

**Town Administrator's Advisory Committee on Pedestrian Bicycle Pathway
Minutes of the Meeting on Wednesday, July 24, 2019**

Pocasset Community Building

Members in Attendance: David McPherson, Chair; John Carroll, Vice Chair; Ken Cheitlin, Clerk; Mark Emmons; George Slade (Members absent: none)

Others in Attendance: Glenn Cannon

1. The meeting was called to order at 7:01 p.m. by Mr. McPherson.
2. Public comment: There were no public comments.
3. Election of committee officers: *A motion was made by Mr. Cheitlin and seconded by Mr. Carroll to elect Mr. McPherson for a second one-year term as Chair. The motion passed 4-0, with Mr. McPherson abstaining. A motion was made by Mr. Cheitlin and seconded by Mr. Emmons to elect Mr. Carroll for a second one-year term as Vice Chair. The motion passed 4-0, with Mr. Carroll abstaining. A motion was made by Mr. McPherson and seconded by Mr. Carroll to elect Mr. Cheitlin for a second one-year term as Clerk. The motion passed 4-0, with Mr. Cheitlin abstaining.*
4. Approval of the minutes from June 26, 2019 meeting: *A motion to approve said minutes was made by Mr. Carroll and seconded by Mr. Slade. The minutes were approved, 5-0.*
5. Discussion of MassTrails grant administration: Mr. Emmons relayed his communications with Amanda Lewis, MassTrails Program Manager at the Department of Conservation and Recreation (DCR), who confirmed that Mr. Cannon would be DCR's contact at the town for purposes of administration of the \$285,000 MassTrails grant. Mr. Cannon has responded to certain information requests from DCR to set up the mechanisms needed for payment of grant funds. He has also communicated with a representative from Vanasse Hangen Brustlin (VHB), and that firm is putting together a proposal for use of the grant in connection with design of Phases 1 and 2. Once a 25% design is completed, that design is reviewed and commented on by MassDOT, prior to our being able to move on to a 75% design.
6. Discussion of Phase 1 work by VHB: Mr. Cannon reported that, per his recent conversation with VHB's representative, VHB has applied for an access permit from the Rail and Transit Department of MassDOT and, despite frequent follow-up, has to date been unable to obtain that permit. As such, VHB has not been able to commence their work on design of Phase 1. Discussion followed concerning options for expediting issuance of the permit.
7. Other updates on Phases 1 and 2: A Project Notification Form for Phase 2 has been filed with MassDOT and MassDOT has responded, seeking more information, which is being provided.

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8. Discussion of Phases 3 and 4 (Funding sources & Project Notification Forms): Discussion centered around seeking CPC funding for the design of Phases 3 and 4, and redrawing of the phases to ensure public access at the point of joining of the two phases. *A motion was made by Mr. Cheitlin, and seconded by Mr. Emmons, to recommend that the town of Bourne, by the application deadline of August 16, 2019, seek CPC funding in amount the cost for 25% design of Phases 3 and 4, or such lesser amount as advised by the Chair of the CPC. The motion passed, 5-0.* There followed a discussion of seeking a project number from MassDOT for Phases 3 and 4, after which *a motion was made by Mr. McPherson and seconded by Mr. Cheitlin, to recommend that the town immediately file two separate Project Notification Forms for Phases 3 and 4. The motion passed, 5-0.*

9. Discussion of committee mission: This item was deferred to the next meeting's agenda, in deference to the late time.

10. Future meeting dates: Given conflicts of certain members and Mr. Cannon, it was decided that meetings going forward would generally take place on the fourth Monday of each month. As such, the next meeting was changed from Wednesday, August 28, 2019, to Monday, August 26, 2019 at 6:00 p.m. at the Pocasset Community Building.

11. Adjourn: *Motion to adjourn was made by Mr. Emmons, seconded by Mr. McPherson, and passed, 5-0, and the meeting was adjourned at 8:47 p.m.*

Respectfully submitted,

Ken Cheitlin, Clerk

These Minutes were approved by a 5-0 vote of the Members on September 3, 2019.