

Draft Memorandum for the Record Boston Region Metropolitan Planning Organization Ad Hoc Memorandum of Understanding (MOU) Committee Meeting Summary

October 25, 2023, Meeting

12:00 PM–12:40 PM, Zoom Video Conferencing Platform

Tom Bent, Chair, representing Mayor Katjana Ballentyne, the Inner Core Committee, and the City of Somerville

Decisions

The Boston Region Metropolitan Planning Organization's (MPO) Ad Hoc MOU Committee agreed to bring the memorandum discussion topics and processes for updates of the MOU to the full MPO Board.

Materials

Materials for this meeting included the following:

1. Recommended Topics and Processes for the MOU Memo ([pdf](#)) ([html](#))

Meeting Agenda and Summary of Discussion

1. Introductions

See attendance on page 4.

2. Public Comments

There were none.

3. Action Item: Final Processes and Themes Recommended for Updates—*Tegin Teich, Executive Director*

T. Teich stated that content discussed at the previous meeting has been reformatted into a memorandum to the full board making a recommendation on processes and themes for updates. Section one contains a recommendation to rename and expand the purview of this ad hoc committee. Section two includes topic summaries. Section three provides context and process recommendations for specific topics.

T. Teich stated that the memo includes a recommendation to rename the committee to the MOU Update Committee, retaining the same composition of the ad hoc committee, while meeting approximately monthly for nine months to one year. The first meeting will review federal regulations related to MOUs, peer MOUs, and topics in this memorandum, along with a proposed work plan and schedule for updates to present to the full board. The committee's work will culminate in a set of recommended updates to the MOU.

Discussion

T. Bent asked the committee if there is consensus on recommending that deliberations for MOU updates should be in a committee setting, rather than the full board. Lenard Diggins, Regional Transportation Advisory Council, agreed with this approach and recommended opening membership to any additional members of the board who are interested in participating.

Eric Bourassa, Metropolitan Area Planning Council (MAPC), asked when the committee would bring updates to the full MPO board. T. Teich stated that the draft memorandum proposes that the committee should provide a minimum of quarterly updates to the board. L. Diggins supported frequent updates to the board. T. Bent asked if the committee would be asking for approval from the full board. Derek Krevat, Massachusetts Department of Transportation (MassDOT), suggested combining updates of similar topics together.

E. Bourassa asked if there are additional clarifying revisions that will be done to the document. T. Teich stated that most straightforward updates were approved by the board in July 2023, while there are also staff-led topics that are proposed in the memorandum.

T. Bent prompted a discussion of the timeframe and frequency of the committee's work. T. Teich stated that the memo proposes nine months to one year of work with monthly meetings, with an acknowledgement that annual MPO work may shift the schedule. Jen Rowe, City of Boston, suggested beginning work in January 2024. John Romano, MassDOT, suggested working around staff capacity. J. Romano stated that the committee should meet twice a month when beginning the work.

Vote

A motion to bring the memorandum of recommended processes and themes to guide updates to the MOU was made by the MAPC (E. Bourassa) and seconded by MassDOT (J. Romano). The motion carried.

4. Members Items

There were none.

5. Adjourn

A motion to adjourn was made by the Regional Transportation Advisory Council (L. Diggins) and seconded by the MAPC (E. Bourassa). The motion carried.

Attendance

Members	Representatives and Alternates
Massachusetts Department of Transportation	Derek Krevat
Metropolitan Area Planning Council	John Romano
Regional Transportation Advisory Council	Eric Bourassa
City of Boston (Boston Transportation Department)	Lenard Diggins
Inner Core Committee (City of Somerville)	Jen Rowe
City of Framingham (Metrowest Regional Collaborative)	Tom Bent
MBTA Advisory Board	

Other Attendees	Affiliation
Tyler Terrasi	MetroWest Regional Transit Authority

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Annette Demchur
Dave Hong
Erin Maguire

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