

Bicycle Advisory Committee (BAC)

Meeting Minutes for December 5, 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),
Absent: Officer Sullivan (Police liaison)

Public: Rebecca Albrecht, Neil Peterson

Handouts: Agenda, Aerial views of Dudley Street contraflow proposal

Introductions

The minutes from the November 7, 2011, meeting were approved.

Continued discussion on proposed contraflow lanes on Dudley, Green, and Park Streets

1) Dudley Street discussion - Snow

- Ms. Snow read a letter from Ms. Mary Comstock, a resident of Dudley Street, raising concerns that bicyclists using the proposed contraflow lane would not be visible to drivers at the blind curve on Dudley Street.
- The BAC recommended to the Transportation Board that staff verify the street width at that curve and the sight lines.
- After discussion, the Committee agreed that there was still need for the contraflow lane on Dudley Way. Staff may want to verify that there is enough storage room for cars making turns onto Lee Street.
- The Committee will recommend to the Transportation Board that a northbound bike lane be included on the section of Walnut Street between Dudley and Warren.

2) Park Street discussion - Vitolo

- Ms Snow read a letter from Ms. Alix Diana, a resident of Park Street, expressing reservations about a contraflow lane on Park Street.
- The Committee will recommend that the Transportation Board proceed with the contraflow lane as shown on the staff plan.

3) Green Street discussion - Dippel

- Ms. Snow read a letter from Mr. David Greenberg, a resident of Green Street, expressing concerns about the behaviors of some bicyclists and lax police enforcement.
- The Committee recommended the plan as proposed (contraflow on both blocks of Green Street). If that is unacceptable to the Transportation Board then an alternative would be to have a contraflow lane between Harvard and John Streets and restore two-way vehicular traffic on Green between John and Dwight Streets.

Bike Parade - Dempsey

- Sunday, May 20, 2012 (5th annual)
- Has to be approved by the Transportation Board.
- Brookline Bank is contributing \$1000 for the parade.
- Mr. Dempsey hired a graphic artist to update publicity and advertising.

Green Routes Plan - Snow

- Mr. Vitolo made several suggestions for revisions:
 - 1) Don't push the proposed Greenough Street cycle track until the area in front of the High School is renovated.
 - 2) A bike box on Longwood Avenue at the intersection with Harvard Street would unacceptably restrict motorist visibility.
 - 3) In contraflow situations, sharrows should be painted on the motor vehicle travel lane where they are useful and feasible.
 - 4) Rewrite the River Road/Muddy River Path section.
 - 5) The Route 9 cycle track proposal (High street to Pond Street) is a big issue/hot topic.

Maps for Green Routes Plan

- Discussion about the best platform to use: KML or Google?
- Discussion about the three levels of work that should be shown on one map: existing, funded, future.
- Mr. Heinemann will send a map to Ms. Snow that is formatted so she can mark it up.
- Mr. Heinemann and Ms. Snow will work on an updated map.

Other Business

- Mr. Levine, Planning Director, will attend the January 9 meeting.
- Mr. Dippel will attend the December 6 Traffic Calming meeting at Town Hall at 4 pm.
- Ms. Snow read a letter from Ms. Jean Stringham, a resident of Longwood Avenue, about the need for more bike racks and suggesting ways to keep bicyclists from locking bikes to trees. This is a particular problem on Harvard Street in Coolidge Corner.
- Meeting dates were set for September 10, October 1, November 5, and December 3, 2012.

Next Meeting

- We will meet next on Monday, January 9, 2011, at 7 P.M. at Devotion School.

Adjournment

- We adjourned at 8:50 P.M.

Assignments

- Mr. Heinemann and Ms. Snow will work on an updated map.
- Mr. Dempsey will contact Chobee Hoy about financial support for the Bike Parade.
- Mr. Dempsey will contact Mr. Kirrane about TB approval of Bike Parade.
- Mr. Dippel will attend the December 6 Traffic Calming meeting at Town Hall at 4 pm.
- Ms Snow will follow up about the lack of bike racks in Coolidge Corner.

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.