

MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves conducted an Open Meeting on
Thursday, April 23, 2015
9:30 a.m. – 11:00 a.m.
Marlborough City Hall
Mayor's Conference Room – 4th Floor
140 Main Street
Marlborough, MA 01752

I. **Call to Order**

- a. **Meeting convened:** April 23, 2015 at 9:35 a.m.
- b. **Members present:** Cathleen Liberty, Roberto Santamaria, Sam Wong
- c. **Others in attendance:** Alex Depalo, Melissa Green, Janie Hynson (MetroWest Moves Coordinator), Evan Pilachowski, Amanda Ryder

II. **Community Updates/Mass in Motion 6 Month Progress Report**

- a. **6 Month Progress Report:** The Mass in Motion 6 Month Progress Report is due on May 1, 2015. The Coordinator has been working on this report and reaching out to communities for updates. Year 1 officially ends June 30, 2015 so the Steering Committee will discuss new workplan activities during an upcoming meeting. **Update:** after the meeting, the Coordinator heard from DPH that they have not yet decided whether Year 2 will begin July 1 or October 1; DPH will provide more information once a decision has been finalized.
- b. **Marlborough:** Marlborough is interested in applying for the MassDOT Complete Streets Funding Program. They would like to know more about the policy requirements for applying so that they can tailor a draft Complete Streets policy to be eligible to apply. The Coordinator has requested further information from Michelle Ciccolo and will follow-up with Evan Pilachowski. MAPC may also be able to answer questions and provide further insight about policy language. Cathleen Liberty started in March as Marlborough's Director of Public Health. This week, one of the Assistant Sanitarians is retiring and another Assistant Sanitarian started in February. Cathleen will talk with her Assistant Sanitarian about using the healthy dining compliance checklist during inspections.
- c. **Framingham:** Town Meeting starts next week in Framingham and lasts for about 6 weeks. The Planning Department has 6 articles this town meeting, including related to Complete Streets and CIC. The Health Department is moving to a community health model so they will be able to focus more on MetroWest Moves and the Prevention and Wellness Trust Fund.
- d. **Hudson:** A new Sanitarian/inspector was recently hired in Hudson and they also have a contracted food inspector. Sam has talked with them

and they are on board with using the restaurant compliance checklist. Harvest Café was sold to a new owner.

III. Engaging Elected Officials and Key Stakeholders

- a. **Mass in Motion Budget Amendment #782:** Steering Committee members were asked to make calls to elected officials asking them to support the Mass in Motion Budget Amendment #782 by Friday, April 24th.
- b. **Engaging Elected Officials:** MetroWest Moves discussed possibly hosting an annual legislative event to engage elected officials to share about MetroWest Moves, the importance of the Initiative, and the need for their continued support and funding. Potentially this could be a regional public health meeting including MetroWest Moves and the Prevention and Wellness Trust Fund.

IV. Culture InSight Next Steps

- a. The Coordinator completed the technical assistance calls with Culture InSight as well as a Mass in Motion Health Equity Assessment on behalf of the Steering Committee. The Coordinator provided several handouts including discussion questions adapted from that assessment which we will discuss during the next meeting.

V. Institutionalizing Work Plan Strategies

- a. **Complete Streets:**
 - **Hudson:** Hudson Planning Department went through all their general bylaws, zoning bylaws, traffic rules and regulations, and subdivision regulations and highlighted every place where changes need to be made/words need to be added regarding Complete Streets. Now they are trying to determine what concepts they want to include (e.g., bike racks need to be at locations with a certain amount of parking spaces/occupancy). They have been brainstorming concepts as there are not many sources to draw from at that level. At an upcoming meeting, Hudson Planning Department may present about this process for other communities to learn from and Michelle Ciccolo is presenting at the Complete Streets Forum next week (4/30).
 - **Framingham Updates:** Nearly all of the MetroWest Moves workplan activities related to Complete Streets in Framingham have been completed. Framingham passed their Complete Streets policy in January, their bike plan development is well underway, and the site plan review process was completely revamped (including Complete Streets concepts) and is being presented at town meeting beginning on 4/28. Roberto said that Amanda Loomis developed a report about this process which she can share and provide more details about their process for revising the site plan review process (the site plan/permitting process has been reduced from about 18 months to 4 months in



Framingham ★ Hudson ★ Marlborough ★ Northborough

MetroWest Moves



Framingham). Framingham opted into the 43D Expedited Permitting Program. This was originally a state program where you would designate certain sites as priority development sites, received funding from the state, and were guaranteed permitting within 6 months. It allowed you to have concurrent hearings with all of the boards at once. Hudson and Marlborough also participate in this program. Hudson has not yet had the opportunity to utilize this program but has a 43D site project coming up.

