



Bicycle & Pedestrian Committee

Town of Watertown
Administration Building
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COMMITTEE MEMBERS

ANDREW COMPAGNA, CHAIR
ETHAN DAVIS
SHEILA FAY
JESSE HAMMOND
TRICIA HOPKINS
JANET JAMESON
OLIVER RICK
MARIA SAIZ

MEETING MINUTES

The **Bicycle & Pedestrian Committee** met on Monday, **May 6, 2019 at 7:30 p.m.** in the Third Floor conference room, Administration Building, 149 Main Street, Watertown, MA. Present: Andy Compagna, Ethan Davis, Sheila Fay, Jesse Hammond, Tricia Hopkins, Janet Jameson, Oliver Rick, Maria Saiz, Laura Wiener (staff)

The following are the meeting minutes:

1. Minutes were approved for April.
2. RFP for the bike plan has been approved, will go out May 23rd. Proposals are due June 24. RFP will be sent to a list of consultants provided by Laura to the Purchasing Department. Janet, Andy and Maria are interested in helping review proposals.
3. Get Out Your Bike, this Saturday 5/11. Jesse posted on FB, will send message with poster to all. Helmets: some leftover from Little League event, Ethan will bring and help set up. Ethan will try getting a logo. Bay State Bike Week will send us swag to give away and gave list of vendors. CommonWheels will be there and Lyme will bring electric bikes. Andy has water bottles from last year and will bring. Be ready to answer questions about what we are doing. Have newsletter signup sheet.
4. Little League Day: went very well, many helmets given away.
5. Newsletter: coming out tomorrow, Laura working on it right now. Need content for next month: short. Email to Laura. Maria will check with Will re: writing something.
6. Marketing & distribution plan: develop a way to disseminate information about events. Can we create a system for getting information out quickly and routinely?
 - a. Electronic: FB and our newsletter, NextDoor; Jesse posted FB, Laura newsletter, Maria Next Door, Town Calendar (Laura)
 - b. Media: Watertown News (Charlie), Patch, Tab: Oliver
 - c. Posters: post in various locations: Coolidge Sq
 - d. Schools – get stuff to them so they can send out
 - e. Locations, i.e. Boys & Girls Club (Andy), Library (Sheila), Town Hall (Laura), Farina's (Tricia), Wheelworks (Janet)
7. New Business & Member Items:
 - a. New people: invite people to sit at table, Sheila will become Outreach person to contact new people and update them.
 - b. I-Cubed: possible won't happen because lots of changes at Athena. Some Arsenal St changes will happen. Update would be helpful – Laura will check
 - c. Bus Priority Lane Evaluation Mtg on June 12.
 - d. Site Plan review of 2 new sites: on May 28, Oliver and Andy will attend meeting in Town Hall. 101 North Beacon St (currently AA Rental), and 85 Walnut St (currently Doble Engineering).

NEXT MEETING: **Monday 6.3.19 at 7:30pm.** Location: Lower Meeting Room, Town Hall