

City of Essex Junction

Bike Walk Advisory Committee

Meeting Agenda



THURSDAY, SEPTEMBER 10TH, 2026 • 7:00 PM
Online & 2 Lincoln Street **UPSTAIRS**, Essex Junction, VT 05452

www.essexjunction.org • P: 802-878-6944 x 1625
E: mgiguere@essexjunction.org

This meeting will be in-person and available remotely. Options to watch or join the meeting remotely:
JOIN ONLINE: [Click here to join the meeting](#); or visit essexjunction.org for meeting connection information

JOIN CALLING: (toll free audio only) 888-788-0099 | Meeting ID: 958-5750-2850; Passcode: 790174

1. **CALL TO ORDER**
2. **AGENDA ADDITIONS/CHANGES**
3. **PUBLIC TO BE HEARD**
 - a. Comments from Public
4. **MINUTES FOR APPROVAL**
 - a. August 13th, 2026*
5. **BUSINESS ITEMS**
 - a. Open Meeting Law and Ethics Policy Training
 - b. Review of Bicycle Friendly Community Feedback*
 - c. Approval of Draft Meeting Minutes Rotation
6. **MEMBER UPDATES**
7. **STAFF UPDATES**
 - a. Park Street Complete Streets
 - b. Grove Street Traffic Calming Community Input Meeting
 - i. Thu 10/8 during BWAC
 - c. Meet Me on Main
 - i. Sat 9/19, 9/26, and 10/3
8. **ADJOURNMENT**

*attachments included in the packet

Agenda item timestamps are estimates of the starting time of each topic and are subject to change.

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City of Essex Junction Bike Walk Advisory Committee Meeting Minutes - *DRAFT*



THURSDAY, AUGUST 13TH, 2026 • 7:00 PM
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1. MEMBERS PRESENT

John O'Brien, Daniel Liguori, Jessie Huntley, Robert Frederick, Ian VanKirk

2. OTHERS PRESENT

Michael Giguere, Jack Evans

3. CALL TO ORDER

John called the meeting to order at 7 pm. Meeting attendees introduced themselves.

Introductions for 3 new members, Ian VanKirk, Jessica Huntley and Robert Frederick, who highlighted they hoped to support folks in Essex Junction to walk pets around safely, improve connectivity, run/recreate without disruption from motor vehicles.

4. AGENDA ADDITIONS/CHANGES

No agenda additions or changes were made.

5. PUBLIC TO BE HEARD

- a. Comments from Public

No members of the public provided public comments.

6. MINUTES FOR APPROVAL

- a. April 13th, 2026

Motion made by John O'Brien to approve the April minutes as presented. Motion passed unanimously (5-0).

7. BUSINESS ITEMS

- a. Welcome to New Members and Committee Reorganization

Michael Giguere explained how the committee has grown and functions and discussed what chair and vice chair entails. David Achee motioned to vote, Daniel Liguori seconded, to re-elect John O'Brien as Chair and elect Lauren Philbrook as vice chair. The motion was passed unanimously.

- b. Updates from Local Motion

Jack Evans introduced an opportunity to set up walking school buses where a parent/educator/known community figure would be compensated to run it. After a short discussion on the needs and opportunities of the program, committee members agreed it was a good idea to move forward and do it at Hiawatha Elementary School. It was decided that John O'Brien, Jack Evans, and David Achee would meet with the principal of Hiawatha Elementary School to discuss next steps.

c. Park Street Reconfiguration Funding

The decided-upon lane restriping on Park Street does not have enough funding, Michael Giguere outlined that BWAC funding could be used to fill the funding gap in the project. The budget has generally been used to purchase RRFB's and bike parking hoops. Discussion centered around the significance of the Park Street project and connections to other towns, while members also expressed concern at such a big expenditure of funds.

David Achee motioned to support the use of its annual budget for implementation of the Park Street Complete Streets project, Daniel Liguori seconded. The motion was passed unanimously (5-0).

8. STAFF UPDATES

a. Updates on City transportation projects

i. Lincoln and Central RRFB

The project is currently in limbo - RRFB would require the movement of a utility pole in the way.

ii. Pearl Street Crossing

No concrete median was selected. However, the project will be moving forward.

iii. Form-Based Code Proposal for City Center and Pearl Street Corridor

Taking public feedback on this guide at the Planning Commission in September.

iv. Pearl Street West

Michael outlined the project. It continues to move forward.

v. Wilkinson & Tyler

Michael outlined that there is a potential redesign and signage addition that is being considered.

