



## Cape Cod Metropolitan Planning Organization (MPO)

Approved Minutes | November 15, 2021 at 1:00 p.m.

Virtual Meeting

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### Roll Call/Attendance

<u>Members/Designees</u>	<u>Representing</u>	<u>Attendance</u>
Stephen Woelfel	MassDOT, <i>Representing Jamey Tesler</i>	Present
Richard Bilski	MassDOT District 5, <i>Representing Jonathan Gulliver</i>	Present
Harold Mitchell	Cape Cod Commission	Present
Robert Lawton	Cape Cod Regional Transit Authority	Present
Mark Forest	Barnstable County Commissioners	Absent
Latoya Green	Mashpee Wampanoag Tribal Council, <i>Rep. Brian Weeden</i>	Absent
Daniel Santos	Town of Barnstable	Absent
Judith MacLeod-Froman	Sub-region A: Bourne, Falmouth, Mashpee & Sandwich	Present
Sheryl McMahon	Sub-region B: Dennis & Yarmouth	Present
Kevin Galligan	Sub-region C: Brewster, Chatham, Harwich & Orleans	Present
Robert Weinstein	Sub-region D: Eastham, Provincetown, Truro & Wellfleet,	Absent

### Ex-officio Members

Cape Cod Joint Transportation Committee, <i>Rich Waldo representing Tom Temple</i>	Present
NPS/CC National Seashore	Absent
US Army Corps of Engineers/Cape Cod Canal	Absent
Woods Hole, Martha's Vineyard & Nantucket Steamship Authority, <i>Bob Davis</i>	Present
Federal Highway Administration, <i>Cassie Ostrander representing Jeffrey McEwan</i>	Present
Federal Transit Administration, <i>Leah Sirmin</i>	Present

### Also Present

Jeff Maxtutis	BETA Group
Glenn Cannon	Town of Bourne
MJ Mastrangelo	Bourne Select Board
Noëlle Pina	Cape Cod Chamber of Commerce
Patty Daley	Cape Cod Commission
Martha Hevenor	Cape Cod Commission
Mallory Kender	Cape Cod Commission
Evan Moorman	Cape Cod Commission
David Nolan	Cape Cod Commission
Kristy Senatori	Cape Cod Commission
David Still	Cape Cod Commission



Steven Tupper	Cape Cod Commission
Jessica Wielgus	Cape Cod Commission
Chris Kennedy	Cape Cod Regional Transit Authority
Leah LaCross	Cape Cod Regional Transit Authority
Tom Andrade	Town of Dennis
Lauren Barker	Town of Eastham
Lincoln Hooper	Town of Harwich
Katherine Jansen	MassBike
Chris Klem	MassDOT
Barbara Lachance	MassDOT
Wesley Lickus	MassDOT
Ben Muller	MassDOT
Gus Norrbom	MassDOT
Derek Shooster	MassDOT
Steven Findlen	McMahon Associates
Charles Kilmer	Old Colony Planning Council
Stephen Buckley	
David McPherson	
Paul Mission	Southeastern Regional Planning and Economic Development District
Alan Slavin	
caper	
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### Call to Order/Introductions

Stephen Woelfel called the meeting to order at 1:00 p.m. Steven Tupper provided instructions for participation in the virtual meeting and noted that the meeting was being held remotely, pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021. The roll was called to determine which members were participating remotely, as reflected in the roll call vote listed above. Attendees were invited to introduce themselves.

### Potential approval of prior meeting minutes

A motion to approve the draft minutes of the October 18, 2021 meeting was made by Harold Mitchell, second by Kevin Galligan. Members voted as follows:

Stephen Woelfel	Aye
Richard Bilski	Aye
Harold Mitchell	Aye
Robert Lawton	Aye
Judith MacLeod-Froman	Aye

Sheryl McMahon                      Abstain  
Kevin Galligan                      Aye

The motion passed.

## Public Comment

Paul Mission of the Southeastern Regional Planning and Economic Development District (SRPEDD) shared that the Homeland Security Group for the Southeast region will give a presentation at SRPEDD's MPO meeting on November 16, 2021. There will be a discussion of services provided by the Homeland Security Group, including training for active shooter situations and other events which require security protocols. Members of the CCMPO are invited to attend.

Stephen Buckley inquired about public presentations regarding the Cape Cod Canal Area Transportation Improvement Program. This topic will be addressed during a later agenda item.

Katherine Jansen, MassBike board member, introduced herself to the group.

