

VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE MEETING
MONDAY, APRIL 17, 2017 AT 5:45 PM
LINCOLN HALL
AGENDA

- Minutes Review;
- Cycle de Mayo;
- Bike Rack Fabrication Update;
- Leadership Transition Planning;
 - Public Input.

MINUTES SUBJECT TO CORRECTION BY THE ESSEX JUNCTION BIKE/WALK ADVISORY COMMITTEE. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMITTEE.

**VILLAGE OF ESSEX JUNCTION
BIKE/WALK ADVISORY COMMITTEE
MINUTES OF MEETING
April 17, 2017**

MEMBERS PRESENT: Rick Hamlin, Jud Lawrie, Gabe Epstein, Micah Hagan, Raj Chawla, Phoebe Spencer (via Skype), Jeff Frolik

ADMINISTRATION: Darby Mayville, Community Relations/Economic Development Assistant

1. CALL TO ORDER

Rick called the meeting to order at 5:45 PM.

2. MINUTES REVIEW

MOTION by MICAH, SECOND by JUD, to approve the MARCH meeting minutes. ALL IN FAVOR. MOTION PASSED.

3. CYCLE DE MAYO

The committee composed a task list for the event:

What	Who	Comments/Status	Target Date
Contact local bike shops to see if any of them are able to attend and/or provide raffle prizes.	Eric	?	
Acquire materials for the bike skills course – cones, etc.	“	?	
Contact Richard Tom Foundation.	“	?	
Conduct Bike Rodeo.	“		
Confirm date with EJRP.	“	Done.	
Ask Rosalind Hutton if she is able to help out with the event.	“	?	
Get in touch with bike polo players.	“	?	
Check into the possibility of moving the event location to the front parking lot at EJRP.	“	Done.	
Contact Cycle Recycle re. participating, interest in receiving bicycle donations.	“	?	

Tables, chairs.	“	Will check in with Brad.	
Pavement marking spray cans.	Rick	In hand.	
Make EPD aware of event.	“	Will do.	
Logo stickers for event.	“	“	
Barrels, racks, cones.	“	“	
Caution tape/first aid kit.	“	“	
Event info on CVE sign.	“	“	
Map of slow ride.	Raj		
Contact Del’s Ride.	“		
Contact the Green Mountain Bike Club, the Fellowship of the Wheel, and the Essex Trails Committee.	“		
Scavenger Hunt.	“	In progress.	
Contact local businesses re. scavenger hunt.	“		
Develop a cover letter to send to businesses.	“		
Contact Local Motion to see if they can assist.	Phoebe	Will do.	
Lend work stand.	Jeff	Will leave in garage.	
Bring bike pump/repair tools	Micah/Rick		
Work on media relations.	Micah		
Contact chilidog cart vendor.	“	Working on it.	
Continue to coordinate with the Maple Street Pump Track.	“	Working on it.	
BWAC shirt printing.	Darby	Shirts ready.	
Create and event page on Facebook, tag existing businesses.	“	Working on it.	
Post request for volunteers.	“	Will do on Facebook.	
Post event on FPF.	“	Will do.	
Raffle tickets.	“	In hand.	
Photos	Darby/Raj	Working on this.	
Banner	Darby/Raj	Cycle de Mayo banner will be displayed the week before the event.	
Two pop up tents	Jud (1), Rosalind/Rick (1)	Yes	
Push brooms.	Eric (1), Rick (1)		
Bring bullhorn	?	?	

The committee will check back on the status of all of these items at their next meeting.

The BWAC discussed how to run the scavenger hunt. Rick saw the event as a self-directed bike tour. Phoebe suggested doing a shorter and longer scavenger hunt. The shorter one would be better for families and walkers.

There was some discussion on the logistics of the scavenger hunt, and how to fairly distribute the prizes.

Raj expressed concern with the Village policy requiring a release form for pictures. Darby said that she would look into the policy.

The BWAC confirmed that the time of the event would be 10 AM- 1 PM.

Jud asked if there would be a rain date for the event? All agreed that the event would just be cancelled in case of inclement weather.

4. BIKE RACK FABRICATION UPDATE

Rick said that he had sent over a one page spec list, with addendum, to the CTE instructor. It is possible that the students may produce a bike rack before the end of the school year, however it will depend on their pace.

5. LEADERSHIP TRANSITION PLANNING

In September, it is anticipated that Rick will step down as chair and Phoebe will take over as chair. This will mean that the Vice-Chair position will need to be filled. Rick will continue on as a member of the committee.

Jud suggested that this position be filled by someone who hopes to be chair at some point.

6. PUBLIC INPUT

Rick noted that the CCRPC will be looking at the possibility of changing the lane structure on Pearl Street to better accommodate bicycles, make turning easier, and eliminate the barrier in the middle of the road. The scoping study for this project will take about a year.

7. NEXT MEETING & AGENDA

The next meeting will be held on May 8th at 5:45 PM. The agenda is TBD.

8. ADJOURNMENT

MOTION by JUD, SECOND by RAJ to ADJOURN. Adjourned at 6:40 PM.

Respectfully submitted, Darby Mayville.