

BERKSHIRE COUNTY
METROPOLITAN PLANNING ORGANIZATION

Unified Planning Work Program

October 1, 2018 – September 30, 2019



BERKSHIRE REGIONAL PLANNING COMMISSION

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Executive Director

Unified Transportation Planning Work Program

October 1, 2018 to September 30, 2019

Prepared by the
Berkshire Regional Planning Commission
for the Berkshire Metropolitan Planning Organization

June, 2018

This document was developed with the assistance of the Federal Highway Administration, the Federal Transit Administration, the Massachusetts Department of Transportation, and the Berkshire Regional Transit Authority.

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English

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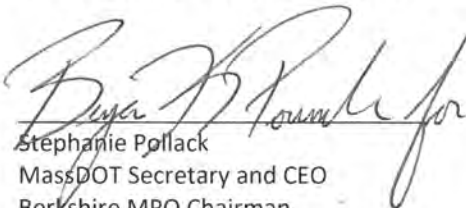
Si necesita esta información en otro idioma, por favor contacte al coordinador de BRPC's del Título VI al 413-442-1521.

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MPO ENDORSEMENT:

**BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
UNIFIED TRANSPORTATION PLANNING WORK PROGRAM
2018-2019**

This is to certify that the Berkshire County Metropolitan Planning Organization (MPO) hereby endorse the Unified Planning Work Program for the Berkshire Regional Planning Commission for the federal fiscal year beginning October 1, 2018 and the MPO authorizes the Chairman to endorse the document on their behalf.


Stephanie Pollack
MassDOT Secretary and CEO
Berkshire MPO Chairman

06-26-18
Date

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INTRODUCTION

The Unified Planning Work Program (UPWP) is a description of the annual program for a continuing, cooperative and comprehensive (3C) transportation planning process in the Berkshire region. As staff to the Berkshire Metropolitan Planning Organization (MPO), the Berkshire Regional Planning Commission (BRPC) is responsible for developing the UPWP in cooperation with the MPO and staff of member transportation agencies including the Berkshire Regional Transit Authority (BRTA) and Massachusetts Department of Transportation (MassDOT).

The UPWP provides an indication of regional long and short-range transportation planning objectives, the budget necessary to sustain the overall planning effort, and the sources of funding for each specific program element. All tasks will be performed by BRPC in cooperation with appropriate agencies including BRTA. The only exception is task 2.3, Traffic Data Collection which will be performed by a consultant.

The work tasks within this UPWP reflect issues and concerns from transportation agencies at the federal, state and local levels. The UPWP continues BRPCs emphasis on tasks leading to implementation of transportation improvements. Several tasks are specifically targeted to implement recommendations of the *Regional Transportation Plan* and provisions of federal legislation, particularly *Fixing America's Surface Transportation* (FAST) Act (Public Law No. 114-94), the Clean Air Act Amendments of 1990 (CAAA), the Americans with Disabilities Act (ADA), and the Civil Rights Act of 1964.

This UPWP will focus on the following:

- Management of the 3C Process and TIP Development
- Preparation of a new TIP and prioritization of new projects
- Corridor access and land use management for communities
- Continued investment in transportation software and professional development.
- Safety as a major consideration for all travel modes
- Maintenance of the Pavement Management System.
- Annual Title VI reporting
- Support for bicycling and pedestrian travel and implementing Complete Streets initiatives
- Improving the accuracy and scope of data used in transportation planning, including traffic volumes, crash data, land development and major businesses
- Transportation technical assistance to local governments
- Travel Demand Model Updates
- Performance based planning and performance measures
- 2020 Regional Transportation Plan
- Additional tasks subject to available funding and staff resources

The Federal Highway Administration (FHWA) continues to recognize the importance of the UPWP to address ten planning factors, specifically during the development of the UPWP:

- 1 Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- 2 Increase the safety of the transportation system for motorized and non-motorized users;
- 3 Increase the security of the transportation system for motorized and non-motorized users;
- 4 Increase the accessibility and mobility options available to people and for freight;
- 5 Protect and enhance the environment, promote energy conservation, and improve quality of life;
- 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- 7 Promote efficient system management and operation;
- 8 Emphasize the preservation of the existing transportation system;
- 9 Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- 10 Enhance travel and tourism.

This UPWP addresses the above ten Planning Factors in a variety of ways, the sum of which is comprehensive. The manner in which each planning task/activity applies to the factor is depicted in the table below.

APPLICABILITY OF UPWP TASKS TO METROPOLITAN PLANNING FACTORS											
Task Number	UPWP Element	Metropolitan Planning Factor									
		1	2	3	4	5	6	7	8	9	10
1.1	Management of 3C Process	√	√	√	√	√	√	√	√	√	√
1.2	UPWP	√	√	√	√	√	√	√	√	√	√
1.3	Public Participation	√	√	√	√	√	√	√	√	√	√
1.4	Title VI & EJ	√	√	√	√	√	√	√	√	√	√
1.5	TIP Development	√	√	√		√		√	√	√	√
2.1	GIS, Mapping and Graphics	√	√	√	√	√	√	√	√	√	√
2.2	Regional Data & Analysis	√	√	√	√	√	√	√	√	√	√
2.3	Traffic and Travel Data	√	√	√	√	√	√	√	√	√	√
2.4	Travel Forecasting & GHG Analysis	√	√		√	√	√	√	√	√	√
2.5	Pavement Management	√	√	√	√	√	√	√	√	√	√
3.1	Special Studies	√	√	√	√	√	√	√	√	√	√
3.2	Bicycle & Pedestrian Planning	√	√	√		√		√	√	√	√
3.3	Transportation, Comm. & System Preservation	√	√		√	√	√	√	√	√	√
3.4	Regional Transit Planning	√		√	√	√	√	√	√	√	√
3.5	Safety Initiatives	√	√			√		√	√	√	√
3.6	Climate Change	√	√	√		√		√	√	√	√
3.7	Passenger & Freight Rail Planning	√	√	√	√	√	√	√	√	√	√
3.8	RTP & Performance Measures	√	√	√	√	√	√	√	√	√	√
4.1	Transportation and Land Use	√	√	√	√	√	√	√	√	√	√
4.2	Local Technical Assistance	√	√	√	√	√	√	√	√	√	√
4.3	Scenic Byway Projects	√	√	√	√	√	√		√	√	√

In addition to the FHWA's ten Planning Factors, tasks within the UPWP address the Planning Emphasis Areas of FAST Implementation by transitioning to performance based planning and programming; Regional Models of Cooperation by re-thinking traditional approaches, coordinating with stakeholders adjacent to the region including transit providers and furthering Ladder of Opportunity by identifying transportation connectivity gaps.

The descriptions of the tasks to be accomplished and the budgets for these tasks are based on the best estimate of what can be accomplished within the limits of available resources. If, in the performance of this work program, it becomes apparent that certain tasks cannot be accomplished due to changing or unforeseen circumstances, the UPWP will be adjusted by redefining the scope of the tasks and/or reallocating funds among tasks. Such adjustments will be made in cooperation with MassDOT, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Berkshire Regional Transit Authority (BRTA), and other concerned agencies.

TRANSPORTATION PLANNING FUNDING SOURCES

Federal Highway Administration (FHWA)/MassDOT -MassDOT receives funds from several FHWA programs that are passed through to planning agencies to conduct transportation planning activities. Those programs include Metropolitan Planning (PL), Statewide Planning and Research (SPR), Scenic Byways, High Priority Projects (HPP), Transportation, Community and System Preservation (TCSP) and earmarked appropriations. The first two categories are specifically intended for planning. Funding from those programs is apportioned to states on the basis of population in urbanized areas and relative to the amount of highway construction funds the state receives. MassDOT maintains multi-year contracts with regional planning agencies to conduct transportation related planning activities utilizing the PL and SPR funds received from FHWA. The other programs mentioned above are not exclusively for planning but may be used for that purpose.

Within the Berkshire region the predominant source of funding is a combination of federal (PL) and state funds. These funds are allocated to regional planning agencies in the state, using a formula agreed to by the affected agencies. Funds must be spent within the year allocated. Any unspent funds will be de-obligated at the end of each federal fiscal year. The decision to re-obligate unused PL funding is at the discretion of the State. For federal fiscal year 2019, the Berkshire region's PL allocation is \$560,790. The UPWP meets FHWA's requirement that at least 33% of PL funds result in tangible products.

Federal Transit Administration (FTA)/MassDOT/BRTA -Two types of funds are available for transit planning in the Berkshire region. Section 5303 and Section 5307. Section 5303 funds are designated for the use of planning and technical studies related to urban mass transportation. They are passed from FTA through MassDOT to the regional planning agencies in the state. The BRTA provides the 20 percent non-federal match requirement for Section 5303 planning in the form of in-kind labor.

Section 5307 funds can be used for planning as well as other purposes, and are distributed by FTA on the basis of the each transit authority's service area population. However, because the amount allocated to the BRTA is just enough to cover the capital and operating needs of that agency, it has opted not to use any of those funds for planning. Therefore, no Section 5307 planning work is included in this UPWP. The time periods, or "program years", for the various funding sources are outlined in the following chart:

Funding Source	Fiscal Period:
FHWA(PL)/MassDOT	October 2018 through September 2019
FTA/MASSDOT 5303	April 2018 through March 2019

GEOGRAPHICAL DISTRIBUTION OF UPWP FUNDED STUDIES

BRPC has staff conducted a geographical distribution of transportation planning tasks/studies completed in connection within the UPWPs spanning the last five years. This assessment is similar to that utilized in the TIP to identify projects that potentially impact minority and low income block groups in the region. The map below depicts the studies/task in relation to these areas.

UPWP Projects by Community

This map highlights communities where UPWP studies occurred from FFY 2012-2018. For more information, please see Table 1-2.

