs to be determined.

Mr. Cakounes asked if the sign replacement was going beyond Exit 12 and it was concluded that it is not.

Ms. Haznar added that the readiness days meeting is in February and will bring back information to the next meeting.

Mr. Cannon stated that he attended a transportation conference in Washington DC which gave him a great perspective of what is going on across the Country and their Innovation is appreciated and learned from.

The next MPO meeting is Monday, February 26th @ 1:00 pm

The Chairman and Committee gave a round of applause and thanked John Fuller for his service.

Adjourn

Upon a motion to adjourn the meeting at by Leo Cakounes, 2nd by Woody Mitchell, the vote was passed unanimously.

Documents and Exhibits

Agenda, January 22, 2018 Meeting
DRAFT Meeting Minutes, November 20, 2018
The Metropolitan Planning Organization Power Point
MPO Handbook
Federal Highway Administration Overview Power Point
Cape Cod Metropolitan Organization Webpage
Cape Cod Commission Meeting Notice Webpage
FFY 2018-2022 TIP Amendment #2 Power Point
CCRTA Status Report
FFY 2018-2022 TIP Amendment Handout
UPWP FFY 2018 Power Point
Eastham Route 6 Corridor Study Document
Safety Performance Measure Power Point