

Inner Core Committee

A subregion of the Metropolitan Area Planning Council including 21 cities and towns:

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

Inner Core Committee (ICC) Work Plan

July 2015 – June 2016

Introduction

The Inner Core Committee (ICC) is a subregional council of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in the metropolitan Boston area. ICC fosters joint and cooperative action within the subregion and provides a forum for planners and municipal representatives to explore issues of mutual concern. The ICC is MAPC's largest subregion, representing the largest number of municipalities of any subregion, about 51 percent of the MAPC region's population – over 1.6 million residents.

Membership and Voting

The ICC consists of representatives from 21 of the metropolitan area's innermost communities: **Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Needham, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown and Winthrop.**¹

As of July 2015, the ICC has twenty-two voting member positions. The municipal representatives to the MAPC Council are the default voting members of the subregion²; however, these individuals may appoint others to represent the municipalities' interests at ICC meetings. The Boston Redevelopment Authority (BRA) and the Metropolitan Area Planning Council (MAPC) are also voting members of the ICC. On occasions when the ICC has formal business to approve by vote, each member has one vote and a quorum is considered one-third of the members.

Identifying a diverse range of individuals and groups that can enrich the ICC network through participation in subregional meetings and projects continues to be a high priority. Representatives from neighboring municipalities, other government agencies, institutions, the private sector, nonprofit community development organizations, planning consultants, students, and representatives from bordering municipalities are encouraged to attend meetings. ICC representatives from each community are responsible for assisting in outreach and helping to identify individuals within their own community who might want to attend ICC meetings, workshops, and forums. The ICC may also invite other people or organizations to participate as associate members in the committee's deliberations.

Leadership and Staff

Co-chairs. The co-chairs for 2015-2016 are James Freas, Acting Director of Planning and Development in the City of Newton and John DePriest, Director of Planning and Development in the City of Chelsea. The co-chairs are responsible for suggesting agenda items, reviewing draft materials, facilitating meetings, encouraging attendance, and providing advisory support to the ICC Subregional Coordinator (the Coordinator). The co-chairs shall assist the Coordinator with the appointment of all sub-committees and working groups and will represent ICC before other local, regional, or state agencies or organizations.

Staff: The Coordinator is from the MAPC staff and is appointed by the MAPC Executive Director. Jennifer Erickson serves in the role of Coordinator. The Coordinator shall schedule meetings; prepare agendas; organize forums and workshops; conduct outreach and engagement; provide technical assistance to participating municipalities; implement subregional projects; manage the subregion budget; and provide regular correspondence to the membership on programs, projects, events, meetings, announcements, and funding opportunities.

ICC Municipal Member Leadership with Transportation Agencies and MAPC Committees and Coalitions

¹ Milton and Needham have dual membership with ICC and the Three Rivers Interlocal Council (TRIC).

² Milton participates in ICC but votes as part of the Three Rivers Interlocal Council (TRIC) subregion. Needham participates in ICC and votes as part of the ICC subregion.

Boston Region Metropolitan Planning Organization (MPO): The Boston Region MPO is responsible for conducting the federally required metropolitan transportation-planning process for the Boston metropolitan area. The MPO uses this process to develop a vision for the region and then decides how to allocate federal and state transportation funds to programs and projects. Cooperatively selecting transportation programs and projects is a role of the MPO's 22 voting members. The Boston Region MPO has five seats for members of the subregion.

- As of June 2015, the five ICC municipalities that have a seat on the Boston Region MPO are: Arlington, Boston, Everett, Somerville, and Newton. The City of Somerville is the official Inner Core Committee representative on the MPO. Learn more about the Boston Region MPO: <http://www.ctps.org/Drupal/mpo>.

Regional Transportation Advisory Council (RTAC): The Advisory Council is an independent group charged with providing public input on transportation planning to the Boston Region MPO. The Advisory Council Chair has one seat on the MPO. The Town of Needham current serves in the role of Chair. The ICC municipalities that currently serve as voting members of the Advisory Council are: Belmont, Brookline, Cambridge, Quincy, and Revere.

- As of June 2015, the following ICC municipalities are voting members of RTAC: Belmont, Brookline, Cambridge, Quincy, and Revere. The following ICC municipalities are non-voting members of RTAC: Arlington, Boston, Boston Redevelopment Authority, Everett, Newton, and Somerville. Learn more about RTAC: <http://www.ctps.org/Drupal/rtac>.

Massachusetts Bay Transportation Authority (MBTA) Advisory Committee: The chief elected official of each of the Inner Core cities and towns, or his or her designee, is a voting member of the MBTA Advisory Board. As assessments change, so does the precise weight of each municipal vote. To learn more about the Advisory Board mandate, visit <http://www.mbtaadvisoryboard.org/about-us/>.

MAPC Legislative Committee: MAPC's Legislative Committee members develop legislative priorities for the agency each year. Committee members meet monthly to determine action steps for furthering MAPC's priority legislative issues, and to decide the agency's position on matters of regional importance. Members include municipal staff and nonprofit organizations.

- As of June 2015, Steve Magoon from the Town of Watertown serves on the Legislative Committee.

Metro Mayors Coalition: The Metro Mayors is a coalition made up of 14 communities in Greater Boston. It is a voluntary forum where members exchange information and create solutions to common problems. MAPC helped to establish Metro Mayors and provides staff support and financial administration. Mayors and managers in the following 13 ICC municipalities participate in the coalition: Boston, Cambridge, Chelsea, Everett, Malden, Melrose, Medford, Quincy, Revere and Somerville, Brookline, Winthrop, and Newton.

