



## Cape Cod Joint Transportation Committee (CCJTC)

**Draft Minutes | May 8, 2020 at 8:30 a.m.**

Virtual Meeting

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### Roll Call/Attendance

<u>Members/Designees</u>	<u>Representing</u>	<u>Attendance</u>
Griffin Beaudoin <i>representing Dan Santos</i>	Barnstable	Present
Sean Polay	Bicycle	Present
George Sala	Bourne	Present
Patrick Ellis	Brewster	Present
Thomas Temple, Vice Chair	Chatham	Absent
Thomas Andrade, Chair	Dennis	Present
Silvio Genao	Eastham	Absent
James McLoughlin	Falmouth	Present
Lincoln Hooper	Harwich	Absent
Catherine Laurent	Mashpee	Present
Tom Daley	Orleans	Present
Rich Waldo	Provincetown	Present
Paul Tilton	Sandwich	Present
Jarrold Cabral	Truro	Absent
Jay Norton <i>representing Mark Vincent</i>	Wellfleet	Present
Jeff Colby	Yarmouth	Present

### Ex-Officio Members

Elizabeth Taylor	Cape Cod Commission	Absent
Noah Berger	Cape Cod Regional Transit Authority	Present

### Also Present

Conrad Leger	BETA Group, Inc.
Sarah Colvin	Cape Cod Commission
Mallory Kender	Cape Cod Commission
Lev Malakhoff	Cape Cod Commission
Matthew McCauley	Cape Cod Commission
Colleen Medeiros	Cape Cod Commission

David Nolan	Cape Cod Commission
David Still	Cape Cod Commission
Steven Tupper	Cape Cod Commission
Jessica Wielgus	Cape Cod Commission
Pamela Haznar	MassDOT District 5
Barbara Lachance	MassDOT District 5
Ben Muller	MassDOT OTP
Joseph Rodricks	Stantec
Rob Wilson	Self
Jamie Pisano	VHB

## Call to Order/Introductions

Tom Andrade called the meeting to order at 8:30 a.m. Steven Tupper provided instructions for participation in the virtual meeting. The roll was called to determine which members were present.

## Potential Approval of Prior Meeting Minutes

A motion to approve the draft minutes of the March 13, 2020 meeting was made by Patrick Ellis, second by Rich Waldo. Members voted as follows:

Griffin Beaudoin, Barnstable	Aye
Sean Polay, Bicycle	Aye
George Sala, Bourne	Aye
Patrick Ellis, Brewster	Aye
Tom Andrade, Dennis	Abstain
James McLoughlin, Falmouth	Aye
Catherine Laurent, Mashpee	Aye
Tom Daley, Orleans	Aye
Rich Waldo, Provincetown	Aye
Paul Tilton, Sandwich	Aye
Jay Norton, Wellfleet	Abstain
Jeff Colby, Yarmouth	Aye

The motion passed.

## Public Comments

No public comments were presented.

## Cape Cod Joint Transportation Committee Selection of Officers:

*The Cape Cod Joint Transportation Committee (CCJTC) will vote to nominate a slate of officers to the CCJTC for the positions of Chairman and Vice-Chairman for the term beginning July 1, 2020 to June 30, 2021. The election on the slate of officers will be voted at the next CCJTC meeting.*

Mr. Tupper noted that in light of challenges posed by COVID-19, the body can choose to table the selection of officers until the fall, with current officers remaining in their positions until new officers are elected. Mr. Andrade reported that he and Tom Temple are willing to continue serving as Chairman and Vice-Chairman until a future vote is held.

A motion to table the selection of new officers was made by Rich Waldo, second by James McLoughlin. Members voted as follows:

Griffin Beaudoin, Barnstable	Aye
Sean Polay, Bicycle	Aye
George Sala, Bourne	Aye
Patrick Ellis, Brewster	Aye
Tom Andrade, Dennis	Aye
James McLoughlin, Falmouth	Aye
Catherine Laurent, Mashpee	Aye
Tom Daley, Orleans	Aye
Rich Waldo, Provincetown	Aye
Paul Tilton, Sandwich	Aye
Jay Norton, Wellfleet	Aye
Jeff Colby, Yarmouth	Aye

The motion passed.

