

Inner Core Committee

A subregion of the Metropolitan Area Planning Council including 20 cities and towns:

Arlington • Belmont • Boston • Brookline • Cambridge • Chelsea • Everett • Lynn • Malden • Medford • Melrose • Newton • Quincy • Revere • Saugus • Somerville • Waltham • Watertown • Winthrop

Inner Core Committee Work Plan

October 2013-September 2014

The Inner Core Committee (ICC) is a subregional council of the Metropolitan Area Planning Council, the regional planning agency for the 101 cities and towns in the metropolitan Boston area. The Inner Core Committee fosters joint and cooperative action within the subregion and provides a forum for planners and municipal representatives to explore issues of mutual concern.

As of October 2013, the ICC consists of representatives from nineteen of the metropolitan area's innermost communities: Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown and Winthrop. The Boston Redevelopment Authority and the Metropolitan Area Planning Council are also voting members of the Committee. The Inner Core Committee is MAPC's largest subregion, representing the largest number of municipalities of any subregion, about 51% of the MAPC region's population – over 1.6 million residents.

Membership (as of October 2013)

Inner Core Committee meetings and communications are open to the public and anyone interested is welcome to participate. Representatives from neighboring municipalities, other government agencies, nonprofit community development organizations, planning consultants, and students are encouraged to attend.

Inner Core Committee Leadership Team:

The Inner Core Committee Chair is responsible for suggesting agenda items, reviewing draft materials, facilitating meetings, encouraging attendance, and providing advisory support to the Inner Core Committee Coordinator. The Vice Chair assists with these responsibilities and fills in when the Chair is unable to attend a meeting. The Inner Core Committee Coordinator is from the MAPC staff and is appointed by the MAPC Executive Director. The Coordinator is responsible for drafting meeting materials, maintaining committee communications, and providing professional assistance to the committee and its member communities.

- **Chair:** Candace Havens, AICP, MPA, Director of Planning and Development, City of Newton
- **Vice Chair:** James Errickson, Executive Director, City of Everett Department of Planning and Development
- **Coordinator:** Manisha Gadia Bewtra, AICP, MAPC Senior Regional Planner

Inner Core Committee Voting Representatives (when two names are listed, the second is an alternate):

The Committee has twenty-one voting member positions. On occasions when the committee has formal business to approve by vote, a quorum is considered one-third of the members.

- **Arlington:** Laura Wiener
- **Belmont:** Jeffrey Wheeler
- **Boston:** Tom Kadzis
- **Brookline:** Joe Viola
- **Cambridge:** Bill Deignan
- **Chelsea:** John DePriest
- **Everett:** James Errickson/Marzie Galazka
- **Lynn:** James Marsh/Don Walker
- **Malden:** Michelle Romero/Deborah Burke
- **Medford:** Clodagh Stoker-Long
- **Melrose:** Denise Gaffey/Adam Duchesneau
- **Newton:** Candace Havens/James Freas
- **Quincy:** Rob Stevens

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- **Revere:** Frank Stringi
- **Saugus:** Vacant
- **Somerville:** Lori Massa
- **Waltham:** Vacant
- **Watertown:** Steve Magoon
- **Winthrop:** Joe Domelowicz
- **Boston Redevelopment Authority:** Vacant
- **Metropolitan Area Planning Council:** Manisha Bewtra

Communications

The Inner Core Committee Coordinator, Manisha Bewtra, is the main point of contact for all matters related to the committee. She may be reached at mbewtra@mapc.org or by phone at 617-933-0757. MAPC is located at 60 Temple Place, Boston, MA 02111.

E-newsletter

The Inner Core Committee newsletter is the best way to receive committee updates and receive news about upcoming events and funding opportunities.

Website

The Inner Core Committee website, www.mapc.org/icc, is intended to serve as a resource for anyone interested in learning more about the Inner Core Committee.

Social media

At this time, the Inner Core Committee does not have its own Facebook page or LinkedIn group, but over the coming year these additional communications options will be explored.

Meetings and Events

The Inner Core Committee will hold quarterly business meetings and sponsor two educational workshops. The Inner Core Committee Coordinator will also keep newsletter subscribers and meeting attendees informed about other meetings and events of interest throughout the year. Should time-sensitive issues arise between quarterly business meetings, the Inner Core Committee may elect to hold additional meetings or via web/telephone conference.

Inner Core Committee Quarterly Networking Breakfasts and Business Meetings:

The Inner Core Committee will meet on a quarterly basis. Meetings may be held at MAPC, or they may rotate to different locations around the Inner Core.

Approximate dates:

- Wednesday, December 4, 2013
- Wednesday, March 5, 2014
- Wednesday, June 4, 2014
- Wednesday, September 3, 2014

Sample quarterly meeting agenda (with detailed annotations):

8:30am-9:00am: Networking breakfast

- Participants will be encouraged to come early to enjoy breakfast and networking.