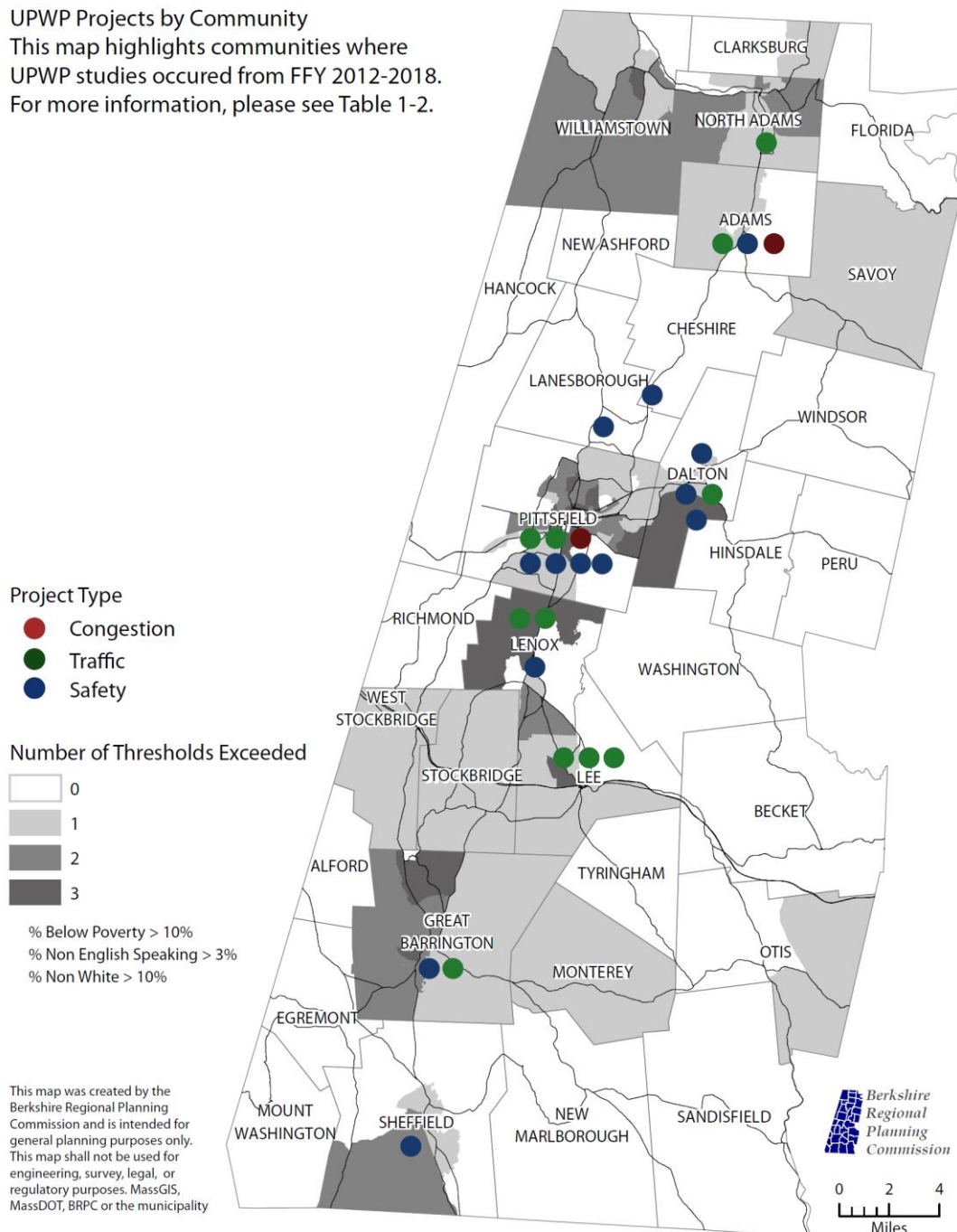


Table 1-1: Regional Projects Table

Regional Project	Month	Year	FY
TIP			Annual
UPWP			Annual
2013 Regional HSIP Intersection Analysis		2013	FY 2013
Berkshire Passenger Rail Study	June	2014	FY 2014
Berkshire County Traffic Count Data Report	March	2014	FY 2014
Title VI Plan	June	2014	FY 2014
Limited English Proficiency Plan & Policy	April	2014	FY 2014
Inventory of Transportation Providers	September	2014	FY 2014
2016 RTP			FY 2015
Public Participation Plan	June	2016	FY 2016
Chapter 90 Funding Study	April	2018	FY 2018
Coordinated Human Service Transportation Plan	June	2018	FY 2018

Table 1-2: Specific Studies

Project Name/description	Month	Year	FY	Community
Gt. Barrington Rt. 7 Corridor Access Mgmt.	September	2013	FY 2013	Gt. Barrington
Lee Truck Traffic Analysis	December	2013	FY 2014	Lee
Route 8, Friend St & Renfrew RSA	December	2013	FY 2014	Adams
Sheffield Traffic Safety Analysis	March	2013	FY 2013	Sheffield
Route 7/20 Walker St RSA	December	2013	FY 2014	Lenox
US 20 Corridor Management Plan	April	2014	FY 2014	Lee Lenox
Dalton Safety Analysis	November	2014	FY 2015	Pittsfield Dalton
W. Housatonic St & Center St RSA	April	2015	FY 2015	Pittsfield
Main St. & Daly Ave Traffic Analysis	September	2015	FY 2015	Dalton
BMC Area RSA	April	2016	FY 2016	Pittsfield
Hubbard Avenue Follow Up	April	2016	FY 2016	Pittsfield
Rest of River Transportation Impact Assessment	January	2016	FY 2016	Pittsfield Lenox Lee
Dalton, South Street & Housatonic Safety Audit	March	2017	FY 2017	Dalton
Adams Bottle Neck Study	September	2017	FY 2017	Adams
Adams/North Adams Road Diet Evaluation	September	2017	FY 2017	Adams North Adams
Connector Road Speed/Safety Study	October	2017	FY 2017	Lanesborough
Dalton Division Road Speed Study	October	2017	FY2018	Dalton
Lanesborough Road Bottle Neck Study	November	2017	FY2018	Cheshire
Hubbard Ave./Dalton Ave RSA	April	2018	FY2018	Pittsfield

In performing this assessment, UPWPs from the past five years were reviewed to identify the transportation planning tasks which were undertaken and completed in the Berkshire MPO region. In addition to these major planning efforts, other activities such as data collection, local technical assistance requests and regional activities including the preparation of the Transportation Improvement Plan (TIP) and the Coordinated Human Services Transportation Plan were conducted as UPWP work tasks. While it may appear that many of the studies may be focused on a select number of communities, all of the study efforts benefit each resident who travels to and within the urbanized area of Berkshire County. There has not been any instances where a community requesting assistance with a transportation issue has been denied help.

UPWP ADMINISTRATIVE ADJUSTMENTS AND AMENDMENTS

During the course of the year, there may be instances when a change to the Unified Planning Work Program (UPWP) is necessary. These changes can range from minor to major. The following section has been developed to outline the process that will be followed to effectuate changes to the UPWP. Changes which are relatively minor in nature will be handled as Administrative Adjustments; modifications which are more significant will be handled as an amendment. Below are general guidelines regarding the conditions that constitute an administrative adjustment or amendment to the UPWP. All proposed administrative adjustments and amendments must be presented to the MPO for consultation. Both adjustments and amendments must be voted on by the MPO members; amendments must be released for 21-Day public comment period prior to endorsement.

UPWP Administrative Adjustment	UPWP Amendment
Reallocation of budget funds	Addition or Removal of UPWP task(s)
Change in start/completion dates within the originally intended federal fiscal year(s)	Change in start/completion dates, outside of originally intended federal fiscal year(s)
Adjustment to project scope	Significant change in project scope, cost, and/or time allocation

Submission of Budget Reallocation Request

Following MPO endorsement of the adjustment or amendment, a Budget Reallocation Request form will be prepared and submitted to MassDOT Office of Transportation Planning (OTP). All fields of the form will be filled out with clear indication that the MPO was consulted prior to submission. Back up documentation will be submitted, including the UPWP description of the task(s) affected, original budget, revised budget, and justification for the request. MassDOT is strongly encouraged to provide final approval in an expeditious manner.

Definition of Significant Change:

With respect to an amendment to the UPWP attributed to a significant change, it is considered significant when it alters the original intent of the project or intended conclusions of the project. It may also entail a change to the project scope, budget, project schedule and time allocation.

WORK ELEMENT 1

MANAGEMENT / CERTIFICATION OF THE 3C PROCESS

This work element encompasses the administration and support of the 3C transportation process and has been divided into the following five tasks:

Task 1.1 Management of the 3-C Process

OBJECTIVE:

Support, and facilitate an open Comprehensive, Cooperative, and Continuing (3C) transportation planning and programming process at all levels of government in conformance with applicable federal and state requirements and guidelines as described in the 3C Memorandum of Understanding.

PREVIOUS ACTIVITIES:

1. Support meetings of the Transportation Advisory Committee (TAC) and MPO, and maintain certification of the planning process.
2. Participate in MARPA and Transportation Managers Group meetings.
3. Provide coordination with Berkshire communities, BRTA and private transportation providers.
4. Review technical literature on transportation planning procedures.
5. Review federal transportation regulations pursuant to FAST.
6. Prepare monthly progress reports and invoices, supervise transportation planning staff and administer 3-C contract.

PROPOSED ACTIVITIES:

1. Provide staff support to the Berkshire Metropolitan Planning Organization (MPO) and its members on transportation plans and programs. Prepare and distribute information for meetings of Berkshire MPO, Transportation Advisory Committee and BRPC Transportation Committee and Commission.
2. Participate/assist in the MPO self-certification determination procedures. Prepare and periodically update other regional planning documents necessary to maintain federal certification of the Berkshire planning region and BRTA eligibility to receive transit assistance. Attend and participate in transit-related meetings such as the BRTA Board, BRTA Human Service Transportation (HST), BRTA Advisory Committee on Disability, and the Berkshire Regional Coordination Council.
3. Participate in the Transportation Managers Group meetings. Review and comment on federal and state transportation-related plans, programs, legislation, regulations and guidelines with a focus toward the development of Performance Measures. Review literature on new transportation planning procedures.
4. Provide transportation planning services in support of the BRPC's comprehensive planning programs and conduct meetings on transportation issues. Perform various transportation-related analyses as needed.
5. Support staff professional development to enhance transportation planning capacity. Supervise transportation staff. Recruit transportation staff as needed.
6. Monitor the progress of work, budgets and scheduling of various work tasks.

