



Framingham ★ Hudson ★ Marlborough

MetroWest Moves



MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves will conduct an Open Meeting on
Tuesday, October 15, 2013

11:30 a.m. – 1:00 p.m.

Walker Building, Room 104

255 Main Street

Marlborough, MA 01752

I. Call to Order

- a. **Meeting convened:** October 15, 2013 at 11:30 a.m.
- b. **Members present:** Kathy Ekdahl, Steve Ward, Sam Wong
- c. **Others in attendance:** Tammy Calise, Michelle Ciccolo, Tim Cummings, Janie Hynson, Barry Keppard, Amanda Ryder, Priscilla Ryder, Kerin Shea

II. Community Design/Complete Streets

- a. **Overview of MAPC work in Hudson and Marlborough (site and subdivision regulation review, bike and pedestrian plan):** As part of their contract, Hudson had VHB rewrite their subdivision and site plan regulations. MAPC looked at the bike and pedestrian components in Hudson. After the Master Plan is completed, Hudson will work on zoning. Hudson got their first bike path installed (on Manning Street) and the second one is coming (on Packard Street). There is pending legislation to prohibit parking in bike lanes; until that happens, there is no clear guideline for towns about parking in bike lanes. VHB will be asked to incorporate the bike and pedestrian plan into the Master Plan to inform the transportation and public health chapters. Hudson and Marlborough do not have a bike or pedestrian committee or advocacy groups focused on this specifically so the bike and pedestrian plan is mainly a DPW tool. ARRT, Inc., Safe Routes to School, and advocates from Marlborough's Open Space Committee will also be able to utilize the plan.
- b. **Update on Hudson's Master Plan:** Hudson is in the process of releasing individual chapters. They asked VHB to produce public health and energy chapters which are forthcoming. They plan to have the plan completed in early spring 2014. Complete Streets will be included as recommendations in the Master Plan but currently these are not binding. To satisfy CTG requirements, Barry Keppard says these will need to be binding. Hudson's updates to the subdivision/site plan regulations are binding. There is no mechanism for the DPW to promulgate policy, but in theory the town administrator could.
- c. **Marlborough's plans for Route 20 East:** Tim Cummings gave an update on MEDC's plans for Route 20 East. Marlborough contracted with VHB to develop a plan for the road from Farm County to the Sudbury line. Key deliverables included incorporating Complete Streets. They were rebuffed by MassDOT on incorporating Complete Streets due to MassDOT's



concerns about traffic flow/congestion. One issue is that Route 20 East is a state road. At the local level, it is pending before Marlborough City Council for adoption. They have not yet looked into NPO funding. They convened the business owners along Route 20 East and asked them for their input – business owners wanted to minimize the curb cuts to make more of a “stem-to-stern” and slow down the roadway. Marlborough has a pending item before city council/urban affairs (likely in November) to adopt a resolution supporting the plan which calls for Complete Streets. Perhaps, if Marlborough were to develop a city wide Complete Streets policy, this could hopefully help in discussions with MassDOT.

- d. **Technical assistance MAPC can provide to all three communities:** MAPC plans to review Marlborough’s subdivision and site plan regulations. MAPC should define what policy adoption means. Barry Keppard/MAPC will create a draft checklist for how CTG and Active Streets connect/align and will distribute this to the group.
- e. **Issues/ideas related to adopting Complete Streets policies:** The bike and ped plan recommends that all of the communities adopt a Complete Streets policy. Michelle said best practices for adopting Complete Streets policies are unclear and that Hudson would be better off making a series of regulatory changes. Hudson does not typically do resolutions (inc. at town meetings). The issue is how to make it work for individual communities and having the political will to back up the policy with resources. Tammy discussed two Complete Streets documents which she will share with the group. Tim Cummings discussed incorporating incentive(s) (e.g., relief on a setback) for development of Complete Streets roadways. The group discussed using a district increment/improvement financing (DIF) or betterment combination as a public infrastructure investment tool which also helps the municipality get a lower interest rate. Community Preservation Act (CAP) – everyone is taxed and there is a committee who allocates the funds for certain aspects (historic preservation, affordable housing, and recreation/open space) and they have to spend a minimum of 10% on each of those three components.
- f. **Community Innovation Grant application:** This is due November 22nd. They are looking for cost-savings and efficiencies. The group discussed doing a more in depth inventory of all of the streets and developing a scoring rubric for streets. Tim Reardon developed a tool around schools which MAPC expanded statewide which helps identify the best opportunities for mode shift and safe routes to school. There should be a clear scoring system for streets which DPW’s can utilize to prioritize street improvements. Last year, the communities requested about \$300,000 and only a maximum of \$60,000 was rewarded to any community. The group discussed ways to pare down the application and request funding closer to \$60,000.



- g. **Other potential opportunities for collaboration:** Michelle discussed the possibility of the three communities collaborating on a District Local Technical Assistance (DLTA) application. Barry Keppard said DLTA has a heavy emphasis on housing this year, so this would need to be incorporated. MAPC wrote the Active Streets legislation modeled after Green Communities. If it passes and there is funding, certain communities might be able to be test communities but it is unclear how MassDOT might implement Active Streets.
- h. **Plans for a shuttle from Southborough commuter rail station to Marlborough:** MEDC is working with Stephanie from MetroWest TMA and is in the early stages of incorporating a shuttle service from the Southborough Commuter Rail to Marlborough (ideally next summer). Job Access Reverse Commute (JARC) through MassDOT is due in January and they might apply. The model is for 365 days/year for peak hours only (8 hours total/day) for a 28 passenger shuttle (with probably 1-2 major stops) ideally as express as possible (with ~20 minute loops).
- i. **Next Steps:** The communities discussed working to adopt Complete Streets resolutions/proclamations. Barry Keppard will send out MMA's model Complete Streets policy and request feedback from the Steering Committee. Barry Keppard/MAPC will develop a draft checklist for how CTG and Active Streets connect/align and will distribute this to the group.

III. Action Plan

- a. **Other strategies/workplan updates – MetroWest Healthy Dining Week:** The logo was finalized for MetroWest Healthy Dining Week. Online ads have already begun, and print ads will begin later this month (they are due on 10/24). If any additional restaurants would like to participate, they should ideally submit their information this week so that their meals can be analyzed by the dietician. The Coordination Team will develop a press release to be distributed to the press and throughout the community.

IV. Administrative

- a. **Approval of meeting minutes:** The voting members were unable to approve the prior meeting minutes at this time.
- b. **Community awareness updates:** Not discussed during this meeting.
- c. **Budget update:** Not discussed during this meeting.
- d. **Completion of work group timesheet:** The work group completed the time sheet for 9/7/13 – 10/15/13.
- e. **Upcoming meetings:** Not discussed during this meeting.
- f. **Review of tasks:**
 - The Coordination Team will develop and distribute a press release for MetroWest Healthy Dining Week.



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- Barry Keppard/MAPC will develop a draft checklist for how CTG and Active Streets connect/align and will distribute this to the group.
- Barry Keppard will send out MMA's model Complete Streets policy and request feedback from the Steering Committee.

g. **Next meeting date/time:** TBD

v. **Adjourn:** The meeting adjourned at 1:00pm.