

OCPC KICK-OFF MEETING AGENDA

Wednesday, January 28, 2026, 2:00 - 3:00 PM

70 School Street, Brockton, MA 02301

Attendees: OCPC Staff, consultant team, key internal stakeholders

PURPOSE:

Align on scope, roles, decision-making, data readiness, risks, and schedule before technical work begins

AGENDA:

1. Welcome, Introductions, and Meeting Objectives

Introductions

- Name, Organization, Understanding of role within the project

Objectives

- Introduce all participants and roles
- Confirm shared understanding of scope and schedule
- Set expectations for governance and outcomes

2. Project Overview

General

- This is a **PILOT** project. Only 16/17 other MPOS/States awarded.
- Seems as though not much advancement elsewhere.
- Great opportunity for OCPC to be a leader
- OCPC is looking for:
 - Transparency
 - Federal alignment (PPPP, PMs)
 - Practical usability for small municipalities
 - A system they can maintain long-term

Discussion topics

- High-level project goals and intended outcomes
- How this project fits into OCPC's broader planning, programming, and funding framework
- What "success" looks like from OCPC's perspective

Questions to consider

- Are there non-negotiables we should be aware of up front?
- Are there political, regional, or organizational sensitivities tied to this work?

- Are there parallel efforts that could affect scope or timing?

3. Schedule & Phasing Walkthrough

Phase 1 – Initiation & Governance

- Foundation-setting phase
- Heavy on coordination, expectation-setting, and trust-building
- Deliverables must be clear, simple, and confidence-inspiring

Deliverables- Detailed work plan (to follow this meeting), engagement strategy plan (in DRAFT), governance plan (in DRAFT)

Phase 2 – Data & Diagnostics

- Most technically intensive phase
- GIS, data QA/QC, and process interviews run in parallel
- Critical risk: data sprawl or overengineering

Deliverables- Data inventory & gaps analysis, Updated data collection plan, workshop summary/process memo highlighting current strengths and weaknesses

Phase 3 – Framework Development

- Policy-heavy, politically sensitive
- Requires careful facilitation and documentation
- Where MPO/JTC buy-in is won or lost

Deliverables- Draft prioritization framework & scoring matrix, criteria development workshop summary, draft user manual

Phase 4 – Technology Implementation

- ArcGIS Hub
- Visible, tangible outputs
- Dashboard quality = perception of project success
- Must be usable by non-technical staff
- Request to meet with GIS Coordinator to discuss data architecture, OCPC processes /infrastructure

Deliverables- Hub & applications prototype, technical integration summary, usability testing summary

Phase 5 – Pilot & Refinement

- Stress-test phase
- Opportunity to prove system credibility
- Where trust is solidified

Deliverables- Pilot testing report, updated prioritization framework & dashboard, Training materials

Phase 6 – Rollout & Capacity Building

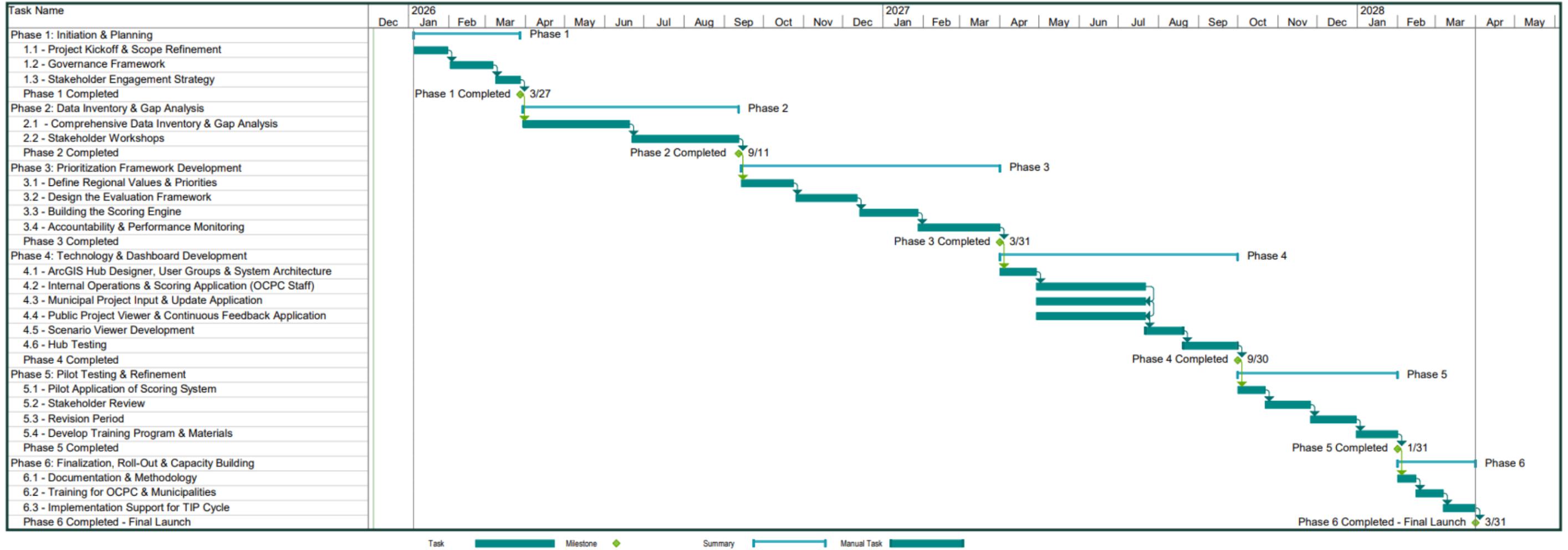
- Transition from “consultant-owned” to “OCPC-owned”
- Training and documentation are critical