9:00am-11:00am: Business Meeting

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- **Introductions and meeting objectives (5 minutes):** The Inner Core Committee Chair will call the meeting to order and provide an overview of meeting objectives. Participants will go around the room to introduce themselves.
- **Reports and updates (15 minutes):**
 - **Inner Core Committee Coordinator Report (5 minutes):** The Inner Core Committee Coordinator will provide updates on current MAPC initiatives, projects in Inner Core communities, funding and technical assistance opportunities, and upcoming events around the region.
 - **Inner Core Committee Chair Report (5 minutes):** The Inner Core Committee Chair will provide an update on the Inner Core Committee's advocacy agenda and recap Inner Core Committee events in the previous quarter.
 - **Subcommittee reports (5 minutes):** Inner Core Subcommittees and Inner Core liaisons to MAPC committees will provide brief updates on activities over the last quarter and upcoming.
- **Community exchange (40 minutes):** Community exchange is an opportunity for participants to learn more about planning and development priorities and challenges across the Inner Core subregion. The key to making this section of the agenda productive is effective facilitation and timekeeping. Information shared during community exchange may fit any of the following criteria: 1) initiatives of a cross-border, multi-municipal, or regional nature, 2) best practices or innovative tactics employed locally, 3) challenges that could benefit from group problem-solving or learning from similar experiences in other communities. Two options for how community exchange is approached during the meeting:
 - Representatives from each municipality present will provide a two-minute update on current planning and development priorities in their cities and towns.
 - Or, a few municipalities will have the opportunity to make a brief presentation they prepare in advance. (For example 5 municipalities, 5 minutes each.)
- **Action agenda (40 minutes):** Discuss current issues (such as policy, legislation, funding, and development priorities) and develop an Inner Core Committee position on these issues. Prepare plan to advocate for these issues.
- **Plan for upcoming events (20 minutes):** Plan agenda for upcoming Inner Core Committee workshops and events

11:00am-12:00pm: Site visit

- The host community will offer a tour of a local project.

Inner Core Committee Workshops:

The Inner Core Committee will host two special workshops. These workshops will be for a larger audience and will include substantive educational content. The Inner Core Committee will pursue AICP CM credits, APA-MA co-sponsorship, Mel King Institute for Community Building co-sponsorship, and other co-sponsors as applicable. These co-sponsorships will help to draw more participation to the event. In some cases, Inner Core Committee may request resources from co-sponsors, such as funding for refreshments, to pay for facilities, speakers' fees, or to cover other costs.

Approximate dates:

- Wednesday, February 5, 2014

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- Wednesday, May 7, 2014

Topics (subject to change):

- **Beyond the Basics Master Planning Workshop**

M.G.L. Chapter 41, Section 81D identifies nine elements that a Master Plan should include: goals and policies, land use, housing, economic development, natural and cultural resources, open space and recreation, services and facilities, circulation, and an implementation program. Nine elements may sound like a lot – but where do emerging areas of planning practice and proactive responses to current demographic trends fit in?

We will discuss ways to evolve the master planning process to address issues like adapting to climate change, planning for an aging population, improving accessibility, responding to demographic changes and increased diversity, assessing public health impacts, reducing energy consumption, analyzing the food system, workforce development, and other aspects of community planning not always included in traditional master plans. Many Inner Core communities are exploring these topics at a smaller scale, such as in neighborhood plans – we will learn from their experiences and discuss how these efforts can be scaled up to a citywide and regional approach.

- **Creating Vibrant and Productive Transit-Oriented Corridors**

Frequently, “local” implies a certain radius around a point or within the same city or town. Orienting our thinking towards transit corridors challenges us to think regionally; transcending municipal boundaries and perceived barriers such rivers or different neighborhoods. Learn about connecting places to “live, work, play, and learn” along transit corridors, with a focus on findings from the Orange Line Opportunity Corridor project.

Projects

In addition to meetings, the Inner Core Committee may undertake a few projects over the year, including the following.

Develop action agenda

The “action agenda” component of quarterly business meetings is a new feature of Inner Core Committee meetings. The Chair, Vice Chair, and Coordinator will work to better define this, and propose a draft action agenda to committee representatives at the December meeting.

Develop subregion profile

The Inner Core Committee Coordinator and other MAPC staff have compiled data on Inner Core municipalities. This information will be presented as a draft working document at the December meeting, and Inner Core Committee Representatives will work with the Coordinator to revise and add relevant information over the year.

Revise bylaws

Inner Core Committee Bylaws were last updated in 2008. The Chair, Vice Chair, Coordinator, and other MAPC staff will produce revised bylaws to be adopted before the end of this year’s work plan.