Prepare progress reports and invoices for work completed. Maintain official records and files of activities relating to the 3C Transportation Planning process.

7. Prepare an updated Memorandum of Understanding.

PRODUCTS:

1. Memoranda and reports as needed.
2. Updates and amendments to certification documents as required.
3. MPO and TAC meeting minutes and reports.
4. Monthly invoices and progress reports.

SCHEDULE:

1. Work on this task will be continuous throughout FFY 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$94,600/23,650	\$ 118,250	156
TOTAL	\$ 118,250	\$ 118,250	156

Task 1.2 *Unified Planning Work Program*

OBJECTIVE:

Prepare and maintain a Transportation Unified Planning Work Program (UPWP) that describes all transportation and transportation-related planning activities anticipated within the Berkshire planning region.

PREVIOUS ACTIVITIES:

1. Monitor work schedule and budget for FFY 2018.
2. Draft a new UPWP for FFY 2019.

PROPOSED ACTIVITIES:

1. Publish the UPWP.
2. Monitor, review and amend the Berkshire's FFY 2019 UPWP as needed. Circulate revisions to the appropriate agencies for review and/or endorsement.
3. Develop a new UPWP for the Berkshire planning region covering FFY 2020.

PRODUCTS:

1. FFY 2020 UPWP Document.
2. Monitor work schedule and budget.
3. Amendments to the FFY 2019 UPWP as necessary.

SCHEDULE:

1. Draft of FFY 2020 UPWP for MPO review – May 2019
2. MPO endorsement of FFY 2020 UPWP – June 2019
3. Federal agency approval of FFY 2020 UPWP – September 30, 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,000/3,000	\$15,000	19
TOTAL	\$15,000	\$15,000	19

Task 1.3 Public Participation

OBJECTIVE:

Provide the public with complete information, timely notice, and opportunities for continuing involvement in the 3C process and ensure that all segments of the population are able to fully participate. Assess the effectiveness of the current Public Participation Process and enhance the process of regional involvement supporting the objectives of the FAST legislation.

PREVIOUS ACTIVITIES:

1. Produce transportation related articles for the BRPC bi-monthly newsletter, “Common Ground”.
2. Update and maintain mailing lists for public participation.
3. Update website with regional transportation planning activities.
4. 2016 Public Participation Plan.

PROPOSED ACTIVITIES:

1. Prepare transportation articles for “Common Ground”, BRPC’s bi-monthly newsletter; perform regular updates to the agency’s website.
2. Develop graphics, charts, data visualizations and materials for public distribution to improve communications.
3. Apply the Public Participation Process to transportation program activities and tasks; prepare for and attend public meetings; perform research to increase public participation; inform and educate residents on BRPC’s transportation initiatives.
4. Explore alternative outlets to reach Limited English Proficient populations
5. Regular updates of email addresses for public participation, EJ and Title VI activities.

PRODUCTS:

1. Transportation articles for the BRPC newsletter, *Common Ground*.
2. Periodic updates to BRPCs webpage to maintain current information on transportation initiatives and projects.
3. Expanded public outreach efforts and media contacts.
4. In general, take appropriate actions to ensure that the transportation public involvement process contains no barriers to participation by minority and low-income groups. Ensure materials and website are accessible.

SCHEDULE:

1. Public Participation efforts will be ongoing throughout FFY 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$8,000/2,000	\$10,000	12
TOTAL	\$10,000	\$10,000	12

Task 1.4 Title VI & Environmental Justice

OBJECTIVE:

To integrate the non-discrimination principles of Environmental Justice and Title VI into the 3C Transportation Planning process and ensure that all segments of the population are able to fully participate and have their interests represented in a complete and equitable fashion. Ensure Title VI protected classes are considered in the project selection process of developing the TIP; prepare annual Title VI report document.

PREVIOUS ACTIVITIES:

1. Preparation of Title VI and EJ maps (census block maps) for towns and cities in Berkshire County.
2. Monitoring of trends or changes targeted population groups.
3. Prepare Title VI Plan.

PROPOSED ACTIVITIES:

1. Continued monitoring of demographic trends and shifts in Berkshire County.
2. Where advisable, and within parameters of cost feasibility, translation of BRPC materials for distribution to EJ populations
3. Evaluate projects for environmental justice impacts as part of the RTP/ TIP project evaluation processes.
4. Conduct outreach, engage and take appropriate actions to ensure that the transportation public involvement process contains no barriers to participation by EJ and Title VI population groups and coordinate with BRTA.
5. Maintain database containing email contacts of community groups and relevant non-profits.
6. Prepare annual Title VI report.

PRODUCTS:

1. Annual Title VI report
2. Updated outreach contact list

SCHEDULE:

1. Work will be ongoing throughout FFY 2019
2. Annual Title VI report: August 31, 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$7,200/1,800	\$9,000	11
TOTAL	\$9,000	\$9,000	11

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Task 1.5 TIP Development

OBJECTIVE:

Develop, amend, and maintain the Transportation Improvement Program (TIP) for the Berkshire Region. Update and refine a multi-year program of transportation improvement projects that is consistent with the Regional Transportation Plan (RTP), the State Implementation Plan, EPA Air Quality Conformity Regulations, FHWA/FTA Planning Regulations and the Massachusetts Statewide Road and Bridge Policy.

PREVIOUS ACTIVITIES:

1. Monitor progress of TIP implementation.
2. Request submittal of transportation improvement projects from municipalities, MassDOT, BRTA and other transportation providers.
3. Maintain a database of improvement projects.
4. Produce and distribute draft TIP documents for federal, state and local parties.
5. Provide assistance to applicants with their TIP projects.
6. Provide information and recommendations to the Transportation Advisory Committee (TAC) and the MPO.

PROPOSED ACTIVITIES:

1. Prepare 2020-2024 Transportation Improvement Program. Solicit the submittal of transportation improvement projects.
2. Provide technical assistance to municipalities and other applicants in submitting projects for consideration and in implementing TIP projects including advancing recommendations resulting from the project need form and project initiation form phases of the project development.
3. Monitor status of projects in the TIP. Prepare amendments and adjustments as necessary.

PRODUCTS:

3. FFY 2020-2024 Transportation Improvement Program.
4. Amendments to the FFY 2019-2023 TIP as necessary

SCHEDULE:

1. Draft of FFY 2020-2024 TIP for MPO review – April 2019
2. Draft FFY 2020-2024 TIP released by MPO for public comment- March 2019
3. MPO endorsement of FFY 2020-2024 TIP – May 2019
4. Federal agency approval of FFY 2020-2024 TIP – September 30, 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$24,000/6,000	\$30,000	43
TOTAL	\$30,000	\$30,000	43

WORK ELEMENT 2

TECHNICAL SUPPORT & DATA COLLECTION

This element documents activity to be conducted in support of transportation planning tasks described in other UPWP elements. Included as part of this activity is a focus on performance measures including research, analysis, public involvement/outreach, selection and implementation transitioning to performance based planning.

These activities include technical planning tasks necessary to provide a basis for transportation planning, evaluation of transportation improvement decisions, and monitoring and management of the transportation system. This includes data collection and management, analytical procedures, and computer operations. The tasks included in this work element are linked to all other work elements of this UPWP.

Task 2.1 GIS, Mapping and Graphics

OBJECTIVE:

Continue to develop and maintain digital geo-coded referenced data about the Berkshire Region and its transportation systems. BRPC seeks to increase access to its extensive regional database, improve spatial analytical capabilities and serve as a catalyst for cooperative development, exchange and distribution of map data.

PREVIOUS ACTIVITIES:

1. Create working maps and visual displays.
2. Upgrade GIS software and office computers.
3. Update road inventory data layer.

PROPOSED ACTIVITIES:

1. Maintain and enhance digital base maps and data layers. Manage the organization of the data layers on the BRPC computer network
2. Provide mapping and related support for highway system planning, transit planning, and coordination with regional land use planning.
3. Support distribution of information to the public and planning stakeholders through thematic maps and educational multi-media presentations.
4. Participate in the Massachusetts Regional Planning Agency GIS group. Work with regional, state, and federal agencies on data standards and map standards.

PRODUCTS:

1. Maintenance of BRPC GIS System.
2. Maintenance of Data Layers to support Transportation Planning activities.
3. Mapping and Graphics to support Transportation Planning activities.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$10,800/2,700	\$13,500	17
TOTAL	\$13,500	\$13,500	17

Task 2.2 Regional Data & Analysis

OBJECTIVE:

Collect and maintain data about the Berkshire Region. Support decision-making for regional transportation and land-use planning. Improve analytical capabilities, increase access to regional databases, and analyze statistical information related to trends and projections.

PREVIOUS ACTIVITIES:

1. Collect and manage data associated with Berkshire Benchmarks
2. Develop Berkshire Benchmarks website
3. Coordinate with 2010 Census. Promote Census outreach efforts.
4. Update databases and analyses with 2010 Census data.

PROPOSED ACTIVITIES:

1. Update and expand demographic and economic database, such as employment data, land use, population and household statistics.
2. Collect data and coordinate transportation data needs with Berkshire Benchmarks.
3. Provide support to the BRPC transportation section, including computer maintenance, installation of transportation software, and review and purchasing of new software/hardware.
4. Conduct data collection activities to support the Berkshire Flyer.

PRODUCTS:

1. Updated Databases.
2. Provide updates to the Berkshire Benchmarks data and website.
3. Conduct data analysis in support of Transportation Program activities including the development of FAST performance measures in accordance with applicable regulations and guidelines.
4. Data to support passenger rail service.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,400/3,600	\$18,000	20
Traffic Counting Consultant Direct Expense	\$6,400/1,600		---
TOTAL	\$18,000	\$18,000	20

Task 2.3 *Traffic and Travel Data Collection*

OBJECTIVE:

Collect and maintain traffic count data, and other transportation data relating to travel behavior and travel characteristics for the Berkshire Region.