Deliverables- Final report & documentation package, fully functional dashboard (public & staff versions), training certification & summary, Maintenance & update plan)

Schedule Concerns

- Overall project timeline
- Critical milestones
- External dependencies (meetings, boards, public outreach windows)
- Confirm whether the proposed schedule is realistic
- Identify any early adjustments needed

SCHEDULE



Budget & Level-of-Effort by Phase

\$500,000 Fee across 27-month period.

High-Level Budget Narrative (Internal):

- Phase 1: Lower cost, high value (sets tone, avoids downstream rework)
- Phase 2: High LOE (data, GIS, diagnostics)
- Phase 3: Moderate–high LOE (framework + engagement)
- Phase 4: High LOE (technology build)
- Phase 5: Moderate LOE (testing, QA/QC)
- Phase 6: Lower LOE, but high visibility (training & rollout)

Total Fee	Month Duration	Fee/Month
\$ 500,000.00	27	\$ 18,518.52
Phase	Month Duration	Billed
Phase 1	3	\$ 55,555.56
Phase 2	5	\$ 92,592.59
Phase 3	7	\$ 129,629.63
Phase 4	6	\$ 111,111.11
Phase 5	4	\$ 74,074.07
Phase 6	2	\$ 37,037.04
		\$ 500,000.00

Risks, Watch-Outs & Internal Guardrails

Potential Risks:

- Overcomplicating the framework
- Data gaps delaying progress
- Stakeholder fatigue
- Tool becoming too technical

Internal Guardrails:

- “Would a small-town DPW director understand this?”
- “Does this reduce or increase OCPC staff workload?”
- “Can this be updated without us?”

Future Communication / Roles & Responsibilities

Proposed meeting cadence

- Coordination meetings via TEAMS
- Monthly – Times/Days that work well for folks
- Meeting Attendees

Communication protocols

- Email CC's
- Point of Contacts

File-sharing approach

- OneDrive/Sharepoint

Decision documentation approach

- Roles & Responsibilities
- Who reviews, who approves
- GPI to draft approach and smart decision making tree

Close-Out & Action Items

Confirm immediate action items

- Upcoming milestones
- Date and focus of next meeting
- Open floor for final questions or concerns

Follow-Up Deliverables (Post-Meeting)

- Meeting summary & decisions log
- Draft governance framework
- Project coordination plan
- Stakeholder contact & outreach tracking spreadsheet
- Initial data inventory & gap memo



OCPC PRIORITIZATION PROCESS PILOT PROGRAM

Building trust, clarity, and usability into regional decision-making

Old Colony Metropolitan Planning Organization
Kick-Off Meeting - January 28, 2026

GPI

AGENDA

- Welcome, Introductions, Meeting Objectives ~ 10 Minutes
- Project Overview ~ 5 Minutes
- Phasing Walkthrough & Schedule ~ 10 Minutes
- Budget & Level of Effort through Phase ~10 Minutes
- Potential Risks ~ 10 Minutes
- Project Communication / Roles & Responsibilities ~ 15 Minutes
- Next Steps



