

## **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.