

**Town Administrator's Advisory Committee on Pedestrian Bicycle Pathway
Minutes of the Meeting on Wednesday, March 20, 2019**

Pocasset Community Building

Members in Attendance: David McPherson, Chair; John Carroll, Vice Chair; Mark Emmons;
George Slade;

Ken Cheitlin (excused)

Other(s) in Attendance: Glenn Cannon;

1. Meeting called to order at 6:00 p.m. by Mr. McPherson
2. No public comments
3. Approval of the minutes from February 20, 2019: A motion to approve made by Mr. Slade and seconded by Mr. Emmons. Minutes were approved by unanimous vote, 4-0.
4. Discussion of Department of Conservation and Recreation (DCR) Bike Path Grant: It was determined that it should be referred to as a Mass Trails grant application; Mr. Cannon reached out to Dan Driscoll as recommended in the DCR letter of 2.26.19. It was suggested that Mr. McPherson could meet with Mr. Driscoll as soon as next week. Mr. Cannon mentioned that a maintenance component would be very important and beneficial. Discussion also touched upon consistency in quality and appearance throughout the trail. Mr. McPherson asked about possibility of releasing funds from the Environmental Bond Bill. He also mentioned that Wellfleet is also a DCR project with some similarities to Bourne like an abutting railroad.
5. Discussion of Phase 1 work by Vanasse Hangen Brustlin, Inc. (VHB): Mr. Cannon reported that he will need to check on the progress of the proposed contract. Mr. Emmons asked about an assigned project manager, or if a drone survey is in the works. Mr. Cannon will check with VHB.
6. Coordination of planned May 1 Public Information meeting: Bourne High School library as the location was affirmed. We need to determine a time, and who should present. Mr. Emmons suggested that we determine what we need to achieve at the meeting. Present good visuals (maps) with outside help. Reaching out to abutters and people in the affected neighborhood is important. We should present a chronology of events since the trail's inception to present, and include rough projected timetable moving forward. Preparation is key to a successful meeting. Assessor's office can provide addresses of abutters. A motion was made by Mr. Emmons to have a meeting start time of 7:00 pm, and was seconded by Mr. Carroll. Vote was 4-0 in favor.
7. Report on the March 18, 2019, Cape Cod Metropolitan Planning Organization meeting. Mr. Cannon went over the elements of the Cape Cod Transit Improvement Plan, like color codes for state funded projects (these are bike projects). The list represents construction projects only.

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Some are allocated but not yet earmarked. Being prepared for each new phase is important. Mr. Emmons suggested watching closely for any opportunities along the way. Mr. Cannon cautioned that not all projects that make this list actually occur for various reasons. Mr. Slade asked about maintaining our own version of such a list to keep track of our funding sources, etc. Mr. Emmons suggested that tracking as far ahead as FY 2025 would make sense.

Mr. McPherson asked for a motion to apply for a Project Notification Form (PNF) number for Phase 2; Mr. Emmons made motion, Mr. Carroll seconded. Vote was 4-0 in favor.

8. Next Meeting: Wednesday, April 17, 2019, at 6:00 p.m. at the Pocasset Community Building.

9. Motion to adjourn was made by Mr. McPherson, seconded by Mr. Emmons. It passed by unanimous vote, 4-0 at 7:18 p.m.

Respectfully submitted,

George Slade

These Minutes were approved by a 4-0 vote of the Members on April 17, 2019, with Mr. Cheitlin, who was not present at the March 20, 2019 meeting, abstaining.