

Bicycle Advisory Committee (BAC)

Meeting Minutes for April 4, 2011

Submitted by John Dempsey

The meeting took place in the Devotion School Cafeteria 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, John Aslanian, Peter Furth, Peggy Ueda, James Yee, Natalie Boyle (BU)

Handouts: Agenda, Green Routes Items for Discussion at April 4, 2011 Meeting, Aerial Photographs of Proposed Bike Infrastructure Improvements for FY2012. Circular from National Bike Summit

Introductions

The minutes from the February 28, 2011, meeting were approved.

Bicycle accidents – Officer Sullivan

- Officer Sullivan was not present.

Bike Parade – Dempsey

- Mr. Dempsey will attend an operations meeting on Wednesday, April 6 convened by Mr. Kirrane and including DPW, Parks, and Police.
- Mr. Vitolo will make necessary changes to the on-line registration.
- Mr. Dempsey is seeking a graphic artist to create posters and newspaper advertisements.
- EMS committed to performing safety checks. East West Alpine also seemed interested.
- The Meat House will provide food for sale.
- BeatleTracks will perform.
- Brookline Bank and Chobee Hoy are again contributing money for the event.
- All need to “like” the Brookline Bicycle Parade Facebook page. We need at least 25 “likes.”
- The event format will stay the same as previous years.

Continuing discussion of Green Routes Plan - Snow

- Ms. Snow distributed *Green Routes Items for Discussion at April 4, 2011 Meeting*.
- There was general agreement with Ms. Snow’s proposal that the projects be listed alphabetically (instead of numerically) and with cross references and an appendix to help the reader.
- There was general agreement that St. Paul Street should be added to the Green Routes Plan, but we need more information before making a specific proposal. (e.g. What is the street width south of Beacon? Should we propose lanes in both directions? Is the existing edge line adequate in some sections?)
- There was a discussion about adding bike lanes on Washington Street.
- Longwood Avenue lanes will be included with the repaving? How are appropriations for lane markings in such a project accounted for?
- There was discussion about the Muddy River Path crossing of Brookline Avenue at Parkway Road.

National Bike Summit report - Snow

- Ms. Snow attended the summit but did not report at this time.

Follow-up

Bicycle items in the FY 2012 CIP budget – Vitolo

- Mr. Vitolo reported there were 80 emails of support, 130+ TMMs signed support, and 25 people showed up at the Advisory Committee meeting to support. 3 emails opposed.
- The Advisory Committee voted in favor of 3 out of 4 projects (Harvard Street lane markings, Cypress Street south of Boylston Street lane markings, and meter pole bike racks) and against markings on lower Beacon Street.
- The Bicycle Committee would not be opposed to the possibility of including lane markings for bikes in the operations budget instead of in the capital improvements budget.

Greenway presentation and discussion, March 14, 2011 - Snow

- Ms. Snow reported that the NU students did a great job and that there was a lively discussion. About 50 people attended. Putterham Library.

Open Space Plan - Dippel

- Mr. Dippel and Ms. Snow have three sections of the Plan (Needs Analysis, Goals and Objectives, and Action Plan) for committee member reading.
- The Plan is not final yet. No date for final draft is set yet.
- The Plan includes many pro-biking points.
- It will become a planning document for the Town.

Other Business

- **Helmet education for children - Snow**
 - The BAC thought that this was more appropriate for the Police safety officer.
 - BAC discussed how to do helmet safety checks prior to the start of the bike parade.
- **Bike education in general - Snow**
 - Mr. Dempsey will contact MassBike.
- **Announcements of other organizations' bike events on our web site/email list**
 - Request from Pan Mass Challenge.
 - Mr. Vitolo will create a link to the PMC on our web page.
 - The BAC will include a PMC announcement in our next Bike Parade email.
- **Final NU student presentation - Snow**
 - The students are finishing their projects and would like to do a follow-up presentation.
 - Ms. Snow will contact Brookline Greenspace Alliance to see if they will host such an event.
- **Abandoned bike policy – Snow and Dempsey**
 - Current policy allows for removal of any bikes that are on public property and have not been moved for 48 or more hours.

- There was general agreement that the 48-hour window should be extended a little.
- There was general agreement that the police need to affix a bright, weather resistant tag to the bike that explains the violation. Anything less won't work.
- **Update about Bike Sharing Study Committee – Vitolo**
 - Mr. Vitolo reported that the committee studying the viability of and format and funding for the bike sharing proposal is still at work.
 - They will make a “yes” or “no” recommendation.
 - The proposal is dependent on grants.

Next Meeting

- We will meet next on Monday, May 2, 2011, at 7 P.M. at Devotion School.

Adjournment

- We adjourned at approximately 8:35 P.M.

Assignments

- Mr. Dempsey will attend an operations meeting on Wednesday, April 6 convened by Mr. Kirrane and including DPW, Parks, and Police.
- Mr. Vitolo will make necessary changes to the on-line registration.
- Committee members will “like” the Brookline Bicycle Parade Facebook page. We need at least 25 “likes.”
- Mr. Furth will look at St. Paul Street and make suggestions.
- Ms. Snow will ask Mr. Kirrane about 1) jurisdiction over the Muddy River Path, 2) capacity of the controller on Brookline Avenue, 3) estimate of the costs for modifications for the Muddy River crossing of Brookline Avenue.
- Ms. Snow will attend the BOS meeting on April 5, 2011, in the event that there is a discussion about in what budget (operations or CIP) to put bicycle lane markings.
- Ms. Snow will contact Brookline Greenspace Alliance to see if they will host the NU students' follow-up presentation.
- Mr. Vitolo will create a link to the PMC on our web page.
- The BAC will include a PMC announcement in our next Bike Parade email.
- Mr. Dempsey will contact MassBike about bike education at the Parade.

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.