

**FINAL MINUTES OF THE FAIRFIELD
BICYCLE & PEDESTRIAN PLAN ADVISORY COMMITTEE
JULY 25TH, 2012**

MEMBERS PRESENT: Andrew Graceffa, Alyssa Israel, Katina Wolfe, Meg Capodanno, Jack Franzen. **ABSENT:** Larry Ogren, Betsy Gardner, Kirstin Etela, Clif Meyers. **ADVISORS PRESENT:** Cristin McCarthy Vahey, Selectman, Mark Nielsen, Greater Bridgeport Regional Council, Richard Jacobs, TPZ Commissioner, Bill Hurley, Town Engineer

I. CALL TO ORDER: The meeting was called to order at 5:10 p.m. by Andrew Graceffa, Chair.

II. APPROVAL OF THE MINUTES: Katina Wolfe *moved* to accept and Meg Capodanno *seconded* the approval of the minutes. *Motion to approve the minutes was passed unanimously.*

III. PLAN COMMENTARY ON EDUCATION: See attached commentary on planning from Cristin McCarthy Vahey and Andrew Graceffa.

VI. OTHER BUSINESS:

- Bill Hurley said that Mill Plain Road is being repaved and it can be restriped to accommodate 5 ½ foot shoulders on both sides on the upper portions of the street. Bill has also requested 6 bike route signs. The restriping and signage must be approved by the Police Commission.
- Katina Wolfe said that the area around Osborn Hill School is also about to be repaved. She would like for the Town to consider the recommendations in the 2010 Fitzgerald & Halliday Walk Audit for Osborn Hill School that was funded by the Safe Routes to School Grant Program (SRTS). The question arose as to why only two schools in Fairfield have done a walk audit under the SRTS grant.
- The group briefly discussed the meaning of a Complete Streets policy and how green infrastructure might fit into our bicycle and pedestrian plan. Mark Nielsen stated that New Haven has adopted a Complete Streets policy, published a Complete Streets Design Manual and has implemented green infrastructure regulations.
- Bill mentioned that maintenance of rain gardens can sometimes be problematic, although the benefits of rain gardens may outweigh the negatives.

VII. ADJOURNMENT:

There being no further business to come before the Committee, Katina Wolfe *moved* and Meg Capodanno *seconded* to adjourn at 6:50 p.m. *Motion passed unanimously.*

Respectfully submitted,
Alyssa Israel, Secretary

2 Attachments

Planning Actions—Cristin McCarthy Vahey’s Notes— July 25, 2012

I. Plan’s Submission to BOS and TPZ

- A. Taking this to the RTM might be a good idea as well – learn how process has worked in other towns (Simsbury, towns Mark Nielsen has worked with) and talk with specific RTM members about this.
- B. BOS (maybe) and TPZ (definitely) have the right to amend. TPZ officially adds this to the PCOD / Master Plan.
- C. Public Comment / hearings – should this occur before or after the presentation to BOS? Maybe provide BOS with written report, do public hearings and then return to BOS with presentation.
- D. Adoption of plan as part of PCOD – specific outreach and education of TPZ members and planning dept staff should occur beginning now, before it is part of an official hearing, at which point members cannot discuss.
- E. This group is not able to assign roles. We may recommend the assignment of roles, as this is done through Department Heads / First Selectman.

II. Action One

Use the second sentence of intro paragraph as the first action, as discussed at the meeting. The current statement is not an action statement.

III. Action Two – Continue Work of Advisory Committee

- A. Have this committee assess next steps for recommendations as this group nears completion
- B. Andrew Graceffa and Cristin MCarthy Vahey should meet with Mike individually and/or together AND invite Mike to a meeting.
- C. FS / Board of Selectmen would have to approve any ongoing committee
- D. Ongoing committee would help with plan maintenance and do follow-up / auditing.

IV. Action Three – Adopt Design Guidelines for Bike and Ped

- A. Again, talking to TPZ is important as well as recruiting TPZ candidates who are interested in this issue.
- B. Identify the current opinions that stakeholders have about this action – i.e. Planning Dept, TPZ members, First Selectman.

V. Action Four – Bike and Ped in All Road Projects

- A. Identify more clearly to whom this is addressed – a developer or the town / state.
- B. Meet with DPW – Director and Scott Bartlett to make sure they are aware of standards / plan.
- C. Consider a presentation of plan to Police Commission.
- D. This raises the question of the need for a bike / ped coordinator for the town. Who would cover this role?

VI. Action Five –

- A. ID to whom this is addressed.
- B. If it is to encourage and promote, then ID key stakeholders and provide documentation and information to them.

VII. Overall Comments

- A. The efforts require coordination – i.e. various departments need to be aware of each other’s actions.
- B. The attitude of “what can we do” would be preferable to an attitude of “Here is why we cannot do this.”

Final Planning Comments

By Andrew Graceffa

- Replace Action Item #1 with statement from introductory paragraph about achieving BOS, RTM & TPZ approval and integration into the POCD.
- Recommend that the Town pass “Complete Streets” legislation into Plan of Conservation and Development. Include legislation example in the appendix.
- Remove the word “Consider” from planning Action Items. Modify wording to avoid being noncommittal.
- Adopt engineering and planning design guidelines for the Town using generally accepted standards for bicycle and pedestrian facilities.