PREVIOUS ACTIVITIES:

1. Regional traffic count program.
2. Respond to public and community requests for traffic data.

PROPOSED ACTIVITIES:

1. Administer 2018 Traffic Count Program.
2. Retain a traffic counting firm to undertake data collection.
3. Prepare a report summarizing Regional traffic counts.
4. Provide traffic data to local communities upon request. Update BRPC website with traffic count data.
5. Coordinate with MassDOT on data collection activities.
6. Perform data collection activities in support of program activities.

PRODUCTS:

1. Updated Traffic Count database (web)
2. Regional Traffic Count report
3. Bicycle count data
4. Bridge inventory database

SCHEDULE:

1. 2018 Traffic Count Report – Winter 2018
2. Collect traffic data – Summer 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,800/4,200	\$21,000	30
TOTAL	\$21,000	\$21,000	30

Task 2.4 Travel Forecasting, Traffic Analysis and GHG Emission Analysis

OBJECTIVE:

Analyze trends in regional traffic as documented by traffic counts and other travel data. Support local and regional sustainability and livability initiatives through analysis of corridors and projects in terms of circulation impacts and Green House Gas emission reductions to address the transportation sector's regional impact on air pollution and climate change by estimating travel demand and the effectiveness of mitigation strategies.

PREVIOUS ACTIVITIES:

1. Prepare RTP Travel Forecasts.

PROPOSED ACTIVITIES:

1. Incorporate 2010 Census and ACS data in Regional Travel Demand Model.
2. Model calibration.
3. Coordination with MassDOT on Travel Demand Modeling issues.
4. Perform Green House Gas emission calculations for projects included in the TIP consistent with the Massachusetts Global Warming Solutions Act.
5. Identification of additional model enhancements.

PRODUCTS:

1. Technical documentation of corrections, additions and calibration of the model.
2. Traffic forecasts and measures of transportation network performance in support of transportation planning studies.
3. GHG emission analyses for TIP projects.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$13,200/3,300	\$16,500	25
TOTAL	\$16,500	\$16,500	25

Task 2.5 Pavement Management

OBJECTIVE:

Support and assist local highway departments with the management of their roadway infrastructure. Develop and prioritize pavement improvement projects throughout the Berkshire Region with the establishment and maintenance of a regional Pavement Management System (PMS).

PREVIOUS ACTIVITIES:

1. Participation in the MARPA Pavement Management Sub-committee

PROPOSED ACTIVITIES:

1. Maintain Pavement Management System.
2. Update MassDOT Road Inventory data for the Berkshire Region into the Pavement Management System.
3. Compare MassDOT data with regional PMS data.
4. Develop data collection plan for non-MassDOT surveyed Federal Aid System road segments.
5. Explain the PMS program and coordination activities to elected officials, highway superintendents, and/or public works directors from local communities; provide related assistance.
6. Conduct field surveys and input data.
7. Report to the TAC and MPO on regional pavement conditions and the costs associated with maintaining a state of good repair.
8. Participate in Pavement Management System training.

PRODUCTS:

1. Updated MassDOT road inventory files.
2. Maintain Regional Pavement Management System.
3. Annual road assessment of pavement conditions including updated MassDOT Pavement Serviceability Index condition data for numbered routes in Berkshire County.

SCHEDULE:

Work on this task will begin in Spring 2019 and continue through to the end of FFY.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,800/3,700	\$18,500	28
TOTAL	\$18,500	\$18,500	28

WORK ELEMENT 3

REGIONAL PLANNING STUDIES

This element consists of tasks which focus on specific issues or areas of concern raised by the MPO, BRPC member jurisdictions, or topics identified in other regional planning analysis, including the Regional Transportation Plan. Special studies will include partnering with BRTA, addressing public health impacts associated with the transportation system and identifying bicycle and pedestrian improvements in accordance with the Health Transportation Directive, when applicable.

Task 3.1 Special Studies

OBJECTIVE:

Provide background information and analysis of selected regional transportation planning topics. Perform follow-up work on recommendations of previous studies. Enable BRPC to be responsive to short-term transportation planning needs.

PREVIOUS ACTIVITIES:

1. Lee Area Traffic Study.
2. Hubbard Avenue Development and Access Study.
3. Regional Bottlenecks Analysis. West Street Corridor – Pittsfield; Church St and Main St – North Adams; Route 2/ Price Chopper Plaza – North Adams.

PROPOSED ACTIVITIES:

The studies shown below are a list of special study topics compiled by staff with input from the MPO during the preparation of the UPWP. It is anticipated that work will be completed on a minimum of two studies during the program year, with additional work being initiated subject to staffing and budget constraints.

1. Employment based transportation needs analysis and transportation service pilot program implementation.
2. Autonomous vehicles; impacts on rural areas.
3. Research/analysis to enhance travel and tourism in the Berkshires; integration with transportation planning.
4. Regional Bottleneck –West Street/Government Drive, Pittsfield
5. Housatonic River Clean-up transportation impact and constraint analysis associated with the EPAs proposed remedy plan.
6. Dalton/Pittsfield Traffic Analysis: Re-evaluation of geometry and lane capacity of Hubbard Avenue bridge at Dalton Avenue.

PRODUCTS:

1. Technical memorandum or reports on transportation issues of concern.
2. Analysis, evaluation and recommendations to mitigate bottleneck/traffic conditions to improve traffic and freight movement.

SCHEDULE:

1. Work on these tasks will be ongoing throughout FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities with additional benefit to Pittsfield and Dalton.

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$49,600/12,400	\$62,000	97
TOTAL	\$62,000	\$62,000	97

Task 3.2 *Bicycle and Pedestrian Planning*

OBJECTIVE:

Assist communities in following through on the Berkshire Bicycling & Walking Transportation Plan and items developed in other Community Plans. Coordinate activities of Regional and Sub-regional bicycling and walking groups with a focus on the FHWA's National Goal Area of Environmental Sustainability and MassDOT's GreenDOT and Healthy Transportation Directive objectives. Improve safety and public health for all non-motorized travelers through planning, programming and outreach.

PREVIOUS ACTIVITIES:

1. Staff support to the Berkshire Bike Path Council (BBPC).
2. Administration of Ashuwillticook trail counts.
3. GIS inventory of existing and proposed bike facilities in the Berkshire Region.

PROPOSED ACTIVITIES:

1. Assist communities on Complete Streets matters; support local and regional bicycle and pedestrian planning.
2. Provide technical support to the BBPC and North Bike Berkshires, including provision of GIS related services.
3. Assist with efforts leading to furthering the construction of Ashuwillticook Rail Trail segments.
4. Identify gaps in bicycle networks and develop a quality of service/bikeability index
5. Coordination with MassDOT on US Bike Route 7 signage
6. Continue identifying priority areas for on road cycling improvements and pedestrian enhancements including best practices based on land use context (urban, suburban, rural) including identifying critical sidewalk gaps.
7. Identify areas of concern for bicycle and pedestrian safety, walkability and ADA compliance; promote counter measures and safety enhancements.
8. Participation in Bay State Bike Week, Bay State Greenway and Western New England Greenway bikeway initiatives.
9. Ashuwillticook bicycle trail planning - Pittsfield segment
10. Participate in statewide bicycle and pedestrian planning initiatives.
11. Activities that further alternative mode use including bicycle parking and bike sharing programs.

PRODUCTS:

1. Technical assistance to municipalities on Complete Street issues.
2. Recommendations of capital improvements for TIP consideration that advance the Healthy Transportation Compact and GreenDOT mode shift goals.
3. Work to implement recommendations contained in the State's pedestrian safety plan.
4. Assist with efforts focused on outreach and education of bicycle and pedestrian safety and public health outcomes on a time available basis.

SCHEDULE:

1. Support/coordination/outreach efforts will be ongoing throughout FFY 2019.
2. Identification of priority bicycle and pedestrian improvements: Spring 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$39,632/9,908	\$49,540	79
TOTAL	\$49,540	\$49,540	79

Task 3.3 *Transportation, Community, and System Preservation*

OBJECTIVES:

To promote and implement corridor access management techniques in local communities in order to promote safety and minimize congestion caused by the conflicts between through traffic and adjacent land uses along major corridors and address FHWA's National Goal Areas of Congestion Reduction and Safety.

PREVIOUS ACTIVITIES:

1. Route 7/20 Corridor Access Management Study
2. Great Barrington (Route 183/7) Access Management Study

PROPOSED ACTIVITIES:

1. Work with interested communities to inform and educate on the benefits of driveway and access management bylaws.
2. Develop bylaws and design guidelines which promote effective access management which communities can adopt to preserve the operational effectiveness and safety of higher volume roadways.

PRODUCTS:

1. Technical memorandums, draft zoning bylaws and driveway design guidelines to promote effective access management and system preservation techniques.

SCHEDULE:

1. Education and outreach to communities on access management and driveway bylaws, July 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$9,600/2,400	\$12,000	26
TOTAL	\$12,000	\$12,000	26

Task 3.4 *Regional Transit Planning*

OBJECTIVE:

Provide technical assistance for public transportation service planning. Guide decision-making for regional public transportation issues. Make recommendations for improving the existing public transportation system in support of FHWA's National Goal of increasing accessibility and mobility options available to people and for freight.

PREVIOUS ACTIVITIES:

1. Completed Southern Berkshire Community Transit Study.
2. Prepare Transit Elements of the Berkshire Regional TIP.
3. Participate in meetings and training sessions for the MA Institute for Transportation Coordination, Berkshire team.
4. Inventory of Transportation Providers in Berkshire County.

PROPOSED ACTIVITIES:

1. Provide planning assistance to BRTA for fixed route and para-transit operations including partnering and coordination on planning efforts.
2. Provide support to the Berkshire Regional Coordination Council.
3. Support and assist identifying and programming TIP projects.
4. Participate in activities which address first/last mile employment based transportation needs.

PRODUCTS:

1. Technical Memoranda and statistical reports which may include; system data summaries, system performance standards, service expansion priorities, service reduction recommendations, analysis of boarding activity, analysis of existing and proposed stop locations, analysis of system revenues and costs.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL	\$40,174	\$40,174	53
LOCAL*	\$10,044	0	0
TOTAL	\$50,218	\$40,174	53

*The BRTA in-kind match for FTA 5303 funded work. This match is an estimate of the value of BRTA staff support toward TPL related activities.

