

# 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 2020 – June 2021

### 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 2020, 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.

### Work Plan Goals for FY2021

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, hear from experts on various planning topics, and learn about statehouse news and technical assistance opportunities from MAPC. The ICC also offers special events on priority topics of concern to the membership, such as an annual Legislative Breakfast or events related to MetroCommon 2050.
- **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. This will be advanced, in part, through a new quarterly meeting series between ICC transportation staff and CTPS.

### FY2021 Program of Activities

#### Bimonthly ICC Meetings

The ICC will meet at least six times over FY21 on a bimonthly basis, with a final meeting in June to vote on the annual work plan and appointment of co-chairs. Should time-sensitive issues arise between scheduled meetings, the Coordinator may schedule additional meetings, conference calls, or other opportunities to coordinate. Meetings will

<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.

generally occur in the morning of the third Wednesday of every other month. Typically, meetings are held at MAPC's offices; due to COVID-19, meetings will be held via Zoom or another online platform unless otherwise specified. Workshops, forums, and special meetings may occur at other times and 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, COVID-19 response and recover, the MMC Regional Housing Taskforce and Climate Taskforce, State of Equity in Metro Boston, MetroCommon 2050, and new technical assistance opportunities
- Presentations by guest speakers and discussion between them and the membership of topics of interest to the subregion
- Community exchange of municipal initiatives, challenges, and opportunities
- 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 16, 2020, 8:45 - 11 am
- Wednesday, November 18, 2019, 8:45 - 11 am
- Wednesday, January 20, 2020, 8:45 - 11 am
- Wednesday, March 17, 2020, 8:45 - 11 am
- Wednesday, May 19, 2020, 8:45 - 11 am<sup>3</sup>
- Wednesday, June 16, 2020, 8:45 - 11 am<sup>4</sup>

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

1. Housing & Displacement. Annual housing forum facilitated by MAPC Housing Division staff with leaders in expanding the housing supply and mitigating displacement through production and policy. Topics may include relevant MAPC project work, municipal efforts to address housing need and demand, community concerns around housing development, and regional and statewide housing efforts.
2. Economic Development. Focus on efforts to advance economic development locally and within the region. Discussion might include ICC municipality needs and potential technical assistance opportunities/project development; MAPC project work on workforce development and strategies for attracting or growing good jobs in smart locations; and regional and statewide efforts and resources.
3. Public Outreach & Engagement. Focus on efforts to engage the public in new and creative ways, particularly through digital engagement methods during the pandemic. How can social media and the Internet, print materials, or other means be used to share information, foster effective discussion, and help the public take informed planning positions? Additional attention will be paid to holding public meetings, hearings, comment periods, and the like during the pandemic.
4. Public Health. This meeting will consider public health challenges and opportunities in light of the pandemic. There is interest in the following two aspects of this intersection: productive, safe use of open and public space, and building development and design. Guests will include those working on these and other aspects of the public and private realms to improve public health.
5. Implementation. This meeting will consider how to "get stuff done" in municipal planning and governance. Discussion may range from plan implementation, such as how to translate support for plans to new zoning, to strategies to advancing planning and development digitally during the pandemic.
6. Climate & Clean Energy. This meeting will focus on recent climate preparedness planning efforts and new strategies. Subject matter may range from recently adopted fossil fuel bans in the inner core to advancing climate goals through land use planning and zoning more generally to specific efforts by the MMC Climate Taskforce.
7. Transportation Planning. The MPO via CTPS will provide updates and solicit input on broader planning and transportation processes. Specifically, CTPS will provide MPO updates on new project evaluation criteria and regional studies that align with ICC interests at the November 18, 2020, meeting; and on the MPO process to select TIP projects and scenario planning efforts at the March 17, 2021, meeting.

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<sup>3</sup> This meeting will primarily be devoted to discussion of the FY22 Work Plan.

<sup>4</sup> This meeting will include a vote on the FY22 Work Plan and co-chairs.

## Quarterly ICC Transportation Meetings

In addition to the bimonthly meetings, the MPO via CTPS will bring together ICC municipal transportation planners on a quarterly basis to discuss coordinated transportation planning and regional visioning, dive deeper into the TIP and UPWP development, and provide input on Boston Region MPO initiatives, such as project evaluation criteria, resiliency planning, and dedicated bus lanes. The suggested meeting dates, times, and content to discuss are:

- October 7, 2020, 9 - 11 am: Project evaluation criteria, TIP and UPWP outreach, scenario planning
- January 13, 2021, 9 - 11 am: Post-COVID coordinated transportation initiatives
- April 7, 2021, 9 - 11 am: TIP projects and resilience updates
- July 14, 2021, 9 - 11 am: Reviewing UPWP studies, reflection on first couple of meetings, and planning for future topics

## **Leadership and Staff**

**Co-chairs.** The co-chairs for FY21 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 to advance the ICC work plan. The co-chairs shall assist the Coordinator with the appointment of any 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 fourth 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 are typically 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 2020, 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).

- As of May 2020, 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 2020, the following individuals from ICC municipalities have seats on the committee: Jenny Raitt for the Town of Arlington, Kaitlin Passafaro on behalf of John Barros for the City of Boston, John DePriest for the City of Chelsea, Maurice Handel for the Town of Dedham, Taber Keally for the Town of Milton (officer/treasurer), 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 2020, 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 develop 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

The subregion communicates about its activities through two main avenues:

- **E-newsletter.** The ICC newsletter shares news and events of interest to the subregion and provides notice about funding and technical assistance opportunities.
- **Website.** Information about the ICC as well as notes and materials from bimonthly meetings are posted on the ICC website, <https://www.mapc.org/get-involved/subregions/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.