

**MEETING MINUTES OF THE NORTHERN MIDDLESEX
METROPOLITAN PLANNING ORGANIZATION
November 29, 2017**

1. WELCOME AND INTRODUCTIONS

The meeting was called to order at 2:30 P.M. at the office of the Northern Middlesex Council of Governments (NMCOG), 40 Church Street, Suite 200, Lowell, MA. Attendees included:

Voting Members:

- Stephen Woelfel, Chair (representing MassDOT Secretary and CEO Stephanie Pollack)
- Frank Suszynski, MassDOT District 4 (Representing Highway Administrator Johnathan Gulliver)
- Tom Bomil, Dracut LRTA Representative
- Pat Wojtas, Chelmsford Board of Selectmen, NMCOG Chair
- Roland Nutter, Pepperell Board of Selectmen, NMCOG NMMPO Representative

Stakeholders and Other Attendees:

- Constance Raphael, MassDOT District 4
- David Chandler, Federal Highway Administration
- Derek Krevat, MassDOT Planning, MPO Liaison
- Ali Sarault, LRTA
- Stephen Strykowski, Billerica Commission on Disabilities/Council on Aging
- Kevin Hardiman, Tewksbury Department of Public Works
- Mark Hamel, Dracut Town Engineer
- Elizabeth Ware, Dracut Director of Community Development

NMMPO Staff:

- Beverly Woods, Justin Howard, David Tilton, Jong Wai Tommee and Katrina Garavanian, Northern Middlesex Council of Governments

2. APPROVAL OF THE OCTOBER 25, 2017 MEETING MINUTES

NMMPO members were provided with a copy of the October 25, 2017 minutes prior to the meeting. Based on a motion made by Roland Nutter and seconded by Tom Bomil, the NMMPO voted unanimously to approve the October 25, 2017 minutes as presented.

**3. OPEN FORUM – OPPORTUNITY FOR COMMENTS FROM MPO MEMBERS, COMMUNITY
STAKEHOLDERS AND PUBLIC**

There were no comments.

4. STATUS REPORT ON TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECTS UNDER DESIGN AND CONSTRUCTION

Connie Raphael updated the NMMPO on project information changes since the October 25, 2017 Meeting as summarized below.

Projects under Design:

- *Littleton-Westford Interstate Maintenance and related Work on 495* is in the preliminary design stage. The advertisement date has been pushed out one month to January 27, 2018.
- *Lowell-Chelmsford-Andover Stormwater Improvements along Route 28 and I-495* is at 25% design and is scheduled to be advertised in May 2018.
- *Lowell-Improvements on Route 38 at Four Intersections* is at 100% design with an ad date of September 15, 2018.
- *Westford-Intersection improvements at Groton Rd (Rte. 40) and Dunstable Rd* is at 25% design. Ad date is scheduled for August 4, 2018.
- *Lowell-Deck Replacement at Lowell Connector over Industrial Avenue East* has an Ad date in November 2018.
- *Tewksbury – Intersection Improvements at Main Street, Salem Road and South Street* is at 25% design with an Ad date of March 9, 2019.
- *Chelmsford – Intersection Improvements at Route 129 and Riverneck Road* is at 25% design.
- *Billerica – Yankee Doodle Bike Path Construction (Phase 1)* is at 25% design.
- *Chelmsford – Intersection Improvements at Boston Road and Concord Road* is at 25% design.

Projects under Construction:

- *Westford – Intersection and Signal Improvements at Tadmuck Road and Route 110* is 69% complete.
- *Chelmsford – Hunt Road Bridge Reconstruction over I-495* should be complete this winter.
- *Bruce Freeman Rail Trail* – The Acton/Carlisle/Westford phase is 77% complete.
- Started construction on *Bedford-Billerica Middlesex Turnpike Phase 3 project, from Crosby Drive North to Manning Road*, with a completion date of June 6, 2023.
- *Westford – Bids have been opened for the Intersection Improvements at Groton Road and Oak Hill Road* and there is an apparent low bidder, though it has not been publicized yet.
- *Lowell – Reconstruction and Rehabilitation of Five Bridges (TIGER Grant)* bids have been delayed to January 30, 2018.

Ali Sarault updated the NMMPO on the two LRTA projects that are currently under construction at the Gallagher Terminal in Lowell:

- *The Gallagher Terminal Lobby* is undergoing renovations, with a final completion date end of December 2017.
- *The Gallagher Terminal pedestrian bridge* from the parking garage to the Thorndike Exchange property completion is still scheduled for April 2018.