Funding

ICC is funded through two sources: funds from the Metropolitan Planning Organization (MPO) to implement the annual Unified Planning Work Program (UPWP) and the annual assessment collected from member municipalities.

Work Plan Goals for FY16

ICC strives to be a forum that provides members with opportunities to:

- **Build knowledge and have regional dialogue on timely planning topics:** ICC leadership and staff will work together to implement a program of meetings, workshops, and forums on priority topics of concern to the membership.
- **Influence regional transportation policy and planning:** ICC leadership and staff will ensure multiple opportunities for membership to generate project ideas for the Unified Planning Work Program, Livable Communities Workshop (LCW), and the Community Transportation Technical Assistance (CTTA) program. The program will also include opportunities to participate in MassDOT's Focus40 MBTA Planning for Mass Transportation (PMT) capital planning process which kicks off in fall 2015; and the annual Transportation Improvement Program (TIP) projects list.
- **Develop and articulate a strong, united voice on issues of regional concern:** ICC leadership and staff will work with the membership to identify and prioritize support for projects, policies, and/or legislation that advance smart growth, equity, and sustainability goals for the Inner Core.

The Coordinator will also engage in the following activities to implement these goals:

- conduct outreach and engagement to strengthen participation in the ICC network;
- provide technical assistance with short-term projects requested by the membership;
- review and/or write applications for grants and technical assistance for subregional projects; and
- Identify opportunities for coordination with other MAPC-staffed coalitions and initiatives that serve the subregion municipalities, i.e., the Metro Mayors Coalition and MetroFuture Walks and Talks.

FY16 Program of Activities

The ICC will meet on a bimonthly basis for a minimum of six times over the FY16 year. Should time-sensitive issues arise between scheduled meetings, the Coordinator may schedule additional meetings, webinars, and/or conference calls. Meetings will generally occur at MAPC's offices. Workshops, forums, and special meetings may occur in the evening and in other locations and be longer in duration than the typical ICC meeting.

Meetings may include a mix of the following:

- **Presentations and forums on topics of interest to a broader audience;** these may be co-sponsored by other organizations and/or promoted as MetroFuture Walks and Talks;
- **Workshops that focus on teaching specific skills or demonstrating tools and techniques;** these may offer American Institute of Certified Planners (AICP) CM credit; and
- **Business matters that require consensus or a vote of the municipal membership,** e.g., multi-municipal projects that may be submitted for funding and elections for subregion leadership roles.

Meeting Dates:

- Wednesday, September 16, 2015, 8:30 - 11 am
- Wednesday, November 18, 2015, 8:30 - 11 am
- Wednesday, January 20, 2016, 8:30 - 11 am
- Wednesday, March 16, 2016, 8:30 - 11 am
- Wednesday, May 18, 2016, 8:30 - 11 am
- Wednesday, June 15, 2016, 8:30 - 11 am

Meeting Topics: Multiple topics will be addressed at each meeting. Scheduling will depend in part on the availability of internal and external guests.

- Outreach and Engagement: Interactive "talkshop" session to share outreach and engagement successes and challenges among Inner Core planners, facilitated by MAPC Community Engagement staff. Follow-up three-hour training led by MAPC's Community Engagement Division and will offer AICP credit.
- Transportation Planning and Updates (November January, March): MBTA Focus40 Capital Plan - Presentation and Discussion. TIP, and UPWP discussion facilitated by CTPS. Landline Regional Greenway Planning Project start-up, facilitated by MAPC Transportation Division.
- Housing and Economic Development: Housing forum to discuss developments in housing planning and policy, facilitated by MAPC housing staff. MAPC Development Database: Provide input on the latest round of improvements and discuss possibilities for using the site internally or for constituent communications, facilitated by MAPC Data Services staff.
- Health and Environment: Food Systems Plan Presentation and Regional Climate Change Adaptation Planning Update, facilitated by MAPC Public Health and Energy staff.
- Innovation and Creativity: MAPC Arts and Planning Toolkit and play spaces design and procurement, facilitated by MAPC Land Use and Regional Collaboration staff.
- Annual Meeting (June 2016): FY17 subregional project ideas, work plan, and elections.

Communications

Open Meeting Law: All ICC meetings, workshops, forums, and communications are open to the public. Official meeting notices are posted on the MAPC website at www.mapc.org/publicmeetings and on the ICC website of the MAPC website at www.mapc.org/icc at least a week in advance of each meeting. Meeting agendas and materials will be kept on file at MAPC and made available upon request.

The subregion communicates about its activities through three main avenues:

- **E-newsletter.** The ICC newsletter publishes upcoming meeting dates and agendas and provides notice about funding and technical assistance opportunities and events of interest.
- **Website.** The ICC website, www.mapc.org/icc, is intended to serve as a resource for anyone interested in learning more about the ICC.
- **Social media.** The ICC Facebook page, www.facebook.com/innercorecommittee, is intended to serve as a space for ICC members and the broader ICC network to discuss topics of interest between and outside of our scheduled meetings and events.

The ICC Coordinator, Jennifer Erickson, is the main point of contact for all matters related to the committee. She may be reached at jerickson@mapc.org or by phone at 617-933-0759.