NP&EDC

NANTUCKET PLANNING AND ECONOMIC DEVELOPMENT COMMISSION

Nantucket Planning & Economic Development Commission APPROVED Minutes
Remote Participation via Zoom Webinar
December 18, 2023 @ 5:00PM

Commissioners: Chair Mary Longacre, Vice-Chair Barry Rector, Nat Lowell, Bert Johnson, Seth Engelbourg , Joseph Topham, Dave Iverson, John Trudel, Wendy Hudson, and Dawn Hill Holdgate

Staff: Leslie Snell, Director of Planning, Megan Trudel, Senior Planner, Michael Burns, Transportation Program Manager and Nicky Sheriff, Land Use Specialist

I. Call to order:

Chair Longacre called the meeting to order at 5:01pm.
Chair Longacre read a prepared statement in accordance with Chapter 2 of the Acts of 2023 regarding open meeting law, which outlines how the meeting is conducted via remote participation and states the ground rules for any discussion.

II. Establishment of quorum:

In Attendance:

Commissioners:
Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Dawn Hill Holdgate *Aye*
Bert Johnson *Aye*
John Trudel *Absent*

Staff:
Leslie Snell, Director of Planning *Aye*
Megan Trudel, Senior Planner *Aye*

Michael Burns, Transportation Program Manager *Aye*
Nicky Sheriff, Land Use Specialist
Raissah Kouame, Regional Planning Coordinator, MassDOT *Aye*

III. Approval of Agenda:

Motion/Vote: Bert Johnson made a motion to approve the agenda and the motion was duly seconded by Dave Iverson and the motion was carried unanimously.

Vote taken by Roll Call:
Wendy Hudson Aye
Dave Iverson Aye
Nat Lowell Aye
Joseph Topham Aye
Seth Engelbourg Aye
Dawn Hill Holdgate Aye
Vice-Chair Barry Rector Aye
Chair Mary Longacre Aye

IV. Minutes:

A. October 23, 2023

Motion/Vote: Nat Lowell moved to approve the October 23, 2023, minutes as drafted, and it was duly seconded by Bert Johnson

Vote taken by Roll Call:
Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Dawn Hill Holdgate *Aye*
Bert Johnson *Aye*
Seth Engelbourg *Aye*

A. Transportation Program Manager Update

- **FFY 2024 – 2028 Transportation Improvement Program (TIP) – close public review period and approve TIP Amendment Number 1.**

Mike Burns provided an update on two items related to the Transportation Improvement Program (TIP) for the fiscal years 2024 to 2028. The first item involved an amendment, which required a 30-day public review period, and the second was an adjustment that only required NPC action. The amendment aimed to replace a project involving the Farebox Collection System with a $600,000 allocation for the purchase of two electric buses. The electric buses would replace two diesel vehicles, offering lower clearance and a capacity for approximately ten passengers. Public comments were solicited through the Zen City website, and a significant number of comments were received, showing overwhelming support (73%) for the electric buses. Concerns raised in the 27% of comments not in favor included worries about battery safety, the need for a strategy for sustainable electricity production, and a belief that electricity was not a clean fuel source. Mike Burns clarified that in the context of transportation projects, the focus is on mobile sources, and the transition to electric buses contributes to reduced emissions. Mr. Burns noted that the public comment period for the amendment ran from December 1st to December 18th, and the meeting served to gather any additional comments. Staff requested approval for Amendment Number One to the FFY 2024 to 2028 Transportation Improvement Program.

Motion/Vote: Dawn Hill Holdgate moved to close the public review period for TIP amendment, and it was duly seconded by Bert Johnson.

Vote taken by Roll Call:

Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Dawn Hill Holdgate *Aye*
Bert Johnson Aye

Motion/Vote: Nat Lowell moved to approve Amendment Number 1 to FFY 2024-2028 Transportation Improvement Program and it was duly seconded by Joseph Topham.

Vote taken by Roll Call:

Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*

Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Dawn Hill Holdgate *Aye*
Bert Johnson Aye

- **FFY 2024 – 2028 Transportation Improvement Program (TIP) – approve Adjustment to a Project Description in the FFY 2024 Transit Program**

Mike Burns provided information about the next item, which involved an adjustment to the Transportation Improvement Program (TIP). The adjustment pertained to the project description, specifically changing it from "facility improvements for propane bus fueling" to "facility improvements." This change reflected the shift from propane to electric bus fueling. The dollar value of the project remained at $150,000. Unlike the previous amendment, this adjustment did not require a public review period. Mike Burns requested approval for Adjustment Number One to the FY2024 to 2028 Transportation Improvement Program.

Motion/Vote: Dave Iverson moved to approve Adjustment Number One to the FFY 2024 to 2028 Transportation Improvement Program., and it was duly seconded by Dawn Hill Holdgate.

