



**CITY OF ESSEX JUNCTION
BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES – FINAL
APPROVED DECEMBER 11TH, 2025**

*Online & 2 Lincoln St
Essex Junction, VT 05452
Thursday, November 13th
2025, 7:00 PM*

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1. **MEMBERS PRESENT**

- a. John O'Brien, Daniel Liguori, David Achee, Philip Bieber, Lauren Philbrook

2. **OTHERS PRESENT**

- a. Michael Giguere, (Staff Representative), Jack Evans (Local Motion)

3. **CALL TO ORDER**

- a. The meeting was called to order by John at 7:00 pm.

4. **AGENDA ADDITIONS/CHANGES**

- a. A draft letter to the Essex Junction Recreation & Parks (EJRP) congratulating them on the "Meet Me on Main" event was added to business items.

5. **MINUTES FOR APPROVAL**

- a. October 9th, 2025
- Lauren motioned to approve the minutes. Daniel seconded. The motion was approved unanimously (5-0).

6. **PUBLIC TO BE HEARD**

- a. Jack Evans announced an upcoming film screening of "Cycling Without Age" on November 20th, hosted by Local Motion at Bespoke Bikes.

7. **BUSINESS ITEMS**

- a. Safe Routes to Schools community survey
- The committee discussed implementing a Safe Routes to Schools community survey, using a similar survey from South Burlington as an example. The group discussed partnering with Local Motion, school principals, and the school district to distribute the survey. John offered to present the idea to the school board. The committee agreed to first identify interested stakeholders at individual Essex Junction schools before determining the next steps. Daniel and John will lead this outreach.
- b. Letter of Commendation to EJRP for 'Meet Me on Main'
- John presented a draft letter to the Essex Junction Recreation & Parks (EJRP) department, commending and supporting them for the successful "Meet Me on Main" event. David motioned to adopt the letter and send it on official letterhead. Lauren seconded. The motion was approved unanimously (5-0).

8. **MEMBERS UPDATES**

- a. No specific updates were shared.

9. **STAFF UPDATES**

- a. CCRPC Regional Transportation Options Plan
- Michael Giguere provided an update on the Chittenden County Regional Planning Commission's (CCRPC) regional transportation options plan. This Transportation Demand Management (TDM) plan aims to discourage single-rider vehicles. Essex Junction is due to renew its plan, and TDM strategies could be considered as part of the City's upcoming comprehensive plan update. CCRPC will continue to conduct outreach.
- b. RRFB at Lincoln and Central
- Michael reported that the proposed Rectangular Rapid-Flashing Beacon (RRFB) installation

at Lincoln and Central is facing challenges due to obstacles with existing wooden utility poles. North and Grove has been proposed as a potential backup location.

- c. Tree Farm bicycle parking
 - Michael updated the committee on new bicycle parking at the Tree Farm. The racks were placed centrally at the green barn. The Tree Farm administration was receptive to the new parking and is open to additional racks if needed, though any additional racks would need to be purchased. Daniel proposed adding signage to notify visitors of the new parking.
- d. Traffic Calming Policy
 - Chris and Michael presented the traffic calming policy proposal to the City Council. An updated version will be presented to the Council on December 17th. Committee members were encouraged to attend.
- e. Rebranding Survey
 - Michael shared that results from the recent City rebranding survey indicated that the community views walkability as a key value that sets Essex Junction apart from other communities.

10. READING FILE

11. ADJOURN

- a. Lauren motioned to adjourn. David seconded. The motion was approved unanimously (5-0). The meeting concluded at 7:55 PM.

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* attachments included in packet