

# Manchester Bike & Pedestrian Committee

## Meeting Minutes

**Meeting Date:** January 21 2026

**Location:** Zoom; Town Hall was closed due to power outage

**In Attendance:** Dana Vermilye (Co-Chair), Terry Cowman, Ann Guyer, Peter Chobanian, Brian Frey, Joe Beggan

**Also in Attendance:** Chuck Dam (DPW)

**Meeting called to order:** 6:40 PM

**Approval of Previous Meeting Minutes:** Minutes from the 12/18/2025 meeting were reviewed and approved unanimously.

## Meeting Summary

### DPW Discussion (Snow + Sidewalks + Communication)

**Overview:** DPW reviewed how sidewalk snow operations work, what constraints affect response times, and where resident communication can improve outcomes, especially around driveway plow berms and priority areas.

#### Key Points:

- Limited staffing/equipment and storm timing drive when sidewalks are addressed
- Schools and downtown are priority zones
- Biggest recurring issue is private driveway contractors plowing snow back onto sidewalks
- Resident responsibility for sidewalks is not widely understood
- DPW prefers direct email reporting over 311-style systems

**Action Items:** DPW to confirm a public reporting email; committee to route bus stop/crossing concern to DPW via email; explore QR/signage only if it won't create ticket overload.

### DPW Capital Projects & Planning Outlook (Informational)

**Overview:** DPW provided a high-level overview of upcoming and long-range capital projects where pedestrian and bicycle considerations may be incorporated.

#### Key Points:

- Atwater Avenue improvements may include sidewalk installation and improved pedestrian connectivity.
- Northern School Street restriping and bike lane enhancements are planned.
- Tappan Street is slated for future utility and roadway reconstruction.
- Bennett Street and the Pine/Bennett intersection were identified as future opportunities for more comprehensive redesign.
- DPW noted that Bike & Ped Committee input and support would be valuable as these projects advance.

**Action Items:** None. Informational discussion only.

## **Project Planning Process (Common Document + Quarterly View)**

**Overview:** The committee aligned on using a shared, collaborative document to “actualize” projects quarter-by-quarter and make work more manageable and trackable.

**Key Points:** Quarterly planning helps focus; the list needs updating for accuracy; “leads” shouldn’t be assumed to do everything, roles and collaborators need to be explicit; include a wishlist section to support early planning with partners (including DPW).

**Action Items:** Ann (or designee) to stand up the tracker; members to review/edit for status, next steps, and collaborators; add a wishlist/long-range planning section.

## **Committee Updates (Resignation + New Roles)**

**Overview:** The committee confirmed leadership changes and next steps after a resignation.

**Key Points:** David resigned; Brian voted as new co-chair; Peter voted as new clerk; process needed for filling the vacancy.

**Action Items:** Dana to email Tony for vacancy process; Peter to update roles/roster in minutes and tracker.

## **Bike Safety + Micromobility Recommendations**

**Overview:** Committee discussed using statewide micromobility guidance to frame local bike safety priorities.

**Key Points:** Joe referenced 16 bike safety recommendations; discussion focused on how to translate these into local education/advocacy.

**Action Items:** Joe to share the list and propose a short framing outline; committee to identify 2–3 priority recommendations for 2026 messaging/programming.

---

## **Meeting Details**

### **1. Discussion with DPW (Snow Operations, Sidewalks, Priorities, Reporting)**

#### **Overview**

DPW provided context on sidewalk snow removal, operational constraints, and how priorities shift based on storm timing and school status. The committee discussed problem areas and potential communication strategies with residents and private contractors.

#### **Key Points**

- DPW sidewalk plowing relies on a small group of staff (including wastewater staff on overtime) whose availability depends on storm timing, staffing needs at the plant, illness, and equipment issues.
- Sidewalk clearing may occur after the storm depending on operational demands; DPW cannot guarantee 100% of sidewalks/ADA ramps are cleared during large or prolonged storms.
- Schools are a top priority when in session; DPW routing decisions vary depending on delayed opening/cancellation. Downtown access also remains a priority.

- The most common post-storm sidewalk issue is driveway berms created by private contractors, re-blocking sidewalks after DPW clears them.
- There is an expectation in town that property owners clear sidewalks in many areas, but this is not widely known and difficult to enforce.
- DPW prefers direct communication (email/phone) over a 311-style ticketing system due to volume/management burden; a shared inbox or dedicated DPW email was discussed.
- A resident concern was raised about bus stop safety (top of School Street): snow clearing timing and crossing safety. DPW requested the resident email details for review; bus stop lists may change annually and may not align with DPW's school-walk priority zone.

