



Bicycle and Pedestrian Committee

July 15, 2026

The Bicycle and Pedestrian Committee held a regular meeting on July 15, 2026 at 5:30 pm, in the 2nd Floor Conference Room at 180 Market Street and by Teams.

Committee Members present (R = Remote): Bob Britt, Ken Burkman, Havaleh Gagne, Donna Laban, Kim Maxwell, Joshua Minot, and Freeman Stein

Also present: Erica Quallen Towle (City Staff), Andrew Chalnack (City Council Liaison), Ryan Doyle

1. Welcome, Emergency Exit and Virtual Meeting Instructions, Gratitude
2. Additions, Deletions, or Changes to the Agenda
 - a. None
3. Comments and questions from the public not related to the agenda
 - a. Ryan Doyle explained several benefits of roundabouts, noting how they control vehicle speed and limit pedestrian crossing lengths.
4. Consideration of Minutes
 - a. Minutes from the June meeting were moved, seconded and approved by the majority with no nays and one abstention.
5. Election of Officers
 - a. Donna motioned for Havalah to be Chair, Bob as Vice Chair and Ken as Clerk. Freeman seconded, and the motion passed unanimously.
6. New Member Orientation
 - a. Havaleh reviewed the committee mission and duties document for the benefit of the committee's two new members, explaining roles, the open meeting law.
 - b. Erica reviewed the SBBPC yearly calendar, highlighting major annual documentation requirements and grant deadlines.
 - c. Havaleh highlighted the committee website and noted several items that need review and update, including the committee photo, add some links to pedestrian safety and the city's Bronze Medal bike friendly community award.
7. FY27 Work Plan and Sub-Groups

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- d. 7. FY27 Work Plan and Sub-Groups
- e. Havaleh led an overview of the FY27 Work Plan, explaining that it is ambitious and the committee can push to next year anything that we don't complete in FY27.
- f. Havaleh and Bob explained the legacy subgroups including Safety and DPW (Department of Public Works), Communication and Outreach, Wayfinding, and Development Review Board liaison.
- g. Erica suggested, and the committee agreed, to add crowdsourcing data needs and opportunities at the August meeting.
- h. Kim volunteered to join the Safety and DPW subgroup
- i. Freeman volunteered to join the Safe Routes to School subgroup
- 8. City Updates
 - a. Erica explained the purpose of these updates to new members
 - b. Erica noted that the last remaining Right of Way (ROW) has been obtained for the Dorset Street shared use path gap between Old Cross Road and Sadie Lane and that construction will occur next summer.
 - c. She also stated that VTrans had approved the City's ROW plan for the Spear Street shared use path and that she would be writing the letters to ROW landowners.
- 9. Bike/Ped Bridge Naming Updates
 - a. Andrew explained city council is developing a naming policy, which will then be used to name the pedestrian bridge.
- 10. DRB and "Long Property" Discussion
 - a. Erica explained city staff is assembling for the August 3d city council meeting a memo packet for what is (and is not) legally permissible for the property. Bob emphasized that the City's ROW is critical for closing the gap in the "Spear Street Bikeway" between the South Pointe and South Village neighborhoods.
- 11. Other Business

- a. Path signage.
 - i. Bob asked whether the Safety Subgroup place 10 mph lawn signs on the paths around city center. Havaleh suggested they also be placed on Market St and Garden St. Donna proposed placing one at the hill on the Swift St path.
 - ii. Bob said that the Safety subgroup will ask the city to buy more signs and to buy bicycle bells to install at City events.
 - iii. Andrew proposed signage that urges awareness by earbuds wearers.
- b. Lighting around the school.
 - i. Ryan explained there are a dozen lights out in the vicinity of the high school and middle school.
 - ii. Donna is working pro bono with Paul Connor to update the city's lighting plan to comply with dark sky international standards. The work appears in this year's work plan.
 - iii. There was no meeting of the Safe Routes to Schools group to report on.

12. Confirm Next Meeting in August

13. Committee Photo was postponed because too many members were absent

The meeting was adjourned at 8:05pm.

Ken Burkman- Clerk