

Bicycle Advisory Committee (BAC)

Meeting Minutes for June 6, 2011

Submitted by John Dempsey

The meeting took place in the Devotion School Library at 7:00 P.M.

Present: Cynthia Snow, John Dempsey, Don McNamara, Mitch Heineman, Tommy Vitolo

Absent: Bill Schwartz (Transportation Board Representative) Officer Sullivan (Police liaison)
Chris Dippel

Public: Rebecca Albrecht, Gregg Lebovitz, Marcus Orchowski

Handouts: Agenda, Bike Lanes/Shared Lanes

Introductions

The minutes from the May 2, 2011, meeting were approved.

Bike Parade Review - Dempsey

- Mr. Dempsey reported about the May 15 bike parade.
 - Because of heavy rain in the early morning, the Parks Department closed the fields at 6 a.m. That allowed vendors to be notified.
 - There were about 250 participants on bikes - including both loops.
 - 115 registered on the day of the event.
 - Landry's, EMS, East Coast Alpine, and Urban AdvenTours provided tech support.
 - Sprinkles started as the parade returned through Washington Square. Heavy rain came down as the last riders arrived back on Amory Street.
- There was discussion about the future of the event.
 - Should the event continue on Beacon Street? Take a different route? Be lengthened?
 - Consensus seemed - at this time - to keep the traditional route.
- Suggestions and questions were discussed for improving the traditional event.
 - Distribute and install good bike lights.
 - Distribute brochures about bicycling behavior and safety (e.g. Riding With Children or Ten Behaviors of Bicyclists). MassBike has literature.
 - Notify funeral homes, temples, churches, hotels prior to the event.
 - Should the starting time accommodate Sunday school dismissals?

Continuing discussion of Green Routes Plan:

- Route 9 and Brookline Avenue bike path connections and crossings (follow-up discussion)
 - Erin Gallentine is trying to get a grant for planning for ways to connect the Emerald Necklace paths.
 - Nobody seems to know if the signal controller at Aspinwall Avenue and Brookline Avenue can accommodate the addition of a signal light at Parkway Road and Brookline Avenue.
 - There is federal money allocated for building a Route 9 crossing but money and coordination for planning has been difficult.
- Streets suggested for contraflow lanes in the Green Routes Plan:
 - The Committee discussed dividing the list into three columns: Tabling, Full Treatment (signs and Striping), Signs-only

- Tabled: Cottage, Davis/Tappan, Kent, Middlesex, Hawes, Monmouth, Sumner, Westbourne
- Full Treatment: Dudley, Green, Park, St. Mary's, Essex/Ivy (approved and funded)
- Signs-only: Greenough
- Ms. Snow will seek advice from Mr. Sandman about how best to proceed on contraflow recommendations.
- Mr. Vitolo suggested that an "except bicycles" sign be added to the "No Right Turn" sign from Harvard Street onto Washington Street at Hickey Square.

Regular bike articles for TAB/Patch/Hub - Snow

- Ms. Snow distributed a possible article: "Bike Lanes/Shared Lanes."
- The Committee discussed possible topics for articles.
- The Committee discussed the population to be targeted,
- Ms. Snow will contact the TAB, Patch, and Brookline Hub.

Follow-up

Bicycle items in the FY 2012 CIP budget – Vitolo

- Mr. Vitolo reported on the Town Meeting – discussion and vote
- Though there is a substantial number of Town Meeting member who generally support bicycle initiatives, Some raised concerns such as the following:
1) the ongoing cost for upkeep of striping for bicycle infrastructure, 2) bicycling is too dangerous to be encouraged, 3) the behavior of many bicyclists creates ill will toward all cyclists, 4) The Bicycle Advisory Committee should be doing more to educate cyclists.

Bicycle accidents – Officer Sullivan

- Officer Sullivan was not present.

Open Space Plan - Dippel

- Mr. Dippel was not present.

Bike Sharing – Vitolo

- There was no discussion.

Other Business

- Email from a concerned Town Meeting member: 1) Education (Police), 2) Driver Education manual (MassBike), 3) "Brookline is a safe bike community" signs, 4) Signage on existing sign posts v. pavement markings.
- Selectmen's Climate Action Committee workshop, Thursday, June 9, 6 p.m., Hunneman Hall: metrics are important
- Contest idea (\$50 JP Licks certificate) – Best idea to improve bicycling in Brookline.
- There will be no official BAC meeting in August 2011.

Next Meeting

- We will meet next on Monday, July 11, 2011, at 7 P.M. at Devotion School.

Adjournment

- We adjourned at 9:00 P.M.

Assignments

- Ms. Snow will seek advice from Mr. Sandman about how best to proceed on contraflow recommendations.

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.