

**MEETING MINUTES**

Under the provisions of G.L. c. 30A, MetroWest Moves will conduct an Open Meeting on  
Tuesday, November 4, 2014  
2:00 p.m. – 4:00 p.m.  
Framingham Town Hall  
1<sup>st</sup> Floor Executive Conference Room  
150 Concord Street  
Framingham, MA 01702

I. **Call to Order**

- a. **Meeting convened:** November 4, 2014 at 2:10 p.m.
- b. **Members present:** Amanda Loomis, Jamie Terry, Sam Wong
- c. **Others in attendance:** Tammy Calise, Alex DePalo, Marissa Garofano, Melissa Green, Janie Hynson, Marianne Iarossi, Nicole Isabelle (new part-time PHN in Marlborough), Kathy Joubert, Alex Mello, Amanda Ryder

II. **Culture InSight Municipal Department Training**

- a. Framingham Human Resources is interested in the training and will send the training information to municipal department heads. Depending on the number of people that would like to attend, they may hold a separate training for all Framingham town employees.
- b. The maximum number of participants in the training is 25 people. The Steering Committee decided to schedule the training for municipal department heads on Thursday, November 20<sup>th</sup>. ***Note: Following the meeting, a conflict arose with this date and the training has been rescheduled for Monday, December 1<sup>st</sup> from 12-2pm at the Bigelow Auditorium in Marlborough Public Library (35 West Main Street, Marlborough).*** Janie will send out information about the event, which Steering Committee members will distribute to municipal department heads.

III. **New Workplan and Strategies**

- a. **Mass in Motion Launch Meeting 10/7/14:** Alex DePalo and Janie Hynson attended the Mass in Motion Launch Meeting on 10/7/14 in Boylston, MA. MDPH shared that all communities' work plans should be re-worked and provided a list of sample strategies. Strategies should focus on depth not breadth (e.g., having one school have walking days twice a week, rather than many schools having walking days once a month) and should be innovative (e.g., clearing snow to increase opportunities for PA during the winter, fresh food financing, zoning and fast food).



Framingham ★ Hudson ★ Marlborough ★ Northborough

# MetroWest Moves



## b. Key priorities in each community:

- **Complete Streets:** Framingham would like to implement a complete streets policy as soon as possible, and is very close to doing so. The Steering Committee decided to continue with the complete streets strategy.
- **Schools:** In Framingham, there will be a Safe Routes to School workshop for school staff on 11/13 at 12:30pm at Walsh Middle School. Framingham would like to continue focusing on schools, including increasing Safe Routes to School and Walking School Bus programs. The Zeh School in Northborough has walk to school day once a month, which is very well attended but involves a lot of work to implement. The Steering Committee decided to focus on Safe Routes to School particularly in Hudson and Northborough; potentially Richer Elementary in Marlborough.
- **Physical Activity:** The Coordination Team sent out a physical activity survey to the superintendent, principals, PE teachers, and classroom teachers in all Northborough Public Schools.
- **Healthy Eating:**
  1. **Healthy Dining:** The Steering Committee discussed tying the Healthy Dining Initiative into regular restaurant inspection processes and introducing the program to new restaurants when they are opening/being licensed. Hudson and Marlborough has contractors doing inspections, and this is not in their contract, which may be a challenge. It should work well to have these inspectors check healthy dining initiative compliance of current participating restaurants. Another idea is to reduce permit fees for restaurants willing to join the healthy dining initiative – this probably wouldn't work in all communities (e.g., in Northborough, the Board of Selectmen has to approve fee changes). The overall goal is to shift coordination of the healthy dining initiative to the health departments without actively recruiting new restaurants.
  2. **Food Policy Council:** Another idea is to create a self-governing food policy council and invite schools, restaurants, food pantries, etc. to comprise the group. The group could investigate healthy food financing, mobile markets, etc. and possibly could collaborate with currently existing organizations such as the Marlborough Restaurant Association.