INTRODUCTIONS & MEETING OBJECTIVES

INTRODUCTIONS

- Name
- Organization
- Understanding of your role in this project

MEETING OBJECTIVES

- Establish unified understanding of project objectives, expectation, and operational procedures
- Confirm roles and responsibilities
- Review scope, budget, schedule, and workflow

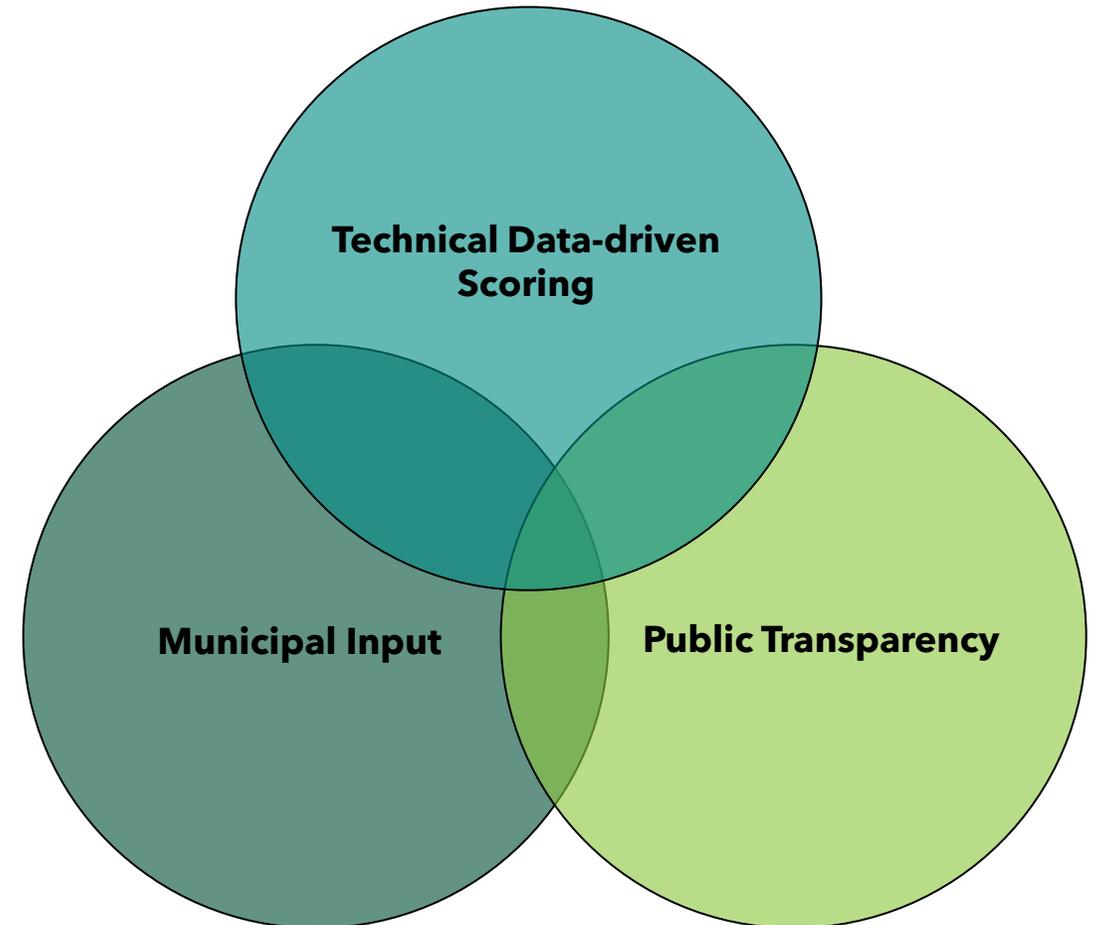


PROJECT OVERVIEW

PROJECT OVERVIEW

Need for a process that is:

- Defensible and data-driven
 - Federally aligned (PPPP, PMs)
 - Easy for municipalities to engage with
 - Understandable to the public
 - Scalable beyond the pilot
-
- **1 of 16 MPO/STATES that received this funding!**
 - **Not much work has advanced elsewhere - opportunity for form working group among other MPOs/States**
 - **Great opportunity for OCPC to become leader**



