

## **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.