

Needham Transportation Committee

Minutes of January 29, 2019 Meeting

(7:30pm – 8:45 pm in the Highland Room of Needham Town Hall)

Members in attendance: Chair Steve McKnight (SM), Secretary Justin McCullen (JM) Richard Creem (RC), Duncan Allen (DA), David Montgomery (DM)

7:30 Call to order 8:37 Adjournment

1) Minutes of October 3rd 2018

Minutes read and accepted unanimously with no abstentions with 2 small revisions.

2) Election of Committee officers

Committee discussed member intentions of officers for 2019/2020. DM expressed interest in Chair along with SM expressing interest as Vice Chair. JM agreed to stay on as Secretary as no one expressed interest in that position. **MOTION:** Nominations of Chair (DM), Vice Chair (SM), and Secretary (JM) were voted on and approved unanimously with no abstentions. Term to commence at adjournment of Jan 29th 2019 meeting.

3) Discussion of Transportation Issues in the Board of Selectmen's FY2019-2020 Updated Goals

SM introduced the Board of Selectmen's (as of May 16th the board name was changed to 'Selectboard', but as of this meeting will be referenced as 'Board of Selectmen') FY2019/20 goals. [ATTACHED] SM led discussion around drafting a letter to the BOS communicating the committee's support of town transportation goals and initiatives using some of the BOS priorities outlined in document. DM suggested that the committee should first seek BOS feedback on transportation committee charter and charge before taking a position or making recommendations on transportation matters. The committee then discussed the transportation related goals from the BOS goals document and decided the best approach was to draft a memo to the BOS informing them of the committee's willingness to help explore further, support or drive any of the goals outlined. **MOTION:** DM and SM to draft a letter to BOS and circulate to committee for feedback prior to submission. Motion approved unanimously without abstention.

4) Other Transportation Issues

RC and DA noted that the on-time performance of the Needham Line has marginally improved, (it was noted that the new schedule helped to improve the on-time

performance by building in buffer time). It was noted that there is still some concern with short trainsets and single level cars on rush hour trains leading to overcrowded trains and increased station dwell times and late arrival times at South Station. It was noted that the station platforms have seen some improvements, however there are still uneven surfaces that are in need of repair. In addition it was noted that a number of trees at the Needham Center station have died and should be replaced. **ACTION:** Motion to DM and SM to draft a letter from Needham Town Manager to MBTA and Keolis addressing these station and service concerns. Draft to be circulated to committee for feedback prior to submission. Motion approved unanimously without any abstentions.

5) Other business

DM reminded the committee members to take the Commonwealth of MA Conflict of Interest online training and submit certificate of completion to Town Clerk in a timely fashion.

Adjournment 8:37pm

Attachments: BOS FY2019-2020 Updated Goals

Develop a staffing plan for the Memorial Park Fieldhouse. <i>(new initiative)</i>	<i>A request for funding for staffing the facility is included in the initial FY2020 budget request.</i>
7. Evaluate Town Operations and Administration.	
Goal	Status
Develop and implement a policy guiding the use of banners on poles in the business districts. <i>(continuing strategy)</i>	<i>Action on this goal is planned for FY2020.</i>
Review the Town Manager evaluation process. <i>(continuing strategy)</i>	<i>The Board adopted an interim form and the Town Manager and immediate past chair will continue to refine the form and process and make a recommendation to the Board.</i>
Develop a funding strategy to meet the staffing needs of the Police and Fire Departments in the context of the current and planned growth in Needham Crossing. <i>(continuing strategy)</i>	<i>The FY2020 budget includes a proposal for funding 8 new firefighters (75% of which will be funded by a grant), and one new police officer. The Town Manager proposes to recommend an additional 2 police officers in FY2021. One police officer position was funded in FY2019.</i>
Update the fee structure for facility rentals, and work with the Schools to consider limiting access over the summer to accommodate capital improvements and preventive maintenance. <i>(continuing strategy)</i>	<i>The Board voted to approve the revised policy and fees at its meeting on October 23, 2018.</i>
Investigate options for moving permit application and inspection processes to electronic and/or web-based platforms. <i>(continuing strategy)</i>	<i>The Town Manager has asked a team of stakeholders to review options.</i>
Evaluate structure and efficiency of consolidated HHS Department. <i>(new initiative)</i>	<i>A chairs meeting was held on January 3, 2019 to discuss this topic as well as FY2020 budget priorities.</i>
In conjunction with other stakeholders, discuss ways to streamline presentations at Town Meeting. <i>(new initiative)</i>	<i>This goal is complete.</i>
Review policy implications of the allocation of liquor licenses. <i>(new initiative)</i>	<i>The Board continues to discuss the number of available licenses and their uses, as well as implications for license violations.</i>
Consider the merits of joining the opioid lawsuit. <i>(new initiative)</i>	<i>The Board determined that it is not in the Town's interest to participate in the lawsuit at this time.</i>
Consider criteria for reviewing proposed zoning changes. <i>(new initiative)</i>	<i>This topic was discussed with the Planning Board and School Committee on 12/19/2018 and discussion will continue in 2019.</i>
Evaluate the creation of a Public Information Officer to expand the Town's communications	<i>This position was included in the Town Manager's initial budget request for FY2020.</i>

In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general governing principles that guide the goal setting process. This list will continue to be updated and refined:

Future Initiatives

- Develop a plan for NPDES Compliance.
- Work with the Planning Board to consider a street naming policy.
- Consider a plan for snow removal in the business districts.
- Evaluate the concept of constructing a hockey rink in a public/private partnership.
- Evaluate options for locating alternative transportation options (e.g. ZipCar and bike share services) in Needham.
- Explore the creation of a stormwater enterprise fund.

Governing Principles

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.
- Opportunities for streamlining the permitting process will be explored and implemented.
- Opportunities to expand the distribution of notices of public hearings will be explored and implemented.