9. ADJOURNMENT

Daniel motioned to close, David seconded. The motion was passed unanimously (5-0).



MEMO

To: Bike/Walk Advisory Committee
From: Michael Giguere, City Planner
Meeting Date: Thursday, September 10th, 2026
Agenda Item: Review of Bicycle Friendly Report Card

ISSUE: To review written feedback and project ideas from the League of American Bicyclists in response to Essex Junction's Bronze Award as a Bicycle Friendly Community (BFC).

DISCUSSION: In 2025, the City of Essex Junction was recognized by the League of American Bicyclists as a Bronze-level BFC. This award follows a thorough application and community survey process, where the City's recent efforts toward improving cycling through a variety of methods were documented. This follows Essex Junction's Bronze-level awards in 2019 and 2015, and an Honorable Mention in 2012.

One of the biggest benefits of the application process is the report card the League completes in response to the application materials. The report card includes community information, key outcomes for cycling, a survey data summary, a scoring breakdown by subcategory, and written feedback to maintain and improve Essex Junction's bicycle-friendly status.

Staff have shared this scorecard with BWAC to generate important conversations about our community's biggest barriers to encouraging more cycling participation in the community and making it safe to do so. After reviewing the League's comments, BWAC should discuss future project ideas, subcommittee work, pop-up demonstrations, and any feedback for staff.

COST: There is no cost associated with this memo.

RECOMMENDATION: Staff recommend that BWAC review the BFC Report Card and discuss the data and recommendations as a committee, with the goal of generating project ideas and plans that advance Essex Junction's bicycle-friendly efforts.

RECOMMENDED MOTIONS: n/a

ATTACHMENTS: Bicycle Friendly Community Report Card – Essex Junction, VT (Bronze 2025)



BICYCLE FRIENDLY COMMUNITY

REPORT CARD



Bronze

2025



Essex Junction, VT

AWARD HISTORY:

Bronze since 2015. Previously applied and received Honorable Mention in 2012.

COMMUNITY PROFILE

Population: 10,817 (Size classification for weighted scoring: *Small*)

Area: 4.6 square miles

Population Density: 2,351.52 people/square mile

Land Classification: Majority Suburban

Poverty Rate: 10.3%*

Median Household Income: \$92,589*

Percent of the Population that Speaks a Language

Other Than English at Home: 17.7%*

Percent with Disability: 12.5%*

Percent of Households with No Vehicle Available: 6.9%*

*Source: https://data.census.gov/profile/Essex_Junction_city,_Vermont?q=160XX00US5024400

KEY OUTCOMES

Overall Commuter Ridership: 0.6%

Male Commuter Ridership: 0.9%

Female Commuter Ridership: 0.3%

(Bicycle Mode Share among commuters, according to the Census Bureau's 2023 American Community Survey 5-Year Estimate.)

Bicycle Mode Share: Unknown

(Reported by applicant)

Annual Average Bicyclist Crashes in last 5 years: 0.8

Annual Average Bicyclist Fatalities in last 5 years: 0

(Crashes and Fatalities both reported by applicant)

THE 5 ES CATEGORY SCORES	ESSEX JUNCTION	MAX SCORE THIS ROUND
ENGINEERING	26.25%	78.63%
EDUCATION	19.75%	92.06%
ENCOURAGEMENT	28.12%	89.83%
EVALUATION & PLANNING	28.73%	84.16%
EQUITY & ACCESSIBILITY	11.49%	75.32%

Scores are determined by points earned in each 'E' Category, weighted against comparable communities in the 2025 BFC round. See pages 2-3 for your full subcategory points in each Category.

