

**CITY OF ESSEX JUNCTION  
BIKE WALK ADVISORY COMMITTEE  
REGULAR MEETING AGENDA**

Online &  
6 Lincoln St. (Kolvoord Room)  
Essex Junction, VT 05452  
Thursday, February 13<sup>th</sup>  
2025, 7:00 PM

E-mail: [mgiguere@essexjunction.org](mailto:mgiguere@essexjunction.org)

[www.essexjunction.org](http://www.essexjunction.org)

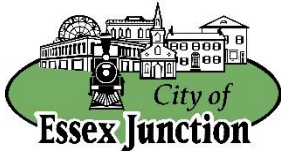
Phone: 802-878-6944, ext. 1625

This meeting will be held in-person at 6 Lincoln Street in the Kolvoord Room at Brownell Library and available remotely. Options to join the meeting remotely:

- **JOIN ONLINE:** [Join Zoom Meeting](#)
- **JOIN CALLING:** (toll free audio only): (888) 788-0099 | Meeting ID: 958-5750-2850; Passcode: 790174

1. **CALL TO ORDER** [7:00 PM]
2. **DETERMINE WHO WILL TAKE MINUTES**
3. **AGENDA ADDITIONS/CHANGES**
4. **MINUTES FOR APPROVAL**
  - a. January 9<sup>th</sup>, 2024
5. **PUBLIC TO BE HEARD**
6. **BUSINESS ITEMS**
  - a. Park Street reconfiguration – UVM engineering capstone project
  - b. Traffic Calming Policy revisions
  - c. Bike Safety Day/Festival
  - d. Bike Bus for schools
7. **MEMBERS UPDATES**
8. **STAFF UPDATES**
  - a. RRFB purchase and installation at Main & Athens
9. **READING FILE**
10. **ADJOURN**

*This agenda is available in alternative formats upon request. Meetings of the Bike/Walk Advisory Committee, like all programs and activities of the City of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the City Manager's office at 802-878-6944 TTY: 7-1-1 or (800) 253-0191.*



**CITY OF ESSEX JUNCTION  
BIKE WALK ADVISORY COMMITTEE  
MEETING MINUTES  
DRAFT**

*Online &  
6 Lincoln St. (Kolvoord Room)  
Essex Junction, VT 05452  
Thursday, January 9<sup>th</sup>  
2025, 7:00 PM*

*E-mail: mgiguere@essexjunction.org*

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*Phone: 802-878-6944, ext. 1625*

**1. MEMBERS PRESENT**

- a. John O'Brien (chair), Russ Miller-Johnson (vice chair), David Achee, Philip Bieber, Eric Bowker, Lauren Philbrook

**2. OTHERS PRESENT**

- a. Jack Evans (Local Motion), Michael Giguere (staff representative), Daniel Ligueri

**3. CALL TO ORDER**

- a. John called the meeting to order at 7:00pm.

**4. DETERMINE WHO WILL TAKE MINUTES**

- a. David volunteered to take minutes

**5. AGENDA ADDITIONS/CHANGES**

- a. Michael added several items to staff updates

**6. MINUTES FOR APPROVAL**

- a. December 12<sup>th</sup>, 2024
- Michael amended the date in the header
  - David motioned to approve, with Russ seconding, minutes were approved unanimously (6-0)

**7. PUBLIC TO BE HEARD**

- a. Jack updated the group on an event at Fletcher Free Library on winter bike commuting  
b. Local motion is talking to CCRP to connect local bike groups, with more information to come

**8. BUSINESS ITEMS**

**a. CCRPC Regional Safety Data Discussion**

- The summary highlights the key points discussed regarding regional safety data from the Chittenden County Regional Planning Commission. John leads the discussion, pointing out that most vulnerable road user crashes occur on segments rather than intersections or other locations. The data shows concerning rates of crashes involving crosswalks and cyclists failing to yield. While Essex Junction & Essex have moderate crash rates per capita compared to other towns, major routes like Route 2 and Route 7 experience a high number of crashes. Notable factors include a relatively even distribution of vehicle speeds involved in crashes and the rarity of red light or stop sign running as a contributing cause.