- **Mass in Motion Complete Streets Forum:** The Mass in Motion Complete Streets Forum is next week (4/30). The Coordinator will be attending as well as Michelle Ciccolo, Kerin Shea, and possibly Tim Cummings, Amanda Loomis and/or Alex Mello.
 - **Community Innovation Challenge (CIC) Project:** The last Community Innovation Challenge (CIC) meeting was on March 9th. Barry Keppard (MAPC) provided an update on the development of the Complete Streets prioritization tool. The goal of this tool is to prioritize normal roadway maintenance dollars into mode shift. The tool would give every street a numerical score with higher scores indicating more value/opportunity for mode shift and it could be used as a sidewalk master plan for a lot of communities. MAPC has been having trouble with the data/traffic modeling that they planned to do, so they hired a subcontractor. The extension goes through June, so the project must be completed by then. Sam discussed the CIC project with the Hudson School Health & Safety Advisory Council, which is very interested in the results and use of the tool because it may help inform sidewalk and road maintenance around the schools. Kerin heard from DPW Directors who are eager to use the tool for their sidewalk master plans.
 - **MassDOT Complete Streets Funding Program:** Additional information has not yet been released about the application process. When more information is available, the Coordinator will share this with the communities.
- b. **Safe Routes to Schools:**
- **SRTS Surveys:** The Coordinator and Melissa distributed My School Commute surveys in Hudson and Northborough. Quinn Middle and Farley Elementary (Hudson) recently completed their surveys and two Northborough schools also participated in the survey (received about a 30% participation rate which is considered about average). Melissa provided copies of the survey reports and walkshed maps which identify opportunities for increasing walking to school.
 - **Hudson:** The Coordinator and Melissa are planning to meet again with Dr. Fortuna, Superintendent of Hudson Public Schools, to review the survey results and discuss next steps. The Coordinator and Melissa are also planning to present the survey results and discuss development of



Framingham ★ Hudson ★ Marlborough ★ Northborough

MetroWest Moves



a Safe Routes Taskforce in Hudson at the Hudson School Health & Safety Advisory Council meeting (5/29) and at an upcoming Internal Traffic Committee meeting. Jennifer Burke manages the agenda for the Internal Traffic Committee meeting.

- **Framingham:** Melissa met with the Principal at the Woodrow Wilson School in Framingham and created a walking map. They signed on as a SRTS partner and are interested in forming a Walking School Bus. Melissa planned to present at a Health and Wellness Meeting in mid-April but it was postponed.
- **Marlborough:** Melissa met with Martin Levins in Marlborough and he sent out an email to the SRTS Coordinators at each school about a month ago. Martin said that he wanted to do the SRTS surveys in Marlborough, but Melissa has not heard back from the Marlborough SRTS Coordinators.
- **Northborough:** The Coordinator and Melissa are hoping to meet with the principals at Proctor and Zeh School in May or June about the survey results. The Coordinator will check to see if there are other town/community meetings happening in Northborough where the results can be presented. The survey results show that a lot of people are driving who live within a ½ mile radius of the school, so there are opportunities for walking and biking.
- **MassBike GIS support:** Alex Depalo and the Coordinator had a call with MassBike who had offered GIS support. They offer a bikeability assessment around schools. The bikeability assessment engages students, municipal staff, PTA, etc. to examine an approximately 1 mile radius around a school focusing on intersections of concern and areas to increase biking. As part of the CIC, public forums were held in each community and community members drew on maps where they go, where they would like to go, etc. and MAPC conducted a bike plan which influenced the addition of bike lanes in Hudson. It is unclear if conducting a bikeability assessment around Farley Elementary and Quinn Middle may be duplicative of CIC, MAPC, and SRTS work that we are already doing particularly in Hudson, but potentially the bikeability assessment could be conducted in Northborough. Conducting walking assessments and proposing safe walking/Walking School Bus routes might be more helpful and this can be conducted using the SRTS survey results. The Coordinator will ask Northborough if they would like to take advantage of the MassBike bikeability assessment offer and will let MassBike know that we are unsure if Hudson is the right community to focus on at this time and we will get back to MassBike after we determine if this would be beneficial to Northborough instead. If Northborough is interested, we will include this in our Year 2 workplan. MassBike can also offer other types of GIS mapping (e.g., map healthy dining establishments with other key community locations).