## Federal Certification Review Public Comments

*As required every four years for areas with a population over 200,000, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will be reviewing the metropolitan transportation planning process for the Barnstable urbanized area through a Certification Review of the Cape Cod Metropolitan Planning Organization (MPO). FHWA and FTA staff will describe the Certification Review process and will invite members of the public to share their views of how the metropolitan transportation planning process is conducted in the region.*

Cassie Ostrander, Program Development Team Leader with the Federal Highway Administration's Massachusetts division, delivered a presentation on the requirements of the federal certification review process. The federal government is required to review and certify the transportation planning practices of metropolitan planning organizations (MPOs) in urbanized areas with populations over 200,000. FHWA and FTA jointly perform these reviews every four years. The last certification review decision for the CCMPO was made on February 13, 2018. As part of the review process, public input is sought regarding the transportation planning and decision-making process administered by the CCMPO. Comments may be submitted verbally or by e-mail/mail by November 19, 2021. All comments will be taken into consideration and summarized in the final report. A certification determination will be made approximately 90 days after this review.

Leah Sirmin, Community Planner with the Federal Transit Administration's Region 1 office, described the elements of the planning process considered during the review. Federal standards require a "continuing, cooperative, and comprehensive" process that informs transportation decisions, including how projects are selected and prioritized for implementation within a region. Key planning documents are reviewed,

including the Public Participation Plan, Metropolitan Transportation Plan, Transportation Improvement Plan, and Unified Planning Work Program.

Kevin Galligan noted the professionalism of the CCMPO, along with that of its state and local partners. He emphasized the importance of the Cape Cod Joint Transportation Committee (CCJTC) in the public participation process, as its members work in the field and have firsthand knowledge of local needs. He added that postings are done in a timely fashion, and distributed through all channels.

Judith Froman agreed that the planning process is well executed. She added that there is a pause in public participation between 25% and 75% project submissions, and that this could be improved.

Stephen Buckley inquired about the 2018 Federal Certification Review, and what areas for improvement were identified. He asked whether the review covers the whole planning process (including planning conducted at the local level before the involvement of the CCMPO), or solely the phase when projects become eligible for programming on the TIP. Leah Sirmin reported that questions will be addressed at a later time. Steven Tupper will connect with Mr. Buckley to ensure he has access to documents related to the certification review process.

Rich Waldo, Vice Chair of the CCJTC, reported on a positive partnership between the CCJTC and CCMPO. The CCJTC reviews safety goals, transit ridership, bike trails, and more, with representation from every community on Cape Cod. He noted the unique needs of the region, which sees an enormous influx of visitors from all over the world each year. Supported by traffic counts, data collection and analysis provided by the Cape Cod Commission, the CCJTC makes recommendations to the CCMPO on TIP and UPWP projects. The group has created new milestones to keep projects on track, allowing the region to maximize the limited funds available to the region. Mr. Waldo reported that the CCMPO has been supportive of the CCJTC's efforts, have sought input from the group, and have reviewed the information the CCJTC has provided to them.

Glenn Cannon, acting Town Administrator in the Town of Bourne, reported on the technical expertise of the CCMPO staff. Bourne has called upon staff members to assist with projects related to the Cape Cod Canal bridges and on addressing bicycle and pedestrian deficiencies throughout the community. The CCMPO staff has provided support to the town of Bourne and a citizen-led group on the Bourne Rail Trail project. Mr. Cannon also noted the value of the CCMPO's relationship with MassDOT, and their collaborations on efforts such as the recent Cape Rail Study.

Lincoln Hooper, Harwich DPW Director, called the CCMPO staff an "invaluable asset," noting the assistance they provide in navigating state and federal funding. Mr. Hooper reported on the services provided by CCMPO staff, including assistance with Project Initiation and Project Need Forms, traffic counting, safety audits, bicycle and pedestrian accommodations, and as a liaison to MassDOT.

Charles Kilmer, Assistant Director and Transportation Program Manager of the Old Colony Planning Council and Bourne resident, recognized Steven Tupper, David Nolan, and the CCMPO staff for their professionalism and expertise. He noted the extensive materials available on the Cape Cod Commission website, and highlighted work on rail trail networks, regional connections, and climate change.

Lauren Barker, Eastham Economic Development Planner, reported on the assistance provided by CCMPO staff to Eastham's transportation planning processes as the town prepares for a large-scale improvement project along Route 6. The town has looked to CCMPO staff to assist in improving walkability and pedestrian and bike access within Eastham, while also serving as a connection to the Outer Cape.

