

SOMERVILLE BICYCLE COMMITTEE

MINUTES

Joseph A. Curtatone

Mayor

Community Representatives

Brian C. Postlewaite, Chairman
Charles Denison, Vice Chairman
Steve DaSilva, Secretary
Peter Coyle
Jing Dai
Jim Gallagher
Enid Kumin
Alan Moore
Ron Newman
Alex Epstein

Ex-Officio

Open Position, Office of the Mayor
Bob Trane, Board of Alderman
Commissioner Stanley Koty, Department of Public Works
Terry Smith, Traffic & Parking
Kathleen Ziegenfuss, Office of Strategic Planning and Community Development
Chief Anthony Holloway, Police Department

MEETING MINUTES: Tuesday, January 12, 2010, 7:00 p.m., City Hall

COMMUNITY REPRESENTATIVES ATTENDING: Brian, Charles, Steve, Enid, Alex

EX-OFFICIO ATTENDING: Kathleen Ziegenfuss

GUESTS ATTENDING: Lauren Clayton

PROCEDURAL BUSINESS:

1. Meeting called to order at 7:10 p.m.
2. Minutes: The Committee decided to hold off on approving the December 2009 meeting minutes, since there was not ample time to reformat and review the minutes. The December minutes will be voted on in February 2010 meeting.
3. Action Items: Action items will be reviewed in the February 2010 meeting.
4. Membership:
 - Mayor's Representation (Kathleen): This will be Janice Delory.
 - Kathleen looked into the details of membership for this committee. Everyone is a member until the mayor releases them, or they resign. The membership term is 2 years, and after that, a member needs to be reappointed.
 - SBC asked Kathleen if there is a policy if one can lose their membership if one were to miss a number of meetings. She will look into this.
 - Brian will write a letter to Kathleen explaining that Jing Dai has not been heard from for awhile, and therefore recommends that she be released from the committee.
5. Budget: Since the city's fiscal year is July to June, Kathleen recommends that we send her the budget estimate for the balance of 2010 (Jan. to June). Brian recommends that Jim do this since he has been compiling the budget. Kathleen will look into when the city budgets are set for the following fiscal year.
6. SBC Publications: There was some confusing/differing opinions on what publications the SBC should create to communicate outside of the committee. After some in-depth discussion, the following publications were decided upon:
 - The SBC Annual Bicycle Plan: This is a yearly public document to summarize what has been done in the last year, what the long term vision of the committee is, and what the priorities for the coming year are. This publication will be used to communicate those initiatives to the appropriate city departments, and the public.

Kathleen recommends this document leverage why a bike plan is important, make it build up in steps, and directly relate to groups that the SBC can collaborate with. Answer the question: “How can we work together to be meaningful?”

- The SBC Guide Book: This public document will record the SBC's policies and best practices.
- The SBC (year here) Initiatives: This is a yearly nonpublic document used to record the primary initiatives of the SBC for the year in detail, just for the use of the SBC or any city departments requiring the fine details to carryout a project. For example, the SBC 2010 Initiatives are: On-Street Bike Parking, an Innovative Bike Facility Pilot, and an East/West Route & Direction Signage. The details of each of these would be compiled in this document.
- Steve thinks these documents should be created on Google Docs, under the committee's account, so the are easy to access and collaborate on.

OLD BUSINESS:

1. OSPDC Bike Plan: No update.
2. Proposed Bike Lane Ordinance: No update.

PROJECT UPDATES:

1. Infrastructure:

- On-Street Bike Parking (Charlie): The proposal is straight forward and looks good.
- Poor Pavement Priorities (Alex): No update.
- Innovative Bike Facility Pilot (Charlie): The plan was reviewed, with the following comments:
 - A larger city map should be added showing all the initiatives.
 - Signage should be added to the diagrams.
 - A statement of why this location was selected to justify this project.
 - Remove the bike crosswalk at the end of the Community Path (Cedar St.) since this will be part of the path extension project.
 - Zoning should be looked at, all along the route.
 - Charlie and Alex will create another draft by the week before the February monthly SBC meeting.
 - The meeting with the city to discuss the initiatives is tentatively set for two weeks after the February monthly SBC meeting.
- Portable Bike Rack Trailer: No update.
- Layouts Proposed:
 - Washington Street Reconstruction: Kathleen brought the plans for this project and they were reviewed with the committee.

2. Route Planning:

- East/West Bike Route & Direction Signage (Ron and Brian): The plan was reviewed, with the following comments:
 1. Is this route redundant when the bike path extension will be built in a few years? Add a comment that signs can be reused, once the path extension is complete, and this route is moved where needed.
 2. Include sign details and logistics.
 3. It might be best to leave a bike symbol off the sign, so that the route can be viewed as pedestrian friendly.
- Street Suitability Map (Scott and Brian): No update.

ACTION ITEM SUMMARY:

Item #	Action Item	Responsible
14	To look into whether we need a replacement for Ex-Officio Mike Lambert, since he is not working in the Mayor's Office now - Brian will contact mayor's office, have not received a response	Brian
23	Break the OSPDC plan into 5 sections, and assign one of each to Alan, Ron, Brian, Charlie, and Steve D. - Update Aug. 2009 - Alan send out and gave assignments. All to now look at their assignments, and comment	Alan, Ron, Brian, Charlie, Steve D.
29	Take a fresh look at the proposed bike lane ordinance.	Scott and Alan

40	Look into the costs and options for a banner.	Steve D
43	Markup the Somerville by Bicycle map with a Mystic Ave bicycle facility proposal	Charlie
45	Look at possible on-street bike parking in Davis (Charlie) and Union (Steve)	Charlie and Steve D
46	Contact Parking and Traffic about enforcing parking close to curb for busy streets with bike lanes and sharrows.	Charlie
53	Create a list on paving priorities.	Alex
54	Create a list of sidewalk defects.	Lauren
55	Determine if Alan's Minuteman Connector letter should be forwarded to the Mayor depending on relevance.	Kathleen
56	Check on the status of Temple St. and lower Broadway.	Kathleen
57	Do a curb to curb measurement of Temple St.	Steve
59	Create draft of 'Projects' page for SBC comments.	Steve
61	Look into the need for re-appointments for SBC members	Kathleen
62	Send estimate budget to Kathleen for the remainder of 2010 (Jan. to June).	Jim
63	Write a letter to Kathleen explaining that Jing Dai has not been heard from for awhile, and therefore recommends that she be released from the committee.	Brian
64	Look into when the city budgets are set for the following fiscal year.	Kathleen
65	Create another draft of the Innovative Bike Facility Pilot proposal by the week before the next monthly SBC meeting.	Charlie and Alex
66		
67		
68		

The meeting adjourned at 9:10 p.m. The next meeting is 7:00 p.m., February 16, 2010 at City Hall.

Respectfully submitted,

Steve DaSilva, Secretary, Somerville Bicycle Committee