Bicycle Advisory Committee (BAC)
Meeting Minutes for January 9, 2012
Submitted by John Dempsey and Don McNamara

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,
Absent: Tommy Vitolo, Bill Schwartz (Transportation Board Representative),
Officer Sullivan (Police liaison)

Town official: Jeff Levine (Director of Planning)
Public: No members of the public attended.

Handouts: Agenda,

Introductions

The minutes from the December 5, 2011, meeting were approved.

Hubway stations in Brookline - Levine
• We will have up to 4 stations.
• Donations from Children's Hospital and Partners Healthcare made more stations available.
• Locations of the stations are still being determined. Likely locations: Coolidge Corner,
  Brookline Village. Possible locations: Longwood T, St. Mary's, JFK Crossing, Washington
  Square.
• Stations can be relocated if need be.
• The Brookline stations will likely launch in May, not March with the Boston re-opening.
• The major challenge will be after 3 years when funding grants run out.
• We need to plan to have a Hubway presence at the Bicycle Parade.

The Gateway East project - Levine
• Current design has a 5 ft bike lane on each side of Rt. 9 (Washington Street to the Boston line)
• One possible solution is to have a 1/2 curb height bike lane to provide some separation from
  vehicle traffic.
• The optimistic time frame for this project is 2015.
• Estimated $4.5 million project.

Committee for bicycle/pedestrian connections to Emerald Necklace - Levine
• Four intersections: Netherlands Rd., Parkway Rd., Brookline Ave., Rt. 9 Crossing
• Working on concepts. Hope to have recommendations in the spring.

Discussion of Climate Week - Snow
• Mr. Heineman will make 11 X 17 posters of the Green Routes Map
• We discussed the possibility of having a questionnaire or survey to help with interacting with
  people at the event.
• We could ask questions on contraflow usage. e.g. Do you ride the wrong way on a one-way
  street?
• One idea is to have a laptop or TV with the bike parade videos running.
• The event will last from 11AM to 2PM in the Denny Room at the Public Health Building.

Discussion of Brookline Bicycle Parade - Dempsey
• Chobee Hoy Associates will be donating $500 and will provide ad space in the Brookline TAB.
• Brookline Bank will be donating $1000
• The Brookline Parks Department has asked if we want to have a band again. The committee discussed the options for bands.
• Mr. Dempsey will check to see if we have formal approval of the parade from the Transportation Board.

Discussion of the Green Routes Plan
• The committee discussed the wording of the title of the plan.
• The consensus was that this should be a living document and should be updated on a yearly basis.
• One suggestion was to create a web page so riders can easily make suggestions.

Discussion about the Green Routes Map
• The map shows road improvements and does not show quiet connecting streets. This leads to some confusion.
• It was suggested we have two maps. One showing bicycle friendly routes and one map showing where road improvements would be.
• The committee discussed several suggested additions to the map.

Other Business

Next Meeting
• We will meet next on Monday, February 6, 2012, at 7 P.M. at Devotion School.

Adjournment
• We adjourned at 8:45 P.M.

Assignments
• Mr. Heineman will make 11 X 17 posters of the Green Routes Map for January 28.
• Mr. Dempsey will contact Mr. Kirrane about TB approval of Bike Parade.

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 that were used or distributed.
• 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.