Task 3.5 Safety Initiatives

OBJECTIVE:

Evaluate accident data and public input to determine if there are physical conditions on roadway and roadway configurations that are safety hazards. This task is focused on addressing the FHWA's Safety Goal Area as well as public health.

PREVIOUS ACTIVITIES:

1. Identify potential Road Safety Audit Review (RSAR) sites
2. Road Safety Audit, South St (BMC area, W. Housatonic/Center St.) intersections in Pittsfield and Route 7/20 at Walker Street.
3. Analysis of MassDOT Crash Data for HSIP project identification

PROPOSED ACTIVITIES:

1. Coordinate with Berkshire communities to identify HSIP eligible projects.
2. Coordination with MassDOT on RSA.
3. Prioritize future year HSIP projects.
4. Identification of other potential safety improvements
5. Evaluate and revise safety database.

PRODUCTS:

1. Documentation on high crash incident locations within Berkshire County for motor vehicle, bicycle, and pedestrian incidents.
2. Incorporation of accident analysis into other regional studies to support findings related to needed system improvements.

SCHEDULE:

1. Work on this task will occur intermittently during FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,000/3,000	\$15,000	29
TOTAL	\$15,000	\$15,000	29

Task 3.6 Climate Change

OBJECTIVE:

Evaluate the impact that Climate Change may have on regional transportation facilities with an emphasis on stream crossings and improving the resiliency and reliability of the transportation system along with mitigating storm water impacts on surface transportation. This task is directed towards addressing both Infrastructure Condition and System Reliability national performance goals from FAST performance measures.

PREVIOUS ACTIVITIES:

1. Completed Hazard Mitigation Plans
2. Compilation of stream crossing data

PROPOSED ACTIVITIES:

1. Conduct an inventory of stream crossing facilities subject to damage due to increased flooding events associated with Climate Change.
2. Coordinate with recommendations developed through the Hazard Mitigation Plan process and other related activities.
3. Assist in efforts to implement Massachusetts Stream Crossing Standards and aid communities seeking financial assistance for new projects.
4. Work with MassDOT and municipalities to identifying vulnerable assets and prioritize projects as part of its Climate Vulnerability Assessment.
5. Participate in statewide GHG Emission regulatory efforts, perform GHG emissions analyses and promote alternative fuel vehicles.
6. Assist communities to gain access to the MVP program and participate in efforts to improve efficiency and reduce costs of culverts and bridges.

PRODUCTS:

1. Research and data collection that supports updates to Massachusetts Stream Crossing Standards.
2. Database of stream crossings containing the following information: facility attributes, condition, historical flooding and damage, and repair/maintenance costs and condition information.

SCHEDULE:

1. Work on this task will continue in FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$17,600/4,400	\$22,000	39
TOTAL	\$22,000	\$22,000	39

Task 3.7 *Passenger and Freight Rail Planning*

OBJECTIVE:

Encourage planning, improvements, and additions to the rail network that increase the accessibility and mobility options available for passengers and freight. Advance planning for passenger and freight rail planning that supports: goods movement, economic development, tourism, and development of a truly multi-modal transportation system.

PREVIOUS ACTIVITIES:

1. Berkshire Passenger Rail Station Location and Design Analysis.
2. 2012 Freight and Goods Movement Survey Report.
3. Participation in the 2010 Massachusetts Freight Plan.

PROPOSED ACTIVITIES:

1. Participate in regional, statewide, and multi-state efforts that address passenger rail including the State Rail Plan and State Freight Plan.
2. Participate in regional, statewide, and multi-state efforts that address freight and goods movement by rail.
3. Engage local decision-makers and stakeholders in the planning for passenger and freight rail planning.
4. Review and comment on federal and statewide rail plans, programs, legislation, regulations and guidelines.
5. Prepare and participate in Berkshire Flyer 2.0 initiative.
6. Advocate and participate in the Western Mass East/West passenger rail study.

PRODUCTS:

1. Technical memos, data, and map products produced in concert with meetings, workshops, forums, grant applications, project proposals, etc., as needed.
2. Participate in studies stemming from statewide planning initiatives.

Schedule:

1. Work on this task will be continuous throughout 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$10,000/2,500	\$24,000	40
TOTAL	\$24,000	\$24,000	40

Task 3.8 *Regional Transportation Planning and Performance Measures*

OBJECTIVE:

Prepare a regional transportation plan which includes a comprehensive overview of regional transportation goals, status of existing system, needs assessment and recommendations for improvements including freight issues. The plan will be developed incorporating performance based planning and performance measures while addressing FHWA's national performance goals. Integral to the plan is the development of performance measures required by under current legislation; *Fixing America's Surface Transportation (FAST)* and related performance targets.

PREVIOUS ACTIVITIES:

1. 2016 Berkshire Regional Transportation Plan
2. TIP Transportation Evaluation Criteria – Revised 2011
3. Pavement Management Program

PROPOSED ACTIVITIES:

1. Collaborate with MassDOT on the adoption of performance measures and targets
2. Public outreach/public involvement
3. Alternative analysis
4. Fiscal analysis
5. Preparation of draft and final Regional Transportation Plan
6. Adoption of Transportation Asset Management plan measures

PRODUCTS:

1. Draft RTP document including performance measures, targets and socio-economic projections delivered to the MPO in April 2019
2. Final RTP endorsed by the MPO in June 2019

SCHEDULE:

1. Work on this task will be ongoing throughout the Winter 2018 and continue through the adoption of the plan in Summer 2019

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$31,200/7,800	\$39,000	48
TOTAL	\$39,000	\$39,000	48

WORK ELEMENT 4

OTHER ACTIVITIES

This work element provides transportation planning that addresses broader Regional Planning objectives of BRPC, including coordination with community and environmental planning.

Task 4.1 *Land Use/ Transportation Planning*

OBJECTIVE:

The objective of this task is to facilitate development or re-development in the region's communities promote land use planning policies and measures to minimize sprawl or other development patterns that contribute to traffic congestion and to promote sustainable development practices.

PREVIOUS ACTIVITIES:

1. Conducted public/community Smart Growth Workshops.
2. Provided technical assistance to communities to apply Smart Growth development principles.
3. Conducted activities to initiate the Regional Sustainability Plan.
4. Prepared informational material to demonstrate the benefits of Low Impact Development techniques such as reduced widths and pervious pavement for residential streets.
5. Provided support to the Regional Issues Committee.
6. Coordinated land use and policy analysis with the 2016 RTP update.

PROPOSED ACTIVITIES:

1. Continue to develop principles and planning tools that Berkshire communities can use for "Smart Growth" and Sustainable Development. Review and evaluate existing or proposed land use policies, plans, or laws / regulations in selected communities to determine their effects on transportation.
2. Implement recommendations and actions identified in Sustainable Berkshires regional sustainability plan and participate in activities which support smart growth initiatives.
3. Work with the Regional Issues Committee as a forum for debating regional land use and its significance to the regional transportation network.
4. Conduct public outreach and educational activities with Select Boards and other advisory bodies.
5. Continue analysis of regional data and development trends.
6. Continue to research and develop policies and procedures to facilitate the integration of transportation, land use and environmental planning, especially related to impacts from climate change and habitat connectivity. Examine the interrelationship of land use, energy use and transportation.

PRODUCTS:

1. Workshops focused on Smart Growth and Sustainable Development.
2. Updated package of "Smart Growth" Planning Tools.

3. Technical Memoranda/ Reports related to Sustainable Development Practices and the Regional Sustainability Plan.
4. Meetings with the Berkshire Regional Planning Commission Regional Issues Committee.

SCHEDULE:

1. Work on this task is ongoing throughout FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,800/4,200	\$21,000	37
TOTAL	\$21,000	\$21,000	37

Task 4.2 Local Technical Assistance

OBJECTIVE:

Provide technical resources and support for member communities and organizations. Review transportation related impact reports, traffic studies, and environmental notification forms.

PREVIOUS ACTIVITIES:

1. Provide transportation related assistance to communities on an as requested basis.
2. Review and comment on transportation aspects of Environmental Notification Forms and Environmental Impact Reports as part of the MEPA process.
3. Attend project scoping sessions for significant projects in the region as part of the MEPA process.

PROPOSED ACTIVITIES:

1. Review and comment on transportation aspects of all Environmental Notification Forms and Environmental Impact Reports as part of the MEPA process. Attend project scoping sessions for significant projects in the region as part of the MEPA process. Review all documents prepared under federal environmental laws and regulations.
2. Provide transportation planning assistance to communities as requested.
3. Address other unforeseen issues that may arise from time to time. This may include such things as city or town circulation plans, parking plans, or other issues for which specific studies are needed.
4. Assist local communities with advancing projects to the project development process and assist with the submission of project need forms including assistance with MassDOT's project intake tool, MaPIT.

PRODUCTS:

1. Recommendations and comments as appropriate for the review of MEPA documents.
2. Reports documenting the findings and recommendations for local technical assistance requests.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2019.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$18,000/4,500	\$22,500	29
TOTAL	\$22,500	\$22,500	29

Task 4.3 Scenic Byway Projects

OBJECTIVE:

To preserve, improve and enhance the region's Scenic Byways.

PREVIOUS ACTIVITIES:

1. Completed Jacobs Ladder Corridor Study and Management Plan
2. Partnered with adjoining Regional Planning Agencies on development of grant applications and work scopes for further Scenic Byway projects
3. Completed Mohawk Trail Bikeway Phase I
4. Awarded Mohawk Trail Historic Preservation, Mohawk Bike/Ped Trail Phase II grant and Lee Bikeway grant
5. Approved Mohawk Bike/Ped Trail Phase II Scope
6. Approved Lee Bikeway Scope

PROPOSED ACTIVITIES:

1. Continue coordination with Contiguous Regional Planning Agencies on Scenic Byway project development activities;
2. Task completion, project management, and contract administration of Scenic Byway projects;
3. Continue activities to support implementation of Corridor Management Plans;
4. Apply for funds to implement projects contained in the Corridor Management Plans.

PRODUCTS:

1. Support and technical assistance to regional and local Scenic Byway partners.
2. Planning and administration of Lee Bikeway Phase II planning and design project.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2019.