**b. Sidewalk Policy Introduction**

- The committee reviewed the city's current sidewalk policy, which was adopted in 2005 and revised in 2013. The policy aims to allocate public works resources effectively for long-term maintenance and provide a safe and comprehensive pedestrian network. Michael sought feedback on the current policy and ideas for future improvements. Lauren pointed out inaccuracies in the policy, such as outdated information about school transportation. The group also discussed the potential for more proactive maintenance and the need for regular sidewalk audits. The group also discussed the need for more funding for sidewalk repairs and the potential for adding sidewalks in areas without them.

**c. BWAC Annual Summary Report**

- The committee discusses the annual summary report for the previous fiscal year. John prepared the report based on Michael's comprehensive summary and meeting minutes. The report briefly covers the committee's achievements and ongoing projects. Lauren inquired about including information on the bike rack survey, but John clarified that it falls under the next fiscal year. The report aims to inform the City Council about the committee's work and budget. John requests photos from events like the Brownell event to enhance the report's visual appeal. Phil offers to send pictures of children working on bikes from the Brownell Event in August 2024. The committee agrees to submit the report with a photo.

## **9. MEMBERS UPDATES**

### **a. Task force**

- The committee plans to schedule a meeting for the task force subcommittee to divide responsibilities and avoid duplicating work.

### **b. Speed Cameras**

- To address speeding concerns, Russ consulted a speed camera firm who, instead of recommending cameras, suggested collaborating with the local police and prioritizing the use of flashers or squad cars for traffic calming. The group then identified areas needing increased enforcement, and Eric proposed contacting the police to see if they have a community safety liaison.

### **c. Bike Racks**

- Michael has worked with public works to get approval for several high impact bike rack locations identified by the survey run by Local Motion. These will be installed near Brownell Block in the spring.

## **10. STAFF UPDATES**

### **a. Lincoln Terrace traffic calming proposal**

- The city presented two proposals for improving traffic flow and pedestrian safety on Lincoln Terrace. The first proposal involves reducing the street to one traffic lane, creating a bottleneck at entry and exit points, and repurposing planters for delineation along with plastic flexi-posts. The second proposal involves extending the problematic side of the street curb to reduce crosswalk distance and forcing vehicles to take a wider turn radius northbound onto School Street to slow down. The city also discussed the potential use of colorful asphalt paint for visual impact, but the group expressed concerns about its slipperiness in winter. Lauren suggested extending the painted area along the street to discourage parking and visually delineate designated the vehicle lane, while Phil proposed a mural project to brighten up the space. Michael acknowledged the challenges of snow removal and emergency vehicle access and encouraged further discussion on these issues.

### **b. Stevens Park Grant**

- Michael discussed a grant application for trail improvements at Stevens Park, including accessible resurfacing and improved signage on Park Street and the trailhead on South Street. He also mentioned the need for a letter of support for the grant application, which the committee agreed to sign.

### **c. Community Meal and Budget Discussion**

- The group also discussed a community meal and budget discussion scheduled for January 25th, where they would be tabling for Bike/Walk Advisory Committee work and engaging with the public.

### **d. Ethics training**

- The committee discussed that they must complete ethics training by February 3rd to comply with the updated city ethics policy.

### **e. Traffic calming policy update**

- Alia Liebowitz will be interning with the City's Community Development Department for the Spring 2025 semester and will work toward presenting her updated traffic calming

policy framework to the City Council in April. More public engagement at BWAC meetings will take place for this policy throughout the next few months.

**f. RRFB Update**

- Michael presented a standardized rubric for evaluating proposed beacon locations, considering factors such as average annual daily traffic, proximity to arterial streets, geographic equity, proximity to existing bike or pedestrian networks, beacon visibility for drivers, and proximity to schools. The rubric was applied to previously proposed locations, with the intersection at Main & Athens scoring as the highest need for installation. Michael will work on purchasing and working with Public Works to get this beacon installed.

**11. READING FILE**

- a.** No reading file items were added.

**12. ADJOURN**

- a.** A motion to adjourn was made by Lauren at 8:32PM, with David seconding. The motion passed unanimously (6-0).