

**City of Norwalk  
Bike/Walk Commission  
Meeting Agenda  
August 3<sup>rd</sup> at 6:00 pm  
Room 101 at Norwalk City Hall  
125 East Avenue, Norwalk CT 06851**

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.org/meetings>.

1. 6:00 Public Input
2. 6:10 Approval of July 6<sup>th</sup> minutes (See attached)
3. 6:15 Chair's Report
4. 6:20 Standing Reports
  - a. Bike Plan – Jud Aley
  - b. Events – Barbara McCabe
  - c. Norwalk River Valley Trail (NRVT) – Jim Carter
  - d. Pedestrian Plan –
  - e. Safety and Education – Christine Bisceglie
  - f. Social Media – Deborah Lewis
  - g. Strategic Plan – Deanna D'Amore
  - h. Walking Update – Deanna D'Amore
  - i. Transportation Planner Update – Greg Pacelli
5. 7:10 Old Business
  - a. Safety Card – Nancy Rosett, Christine Bisceglie (See attached)
6. 7:20 New Business
  - a. Vice Chair Position – Nancy Rosett (See attached)
7. 7:30 Adjournment

Next meeting: September 14<sup>th</sup>  
6:00 – 7:30 pm  
Room 101 at Norwalk City Hall or Zoom

**CITY OF NORWALK  
BIKE/WALK COMMISSION  
JULY 6, 2020**

ATTENDANCE: Nancy Rosett, Chair; Barbara McCabe; Jud Aley; Christine Bisceglie;  
Deborah Lewis, Colin Gotheer

OTHERS: Greg Pacelli, Transportation Planner; Theresa Argondezzi, Health  
Educator, Heath Department; Kathryn Hebert, Director of Transportation,  
Mobility and Parking; Michael Yeosock, Asst. Director of Transportation,  
Mobility and Parking; Tanner Thompson; Jim Carter, Gary Washinsky

**CALL TO ORDER**

Ms. Rosett called the meeting to order at 6:02PM.

**8. PUBLIC COMMENTS**

There was no public comment this evening.

**2. APPROVAL OF JUNE 1, 2020 MINUTES**

**\*\*MS. LEWIS MOVED TO APPROVE THE MINUTES AS SUBMITTED .**

**\*\* MS. MCCABE SECONDED THE MOTION .**

**\*\* THE MOTION PASSED UNANIMOUSLY .**

**Chairs Report**

Ms. Rosett reported and said on June 30, 2020, Mr. Aley and Mr. Gotheer's terms expired but they have agreed to sign up for another three years so she has recommended to Mayor Rilling that they are reappointed and will be on the Common Council agenda for their meeting of Tuesday, July 14, 2020. She also said that Mr. Brown has resigned from the commission and she has requested to Mayor Rilling that Mr. Thompson be appointed and he has agreed to do that and will also be on the Common Council agenda for their meeting of Tuesday, July 14, 2020. She said it has also been suggested that there is a Vice Chairperson for the commission and she has contacted the Legal Department to see if an ordinance change will be required and she will report back to the commission on the progress.

Ms. Rosett said that she and Mr. Aley had met with Ms. Hebert, Mr. Yeosock and Mr. Pacelli regarding the balances in the operating budget and how they can be spent and they were very helpful in coming up with some ideas and also researching the ideas and getting them ordered. She said the order included pedestrian signs for the crosswalks, additional bike racks and a bike repair

stand. Mr. Thompson pointed out that this is a great example of a situation that it would be great to have better data about the biking and walking that is taking place in the city. Ms. Hebert said that staff can get data online from different sources and will report back to the commission with some suggestions.

Ms. Rosett said that a bike lane and sharrows have been installed on the portion of Glover Avenue that was repaved. Mr. Carter said he was thrilled to see the bike lane on one side but was disappointed that there was not bike lanes on both sides of the street and is concerned that it is setting a disappointing precedence for the complete street initiative. Ms. Rosett said the city has said all along that the streets are not wide enough at this location for bike lanes on both sides of the street. She also said she will confirm what the plans are for the rest of the street.