### Action Items

- **DPW:** Confirm a public-facing email address (shared inbox preferred) for residents to report localized hazards (ice patches, missed segments, berms).
- **Committee:** Advise resident to email DPW regarding bus stop/crossing concern; track DPW follow-up.
- **Committee + DPW:** Explore a QR/sign option only if it won't create an unmanageable reporting workflow.

## 1a. DPW Capital Projects & Planning Outlook (Informational)

### Overview

DPW shared an overview of near-term, mid-term, and long-range capital projects where pedestrian and bicycle considerations may be integrated.

### Key Points

- Atwater Avenue improvements include planned sidewalk installation and enhanced pedestrian connectivity.
- Restriping and bike lane improvements are planned for the northern portion of School Street.
- Tappan Street is scheduled for future utility and roadway reconstruction, with opportunities to consider pedestrian safety elements.
- The Bennett Street and Pine/Bennett intersection were identified as a future opportunity for more comprehensive redesign, where Bike & Ped Committee input and support would be helpful.
- Longer-term (5–10 year) planning concepts were discussed for the Norwood/Vine/North Brook/Washington Street area.
- DPW expressed openness to phased, pilot-based approaches (e.g., paint treatments, temporary delineators) prior to permanent infrastructure changes.

### Action Items

None. Informational discussion only.

## 1b. Culvert Project Update (Informational)

### Overview

**DPW provided an update on the downtown culvert project, noting ongoing uncertainty related to funding and permitting.**

## Key Points

- Potential funding paths include federal grants, state grants, or a future bond authorization.
- Permitting requirements, seasonal construction constraints, and competing capital priorities may delay construction.
- Based on current conditions, construction timing may extend to fall 2027.

## Action Items

None. Informational update only.

---

## 2. Annual Planning Approach (Shared Tracker + Quarterly “Actualization”)

### Overview

Members agreed that a shared project document, organized quarter-by-quarter, will improve clarity, make work manageable, and reduce ambiguity about responsibilities.

### Key Points

- A shared tracker can clarify what the committee will “actualize” each quarter.
- Planning in smaller chunks will make it easier to dive deeper and maintain momentum.
- The project list needs updates to reflect accurate status and current priorities.
- The “lead” should not be responsible for executing everything; responsibilities and collaborators should be explicit.
- A “wishlist” section should be included to tee up planning with partners such as DPW (and avoid late-stage surprises).
- The tracker should be collaborative for ongoing edits and refinements.

### Action Items

- **Ann (or designee):** Create the shared project tracker with quarterly views and a wishlist section.
  - **All members:** Review/edit entries to confirm lead, collaborators, dependencies, and next actions.
- 

## 3. Committee Administration (Resignation, Elections, Vacancy)

### Overview

The committee addressed leadership and operational continuity following a resignation.

### Key Points

- David resigned from the committee.
- Brian was voted as new co-chair.
- Peter was voted as the new clerk.
- The committee needs clarity on the process for filling David’s vacant seat.

## Action Items

- **Dana:** Email Tony to confirm the process for filling the vacancy.
  - **Peter:** Update committee roles/roster and reflect changes in minutes and the project tracker.
- 

## 4. Bike Safety Focus (Micromobility Recommendations)

### Overview

The committee discussed framing bike safety work using statewide micromobility commission recommendations.

### Key Points

- Joe referenced 16 bike safety recommendations and suggested using them to structure a local safety framework.
- Discussion emphasized translating recommendations into practical local education/advocacy priorities.

### Action Items

- **Joe:** Share the recommendation list and propose a short bike safety framing document.
  - **Committee:** Select 2–3 recommendations to prioritize for 2026 programming and communications.
- 

## 5. Administrative Items – Meeting Schedule

Announcement was made that meetings will be on a regular schedule:

- When: 3rd wednesday of every month
- Where: Town Hall Room 7 and MBTS-1
- Zoom passcodes will change, but we have locked in the MBTS-1 Zoom line.

Peter to send out placeholders for next meetings. The placeholders will eventually be updated with meeting minutes and agenda for the team to review.

For reference, these are the meeting 2026 dates:

- Wednesday, February 18, 2026
- Wednesday, March 18, 2026
- Wednesday, April 15, 2026
- Wednesday, May 20, 2026
- Wednesday, June 17, 2026
- Wednesday, July 15, 2026
- Wednesday, August 19, 2026
- Wednesday, September 16, 2026
- Wednesday, October 21, 2026
- Wednesday, November 18, 2026

- Wednesday, December 16, 2026

---

## 6. Adjournment

Meeting adjourned at approximately **8:15 PM**.