

LIAISON COMMITTEE – 28 Austin Street

Minutes

October 18, 2016

Chair – Counselor Jake Auchincloss

Minutes – Chryse Gibson

Committee Members in attendance:

Margaret Albright, Councilor Jake Auchincloss, Chryse Gibson, Bill Honeycutt, Stephen Logowitz, Councilor Alison Leary Mooradian, Helene Sroat, Michael Tucci, Dori Zaleznik

Regrets: Brian Shaw

Observers: Rachel Blatt, Councilor Norton and son, Lily Canan Reynolds

Agenda

Meeting called to order at 7:02 p.m.

I. Roll Call

II. Regular Agenda

- a. Councilor Auchincloss reviewed the Liaison Committee’s Scope of Work per the Board Order dated December 8, 2015

Liaison Committee plays an advisory role that includes:

Review of:

- Building Plans
- Business Engagement Plan
- Construction Management Plan
- Interim Parking Plan

Monitoring interim parking including site, Bram Way, Aquinas lot, etc.

Communication with residents and businesses

Resolving complaints

Studying and making recommendations on parking and traffic issues after construction

Timeline for Committee meetings

3 phases:

- Before
- During
- After

- b. Communicating with the public

Currently we have at our use:

- 28 Austin Street Update with 610 emails including option to subscribe to Update
- City website has Austin Street page with information and progress; includes e-address for questions/comments

Agreement: While the Liaison Committee is not subject to the Open Meeting Law, we choose to make our meetings transparent by following the OML guidelines as reasonably as possible.

Agreement: To use Councilor Auchincloss' e-address in Liaison Committee's communications

c. Protocols

Agreement:

- Councilor Auchincloss will pull together agenda.
- The Committee members are asked to send him any agenda items at least 24 hours before the meeting.

Agreement: Minutes

- Draft minutes will be sent to the Liaison Committee for review within 48 hours.
- Comments are returned to Chair and Minute-taker within 48 hours for finalizing and posting.

Posting of Notifications (date, time, location), Agendas, Minutes and website link to:

- Newtonville List Serve – Chryse Gibson to send notice to Councilor Norton
- 28 Austin Street Update
- City of Newton – Austin Street page
- NNHS Student-Faculty Association (SFA)
- City Clerk (including post-it)
- Commissioner of Inspectional Services
- Director of Planning and Development

As well, we discussed accessing the Newton TAB to introduce the Liaison Committee (closer to our next meeting) and for making any major/high interest announcements (if/when needed):

- Councilor Auchincloss to reach out to TAB about doing an article on the Liaison Committee
- Lily Canan Reynolds to check with Stephanie Foner

Agreement: To send a hard copy of the next Liaison Committee notification by post to all abutters; include an overview of the Liaison Committee membership and scope of work as well as link to website for more information

d. Meeting Norms

Agreement:

- Length of meeting = 1.5 hours
- Conversational until/if we need more structure: use Robert's Rules of Order

Committee objective:

- To clarify outcomes and identify the person who will own it and come back with a report

III. New Business

a. Aquinas Parking Lot

- School Department is aware that lot is now used by overflow
- Overflow won't continue to be an issue

- However – there is a need to re-think in order to ensure spaces for project, e.g. – with restriping, lot can easily accommodate 200 spaces

IV. Next Meeting

Tuesday, January 10, 2017

7:00 p.m.

Newton Senior Centre

345 Walnut Street, Newtonville, MA 02460

IV. Adjournment: 7:58 p.m.