

Pursuant to notice duly filed with the Town Clerk, the West Concord Advisory Committee (WCAC) held a virtual online public meeting at 7:00 p.m. via <https://zoom.us>.

**Members present:**

Amy Kaiser, Chair  
John Cooley  
Susan Mlodozeniec  
Amy Robinson  
Geoff Walton  
Ann Sussman

**Additional staff/committees represented:**

Marcia Rasmussen, Director of Planning and Land Management  
Deborah Adleman, Chair Bruce Freeman Rail Trail Committee

Brittany Ryan introduced as public attendee, prospective member.

The meeting was called to order at 7:02pm by A. Kaiser.

1. Approve minutes from December Meeting
  - SM moves to approve minutes
  - JC seconds
  - Unanimously approved by roll call vote, (GW approves portion that he attended only)
  
2. Select committee member roles + responsibilities for 2022
  - AS -> Transportation Advisory Committee
  - JC -> Economic Vitality
  - AS -> Trails
  - AS points out that Public works is important re: current activities with bike-ped improvements, etc.
  - SM -> Public Works Commission
    - SM will start by meeting with Alan Cathcart
  - AR -> West Concord Cultural District Committee
  - GW happy to pinch hit on anything but terms out in 3 months so doesn't make sense to start creating new relationships.
  - AR -> Diversity Equity and Inclusion
  - GW -> BFRT
  - GW and AS to collaborate on BFRT
  - Deborah Adleman: BFRT meets on Thursdays at 7pm
  - MR: BFRT meets tomorrow night, they will discuss Junction Park.

- AS will attend tomorrow night, GW will attend on the 10<sup>th</sup>. Mtg schedules were shifted due to elections.
- Deborah Adleman (DA)
  - Reads the charge to the BFRT re Junction Park and the BFRT extension
  - Subject to the approval of the committee, they will finalize some design principles, hold a big mtg in Town Hall in early February to solicit ideas, then a second mtg in March, then another in early Spring.
    - Wants everyone to participate with ideas.
  - What are the 3 most important things that you all are concerned about with the re-design?
  - AR has someone talked to Ron at Clubcar Café since they abut the rail trail? They should be talked to about the plans around their business there.
  - SM needs to be the ability for people to move quickly and slowly, with different modes of transport safely.
  - GW different types of users coming together in one small space, some want to linger and chat, others need to move fast.
  - AK tough problem to solve, there are a lot of nice aspects of the design, there are nice “eddy’s”, pockets where you can linger, maybe this can built upon, likes the painted signage about walking bikes while approaching the park.
  - AS crosswalk design creates congestion in Junction Park...confusing crosswalk getting into Junction Park.
  - JC points out dumpsters right up against the park there, the smell. AS agrees. AR noticed lids were open and obstructing the path. DA asks for clarification. AR black lids were out at neck level across the trail, both gross and obstructing.
  - DA thanks everyone for their input.
- AK: Back to roles / resps
  - Referenced “WCAC Responsibilities” document to be incorporated here
  - Chair?
    - JC would like to but has other chair resps through June
    - GW can fill in through April
    - SM can help in transition
    - JC can take over in June, only concern is quality of work so a month of overlap with other obligations is not a show-stopper.
  - JC Managing website, managing social media could be its own committee or communications role, if we had a few more ppl we could make subcommittees.
  - SM could do this (communications), she’s agreed to already anyways.
  - AK mentions secretary role
  - JC agrees that Sec role is very helpful to cover a lot of the admin things.
    - AR doesn’t mind taking minutes always and sending them to the town, no need to rotate so she can do that.
    - AR doesn’t mind submitting agendas for posting
      - Needs guidance
      - AK sometimes town will give her things to add, sometimes the public does, people reach out to the chair.

