

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 “dooring” 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 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.
- 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.