



In Attendance

Committee: Kristin Ackerman, Anne Benware, Laura DiBetta, Steve LeBoyer, Anne Perry, Erin Rightmyer, Erin Svare, Mark Wahl. **Town Staff:** Rob Leslie, Nate Owens, Detective Mike Whitely

1. Administration of Committee

Rob L. informed the group that Nate O. will provide town staff support to the Committee but it is necessary to have administration done by members and the Committee can establish those rules. Several options for assigning committee administrative tasks were reviewed. Tasks include chairing committee meetings (setting agenda and running the meeting), recording the meetings and preparing the meeting summaries, and assigning task leaders. Option 1 rotating committee meeting chairs and meeting recorders was the preferred option selected by the group as shown on the Option 1 table which lists 2019 committee meeting dates and assigned chair/recorder responsibilities. It was decided if a person cannot fulfill the committee chair or recorder slot assigned as shown on the table they are responsible for finding a substitute. Erin R. asked Erin S. to substitute for her assigned slot as she will be unable to attend those meetings. Kristin A. wondered if rules need to be put in place to deter designated chairs or recorders from skipping meetings. Steve L. noted a preference not to add rules saying the group has typically been committed and innovative at getting things done. Town staff asked if some members haven't been participating and if that may be a problem.

Kristin A. asked if we chose Option 1 for the chair and recorder tasks, should the committee identify Project Leads for things like the Walk N Roll Fest, Walk to School Day, Bike to School Day, etc.? Erin S said this is a good idea and kind of happens already. She wants the group to be active/productive and have a list of achievements to speak of at the end of each year. Anne B. noted that at the next meeting the Committee should draft an annual work plan.

There was discussion on the mission and role of the committee; the [Town Board resolution](#) adopted in 2010 gives guidance on this. The committee was established to support Town efforts to make the Town more walkable and bikeable meaning that on policy issues the Committee is to work through town staff and then the Town Board. On activities, such as the Walk and Roll Fest, the Committee acts as it sees fit to carry out the event because it's already been approved by the Town Board, in coordination with Town Department partners (Police, Parks and Planning). Steve L asked if the committee should take act as an advocate? Are we a group supporting efforts or are we autonomous? Rob L. responded that it's a bit of both. If some type of town government or agency is involved or we are speaking or writing a letter on behalf of the town, it goes through the Planning/Town Board first. Activities, gathering and giving away free CDTC swag, education efforts, things that do not involve government services, the Committee has autonomy. There is lots of experience around the table and that's an asset.

Rob L. noted that the Town now has a working Town Traffic Safety/Pedestrian group that includes the relevant town departments (Planning, Police, Engineering, Highway Superintendent). They compile complaints received as well as issues and research solutions. People asked how are projects/improvements ranked? The Town's Bike/Ped Priority Network is used based on criteria that this committee came up with to determine preference, as well as the Highway Superintendent's labor supply and budget. The annual town budget now has a line item for sidewalk maintenance (\$50K). Rob L. suggested if this group has ideas for new sidewalks this should be brought to town and that there is a balance between maintenance projects and new installations. Erin S. asked when the Elm Ave Park Phase II bike/ped connection will be done as it's a key

connection opportunity to the park. That's a Jason Gallo/Tiger Anastasi question. It is included in the Town's recent Park Master Plan. Erin S. will ask Jason about this.

Member Terms – Nate O. distributed a table showing current members and corresponding terms and asked if those whose terms are expiring would like to be reappointed. All present would like to be reappointed. Nate will reach out to those not at the meeting to see if they would also like to be reappointed.

2. Traffic Safety Updates

- Police Department – Mike W. noted that there were 14 DWI vehicle crashes in 2018 which is an unacceptable increase. The November 2018 bicycle crash was investigated and determined to be the bicyclist's fault.
- Planning Department – there are over 40 projects before the Planning Board currently. Town staff will bring larger projects and/or those with larger bike/ped issues to the committee's attention. Mark W. noted committee members should attend Planning Board meetings as it's a great learning experience. The Glenmont Roundabout and Glenmont Road sidewalk project is progressing see the website [here](#).