Ms. Lewis asked for a status update on the bus shelter and crosswalk near the DMV. Ms. Rosett said she had invited Ms. Morton of the Transit District to the April meeting but due to Covid-19 was unable to attend but she will join at some point in the future and will inquire on what her plans are for that location. Mr. Pacelli provided an update and said that staff reached out to the Transit District about that location and it was determined that it is privately owned and the shelter would require sidewalks, the relocation of utilities and due to the road volumes on Main Avenue and with the high ridership would be cost prohibitive to make the intersection more complete. Ms. Lewis recommend for anyone on the commission who has not been to that that location to do a site visit and watch people try and cross the street safely because it is quite amazing and someone is going to end up getting hit by a car.

Ms. Rosett said if anyone on the commission has not read the plan to the East Norwalk Transient Oriented District plan it is available on Norwalk Tomorrow and urged the commission to read at the least the parts related to walking and bicycling and send any comments they may have to Mr. Kleppin.

## 9. Bike Plan

Mr. Pacelli presented and said staff has already began speaking with DPW to be in conjunction with their paving schedule and they have made some modifications to the paving plan especially this year. He said going forward staff will look at the paving schedule before any bike facilities are created and also coordinate with other citywide and state projects. He listed the roadways that qualify for bike facilities this year for the roads that are being paved. Mr. Aley said there are no bike lane indicators on Seaview Avenue and asked if that can be done this year. Mr. Pacelli said he does not see why not but will need to go through the necessary channels. Ms. Rosett thanked Mr. Pacelli for putting the presentation together and having it ready in advance of the July 4<sup>th</sup> holiday.

### b. Events

Ms. Mc Cabe said that TMP staff is working on getting brochures for biking done in both English and Spanish and have redesigned and ordered bags for giveaways for when events are held.

### c. Norwalk River Valley Trail (NRVT)

Mr. Carter said there is now a signed lease for the Missing Link and thanked Mr. Yeosock for all of his work. He said it will now go to the Public Works Committee tomorrow evening for approval and then to the Common Council on July 14, 2020. He said the project will go out to bid late summer or early fall and may begin construction this year depending on the weather.

Mr. Carter said The Redevelopment Agency has done research on the property located at 40 Cross Street regarding the right of way and the new owners have to honor commitment. The funding is in place and the design work is out and hopefully will tie into missing link construction.

d. Pedestrian Committee

Ms. Rosett said that Mr. Brown has also resigned from the Pedestrian Committee but will soon have a chairperson or two co-chair people for that committee. She said the Pedestrian Committee was focusing on the schools and will continue to move forward.

e. Safety and Education

Ms. Bisceglie reported and said that she has reached out numerous times to Recreation and Parks to offer either an in person or online class but she has not received any response back.

f. Social Media

Ms. Lewis asked the committee members if they are on Facebook to “like” the Norwalk Bike/Walk Commission page and if there is anything, they would like posted to either post them or send her the information and she will post. She also said even though there are a lot of things on hold during the pandemic there is a lot of opportunities to educate people of how to walk and bike correctly.

Ms. Hebert said if anyone of the committee has any blogs or anything, they would like to write about to contact her because staff has engaged the Snyder Group to help edit the blogs on different topics and would like to include things about biking and walking on the Norwalk Tomorrow site.

g. Strategic Plan

Ms. Rosett presented and said the first goal is around complete streets and 1.11 is on target and Mr. Pacelli is getting ready to submit the plan to the State for RT. 136. She said bike share has now been put on and indefinite hold, but the second objective is the master bike plan and this year would like to work on additional bike parking, and now that the new bike racks are ordered we will be able to start the program in the not too distant future. The third goal is around the Pedestrian Plan but due to Covid-19 are behind on both objectives but will have the same objectives for the upcoming year. She said the fourth objective is around the POCD and will be inviting Mr. Kleppin back again to discuss the POCD specifically what has been assigned to the Bike/Walk Commission. The fifth objective is around community events and were doing very well prior to the Covid-19 crisis but are optimistic for the upcoming year. The sixth objective is around funding and again are below target but did apply for one grant but did not receive it.