COMMUNITY BENEFICIARY:

Town of Lee, Town of Lenox

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$4,800/1,200	\$6,000	10
TOTAL	\$6,000	\$6,000	10

DIRECT EXPENSE

As shown in the Funding Profile on the following page, a total of \$18,038 in Direct Expense is identified in the 2019 UPWP. Of these direct expenses:

- \$18,000 is provided via the FHWA/MassDOT PL contract
- \$38.00 in direct expense is provided via the FTA/MassDOT FTA 5303 contract

FUNDING PROFILE

**BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2019 UNIFIED PLANNING WORK PROGRAM**

	TOTAL	FFY 2018 TOTAL	PL- FEDERAL	PL-STATE	FTA-5303	LOCAL *
Management & Certification						
1.1 Management of the 3C Process	118,250	118,250	94,600	23,650		
1.2 UPWP	15,000	15,000	12,000	3,000		
1.3 Public Outreach	10,000	10,000	8,000	2,000		
1.4 Title VI & EJ	9,000	9,000	7,200	1,800		
1.5 TIP Development	30,000	30,000	24,000	6,000		
Subtotal	182,250	182,250	145,800	36,450	0	0
Technical Support						
2.1 GIS, Mapping & Graphics	13,500	13,500	10,800	2,700		
2.2 Regional Data & Analysis	18,000	18,000	14,400	3,600		
2.3 Traffic and Travel Data	21,000	21,000	16,800	4,200		
2.4 Travel Forecasting & GHG Analysis	16,500	16,500	13,200	3,300		
2.5 Pavement Management	18,500	18,500	14,800	3,700		
Subtotal	87,500	87,500	70,000	17,500	0	0
Planning Studies						
3.1 Special Studies	62,000	62,000	49,600	12,400		
3.2 Bicycle & Pedestrian Planning	49,540	49,540	39,632	9,908		
3.3 TCSP	12,000	12,000	9,600	2,400		
3.4 Regional Transit Planning	50,218	0	0	0	40,174	10,044
3.5 Safety Initiatives	15,000	15,000	12,000	3,000		
3.6 Climate Change	22,000	22,000	17,600	4,400		
3.7 Passenger & Freight Rail	24,000	24,000	19,200	4,800		
3.8 RTP & Performance Measures	39,000	39,000	31,200	7,800		
Subtotal	273,758	223,540	178,832	44,708	40,136	10,044
Other Activities						
4.1 Transportation/ Land Use Planning	21,000	21,000	16,800	4,200		
4.2 Local Technical Assistance	22,500	22,500	18,000	4,500		
4.3 Scenic Byway Projects	6,000	6,000	4,800	1,200		
Subtotal	49,500	49,500	39,600	9,900		0
BRPC Direct Expenses	18,038	18,000	14,400	3,600	38	
TOTAL FUNDS	611,046	560,790	448,632	112,158	40,174	10,044
BRPC Salaries and Overhead		542,790	434,232	108,558		

2019 PL Allocation 560,790

Notes

FHWA/PL	Federal Highway Administration/Metropolitan Transportation Planning Funds
FTA 5303	FTA Section 5303 planning funds
LOCAL *	The BRTA in-kind match for FTA 5303 funded work. This match is an estimate of the value of BRTA staff support toward TPL related activities.

UPWP STAFF LISTING

POSITION	NAME	ESTIMATED %TIME
Executive Director	Tom Matuszko	< 1%
Transportation Program Manager	Clete Kus	99%
Senior Transportation Planner	Anuja Koirala	99%
Senior Transportation Planner	Eammon Coughlin	99%
Transportation Planner	Justin Gilmore	90%
Other Planners	Patricia Mullins Lauren Gaherty Melissa Provencher Peg McDonough Chris Gruba	2 -- 25% 2% 8% 2% 5% 5%
GIS Coordinator	Mark Maloy	20%
Office Manager	Marianne Snizek	< 1%

BERKSHIRE REGIONAL PLANNING COMMISSION

REVENUE SOURCES FOR FISCAL YEAR 2019

FY 2019 BUDGET - May 3, 2018

Berkshire Regional Planning Commission

5.17.2018

PROJECTED REVENUES

	FY 2018 Approved	FY 2019 Approved
Outsource GIS Planner	\$ 5,758	\$ 11,000
Brownfield Revolving Loan Fund	\$ 481,400	\$ 5,000
Berkshire Bike Path Council Support	\$ 700	\$ 700
Berkshire Public Health Alliance Inspections	\$ 39,552	\$ 35,596
Berkshire Public Health Alliance Nursing	\$ 58,181	\$ 50,035
BRPC Non-profit - Berkshires Tomorrow	\$ 4,395	\$ 4,951
Rest of River Coordination	\$ 40,000	\$ 60,000
Online Burn Permits	\$ 1,400	\$ 1,380
Prevention Wellness Trust Fund	\$ 23,729	\$ 0
Opioid Abuse Prevention Collaborative	\$ 200,000	\$ 100,000
BCBOHA Support Services	\$ 11,500	\$ 11,000
Stockbridge Bowl S319 Support	\$ 2,167	\$ -
Age Friendly Berkshires	\$ 57,172	\$ 79,000
Great Barrington CDBG - Infrastructure & Housing	\$ 40,000	\$ 0
FDA Regional Food Safety Permitting and Inspection	\$ 69,850	\$ 77,850
Pittsfield Brownfield Assessment	\$ 7,025	\$ -
Pavement Management Program	\$ 7,500	\$ 4,480 ³
Children in Disaster Planning	\$ 28,640	\$ 3,114
Cheshire Master Plan Support	\$ 14,789	\$ 4,570
Emergency Preparedness Planning	\$ 151,679	\$ 151,679 ⁴
Lanesborough Hazard Mitigation Plan	\$ 2,133	\$ -
Adams Brownfield Assessment	\$ 10,805	\$ 9,383
Lee Brownfield Assessment	\$ 10,917	\$ 7,900
Greylock Flume Brownfield Clean up	\$ 4,153	\$ 1,000
Berkshire United Way Support	\$ 15,000	\$ 15,000 ⁴
Berkshire Medical Reserve Corps	\$ 30,500	\$ 26,575 ⁴
Lanesborough Shared Economic Planner	\$ 34,425	\$ 15,000 ³
Water Quality Assessment	\$ 20,183	\$ 6,824
Sheffield - Great Barrington CDBG Grant FY 16	\$ 110,225	\$ 10,183
Dalton Stormwater Management Support	\$ 11,000	\$ 11,000 ⁴
Transportation Planning	\$ 576,611	\$ 606,280
Municipal Energy Technical Assistance	\$ 5,164	\$ 42,942 ⁵
Mohawk Trail Woodlands Partnership	\$ 24,722	\$ 17,158 ³
Berkshire County Education Task Force	\$ 9,200	\$ 0
Great Barrington Shared Economic Planner	\$ 0	\$ 15,000 ³
Hinsdale Shared Economic Planner	\$ 0	\$ 8,000 ³
Richmond Shared Economic Planner	\$ 0	\$ 8,000 ³
Hinsdale Master Plan	\$ 3,302	\$ 0
District Local Technical Assistance	\$ 220,550	\$ 249,194 ²
Accessible Mobility	\$ 43,836	\$ 0
Public Health Inspector Food Certificate Training	\$ 7,418	\$ 1,600
Yoga for Drug Recovery Treatment	\$ 6,000	\$ 0
Post Overdose Support	\$ 5,000	\$ 0
Transit Planning	\$ 44,502	\$ 40,174
Williamstown Complete Streets	\$ 20,382	\$ 0
Regional Economic Development Support	\$ 5,000	\$ 0
Senior Villages Concept Planning	\$ 19,600	\$ 0
Lanesborough Stormwater Management Plan	\$ 17,805	\$ 12,686
Pittsfield Stormwater Management Plan	\$ 8,494	\$ 2,598
Berkshire Community Organizations Active in Disasters	\$ 7,500	\$ 0
Cheshire Complete Streets	\$ 24,882	\$ 0

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2019 UNIFIED PLANNING WORK PROGRAM

FY 2019 BUDGET - May 3, 2018

Berkshire Regional Planning Commission

5.17.2018

PROJECTED REVENUES

	FY 2018 Approved	FY 2019 Approved
MASSGIS Support	\$ 2,500	\$ 0
Hinsdale Open Space & Recreation Plan	\$ 12,000	\$ 343
Dalton Open Space & Recreation Plan	\$ 13,000	\$ 0
Becket CDBG Grant FY 18	\$ 57,659	\$ 60,378
Berkshire Brownfield Assessment Regional	\$ 98,698	\$ 144,850
Berkshire Brownfield Assessment - Great Barrington	\$ 0	\$ 10,365
Berkshire Brownfield Assessment - North Adams	\$ 0	\$ 10,794
Dalton Hazard Mitigation Plan	\$ 0	\$ 1,082
Adams Hazard Mitigation Plan	\$ 0	\$ 4,689
Hinsdale Hazard Mitigation Plan	\$ 0	\$ 3,005
Farmers Market Promotion Program	\$ 0	\$ 81,543
Regional Shelters Testing	\$ 0	\$ 2,854
Monterey CDBG Program Delivery Services	\$ 0	\$ 49,009
Great Barrington Complete Streets	\$ 0	\$ 15,626
Outsource Environmental & Energy Planner	\$ 0	\$ 5,048
Williamstown Hazard Mitigation Municipal Vulnerability	\$ 0	\$ 10,927
Cheshire Bylaw Assistance	\$ 0	\$ 14,000
Age in Community Housing Bylaws	\$ 0	\$ 14,974
Lanesborough Berkshire Mall Redevelopment Research	\$ 0	\$ 53,190
Emergency Shelters for Special Populations	\$ 0	\$ 25,000 ⁴
Lanesborough Complete Streets	\$ 0	\$ 24,885 ³
Arts Education Blue Print	\$ 0	\$ 14,000 ⁴
Cheshire/New Marlborough CDBG FY 19	\$ 0	\$ 141,548 ¹
Stockbridge Complete Streets	\$ 0	\$ 23,520 ¹
Economic Development District	\$ 0	\$ 20,000 ¹
Cross Jurisdictional Sharing - Health Boards	\$ 0	\$ 9,997 ⁴
Medical Reserve Corps - Franklin County	\$ 0	\$ 22,000 ⁴
BOAPC - Opioid Abuse Prevention	\$ 0	\$ 50,000 ¹
Hazard Mitigation Municipal Vulnerability	\$ 0	\$ 20,000 ¹
Adams Brownfields Clean Up	\$ 0	\$ 7,000 ⁴
Pittsfield Onota 604B	\$ 0	\$ 3,450 ¹
Washington Community Compact - Capital Planning	\$ 0	\$ 15,000 ⁴
Western Mass Homeland Security Planning Support	\$ 0	\$ 23,852 ¹
General:Assesment, Other	\$ 107,948	\$ 102,201
Unsecured New Projects	\$ 28,093	\$ 29,344
TOTAL REVENUES	\$ 2,864,646	\$ 2,721,327

