

**VILLAGE OF ESSEX JUNCTION  
BIKE/WALK ADVISORY COMMITTEE  
MINUTES OF MEETING  
OCTOBER 21, 2013**

**MEMBERS PRESENT: Rick Hamlin, Rowena Albert, Jud Lawrie, Eric Bowker, Rosalind Hutton, Andrea VanLiew**

**ADMINISTRATION: Darby Mayville, Community Relations and Economic Development Assistant**

**OTHERS: Bridget Meyer, Katelin Brewer-Colie (Local Motion), Jeff Frolick, Tim Kemerer**

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**1. CALL TO ORDER**

Rick Hamlin called the meeting to order at 5:30 PM.

**2. PRESENTATION BY KATELIN BREWER-COLIE**

Katelin Brewer-Colie is the new Complete Streets Project Manager at Local Motion. The purpose of her position is to make sure that bike and pedestrian facilities are a priority, not an afterthought. She is trained as an urban and regional planner, and recently moved back to Vermont after living in Oregon.

Katelin said that Local Motion has a contract with the Chittenden County Regional Planning Commission (CCRPC) to work with communities. This entails providing limited ideas and suggestions to them regarding bike and pedestrian issues. If Essex Junction is interested, Local Motion can also contract with them to perform additional work.

Rick asked when the contract with the contract with the CCRPC ended, and Katelin told him that it was ongoing. Rick further suggested that Katelin get copied on group e-mails so that she can be aware of the group's activities.

Katelin also mentioned that Local Motion could possibly be contracted to help with the development of a Bike/Walk Plan. Rick said that the intention of the committee is to provide the Trustees with information for them to choose to act on.

Katelin mentioned that she is working to develop a menu of services that Local Motion can provide to communities, and that she will be e-mailing it to Darby Mayville once she is done.

**3. AGENDA ADDITIONS**

**MOTION by ANDREA VAN LIEW, SECOND by ROWENA, to amend the meeting. VOTING: unanimous; motion carried.**

The following topics were added:

- Results of the Heart and Soul community dinner meeting.
- Results of the sign survey.
- Bicycle trigger point information.
- Committee project updates.
- Selection of example communities to study.
- Development of a master plan outline.

#### **4. MINUTES REVIEW**

**MOTION by ANDREA, SECOND by ERIC, to accept the minutes of the September meeting. VOTING: unanimous; motion carried.**

#### **5. HEART & SOUL MEETING**

Rick attended the Bike/Walk meet-up at this event. He said that the meeting facilitators were encouraging participants to speak in general, rather than specific terms. However, he was still able to hear some specific examples of projects that citizens wanted to be fixed. He was happy to note that many of these issues are being addressed by either the Bike/Walk Committee or the Capital Committee.

#### **6. SIGN & FOILEDGE SURVEY**

Rick said that there was a good turnout, and that Front Porch Forum seemed to be the most effective way of collecting feedback. Since comments are still coming in, we will wait until the next meeting to discuss them. Jud Lawrie mentioned that he was including the contact information of the person giving feedback in case they need to be contacted for follow up questions. Darby said that she would send follow-up information to all who wrote.

#### **7. BICYCLE TRIGGER POINTS**

Rick said that he and Rowena were going to be working on this later in the week. They are also working on coming up with a template for markings to present to Public Works.

#### **8. OTHER UPDATES**

Andrea said that she is working to research road rules, and how to best communicate them. Her group will have a more complete plan to present to the group at the November meeting. She also presented the idea of considering train safety as well.

Eric mentioned that technology is allowing trains to be much quieter than in the past, which could lead to an increased chance of collisions. Rick said that it was unfortunate that the rail's official take on safety is just to stay off the tracks.

Katelin said that Local Motion has a handout with rules for bicyclists that she could share.

All agreed that it is important to consider the rules for all users of the roads.

## **9. MASTER PLAN UPDATE**

Jud said that he had found a template for a Master Plan from North Carolina, but that it was quite long and would need to be shortened in order to fit our needs. Rick also suggested that all committee members review the Bicycle Friendly Communities blueprint, as it is a very good primer for this type of activity. He suggested that all committee members do this prior to the next meeting. He also reminded the group that our goal is to create a useable document, and said that they would discuss this at their next meeting.

## **10. COMMUNITY ASSIGNMENTS**

Jud presented a list of 10 cities that the group could research. He said that he had chosen these cities to study after consulting Bicycle Magazine, Local Motion, VTrans, and the League of American Bicyclists. He also showed the group a draft reporting sheet that he had made.

Rick also mentioned that Montpelier, one of the communities listed, is interested in coming to Essex Junction to visit and learn more about our bike/walk policies.

Here is a list of which cities each committee member chose:

- Rowena: Durango CO
- Andrea: Keene NH
- Eric: Carrboro NC
- Jud: Davidson NC
- Rick: Portland OR

Committee members who are not present will be asked to select a community to study through e-mail. All will report on their findings at the December meeting.

Katelin mentioned that she read a very comprehensive bike facilities tool kit from a county in Oregon and that she would e-mail it to the group.

## **11. COMMITTEE APPOINTMENTS**

Rick informed the group that they are currently one member short, and said that he knew that community member Jeff Frolick was interested in joining. Jeff indicated that he would like to join, and said that he would assist the group by joining the bike trigger points team and would study Chapel Hill NC. He was asked by Rick to say a little about himself, and said that he has lived in Essex Junction for the past 11 years, and teaches at UVM in the engineering department.

## **12. MEETING SCHEDULE**

### Next meeting

- November 18<sup>th</sup>, at 6 PM.

### Agenda Items

- Give project updates
- Identify elements to include in master plan

## **13. ADJOURNMENT**

**MOTION by JUD, SECOND by ANDREA, to adjourn the meeting. VOTING: unanimous; motion carried.**

The meeting was adjourned at 6:26 PM.