

MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves will conduct an Open Meeting on
Tuesday, December 9, 2014
2:00 p.m. – 4:00 p.m.
Northborough Town Hall
1st Floor Conference Room B
63 Main Street
Northborough, MA 01532

I. Call to Order

- a. **Meeting convened:** December 9, 2014 at 2:00 p.m.
- b. **Members present:** Jamie Terry, Sam Wong
- c. **Others in attendance:** Tammy Calise (by phone), Alex DePalo, Katelyn Flaherty, Melissa Green, Janie Hynson, Marianne Iarossi, Kathy Joubert, Amanda Ryder, Kerin Shea

II. New Work Plan

Prior to the meeting, the Coordinator distributed a draft work plan to the steering committee. All Mass in Motion communities must include three strategies in their work plan. During the meeting, the Steering Committee provided revisions to the draft work plan. The new work plan is due to DPH by 12/31/14.

a. Complete Streets:

- MetroWest Moves will continue supporting the Community Innovation Challenge grant and will help to explore sustainability options for this work.
- Since 2009, Northborough has had it written into their regulations that in commercial developments bike racks have to be incorporated. Framingham has been undergoing staffing changes.
- The ultimate goal for this strategy is for each municipality to develop a Complete Streets policy, but each community is in different stages of doing so. Framingham may pass their Complete Streets policy very soon (the second Board of Selectmen vote is tonight – Note: after the meeting, the date of this vote was changed to 1/6/15).
- For the work plan, the group decided to have two separate Complete Streets milestones. One milestone will be specifically for Framingham – to pass a Complete Streets policy. Another milestone will be for the other communities – to work towards a policy. The target is to have 1 Complete Streets policy implemented during Year 1 (Framingham). In Northborough, steps



Framingham ★ Hudson ★ Marlborough ★ Northborough

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towards getting the policy passed should include: engaging key stakeholders, informing all municipal leadership of progress on this milestone (e.g., meetings, newsletter). Other activities include connecting with MAPC to assist communities with site plan/regulation review. Hudson is hoping to update subdivision control regulations to include Complete Streets policies.

- For Complete Streets, the focus will be on environmental justice communities and residents with limited transportation options.
- b. **Schools/Safe Routes to School:** All of the Marlborough schools have walk to school days weekly and have a very established program through the Marlborough Wellness Committee. All of the Hudson schools are Safe Routes partners; there are some partner schools in Framingham. New work plan targets include: add one new active participating school and increase activity at schools with the Hudson taskforce.
- c. **Healthy Eating:**
 - **Healthy Dining:** The goal is to get local health departments to adopt this strategy and to incorporate it within regular restaurant inspections. For the new work plan, MetroWest Moves will develop a standardized protocol to embed healthy dining in local restaurant inspections.
 - **Food Policy Council:** This strategy will be postponed until Year 2.
- III. **MAPC Professional Technical and Planning Assistance:** Currently, Framingham, Hudson, and Marlborough have DLTA. The Steering Committee needs more information about what technical assistance is being provided under the 2014 DLTA. The first DLTA meeting is next week on 12/16 at 1pm at the Hudson Town Hall. The decision on the MAPC application will be postponed until the next Steering Committee meeting. This is a rolling application until all funds are allocated (likely by March 2015).
- IV. **DPH Bureaus of Substance Abuse Services RFR:** This grant is due in early January and some of the communities have expressed interest. Katelyn Flaherty from JSI provided copies of the RFP as well as a brief about the RFP. BSAS is a separate department from Mass in Motion at DPH. Building on MetroWest Moves and the Hudson Youth Substance Abuse Prevention Initiative (Hudson YSAP), the four communities should be competitive. They would like a full-time 1.0 FTE coordinator (plus supervisor time) devoted to this project.
 - a. **Hudson Youth Substance Abuse Prevention Initiative (Hudson YSAP):** Katelyn Flaherty from JSI provided background on work done by Hudson YSAP. Turnout for Hudson YSAP meetings is typically quite high and there is a lot of interest in this issue. The coalition has a lot of support from the community including Rivers Edge Arts Alliance and the Hudson Police Department. Some of the coalition's activities have included: take back

medication kiosks in police departments (including Take Back Days), tobacco regionalization/new tobacco regulations, universal substance use screenings. Hudson High School is in the planning process for screening. Marlborough Public Schools have also expressed interest in working on mental health/substance abuse. MetroWest also has the adolescent health survey.

- b. **Lead fiscal agent:** Hudson will likely be the lead fiscal agent due to their previous work with Hudson YSAP. However, JSI will also touch base with Roberto Santamaria to see if Framingham is interested in being the fiscal agent.
 - c. **Next steps:** JSI will need letters of support from each of the school districts (Superintendents) and the Boards of Health. Other letters of support from police departments, colleges and universities would be beneficial.
- V. **CIC update:** Kerin Shea provided an update on the CIC grant. They are working with MAPC and ANF to get an extension. As long as deliverables are completed by May and the final report by June, than ANF has expressed that the extension will be approved. MAPC developing the prioritization methodology, adding an extra task item (DPW survey and focus group), and scheduling individual public forums for each town have each contributed to delaying the process.
- VI. **Action Items**
- a. Steering Committee members should be responsive to JSI e-mails in December in particular regarding the DPH Bureaus of Substance Abuse Services proposal. JSI will follow up with more information and requests needed from each town/city including letters of support that will be needed.
 - b. JSI will be working on the DPH Bureaus of Substance Abuse Services proposal which is due January 9, 2015.
 - c. During the next meeting, the Steering Committee will decide whether to apply for MAPC Professional Technical and Planning Assistance.
 - d. The Coordinator will send out the revised MetroWest Moves work plan for steering committee members' approval. It is due to DPH 12/31/14.
- VII. **Administration**
- a. **Approval of meeting minutes:** The Steering Committee did not vote on whether the meeting minutes from August 18, 2014, September 24, 2014, and November 4, 2014 can be approved. This will be postponed until the next meeting.
 - b. **Next meeting date/time:** The next meeting will be scheduled via doodle poll.
- VIII. **Adjourn:** The meeting adjourned at 3:55 p.m.