GOALS

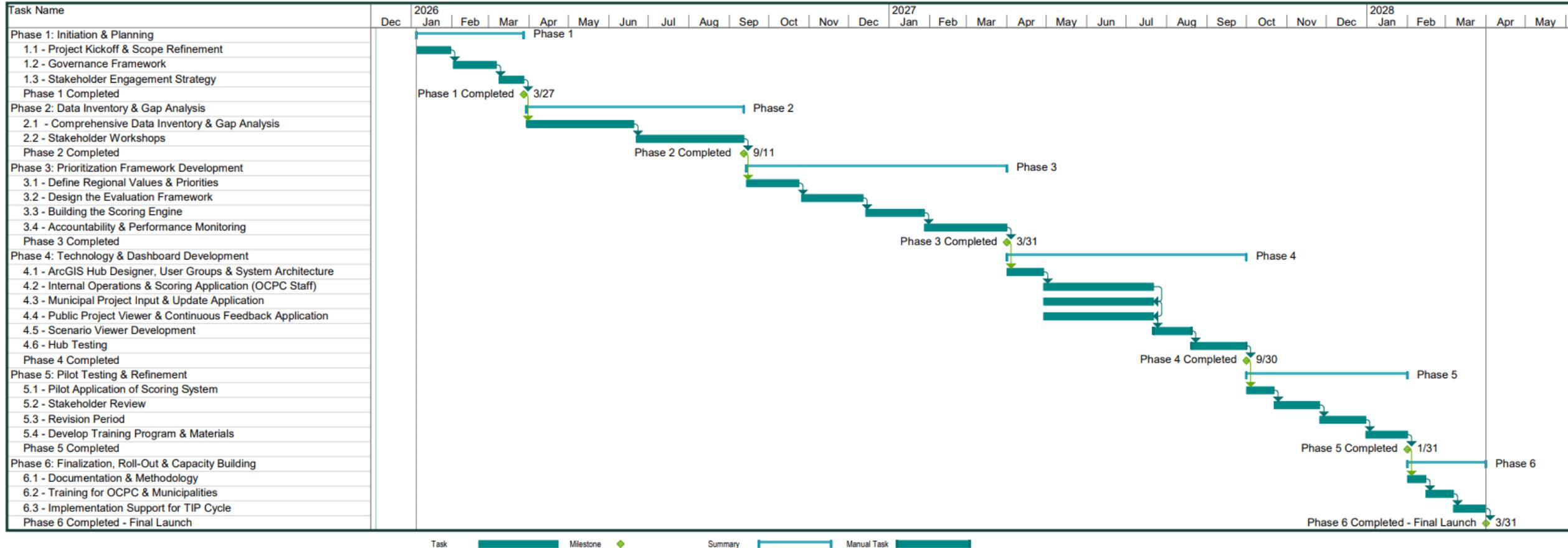
What does “success” look like from OCPC’s perspective?

What could potentially come in the way of that? Any political, regional, or organizational sensitivities tied to this work?



SCHEDULE & PHASING WALKTHROUGH

SCHEDULE & PHASING



COMPLETE BY MARCH 31, 2028
SCHEDULE OVERLAP ANTICIPATED OVER TASKS

PHASE 1 - Initiation & Planning

Sub-tasks

- 1.1 - Project Kickoff & Scope Refinement
- 1.2 - Governance Framework
- 1.3 - Stakeholder Engagement Strategy

Deliverables

- Detailed work plan (to follow this meeting),
- Engagement strategy plan (in DRAFT)
- Governance plan (in DRAFT)

CRTITICAL ITEMS

- Clearly outline all roles and approval processes
- Identify best public outreach methods (virtual vs. in-person vs. hybrid)
- Engagement Schedule

PHASE 1 - Initiation & Planning

OCPC/STAKEHOLDER HOMEWORK

- Project Team Contact List
- Engagement contact list
- Approval workflow

Town / City Departments and Relevant Boards, Committees & Commissions

Town	Department / Board / Committee / Commission	Contact
Abington	Planning Department	
	Planning Board	
Avon		
Bridgewater		
Brockton	Department of Planning and Economic Development	