ESSEX JUNCTION'S BFA PROGRAM STATS

of Local Bicycle Friendly Businesses: 0

of Local Bicycle Friendly Universities: 0

of Local League Cycling Instructors: 1

Vermont's Bicycle Friendly State Ranking: #22

ESSEX JUNCTION'S BIKE LINKS

Bike Network Map, if available:

<https://www.openstreetmap.org/#map=16/44.49176/-73.10886&layers=C>

Bike Plan, if available:

ABOUT THIS REPORT CARD

The following scores are based on the online application submitted by Essex Junction in the 2025 Bicycle Friendly Community (BFC) submission round. These scores reflect a combination of automatically-generated points earned through the online application, as well as judge-assigned points and bonus points given by BFC reviewers.

The League updated its Bicycle Friendly Community application and awards criteria in 2022, after nearly a year of research, focus groups, interviews, listening sessions, and other outreach. The updated application includes a new section on Equity and Accessibility, and other changes throughout. As such, **this Bicycle Friendly Community Report card is a beta version** as we refine our new scoring system and develop a greater understanding of how to convey new information.

All 2025 BFC Report Cards (including this one) will be republished with updated scores if there are significant changes to the points system after the next round of BFC applications. To learn more about the BFC application and awards criteria, please visit <https://bikeleague.org/community>.

Essex Junction earned 26.25% in the Engineering Category, weighted against other Small-sized communities in this round. Below is the full breakdown of points that Essex Junction earned in each subcategory within the Engineering section, compared to the total points available in that subcategory from the 2025 BFC application.

ENGINEERING SUBCATEGORIES	ESSEX JUNCTION'S SUBCATEGORY POINTS IN ENGINEERING
POLICIES AND DESIGN STANDARDS FOR THE BUILT ENVIRONMENT	3.9 / 41 pts
END-OF-TRIP FACILITIES	16.5 / 44 pts
BICYCLE NETWORK	17.42 / 128 pts
NETWORK MAINTENANCE	1.75 / 32 pts
BICYCLE ACCESS TO PUBLIC TRANSPORTATION	9.18 / 23 pts
BIKE SHARING	-4.33 / 24 pts
OTHER BICYCLE-RELATED AMENITIES	1.75 / 6 pts
REGIONAL COORDINATION	6.67 / 23 pts
ENGINEERING BONUS POINTS	5.17 / 10 pts

Essex Junction earned 19.75% in the Education Category, weighted against other Small-sized communities in this round. Below is the full breakdown of points that Essex Junction earned in each subcategory of the Education section, compared to the total points available in that subcategory from the 2025 BFC application.

EDUCATION SUBCATEGORIES	ESSEX JUNCTION'S SUBCATEGORY POINTS IN EDUCATION
YOUTH BICYCLE EDUCATION	16.78 / 68 pts
ADULT BICYCLE EDUCATION	8.17 / 47 pts
MOTORIST EDUCATION	4.25 / 28 pts
BICYCLE SAFETY EDUCATION RESOURCES	0.32 / 16 pts
INCLUSIVE EDUCATION	0.75 / 26 pts
EDUCATION BONUS POINTS	0.5 / 7 pts

Essex Junction earned 28.12% in the Encouragement Category, weighted against other Small-sized communities in this round. Below is the full breakdown of points that Essex Junction earned in each subcategory of the Encouragement section section, compared to the total points available in that subcategory from the 2025 BFC application.

ENCOURAGEMENT SUBCATEGORIES	ESSEX JUNCTION'S SUBCATEGORY POINTS IN ENCOURAGEMENT
ENCOURAGEMENT POLICIES, PROGRAMS AND PARTNERSHIPS	7.58 / 21 pts
ROUTE-FINDING SUPPORT	1.58 / 10 pts
BICYCLE CULTURE AND PROMOTION	17.4 / 93 pts
ACCESS TO BICYCLE EQUIPMENT AND REPAIR SERVICES	7.5 / 35 pts
REDUCING WORK-RELATED/FLEET VMT	0 / 11 pts
ENCOURAGEMENT BONUS POINTS	3.83 / 7 pts

Essex Junction earned 28.73% in the Evaluation & Planning Category, weighted against other Small-sized communities in this round. Below is the full breakdown of points that Essex Junction earned in each subcategory of the Evaluation & Planning section section, compared to the total points available in that subcategory from the 2025 BFC application.

