

Bicycle Advisory Committee (BAC)

Meeting Minutes for October 3, 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, Mitch Heineman, Don McNamara, Tommy Vitolo, Bill Schwartz (Transportation Board Representative), Josh Safer (Transportation Board chair)

Absent: Officer Sullivan (Police liaison)

Public: Rebecca Albrecht, Lindsay Kirsch (BU School of Public Health)

Handouts: Agenda, Preliminary Bike Counts Summary, Priorities for Completing the Green Routes Network

Introductions

The minutes from the September 12, 2011, meeting were approved.

Bike Counts - Snow

- Ms. Snow distributed a draft of preliminary results of the September 2011 counts. She will check the numbers and reissue the report at the November 7, 2011, meeting.

Discussion with Josh Safer, chair of the Transportation Board

- Mr. Safer will meet with the Advisory Committee on October 6, 2011, at his request.
- The purpose of the meeting is to discuss bicycle items: What is controversial? What is not controversial? What are the priorities?
- The Green Routes Plan will figure prominently in the discussion.
- Mr. Safer stated that he was sympathetic to all forms of transportation in Brookline: cars, pedestrians, public transit, bicycles.
- Mr. Safer believes that most possible bicyclists are not “comfortable” bicycling in Brookline. Therefore, to expect more people to ride bicycles we have to make the infrastructure improvements so they feel less uncomfortable.
- The Committee discussed how to list the bicycle infrastructure projects.
- Should the order be switched from alphabetical to one of priorities?
- Should we ask the question, “What does it take to get comfortably across town on a bike?”
- Mr. McNamara suggested identifying the corridors and then identify the problem areas in those corridors.

Green Day at Larz Anderson Park – Monday, October 10, 2011, 9 AM - 4 PM

- BAC will share a table with SWAC.
- Ms. Snow, Mr. Dippel, Ms. Santos, Mr. Dempsey and others will help to staff the table.
- Ms. Snow will have handouts and a map of the Green Routes Plan and display her bike to create interest.

Committee to Make Recommendations about Improving Bicycle and Pedestrian Crossings of the Emerald Necklace – Vitolo

- Mr. Vitolo is the BAC representative on a large committee that is looking at five sections that could be better designed to connect various parts of the Emerald Necklace for pedestrians and bicyclists.
- The five crossings/intersections are 1) Route 9, 2) River Road, 3) Aspinwall Avenue, 4) Brookline Avenue, and 5) Netherlands Road.
- The wish is to move the project forward before allocated funds are cancelled.
- Mr. Vitolo asked BAC members to study the crossings and send their lists of dangers, concerns, and wants to him before the next meeting.
- The public may submit comments in writing to the crossings committee.

Other Business

- Ms Snow asked the group to think of possible BAC projects for Climate Week – January 21-29, 2012.

Next Meeting

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

Adjournment

- We adjourned at 8:45 P.M.

Assignments

- Ms. Snow will prepare a final draft of the September 2011 Bike Counts.
- Ms. Snow will accompany Mr. Safer to the Advisory Committee on 10/6/11.
- Ms. Snow, Mr. Dippel, Mr. Dempsey and others will help to staff the table on 10/10/11.
- Ms. Snow will have literature and a map of the Green Routes Plan on 10/10/11.
- All study the Emerald Necklace crossings and send lists of dangers, concerns, and wants to Mr. Vitolo.
- All will think of creative ideas for BAC participation in Climate Week 2012.

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.