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Town of Belmont
COMMUNITY PATH ADVISORY COMMITTEE
7:00 pm - Wednesday, October 17, 2012
Town Hall, Conference Room 1

MEETING MINUTES

The Community Path Advisory Committee (CPAC) meeting was called to order at approximately 7:07 pm by Chairperson Jeffrey Roth.

Attendance

CPAC Members present at the meeting included Jeffrey Roth, John Dieckmann, Cosmo Caterino, Amy DeDeo, Joseph Noone, Dara Colleary and Kevin Sullivan, constituting a quorum with 7 of 8 members present. Absent was Price Armstrong. Also present were Kellie Hebert, Assistant Town Administrator and Jeffrey Wheeler, Planning Coordinator. Brian Burke, local business owner and future CPAC board member (pending Selectmen approval on Monday, Oct. 22, 2012) as well as community member Vincent Stanton also attended the meeting.

Kevin Sullivan served as revolving secretary.

Approval of Minutes from Oct 3, 2012 Meeting

J. Dieckmann moved to approve the meeting minutes as amended from Oct. 3, 2012. C. Caterino seconded the motion. The amended minutes were unanimously approved.

Committee Administrative Matters

The committee reviewed and approved the Rules of Governance document. C. Caterino recommended that any dissenting votes somehow be documented. Group discussion suggested that those viewpoints be documented in the minutes, and the final report could also reflect any dissenting views. J. Dieckmann suggested an amendment to the Bylaws stating a majority of the committee members must approve a measure. K. Sullivan moved to adopt bylaws with this amendment. A. DeDeo seconded the motion and it was unanimously approved.

The committee discussed the calendar for future meetings, forums, events, and reviews. J. Roth distributed a calendar for these items, and discussed the 10/22/12 Board of Selectmen meeting. K. Hebert suggested J. Roth present a brief write-up of status of CPAC to the Selectmen. Sunday Oct. 28 was set for the CPAC group bike ride at 2pm at the paved trail-head near 45 Brighton Street in Belmont. B. Burke also suggested setting up a table at Town Day in May to share information with the community.

Project planning was discussed by the committee. This including a listing of key milestones, future public hearings, committee deliverables, and process. K. Sullivan suggested doing research into the status of other towns participating in the proposed Mass Central Rail-Trail project. B. Burke suggested inviting someone from one of those

towns. A. DeDeo suggested we include updates on additional bike paths in other towns as well. J. Dieckmann offered to reach out to other towns about having someone visit a future meeting to share their experiences on trail projects.

C. Caterino suggested we have good visuals of proposed trails for public forums. A. DeDeo suggested taking photos during the group bike ride. V. Stanton said we should include design aspects in the visuals to give people a sense of what a trail might look like. Discussion resulted in the agreement that we need photos and maps of current and proposed paths. We could also have photos of what other community paths look like.

Final report structure: Committee members suggested making the first section of the final report an executive summary instead of an overview. This executive summary would be a 3–4 page synopsis of the final report. K. Sullivan will update the proposed structure based on this and other feedback.

Public Questionnaire Concept

A. DeDeo and P. Armstrong put together a proposed questionnaire. C. Caterino suggested an opening paragraph for the questionnaire. J. Roth suggested making the poll more open-ended to solicit ideas on where a path should go. C. Caterino suggested asking people for feedback on proposed trail sections as put forth in previous reports. A. DeDeo suggested possibly breaking out the segments and allowing people to rank them. V. Stanton suggested adding more specific questions about how people would use a trail. A. DeDeo and P. Armstrong will revise the questionnaire based on the various feedback.

Discussion of Evaluation Criteria

A. DeDeo and J. Roth submitted suggestions on the evaluation criteria for assessing potential trail routes. The group made some recommendations for changes, and those modifications will be reviewed at the next meeting.

Comments on Synopses of Background Reports

C. Caterino offered some suggestions on a few sections of the report summaries. He will make revisions and send it to J. Roth.

Upcoming Events

J. Roth discussed the Sunday Oct. 28 bike ride, as well as potential site visits to other areas within Belmont.

Other Discussion

J. Dieckmann conducted visits to potential path segments in west Belmont, and he will share those observations with the group at a future meeting.

Action Items

1. J. Roth made an action item list and reviewed it with the group.
2. K. Sullivan will update the proposed structure of the final report based on the feedback.

3. J. Dieckmann will reach out to other towns to have someone visit our committee.
K. Hebert will reach out to the town manager in Wayland.
4. A. DeDeo and P. Armstrong will revise the questionnaire based on the feedback.
5. C. Caterino will make revisions to the synopses of the background reports, and send them to J. Roth.
6. J. Roth will send a doodle around to the committee to find dates for visits of potential segments within Belmont.

Adjournment

J. Dieckmann motioned to adjourn the meeting at 9p, and D. Colleary seconded the motion.