Paul Mission, SRPEDD Transportation Manager, noted Steven Tupper's role in the development of formulas for the equitable distribution of planning funds from FHWA and FTA through MassDOT.

Tom Andrade, Dennis Town Engineer and former CCJTC chair, reported that CCMPO staff enable to towns of Cape Cod to work together and collaborate on challenges faced across the region.

## Cape Rail Study

*Massachusetts Department of Transportation (MassDOT) staff will give a presentation on the Final Report for the Cape Rail Study, a MassDOT study that is evaluating alternatives for extending year-round passenger rail to Cape Cod with connections to the communities of Middleborough and Wareham.*

Ben Muller, Cape Rail Study Project Manager, provided an overview of the study. Kicked off in November 2020, the project's purpose was to study options to expand passenger rail service from Middleborough to the Cape region, and to provide the region with data and information about rail options. The study aimed to align regionally developed goals with MassDOT's perspective on feasible service plans, costs, and benefits. The study team, led by MassDOT's Office of Transportation Planning, included the CCMPO, a study advisory group, VHB, and CTPS. The advisory group, made up of elected officials, town officials, local stakeholders, community groups, and transportation partners, was integral to the study.

An initial advisory group meeting established an emphasis on commuter service to Boston, while also recognizing the need for reverse-commuting and recreational trips from Boston to the Cape. The advisory group was interested in exploring options which could be implemented in the near term, and later expanded upon. About half of the group's members preferred service options which would cross the canal, with the other half preferring a terminus at Buzzard's Bay Station.

The following goals and objectives were determined by the study advisory group:

- Provide safe and reliable public transportation options to, from, and within the Cape and surrounding areas.
- Reduce automobile usage and greenhouse gas emissions.

- Support and strengthen opportunities for economic growth, transit-oriented development, and access to employment in the Boston region for commuters and occasional riders.

Two service alternatives were developed. Alternative 1 focuses on commuter trips during peak periods, with service terminating north of the canal, and all trips requiring one transfer. Alternative 2 reflects a more expansive approach, including both commuter and recreational service, with service crossing the canal and no transfers required on selected trips.

Mr. Muller reviewed the evaluation framework (including ridership, emissions, travel time, operating costs, and capital costs), and presented the results of the alternatives analysis. Projections established for each alternative were compared, including total trips, projected daily boardings, capital costs, and daily savings in CO2 from auto travel. Mr. Muller noted implementation considerations, such as upcoming system-wide changes across the transit network, governance, financials, fare structures, and parking infrastructure.

The final study report is now available on the study website (<https://capecodcommission.org/our-work/cape-rail-study>).

Kevin Galligan asked if there will be a need to update the analytics of the study due to the development of the Clean Energy and Climate Action Plan. Mr. Muller reported that emissions figures were calculated using the same methods that MassDOT employs for federal aid programs and reporting for the Global Warming Solutions Act. The Cape Rail Study's outputs will be easily transferrable. Stephen Woelfel added that MassDOT is actively involved in this work.

## 2022 Meetings Logistics

*Metropolitan Planning Organization (MPO) members will discuss the anticipated meeting dates and potential formats for calendar year 2022 MPO meetings.*

Steven Tupper presented a tentative schedule of CCMPO meetings for 2022. He noted that the group has been meeting successfully in a virtual format, and noted that there has been an uptick in meeting attendance since the transition to virtual meetings. The group will continue to meet virtually in the near term, as allowed by Open Meeting Law. Mr. Tupper asked for input from members regarding alternative meeting formats in the future (i.e. hybrid or in-person). Judith Froman and Kevin Galligan expressed support for the continuation of virtual meetings, citing increased participation and efficiency. Sheryl McMahon advocated for a hybrid meeting format, as some find it easier to participate in person. Stephen Buckley noted a reduction in vehicle emissions as a result of virtual meetings.