5. ANNUAL LISTING OF FEDERAL OBLIGATIONS REPORT

Justin Howard summarized the FFY 2017 Annual Listing of Federally Obligated Transportation Projects in the Northern Middlesex Region. A copy was previously distributed to the group for review. The report indicates that over \$27 million in federal funds were obligated for transportation projects in the region in FFY 2017. The funding consisted of \$24,599,932 in highway funding and \$3,191,148 in transit funding. The report details the total funding programmed into the TIP, the Federal programmed portion, the Federal amount previously obligated, the Federal amount obligated in 2017, the obligation date and the responsible agency.

6. FFY 2018-2022 TIP AMENDMENT 1 – REVIEW OF PUBLIC COMMENTS/VOTE TO ENDORSE

Justin Howard stated that the MPO voted to release draft Amendment 1 for 21-day public comment period at its October meeting. The Amendment includes funding for the purchase of 13 minibuses, 2 of which were going to the Dracut Council on Aging, 2 to the Billerica Council on Aging, 9 for the LRTA Road Runner program. Twelve of the 13 vehicles are replacements of aging vehicles. One is new to the Dracut Council on Aging for regional transportation to medical appointments, and so forth. The second part of the Amendment is to program the Lowell Connector southbound bridge over Industrial Avenue in FFY 2021. The public comment period on the amendment ended November 17th.

Justin Howard received two comments from the public, both in favor of the Amendment as presented. Public input stressed the importance of keeping the fleet up to date and replacing aging vehicles, as they provide a critical service to the senior, disabled and veteran populations.

Based on a motion made by Roland Nutter and seconded by Pat Wojtas, the NMMPO voted unanimously to endorse FFY 2018-2022 TIP Amendment 1 as presented.

7. FFY 2018-2022 TIP ADJUSTMENT 1

Justin Howard summarized Adjustment 1 stating that it involves funding source changes for four NMMPO projects. The changes are needed to achieve financial constraint for the STIP and to receive Federal approval. For the Groton Road and Dunstable Road intersection project funded in the FY2018 portion of the TIP, Highway Safety Improvement Program (HSIP) funding is replaced with Surface Transportation Program (STP) funds, and the Congestion Mitigation and Air Quality (CMAQ) funds are replaced with STP. For the Route 38 4-intersection project in Lowell, HSIP funding is replaced with STP funds. In FY2019, the funding for the South/Salem/Main Street project in Tewksbury is modified to replace the HSIP funds with CMAQ funds. In 2022, the Dunstable Main Street Improvement project funding is revised to replace STP funding with National Highway Performance Program (NHPP) funding. Total cost of each of these projects does not change, thus only an administrative adjustment is necessary to change the funding sources.

8. FFY 2018 UPWP ADJUSTMENT 1

Justin Howard explained that Adjustment 1 involves programming the full apportionment of FFY 2017 FTA 5303 funding. When developing the UPWP in the spring, the 5303 apportionment was projected based on the 7/12th partial year apportionment provided by Congress. The full year's appropriation is now available and the UPWP needs to be adjusted to reflect this revision. The projected Section 5303 appropriation totaled \$104,419, while the adjusted amount is \$107,011, an increase of \$2,592. Two UPWP tasks need to be adjusted to reflect the change. The Regional Transportation Plan Update task will now include \$1,500 in FTA 5303 funds, with a \$375 NMCOG match. The Transit System Performance Surveillance task now has \$28,101 in FTA 5303 funds, and the NMCOG match has been adjusted accordingly. The overall UPWP funding adjustments were summarized in the meeting packet.

9. SAFETY PERFORMANCE MEASURES AND TARGET SETTING

Derek Krevat presented the Highway Safety Improvement Program and Safety Performance Management Measures Final Rules Overview. He highlighted Performance Measure requirements, reporting timelines and content. MPOs must either set their own quantifiable safety targets or adopt MassDOT's targets as an action item by February 27, 2018. Safety targets must be included in the FFY 2019-2023 TIPs. MassDOT is required to report on all performance measure targets to FHWA in October 2018.

10. OTHER BUSINESS

As the regularly scheduled meeting falls during the holiday week, there will be no December meeting. The next meeting will be held Wednesday, January 24, 2018, 2:30PM.

11. ADJOURNMENT

Based on a motion made by Roland Nutter and seconded by Tom Bomil, the MPO voted unanimously to adjourn at 3:02 PM.

The next meeting is scheduled for Wednesday, January 24, 2017, 2:30PM at NMCOG offices.