Ms. Rosett presented the proposed strategic plan for the upcoming year and said it is very similar to the plan from last year because there are a number of objectives that could not be completed due to Covid-19. She said for goal number one will hopefully complete the east/west connection this fiscal year and under the master bicycle plan we did not accomplish the two goals for this year so will be pushed into the next fiscal year, and is the same with the third and fourth goals. She said that TMP has funds to update the Transportation Plan and the commission will be providing input. She said goal five is the four community outreach events and the website and social media and added a 5.4 news release and will try to post a

minimum of one article per quarter to the Norwalk Tomorrow website, and goal number six is the same it has been for the last number of years.

Mr. Thompson said the social media could be updated more than monthly and is happy to post to Twitter. Mr. Rosett requested that he coordinate with Ms. Lewis. Ms. Lewis said the social media is updated twice a week. Mr. Thompson suggested that one of the goals should be to increase the audience for the social media which could give us much more potential to do well in the community. Ms. Rosett said unless there is a strategy to accomplish the goal it would be difficult to include it in the strategic plan but we do have a strategy for increasing our email list. Ms. Hebert said she would be happy to discuss options.

h. Walking update

Ms. Argondezzi, said that Ms. Greene who is the Health Education Associate is working on additional translations of the existing NorWALKer maps and is has also created some outreach materials on how to exercise safely during Covid-19 and what precautions should be taken and are in the process of reviewing that. Ms. Rosett said when it is ready for public consumption to send a copy to Ms. Lewis so that she can post it to the Facebook page. Ms. Argondezzi, as part of the block grant from the State that partially supports some of the work that NorWALKer does and are now in the last quarter of that grant and will be looking at how to revise and expand that work into next fiscal year. Ms. Mc Cabe thanked Ms. Argondezzi, on behalf of the commission for doing the inventory. Ms. Lewis also thanked Ms. Argondezzi, for doing the website revisions that were recently done.

10. Transportation Planner

Mr. Pacelli said the projects are still in progress but there are no new updates.

**5. OLD BUSINESS**

11. Bike Trough Signs

Mr. Aley said even though the sign has been lowered it is still not clear to people and presented a sample sign from Miami and asked if something similar can be purchased to replace what is currently there. Mr. Yeosock said that staff could look into it. Ms. Rosett thanked staff for having the current sign lowered.

**6. NEW BUSINESS**

12. The High Cost of Bad Sidewalks

Mr. Thompson said there was an article recently on how sidewalks are neglected all throughout America especially as we are in a pandemic and more people are looking at space to get out and social distance. He said the city does not have a Birdseye view of where all of the sidewalks are located. He also said that he had submitted a service request and was sent a response back that it was completed but there was nothing saying what was done. Ms. Hebert requested that he send her the response he had received and she will research. Ms. Rosett said that he can also email customer service or call them and give them the ticket number and they will provide the details.

Ms. Hebert said that DPW has received over \$2 million dollars for sidewalk repair and curbs in the capital budget. Mr. Thompson said the city can make better decisions on where to put sidewalks if the city had good data on where there currently are sidewalks and where there are not and where they are in bad shape, He requested the committee spearhead a data gathering effort. Mr. Gotheer said one of the biggest obstacles is the onus of the maintenance of the sidewalks is on the property owner as opposed to the municipality or public at large.

Ms. Rosett suggested inviting Mr. Carr to a commission to discuss how they plan on spending the money so that we have a better understanding and if there is some way, we can provide input into those decisions. Mr. Gotheer also suggested contacting the State to see if the Strava Metro data that they were purchasing is still available. Mr. Pacelli suggested Mr. Gotheer send him something so when he reaches out to the state, he has a better understanding. Mr. Gotheer also suggested having volunteers look at the key areas and do a colored overlay.

b. Informational Cards

Ms. Rosett said there are a lot more people out walking and biking which is a good thing but some are not doing it in a safe manner. She said there was a suggestion that cards be made to hand out to people that have suggestions on how to bike and walk safely. Ms. Bisceglie suggested that the cards be put in the bicycle shops and public places to also be available in Spanish. Ms. Rosett said a draft will be presented to the committee in the next few months' and if anyone has any comments on the language to send them to her.

