

TOWN OF LYNDON
BIKE AND PEDESTRIAN ADVISORY COMMITTEE
December 18, 2017 Meeting Minutes
DRAFT

Committee Members: Lew Apgar, Ben Rush, Harry Morrison, Benjie Tessier

Public Official(s): Annie McLean

Public: Jill Morrison

Lew Apgar chaired the meeting, which was called to order at 5:02 p.m.

Harry Morrison made a **motion to approve the minutes of October 24, 2017 as written**. Benjie Tessier **seconded the motion**. The Committee **voted 4-0**.

Discussion of the Bike-Ped Committee Mission Statement was moved to #4 on the agenda. Lew Apgar shared a draft mission statement that was used for the NVRH Community Health Fund Grant application, as the application required a mission statement:

The mission of the Lyndon Bike and Pedestrian Advisory Committee is to promote biking and walking by advising and advocating with the town Selectboard to make improvements to the built environment in Lyndonville for access and safety of bikers and walkers.

Mr. Apgar also shared the recently adopted mission statement of the St. Johnsbury Bike-Ped Advisory Committee:

The mission of the St. J B-PAC is to provide guidance to Selectboard and to enhance, promote, and advocate for the safety, walkability, and bike-ability of St Johnsbury.

The Committee discussed expanding the draft mission statement to include bike-walk initiatives and programs in addition to just the infrastructure piece. Mr. Apgar will prepare a revised draft mission statement for the next meeting.

Bryanna Smith, an animation/illustration and computing student at Lyndon State College, presented a proposal for work on a potential Lyndonville area trails map project. Ms. Smith estimated her costs for creating graphics and a digital map file would be between \$500 and \$1,500. This would not include printing costs. Reaching out to the Lyndon Area Chamber of Commerce and/or Rotary Club of Lyndonville as potential funding partners in the map project was discussed. Benjie Tessier is a member of the Chamber and will make the Chamber aware of the project at their meeting on December 19th.

Lew Apgar informed the Committee that their application for a 2018 Northeastern Vermont Regional Hospital Community Health Fund Grant (trailhead kiosk project) had received partial funding for \$4,500. Additionally the Town has agreed to serve as the fiscal agent for the grant. Administrative requirements of the grant include a summer 2018 check-in and a final report in December of 2018. The terms of the grant do not require a public request for proposals (RFP) process, thus the Committee can move forward with design work for the kiosks as they so choose. Mr. Apgar suggested starting work on the Miller's Run Bridge kiosk first if available funding will only cover one. He also suggested approaching other community groups, such as local banks and Rotary, for assistance with additional funding. He also noted that he would reach out to NVDA as they provided some financial assistance for the LVRT. FLEK in St. Johnsbury designed some of the Lamoille Valley Rail Trail (LVRT) kiosks, which served as the basis for the budget proposed in the grant application, as well as Paths Around Lyndonville (PAL) signage design.

Mr. Apgar will reach out to FLEK to get additional information on project costs and potential timelines for the January/February meetings.

The Committee briefly discussed the most recent Route 5 Reconstruction Project plans sent by Bruce Martin at VTrans and decided that they would still like to see VTrans hold additional public information/input sessions once the ongoing utility conflict investigation has been completed. Annie McLean will revise the draft letter to the Selectboard previously prepared on this topic and distribute for review at the next meeting.

The review and mapping of the disconnected sidewalks segments outside of the Village was postponed until the next meeting. Harry Morrison suggested that the Committee create a prioritization list of sidewalk replacement/improvement projects. Annie McLean noted that Joe Dauphin had previously prepared an inventory of sidewalks in need of replacement/repair in the Village and that the Village intended to apply for a Bicycle and Pedestrian Small Scale Grant to complete this work in April 2018. Ms. McLean will distribute the existing inventory to the Committee.

Lew Apgar noted that he is waiting to hear back from Doug Morton at NVDA *re:* traffic counts for the intersection of College Road and Center Street.

Annie McLean noted that work on the inventory of Lyndonville Electric Department existing street lighting was dependent on both LED's schedule and availability of technical assistance and equipment from Efficiency Vermont. Bill Humphrey will be the contact person at LED for the Committee.

Benjie Tessier will be out of Town until April 2018 and unable to attend meetings. Jill Nichols would like to be appointed as a member of the Committee and will send a letter of interest to the Selectboard. Annie McLean will not be available for technical support from the end of December through sometime in February. Lew Apgar volunteered to post and distribute Committee meeting agendas in January and February of 2018 and Jill Nichols volunteered to take meeting minutes.

The next **Lyndon Bike and Ped Advisory Committee meeting is scheduled for January 9, 2018 at 5:00 p.m.**

The meeting adjourned at 6:00 p.m.