

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 2021 – June 2022

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 8 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.¹

As of June 2021, 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.² 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 FY2022

The ICC will advance its purpose through the following mechanisms:

- **Consistent Meetings.** Bimonthly ICC 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.
- **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.
- **Input 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.

FY2022 Program of Activities

Bimonthly ICC Meetings

The ICC will meet at least six times over FY22 on a bimonthly basis. These meetings are designed to provide updates on subregional and statewide news and opportunities, facilitate peer learning, connect ICC representatives with potential partners (such as community-based organizations or community development corporations), highlight planning ideas

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

² Milton votes as part of TRIC, rather than the ICC. Needham votes as part of the ICC.

and best practices, share concrete examples of planning in action, and workshop common planning challenges. The ICC will also conduct a vote at the June meeting on next year's work plan and co-chairs. Should time-sensitive issues arise between scheduled meetings, the coordinator may schedule additional meetings, conference calls, or other opportunities to convene. Meetings will 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, FY21 meetings were held via Zoom. In-person or remote meetings in FY22 will depend on pandemic safety protocols. Special meetings, such as the legislative breakfast (see below), may be called at other times and locations and be longer in duration than the typical bimonthly meeting.

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

- **Legislative and MAPC updates.** MAPC's Government Affairs staff will regularly attend meetings to provide legislative updates and hear input on priorities for the session. Other updates might pertain to the COVID-19 response and recovery, the MMC Regional Housing Taskforce and Climate Taskforce, State of Equity in Metro Boston, MetroCommon 2050, and new technical assistance opportunities.
- **Guest speakers.** Guest speakers will be invited to present their work to ICC representatives. Likely no more than three speakers per meeting will be on the agenda in order to allow time for discussion between them and ICC representatives,
- **Community exchange.** Meetings will also include a community exchange where ICC representatives can share on a pre-determined subject or spontaneously. This might include municipal initiatives, challenges, or opportunities.
- **Business.** Other matters that require consensus or a vote of the ICC membership, such as elections for subregion leadership roles and the annual work plan, will be on the agenda as needed.

Suggested meeting dates and times:

- Wednesday, September 15, 2021, 8:45 - 11 am
- Wednesday, November 17, 2021, 8:45 - 11 am
- Wednesday, January 19, 2022, 8:45 - 11 am
- Wednesday, March 16, 2022, 8:45 - 11 am
- Wednesday, May 18, 2022, 8:45 - 11 am³
- Wednesday, June 15, 2022, 8:45 - 11 am⁴

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

1. Housing & Displacement. This meeting will consider how to address the Greater Boston housing crisis. Topics may include zoning strategies and initiatives under Housing Choice and responding to challenges highlighted by COVID-19, such as housing instability and overcrowding.
2. Pandemic recovery. This meeting will consider the region's economic recovery in the wake of COVID-19. Focus might range from regional workforce development efforts to local Rapid Recovery Plans for downtowns and other commercial areas.
3. Public Outreach & Engagement. This meeting will focus on efforts to engage the public in new and creative ways, particularly through digital engagement methods. 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? How can those who stand to benefit from change be meaningfully involved and a strong voice of support in planning processes?
4. Public Health. This meeting will consider how urban design can impact health and wellbeing. Focus may be on new initiatives to facilitate productive use of open and public space, street design and infrastructure that promotes active transportation, and zoning for a diverse mix of land uses and greater inclusivity.
5. Racial Justice. This meeting will focus on race-based inequities highlighted over the past year, from the pandemic to police violence, and efforts to redress them. Focus might include disparate impacts of COVID-19 or the housing crisis on communities of color, municipal Racial Equity Municipal Action Planning, targeted efforts to foster more representative boards and committees, and zoning and other tools to address Fair Housing and foster inclusivity.
6. Implementation. This meeting will consider how to "get stuff done" in municipal planning and governance. Discussion will focus on land use and might include how to translate support for plan recommendations to implementation, new zoning, or development.
7. 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

³ This meeting will primarily be devoted to discussion of the FY23 Work Plan.

⁴ This meeting will include a vote on the FY23 Work Plan and co-chairs.

climate goals through land use planning and zoning more generally to specific efforts by the MMC Climate Taskforce.