Framingham ★ Hudson ★ Marlborough ★ Northborough

MetroWest Moves



- **Walk and Bike to School Day (5/6):** Several schools are participating in each community and the Coordinator has offered to write a press release/publicize these events.
- c. **Healthy Dining:**
- **New workplan:** In the new workplan, we may want to expand our “healthy eating” strategy beyond healthy dining for future years. The New Community Health Improvement Plan is coming out for MetroWest, so we should align our goals with strategies listed under healthy eating in the Plan. The new workplan will be discussed during the next meeting.
 - **Healthy Dining Initiative:** The Coordinator has been distributing new Healthy Dining Initiative brochures at hotels, senior centers, town/city halls, public libraries, etc.
 - **Participating restaurant updates:** Eagles All American Grille’s name has changed. Extravaganza Restaurant and Harvest Café closed.
 - **Healthy Dining Tips Flyer:** The Coordinator shared a draft of this flyer which was developed for restaurants not currently participating in the Initiative. Please send any edits to this flyer to the Coordinator by **Wednesday, May 13th**; otherwise, it will be considered final. The bottom section about MetroWest Moves will be modified because we are not currently recruiting new restaurants. The Coordinator will share this flyer with DPH for their review as well.
 - **Restaurant recruitment:** Potentially, MetroWest Moves could collaborate with Framingham State University and see if their dietitian students could help with dietary analysis. Roberto has connections with a few staff there who he can reach out to. Janet Schwartz (head of the John C. Stalker Institute) may be another person to contact to discuss a potential collaboration.
 - **Healthy Dining Compliance Checklist:** All communities received a final version of the compliance checklist and inspectors should begin utilizing it. Please let the Coordinator know if your inspectors would like training on the use of the checklist or the healthy dining initiative in general. Please also let the Coordinator know when regular inspections are conducted at each participating restaurant so she will be aware of the schedule/when to expect to receive copies of completed checklists throughout the year. Framingham may not be able to implement the healthy dining compliance inspection checklist as originally planned as the restaurant inspectors are now under the purview of the Building Department. The Coordinator will reach out to the Chief Environmental Health Officer, Jason Dodd, to see if the checklist can be implemented.

VI. **Administration**

- a. **Approval of meeting minutes:** The Steering Committee did not vote on whether the meeting minutes from August 2014-February 2015 can be approved. The Coordinator will distribute all of these minutes again for Steering Committee members to review. Approval will be postponed until the next meeting.
- b. **Next meeting date/time:** Thursday, May 28, 2015 from 9:30am-11:00am

VII. **Action Items**

- The Coordinator will submit the 6 Month Progress Report by May 1st.
- The Coordinator will provide further information about the MassDOT Complete Streets Funding Program when available.
- Cathleen Liberty will talk with her Assistant Sanitarian about using the healthy dining compliance checklist during inspections.
- Steering Committee members were asked to make calls to elected officials asking them to support the Mass in Motion Budget Amendment #782 by **Friday, April 24th**.
- The Coordinator and Melissa will be meeting with Dr. Fortuna (Superintendent) as well as with the Hudson School Health & Safety Advisory Council (5/29) and Internal Traffic Committee to share SRTS survey results and discuss developing a taskforce in Hudson.
- Melissa plans to meet with Framingham Health and Wellness to discuss forming a Walking School Bus at the Woodrow Wilson School in Framingham.
- The Coordinator and Melissa will follow up with Martin Levins about conducting the SRTS surveys in Marlborough Public Schools.
- The Coordinator and Melissa will identify groups to meet with in Northborough (as well as the school principals) to share the SRTS survey results from Proctor and Zeh.
- The Coordinator will ask Northborough if they would like to take advantage of the MassBike bikeability assessment offer and will let MassBike know that we are unsure if Hudson is the right community to focus on at this time. If Northborough is interested, we will include this in our Year 2 workplan.
- Also, for the new workplan, the group will consider new healthy eating strategies which align with the new MetroWest Community Health Improvement Plan.
- The Coordinator will write a press release/publicize Walk and Bike to School Day (5/6) events happening in schools.
- The Coordinator will continue distributing Healthy Dining Initiative brochures throughout the communities.
- Steering Committee members should send any edits on the Healthy Dining Tips flyer to the Coordinator by **Wednesday, May 13th**. The Coordinator will share this flyer with DPH for their review as well.



Framingham ★ Hudson ★ Marlborough ★ Northborough

MetroWest Moves



- Roberto and the Coordinator will reach out to staff at Framingham State University about a potential collaboration for the healthy dining initiative.
- Communities should let the Coordinator know if restaurant inspectors would like training on the use of the healthy dining compliance checklist or the healthy dining initiative in general. Please also let the Coordinator know when regular inspections are conducted at each participating restaurant so she will be aware of the schedule/when to expect to receive copies of completed checklists throughout the year.
- The Coordinator will reach out to the Chief Environmental Health Officer in Framingham, Jason Dodd, to see if the checklist can be implemented.
- Agenda items for our next meeting will include: Culture InSight next steps/discussion and the Year 2 work plan. Also, at an upcoming meeting, Hudson Planning Department may present about their process for incorporating Complete Streets concepts into their bylaws and regulations. Additionally, Amanda Loomis may be asked to share about Framingham's work in revising their site plan review process.

VIII. **Adjourn:** The meeting adjourned at 11:05 a.m.