¹. Applied for / requested- no decision as of 4/27/2018

². Assumes \$100,000 state budget item - calendar year 2019

³. As of 4/27/18 not yet under contract

⁴. As of 4/27/18 awarded but not yet under contract

⁵. Partially under contract - awaiting amendment

BERKSHIRE REGIONAL PLANNING COMMISSION

PROJECTED EXPENDITURES FOR FISCAL YEAR 2019

FY 2019 BUDGET - May 3, 2018

5.17.2018

Berkshire Regional Planning Commission

PROJECTED EXPENDITURES

	FY 18 Approved	FY 2019 Approved
SALARIES		
Direct Billable	\$ 856,184	\$ 935,500
Indirect Admin.	\$ 309,360	\$ 313,028
Interns / Project Specialist (Admin)	\$ 3,000	\$ 10,725
Interns (Projects)	\$ 6,252	\$ 4,262
Subtotal Salaries	\$ 1,174,796	\$ 1,263,515
BENEFITS		
Sick, Comp and Vacation Leave	\$ 90,468	\$ 86,468
Holiday and Jury Leave	\$ 59,478	\$ 57,645
Sick Leave	\$ 49,982	\$ 48,038
Retirement	\$ 5,900	\$ 5,903
Health Insurance	\$ 202,013	\$ 368,796
Retirees Health Insurance	\$ 12,004	\$ 19,971
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 1,220	\$ 1,154
State Unemployment Insurance	\$ 5,864	\$ 6,801
FICA and Medicare	\$ 19,289	\$ 22,373
Subtotal Benefits	\$ 491,218	\$ 662,149
NON-PERSONNEL		
OPERATING EXPENSES		
Accounting Services	\$ 3,200	\$ 3,200
Advertising	\$ 2,500	\$ 2,500
Audit	\$ 19,250	\$ 19,500
Computer Equipment, Software & Maintenance	\$ 23,254	\$ 25,547
Copying Expense	\$ 18,000	\$ 18,000
Depreciation	\$ 15,525	\$ 15,332
Dues & Subscriptions	\$ 9,000	\$ 11,000
Flex Plan Administration	\$ 775	\$ 790
Insurance (Auto, Officers, Office)	\$ 7,680	\$ 7,742
Janitor	\$ 2,800	\$ 2,600
Legal (Administrative)	\$ 1,100	\$ 1,100
Mapping Supplies	\$ 500	\$ 500
Meetings (Administrative)	\$ 2,500	\$ 2,000
Payroll Services	\$ 2,500	\$ 2,755
Postage	\$ 2,500	\$ 3,750
Printing (Administrative)	\$ 800	\$ 600
Publications	\$ -	\$ 200
Rent	\$ 48,540	\$ 50,361
Staff Development	\$ 10,000	\$ 11,000
Supplies	\$ 7,200	\$ 11,000
Telephone/Internet	\$ 8,000	\$ 9,000
Travel & Meals (Administrative)	\$ 3,125	\$ 3,125
Water & Recycling	\$ 2,025	\$ 2,210
Web Site	\$ 1,020	\$ 1,320
Utilities	\$ 14,500	\$ 15,000
Miscellaneous	\$ 23,400	\$ 8,250
Subtotal Operating (Admin)	\$ 229,694	\$ 228,382

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
2019 UNIFIED PLANNING WORK PROGRAM

FY 2019 BUDGET - May 3, 2018

5.17.2018

Berkshire Regional Planning Commission

PROJECTED EXPENDITURES

	FY 18 Approved	FY 2019 Approved
Interest Expense	\$ 10	\$ 1,100
Communications (Projects)	\$ 0	\$ 1,000
Equipment / Software (Projects)	\$ 4,000	\$ 6,725
Legal (Projects)	\$ 2,000	\$ 6,500
Meetings (Projects)	\$ 5,114	\$ 7,000
Postage (Projects)	\$ 0	\$ 100
Printing (Projects)	\$ 1,500	\$ 4,500
Supplies (Projects)	\$ 14,223	\$ 6,600
Travel & Meals (Projects)	\$ 26,406	\$ 28,610
Other Program Expenses	\$ 15,882	\$ 18,000
Unreimbursed Expenses	\$ 600	\$ 600
Subtotal Operating (Other)	\$ 69,735	\$ 80,735

SUBCONTRACTS/SUBRECIPIENTS

Brownfield Revolving Loan Fund Recipients & Consultants	\$ 276,550	\$ 0
Traffic / Transportation Consultant(s)	\$ 5,000	\$ 17,000
Berkshire Public Health Nursing Program Support	\$ 50,000	\$ 40,000
Bikepath Engineering Consultant	\$ 4,000	\$ 0
Rest of River Clean-up Legal Consultation	\$ 60,000	\$ 60,000
Lee - Licensed Site Professional	\$ 8,100	\$ 0
Burn Permit Software Consultant	\$ 1,200	\$ 1,200
Bikepath Engineering Consultant	\$ 5,000	\$ 0
Housing Rehabilitation Specialist	\$ 5,000	\$ 50,411
Opioid Abuse Prevention Collaborating Partners	\$ 25,000	\$ 0
Medical Reserve Corp Support	\$ 24,000	\$ 47,825
Age Friendly Berkshires Support Services	\$ 80,000	\$ 0
Board of Health Online Permitting Services	\$ 48,715	\$ 22,575
Stormwater Engineering Consultant	\$ 20,000	\$ 0
Education Task Force Consultant	\$ 30,000	\$ 0
Brownfield Assessment Consultant	\$ 0	\$ 126,536
Farmers Market Consultant	\$ 0	\$ 66,000
Berkshire Mall Redevelopment Research	\$ 0	\$ 40,000
Subtotal Subcontracts/Subreceptients	\$ 642,565	\$ 471,547

RESERVE	\$ 15,000	\$ 15,000
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TOTAL EXPENDITURES	\$ 2,623,008	\$ 2,721,327
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UNIFIED PLANNING WORK PROGRAM

APPENDIX

1. PUBLIC NOTICE

Classifieds

Public Notices

(SEAL)

COMMONWEALTH OF
MASSACHUSETTS
LAND COURT
DEPARTMENT OF
THE TRIAL COURT
1BSM003000
ORDER OF NOTICE

To:
Kelsey Jo Gates; Katie L. Gates

and to all persons entitled to the benefit of the Servicemembers Civil Relief Act, 50 U.S.C. 50 §3901 et seq.:

Siwell Inc. DBA Capital Mortgage Services of Texas

claiming to have an interest in a Mortgage covering real property in Pittsfield, numbered 192 Lakeway Drive, given by John M. Gates to Berkshire Bank, dated January 8, 2003, and recorded in the Berkshire County (Middle District) Registry of Deeds in Book 2425, Page 211, and now held by the Plaintiff by assignment, has/have filed with this court a complaint for determination of Defendant's/Defendants' Servicemembers status.

If you now are, or recently have been, in the active military service of the United States of America, then you may be entitled to the benefits of the Servicemembers Civil Relief Act. If you object to a foreclosure of the above mentioned property on that basis, then you or your attorney must file a written appearance and answer in this court at Three Pemberton Square, Boston, MA 02108 on or before July 2, 2018 or you will be forever barred from claiming that you are entitled to the benefits of said Act.

Witness, JUDITH C. CUTLER Chief Justice of said Court on May 15, 2018.

Attest: Deborah J. Patterson
Recorder

11382
05/23/18

**Berkshire Metropolitan
Planning Organization
PUBLIC REVIEW AND COMMENT**

The Berkshire MPO is seeking public comment on the following document:

2019 Unified Planning Work Program (UPWP) - The 2019 UPWP is a list, budget and description of all federally funded transportation planning work to be performed between October 1, 2018 and September 30, 2019, mostly by staff of the Berkshire Regional Planning Commission (BRPC) and consultants working for BRPC, under the auspices of the Berkshire Metropolitan Planning Organization. Copies of this document can be obtained by:

1. Phone: Berkshire Regional Planning Commission (BRPC), 413-442-1521, ext. 20;
2. BRPC web site:

Public Notices

www.berkshireplanning.org
3. Walk-in: BRPC, 1 Fenn Street, Suite 201, Pittsfield MA 01201. Comments are due by June 14, 2018 and should be addressed to the Berkshire Metropolitan Planning Organization/BRPC, 1 Fenn Street, Suite 201, Pittsfield MA 01201 or via email to info@berkshireplanning.org. The Berkshire MPO is scheduled to approve this document at their meeting scheduled for June 26, 2018 at 4 PM at the BRPC offices. 05/23/18

City of Pittsfield Conservation Commission Wetlands Protection Act Public Hearing

DEP File 263-1016 - Request for amendment to Order of Conditions involving the substitution of a paver patio with a larger patio located further from Onota Lake. The subject site is located at 108 Ridge Avenue (Map G16, Block 2, Lot 301). Such actions are proposed to occur within buffer zones associated with Inland Bank (Onota Lake). The applicants are David and Lorena Coggins. The Pittsfield Conservation Commission will hold a public hearing under provisions of MGL Ch. 131, Sect. 40, in the **Author's Room at the Berkshire Athenaeum (Pittsfield Public Library) located at One Wendell Avenue, at 6:00 PM on Thursday, May 31, 2018.**

James Conant
Chairperson
05/23/18

City of Pittsfield Conservation Commission Wetlands Protection Act Public Hearing

Notice of Intent application for proposed work associated with the extension of the Ashuwillticook Rail Trail, the expansion of the existing trail-use parking lot on the south side of Berkshire Mall Road, providing mill and overlay to the existing parking lot on the north side of the Berkshire Mall Road, and constructing a new parking lot to the south of Crane Avenue. The majority of the project will be constructed within the Massachusetts Department of Transportation right of way along the former Housatonic Railroad and adjacent construction areas, including former industrial land uses. Such actions are proposed to occur within Bordering Vegetative Wetlands and associated buffer zones, and Riverfront Area associated with the Unkameet Brook. The applicant is the City of Pittsfield. The Pittsfield Conservation Commission will hold a public hearing under provisions of MGL Ch. 131, Sect. 40, in the **Author's Room at the Berkshire Athenaeum (Pittsfield Public Library) located at One Wendell Avenue, at 6:00 PM on Thursday, May 31,**

Public Notices

2018.