### **13. ADJOURNMENT**

**\*\* MR. ALEY MOVED TO ADJOURN.**

**\*\*MR. GOTHEER SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:30PM.

Respectfully submitted,

Dilene Byrd



## Bicycling Safely and Effectively Five Steps to Riding Better

### 1. Follow the Rules of the Road

- Ride with traffic and obey the same laws as motorists.
- Use the rightmost lane that heads in the direction that you are traveling.
- Obey all traffic control devices, such as stop signs, lights, and lane markings.
- Always look back and use hand and arm signals to indicate your intention to stop, merge or turn.

### 2. Be Visible

- Ride where drivers can see you.
- Wear brightly colored clothing at all times.
- At night, use a white front light and red rear light or reflector.
- Wear reflective tape or clothing.

### 3. Be Predictable

- Ride in a straight line and don't swerve between parked cars.
- Make eye contact with motorists to let them know you are there.
- Do not ride on the sidewalk.

### 4. Anticipate Conflicts

- Be aware of traffic around you and be prepared to take evasive action.
- Learn braking and turning techniques to avoid crashes.
- Be extra alert at intersections.

### 5. Wear a Helmet

- Make sure that the helmet fits on top of your head, not tipped back or forward.
- After a crash or any impact that affects your helmet, visible or not, replace it immediately.

### Norwalk Bike/Walk Commission

Email: [norwalkbikewalk@gmail.com](mailto:norwalkbikewalk@gmail.com)

Website: [norwalkct.org/bikewalkcommission](http://norwalkct.org/bikewalkcommission)

Facebook: <https://www.facebook.com/NorwalkBikeWalkCommission>



## Know the Basics – Pedestrian Safety 10 Walking Safety Tips

1. Be predictable. Follow the rules of the road and obey signs and signals.
2. Walk on sidewalks whenever they are available.
3. If there is no sidewalk, walk facing traffic and as far from traffic as possible.
4. Keep alert at all times; don't be distracted by electronic devices that take your eyes (and ears) off the road.
5. Whenever possible, cross streets at crosswalks or intersections, where drivers expect pedestrians. Look for cars in all directions, including those turning left or right.
6. If a crosswalk or intersection is not available, locate a well-lit area where you have the best view of traffic. Wait for a gap in traffic that allows enough time to cross safely; continue watching for traffic as you cross.
7. Never assume a driver sees you. Make eye contact with drivers as they approach to make sure you are seen.
8. Be visible at all times. Wear bright clothing during the day, and wear reflective materials or use a flashlight at night.
9. Watch for cars entering or exiting driveways, or backing up in parking lots.
10. Avoid alcohol and drugs when walking

### **Norwalk Bike/Walk Commission**

**Email:** [norwalkbikewalk@gmail.com](mailto:norwalkbikewalk@gmail.com)

**Website:** [norwalkct.org/bikewalkcommission](http://norwalkct.org/bikewalkcommission)

**Facebook:** <https://www.facebook.com/NorwalkBikeWalkCommission>

Opinion from Darin L. Callahan, Esq., Assistant Corporation Counsel

Because the Ordinance does not create a Vice Chair position, it is my opinion that the Commission is free to appoint such officer by majority vote. Mason's Manual of Legislative Procedure, Sec. 608.1 (It is the usual practice for the authority appointing a committee to designate the chair and vice chair); Id. at Sec. 612.1 (If not designated by the appointing authority, a committee has the authority by majority to elect other committee officers).

It is also my opinion that the Commission, by majority vote, may assign the Chair's duties as presiding officer to another member in the event of the Chair's absence. Id. at Sec. 597.2 (When the officer whose legal right and duty it is to preside over the meeting is necessarily or willfully absent . . . the members of the meeting are of necessary authorized to elect a temporary presiding officer from their members to conduct the deliberations).

Taken together, the Commission may elect a Vice Chair and assign said Vice Chair the Chair's duties to conduct deliberations when the when Chair is absent from a meeting.