## Federal Fiscal Years (October 1 – September 30) 2020-2024 Transportation Improvement Program (TIP) Amendment #4:

*Staff will describe, and the CCJTC may vote to recommend the Cape Cod Metropolitan Planning Organization (MPO) endorse, draft Amendment #4 which would allow the Steamship Authority to expend Ferry Boat Formula Grant funding.*

Steven Tupper reviewed Draft TIP Amendment #4, which was released for public comment by the MPO at their April 27, 2020 meeting. Ferry Boat Formula Grant Program (FBP) funds awarded by the Federal Highway Administration must be programmed on the TIP to be expended by the Steamship Authority. Amendment #4 would add \$2,790,293 in FBP funds, plus a local match, to FFY 2020. The funds will be used for reservation system improvements including a mobile application, website redesign, and system hardware and redundancy fixes.

A motion to recommend that the MPO endorse draft Amendment #4 was made by Patrick Ellis, second by Rich Waldo. Members voted as follows:

Griffin Beaudoin, Barnstable	Aye
Sean Polay, Bicycle	Aye
George Sala, Bourne	Aye
Patrick Ellis, Brewster	Aye
Tom Andrade, Dennis	Aye
James McLoughlin, Falmouth	Aye
Catherine Laurent, Mashpee	Aye
Tom Daley, Orleans	Aye
Rich Waldo, Provincetown	Aye
Paul Tilton, Sandwich	Aye
Jay Norton, Wellfleet	Aye
Jeff Colby, Yarmouth	Aye

The motion passed.

## **Federal Fiscal Years (October 1 – September 30) 2021-2025 TIP Development:**

*Staff will describe, and the CCJTC may vote to recommend, that the MPO endorse the draft 2021-2025 TIP.*

Colleen Medeiros provided an overview of the TIP development process and project selection criteria. She highlighted data on the distribution of TIP funds by community, Title VI project equity, and greenhouse gas reduction. Ms. Medeiros reviewed the draft FFY 2021-25 TIP, including transit, state, and regionally prioritized projects. The draft TIP has been released for public comment until May 18, 2020, and a vote will be held at the May 26, 2020 meeting of the MPO for potential approval of the draft document. The slate of projects released by the MPO closely follows recommendations made by the JTC in March, with a few modifications. The Orleans roundabout project was pushed back to FFY 2022 due to readiness concerns voiced by MassDOT and the town of Orleans. Funding to the Mashpee Route 151 project was shifted as a result.

Rich Waldo noted ongoing struggles with programmed projects going over budget, and new projects being delayed as a result. He suggested that potential projects should be required to submit a 25% design before becoming eligible for programming on the TIP, and that a discussion of this matter should be held between the JTC, MassDOT, and Cape Cod Commission staff. Pamela Haznar agreed, noting that accurate cost estimates cannot be determined until the 25% stage. Mr. Andrade also agreed, adding that right of way issues present problems which are not discovered until 75% plans are submitted. Ben Muller reported that the Southeastern Massachusetts MPO has recently added these criteria to their TIP, and suggested that the JTC seek feedback from that body regarding their experience with the new requirements.

Joseph Rodricks suggested that the JTC discuss potential projects before they complete a 25% submission to avoid expending resources on projects which may be unfavorable. Such discussion would also alert the public of potential projects.

Steve Tupper will work with the chair to get this topic on a future agenda.

A motion to recommend that the MPO endorse the draft 2021-2025 TIP was made by Patrick Ellis, second by Rich Waldo. Members voted as follows:

Griffin Beaudoin, Barnstable	Aye
Sean Polay, Bicycle	Aye
George Sala, Bourne	Aye
Patrick Ellis, Brewster	Aye
Tom Andrade, Dennis	Aye
James McLoughlin, Falmouth	Aye
Catherine Laurent, Mashpee	Aye
Tom Daley, Orleans	Aye
Rich Waldo, Provincetown	Aye
Paul Tilton, Sandwich	Aye
Jay Norton, Wellfleet	Aye
Jeff Colby, Yarmouth	Aye

The motion passed.