Name	Organization/ Department	Title	Role	Email	Phone (Office)	Phone (Cell)
John Diaz	GPI	Program Director/Oversight	Project Team - Consultant	jdiaz@gpinet.com	978-570-2953	617-921-9606
Nicole Rogers	GPI	Program Manager/Primary Liaison	Project Team - Consultant	rogers@gpinet.com	978-570-2985	978-764-3930
Robert Nalewajk	GPI	Data Science, Automations, Software Integration, App Development Lead	Project Team - Consultant	rnalewajk@gpinet.com	631-761-7247	631-356-3557
Brett Barnard	GPI	Data Science, Automations, Software Integration, App Development Support	Project Team - Consultant	bbarnard@gpinet.com	410-801-7422	
Sid Kashi	GPI	Sustainability & Economic Resilience Lead	Project Team - Consultant	skashi@gpinet.com	410-801-7073	
Olivia James	GPI	Planning & Public Outreach Lead	Project Team - Consultant	ojames@gpinet.com		
Zach Wassmouth	GPI	Safety & Mobility Lead	Project Team - Consultant	zwassmouth@gpinet.com		
Christina Mendoza	MassDOT		Project Stakeholder			
Rhona Motley	DOT		Project Stakeholder			
Anthony James	FHWA		Project Stakeholder			
Derek Shooster	MassDOT		Project Stakeholder			

Name	Attends Project Status Update Meetings	Attends Project Meetings	Provides Documentation Peer Reviews	Receives Deliverables	Approves Deliverables	Receives Progress Report	Approve Invoices	Performance Measures	Dashboard	Data Needs	Project Communications Emails
John Diaz		o									x
Nicole Rogers		o				x	x				x
Robert Nalewajk	o	x									x
Brett Barnard	x	x	x	x	x	x	x				x
Sid Kashi	x	x	x	x	x			x	x		x
Olivia James	x	x	x	x	x	x		x	x		x
Zach Wassmouth	x	x	x	x	x	x			x		x
Christina Mendoza			x					x			x
Rhona Motley			x					x	x		x
Anthony James			x					x	x		x
Derek Shooster	x	x	x	x	x	x		x	x		x
Rebecca Coletta						x	x				x
Andrew Vidal			x	x					x		x
Charles Kilmer											x
Guoqiang Li											x
Kyle Mowatt											x
Laurie Muncy											x
Mary Waldron											x
Matt Dyer											x
Shawn Bailey											x
William McNulty											x
Don Sullivan											x
Rhiannon Dugan											x
Jason Desrosier											x
Paul Umano											x

PHASE 2- Data Inventory & Gaps Analysis

Sub-tasks

- 2.1 - Comprehensive Data Inventory & Gaps Analysis
- 2.2 - Stakeholder Workshops

Deliverables

- Data inventory & gaps analysis
- Updated data collection plan
- Workshop summary/process memo highlighting current strengths and weaknesses

CRITICAL ITEMS

- Identify data gaps/needs EARLY
- Identify how to move forward regardless of data gaps (if unattainable in near-term)
- OCPC TO SEND ALL DATA ASAP
- GPI TO MEET WITH OCPC GIS COORDINATOR FOR INTEGRATION/INFRASTRUCTURE

PHASE 3- Prioritization Framework Development

Sub-tasks

- 3.1 - Define Regional Values & Priorities
- 3.2 - Design the Evaluation Framework
- 3.3 - Build the Scoring Engine
- 3.4 - Accountability & Performance Monitoring

CRITICAL ITEMS

- Address equity and rural/urban thoughtfully

Deliverables

- Draft prioritization framework & scoring matrix
- Criteria development workshop summary
- Draft user manual

PHASE 4- Technology & Dashboard Development

Sub-tasks

- 4.1 - Application Design, User Groups, System Architecture
- 4.2 - Internal Operations & Scoring Application (OCPC Staff)
- 4.3 - Municipal Project Input & Update Application
- 4.4 - Public Project Viewer
- 4.5 - Scenario Viewer Development
- 4.6 - Application Testing