## Reports

MassDOT staff will discuss the status of the Transportation Improvement Program projects and the Cape Cod Canal Area Transportation Improvement Program. 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
2022	<b>Dennis</b> , Rte. 6A Culvert Replacements	At 75%. Coordination underway with underground utilities. Next submission expected Feb. 2022.
2022	<b>Dennis-Yarmouth</b> , Bridge Replacement - Rte. 28 over Bass River	To be combined with Rte. 28, North Main St., and Old Main St. project. Design public hearing will be scheduled after DJW clears.
2022	<b>Harwich</b> , Bridge Replacement - Azalea Drive over Herring River	100% review completed. Comment resolution meeting to be scheduled before PS&E.
2022	<b>Orleans</b> , Intersection Improvements, Rte. 28, Rte. 39 & Quanset Rd.	PS&E completed end of Oct. 2021. Advertisement anticipated May 2022.
2022	<b>Sandwich</b> , Shared Use Path - Service Rd.	75% submission received in Oct. 2021. Currently under review.
2023	<b>Barnstable</b> , Shared Use path - Bearses Way	75% review completed. Comment resolution meeting to be scheduled. 100% submission anticipated early winter 2022.
	<b>Bourne</b> , Rotary Improvements	Pre-25%. Concept submission anticipated Dec. 2021.
2023	<b>Wellfleet</b> , Intersection Improvements & Related Work at Rte. 6 & Main St.; Resurfacing, Rte. 6	25% design public hearing held Sept. 2021. Working towards 75% design, anticipated late Dec. 2021.
2024	<b>Bourne</b> , Route 6 Scenic Highway - Median Installation	Working towards 25% submission. Cross-section design underway.
2024	<b>Dennis/Harwich</b> , Rte 28 Reconstruction - Upper County Rd. to Herring River Bridge	At 25%. Utility site walk and design public hearing to be scheduled.
2024	<b>Harwich</b> , Elementary School Safe Routes to School	25% submission anticipated late Dec. 2021.

2024	<b>Provincetown</b> , Corridor Improvements - Shank Painter Rd.	Utility site walk is scheduled for Dec. 13, 2021, per Rich Waldo.
2025	<b>Bourne</b> , Rail Trail - Phase 1	Design public hearing held late-Sept. 2021. 75% submission anticipated summer 2022.
2025	<b>Harwich</b> , Sidewalk Installation - Bank St. to Saquatucket Harbor.	Pre-25%. Scoping site walk was held in late Sept. 2021.
2025	<b>Yarmouth-Barnstable</b> , Rail Trail Extension - Phase 3	At 25%. 75% submission anticipated late Nov. 2021.
2026	<b>Chatham</b> , Intersection Improvements - Rte. 28 at Main St., Depot St., Queen Anne Rd., and Crowell Rd.	Pre-25%. Draft DJW submitted Sept. 2021, currently under review.

Derek Shooster reported that MassDOT will host virtual public informational meetings on the Cape Cod Canal Area Transportation Improvement Program on November 16 and 18, 2021 at 7:00 p.m. Details are available at [www.mass.gov/cape-cod-canal-area-transportation-improvement-program](http://www.mass.gov/cape-cod-canal-area-transportation-improvement-program). There will be a new grant round of the Shared Streets and Spaces program beginning in January 2022.

Chris Kennedy provided updates from the CCRTA. The CCRTA continues to see an increase in ridership, with numbers now reaching 80% of 2019 ridership levels. "Free Fare Fridays" were launched in July, pushing Friday ridership numbers up to 100% of 2019 levels. The Smart Dart on-demand micro-transit service will be expanded to Falmouth and Dennis in early 2022, with plans to expand Cape-wide over the course of the upcoming year. The CCRTA will launch a new website in January 2022 which will feature interactive route maps and live bus tracking. The website will integrate with the Smart Dart platform.

Mr. Tupper provided updates from the Cape Cod Commission. The Safe Routes to School Infrastructure Grant application period closes on December 1, 2021. The next MassTrails Grant application period closes on February 1, 2022. MassDOT's Moving Together Conference will be held online from December 7 to 9, 2021. Information is available at [www.movingtogetherma.org](http://www.movingtogetherma.org). UPWP and TIP development will begin in the upcoming months. Members should begin thinking about potential planning projects which could be included in the UPWP. Members should expect to receive an email asking for acknowledgement of the Summary of the Conflict of Interest Law, and are asked to respond.

## 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 Harold Mitchell, second by Kevin Galligan. Members voted as follows:

Stephen Woelfel	Aye
Richard Bilski	Aye
Harold Mitchell	Aye
Robert Lawton	Aye
Judith MacLeod-Froman	Aye
Sheryl McMahon	Aye
Kevin Galligan	Aye

The motion passed. The meeting was adjourned at 2:25 p.m.

## Documents Used/Received

CCMPO Meeting PowerPoint Presentation 11-15-21  
2021-10-18 CCMPO DRAFT Minutes  
Canal Improvement Program Public Meeting Notice November 2021  
Cape Rail Study Report  
CCMPO Certification Review Handout  
CCMPO Certification Review Meeting Notice 11-15-2021  
CCMPO Public Mtg Notice 2021 Portuguese