Rich Waldo exited the meeting at 9:00 a.m.

## **Federal Fiscal Year 2021 (October 1, 2020 – September 30, 2021) Unified Planning Work Program (“UPWP”) Development:**

*Staff will describe, and the CCJTC may vote to recommend, that the MPO endorse the draft 2021 UPWP.*

David Nolan reviewed the UPWP development process and task categories. He highlighted the following projects for FFY 2021, falling under Task 3 – Short- and long-range transportation planning:

- 3.1 – Route 28 East Hyannis Corridor Study
- 3.2 – Transportation Safety: Road Safety Audits/Route 6
- 3.3 – Rail Trail Crossing & Traffic Signal Inventories
- 3.4 – Managed Retreat Best Practices
- 3.5 – Follow up on previous studies

Mr. Nolan reviewed the distribution of UPWP projects by town over the past five years and presented a draft funding summary, as approved by the MPO.

A motion to recommend that the MPO endorse the draft 2021 UPWP was made by Patrick Ellis, second by George Sala. Members voted as follows:

Griffin Beaudoin, Barnstable	Aye
Sean Polay, Bicycle	Aye
George Sala, Bourne	Aye
Patrick Ellis, Brewster	Aye
Tom Andrade, Dennis	Aye
James McLoughlin, Falmouth	Aye
Catherine Laurent, Mashpee	Aye
Tom Daley, Orleans	Aye
Paul Tilton, Sandwich	Aye
Jay Norton, Wellfleet	Aye
Jeff Colby, Yarmouth	Aye

The motion passed.

### **Cape Cod Bicycle Rack Program:**

*Staff will provide an update on the status of the 2020 Cape Cod Bicycle Rack Program, a program that covers the purchase of bicycle racks and other bicycle infrastructure for municipalities and other eligible entities on Cape Cod.*

Lev Malakhoff announced a new round of funding for bicycle parking equipment. The Metropolitan Area Planning Council has identified vendors and eligible equipment. Information about the Bicycle Rack Program will be added to the Cape Cod Commission website and emails will be sent to each town. Mr. Malakhoff suggested that representatives connect with their schools, libraries, recreation, and beach departments to identify locations on publicly owned property where bicycle parking facilities are needed. Towns are asked to respond by June 15, 2020, and award notifications will be sent out by June 19, 2020. Mr. Malakhoff and Mr. Tupper noted that a second round of funding in the fall is anticipated if towns are unable to apply in the

spring. Towns will purchase eligible equipment and will receive reimbursement for the full purchase price. Towns are responsible for shipping costs and installation, and must provide before and after photos of the bicycle parking location. Reimbursement should be provided within 60-days of purchase, assuming the equipment is installed and documentation is submitted in a timely fashion. If interest in the program exceeds available funds, awards will be prorated by population.

Sean Polay asked how many bicycle racks the program would fund. Mr. Malakhoff noted that a rack which accommodates a few bikes may cost around \$500. A variety of bicycle parking solutions are offered, including shelters and lockers. A total of \$80,000 is available through the program.

Noah Berger reported that the Cape Cod Regional Transit Authority utilized surplus funds from the last round of program funding to upgrade their bike-to-bus interface. This included small racks at nearly every shelter in the CCRTA system, larger hoop racks at the Hyannis Transportation Center, and three well-utilized bicycle fix-it stations in Hyannis and Provincetown.

## **Cape Cod Traffic Counting Program:**

*Staff will provide an update on the status of the summer 2020 traffic counting season.*

David Nolan reported on changes to the traffic counting program in response to COVID-19. MassDOT has issued guidance for regional planning agencies stating that historical data will be accepted in lieu of new traffic counts taken after March 13, 2020, provided outlined procedures are followed. MassDOT will not accept traffic counts completed this summer to inform the study of growth trends or to aid in project design. Cape Cod Commission staff will continue to collect data, but in a different way. Ten radar units will be deployed in late June/early July and will gather data to provide comparisons between this summer's traffic trends to those of recent years. Traffic counts are performed at a slate of locations every year. These locations will be studied most closely in the 2020 season.

