

FEB 7 2 57 PM '13



**Town of Belmont
COMMUNITY PATH ADVISORY COMMITTEE
Wednesday, September 5, 2012 at 7:00pm
Town Hall, Conference Room 4**

MEETING NOTES

The Community Path Advisory Committee (CPAC) meeting was called to order at 7:05 p.m. by Interim Town Administrator Kellie Hebert.

CPAC Members present at the meeting included: John Dieckmann, Price Armstrong, Jeffrey Roth, Cosmo Caterino, Joseph Noone, Amy DeDeo, and Brian Burke, Jr. Absent were members Kevin Sullivan and Dara Colleary. Also present were Kellie Hebert, Interim Town Administrator and Jeffrey Wheeler, Planning Coordinator. Vincent Stanton, a resident from Royal Road, also attended the meeting as a visitor.

Committee Administrative Tasks

Members turned in the Open Meeting Law consent forms to Kellie Hebert. We reviewed the purpose and objectives of the Committee. Kellie Hebert reminded us that the CPAC is a temporary committee with specific time-frames and deliverables as defined by the Board of Selectmen. A summary report should be delivered when the Committee has performed sufficient research, due diligence, evaluation, and public outreach to support specific recommendations related to a Path through Belmont.

Officer positions for the Committee were discussed. It was suggested by Jeff Roth that the initial Committee structure might include a chairperson and vice-chairperson. The chairperson responsibilities might include drafting meeting agendas, and distributing them to Committee members and to the Town Clerk's office prior to the meetings. This officer would also schedule conference rooms for meetings and events. Discussion in CPAC meetings would be moderated and controlled by the chairperson. The vice-chairperson would facilitate meeting discussions when the chairperson is absent. This officer would also draft and distribute meeting agendas when the chairperson is unable to do so. Joe Noone nominated Jeff Roth as chairperson for the Committee. *A unanimous vote was taken to appoint Jeff Roth to this position. Price Armstrong nominated John Dieckman for the position of the vice-chairperson. *A unanimous vote was taken to appoint John Dieckmann to this position.

A consensus was also reached that the secretary position would rotate on a meeting-by-meeting basis among the members of the Committee. Members would take turns

assuming this role, either by volunteering themselves or being assigned the role on a rotating basis. The secretary would record minutes at the meetings, revise the minutes based on feedback, and submit the final versions to the Town for public archiving and web posting. The secretary would also distribute a draft of the previous meeting's minutes prior to each meeting so that the minutes can be reviewed and approved by the Committee.

The Committee discussed evaluation criteria for how the Committee would perform recommendations to the Town regarding this potential Path. Joe Noone suggested that when we identify potential locations for the trail, we might use evaluation criteria specific to a proposed routing. Amy DeDeo indicated that we should also be objective about the criteria initially at this point in the Committee's work. Kellie Hebert pointed out that during this information-gathering stage, we should first look over the reports we have and use that as a guide for defining criteria.

Price Armstrong pointed out that the Boston Metropolitan Planning Organization (MPO) uses a well-defined scoring "rubric" for evaluating transportation projects. It has objective criteria across a variety of categories, and is used as a prerequisite for all high-dollar State projects. Price Armstrong said he would provide this "rubric" for the next meeting. It was also suggested that Committee members should come up with additional objective evaluation criteria for the next meeting, and we could discuss them further then.

Amy DeDeo suggested we discuss at the next meeting how to target the community through public forums, and whether to host various forums each pertaining to specific topics on the Belmont Community Path.

Discussion of Background Materials and Reports

We briefly discussed the reports and studies distributed on the Mass Central Rail-Trail and other proposed trails in communities nearby to Belmont. Jeff Roth volunteered to provide a brief summary of each report at the next meeting, so that we could discuss the reports further then if needed.

Current Walking/Bicycle Routes in Belmont

Jeff Roth presented maps of walking routes and bicycle routes in Belmont. These maps were provided to provide some background on existing bicycle/walking infrastructure in Town. These maps were produced by WalkBoston and by the Town, with informal additions incorporated into the bicycle map by Jeff Roth. For the cycling map, Jeffrey Wheeler also pointed out an additional walking/cycling path between Washington St. and Shaw Rd. This could be included on a future version of that map.

Future Meeting Schedule and Calendar

The Committee discussed how frequently to meet, given the rough expectations of May/June 2013 for the Committee to deliver a report with recommendations to the Board of Selectmen. It was decided that based on the short time-frame for the Committee, we would attempt to meet twice a month through this Fall, and evaluate meeting frequency again at that point. Jeff Roth agreed to draft a calendar for the CPAC meetings and other

events (such as public hearings and periodic briefings to the Board of Selectmen). This calendar will be presented at the next Committee meeting.

The meeting was formally adjourned at 8:40pm.

*Denotes that a vote of the Committee was taken.

Minutes submitted by Jeff Roth.