Vote taken by Roll Call:
Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Dawn Hill Holdgate *Aye*
Bert Johnson Aye

- **Safe Streets and Roads for All (SS4A) – authorize Chair to sign agreement for Comprehensive Safety Action Plan consulting services.**

Mike Burns provided information about the Safe Streets and Roads for All Consulting contract. The recommended consultant for this project is Kittleson Associates. The team for the project will include Mike Burns as the program manager, coordinating closely with Beth Giannini at the Franklin Regional Council of Governments and Bill Veno at the Martha's Vineyard Commission. The procurement process for the consultant took about three months, starting with the issuance of the RFP at the end of September. The recommendation is to approve the contract with Kittleson Associates for an amount of $575,000, with the project expected to be completed by

August 1, 2025. The funding for this project comes from a federal grant, and the Massachusetts Department of Transportation (MassDOT) and the Martha's Vineyard Commission are providing the required 20% match. Staff requested authorization for the chair to sign and execute the Safe Streets and Roads for All Comprehensive Action Plan Consulting Service Agreement with Kittleson Associates.

Motion/Vote: Bert Johnson moved to authorize the chair to sign and execute the Safe Streets and Roads for All Comprehensive Action Plan Consulting Service Agreement with Kittleson Associates of Boston Mass for $575,000, and it was duly seconded by Nat Lowell.

Vote taken by Roll Call:

Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Dawn Hill Holdgate *Aye*
Bert Johnson Aye

- **Bicycle & Pedestrian Advisory Committee (BPAC) – recommended Warrant Article for 2024 Annual Town Meeting.**

Mike Burns expressed that the Bicycle and Pedestrian Advisory Committee (BPAC) has proposed three warrant articles. The first addresses a correction in the age requirements for wearing bicycle helmets on Nantucket, aligning it with the state requirement of 16 or younger instead of the current 12 years of age. This article also adjusts the standards for bicycle helmets and proposes an increase in fines for non-compliance. The second article focuses on electric bicycles, introducing definitions for Class 1, Class 2, and Class 3 electric bicycles. It aims to align the definition of motorized bicycles or mopeds with state law. The third article suggests amending Chapter 57 to include or align Class 3 bicycles with regulations for renting motorized bicycles or mopeds. Staff requested that the NP&EDC recommend that the Nantucket Select Board sponsor these three articles at the 2024 town meeting.

Chair Longacre asked if there were additional regulations regarding bicycles that will be considered at a later date. Mike Burns acknowledged this and mentioned that while the current proposal is an attempt to establish definitions in the bylaws, there are other areas, such as bicycle registration and license plate placement, that were discussed at the Bicycle and Pedestrian Advisory Committee (BPAC) but will be addressed at a future date. Joeseph Topham also added that they are still working on certain details, like determining where to fix license plates on bicycles, and are planning to address these issues in the future.

Bert Johnson questioned how they plan to differentiate between faster mopeds and electric bikes, whether there will be a plate or some method for identification. Mike Burns explained that there is a requirement in Massachusetts law for a sticker or decal to be fixed onto the frame of an electric bicycle, indicating its class and performance capabilities. He mentioned that the current stickers are small and hard to read, so they are considering implementing a local sticker program, possibly as part of a registration program, to make identification easier. Mr. Burns emphasized the importance of clear markings for electric bicycles, especially distinguishing class 3 e-bikes, which are prohibited from using on bike paths, from Class 1 and 2. He mentioned ongoing efforts to educate the public about these regulations and highlights the need for the Conservation Foundation and Land Bank to decide on e-bike access to certain trails.

Chair Longacre asked if there was this same debate in other communities in Massachusetts and if they already implemented laws. Raissah Kouame from Mass DOT indicated that discussions about e-bikes and the regulations governing them are happening in various communities in Massachusetts. However, she noted that there isn't a widespread model or set of regulations that have been universally adopted. The topic is being considered, and communities are in the process of figuring out how to accommodate e-bikes in the context of road laws and the development of a multimodal network.

Joseph Topham expressed the sentiment that they are in uncharted waters, navigating through the complexities of regulating e-bikes. He mentioned the importance of education, particularly within the school system, to raise awareness about e-bike regulations, helmet usage, and overall bike etiquette. Topham noted the need for collaboration with the Sheriff's Department and other communities to proactively address concerns and educate the public. Despite challenges, he emphasized the importance of laying the groundwork this year and anticipates more progress in the following year.

Mike Burns expressed his willingness to answer any questions regarding the items discussed. Additionally, he shared positive news that Mass Dot had secured $372 million in initial funding for the replacement of the Cape Cod Bridges. He acknowledged the support and effectiveness of the letters from the commission in securing this funding.

