

Selectmen's Charge to the Bicycling and Pedestrian Advisory Committee
December, 2018

Charge

The Bicycling and Pedestrian Advisory Committee (BPAC) shall be a standing committee to advise the Board of Selectmen (BoS) and other standing and ad hoc committees and boards on issues of cycling and pedestrian safety. Specifically, BPAC is charged to

- A key objective of this committee is to institutionalize its charge within the Town's current departments, boards, and committees. To be successful, the culture that envelops Town residents, governance, and staff needs to instinctively recognize bicyclists, pedestrians, motorists, and users of micro-mobile modes of transportation as co-equals, with due consideration regularly given to each, without outside prodding, reminding, or facilitation.
- Accordingly, this committee is authorized until March 30, 2021, and could be extended at the recommendation of this committee and approval of the Board of Selectmen.
- Develop specific recommendations for improving cycling and pedestrian safety throughout the Town;
- