

Minutes
Connecticut Bicycle and Pedestrian Advisory Board
December 17, 2009
Department of Transportation
Newington, CT
1:00 p.m. – 4:30 p.m.

Members present: Charles Beristain, Debra Dauphinais, John Ferguson, Thomas Gutman, Gary Nicol, Rodney Parlee, Ray Rauth, Al Sylvestre and Richard Stowe.

Members Absent: Erin Pascale

Guests: Joseph Marie CTDOT Commissioner, Pam Sucato Legislative Program Manager CTDOT, Thomas Harley, Chief Engineer, CTDOT, David Head, CTDOT Office of Intermodal Planning, MaryEllen Thibodeau, CCBA interim Executive Director and David Balzer, Bicycle & Pedestrian Coordinator

1. Call to Order

Chairman Ray Rauth called the meeting to order at 1:00 p.m.

Chairman's Remarks

Chairman Ray Rauth welcomed the new board member Al Sylvestre. Ray noted that we are in a historic time as the State of Connecticut, CT DOT, and communities throughout the state are all interested in improving bike and pedestrian access. This is a great opportunity for Connecticut Bicycle and Pedestrian Advisory Board (CBPAB), us, to make a difference. We have membership that has strong experience and representation from various groups such as bikers, runners, walkers, and senior citizens.

Ray reminded us that we need to stay focused and on topic. Ray provided the following for the meeting conduct:

- I ask the board to focus the discussion on the agenda topic. We have a section at the end of the meeting for free-format discussion.
- In general and where possible I like to have a motion made and seconded before we discuss a topic. That is, we introduce a topic via a motion; we then enter into discussion on the topic and finally vote on the motion.
- Only one person will speak at a time, the discussion will remain consistent with the motion or topic and there will be no side discussions. If necessary I will keep a queue of members wanting to speak and you will be recognized in turn. I may also limit the time allowed for each speaker. Please be brief and avoid repetition.
- As chair I do not make motions, I keep my own remarks as brief as possible and I vote only in case of ties.

The following motion by R. Parlee and Seconded by A. Sylvestre was unanimously approved:
“Approve the agenda as amended”

2.0 Reports

2.1 Addressing Bike/Pedestrian Accommodations in Design

Thomas Harley, Chief Engineer, CTDOT

Bicycle and Pedestrians are facilities/access incorporated into the road redesigns for capacity improvements. CT DOT designers use a checklist (provided) that should be utilized for every state road project and hold a public forum which involves the stakeholders. The CT DOT coordinates with 15 regional planning agencies that provide input on road design.

Recommendation 1.1 in the 2009 Connecticut Statewide Bicycle and Pedestrian Transportation Plan also addresses this issue.

2.2 Status of the Bike/Pedestrian Plan and Bike Map

David Head, CTDOT Office of Intermodal Planning

David Balzer, Bicycle & Pedestrian Coordinator

The Bike/Pedestrian Plan and Bike Map were prepared by a contractor with CT DOT supervision and included public outreach to integrate key stakeholders. The plan is complete. It is to be published by the end of 2009 on the CT DOT website. There are seven main goals of the plan each with implementing action plans.

2.3 CTDOT Safety Campaign – “Share the Road”

David Balzer, Bicycle & Pedestrian Coordinator

The CTDOT– “Share the Road” Safety Campaign was authorized by S.B. 735 which also included safety items such as laws for motorists to give 3 foot safety zone for cyclists when being passed. The media company Durham Group with the CT DOT designed graphics that were painted on busses, presented radio messages in the Hartford area and developed the website (<http://www.sharetheroadct.org>). The information was also publicized through bike shops and the CT DOT information outlets.

3.0 Old Business.

3.1 December 3, 2009 Meeting Minutes

A Motion by R. Stowe and seconded by R. Parlee to approve the 12/03/2009 meeting minutes was a unanimously approved.

3.1 Mission Statement.

Board members discussed the six mission statements that were proposed by the members. The following motion by A. Sylverstre and seconded by R.Parlee was unanimously approved:
“Approve a mission statement to be as it is written in S.B. 735 with the proviso that we could amend it in the future”

3.2 Annual Report to Governor, Transportation Committee and Commissioner, DOT.

The Board members reviewed the report provided by the Report Committee. After discussion it was decided this first report should be focused on our present status. The committee will provide a revised report for review by December 23, 2009.

The following motion by R. Parlee and seconded by R. Stowe was unanimously approved: "The annual report due date of January shall not be missed."

4.0 New Business

4.1 Legislative subcommittee.

The following motion by R. Stowe and seconded by R. Parlee was tabled: "The CT Bicycle and Pedestrian Advisory Board establish a legislative committee."

The Board discussed the considerable merits for a legislative committee but determined that it should be reconsidered at a later time.

Deb Dauphinais discussed several preliminary legislative proposals relating to improving cyclist and pedestrian access. Deb noted on February 10, 2009 from 2 to 3:30 p.m., the Central CT Bicycle Alliance will hold a legislative reception in the State Capitol. All are encouraged to attend.

4.2 Publicity for BPAB & members.

The Board determined that a press release initiated by the Chairman and sent to the media by the CT DOT communication channels would be an appropriate information vehicle for bike/pedestrian community, general public, advocacy groups and appropriate government groups. The purpose is to provide additional awareness and to provide more focus to our mission.

5.0 Other

The Board had free discussion regarding CBPAB's role and course of action.

6.0 Future Agenda Items

- Provide additional safety measures for pedestrians at night i.e.: visibility, lighting, signage
- Mission Statement
- Other agencies, organizations, standardized municipal treatment of pedestrian facilities. *What should our reach be? Whom should we seek data from?*
- Legislative subcommittee
- CT DOT Bicycle/Pedestrian Plan
- Current status of Greenway License Plate Fund

7.0 Next Meeting

The following motion by R. Parlee and seconded by C. Beristain was unanimously approved:
 “The next meeting shall be on January 14, 2010 and following meetings will be held on the third Thursday of every month until we decide differently.”

The next Board meeting will be Thursday, January 14, 2010 at 1:00 p.m. at the Department of Transportation Newington headquarters.

8.0 Adjournment

The meeting was adjourned at 4:30 pm.

Respectfully submitted,
 John H. Ferguson
 Secretary

ACTION ITEM	RESPONSIBILITY	DUE	STATUS
Provide committee members meeting minutes of previous CT Bikeway Committee	David Head	1/14/10	
Provide link(s) to CT DOT road/bridge design guidelines	David Balzer	1/14/10	
Report Committee to provide draft Annual Report for electronic review/approval by 12/23/09	Report Committee	12/23/09	
Annual Report to be submitted by Jan 15, 2010	All	1/15/09	
Prepare a press release for distribution via the DOT public communications network	Ray Rauth/David Balzer	1/14/10	
Add remaining mission statement to draft mission statements	John Ferguson	1/14/10	
Provide a list/description(1 paragraph each) of CT DOT projects	David Balzer	1/14/10	
Provide a descriptive overview of process for selecting/approving CT DOT road/bridge projects	David Balzer	1/14/10	
Provide a list of innovative ideas CT DOT is proposing for bike/pedestrian environments		1/14/10	
Prepare request to CT DOT on	Charles Beristain	1/14/10	

process used to identify/resolve complaints and safety issues sent to them from the public			
Provide committee members internet link to the AASHTOE standards	Charles Beristain	1/14/10	Complete (12/17/2009 email)
Provide the CT DOT Bike & Pedestrian Plans used for the 15 Regional Planning Agencies		1/14/10	
Identify committee internet communications with “ Forum” when developing a document or discussing common issues	All	12/17/09	Complete