

# 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 2019 – June 2020

### Purpose

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. 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. **The ICC provides a forum for planners and municipal representatives to explore issues of mutual concern and foster joint and cooperative action within the subregion.**

### 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 2019, the ICC has 22 voting member positions. The municipal representatives to the MAPC Council are the default voting members of the subregion; however, these individuals may appoint others to represent the municipalities' interests at ICC meetings.<sup>2</sup> 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 invited to participate as appropriate. ICC representatives from each community are responsible for assisting in outreach and helping to identify individuals within their own community who should be invited to attend ICC meetings, workshops, and forums.

### Work Plan Goals for FY2020

The ICC will advance its purpose through the following mechanisms:

- **Consistent Meetings.** Bimonthly meetings are dedicated opportunities for the ICC membership to share and discuss challenges they're facing and work they're undertaking, learn about new opportunities from MAPC, and hear from experts on various planning topics. The ICC also offers special events on priority topics of concern to the membership, such as annual Legislative Breakfast or events related to MetroCommon 2050.
- **Field Visits.** These quarterly meetings serve as intimate gatherings for ICC members to delve into specific technical planning topics, share their work, and problem solve.
- **Subregional Projects.** Every so often ICC municipalities will collaborate on subregional projects to jointly address shared challenges or leverage shared assets through MAPC's Technical Assistance Program. The ICC Subregional Coordinator (the Coordinator) works with interested ICC members to develop municipal and regional planning project ideas and draft proposals.
- **Feedback on regional transportation policy and planning.** Working with the MPO and CTPS, ICC leadership and staff will ensure opportunities for membership to comment on the annual Transportation Improvement Program (TIP) projects list and Long Range Transportation Plan (LRTP). There will also be mechanisms to learn about funding opportunities through the Unified Planning Work Program, Livable Communities Workshop (LCW), and the Community Transportation Technical Assistance (CTTA) program.

<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.

## FY2020 Program of Activities

The ICC will meet on a bimonthly basis at least six times over FY20. Should time-sensitive issues arise between scheduled meetings, the Coordinator may schedule additional meetings, conference calls, or other opportunities to coordinate. Meetings will generally occur in the morning of the third Wednesday of every other month 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 bimonthly meeting.

ICC bimonthly meetings will be structured to include a mix of the following:

- MAPC updates, such as on legislation, the MMC Regional Housing Taskforce and Climate Taskforce, State of Equity in Metro Boston, and new technical assistance areas
- Community exchange of municipal initiatives, challenges, and opportunities
- Presentations by guest speakers and discussion of topics of interest to the subregion
- Business matters that require consensus or a vote of the municipal membership, such elections for subregion leadership roles and the annual work plan

Suggested meeting dates:

- Wednesday, September 18, 2019, 8:45 - 11 am
- Wednesday, November 20, 2019, 8:45 - 11 am
- Wednesday, January 15, 2020, 8:45 - 11 am
- Wednesday, March 18, 2020, 8:45 - 11 am
- Wednesday, May 20, 2020, 8:45 - 11 am<sup>3</sup>
- Wednesday, June 17, 2020, 8:45 - 11 am<sup>4</sup>

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

- Effective public meetings and other outreach and engagement tools. Hear about efforts to engage the public in new and creative ways, whether it be real-time events, digital strategies, print materials, or other means. How can these tools be used to share information, foster effective discussion, and help the public take planning positions based on real information.
- Comprehensive Plan implementation. After the plan is complete, what are the next steps to advance the recommendations? Discuss the who, what, when, and how of plan implementation.
- Use of municipal site plan approval. When is it worthwhile to conduct site plan review and when is it not? What can it cover and what can't it cover? Discussion of tips for success and pitfalls to avoid.
- 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.

The subregion will also pursue the opportunity to continue the Inner Core Field Visits Knowledge Exchange, which would now be in its fourth year. This subregional program enables ICC planners to meet quarterly to discuss technical

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<sup>3</sup> This meeting will primarily be devoted to discussion of the FY21 Work Plan.

<sup>4</sup> This meeting will include a vote on the FY21 Work Plan and co-chairs.

planning issues of interest. If funded through the MAPC Technical Assistance Program (TAP), the program for FY20 would explore some of the following questions:

- What role does the public think planners have today? Is their expertise welcome, are they expected to remain impartial, are they members of the community, can they have values and goals?
- How can planners work with elected officials so decisions are based on expertise and not only public comment?
- How can municipalities respond to misinformation and accusations on social media?
- How can planners lead productive public discussion of zoning and development?

## Leadership and Staff

**Co-chairs.** The co-chairs for FY20 are John DePriest, Director of Planning and Development, City of Chelsea, in his fourth year of his third consecutive term, and Dan Bartman, Senior Planner, City of Somerville, in his third year of his second consecutive 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 at MAPC to advance the ICC work plan. The co-chairs shall assist the Coordinator with the appointment of all sub-committees and working groups and will represent the 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 is in her third full year as 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 subregion municipalities, i.e., the Metro Mayors Coalition; and provide regular correspondence to the membership on events, projects, and funding opportunities.

## Funding

The 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 MAPC member municipalities. ICC-initiated subregional projects, including the Field Visits Knowledge Exchange series, 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 2018, 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 here: [bostonmpo.org/mpo](http://bostonmpo.org/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 here: [bostonmpo.org/rtac](http://bostonmpo.org/rtac).

- The City of Cambridge currently serves in the role of Chair.
- As of May 2018, the following ICC municipalities are voting members of RTAC: Belmont, Brookline, Cambridge, Needham, and Watertown. The following ICC municipalities are non-voting members of RTAC: Arlington, Boston, Newton, Revere, Somerville, and Quincy.

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 (if a member of the Council), and five elected members from each of the following caucuses: towns, cities, gubernatorial, and ex officio. The City of Boston is a permanent member of the Executive Committee within the city caucus. The 25 members in total oversee agency operations and appoint the executive director. They meet monthly. As of May 2018, the following individuals from ICC municipalities have seats on the committee: Jenny Raitt for the Town of Arlington, Andrew Grace on behalf of John Barros for the City of Boston, John DePriest for the City of Chelsea, Taber Keally for the Town of Milton (officer/treasurer), Maurice Handel for the Town of Needham, James Freas for the City of Newton, and George Proakis on behalf of Mayor Curtatone of the City of Somerville. **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 2018, 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 15 communities in Greater Boston. It is a voluntary forum where members exchange information and create solutions to common problems. MAPC helped to establish the Metro Mayors and provides staff support and financial administration. Mayors and managers in the following 14 ICC municipalities participate in the coalition: Arlington, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, Newton, Quincy, Revere, Somerville, and Winthrop.<sup>5</sup>

## Communications

**Meeting Notice:** Official ICC 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 <https://www.mapc.org/get-involved/subregions/icc/> at least 48 hours 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, <https://www.mapc.org/get-involved/subregions/icc/>, is a resource for anyone interested in learning more about the 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>5</sup> The 15<sup>th</sup> Metro Mayors Coalition community is Braintree, which is a member of the South Shore Coalition subregion.