Bicycle Advisory Committee (BAC)
Meeting Minutes for February 7, 2011
Submitted by John Dempsey

The meeting took place in the Devotion School Library at 7:00 P.M.

Present: Cynthia Snow, John Dempsey, Chris Dippel, Tommy Vitolo, Don McNamara, Mitch Heineman
Absent: Bill Schwartz (Transportation Board Representative)
Police Liaison: Officer Kevin Sullivan
Public: Rebecca Albrecht, Neil Gordon, Felice Vitolo

Handouts: Agenda, Motor Vehicle/Bike Crashes 2008-2010, Green Routes Draft, “Dooring” observations/Albrecht

The minutes from the January 3, 2011, meeting were approved.

Bicycle accidents (since September 2008) – Officer Sullivan
• Officer Sullivan distributed maps that showed reported motor vehicle/bicycle accidents 2008-2010.
• Noted similarities in numbers: 2008 = 43, 2009 = 48, 2010 = 44
• Discussion.
• Officer Sullivan will email chart that has data for all accidents.
• Officer Sullivan will chart commuter accidents (e.g. 7-9 a.m., 5-7 p.m.)
• Officer Sullivan will share information about two accidents at Aspinwall Avenue and Netherlands Road that occurred since the addition of the contraflow lane.

Reschedule January 27th Design Program
• Putterham Library is available on Monday and Wednesday evenings.
• Ms. Snow distributed possible dates in February and March.
• Ms. Snow will contact the Northeastern team about their availability.

Continuing discussion of Green Routes Plan
• The Town is doing a good job of including bicycle infrastructure in already scheduled projects.
• Is there a way to move other projects forward?
• Should BAC use accident statistics to drive the effort?
• Mr. Vitolo explained the parts of the CIP request for $75,000.
• Mr. Vitolo will distribute the guidelines that are used when decisions are being made about investments in the Town’s infrastructure.
• Everyone will read the project descriptions to understand them and to refine them.
• Ms. Snow will act as the clearinghouse for the CIP descriptions.

Follow-up

Comments on Chestnut Hill Square project
• The project appears to be stalled because of legal action by the owners of Chestnut Hill Mall.

Open Space Planning - Dippel
• Mr. Dippel reported that the planning is still going on.
• Staff is generating a draft of the plan that members can review and share with constituents.

Bike Parade (May 15, 2011)
• Mr. Dempsey and Mr. McNamara will create a Facebook page for the 2011 Parade.
• Suggestion made to make the Top Secret Team honorary parade marshals.
• UrbanAdventours mechanic might be interested in running games/rodeo.
• Mr. Dempsey has Bike Parade postcards for distribution.

Other business
• Ms. Albrecht distributed a piece about “doorin” and safely riding in bike lanes.

Next Meeting
• We will meet next on Monday, February 28, 2011, at 7 P.M. at Devotion School.

Adjournment
• We adjourned at approximately 8:10 P.M.

Assignments
• Officer Sullivan will email chart that has data for all accidents.
• Officer Sullivan will chart commuter accidents (e.g. 7-9 a.m., 5-7 p.m.)
• Officer Sullivan will share information about two accidents at Aspinwall Avenue and Netherlands Road that occurred since the addition of the contraflow lane.
• Ms. Snow will contact the Northeastern team about their availability.
• Mr. Vitolo will share guidelines that are used when decisions are being made about investments in the Town’s infrastructure.
• Everyone will read the project descriptions to understand them and to refine them.
• Ms. Snow will act as the clearinghouse for the CIP descriptions.
• Mr. Dempsey and Mr. McNamara will create a Facebook page for the 2011 Parade.
• Mr. Dempsey will reserve a room for the rescheduled BAC meeting on Monday, February 28.

Open Meeting Law Guidelines for Members of Committees Created to Advise a Public Body (e.g. Bicycle Advisory Committee)

Prior to the meeting:
• A meeting must be posted to the Town Calendar at least one week before the meeting is to take place.
• Therefore, the committee chair should submit the information to the town employee appointed to assist the committee at least 1 ½ weeks before the meeting.
• The posting must include time, location, agenda in pdf format, contact person, and contact email address.
• An email will be sent to all TMM and other officials about the meeting.
• Notices of meetings must be made at least 48 hours prior to the meeting.
• Saturdays, Sundays, and holidays are excluded when counting the 48 hours. e.g. A Monday evening meeting must be “noticed/posted” before the previous Thursday evening.
• The posted agenda should list topics that “one can reasonably assume will be discussed.” What one can “reasonably anticipate will come up for discussion.”
• The posted agenda should include sections for “Old Business” and “New Business.”

Communication between committee members prior to meeting:
• There will be no deliberation.
• “Deliberation” can be construed as oral or written or electronic and is illegal outside of the official meeting.
• “Housekeeping” is acceptable (distribution of the agenda or reports, scheduling, or procedural matters). One-on-one discussions are acceptable.
• Onsite inspections are excluded from the Open Meeting Law strictures.

At the meeting:
• A “meeting” is defined as “deliberating public business.”
• A “Public Body” is any multiple member group that is convened to discuss public business.
• A majority of the committee members must be present for a quorum.
• An “electronic quorum” or “available to a quorum” is illegal.
• Any decision about public business needs to be voted on.
• No decision is valid without a quorum.
• “Remote participation” is allowed only if the Attorney General approves.
• One has to notify the chair if one wants to record a meeting, and the chair has to say “The meeting is being recorded.”

Minutes:
• The minutes must list members present and members absent.
• The minutes must include a summary of discussion of each topic.
• The minutes must include all votes taken.
• The minutes must include a list of any documents.
• All documents used in any presentation must be submitted with the written minutes.
• The first draft of the minutes – as are all drafts – is a public record.
• Whether approved or not, minutes must be available to the public upon request within 10 days.

After the meeting:
• Within two subsequent meetings, the approved minutes (in pdf format) must be sent to the town employee assigned to assist the committee.
• Within two subsequent meetings, the town employee appointed to assist the committee must post those minutes to the website.

Certification and training:
• Within two weeks of being appointed to a committee, a member must certify his or her receipt of a copy of the Open Meeting Law.
• All committee members must continue to participate in Open Meeting Law training within 120 days of their appointments.