

CSM – Neighborhood Liaison Committee Charter

Preamble: On April 5, 2022, the Land Use Committee of the City of Newton [LUC] held a public hearing on the petition of the Centre Street Minyan (CSM) to waive parking stalls and allow non-accessory parking at 858 Walnut Street. Based on comments by LUC members, CSM and residents of the neighborhood adjoining 858 Walnut Street held a meeting on April 13 and agreed that communication between them would be facilitated by a liaison committee. The draft charter below sets out the purpose and operation of this committee.

Committee Definition: The Liaison Committee (the Committee) will comprise two members of CSM and two residents of the neighborhood. The CSM members will have the authority to speak for CSM and to make commitments on its behalf. One of the CSM members will be the official Liaison and the second member will be the vice-Liaison.

The neighborhood members of the Committee have no formal authority to speak for the neighborhood, and their primary function is to be a conduit for communications between neighbors and the CSM Liaison. While any neighbor with a concern continues to have the right to communicate directly with the CSM Liaison, that communication is likely to be more effective if presented by resident members of the Committee who can do so within the context of past Committee discussions.

Initial neighborhood members are volunteers, both of whom spoke at the April 5th LUC hearing. Successor neighborhood members will likewise be volunteers from the neighborhood, preferably from Brentwood, Judith, and Garland, the three abutting streets.

Committee Purpose: The Committee has two purposes.

- 1) The Committee provides a vehicle for communication between CSM and the neighborhood. Neighbors may not remember who the Liaison is when they have a question or issue but they are likely to remember which of their neighbors are on the Committee.
- 2) The Committee will work in concert to address neighborhood concerns, which are anticipated to pertain to parking on neighborhood streets by CSM members or visitors, and seek solutions that are fair, reasonable, and consistent with the LUC's decision on CSM's aforementioned petition.

Committee Operation: The Committee's operation is divided into two phases. The first phase is the Initiation, during which the Committee will define the tools needed to address neighborhood concerns. The second phase is the ongoing activity of fielding any concerns with the use of the tools developed during the Initiation phase.

Initiation Phase: During this phase the Committee will prepare for its role in addressing neighborhood parking issues by taking a three-step approach of defining the effect, measuring the effect, and preparing actions to be taken based on the measurement. The three steps are:

- A) Define what kind of parking on neighborhood streets is problematic. It is important to establish this understanding a priori rather than wait until a neighbor comes to the Committee with a concern.

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- B) Establish a mechanism for tracking neighborhood parking. Other than individual, one-off “egregious” behavior, like blocking a driveway, the parking issues the committee are likely to face are collective trends which are only recognizable over time.
- C) Identify potential mitigation measures. While lower in priority since they are not needed if there is not a parking problem, it is still good to work on these before they are needed.

Ongoing Activity Phase: With luck, this phase of the Committee’s operation will be minimal. However, in terms of this charter, the on-going activities of the Committee comprise:

- A) Collect and maintain overflow parking tracking information, that is, collect input from the neighborhood.
- B) Meet periodically to determine if a trend toward problematic overflow parking is developing.
- C) If needed, suggest that CSM implement the most appropriate mitigation measure(s).
- D) Report status to neighborhood, CSM members, and appropriate city entity at 6 months and 12 months after move-in, or as needed thereafter, this report to come from the Committee, not from the CSM Liaison.

The Committee will operate on a consensus basis. If no consensus can be reached, the CSM Liaison will make their decision(s) based on their good-faith understanding of the issue at hand.