

Bicycle Advisory Committee (BAC)

Meeting Minutes for February 28, 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) Officer Sullivan (Police liaison)

Public: Rebecca Albrecht, Tom Bertulis, John Aslanian, Peter Furth

Handouts: Agenda, Motor Vehicle/Bike Crashes 2010/AM and PM, Green Routes Draft with comments

Introductions

The minutes from the February 7, 2011, meeting were approved.

Bicycle accidents 2010 – AM/PM) – Officer Sullivan

- Officer Sullivan delivered Brookline maps that showed reported motor vehicle/bicycle accidents in 2010 during the AM and the PM commutes.
- Officer Sullivan will share information about two accidents at Aspinwall Avenue and Netherlands Road that occurred since the addition of the contraflow lane.

Bike Parade – Dempsey

- Nothing new to report.

Continuing discussion of Green Routes Plan

- Discussion was postponed to another meeting.

Posting minutes on BrooklineBikes web site - Snow

- Minutes are posted under “Meetings” section.
- Mr. Dempsey will send Mr. Vitolo pdf copies of minutes May 2010 – February 2011.

Follow-up

Bicycle infrastructure items in the FY 2012 CIP budget – Vitolo

- Mr. Vitolo summarized the CIP process.
- The FY 2012 CIP lists \$50,000 for bicycle infrastructure improvements: post and hoop bike racks and pavement markings on Beacon Street, Harvard Street, and Cypress Street.
- Mr. Vitolo attended the Capital Improvements Subcommittee of the Advisory Committee.
- The full Advisory Committee will vote later in March.
- The BAC voted 6-0 to put an informational slide presentation about the bicycle infrastructure proposals on the BAC website.

Greenway presentation and discussion, March 14, 2011, 6:30 P.M., Putterham Library

- Ms. Snow will expand the list of town officials to be invited to the event.

Update about Bike Sharing Study Committee – Vitolo

- Mr. Vitolo updated the BAC about the work of the committee that is studying the suitability of Brookline joining a bike-sharing plan.

Transportation Board Meeting, Thursday, March 17, 2011

- Bicycle issues come up regularly.
- BAC members are encouraged to attend.

Next Meeting

- We will meet next on Monday, April 4, 2011, at 7 P.M. at Devotion School.
- Meet at 6:30 P.M. across from Brookline Coal and Ice to look at Route 9 Crossing alternatives.

Adjournment

- We adjourned at approximately 9:00 P.M.

Assignments

- Officer Sullivan will share reports about two accidents at Aspinwall Avenue and Netherlands Road that occurred since the addition of the contraflow lane.
- Mr. Dempsey will send Mr. Vitolo pdf copies of minutes May 2010 – February 2011.
- Mr. Vitolo will post the minutes on the web site.
- Mr. Vitolo will post the CIP PowerPoint presentation on the web site.
- Ms. Snow will invite certain town officials to the Greenways presentation.
- Mr. Dempsey and Mr. McNamara will create a Facebook page for the 2011 Parade.
- Committee members will meet Mr. Furth across from Brookline Coal and Ice on April 4, 2011, at 6:30 to look at Route 9 Crossing alternatives.

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 participate in Open Meeting Law training within 120 days of their appointments.