Mr. Nolan asked towns who have submitted traffic study requests for this season to determine whether data collected will still be useful for their intended purposes.

In addition to traffic counting, the Commission's team of seasonal traffic technicians will work on initial data collection for upcoming inventory projects, which will begin in the fall. Procedures will be in place to ensure the health and safety of traffic technicians while working in the field.

## **Reports**

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

Barbara Lachance provided the following project updates from MassDOT:

Project Year	Project Name	MassDOT Update
2020	<b>Barnstable</b> , Intersection Improvements -Rte. 28 & Yarmouth Rd.	Single bid received: Lawrence Lynch, \$22M.
2020	<b>Bourne</b> , Multi-modal improvements - Belmont Circle	Plans, Specifications & Estimate sent to project manager. Advertising scheduled for June 2020.
2021	<b>Barnstable</b> , Shared-use Path - Bearse's Way	25% comment resolution meeting held at end of March. Awaiting revised utility plan from VHB. A utility meeting and public hearing will follow. 75% due in September.
2021-2022	<b>Mashpee</b> , Corridor Improvements and Related Work on Rte. 151	75% received in April. Currently under review.
2022	<b>Orleans</b> , Rte. 28, Rte. 39 & Quanset Rd.	Utility meeting and public hearing were held in December. 75% submission due week of May 11, 2020.
2023	<b>Wellfleet</b> , Intersection Improvements & Related Work at Rte. 6 & Main St.	25% submission due end of May.
2024	<b>Chatham</b> , Intersection Improvements & Related Work, Rte. 28, Depot Rd., Queen Anne Rd. & Crowell Rd.	Board of Selectmen approved revised 25% design in October. Waiting for 25% submission and revised schedule.
2024	<b>Dennis-Harwich</b> , Rte. 28 Reconstruction	25% review comments were sent to project manager at end of February 2020. Comment resolution meeting, utility meeting, and design public hearing to be scheduled. Revised schedule needed for project.
2025	<b>Provincetown</b> , Corridor Improvements & Related Work - Shank Painter Rd.	25% received in February and is under review. A revised schedule is needed for this project.

Ms. Haznar added that repairs to the Old Bass River Road bridge over Route 6 will begin on May 11, 2020. Lane reductions and detours will be in place as needed. Repairs are expected to take multiple weeks. She also reported that MassDOT will be reassessing the Barnstable intersection improvement project at Route 28 and Yarmouth Road. The single bid received on the project came in at \$22M, approximately twice the estimated cost. The bid is under review, and the project has not yet been awarded. Ms. Haznar noted that the project is complex and involves risk.

Noah Berger asked why FFY2020-24 TIP Amendment #1, approved in the fall of 2019, has not yet been incorporated into the State Transportation Improvement Program. He urged MassDOT staff to address the issue, as the amendment included funding for a project which the CCRTA has been incurring costs for since the start of the fiscal year, and a June 1, 2020 filing deadline is approaching. Ben Muller reported difficulties



with a grants management system, and noted that the rail and transit division are working with their vendor to correct the issue. Mr. Muller expects a solution shortly.

Patrick Ellis thanked MassDOT for their prioritization of the Bourne Scenic Highway median installation project and requested an update on the project. Ms. Haznar and Ms. Lachance reported that the 25% submission was due April 2, 2020. MassDOT staff will follow up with more information.

Ben Muller reported that MassDOT's Office of Transportation Planning (OTP) will kick off a research project this summer with UMass Boston's Urban Harbors Institute. The study's goal is to identify what volume of freight traveling over the Cape Cod Canal bridges destined for Martha's Vineyard and Nantucket could be shifted to an earlier port along the South Coast. Potential environmental benefits and impacts will be assessed. The study comes in response to concerns about truck traffic on Cape Cod, congestion, and pollution. Harbor officials in Fall River and New Bedford, the Steamship Authority, and shippers will be consulted.