3. Meeting Recap: BP Committee with Town Planning Staff

Notes from the meeting were distributed to the committee in the meeting email, there were no changes. Anne B. mentioned idea for committee input on town planning board reviews. Mark W. suggested signing up on town website for Planning Board agendas and when you attend a planning board meeting you can see how they work, how staff incorporates bike/ped planning, and addresses concerns. After some discussion Rob L. summarized: committee role for education, information and input to the town as appropriate. Nate O. offered to provide bullet point versions of major projects going through the planning process that have value for committee and suggested brief presentations that would be limited to key points on relevant projects, educate a bit about how process works, how projects are shaped via code, planner, and board guidance. The Town Supervisor's initiative for traffic calming was discussed, it would include data collection and exploration of solutions. Ideas for committee input on various tasks should be identified in a draft work plan.

4. 2019 Walk and Roll Fest Planning/CDTC Mini-Grant Update

Mike W. reported that the Police Department has submitted the grant application to CDTC and they've been working with the Parks Department and Planning staff on the Walk and Roll Fest.

The date is usually the Saturday before Memorial Day Weekend, so this year that's **May 18, 2019**. The date will be confirmed and posted on the Town website ASAP. (Note: This is done). **The time slot is 10am to 1pm** with 10 am to 2 pm reserved plus tear down so the event can continue if people are still there. There was discussion about whether there should be a Rain date or a backup location? The group agreed that No, no one wants it to be inside and that a rain date doesn't work.

- The 2019 event should mirror last year's event as it was very well organized and good in all aspects.
- In terms of a street banner, the county needs to be contacted. Nate has Please Watch Out for Us Signs.
- Erin R. asked about the Walk N Roll Fest lawn signs and if they can be updated with the date and placed along the Rail Trail ahead of the trail half marathon to advertise the event. Mike W. noted that Adam H. requested waterproof signs in the CDTC grant.
- In addition to updating the signs with the May 18, 2019 date, last year's flyers can be as well.
- Steve L. offered to help organize bicycle related activities for the event (repair stations, BMX demo? E-bike Demos? Other?).
- The Police Department will be offering the confiscated bikes sale again.
- The website should be updated with this year's information.
- Food trucks should be sought again as this is a big draw.
- Mark W. was asked to bring his cookies again.
- The Committee will provide the education/skills stations again and communicate with vendors, etc. as appropriate in coordination with the town departments.
- Mike W. has the backpacks (140 count).

- Mike W. will meet with Heather (Town Parks) and Nate and assign tasks; Mike has the event layout for the bike skills stations, cones, volunteer assignments for the Committee. Heather will contact the 2018 vendors for 2019 commitments.
- Mike W. will get bike helmet donations and the Stewart's ice cream coupons for kids wearing helmets.
- Steve L. and Mark W. volunteered to help Police look over confiscated bikes for potential repairs.
- Mark W. will check with the American Legion for needed items (electricity, etc.)
- Mike W. and Nate O. will work through Town MIS to have rolling updates/event info on town webpages.
- Ann P. will post an event on the Committee's Facebook page.
- Kristin A. will ask the Hungry Traveler food truck to participate.
- Erin S. will ask Mike at The Real McCoy re: food truck contacts.
- Mike W. – BCSD 8th grade health class did a helmet project last year and he'll ask for 2019.
- Bike to School Day is May 8th 2019. Erin S. will work with Mike W. to co-promote Bike to School Day and Walk N Roll Fest. Last year each elementary school had its own prize for students who completed the bike skills at the Walk N Roll Fest. It was suggested that coupons for the Walk N Roll Fest be given to students participating in Bike to School Day (one idea was for Emack and Bolios?).
- There is a small budget for giveaways (police/parks and rec).

5. **Upcoming Town Comprehensive Plan Update**

- **Community Forum Schedule/BP** Committee coverage and input. Committee members volunteered to cover forums as follows: Anne B. will cover the Delmar (1/30); Erin S. = North Bethlehem (2/12); Glenmont will be covered by Mark W. (3/7/19); Elsmere (3/21/19) will be covered by Ann P., Steve L. and Erin R.
- Committee Participation on future Comp Plan Update Committee – TBD in the spring.
Rob L. reviewed the plan update process and the [website](#) which is a good place to provide input.

6. **Draft Agenda Items for Next Committee Meeting**

- Committee Work Plan Update – the group noted that a work plan would be very helpful and allow the committee to make progress on different tasks and to report results back to the Town Board each year.
- Walk N Roll Fest - Mark W. suggested that Heather from Town Parks should be invited.

7. **Public Comment** – none.

Meeting Adjourned at 8 PM.

Next Meeting, February 26th at 6:30 pm in Room 101A at Town Hall.