

**CITY OF NORWALK
BIKE/WALK COMMISSION
REGULAR MEETING
AUGUST 5, 2024**

ATTENDANCE: Tanner Thompson, Chair; Emily Burnaman, Vice Chair; Nicholas Pappas;
Manual Salgado

OTHERS: Greg Pacelli; Transportation Planner; Paul Fox; Ben Hanpeter; Andrew Sinclair

To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at <http://www.norwalkct.gov/meetings>.

CALL TO ORDER

Mr. Thompson called the meeting to order at 6:00PM.

At roll call there were four (4) committee members in attendance.

PUBLIC COMMENT

There were no public comments this evening.

TMP UPDATES

o Wall Street Corridor

Mr. Pacelli provided an update and said that TMP is currently working on scheduling a date for the next public meeting for the rest of the corridor. He said that phase I is scheduled to begin in late summer/early fall and the contractor has received the notice to proceed. He said that TMP is working on scheduling a date for the groundbreaking which will be held sometime in the fall, but the public meeting will be held first.

Mr. Thompson said at the last public meeting the concept that was put forth was not a full concept. Mr. Pacelli said at the next public meeting they will be showing 30%-60% plans.

- o CCGP Bike Route (Richards Ave. and Fallow St.)

Mr. Pacelli provided an update and said that Richards Avenue and Fallow Street need to be completed and will be paved as part of the DPW pavement management program and will be paved sometime this month and once it has been paved and the curbing has been installed the pavement markings will be done and should be fully completed by September/October as pavement markings are concerned. He said the area consists of Richards Avenue to Fallow Street specifically Richards Avenue from West Cedar Street to Fallow Street and Fallow Street from Richards Avenue to Fox Run Road. Mr. Thompson asked if that would reach to the north end of the route. Mr. Pacelli said “yes” because Fox Run Road and Ponus Avenue were completed last year.

- o Rt 136 Fort Point St. Bike Facility Restoration

Mr. Pacelli provided an update and said that Eversource will be restoring the pavement markings that were previously torn up as part of the Walk Bridge project work that was being done in the area and are waiting on their schedule. Mr. Thompson asked if the timeline has been communicated. Mr. Pacelli said “no” but they are supposed to be doing it this year but have not committed to a timeline yet but there is a lot of coordination that will need to take place.

- o Complete Streets Demonstration Project Update

Mr. Pacelli said that TMP is still collecting feedback and has received largely positive comments from the public and will leave it up at least until the end of the season. He said they are looking to make the crossing closer to the West Avenue side and making it a permanent crosswalk and adding ramps. He said they have also requested funding in the out years as part of the capital budget and will use this project as a base for the future plans for the corridor that will include North Main Street into the SONO area.

Mr. Thompson asked beyond the written comments that were submitted to TMP if there are other results that TMP has been gathering because at the last meeting. Mr. Pacelli stated that they were monitoring speeds and asked if that data has come in yet. Mr. Pacelli said “no” and unfortunately don’t have the funding to collect as much data as they would have liked but once they get into the planning aspect that is when the real work will be done but are now just taking public comments.

- o Complete Streets Design Guide Update

Mr. Pacelli provided an update and said TMP is continuing the review of the design guide, and it is very detailed and granular information that is being reviewed in the multiple documents that are attached to the design guide and are coordinating with the

consultant and will continue the process. He said the next step will be to coordinate with DPW because the roadway design manual will also be rewritten but will take also of the old aspects as well but will have a lot of new items and will all operate together and will be a fresh start for everything.

o CT Recreational Trails Grant 2025 Application

Mr. Thompson said earlier this year the commission put some work into preparing the application for the recreational trails grant and he worked in part with TMP and asked Mr. Pacelli to add it to the agenda to discuss TMP's openness to start the efforts for 2025, and asked if there are other potential sites around the city that would be a good candidate for this grant, and if there are preliminary plans for applying for the grant, and if so how can the commission assist. Mr. Pacelli said that TMP is at maximum capacity but are of course supportive of the study and have had meetings with other surrounding towns and is something they would like to do but they have a lot of grants and a lot of projects that were funded for construction that they need to move on and right now and just don't have the staff availability to take on an additional grant, and the grant is a match and TMP does not have the funding and will need to be requested as part of the capital budget cycle. Mr. Thompson said some of the first work that will need to be done is to do some upfront work to determine the cost to be included in the next budget cycle. Mr. Pacelli that would include engaging a consultant to get some estimated pricing but would need a comprehensive scope. Mr. Thompson said that is what he would like to work with staff. Mr. Pacelli said that TMP cannot commit to spending a lot of time on this and that is why they asked the commission to do the due diligence on how much is going to be needed and to determine a scope and a timeline for when the application is due and work backwards to meet all the milestone dates. Mr. Thompson suggested having a discussion offline.

REVIEW AND APPROVAL OF NORWALK BIKE-WALK WEBPAGE UPDATES

Ms. Burnaman said there is a Norwalk Bike/Walk Commission page on the webpage that is hosted thorough the Health Departments website but some of the links are outdated and some of the information needs to be updated. She said earlier this year there was a working group that turned into a process of refreshing the goals and mission and to be sure all the content is in line. She presented the page to the commission and said if there is additional information to update that could be part of a phase II. Mr. Thompson thanked Ms. Burnaman for the work and said it is a good step forward and requested a link to the 2024 strategic plan be added and after a few more events are done to include information regarding the bike valet.