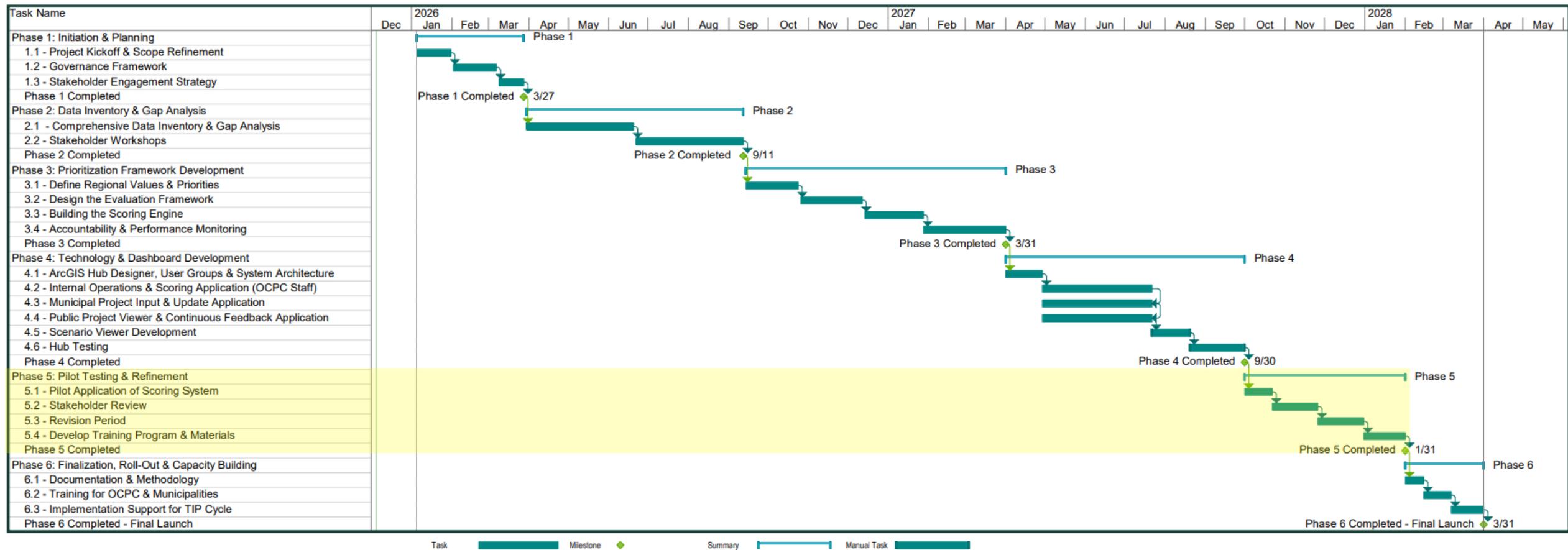
Deliverables

- Hub & applications prototype
- Technical integration summary
- Usability testing summary

CRITICAL ITEMS

- Ensure tools are easily accessible for all
- Ongoing manual development

PHASE 5 - SEPT 2027 - JAN 2028



PHASE 5 - Pilot Testing & Refinement

Sub-tasks

- 5.1 - Pilot Application Testing
- 5.2 - Stakeholder Review
- 5.3 - Revision Period
- 5.4 - Develop Training Program & Materials