Dawn Hill Holdgate left the meeting at 5:25 pm

Motion/Vote: Bert Johnson moved to recommend that the Nantucket Select Board sponsor the three articles recommended by BPAC for the 2024 Annual Town Meeting Warrant, and it was duly seconded by Dave Iverson.

Vote taken by Roll Call:

Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joseph Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*

Submitted by: Nickesha Sheriff

Bert Johnson Aye

D. Ongoing Discussion – Enabling Legislation

1. Membership discussion continued. Representatives from the Nantucket Island Chamber of Commerce, Nantucket Islands Land Bank, Nantucket Cultural Council, and the Department of Health and Human Services may be present to participate in the discussion.

Leslie Snell provided an update on her efforts to engage potential representatives from the Chamber of Commerce and the Cultural Council for a seat on the Planning Commission. The Chamber of Commerce board had unanimously expressed interest, and Ms. Snell is scheduled to speak at the Cultural Council meeting on January 8, 2024, to gauge their interest. Additionally, she mentioned that Chair Longacre had spoken with the Health and Human Services director, and further details may be provided by Chair Longacre.

Chair Longacre provided an update on her conversations with potential representatives for the Planning Commission. Jerico Mele, the Director of Health and Human Services, expressed interest and suggested that the Council for Human Services could discuss the opportunity at their meeting. Additionally, Chair Longacre informed the Nantucket Islands Land Bank about the progress and mentioned their previous interest in serving on the NP&EDC. She noted that the overture has generally been well received, and further results are awaited.

Dave Iverson reported on the Planning Board's decision, stating that any discussion or debate on the matter should take place within the NP&EDC rather than separately in the Planning Board. The consensus is that such discussions should occur in the NP&EDC where all members can participate.

Joseph Topham expressed agreement with Dave Iverson's comments, emphasizing the positive back-and-forth discussion and the overall sense that the direction being taken is beneficial for Nantucket. He commended everyone's involvement and sees it as a successful outcome.

2. Discussion of process for updating enabling legislation

Leslie Snell provided a recap of the process for updating the enabling legislation. She emphasized the need to finalize the slate of organizations for membership, discuss term lengths, consider continuity, plan the phase-out of current positions, memorialize the mission and vision in the legislation, and engage the community through outreach and public comment. Leslie also noted the importance of not rushing the process and ensuring thorough community input before moving forward with the final legislation and regulations.

Chair Longacre mentioned the upcoming deadline for the adoption of the warrant for the 2024 Annual Town Meeting on January 17, 2024. She invited commissioners to share their thoughts on how they would like to proceed.

Seth Engelbourg expressed his opinion that rushing the process during the holidays without proper review and discussion doesn't make sense. He emphasized the importance of getting the updates right and suggests aiming for a different town meeting year, even if it's not in 2024.

Dave Iverson expressed his agreement with Seth Engelbourg's comments and stressed the importance of robust community engagement and taking the necessary time to vet and understand the proposed changes. He suggested that rushing the process for the upcoming town meeting doesn't provide enough time for thorough consideration and recommended bringing the proposal forward at the following town meeting.

Joseph Topham also agreed with Seth Engelbourg and Dave Iverson about the importance of getting the proposed changes correct. He emphasized the need for public outreach, polling, and thorough consideration to ensure that the community is engaged in the process. Joseph suggested taking the time to gather input and move forward with a well-prepared article for town meeting.

Nat Lowell expressed agreement with the overall concept of having 13 members and discusses the possibility of alternates. He mentioned the importance of continuity and cited examples of individuals who have served long terms on the commission. Commissioner Lowell emphasized the success of the current system and suggests staying consistent with it while remaining open to adjustments.

Barry Rector suggested revisiting the composition of the commission in the next month to further solidify the details. He proposed working with staff to create a document that solicits specific thoughts from each commissioner on various aspects of the commission's structure, such as the form of appointment and the possibility of term limits. Rector envisioned compiling this information into a comprehensive document for the entire board to review, aiming to facilitate a more focused discussion. Additionally, he emphasized the importance of a public comment period, suggesting a minimum of 60 days for community input.

Wendy Hudson chimed in and emphasized the importance of effective public outreach and reflects on past successful efforts, particularly mentioning the work done by Jenny Garneau. She suggested hiring individuals like Jenny Garneau or involving helpful individuals like Rema Sherry to ensure thorough engagement and gather as many public voices as possible before finalizing details. Ms. Hudson expressed optimism about prioritizing public engagement before solidifying certain aspects. Additionally, she highlighted the effectiveness of ad hoc committees, using the Bicycle and Pedestrian Advisory Committee as an example, and suggested creating more groups like that to address timely and important topics, such as long-range planning. Ms. Hudson acknowledged that while some activities might fall under the planning board, collaborative efforts are essential, and having more groups involved can be beneficial.