FY 24-25 BUDGET EXPENDITURES AND INVENTORY

Mr. Thompson said to use the budget to the fullest the funds need to be spent by the end of June and suggested to begin planning early and proposed having a discussion about the budget that is individual lists with cost estimates and spending time outside of the committee meetings discussing and suggested adding this as an agenda item for next month so that the committee members can establish a “wish list” of two to six items each with cost estimates. He asked the committee members if anyone had any interest in aggregating the ideas from the committee members. Ms. Burnaman suggested sharing what was purchased in the prior year to use as a comparison. Mr. Thompson said he will compile and share what he has.

Ms. Burnaman said she did a brief inventory of what is in the storage unit and confirmed that both the taillights and the headlights are now together and there are still helmets, water bottles, and backpacks and a lot of supplies from the bike rodeo as well as bike locks and she will compile a list to share with the commission.

Mr. Pacelli said the CTDOT Micro Grant is up to \$5,000 and can be awarded twice a year to purchase supplies/materials. Mr. Thompson asked Mr. Pappas if the application was submitted successfully. Mr. Pappas said he received an email today stating they received the application after the June 19th deadline for the second quarter and will need to submit for the third quarter with a deadline of September 23rd. He also asked for confirmation that he is an authorized signer for the municipality. Mr. Pacelli asked Mr. Pappas to forward him the email and that he will look into that and report back. Mr. Thompson asked Mr. Pappas if he would still like to be the point person for this application. Mr. Pappas said “yes”. Mr. Thompson requested that the grant application for the third quarter be submitted by the next meeting.

NORWALK NIGHT OUT

Mr. Pappas provided an overview of the event and said it was very hot and suggested going forward to have a tent available.

Ms. Burnaman suggested a way to improve the transportation process for equipment such as for the bike valet for future events.

Mr. Thompson asked how many people had signed up to receive the newsletter. Ms. Burnaman said that she had two pages, and she included their email addresses into the database for newsletter and she sent them out today.

OYSTER FESTIVAL BIKE VALET

Mr. Pappas said the registration fee is allocated but have not yet had a discussion with the representatives of the Oyster Festival. He said he would like to have the certificate of insurance before beginning that conversation and asked Mr. Pacelli if he had any updates on the receiving the certificate of insurance for the bike valet at the Oyster Festival. Mr. Pacelli said he had sent

the submittal to the Risk Manager, and he is waiting on a response from him. Mr. Pappas said once they receive that they can begin to collect volunteers for the three days of the event. Mr. Thompson said that he and Mr. Pappas have been working on slide deck to present.

Mr. Pappas suggested purchasing custom printed high visibility vests for the bike valets. Mr. Thompson suggested in the short term to provide the Bike/Walk Commission shirts but agreed to vests would be more effective.

**** MR. PAPPAS MOVED TO APPROVE ALLOCATING \$250 TO PURCHASE HIGH VISIBILITY EVENT VESTS.**

**** MR. SALGADO SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

YEARLY WRITTEN REPORT FOR COMMON COUNCIL

Mr. Thompson said that one of the items on the Strategic Plan is to provide a report to the Common Council once a year and he spoke with Mr. Goldstein and he suggested compiling a written report that can be shared. He suggested that the committee members formalize a list of accomplishments to present to the Common Council to fulfill the responsibility. Mr. Thompson shared the list of accomplishments that were included in the strategic plan. The committee members discussed and updated the accomplishments to include in the report to the Common Council. Mr. Thompson asked if anyone on the committee would be interested in turning the achievements discussed into a formal report. Ms. Burnaman volunteered to assist.

SMART CYCLE WORKSHOP

- o Tuesday, August 13th at 6:00PM.

Mr. Thompson said there is an open house regarding the Smart City initiative that the Redevelopment Agency is doing and encouraged everyone to attend. He said the event will be held on Tuesday, August 13, 2024, at 6:00PM at the South Norwalk Library and on Zoom. Mr. Thompson requested that Ms. Burnaman include it on the event calendar.

Mr. Salgado said that on July 26, 2024, the education subcommittee met to discuss some of the goals and discussed pivoting with the potential video content and will be meeting again on August 9, 2024, to discuss further. He said he will also be updating the bike valet video to include more footage from the Earth Day event.

Mr. Salgado said that on October 9, 2024, there is a potential for a walk/roll event happening in the schools which he is working on confirming.

Mr. Sinclair volunteered to help with transporting the bike racks at future events.

Mr. Sinclair asked if there is a map available delineating which are city road and which are state roads. Mr. Pacelli said there is no clear map delineating the two but on the DPW website there are some roadway classification maps that do show some of them but as part of the complete streets they will be updating some of that information that will include better maps.

APPROVE MEETING MINUTES FROM JULY 1, 2024

- ** MS. BURNAMAN MOVED TO APPROVE THE MEETING MINUTES AS PRESENTED.**
- ** MR. PAPPAS SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

MOTION TO ADJOURN

- ** MS. BURNAMAN MOVED TO ADJOURN.**
- ** MR. PAPPAS SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:30PM.

Respectfully submitted,

Dilene Byrd