



**Sustainable Transportation Plan Advisory Committee  
Meeting Minutes  
December 16, 2019**

Location: 112 Mystic Street, Arlington Police Department, 2<sup>nd</sup> Floor Community Room.  
Time: 8:00 AM – 9:30 AM

In attendance: Ali Carter, Julie Wayman, Heather Barber, Corey Rateau, Len Diggins, Doug Mayo-Wells, Jenny Raitt, Rachael Stark, Mike Rademacher, Linda Butt, Ezekiel Wheeler, Daniel Amstutz, Darcy Devney, Philip Goff and Adam Chapdelaine.

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**Agenda Item 1 – Approval of Minutes from September 25**

Minutes were approved.

**Agenda Item 2 - Update on Sustainable Transportation Plan RFP and consultant selection**

Mr. Amstutz noted that Nelson\Nygaard has been selected to provide consulting services to assist with the development of the Sustainable Transportation Plan.

Proposals were received from four companies: Fort Hill Companies, McMahon Associates, Nelson\Nygaard Consulting Associates, and Stantec. Jenny Raitt, Dan Amstutz, Rachael Stark and Len Diggins reviewed each proposal and scored them individually. Amstutz checked the references that were provided for each lead consultant and subconsultant. Nelson\Nygaard had the highest quantitative score from the individual reviews, but the three other proposals scored highly as well and were competitive. Thus, the review team decided to bring in each consultant for an in-person interview. Interviews occurred last week, and the team's consensus from those interviews was that Nelson\Nygaard would be the best fit for this project. Nelson\Nygaard proved they had a great combination of technical expertise while also being able to provide an aspirational plan to push the Town in new directions. The review team was also impressed with their project approach, references, and consulting team cohesiveness.

**Agenda Item 3 - Communication and public outreach strategies for the Sustainable Transportation Plan**

Mr. Amstutz discussed the purpose and goals of public engagement, and the four stages of engagement.

The purpose of the engagement was reviewed:

- 1) Develop an understanding of the shared voice of the community relative to future mobility in Arlington
- 2) Understand what the transportation needs of the community are now and what the community thinks will be their transportation needs in the future
- 3) Educate the community on sustainable transportation solutions and alternatives

The four stages of engagement were reviewed with the group:

1. Creating awareness that DPCD will be conducting outreach and recruiting volunteers to assist DPCD in outreach events
2. Conducting engagement events ranging from meeting with individuals to large group engagements. The scope of these engagement events will also depend on the availability of volunteers and funding
3. Letting the community know what we've heard and ground-truthing our conclusions
4. Building support for new policies or changes at Town Meeting/the Select Board that are recommended in the final plan

A draft list of stakeholders was circulated to the committee. Committee members were asked to add more stakeholders to the list or note priority stakeholders. Additional stakeholders include:

- East Arlington Livable Streets (EALS)
- Disability Commission
- Capitol Square Business Association [now defunct]
- Arlington Dog Owner's Group (A-DOG)
- All business associations in town: Support Arlington Center, Support Arlington Heights, Arlington Heights Neighborhood Action Plan Committee
- Students/schools – middle schools, Arlington High School, Arlington Catholic
- Safe Routes to Schools (SRTS), Parent Teacher Organizations (PTOs), parent volunteers, principals, superintendent, traffic supervisors
- Transit-dependent populations
- Renters
- Town employees
- Traffic/navigation applications (Waze, Google, MBTA apps)
- Capital Planning Committee
- Parking Advisory Committee
- Transportation vendors (mobility as a service)

The committee discussed when to engage people, in relation to collecting public input at specific times and for engaging with certain organizations. Of particular note was engaging with the MBTA and traffic/navigation applications, not necessarily to get their input, but let them know about the results of the plan and how to work with them on implementation.

Key events and meetings to engage people at include:

- Eco-Fest (March/April timeframe)
- Feast of the East/Fox Festival (June)
- Porch Fest (June)
- Beer Garden (Summer)
- On the Bikeway – near the Route 2 underpass and Thorndike Field
- At businesses, such as Stop & Shop and Arlington Coal & Lumber
- At Arlington Heights Busway and bus stops
- Council on Aging meetings
- Events of faith-based organizations
- Town Meeting Members (March) and precinct meetings (April)
- School fairs/homecoming, other school events
- Food pantry, farmer's market, food market

The committee discussed different types of outreach formats and made the following suggestions:

- Use online paid ads (Facebook for example) to link to surveys

- Wikimap
- Tabling at events or in high-traffic locations (Bikeway etc.)
- Public forums
- Column in the Arlington Advocate
- Social media
- Church bulletins
- ACMi – call in show/program
- Flyers – at bus stops, libraries, bulletin boards (Kickstand Café, along the Bikeway, Menotomy Rocks and other parks)
- Webinar
- Arlington Alert

The committee was able to review Nelson\Nygaard's proposed work plan and their proposed project schedule in advance of the meeting to consider whether it needs adjustments. The committee added other guidance for the engagement on this project:

- Soliciting input versus communicating updates about the plan (make it clear that this is two-fold)
- Providing many opportunities for input versus long time window
- Add more traditional public meeting/forum to section D of Nelson\Nygaard's schedule
- Add two public meetings to schedule
- Before/after Town Meeting for Town Meeting Members – emphasize land use/housing connections
- Utilize "meeting in a box" to supplement interviews/focus group meetings conducted by Nelson\Nygaard
- Keep careful documentation of outreach, including how many people were reached, how many engaged with, and how many provided comments
- Develop standard comment paperwork to easily compare and organize data

#### **Agenda item 4 - Identify possible dates for consultant kick-off meeting in January**

Mr. Amstutz will send out a poll to the committee to identify possible times for a kick-off meeting with Nelson\Nygaard. The four weeks following New Year's Day will be targeted.

#### **Agenda item 5 - Closing and Next Steps**

- Send poll for potential kick-off meeting dates
- Check with Corey Rateau about room availability

Meeting Adjourned