- JC says there can be a bare bones agenda and then you can add to it, and circulate it and ask for additions.
- AR has bare bones agenda, then as ppl send items to JC to add we can add them.
- JC says can automate some things with google calendar invites
- GW says he'll keep it together through April until JC can do that.
- Meeting reminders and quorum tracking: Chair
- Meeting minutes: Sec
- Agenda Drafting: Chair
- Quorum Tracking / RSVPs: Chair
  - JC clarifies that this is about noting quorum at the beginning of each call, rescheduling if needed.
  - AK notes that it is also about tracking RSVPs ahead of the meeting to see if we should have quorum for the meeting.
- Facilitate meetings: Chair, JC points out that this is one of the principal resps of the Chair.
- AK Delegated remainder of resps in document
  - Discussed speaking with community members about issues that come up, happens once every 2-3 months. She is known as the point of contact for the committee.
- AS discusses Design Review boards in other towns. These are people who really know the community. Concord is outstanding in not having a Design Review board. They are licensed architects in the community.
  - SM says this would help us with lengthy back and forth on plans that come in front of us.
  - AK it's something that Concord could consider. One thing that I've liked about the way we work is that you get a lot of participation from the community.
  - AS we stand out for not having a Design Review Board in Concord.
- AK to circulate the referenced document following the meeting

### 3. Potential "quick win" bike-ped improvements for West Concord Junction: Updates & Next Steps

- AK made some efforts to update the presentation then passed off to AS and SM.
- Next step: touching base with Public Works. What's hard, what's easy, what's already on the list.
- Next step: visit to the TAC.
- Next step: broaden the conversation beyond those who joined us at the walkabout.
- AS can make a few redactions to the slides, communicate the basic ideas, continually safe walking, biking, driving, isn't there.

- SM took the slides and organized it and got it down to a manageable number of slides and categorized it. We could take this to Alan Cathcart, the Director of Public Works, ask about ways to move forward with them, to utilize the budget more hospitable to West Concord residents.
- AS agrees, important to get it out there, will be useful for Public Works. Discusses consistent walkability, consistent bike-ability, consistent cross walks.
- SM the work that is supposed to be done by Complete Streets is supposed to be done in the next 6-8 months, puts some core improvements in place to build from. Hope that Public works sees this as an important stepping stones.
- AS need a map that shows when the crosswalk are happening and a grant to fund additional work.
- AK discusses the improvements outside of the Complete Streets improvements.
- AS to reach out to Public Works.
- SM to reach out to Alan Cathcart to get a mtg on the calendar.
- AK will forward the last message from him to SM.
- JC loop everyone in? SM can go, take notes, report back to the WCAC.
- AS will attend.
- AS wants to show him the info we got from the walkabout.
- AS we want to get a timeline for improvements that we can show to people.
- AK says Complete Streets was scheduled to begin this coming Summer or Spring.
- MR re: timing of improvements, they request bids and bids can be way off base and that can create delays, but once they know the timeline they do a good job of communicating to businesses when things will happen, part of the reason they haven't been discussed broadly so far.

#### 4. Membership outreach

- AK we were sent a batch of volunteer cards in the Fall and AK re-contacted them. Two prospective members joined from the public tonight. Encourages the public to submit their volunteer cards. Asks MR about new member approval processing.
  - MR they are backed up on their processes due to changes in roles, COVID, etc.
- AK can anyone put out a Nextdoor post for new membership?
- SM will do by the end of this week, and will also put out a flier as well as discussed last meeting.
- GW discusses following up after the Nextdoor post.
- AR anyway to target people who have a lot of daytime business hours available worth considering.
  - GW good point, can we canvas apartment complexes, bulletin boards?
    - MR could reach out to property managers, if we tell her who we are interested in contacting.
    - AK also MR had suggested getting on their list of select boards who need additional members.
    - GW will send MR a note about this.
    - AK the Kiosk where we met for the walkabout is a place where we could post.

- SM can send AR a flier that she could post when she's walking by there.
- MR suggested GW contact the Town Manager to have our Committee openings listed on the Select Board agenda.

5. Liaison updates

- AR, JC: Trails committee, EV have not met since last meeting respectively
- SM: WCJCD is working on a map and a display board thinking near the commuter rail station so that when people get off the train they can orient themselves.
  - AS: a lot of cultural districts have this we are missing it.
  - SM agrees that gateway signage is important.

6. Public Comment

- none
- AK thanks the committee for their support before signing off for her last meeting as Chair.
- Everyone thanks Amy for her service. Thank you Amy for your leadership!
- GW moves to adjourn.
  - AK seconded
  - No objections

Adjourned at 8:30 PM.

Respectfully submitted,  
John Cooley