

MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves conducted an Open Meeting on
Tuesday, January 13, 2015
10:00 a.m. – 12:00 p.m.
Hudson Town Hall
3rd Floor Conference Room B
78 Main Street
Hudson, MA 01749

I. Call to Order

- a. **Meeting convened:** January 13, 2015 at 10:00 a.m.
- b. **Members present:** Sam Wong
- c. **Others in attendance:** Ellen Capstick, Michelle Ciccolo, Alex DePalo, Maria Evora-Rosa, Marissa Garafano, Melissa Green, Marianne Iarossi, Amanda Ryder, Roberto Santamaria, Kerin Shea

II. MAPC Professional Technical and Planning Assistance:

- During the last meeting, the group discussed the 2015 DLTA funding opportunity. Hudson was asked by MAPC to sign a letter to continue the work they already started into the next quarter. MAPC has new assessment money as well as DLTA. The Steering Committee decided not to submit an application for the 2015 DLTA funding at this time.

III. Healthy Food Access/MA Food Trust Program Letter

- MPHA's statewide campaign sets priorities each year. One of their successes last year was to obtain funding for healthy food access. MPHA released a letter which they requested organizations sign on to/support. The purpose of the letter is to support the establishment of the MA Food Trust Program as a flexible financing program to provide loans, grants, and TA to support the development, renovation, and expansion of healthy food retailers and enterprises in parts of the state that need them the most. They are requesting \$2 million in bond funding.
- **Decision:** Sam Wong agreed to sign the letter on behalf of MetroWest Moves. The Coordinator will send his signature along with the MetroWest Moves logo to MPHA.

IV. New Work Plan

The new work plan was approved by DPH on 1/9/15.



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a. Healthy Dining:

- As per the workplan, MetroWest Moves plans to work on ensuring that regular restaurant inspection checks include healthy dining compliance. The Coordinator is developing a protocol to share with the inspectors to describe the restaurant compliance process. However, it would be helpful to have more information about the regular inspection processes to determine how healthy dining would fit into the process. The Steering Committee said that The Coordinator should reach out to each BOH director to determine the process in each community.
- As a next step, MetroWest Moves could develop a strategy for inspectors to talk to other non-participating restaurants (during inspections) about promoting their healthier items. The Coordinator will put together a flyer or newsletter to share with non-participating restaurants. The Coordinator will look for examples of this from other Mass in Motion communities (ex: Marissa Garafano can provide a sample from Franklin).
- The Coordinator will follow up to determine the status/outcomes from the one-on-one social media/marketing support that a couple of the restaurants received after the Restaurant Networking Meeting in September.

b. Complete Streets:

- **Framingham's Complete Streets policy:** Framingham passed their Complete Streets policy effective 1/6/15. It went to the policy subcommittee meeting twice and passed. Framingham sent the policy to MAPC which sent it to another organization (probably Smart Growth) which said it was the first policy they had received for 2015. Framingham is now working towards the Active Streets designation and working on the bike/ped plan. For more information and to read the policy, visit: <http://www.framinghamma.gov/1825/Complete-Streets-Policy> The Town will likely write a press release and then MetroWest Moves can follow up with a second press release. After confirming with Amanda Loomis, MetroWest Moves will post the policy and press release on Sharepoint to share with other Mass in Motion communities.
- **Complete Streets → Active Living newsletter:** The Complete Streets newsletter has been updated and the Framingham announcement was added to the newsletter. The Coordinator will distribute this newsletter to the Steering Committee and they will forward it on to key people within their municipality. The



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Coordinator will follow-up to find out who has received the newsletter. The newsletter will be changed to be called "Active Living", so that we can include Safe Routes to School information as well. The Coordinator will develop these newsletters on an as needed basis, but the Steering Committee will need to provide updates. The Coordinator will follow up in a couple of months to request updates.

- **Complete Streets forum/CIC:** Hudson, Framingham, and Marlborough held Complete Streets forums for CIC. CIC was supposed to be completed in December, but the timeline has been extended (deliverables due in May, reporting in June). The prioritization methodology/tool is still being developed. Each town has to rank and compare with capital plans for several years. Hudson is waiting on the extension contract, but it was already approved by the Selectmen. The Complete Streets forum might be a good exercise for Northborough. Kerin Shea can provide Hudson's presentation, activity materials, maps, etc. to Northborough.
- **DLTA meeting:** Hudson found this to be helpful for identifying problem areas/gaps. MAPC shared everyone's examples of codes and best practices and scaled it (e.g., good Complete Streets policy or not), so they were able to see other communities' Complete Streets language. MAPC planned to compile all of this feedback.
- **MassDOT Complete Streets funding program:** This was previously referred to as the Active Streets legislation but is now called the Complete Streets program. MassDOT is developing a formal program similar to the State's Green Communities program. The legislation was added to the transportation bond bill and MassDOT wrote in several documents that they will provide \$20 million over 4 years (\$5 million/year), announced this at the Moving Together Conference, and intended to put this in the capital plan. It is unclear what impact the new governor will have on the capital plan, because it was not released before Baker took office. Baker offered \$100 million of additional Chapter 90 to be released. The legislation has an opt-in requirement where communities take a vote among their legislative body to enable them to participate in the program; you can still pick an administrative policy vs. a bylaw. The language has been drafted and is being circulated to cities/towns. The application with draft regs is expected to be released in March, with certifications between March and June, and the applications for grant funds approved this summer. Applicants will have to go through a certification process (pre-requisites for how they are going to develop their policy, how they



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are going to address Complete Streets in maintenance and planning for new development projects), and have a process in place for all the different areas where streets are impacted. There is tremendous opportunity this year with this funding.