Chair Longacre outlined the plan for the January meeting, indicating that further discussions are anticipated regarding the membership and specific details about how the seats will be filled. She mentioned the consideration of the new relationship between all Commissioners, assuming that the legislation is eventually passed. This indicated a continued focus on refining the commission's structure and processes.

Submitted by: Nickesha Sheriff

Wendy Hudson suggested practical next steps, proposing the creation of a calendar. She mentioned that by the next meeting, there might be a clearer indication of whether a special town meeting in the fall is a possibility. Hudson emphasized the importance of maintaining momentum and good faith with the community by actively engaging in the process and seeking their input. She suggested working on a schedule to outline when specific actions will take place. This approach aims to provide structure and transparency in the commission's activities related to the legislative update.

B. Review & Approval of the NP&EDC FY23 Annual Report (see packet)

Commissioners reviewed the NP&EDC FY23 Annual Report, and several live edits were made.

Bert Johnson moved to approve the annual report with the discussed edits and any necessary typographical corrections, to be submitted to the Town of Nantucket and was duly seconded by Bert Johnson and the motion was carried unanimously.

Vote taken by Roll Call:
Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joe Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Nay*
Chair Mary Longacre *Aye*
Bert Johnson *Aye*

VII. Other Business

A. Acceptance of Resignation from NPEDC (see packet)
  - Kristie Ferrantella

Chair Longacre entertained a motion to accept the resignation of Kristie Ferrantella from the Nantucket Planning & Economic Development Commission (NP&EDC) and to send a letter expressing thanks.

Motion/Vote: Nat Lowell moved to accept the resignation of Kristie Ferrantella from the Nantucket Planning & Economic Development Commission (NP&EDC) and to send a letter expressing thanks. Motion was duly seconded by Barry Rector and the motion was carried unanimously.

<u>Vote taken by Roll Call:</u>

Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joe Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Bert Johnson *Aye*

B. NP&EDC will be advertising and accepting applications for the open At-Large seat through January 15, 2024. Send to mtrudel@nantucket-ma.gov

Chair Longacre expressed that the NP&EDC will be advertising and accepting applications for the open at-large seat until January 15, 2024. The information will be advertised in the Inquirer and Mirror, and additional efforts will be made through social media and the town's communication office to attract a diverse pool of applicants. Chair Longacre mentioned that individuals affiliated with organizations interested in having representatives on the NP&EDC are encouraged to apply for the at-large seat. However, the selection process will depend on the overall pool of applicants and the decision of the Commissioners, with no guarantees based on specific affiliations.

VII. Other Business

A. Bill S.1315 "An Act relative to municipal equity in Steamship Authority operations" received a public hearing on December 5, 2023, at the Joint Committee on Municipalities and Regional Government.

https://malegislature.gov/Events/Hearings/Detail/4736

Chair Longacre informed the Commission that Senate Bill 1315, "An Act Relative to Municipal Equity and the Steamship Authority Operations," had a public hearing on December 5, 2023, at the Joint Committee on Municipalities and Regional Government. For those interested, a link to view the hearing was provided in the packet.

B. Next Meeting Monday, January 22, 2023, at 5pm, via Zoom

VIII. Adjournment

Bert Johnson moved to adjourn the meeting and the motion was duly seconded by Seth Engelbourg and the motion was carried unanimously.

Submitted by: Nickesha Sheriff

Vote taken by Roll Call:

Wendy Hudson *Aye*
Dave Iverson *Aye*
Nat Lowell *Aye*
Joe Topham *Aye*
Seth Engelbourg *Aye*
Vice-Chair Barry Rector *Aye*
Chair Mary Longacre *Aye*
Bert Johnson *Aye*

Links to the documents included in the Meeting Packet:

1. 12-18-23 NPEDC AGENDA (nantucket-ma.gov)
2. DRAFT MINUTES 102323 NPEDC FINAL ML (nantucket-ma.gov)
3. TRANSPORTATION PROGRAM MANAGER UPDATE 12.18.23 (nantucket-ma.gov)
4. NPEDC DRAFT VISION MISSION OBJECTIVES 09.12.23 (nantucket-ma.gov)
5. AS REVISED AT 12.5.23 MEETING NPEDC MEMBERSHIP OPTIONS.xlsx (live.com)
6. MT 12.05.23 EMAIL REGARDING CONCLUSION OF SPREADSHEET DATA (nantucket-ma.gov)
7. NPEDC_FY23_ANNUAL_REPORT REVIEW 121323 (live.com)
8. KRISTIE FERRANTELLA RESIGNATION LETTER (live.com)
9. https://malegislature.gov/Events/Hearings/Detail/4736

Submitted by: Nickesha Sheriff