

## **Ped Bike Committee Meeting Notes**

8/3/16

Notes: Gabrielle Watson

Present: Gabrielle Watson (Chair), Dan Krechmer, Katie Moore, Ellen Katz (Co-Chair), Elena Proakis Ellis (Melrose City Liaison - City Engineer)

### **Action Items:**

#### Complete Streets Action Steps:

- Elena will pass on consultant plan, once they select winning consultant
- Have a follow-up conversation with Elena to discuss next steps
- Elena will have maps printed by Jane Pitz for community consultation at Victorian Fair
- Ped-Bike Committee to designate representative to Complete Streets Working Group
- Ellen to share information about Vision Zero initiative with Elena for her to share with Complete Streets consultants as background for creating prioritization criteria
- Gabrielle to send past committee proposals to Elena (done)
- Gabrielle to ask Elena for more details on Oak Grove bike access study and share with Committee (requested)
- All to weigh in on Committee priorities via email.

#### Possible short term Ped-Bike investment Priorities:

- o Updated bike network - Main Street (with bypass of downtown); Downtown Melrose to Oak Grove; Franklin St to the West; Upham or LynnFells to east
- o Traffic signalization so that walk signals align with flow of traffic
- o Sidewalks installed along school routes
- o Community path along and adjacent to commuter rail line
- o Bike Racks in priority locations
- o Benches in high-traffic pedestrian areas and parks

#### Victorian Fair Action Steps:

- Gabrielle to ask Tom to reach out to JRA. Dan can do it if Tom can't (requested)
- Ellen to ask Martha Grover about the table
- Gabrielle to ask Carol if wants to be overall lead for Victorian Fair (requested)

→ Gabrielle to coordinate with Elena on maps for community Complete Streets consultation

Bike Swap Action Steps:

- Advertise for folks to bring their bikes to Swap day
- Dan to call BnB to confirm minimum number of bikes they'll come to pick up

DCR Paving Action steps:

- Dan to reach out to Dave Loutsenheiser to inquire about the intersection

Meeting Time Change Action Steps:

- All to weigh in on rotating meeting start times, or shift start time earlier

**Upcoming Dates:**

- Sept 7<sup>th</sup> - Next Ped-Bike Committee Meeting. Erin Zwirko invited.
- Sept 11<sup>th</sup> - Victorian Fair
- Sept 21<sup>st</sup> - Sustainable Melrose meeting
- October 1<sup>st</sup> - Bike Swap at annual town Swap Day sponsored by Recycling Committee

**Agenda:**

- Complete Streets
- Victorian Fair
- Farmer's Market
- Bike Swap
- DCR Paving
- Meeting Times

**Complete Streets**

Update (Elena Proakis Ellis)

- June policy approved by state
- RFQ for \$40k for a Prioritization Plan Consultant. \$10k in reserve for additional activities TBD
- Additional \$10k remains for city to use for cost overruns or other purposes, possibly to have consultant help create design guidelines for complete street design.
- Consultants will create GIS data layers to ID network gaps, and draft prioritization plan with prioritization

criteria. Prioritization plan will ID locations. Design for the projects will be separate process.

- Elena, John Shannon (DPW) and Scott (Engineering Dpt) to select consultant in next weeks.
- Had hoped to be able to submit early prioritization plan for some projects this fiscal year, but:
  - Only can submit for projects in May & September
  - Can only submit for funding once have a prioritization plan
  - State demands towns spend 6 months to complete prioritization process
  - State takes 4-6 weeks to approve consultant selection
  - So it's unlikely we will make the May 2017 deadline to get funding in for this fiscal year
- There is new funding each year, But:
  - State approval for construction contracts take 4-6 weeks
  - Elena still hopes to submit in May if can propose contracts that already have contracts in place, such as paving contracts.

Complete Streets Action Steps:

→ Elena will pass on consultant plan, once they select winning consultant

→ Have a follow-up conversation with Elena to discuss next steps

#### Inputs from Melrose Community

- Elena has a list of request that have come from citizens
- Consultant will collect baseline layer data for GIS map, identify priority gaps. Safe access to schools, public transportation, city center, etc.
- Will also include a "subjective" layer of inputs from citizens
- Interested in Committee's proposals
- Interested in gathering community inputs.
  - Victorian Fair consultation proposal. Idea from brainstorm with Elena, Ellen and Gabrielle to gather community inputs on priority ped & bike improvements at Victorian Fair.
  - Bring large laminated map to Victorian Fair and invite people to mark where they would like things like: bike lanes, sidewalks, crosswalks, bike racks, benches, traffic signal changes, etc.