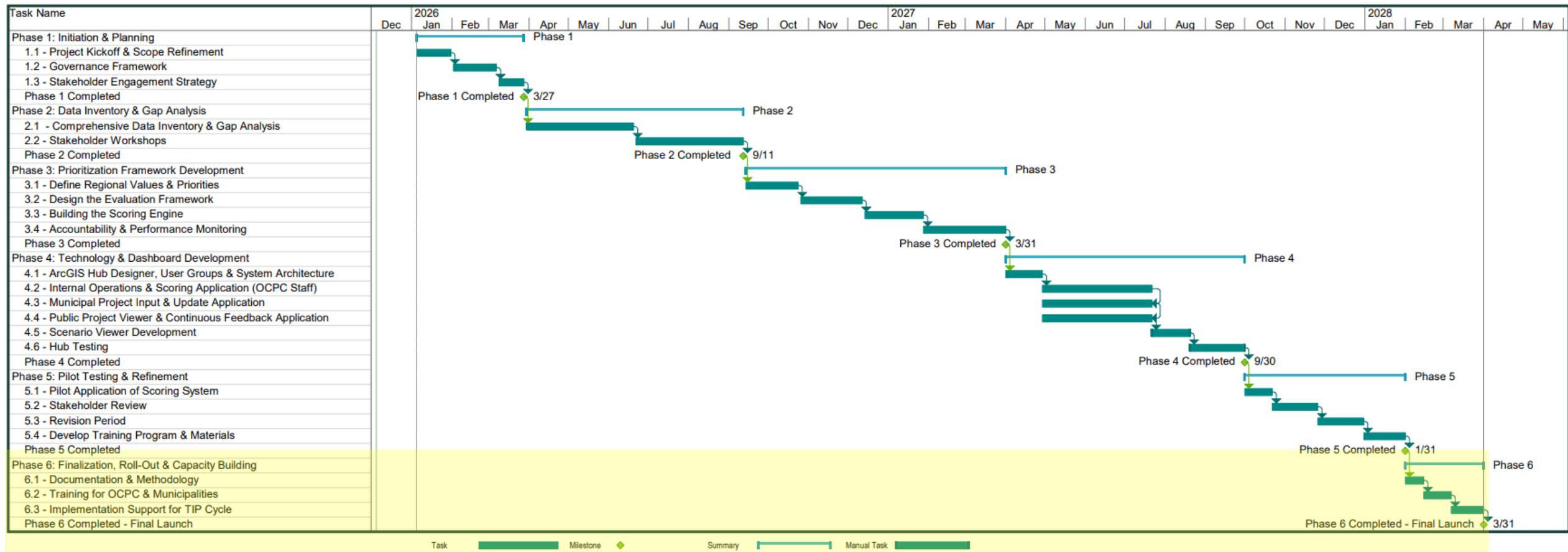
Deliverables

- Pilot testing report
- Updated prioritization framework & dashboard
- Training materials

CRTITICAL ITEMS

- Timelines around testing/revision periods

PHASE 6 - JAN 2028- MARCH 2028



PHASE 6- Finalization, Roll-out, & Capacity Building

Sub-tasks

- 6.1 - Documentation & Methodology
- 6.2 - Training for OCPC & Municipalities
- 6.3 - Implementation Support for TIP Cycle

CRITICAL ITEMS

- Clearly define support period

Deliverables

- Final report & documentation package
- Fully functional dashboard (public & staff versions)
- Training certification & summary
- Maintenance & update plan)

SCHEDULE & PHASING

COMPLETE BY MARCH 31, 2028

SCHEDULE OVERLAP ANTICIPATED OVER TASKS

- Any issues with overall project timeline?
- External dependencies (meetings, boards, public outreach windows)
- Identify any early adjustments needed



BUDGET & LEVEL OF EFFORT BY PHASE

ROUGH BUDGET BREAKDOWN

Total Fee	Month Duration	Fee/Month
\$ 500,000.00	27	\$ 18,518.52
Phase	Month Duration	Billed
Phase 1	3	\$ 55,555.56
Phase 2	5	\$ 92,592.59
Phase 3	7	\$ 129,629.63
Phase 4	6	\$ 111,111.11
Phase 5	4	\$ 74,074.07
Phase 6	2	\$ 37,037.04
		\$ 500,000.00

T&M
This will be adjusted but for talking point purposes only.

A photograph of a city street scene, overlaid with a semi-transparent blue filter. On the left side of the image, there is a vertical bar composed of several overlapping rectangular blocks in shades of teal, light blue, and green. The street scene shows a crosswalk with white stripes, a black lamppost, and several traffic signs including a 'NO PARKING ANY TIME' sign, a yellow diamond-shaped pedestrian crossing sign, and a yellow rectangular sign with a black arrow pointing left. In the background, there are cars, trees, and a building with a sign that says 'KATH'S BERRY BAR'. The overall atmosphere is bright but muted due to the blue overlay.

RISKS & GUARDRAILS

RISKS & INTERNAL GUARDRAILS

Risks

- Overcomplicating the framework
- Data gaps delaying progress
- Stakeholder fatigue
- Tool becoming too technical

GPI Internal Guardrails

- “Would a small-town DPW director understand this?”
- “Does this reduce or increase OCPC staff workload?”
- “Can this be updated without us?”



FUTURE COMMUNICATIONS & ROLES / RESPONSIBILITIES

PROJECT COMMUNICATIONS

Proposed meeting cadence

- Coordination meetings via TEAMS
- Monthly - Times/Days that work well for folks?
- Meeting Attendees

Communication protocols

- Email CC's
- Point of Contacts

File-sharing approach

- OneDrive/Sharepoint

Decision documentation approach

- Roles & Responsibilities
- Who reviews, who approves
- GPI to draft approach and smart decision making tree

ROLES / RESPONSIBILITIES

PROJECT MANAGEMENT & OVERSIGHT

Activity	OCPC	Consultant	Stakeholders
Grant administration & compliance (2 CFR 200, Ch. 30B)	A		
Budget management & fiscal accountability	A		
Quarterly & final USDOT reporting	A	R (inputs/support)	
Day-to-day schedule & task management		R	
Risk identification & escalation	A	R	

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

STAKEHOLDER & INTERAGENCY COORDINATION

Activity	OCPC	Consultant	Stakeholders
Convene MPO, MassDOT, transit agencies, municipalities	A	C	I
Facilitate JTC & manage TAN communications	A	C	I
Cross-sector coordination (env., workforce, planning)	A	C	C
Meeting materials, agendas, summaries	I	R	I
Track feedback & unresolved issues	I	R	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

DATA COLLECTION & ANALYTICAL SUPPORT

Activity	OCPC	Consultant	Stakeholders
Provide regional datasets & institutional knowledge	A	C	I
Provide TIP/LRTP/UPWP/PPP data	A	C	I
Define regional performance metrics (SHSP-aligned)	A	C	C
GIS analysis & data integration	I	R	I
Identify data gaps & limitations	C	R	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

PUBLIC ENGAGEMENT

Activity	OCPC	Consultant	Stakeholders
Implement PPP & MOE framework	A	C	I
Ensure Title VI / ADA / multilingual compliance	A	C	I
Design engagement tools (surveys, materials, platforms)	C	R	I
Facilitate public meetings & events	A	R	C
Summarize engagement outcomes	C	R	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

FRAMEWORK PLANNING

Activity	OCPC	Consultant	Stakeholders
Define equity, EJ, climate policy direction	A	C	C
Develop scoring criteria & methodologies, and tools	C	R	I
Review & approve scoring tools	A	C	I
Incorporate sustainability & community impact metrics	C	R	I
Review final documentation & recommendations	A	C	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

WORKFORCE DEVELOPMENT

Activity	OCPC	Consultant	Stakeholders
Workforce development strategy & partnerships	A	C	C
Provide equipment & software	A	I	I
Develop & deliver technical training	C	R	I
Document lessons learned & best practices	I	R	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

EVALUATION & CONTINUOUS IMPROVEMENT

Activity	OCPC	Consultant	Stakeholders
Oversight of MOE & evaluation framework	A	C	I
Analyze engagement effectiveness	I	R	I
Recommend process/tool improvements	C	R	I
Integrate evaluation into future iterations	A	C	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)

ROLES / RESPONSIBILITIES

TECHNOLOGY & EQUIPMENT IMPLEMENTATION

Activity	OCPC	Consultant	Stakeholders
Procure EV vehicle & mobile equipment	A	I	I
Procure performance management software	A	C	I
Advise on system integration & workflows	C	R	I
Provide feedback on long-term system use	A	C	I

Roles

- **OCPC** = Old Colony Planning Council (Grant Owner / Program Authority)
- **Consultant** = Selected Consultant Team
- **Stakeholders** = MPO partners, MassDOT, municipalities, agencies, advisory committees

RACI Key

- **R** = Responsible (does the work)
- **A** = Accountable (final decision / ownership)
- **C** = Consulted (provides input)
- **I** = Informed (kept aware)



NEXT STEPS

NEXT STEPS

ACTION ITEM	RESPONSIBILITY	TARGET DATE
Team Contacts, Roles Assignments	GPI to send OCPC/Stakeholders to fill-in	Mid Feb. 2026
Detailed Workplan	GPI	Mid-End Feb. 2026
Engagement Strategy DRAFT	GPI	End Feb. 2026
Governance Framework DRAFT	GPI	End Feb. 2026
Virtual Meeting with GIS Coordinator to discuss existing infrastructure, etc.	GPI will reach out to GIS Coordinator to schedule	Mid. Feb 2026
Project Monthly Meetings	GPI to send Doodle and schedule	Early Feb. 2026
Project Transfer Site	GPI to set-up and invite	Early Feb. 2026
Data sharing	OCPC to provide all GIS layers, TIP/LRTP/UPWP, and all other relevant materials	Mid-End Feb. 2026

A photograph of a street scene, likely a city intersection, with a dark blue overlay. The scene includes a crosswalk, a black lamppost, a yellow pedestrian crossing sign, and a 'NO PARKING ANY TIME' sign. A dark SUV is driving away in the distance. On the right, there is a sidewalk with a building, a person walking, and some outdoor seating. The text 'THANK YOU!' is centered in white, bold, sans-serif font.

THANK YOU!