Bicycle Advisory Committee (BAC)
Meeting Minutes for May 2, 2011
Submitted by John Dempsey

The meeting took place in the Devotion School Library at 7:20 P.M. It was preceded by a site visit to the Route 9 crossing and Brookline Avenue crossing that started at 6:15 P.M. (The site visit was attended by Cynthia Snow, Don McNamara, Chris Dippel, Mitch Heineman, John Dempsey, Peter Furth, Tom Bertulis, Hugh Mattison, and Steve Annear (TAB).)

Present: Cynthia Snow, John Dempsey, Don McNamara, Absent: Bill Schwartz (Transportation Board Representative) Officer Sullivan (Police liaison) Chris Dippel, Mitch Heineman, Tommy Vitolo

Public: Rebecca Albrecht, Peter Furth, Tom Bertulis

Handouts: Agenda, Minutes

Introductions

The minutes from the April 4, 2011, meeting were approved.

Bike Parade - Dempsey

Tents and Tables
- Safety checks: Landry’s, East Coast Alpine, and EMS
- Food to purchase: The Meat House, WunderSmoothies, possibly Trader Joe’s
- Other refreshments: Parks Department popsicles, Recreation Department water
- Tables: MassBike, Urban AdvenTours, Brookline Historical Society, CCAB, Bikes not Bombs, Pan-Mass Challenge, Parks Division, Recreation Department
- Entertainment – BeatleTracks
- Comfort Stations – Sani-Kan

Recruiting Considerations:
- Recruiting marshals for Beacon Street loop – Kirk James
- Recruiting marshals for Cottage Farm loop – John Dempsey
- Recruiting parade leaders – Guus Driessen
- Day of event registration

Publicity:
- Cards – need help distributing them to possible attendees
- Posters – need help getting them posted
- Press announcements to TAB, Patch – need to rite them and contact press
- Town Kiosks – Marge Amster
- Walgreen’s Window – need to get poster and to set up on May 6
- Perspectives piece for TAB – need to submit on May 6
- Facebook - How to use it effectively? Need to “like” it.
- Calendars at Landry’s, MassBike, REI, Bicyclist’s Union, Bikes Not Bombs.

Questions:
- How best to register riders on the day of the event?
- How best to get everybody lined up in the right place/order to start?

To do:
- Make a simple, one-page registration form
- Make large posters that detail the two different loops
- Hang the Brookline Bank banner over Amory Street
• Meet to go over details

Continuing discussion of Green Routes Plan: Route 9 and Brookline Avenue bike path connections and crossings
• The following people met at the crossings at 6:15 p.m. to see, learn about, and discuss the options: Peter Furth, Cynthia Snow, Mitch Heineman, Don, McNamara, John Dempsey, Hugh Mattison, Tom Bertulis, and Steve Annear (Brookline TAB)
• The Town has money to study the Route 9 options.
• The natural inclination will be for the Town to undertake the at-grade option because it seems, on the surface, to be less complicated.
• The bridge crossing option might seem more challenging to undertake but might actually require less construction work.

• Brookline Avenue/Parkway Road crossing should be the next CIP project priority.

Regular bike articles for the Brookline TAB - Snow
• Ms. Snow advocated for short, specific, regular bicycle column in the TAB.
• Problem is that pages have been cut in the paper/less space for articles.
• Ms. Snow will contact Erin Clossey and Harvey Bravman.
• Ms. Snow will appreciate ideas for columns/help in writing.

Follow-up

Bicycle items in the FY 2012 CIP budget – Vitolo
• See above
• Ms. Snow reported that there may be some changes to the bicycle funding in the CIP budget for FY 2012 that the Committee and the Transportation Board should be aware of.

Bicycle accidents – Officer Sullivan
• Officer Sullivan was not present.

Open Space Plan - Dippel
• The Open Space Plan release has not been announced.

Greenway presentation and discussion, April 2011 - Snow
• This event was sponsored by the Brookline Greenspace Alliance
• Ms. Snow reported that the NU students did an impressive job, the presentation was more polished and complete, and it was well received.

• Update about Bike Sharing Study Committee – Vitolo
• Mr. Vitolo was not present.
• The committee is still at work.
• They will make a “yes” or “no” recommendation.
• The proposal is dependent on grants.
• Boston is moving ahead.
• Brookline is looking at two docking stations – one in Coolidge Corner and one in Brookline Village.
• Room for the docks in close proximity to T stations is a problem.

Other Business

Next Meeting
We will meet next on Monday, June 6, 2011, at 7 P.M. at Devotion School.

Adjournment

We adjourned at approximately 8:20 P.M.

Assignments

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.