- In Hudson, Michelle will recommend a **“Warrant article”** which is a bill that goes to the legislative body (they call it an ordinance). The other communities should be gearing up to get their article in place this spring so that they can opt-in in order to be allowed to apply. The opt-in requirement was added by the legislature. The original language is in the transportation bond bill in two places (appropriation and the full language of Chapter 90I). Communities can go to their Mayor/Selectmen and let them know this would help to get money for the city/town.
- Each community should at least adopt the provisions of 90I or authorize participation in the 90I program.
- The Coordination Team will follow up with Priscilla Ryder re: Marlborough’s participation and Kathy Joubert re: Northborough’s participation.
- Communities can contact Michelle with more questions; she also has a powerpoint presentation with more information/guidance.

c. **Schools/Safe Routes to School:**

- Melissa Green and Janie Hynson met with Jenny Gormley and Christie Vaillancourt at Forest Ave Elementary. Jenny is leaving the Hudson School District, but Christie Vaillancourt agreed to be the Safe Routes to School point of contact for Hudson. Jenny and Christie suggested that MetroWest Moves meet with the Superintendent.
- The Safe Routes to School surveys will be redistributed in Hudson as the previous response rate was low.
- Another goal is to get a new partner in Framingham; Melissa is meeting with Woodrow Wilson today (1/13).
- Melissa and Janie reached out to Martin Levins to ask for help in conducting the surveys in Marlborough but have not yet heard back.
- Beverly Hugo, Chair of the School Committee may be a good contact for Framingham. MassDOT is considering whether one of the questions (which the Framingham Superintendent was opposed to) could be removed from the surveys if they were distributed in a paper format.

V. **Action Items**

- a. The Coordinator will send Sam Wong's signature along with the MetroWest Moves logo to MPHA in support of the Healthy Food Access/MA Food Trust Program letter.
- b. The Coordinator is developing a protocol to share with restaurant inspectors to describe the restaurant compliance process. The Coordinator will reach out to each BOH director to determine the restaurant inspection process in each community.
- c. The Coordinator will put together a flyer or newsletter to share with non-participating restaurants during their inspections. The Coordinator will look for examples of this from other Mass in Motion communities including Franklin.
- d. The Coordinator will follow up to determine the status/outcomes from the one-on-one social media/marketing support that a couple of the restaurants received after the Restaurant Networking Meeting in September.
- e. MetroWest Moves plans to follow up with a second press release if the Town of Framingham releases a press release about their new Complete Streets policy. After confirming with Amanda Loomis, MetroWest Moves will post the policy and press release on Sharepoint to share with other Mass in Motion communities.
- f. The Coordinator will send out the Active Living newsletter to the Steering Committee. Steering Committee members should forward the newsletter to key people within their municipality and let the Coordinator know who has received it.
- g. Kerin Shea can provide Hudson's Complete Streets forum presentation, activity materials, maps, etc. to other interested communities.
- h. Communities should be gearing up to get their Warrant article in place this spring so that they can opt-in in order to be allowed to apply for MassDOT Complete Streets funding. Each community should at least adopt the provisions of 90I or authorize participation in the 90I program. The Coordination Team will follow up with Priscilla Ryder re: Marlborough's participation and Kathy Joubert re: Northborough's participation. Communities can contact Michelle with more questions; she also has a powerpoint presentation with more information/guidance.
- i. Melissa Green and the Coordinator are trying to schedule a meeting with the Hudson Superintendent to discuss Safe Routes to School. They will also continue to work together to (re)distribute the Safe Routes to School surveys.

VI. **Administration**

- a. **Approval of meeting minutes:** The Steering Committee did not vote on whether the meeting minutes from August-December 2014 can be approved. This will be postponed until the next meeting.
- b. **Next meeting date/time:** The group decided to go back to having meetings which either focus on one strategy or have specific topics start at certain times during the meeting so that people can come when strategies/topics are relevant to them. The Steering Committee would like to have a set meeting time and if the agenda is not full enough, then a subgroup could meet during that time. Third Tuesdays from 9:30am-11am was proposed as a potential ongoing meeting time. However, the Coordinator will send a doodle including a few other regular meeting time options.

VII. **Adjourn:** The meeting adjourned at 11:00 a.m.