MassDOT will also conduct an analysis of potential commuter rail service to Buzzards Bay. The analysis will begin with a public stakeholder group, convened in partnership with the Cape Cod Commission, which will meet to discuss current opportunities and needs. MassDOT will then develop and analyze operations plans, and assess construction costs, operations costs, and ridership. Results of this process will be reported back to the public for input. The current state of emergency has impacted schedules at the OTP, and the study's kickoff has been moved from early summer to fall of 2020.

Noah Berger reported that CCRTA ridership is down 60-75% compared to recent years. Most current passengers are essential workers (hospital staff, grocery store employees, etc.) and those making essential shopping trips. A meeting is held daily to assess each route. The routes most impacted are those in Barnstable, where many trip-generating locations remain closed (i.e. Barnstable courthouses, Cape Cod Community College, the Cape Cod Mall and other retail locations along Route 132). The route that has seen the smallest decrease in ridership is the Flex route on the Outer Cape, indicating the importance of this service. Semi-express service between Hyannis and the Outer Cape was added to fill a gap when intercity carriers suspended their service. The CCRTA continues to implement enhanced cleaning measures, including defogging vehicles one to two times per day, and hourly cleaning of the Hyannis facility. Mr. Berger noted the CCRTA's appreciation for CARES Act funding for public transportation, including \$30M for the Barnstable organized area. The CCRTA is the designated recipient of the funding, which will be shared with regional partners. \$12.4M of CARES Act and regular formula funds will be distributed to the Steamship Authority, which is almost fully reliant upon fare revenue and has thus been impacted greatly by COVID-19.

Negotiations are ongoing with the Greater Attleboro Taunton Regional Transit Authority (GATRA) regarding the distribution of funds, an issue dating back to 2018. With the help of the Cape Cod Commission, a formula was identified which can be used going forward.

AECOM continues their MassDOT-contracted RTA planning study and will soon begin public outreach. Social media will be used to drive customers to the CCRTA website, where a questionnaire will be posted beginning the week of May 11, 2020.

Steven Tupper reported that the Cape Cod Commission is working remotely, without disruption to essential activities. Some staff members have shifted their focus to COVID-19-related projects, such as a COVID-19 mapping tool and economic impact studies. Critical meetings continue in a virtual setting. Public outreach efforts for the TIP and UPWP have also shifted online, with new videos and other content posted to the Cape Cod Commission website ([www.capecodcommission.org/mpo](http://www.capecodcommission.org/mpo)). Mr. Tupper shared three upcoming opportunities for public comment and questions:

- Tuesday, May 12 at 5:30 PM - Public Outreach virtual meeting
- Thursday, May 14 at 10:00 AM - Public Outreach virtual meeting
- Tuesday, May 26 at 1:00 PM - MPO meeting

Commission staff will be sending an email survey to CCJTC members to gather information on how public works departments in the region have altered projects, planning activities, repaving, and other efforts in response to COVID-19.

## New Business

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

No new business was presented.

## Adjourn

A motion to adjourn was made by Patrick Ellis, second by George Sala. Members voted as follows:

Griffin Beaudoin, Barnstable	Aye
Sean Polay, Bicycle	Aye
George Sala, Bourne	Aye
Patrick Ellis, Brewster	Aye
Tom Andrade, Dennis	Aye
James McLoughlin, Falmouth	Aye
Catherine Laurent, Mashpee	Aye
Tom Daley, Orleans	Aye
Paul Tilton, Sandwich	Aye
Jay Norton, Wellfleet	Aye
Jeff Colby, Yarmouth	Aye

The motion passed. The meeting adjourned at 9:46 a.m.

### **List of Materials Used/Presented**

- 2020-03-13 Draft CCJTC Meeting Minutes
- 2020-04-29 Press Release -Notice of Opportunity for Public Comment on Transportation Planning Documents
- 2020-05-08 CCJTC Meeting Powerpoint
- Cape Cod 2021 Unified Planning Work Program Draft for Public Comment
- Cape Cod 2021-2025 Transportation Improvement Program Draft for Public Comment
- Cape Cod 2020-2024 Tip Amendment 4 Draft for Public Review
- 2020-04 Traffic Count Data Guidance