EVALUATION & PLANNING SUBCATEGORIES	ESSEX JUNCTION'S SUBCATEGORY POINTS IN EVALUATION & PLANNING
STAFFING AND COMMITTEES	6.95 / 35 pts
PUBLIC ENGAGEMENT FOR BICYCLE PLANNING	6.25 / 35 pts
PLANNING, FUNDING, AND IMPLEMENTATION	7.83 / 28 pts
EVALUATING THE BICYCLE NETWORK	0 / 25 pts
EVALUATING RIDERSHIP	0 / 20 pts
EVALUATING & IMPROVING SAFETY OUTCOMES	14.92 / 42 pts
EVALUATION & PLANNING BONUS POINTS	5.08 / 15 pts

Essex Junction earned 11.49% in the Equity & Accessibility Category, weighted against other Small-sized communities in this round. Below is the full breakdown of points that Essex Junction earned in each subcategory of the Equity & Accessibility section, compared to the total points available in that subcategory from the 2025 BFC application.

EQUITY & ACCESSIBILITY SUBCATEGORIES	ESSEX JUNCTION'S SUBCATEGORY POINTS IN EQUITY & ACCESSIBILITY
EQUITY & ACCESSIBILITY STAFFING, COMMITTEES, & PARTNERSHIPS	4.25 / 24 pts
EQUITY DATA COLLECTION & GOALS	0 / 27 pts
EQUITY & ACCESSIBILITY POLICIES & PLANS	0 / 21 pts
EQUITY & ACCESSIBILITY IN ENGINEERING	3 / 44 pts
EQUITY & ACCESSIBILITY IN EDUCATION	2.87 / 52 pts
EQUITY & ACCESSIBILITY IN ENCOURAGEMENT	2.65 / 42 pts
EQUITY & ACCESSIBILITY IN EVALUATION & PLANNING	6 / 51 pts
EQUITY & ACCESSIBILITY BONUS POINTS	0.83 / 9 pts



Essex Junction, VT

2025 BFC Award: Bronze

Award History: Bronze since 2015. Previously applied and received Honorable Mention in 2012.

FEEDBACK TO IMPROVE:

To maintain and improve on Essex Junction's Bronze-level Bicycle Friendly Community award, BFC Reviewers recommend...

- ☐ Continue to improve and expand Essex Junction's low-stress bike network for all ages and abilities, and ensure that your community follows a bicycle facility selection criteria that increases separation and protection of bicyclists based on levels of motor vehicle speed and volume.
- ☐ Lower speed limits -- and designed speeds -- on residential streets to 20 mph or less. Introduce road diets and traffic calming measures to ensure compliance. Develop a system of bicycle boulevards, utilizing these quiet neighborhood streets, that creates an attractive, convenient, and comfortable cycling environment welcoming to cyclists of all ages and skill levels. Use the updated NACTO Urban Bikeway Design Guide for guidance on designing bikeways on low-speed, low-volume streets.
- ☐ Adopt a local Complete Streets policy and create implementation guidance. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right-of-way to enable safe access for all users, regardless of age, ability, or mode of transportation. A Complete Streets policy should prompt the community to consider lane and/or road diets when repaving or otherwise doing major maintenance on roadways. Striping bicycle lanes as part of repaving operations can save 40% of the cost of adding a bicycle lane.
- ☐ Develop a design manual for bike facilities that meets current national standards or adopt the FHWA's Small Town and Rural Multimodal Network Guide. This will make it easier for City staff to propose and implement bicycle facility designs that have been shown to improve conditions for people who bike in other similar communities throughout the United States.
- ☐ Work with the school district, BWAC, Local Motion, and interested parents to expand in-school bicycle safety and Safe Routes to School programming to all middle and high schools in the school district-- this is particularly important as older students learn to drive and share the road.
- ☐ Increase the number of local League Cycling Instructors (LCIs) in your community, either by partnering with Local Motion and neighboring BFCs to host an LCI seminar in the region, or by sponsoring a City staffer or local bike advocate to attend an existing seminar elsewhere. Having several active instructors in the area will enable you to expand cycling education for youth and adults, recruit more knowledgeable cycling ambassadors, deliver Bicycle Friendly Driver education to motorists, and have experts available to assist in encouragement programs. Visit bikeleague.org/ridesmart for more information.
- ☐ Develop education and encouragement outreach methods and programs that specifically target families, women, seniors, low-income, and non-English speaking communities, in addition to general non-targeted outreach and media campaigns that discuss current and new bicycle facilities, safe driver and bicyclist behavior, and events related to walking and biking.
- ☐ Celebrate National Bike Month as a community every May. Bike Month activities could include community-wide signature events such as a Mayor's Ride and/or proclamation signing ceremony, Bike to Work and School Days, as well as educational opportunities for children and adults throughout the month. Find more Bike Month ideas and resources at <https://bikeleague.org/bikemonth>.
- ☐ Increase the amount of staff time spent on improving conditions for people who bike and walk, either by



