



Framingham ★ Hudson ★ Marlborough

MetroWest Moves



MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves conducted a Meeting on
Thursday, November 1, 2012

10:00 a.m. – 12:00 p.m.

Hudson Town Hall

78 Main Street

Hudson, MA 01701

I. Call to Order

- a. **Meeting convened:** November 1st, 2012 at 10:15am
- b. **Members present:** Michelle Ciccolo, Amanda Loomis, Sam Wong
- c. **Others in attendance:** Jen Burke (Hudson Town Planner), Tammy Calise, Jay Grande, Janie Hynson, Kathy Joubert (Northborough Town Planner), Bruce Leish (MAPC), Amanda Ryder, Kerin Shea

II. **Approval of Meeting Minutes:** The voting members approved the meeting minutes from October 19th, 2012.

III. Action Plan

- a. **Awareness/Media:** JSI has continued to post on Facebook and Twitter. The % of new visits to the website and search engine traffic have continued to increase. JSI is working on Success Stories which will be added to the website and shared with local news.
 - i. **Promotional materials/Poster:** JSI shared the completed Community Partner plaque, postcards, and magnets. The work group agreed to purchase a poster to display at community events/town meeting. JSI will research options/quotes.
 - ii. **New Year Kick Off Event:** The event has been scheduled for Thursday, January 17th (8-10am). Jay Grande will check with Genzyme/Sheraton to see if they could host the meeting. Tammy will send a letter to Jay Grande with the event information, expected number of attendees, and requests for Genzyme. Approved restaurants will be announced at the Kick Off Meeting. The focus of discussion will be about Community Design in addition to updates about the other strategies. Michelle Ciccolo will discuss regionalization ideas and Senator Eldridge will be asked to speak as well. JSI provided a list of potential invitees and requested feedback/changes/additions from the work group. Additionally, everyone who was invited to the first Kick Off meeting will also be invited.



- iii. **Other Events:** There will be a meeting about Route 9 on 11/5. On 11/16, Mass DOT is hosting a presentation in Boston about national bicycle standards.
 - iv. **Engaging Youth:** The group is working to engage with youth and will be attending school committee meetings. JSI is still trying to reach Martin Levins. JSI talked with Safe Routes to Schools at DPH who is interested in providing technical assistance. JSI has also spoken with representatives from the Chambers of Commerce including Sarah Cressy and Sue Leeber, but has not yet reached Bonnie Biocchi.
- b. **Healthy Restaurant Initiative**
- i. **Applications:** JSI has received a few other applications and these applications and menus have been provided to the dietician. JSI provided a chart for each community to track follow-up with restaurants. The chart shows which restaurants were sent new applications, are working with the dietician, and have been accepted/menu items approved.
 - ii. **Plaques and window clings:** JSI shared the completed Community Partner plaque. The window clings are still in production.
- c. **Vending Policies:** JSI is meeting on Wednesday, November, 7th at 10am with Next Generation at the MetroWest Boys and Girls Club (169 Pleasant Street, Marlborough 01752).
- i. **Parks and Recreation:** JSI spoke with Trish and Linda at Parks and Recreation. They have not been able to reach Marlborough's Parks and Rec representative. Parks and Rec do not seem to have vending, but JSI is working with them to assess their food policies related to snack bars/afterschool programs.
- d. **Tobacco Control:** JSI has been compiling a registry of rental housing (inc. Section 8, affordable housing) in each community. JSI provided this list as well as a list from SMOC. Also, JSI provided information about HUD's request for comments on Smoke-Free Housing which is due on Monday, November 5th. The work group may have a separate meeting next week to further discuss the tobacco strategy. Jay Grande has a contact at SMOC who he can reach out to for further information. Kerin Shea has been developing a list of housing in Hudson and will provide this to JSI.
- e. **Community Design Standards:** Bruce Leish (MAPC) gave a presentation entitled "MetroWest Moves: Concepts for a Bicycle and Pedestrian Friendly Environment" which was largely focused on commercial development. The



purpose of this presentation was to share concepts which could be incorporated into zoning and subdivision bylaws/regulations to produce a healthy bicycle and pedestrian friendly-environment. The title will be edited to incorporate "Design concepts to promote a healthy environment for bicyclists and pedestrians". The goal is to have a final tool/best practices checklist which could be given to developers, planners, town departments, etc. Planning boards also have to adopt these policies in order for the tool to be useful. The presentation will provide tips for towns as they review their regulations and consider best practices. On 11/16, Mass DOT is hosting a presentation in Boston about national bicycle standards.

Concepts:

1. Pedestrian amenities (for public and private areas): continuous, ADA-compliant sidewalks, street furniture and amenities, landscaping, traffic calming section
2. Bicycle amenities (for public and private areas): continuous bike lanes or bike paths, bike lanes of ample width, proper pavement & lane markings "Bike boxes", signage, bike racks, bike storage on buses, cycle tracks; bike paths, greenways
3. Transit amenities (in support of pedestrians and bicyclists): bus stops well located, clear and attractive signage, bus shelters- comfortable and attractive, etc.; traffic calming issues—crosswalks/speed tables, tighten curb radii, curb neck-downs to minimize crossing distances, roundabouts and splitter islands, curbside parallel parking, etc.
4. Development standards (to improve the pedestrian and bicycle environment): mixed use, compact/walkable, TOD, buildings close to road, parking behind, front and rear building entrances, buildings at least two stories, no blank walls facing street; context sensitive—scale, form, setbacks, detailing; preserve historic elements, adaptive reuse; plazas/gathering spaces/green spaces/cafes; parking standards; integrate accessibility; internal sidewalks and inter-parcel pedestrian connections, etc.
5. Regulatory compliance and guidelines
6. Concepts/examples of "Smart Growth"

Regionalization Efforts: Michelle attended the Moving Together 2012 Conference. The presentations are now available on the website: <http://baystateroads.eot.state.ma.us/movingtogether/workshops.html> She discussed regionalization efforts and explained that MAPC is moving towards a Complete Streets certification program.

- IV. **Collaboration Opportunities/Community Engagement:** Michelle Ciccolo invited the three towns to collaborate to apply for a **Community Innovation Challenge (CIC)** grant. Hudson has a pavement management system and Marlborough wants to update their software. For the grant, they would like to request funding to update

pavement inventory (2012) systems and incorporate GIS-mapping. Northborough would also like to participate and the group will check with DPW to see if they are also interested. Central Mass RPC has the data for Northborough. The deadline for grant submission is November 30th. By Wednesday, November 7th, the work group will decide whether to apply.

V. Administrative

- a. **Completion of work group timesheet:** Work group members completed the timesheet for 10/22/12 – 11/1/12.
- b. **Budget Update:** No updates
- c. **Town Updates:** No updates
- d. **Review of Tasks:** JSI will draft a poster. Work group members were asked to provide feedback on the New Year Kick Off Meeting invitation list and Jay will reach out to Genzyme/Sheraton. Kerin Shea will send the Hudson housing list to Janie Hynson. Janie Hynson will send questions regarding SMOC to Jay Grande. Work group members should send photographs from each community to Bruce Leish by Nov. 8th.
- e. **Next Meeting Date/Time:** Wednesday, November 7th from 11am-1pm at the Marlborough City Hall—140 Main Street, Marlborough, MA, 01752. The key agenda item will be to discuss the Community Innovation Challenge (CIC) grant collaboration opportunity.

VI. Adjourn

The meeting adjourned on November 1st, 2012 at 12:36pm.