Subregional Field Visits

This year, the ICC will seek funding from MAPC's Technical Assistance Program to support quarterly field visits throughout the subregion. John DePriest, Director of Permitting & Land Use Planning in Chelsea, will submit a proposal for this subregional project on behalf of the ICC. Guided tours to new developments, public realm improvements, or other types of projects throughout the inner core will provide ICC representatives the opportunity to see real planning outcomes and hear from speakers familiar with the project, such as the developer, municipal staff, community-based organizations, content area experts, or others.

Legislative Breakfast

In November, the ICC will hold its annual legislative breakfast to bring representatives and legislators together to discuss priorities for the session. This event will provide ICC representatives the opportunity to speak with legislators about what their community needs are and what legislative changes will help meet them. In addition, legislators will have the chance to share what they're working on and how it intersects with these priorities. To prepare for the breakfast, MAPC's Government Affairs staff will attend the September ICC meeting to provide updates on the legislative agendas of MAPC and the Metropolitan Mayors Coalition (MMC), which includes many ICC municipalities, and talk with ICC representatives about these and other ideas to advocate for at the breakfast.

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. Launched in FY21, this meeting series provides ICC members with opportunities to comment on the annual TIP projects list and LRTP; hear updates on funding opportunities through the Unified Planning Work Program (UPWP), Livable Communities Workshop (LCW), and the Community Transportation Technical Assistance (CTTA) program; and provide input on Boston Region MPO initiatives, such as project evaluation criteria, resiliency planning, and dedicated bus lanes. This series allows the appropriate inner core municipal staff person to attend transportation-specific meetings and provides a direct line of communication between them and the MPO.

Suggested meeting dates and times:

- October 13th, 9am - 11am
- December 15th, 9am - 11am
- February 9th, 9am - 11am
- April 13th, 9am - 11am
- July 13th, 9am -11am

In addition, CTPS may attend bimonthly ICC meetings as needed to provide updates and solicit input, likely in November and March to align with broader planning and transportation processes.

Leadership and Staff

Co-chairs. The co-chairs for FY22 are John DePriest, Director of Planning and Development, City of Chelsea, in his fifth year, beginning his third consecutive term, and Dan Bartman, Senior Planner, City of Somerville, in his fourth year, finishing his second consecutive term. According to the ICC Bylaws, should no alternative member of the ICC accept nomination to assume the office of co-chair, the current co-chair(s) may continue in office.

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 ICC coordinator is a MAPC staff member appointed by the MAPC Executive Director. Karina Oliver-Milchman, MAPC's Chief of housing + Neighborhood Development, is in her fifth 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 MMC; 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, like this year's field visits proposal, 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. Learn more about the Boston Region MPO here: bostonmpo.org/mpo.

- As of May 2021, the City of Somerville is the official Inner Core Committee representative on the MPO. The other ICC municipalities that have a seat on the Boston Region MPO are: Arlington, Brookline, Everett, and Newton.

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.

- As of May 2021, the following ICC municipalities are voting members of the RTAC: Belmont, Cambridge, and Needham. The following ICC municipalities are non-voting members of RTAC: Arlington, Boston, Newton, Quincy, Revere 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 (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 2021, the following individuals from ICC municipalities have seats on the committee: Jenny Raitt for the Town of Arlington (Adam Chapdelaine, alternate), Kaitlin Passafaro for the City of Boston, John DePriest for the City of Chelsea, Maurice Handel for the Town of Needham, 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 2021, the following individuals from ICC municipalities serve on the Legislative Committee: Kaitlin Passafaro from the City of Boston, Tom Ambrosino from the City of Chelsea, and Steve Magoon from the Town of Watertown.

Metropolitan Mayors Coalition: The MMC 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 MMC 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.⁵

Communications

The subregion communicates about its activities through two main avenues:

- **E-newsletter.** The ICC monthly newsletter shares news and events of interest to stakeholders throughout 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/>.
- **Email and calendar invitations.** The coordinator primarily communicates directly with ICC representatives about meetings and business via email.

The ICC Coordinator, Karina Oliver-Milchman, is the main point of contact for all matters related to the Committee. She may be reached at kmilchman@mapc.org or by phone at 617-933-0738.

⁵ The 15th Metro Mayors Coalition community is Braintree, which is a member of the South Shore Coalition subregion.