Essex Junction, VT

2025 BFC Award: Bronze

Award History: Bronze since 2015. Previously applied and received Honorable Mention in 2012.

FEEDBACK TO IMPROVE, CONTINUED:

creating a new dedicated position or expanding the responsibilities of current staff. Ensure that this position is well supported with training and professional development opportunities to stay up-to-speed on the latest best practices and safety guidelines for bicycle planning, outreach, and infrastructure.

- ☐ Begin the process of creating a new Bicycle Master Plan or updating your 2014 Bicycle and Pedestrian Plan. Regularly updating your bicycle plan is key to improving conditions for bicycling, adhering to evolving best practices and national standards, and institutionalizing processes for continual evaluation and improvement. Ensure the new plan includes specific and measurable goals and performance measures to track progress, and is supported by a dedicated budget for implementation.
- ☐ Create a bicycle count program that utilizes several methods of data collection to create an understanding of current bicyclists and the effects of new facilities on bicycling in Essex Junction. Automated bicycle counters provide long-term data on bicycle use at fixed points in a community and mobile counters can provide periodic or before/after data related to a change in your community's road or bicycle network. Observational counts and surveys can supplement automated data in order to collect demographic information and examine social equity goals.

- ☐ Conduct a connectivity analysis and network quality evaluation of your existing bicycle network, and work to identify and fill any gaps. Establish a performance measurement program for bicycling and/or active transportation infrastructure. See FHWA's resources on these topics: https://bit.ly/FHWA_connectivity and https://bit.ly/FHWA_bikepedPMs.
- ☐ Encourage Chittenden County Regional Planning Commission (CCRPC) to also apply to the Bicycle Friendly Community program for Chittenden County. Essex Junction and your neighboring BFCs can serve as local leaders and mentors for other local jurisdictions within the County, and gaining BFC status as a larger county or region/MPO can help identify greater opportunities to collaborate, such as on connecting trail projects and on-road facilities, regional transit, and advocacy efforts to the state.
- ☐ Continue to encourage more local businesses, agencies, and organizations to promote cycling to their employees and customers and to seek recognition through the Bicycle Friendly Business program. Learn more at bikeleague.org/business.

MORE RESOURCES FOR IMPROVING YOUR COMMUNITY:

Guide to this BFC Report Card: <https://bit.ly/BFC-Report-Card-Guide-2025>

League of American Bicyclists: <https://www.bikeleague.org>

Bicycle Friendly Community (BFC) Program: <https://bikeleague.org/community>

Resources for Building a Bicycle Friendly Community: https://bikeleague.org/BFC_Resources

About the BFC Application Process: <https://bikeleague.org/content/about-bfc-application-process>

The Five E's: <https://bikeleague.org/5-es>

The BFC Ideabook and Map: <https://bikeleague.org/BFCIdeaBook>

The League's Benchmarking Project on Biking & Walking Data and Reports:
<https://data.bikeleague.org>

Bicycle Friendly State (BFS) Rankings and Report Cards: <https://bikeleague.org/states>

Bicycle Friendly Business (BFB) Program: <https://bikeleague.org/business>

Bicycle Friendly University (BFU) Program: <https://bikeleague.org/university>

Smart Cycling Education Program: <https://bikeleague.org/ridesmart>

National Bike Month Resources: <https://bikeleague.org/bikemonth>

More Reports and Resources from the League: <http://bikeleague.org/reports>

Federal Funding Resources from the League: <https://bikeleague.org/federal-funding-resources/>

Pedestrian and Bicycle Funding Opportunities from U.S. DOT Transit, Safety, and Highway Funds:
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.pdf

U.S. DOT Navigator: <https://www.transportation.gov/dot-navigator>