James Conant
Chairperson
05/26/18

City of Pittsfield Conservation Commission Wetlands Protection Act Public Hearing

Notice of Intent application for the construction of a terraced paver patio on property located at 104 Ridge Avenue (Map G16, Block 2, Lot 3). Such actions are proposed to occur within buffer zones associated with Inland Bank (Onota Lake). The applicant is Gary Mohr. The Pittsfield Conservation Commission will hold a public hearing under provisions of MGL Ch. 131, Sect. 40, in the **Author's Room at the Berkshire Athenaeum (Pittsfield Public Library) located at One Wendell Avenue, at 6:00 PM on Thursday, May 31, 2018.**

James Conant
Chairperson
05/23/18

City of Pittsfield Conservation Commission Wetlands Protection Act Public Hearing

Notice of Intent application for the installation of an underground drainage system on property located at 2 & 4 Federico Drive (Map M11, Block 7, Lots 209 & 210). Such actions are proposed to occur within buffer zones associated with Bordering Vegetated Wetlands and Inland Bank. The applicant is Federico Drive Realty Corp. The Pittsfield Conservation Commission will hold a public hearing under provisions of MGL Ch. 131, Sect. 40, in the **Author's Room at the Berkshire Athenaeum (Pittsfield Public Library) located at One Wendell Avenue, at 6:00 PM on Thursday, May 31, 2018.**

James Conant
Chairperson
05/23/18

City of Pittsfield Conservation Commission Wetlands Protection Act Public Hearing

File #18-12 - Request for Determination of Applicability for the installation of a freestanding canopy and propane refilling station on property located at 480 West Housatonic Street (Map F7, Block 8, Lot 28). Such actions are proposed to occur within Bordering Land Subject to Flooding. The applicant is Uhaul Moving and Storage of Pittsfield. The Pittsfield Conservation Commission will hold a public hearing under provisions of MGL Ch. 131, Sect. 40, in the **Author's Room at the Berkshire Athenaeum (Pittsfield Public Library) located at One Wendell**

2. PUBLIC COMMENTS



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



May 24, 2018

Thomas Matuszko, Executive Director
Berkshire Regional Planning Commission
1 Fenn Street - Suite 201
Pittsfield, MA 01201

Dear Mr. Matuszko:

The Massachusetts Department of Transportation (MassDOT) Office of Transportation Planning (OTP) has reviewed the draft 2019 Unified Planning Work Program (UPWP) released by the Berkshire Metropolitan Planning Organization (MPO) on May 22, 2018. The following MassDOT comments include both general guidance and specific comments on the MPO's 3C planning process related to the content of this document as released for public review.

- Page 4
 - In the second paragraph, please reflect that this UPWP is for federal fiscal year (FFY) 2019.
- Pages 5-7
 - Please include FFY 2019 UPWP projects in the geographic and social equity tables and analysis.
- Task 1.1
 - Please include a subtask for a potential update to the Memorandum of Understanding.
- Task 1.4
 - Page 14 is completely blank. Please remove this page or note if it was left blank intentionally.
- Task 1.5
 - Under "Products," please reflect that the FFY 2020-2024 (not FFY 2019-2023) Transportation Improvement Program (TIP) will be developed.
 - Under "Schedule," please reflect that the draft FFY 2020-2024 TIP will be presented to the MPO for review in March 2019 (not April).
- Task 3.2
 - Per the OTP guidance letter dated April 3, please include a subtask for indexing bikeability or developing a quality of service metric and identifying gaps in bicycle networks.
- Task 3.8
 - Please ensure that freight issues are explicitly addressed in the update to the Long Range Transportation Plan.
- Task 4.2
 - Please note whether Berkshire Regional Planning Commission staff can also assist local communities with the Massachusetts Project Intake Tool (MaPIT).

- Please ensure that the relevant section(s) relating to performance-based planning address the adoption of Transportation Asset Management plan measures.
- If applicable, please include any other relevant regional projects or federal grants in the appendix.

Please contact me at (857) 368-8865 or Gabriel Sherman at (857) 368-8866 if you have any questions.

Sincerely,



David Mohler
Executive Director
Office of Transportation Planning

Cc: Jeffrey McEwen, Division Administrator, Federal Highway Administration
Mary Beth Mello, Regional Administrator, Federal Transit Administration
Francisca Heming, District 1 Highway Director

3. TRANSPORTATION ACRONYMS

ABP: Accelerated Bridge Program
ADA: Americans with Disabilities Act
ADT: Average Daily Traffic
ATR: Automatic Traffic Recorder
BMS: Bridge Management System
BRTA: Berkshire Regional Transit Authority
BRPC: Berkshire Regional Planning Commission
CAAA: Clean Air Act Amendments of 1990
CDBG: Community Development Block Grant
CFR: Code of Federal Regulations
CIP: Capital Investment Plan
CMAQ: Congestion Mitigation and Air Quality
CMP: Congestion Management Process
CO: Carbon Monoxide
COA: Council On Aging
CPS: Corridor Planning Study
CSS: Context Sensitive Solutions
DCR: Department of Conservation and Recreation
DDS: Department of Developmental Services
DEP: Department of Environmental Protection
DHCD: Department of Housing & Community Development
DLTA: District Local Technical Assistance
DOT: Department of Transportation
DPH: Department of Public Health
DTA: Division of Transitional Assistance
EDA: Economic Development Administration
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EJ: Environmental Justice
ENF: Environmental Notification Form
EOEEA: Executive Office of Energy and Environmental Affairs
EOT: Executive Office of Transportation
EPA: Environmental Protection Agency
EPDO: Equivalent Property Damage Only
FAA: Federal Aviation Administration
FAST Act: Fixing America's Surface Transportation Act
FHWA: Federal Highway Administration
FO: Functionally Obsolete
FRA: Federal Railroad Administration
FTA: Federal Transit Administration
GHG: Green House Gas
GIS: Geographic Information System
GPS: Global Positioning System
HAZMAT: Hazardous Material
HCM: Highway Capacity Manual
HOV: High Occupancy Vehicle
HPMS: Highway Performance Monitoring System
HPP: High Priority Project
HSIP: Highway Safety Improvement Program
I&M: Inspection & Maintenance
IM: Interstate Maintenance
ITE: Institute of Transportation Engineers
ITS: Intelligent Transportation Systems
ISTEA: Intermodal Surface Transportation Efficiency Act of 1991
JARC: Job Access Reverse Commute
LOS: Level of Service

LPA: Local Planning Assistance
LPMS: Local Pavement Management System
MAC: Massachusetts Aeronautics Commission
MARPA: Massachusetts Association of Regional Planning Agencies
MARTA: Massachusetts Association of Regional Transit Authorities
MassDOT: Massachusetts Department of Transportation
MassGIS: Massachusetts Geographic Information System
MBTA: Massachusetts Bay Transportation Authority
MEMA: Massachusetts Emergency Management Agency
MEPA: Massachusetts Environmental Policy Act
MHC: Massachusetts Historical Commission
MIS: Major Investment Study
MISER: Massachusetts Institute for Social and Environmental Research
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MUTCD: Manual on Uniform Traffic Control Devices
MWRA: Massachusetts Water Resources Authority
NAAQS: National Ambient Air Quality Standards
NEPA: National Environmental Policy Act
NFA: Non Federal-Aid
NHS: National Highway System
NOx: Oxides of Nitrogen
NTD: National Transit Database
NTS: National Transportation System
NTSB: National Transportation Safety Board
OCI: Overall Condition Index (used with pavement)
OTP: Office of Transportation Planning
PCI: Pavement Condition Index
PL: Metropolitan Planning funds (federal)
PMS: Pavement Management System
POP: Public Outreach Program
PPP: Public Participation Plan
PPP: Public / Private Partnership
PRC: Project Review Committee
PRWORA: Personal Responsibility & Work Opportunity Reconciliation Act
PWED: Public Works/Economic Development
RIF: Roadway Inventory Files
RFP: Request For Proposal
RFQ: Request For Qualifications
ROW: Right Of Way
RPA: Regional Planning Agency
RSA: Roadway Safety Audit
RTA: Regional Transit Authority
RTP: Regional Transportation Plan
SAFETEA-LU: Safe, Accountable, Flexible and Efficient Transportation Equity Act
SAR: Strategic Assessment Report
SD: Structurally Deficient
SIP: State Implementation Plan (for Air Quality)
SOV: Single Occupancy Vehicle
SPR: Statewide Planning & Research
STIP: State Transportation Improvement Program
STP: Surface Transportation Program
TAC: Transportation Advisory Committee
TAZ: Transportation Analysis Zone
TCM: Transportation Control Measures
TDM: Travel Demand Management
TEA-21: Transportation Equity Act for the 21st Century TEC: Transportation Evaluation Criteria
TI: Transportation Improvement (in SAFETEA-LU)
TIP: Transportation Improvement Program

TMA: Transportation Management Association
TMC: Turning Movement Count
TRB: Transportation Research Board
TSM: Transportation Systems Management
UPWP: Unified Planning Work Program
VMS: Variable Message Sign
VMT: Vehicle Miles of Travel