

# 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 2017 – June 2018

### 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 represents the largest number of municipalities of any of the eight MAPC subregions, and includes 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.**<sup>1</sup>

As of June 2017, the ICC has twenty-two voting member positions. The municipal representatives to the MAPC Council are the default voting members of the subregion;<sup>2</sup> however, these individuals may appoint others to represent the municipalities' interests at ICC meetings. The Boston Planning & Development Agency (BPDA) 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.

### Work Plan Goals for FY2018

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 special events on priority topics of concern to the membership.
- **Discuss and develop project proposals for regional collaboration.** The Coordinator will work with interested ICC members to develop municipal and regional planning project ideas, draft proposals for funding through MAPC's technical assistance program.
- **Influence regional transportation policy and planning.** ICC leadership and staff will ensure opportunities for membership to develop project ideas for funding through the Unified Planning Work Program, Livable Communities Workshop (LCW), and the Community Transportation Technical Assistance (CTTA) program. Opportunities to comment on the annual Transportation Improvement Program (TIP) projects list will also be provided.
- **Develop and articulate a strong, united voice on issues of regional concern.** ICC leadership and staff will work with the membership to identify and provide support for projects, policies, and/or legislation that advance smart growth, equity, and sustainability goals for the Inner Core.

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

<sup>2</sup> Milton votes as part of TRIC, rather than the ICC. Needham votes as part of the ICC.

## FY2018 Program of Activities

The ICC will meet on a bimonthly basis for a minimum of six times over the FY18 year. Should time-sensitive issues arise between scheduled meetings, the ICC Subregional Coordinator (the Coordinator) may schedule additional meetings, webinars, and/or conference calls. Meetings will generally occur in the morning and at MAPC's offices. Workshops, forums, and special meetings may occur at other times and in other locations and be longer in duration than the typical ICC meeting.

Meetings may include a mix of the following:

- **Presentations and discussion on topics of interest to the subregion;** these may feature invited guest speakers or be co-sponsored by other organizations;
- **Workshops that focus on teaching specific skills or demonstrating tools and techniques;** these may offer American Institute of Certified Planners (AICP) CM credit;
- **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; and
- **Special events;** these include the Planner's Day on the Hill legislative event and possibly a MetroFuture Walk & Talk on a new development or project in the subregion.

Suggested meeting dates:

- Wednesday, September 20, 2017, 8:45 - 11 am
- Wednesday, November 15, 2017, 8:45 - 11 am
- Wednesday, January 17, 2018, 8:45 - 11 am
- Wednesday, March 14, 2018, 8:45 - 11 am
- Wednesday, May 16, 2018, 8:45 - 11 am
- Wednesday, June 13, 2018, 8:45 - 11 am

Possible meeting topics (multiple topics may be addressed at each meeting):

- **Transportation Planning:** MBTA Focus40 capital planning, TIP, and UPWP, facilitated by MassDOT and CTPS staff; Community Transportation Technical Assistance (CTTA) and Livable Communities Workshops (LCW) technical assistance ideas; MassMoves.
- **Housing:** Annual housing forum facilitated by MAPC Housing Division staff possibly covering relevant MAPC project work, municipal efforts to address housing need and demand, and community concerns around housing development.
- **Economic Development:** Efforts to advance economic development locally and within the region. Discussion might include ICC municipality needs and potential technical assistance opportunities/project development; anticipated upcoming project work on workforce development and strategies for attracting or growing good jobs in smart locations; regional efforts elsewhere in the state.
- **Climate and Public Health:** Climate preparedness planning to mitigate public health risks like increased heat-related illnesses, asthma rates, and vector-borne diseases posed by climate changes. Potential presentations might cover the following: health effects of climate change, municipal data, Boston Office of Resiliency, Cambridge Public Health Department, local climate vulnerability assessments and climate adaption plans, and clean vehicle programming.
- **Innovation and Creativity:** The establishment of MAPC's new Arts and Planning Division; services in cultural planning, creative placemaking, and creative community engagement; ICC cultural planning projects in progress.
- **Equity.** Updates on MAPC's State of Equity in Metro Boston; local initiatives; legislative agendas.
- **Government Affairs:** Regular briefings on MAPC's legislative priorities.
- **Annual Meeting (June 2018):** FY19 subregional project ideas, work plan, and co-chair elections.

The subregion will also explore the opportunity to continue the Inner Core Field Visits Knowledge Exchange. This subregional program enables ICC planners to meet quarterly to discuss technical planning issues of interest. If funded through the MAPC Technical Assistance Program (TAP), the program for FY18 would explore some of the following topics:

- Accessory dwelling units
- Transportation Demand Management (TDM)

- Parking Benefits Districts
- Regional transit and circulation
- Issues of gentrification and neighborhood change
- Confronting housing—and more general—opposition
- Local Planner 101, possibly including relationship to the decision-making authority, funding opportunities, and Comp Stat and other management tools

## Leadership and Staff

**Co-chairs.** The co-chairs for FY18 are John DePriest, Director of Planning and Development, City of Chelsea, finishing his second year of his second consecutive term, and Dan Bartman, Senior Planner, City of Somerville, beginning his first term. The co-chairs are responsible for suggesting agenda items, reviewing draft materials, facilitating meetings, encouraging attendance, and providing advisory support to the Coordinator. The co-chairs shall meet with the Coordinator as needed on a bimonthly basis at MAPC. The co-chairs shall assist the Coordinator with the appointment of all sub-committees and working groups and will represent ICC before local, regional, or state agencies or organizations.

**Staff.** The Coordinator is a MAPC staff member appointed by the MAPC Executive Director. Karina Milchman serves in the role of Coordinator. The Coordinator shall schedule bimonthly meetings, develop the content, prepare agendas, and coordinate with guests; organize special events; conduct outreach and engagement; coordinate with members on project development and technical assistance requests; provide technical assistance on topics and short-term projects; manage the subregional budget; identify opportunities for coordination with other MAPC-staffed coalitions and initiatives that serve the subregion municipalities, i.e., the Metro Mayors Coalition; and provide regular correspondence to the membership on events, projects, and funding opportunities.

## Funding

The ICC and aforementioned work 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. ICC-initiated subregional projects are funded through the MAPC Technical Assistance Program (TAP).

## ICC Municipal Member Leadership: Transportation Agencies and MAPC Committees and Coalitions

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 voting members.

- As of May 2017, the five ICC municipalities that have a seat on the Boston Region MPO are: Arlington, Boston, Everett, Newton, and Somerville. 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. Learn more about RTAC: <http://www.ctps.org/Drupal/rtac>.

- The City of Cambridge currently serves in the role of Chair.
- As of May 2017, the following ICC municipalities are voting members of RTAC: Belmont, Brookline, Cambridge, Needham, Quincy, and Revere. The following ICC municipalities are non-voting members of RTAC: Arlington, Boston, Newton, and Somerville.

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 Executive Committee: MAPC's Executive Committee comprises the four officers, the immediate past president, and five elected members from each of the following caucuses: towns, cities, gubernatorial, and ex officio. The 25 members in total oversee agency operations and appoint the executive director. They meet monthly.

- As of May 2017, the following individuals from ICC municipalities have seats on the committee: Jenny Raitt from Arlington, Andrew Grace on behalf of John Barros from the City of Boston, John DePriest from the City of Chelsea, Taber Keally from Milton, Maurice Handel from Needham, James Freas from the City of Newton, and George Proakis on behalf of Somerville Mayor Curtatone.

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 legislative priorities, and to decide the agency's position on matters of regional importance. Members include municipal staff and nonprofit organizations.

- As of May 2017, the following individuals from ICC municipalities serve on the Legislative Committee: Adam Chapdelaine from the Town of Arlington, Kaitlin Passafaro from the City of Boston and Steve Magoon from the Town of Watertown.

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.<sup>3</sup>

## 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](http://www.mapc.org/publicmeetings) and on the ICC website of the MAPC website at [www.mapc.org/icc](http://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 two 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](http://www.mapc.org/icc), is a resource for anyone interested in learning more about ICC.

The ICC Coordinator, Karina Milchman, is the main point of contact for all matters related to the committee. She may be reached at [kmilchman@mapc.org](mailto:kmilchman@mapc.org) or by phone at 617-933-0738.

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<sup>3</sup> The 14<sup>th</sup> Metro Mayors Coalition community is Braintree, which is a member of the South Shore Coalition subregion.