



Framingham ★ Hudson ★ Marlborough

MetroWest Moves



MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves conducted a Meeting on
Friday, June 14, 2013

1:00 p.m. – 3:00 p.m.

MetroWest Health Foundation
161 Worcester Road, Suite 202
Framingham, MA 01701

• Call to Order

- a. **Meeting convened:** June 14, 2013 at 1:10pm
- b. **Members present:** Michelle Ciccolo, Jeremy Masette, Sam Wong
- c. **Others in attendance:** Tammy Calise, Janie Hynson, Lola Omolodun, Amanda Ryder, Kerin Shea

- **MetroWest Moves' Strategic Planning Session:** JSI reviewed the Year 2 Workplan and asked Steering Committee members to identify how they would like to participate/assist with each of the following strategies and milestones:

Complete Streets

- **Assess and evaluate the current condition and usage of existing bike trails, walking paths, and recreational facilities in the three communities:** Chris Kuschel is leading the bike/ped study in Hudson and Marlborough. He e-mailed materials about the approach to the project which JSI will forward to Jeremy Masette for Framingham's use. Framingham updated their pavement management data last year. JSI will be in touch with Chris if more information is needed.
- **Create GIS map of all sidewalks, bike lanes, and mixed use paths in each community:** The group discussed this strategy as it relates to Safe Routes to School work. JSI spoke with Judy Styer (Director of Health Services, Framingham Public Schools) about their interest in applying for a no-cost assessment through the Department of Transportation to identify improvement projects to increase walking/biking to school. Jeremy Masette has worked with Rick Gallagher (Director of Transportation, Framingham Public Schools) on transportation to and from schools. The police department has also played a role in this work in Framingham. A school has been selected in Hudson to complete the application and JSI spoke with Martin Levins about selecting a school in Marlborough to submit the application. JSI will speak with Bob Landry to see who from Marlborough Public Schools may be interested in assisting. MetroWest Moves plans to compile a summary document of contact information for the schools, principals, and PTA presidents. The Safe Routes to School work will be conducted under the Complete Streets strategy. MetroWest Moves may have a summer intern to help implement the survey.



- **Develop a sidewalk and crosswalk management program that will allow Public Works to choose sidewalk and crosswalk improvements based on condition, need, and proximity to schools, aggregate housing, and public transit:** The Wellness Trust is coming out within 6 months and MetroWest Moves will plan to submit a revised version of the pavement management application that was previously submitted. Some of the recent Chapter 90 legislation included language about pavement management data statewide, so it may be a requirement under Chapter 90 funding. Lola will check to see what other resources have been developed by other Mass in Motion communities. Kerin and Michelle distributed a survey at the Complete Streets Workshop in May, which they are currently working to revise. This survey could be distributed in coordination with the Safe Routes to School survey.
- **Review site plan and subdivision regulations for 1 to 3 communities to include Complete Streets Guidelines and develop checklist with community members and officials to establish updated design standards to promote walking, cycling, and active transportation:** The checklist started by Bruce Leish needs to be completed. This checklist will be shared with permitting boards and volunteer residents so that they have information about Complete Streets when they are reviewing subdivision and site plan regulations and applications from developers. Lola will speak to Barry Keppard to determine who at MAPC will be able to complete the checklist. JSI will follow up with Lola.

Tobacco Control/Smoke-Free Housing

- JSI will follow-up with each community to determine progress on the tobacco control/smoke-free housing strategy.
- Bob Cooper is the interim Board of Health Director in Framingham and can assist with regionalization application efforts.
- Sam is continuing to communicate with communities about the tobacco regionalization grant. The budget is still pending from Natick.

Healthy Restaurant Initiative:

- Rubyanne revised the protocol for Brazilian restaurants and will put together additional materials before she begins her second phase of work, which includes recruiting restaurants.

Worksite Wellness:

- MetroWest Moves held a Small Business Worksite Wellness Tax Credit Seminar on Monday, June 10th at the Hudson Town Hall.
- JSI will contact the Chambers to request a list of small/medium size businesses in each of the three communities.



- The Steering Committee discussed potential future plans including creating a quarterly working group for large businesses (eventually to expand to small/medium businesses), hosting a vendor fair (inc. presentations by large businesses on best practices), and establishing discussions between companies and DPWs, city/town halls. MetroWest Moves will develop a worksite wellness outline based on goals for the upcoming years and will reach out to the Chambers to invite them to a meeting to review the outline.

• Administrative/Work Plan

- **Approval of meeting minutes:** The Steering Committee postponed the approval of the meeting minutes for May 17th, 2013.
- **Community awareness - updates:** Amanda met with Andrea Freeman from the Act FRESH Campaign. JSI provided a copy of Act FRESH's Leadership Team Working Agreement to the Steering Committee. The next Act FRESH leadership team meeting is June 25, 2013 from 2-4pm at 25 Meade Street in Worcester. Members of the leadership team have to be a member of the MPHA which requires an annual fee. Michelle is interested in serving as the primary contact for MetroWest Moves. The Steering Committee voted to join the Act FRESH leadership team. Amanda will put Michelle in contact with Andrea Freeman.
- **Budget update:** No update.
- **Evaluation:** No update.
- **Workplan updates:** Further workplan updates were provided on a handout to Steering Committee members.
- **Awareness/Media:** JSI provided a social media report (statistics for website, Twitter, and Facebook) for 4/26/13 – 6/13/13.
- **Completion of Steering Committee timesheet:** Steering Committee members completed the timesheet for 5/20/13 – 6/14/13.
- **Review of Tasks**
 - JSI will forward materials from Chris Kuschel related to the bike/ped study to Jeremy Marsette.
 - Plan for implementation of Safe Routes to School Survey in all three communities. JSI will speak with Bob Landry to see who from Marlborough Public Schools may be interested in assisting with selecting a school in Marlborough and implementing the survey.
 - Kerin and Michelle will continue to revise the Complete Streets survey.



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- MetroWest Moves plans to compile a summary document of contact information for the schools, principals, and PTA presidents.
 - Lola will speak to Barry Keppard to determine who at MAPC will be able to complete the Complete Streets checklist. JSI will follow up with Lola.
 - JSI will follow-up with each community to determine progress on the tobacco control/smoke-free housing strategy.
 - JSI will contact the Chambers to request a list of small/medium size businesses in each of the three communities.
 - MetroWest Moves will develop a worksite wellness outline based on goals for the upcoming years and will reach out to the Chambers to invite them to a meeting to review the outline.
 - Amanda will put Michelle in contact with Andrea Freeman about MetroWest Moves' joining the Act FRESH leadership team.
- **Next Meeting Date/Time:** The next meeting will be held on Friday, July 12th, 2013 from 10am-12pm.
 - **Adjourn**

The meeting adjourned on June 14th, 2013 at 2:47pm.