

**FINAL MINUTES OF THE FAIRFIELD  
BICYCLE & PEDESTRIAN PLAN ADVISORY COMMITTEE  
SPECIAL MEETING, JUNE 27, 2012**

**MEMBERS PRESENT:** Andrew Graceffa, Alyssa Israel, John Franzen, Katina Wolfe, Clif Myers, Meg Capodanno. **ALTERNATES PRESENT:** Betsy Gardner, Lawrence Ogren. **ABSENT:** Kirstin Etela. **ADVISORS PRESENT:** Cristin McCarthy Vahey, Selectman, Sarah Levy, Public Health Educator/Fairfield Health Department, Matt Snow, Manager/Trek Bicycle Store.

**I. CALL TO ORDER:** The meeting was called to order at 5:05 p.m. by Andrew Graceffa, Acting Chair.

**II. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY:** Katina Wolfe made a motion to accept and Meg Capodanno seconded the nomination of Andrew Graceffa as Chair, Jack Franzen as Vice-Chair and Alyssa Israel as Secretary. *Motion passed unanimously.*

**III. OVERVIEW OF MEETING PROTOCOL:** Andrew Graceffa distributed a 5-page document that states the Committee's charge and summarizes the Town of Fairfield's Standards of Conduct, Connecticut Freedom of Information Act and Robert's Rules. These rules govern the Committee's meeting process and ensure that meetings are ethical, effective, fair, transparent, and accessible to the public.

Because a calendar of meetings has not yet been submitted to the Town Clerk, the June 27<sup>th</sup> meeting is considered a Special Meeting. As such, no items can be added to the agenda. Andrew will propose a meeting schedule to the Committee via email and once approved, he will submit it to the Town Clerk.

Once the calendar of meetings is submitted to the Town Clerk for public viewing, all future meetings will be considered Regular Meetings. The Chair is responsible for setting the agenda. Any Committee member may suggest agenda items to the Chair in advance of the meeting by telephone, email or in person. The Chair may refuse a suggested agenda item, however, any Committee member may make a motion to add an item to the agenda during a regular meeting. It must be approved by a 2/3 vote of the Committee during the regular meeting.

As a general rule, no Committee business can take place via email except to propose an agenda item to the chair or to circulate agendas and meeting schedules.

#### **IV. BIKE/PED PLAN OVERVIEW:**

Several questions were raised by Committee members:

- What are the costs for implementation of the Bike/Ped Plan? Response: Some costs were outlined in Draft 1 of the Bike/Ped Plan.
- Which federal and state grants should be pursued? Response: Some funds may be available to fund bike/ped projects through the federal Community Transformation Grant (to hospitals), Preventive Health Block Grants (received annually by the Fairfield Health Department), Community Development Block Grant (received annually by the Fairfield Community & Economic Development)
- What town budgets or capital projects can we tie into?

Suggestions submitted by Committee members:

- Get the Bike/Ped Plan on the Board of Selectman and TPZ agenda for discussion.
- Integrate the Osborn Hill School walk audit conducted by a private consultant and paid for by Safe Routes to School grant into the Bike/Ped Plan.
- Road names are needed on all maps in the Bike/Ped Plan.
- Sidewalk and wide street inventory should be included.
- Identify recreational, health and engineering metrics to gauge progress on an annual basis.
- Show progress by updating a map that shows new bike path routes and new sidewalks. Make this map available on the Town Web site.
- Keep costs reasonable by doing bike/ped projects when roads are being re-surfaced.
- Continue the Bicycle & Pedestrian Advisory Committee in some form, either as a stand-alone committee or by having representation at Code Enforcement meetings and Staff/First Selectman meetings.
- Assign responsibilities in the plan to the various town departments.
- The Plan is too long and overwhelming. Editing the document down to 25 pages would be ideal.

#### **V. SUBCOMMITTEES: PLANNING, INFRASTRUCTURE, EDUCATION AND**

**ENFORCEMENT:** It was determined that breaking into subcommittees would be cumbersome. Instead, the Committee decided to break down and focus on certain topic areas as outlined in Chapter 5 of the Bike/Ped Plan Draft 3 (pages 17-44). Sarah Levy, Katina Wolfe, Betsy Gardner and Meg Capodanno will delve into *Education*. Larry Ogren, Matt Snow and John Franzen will focus on *Infrastructure*. Alyssa Israel and Cliff Meyers will look more closely at *Enforcement*. Cristin McCarthy Vahey and Andrew Graceffa will concentrate on *Planning*. Individual interviews with key staff (i.e., Chief of Police, Director of Planning & Zoning, Town Engineer, Director of Conservation) are highly recommended as part of this process. Andrew said that he will dedicate our first 4-5 meetings to a specific topic area.

#### **VII. ADJOURNMENT:**

The meeting adjourned at 6:53 p.m.

Respectfully submitted,  
Alyssa Israel, Secretary