- **Mobile Markets:** Another idea related to healthy eating is mobile markets; mobile markets could be a focus area for the Food Policy Council. On the workplan, we could say that we will build off previous work, such as in Franklin, and initially will investigate to determine if mobile markets would be allowed/feasible in these municipalities. A mobile market would be beneficial particularly for the South Side of Framingham.

#### IV. Action Plan

##### a. Community Design Standards

- **Complete Streets newsletter:** The Coordination Team drafted a complete streets newsletter and shared this with the group. This will be distributed to DPWs, Board of Selectmen, etc. in each city/town. Steering Committee members should send any additional edits to Janie Hynson by 11/19/14.
- **Mass Bike technical assistance:** The Coordination Team, Kathy Joubert, and Jamie Terry had a phone call with Barbara from Mass Bike on 10/31/14 regarding the technical assistance MassBike can provide. Typically Mass Bike would examine 2-4 streets, focusing on road segments and behaviors on roadways and at intersections.

##### b. Schools

- **Safe Routes to School survey updates:**
  - **Hudson:** Distributed surveys to all 3 elementary schools in Hudson; survey distribution to the middle school is pending
  - **Northborough:** Distribution of surveys in Northborough pending response/approval from the principals
  - **Framingham:** Distribution of surveys in Framingham pending response/approval from the Superintendent; Framingham Planning Department and Safe Routes to School have both reached out to the Superintendent
  - **Marlborough:** Coordination Team is reaching out to Mary Ann Stein and Julie Dalbec regarding implementation of the surveys in Marlborough

##### c. Healthy Dining Initiative

- **Healthy Dining Week:** The Steering Committee decided not to conduct Healthy Dining Week at this time.

##### d. Awareness/Media:

- **Northborough newsletter:** The group discussed options for continuing the Northborough newsletter in light of funding cuts.

Northborough has an e-backpack that the newsletter might be able to be posted/distributed through. Perhaps a local printer would donate the printing costs and/or the newsletter may be promoted more online. Jamie Terry and Kathy Joubert are looking into printing costs to print this newsletter on their own. The newsletter will be converted into a 1-page double sided format.

e. **Events:**

- **Community Conversations: Raising Healthy Teens Event (10/28):** Three of the MetroWest Healthy Dining Initiative restaurants (Harvest Café, Horseshoe Pub, and Smyles Froyo) participated in a taste testing that accompanied this event, which was hosted by State Representative Kate Hogan at Hudson High School. The Coordination Team attended the event to coordinate the restaurants. Each restaurant served one of their approved items.
- **River's Edge Arts Alliance Gala (11/8):** MetroWest Moves was invited to have a booth at this event which typically has 250-300 attendees. Janie Hynson will attend the event and distribute MetroWest Moves materials. The Steering Committee decided not to have a raffle item at the event.

V. **Action Items**

- a. Sam will ask DPH about the open meeting law and whether we can have conference calls to reduce the number of people needed to attend/have quorum at in-person Steering Committee meetings.
- b. The Coordination Team will draft the new workplan and distribute this to the Steering Committee for feedback and to be discussed during our next meeting. The final workplan is due 12/31/14.
- c. Janie will send out information about the Culture InSight training for municipal department heads, which Steering Committee members will distribute to municipal department heads.
- d. Steering Committee members should send any additional edits on the Complete Streets newsletter to Janie Hynson by 11/19/14.
- e. Steering Committee members should sign up to "adopt" a restaurant using the spreadsheet that Janie e-mailed to the group.

VI. **Administration**

- a. **Approval of meeting minutes:** The Steering Committee did not vote on whether the meeting minutes from August 18, 2014 and September 24, 2014 can be approved. This will be postponed until the next meeting.
- b. **Next meeting date/time:** The next meeting was scheduled for Tuesday, December 9<sup>th</sup>, 2014 from 2-4pm.

VII. **Adjourn:** The meeting adjourned at 4:00 p.m.