

Board of Selectmen's Charge to the Complete Streets Study Committee (CSSC)

The CSSC shall support the Town of Brookline's application to the Massachusetts Department of Transportation (MassDOT) to be certified as a complete streets community under M.G.L. Chapter 90I, Section 1, by assisting the Town in meeting the seven criteria laid out in subsection (c) of that law, as described below. Once certified, the Town will then be eligible to receive funding pursuant to MassDOT's Complete Streets Program.

Complete streets policy. (Criterion ii) The CSSC shall develop a complete streets policy to be proposed for adoption by the Town. The CSSC shall determine the most appropriate form(s) for the policy to take (e.g., by-law and/or administrative policy), and shall identify the recommended bodies, individuals, or entities responsible for approving and carrying out the policy. After the CSSC identifies the appropriate form and responsible entities, it shall draw up and submit a proposed work plan and schedule to the Board of Selectmen. The work plan and schedule shall indicate the bodies, individuals, or entities responsible for approving the policy, the optimum dates by which the draft policy will be presented to them, and dates by which such approvals will be sought. The CSSC shall have a goal of submitting the work plan and schedule to the Board of Selectmen by the end of March 2015.

The CSSC shall gather and review information with respect to the development of a complete streets policy, including but not necessarily limited to existing relevant Town by-laws and policies, complete streets policies other municipalities have put in place, available guidelines, and analysis of best practices in complete streets policy development.

Baseline inventory. (Criterion iii) The CSSC shall assist the Town in coordinating with MassDOT to confirm the accuracy of a baseline inventory of pedestrian and bicycle accommodations in order to identify priority projects.

Procedures to incorporate complete streets elements. (Criterion iv) The CSSC shall develop recommended procedures for the Town to follow when conducting municipal road repairs, upgrades or expansion projects on public rights-of-way in order to incorporate complete streets elements.

Review process for private development. (Criterion v) The CSSC shall develop recommendations for consideration by the Town in establishing a review process, as required by MassDOT's Complete Streets Program, for all private development proposals in order to ensure complete streets components are incorporated into new construction.

Mode share goal. (Criterion vi) The CSSC shall recommend a municipal goal for an increased mode share for walking, cycling and public transportation, where applicable, to be met within five years, and in developing a program to reach that goal, as required by MassDOT's Complete Streets Program.

Annual reporting. (Criterion vii) The CSSC shall recommend a process to be used in producing and filing annual progress reports, pursuant to MassDOT's Complete Streets Program.

Brookline-specific concerns. The CSSC shall take into account the Town's aims concerning development and maintenance of residential and commercial areas as identified in the Town's Comprehensive plan. The CSSC shall also consider the Town's aims to maintain street trees that contribute to its urban forest as specified in the Town's Open Space Plan. The CSSC will also seek for the complete streets policy it develops to activate public spaces, encourage development of miniparks along public rights of way, to improve access to parks near major transportation routes. Further, the CSSC shall also be guided by policies that may be adopted by the Town to strengthen access and opportunities for participation for people of all ages and abilities, address climate change and other environmental concerns, and improve public health by improving air quality and encouraging residents to walk, run, and bicycle.

Operation of CSSC. In performing its work, the CSSC shall be authorized to work with the Transportation Administrator, Todd Kirrane, and/or his designee(s), the Planning Director, Alison Steinfeld, and/or her designee(s), the Transportation Board, the Bicycle Advisory Committee, the Public Transportation Advisory Committee, the Economic Development Advisory Board, the Board of Selectmen, the Planning Board, the Conservation Commission, the Park and Recreation Commission, and the office of Town Counsel. Additionally, the CSSC is encouraged to seek input from the Brookline Community Aging Network, the Brookline Neighborhood Alliance, the Advisory Council on Public Health, and the Brookline Greenspace Alliance.