- o Maps will show existing facilities, bike racks, schools, libraries, senior housing, Public transit stations, business district overlay.
  - o Hopefully both DPW and Ped-Bike table to have maps. At min, Ped-bike table will have one.
- The Complete Streets Working Group will review prioritization plan before completed.
  - Ped Bike Committee members proposed City consult at a few points along the way: Ranking system, when get full data set from consultant, draft prioritization plan.

Action steps:

- Elena will have maps printed by Jane Pitz
- Ped-Bike Committee to designate representative to Complete Streets Working Group

#### Vision Zero (Ellen Katz)

- Informational presentation on a National initiative that dove-tails with Complete Streets. Cambridge has signed on. Multiple cities across country. Started in Sweden.
- Purpose: develop a strategy and framework to eliminate all fatalities and serious injuries by creating equitable and safe access for all users. Focus is on Public Health and harm reduction.
- Brings data on fatalities and injuries to the fore
- Focuses solutions on those areas.
- Actions can include: traffic calming, safe routs to school, education, street redesign - many of the same things Complete Streets promotes.

Action steps:

- Ellen to share information about Vision Zero initiative with Elena to share with Complete Streets consultants as background for creating prioritization criteria.

#### Analysis of bike access to Oak Grove

FYI from Elena: City is doing this analysis with \$100k funds from Win Casino mitigation funds (Melrose has 100 ft on Rt 1)

Looking at Pleasant St & Washington St. Access to Oak Grove

- Gabrielle to get more details on Oak Grove bike access study from Elena and share with Committee

#### Inputs from Ped-Bike Committee

- Committee to share past proposals and ideas:
  - 2014 action proposals
  - 2015 Mast Plan inputs
  - Priority Bike lanes
  - Priority Sidewalk locations
- Would be good to review & update bike lanes
- Submit short list of priorities from committee. Possible priorities include:
  - Updated bike network - Main Street (with bypass of downtown); Downtown Melrose to Oak Grove; Franklin St to the West; Upham or LynnFells to east
  - Traffic signalization so that walk signals align with flow of traffic
  - Sidewalks installed along school routes
  - Community oath along and adjacent to commuter rail line
  - Bike Racks in priority locations
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Action steps:

- Gabrielle to send past committee proposals to Elena
- All to weigh in on Committee priorities via email.

## **Victorian Fair**

### Sponsorship

Looking for sponsors to support Victorian Fair bike parking and have co-sponsor for Ped-Bike committee table. Ideally, featuring a local bike or outdoors retailer  
 JRA has expressed interest in the past. Reach out to them.  
 Plan B: REI or another store.

### Table & Lead

We need someone to lead on the Table at the Fair. Organize folks to Table.

### Community Consultation on Ped-Bike investments

Gabrielle offers to lead on the consultation. (See above)  
 Organizing map and structuring community input. Anyone else welcome to join.

Victorian Fair Action Steps:

- Gabrielle to ask Tom to reach out to JRA. Dan can do it if Tom can't
- Ellen to ask Martha Grover about the table

- Gabrielle to ask Carol if wants to be overall lead for Victorian Fair
- Gabrielle to coordinate with Elena on maps

## **Bike Swap**

Recycle committee is organizing a bike swap October 1<sup>st</sup>. Asked Ped-Bike committee if wants to join in, donate bike to Bikes not Bombs if there are left-overs. No committee members expressed interest in organizing this. Gabrielle confirmed with BnB that they accept donated bikes and will pick up. Proposal is to just help put out the word about the swap and invite people to bring bikes. Potentially arrange for getting any excess bikes to BnB.

Bike Swap Action Steps:

- Advertise for folks to bring their bikes to Swap day
- Dan to call BnB to confirm minimum number of bikes they'll come to pick up

## **DCR paving schedule**

Paving in Melrose scheduled for Fall 2016 or Spring 2017, according to DCR. DCR, John (DPW) and Denise (Planning) are in discussions. Elena not involved. Dan curious about design on Fellsway stretch from Main street to Belvue.

DCR Paving Action steps:

- Dan to reach out to David Loutzenheiser to inquire about the intersection

## **Meeting Times Change?**

Meeting attendance has been low. Could be Summer, could be the new 7:00 meeting time is not good for many members. Proposal to consider alternating earlier and later meeting start times. Suggest inquire members about preferences.

Meeting Time Change Action Steps:

- All to weigh in on rotating meeting start times, or earlier shift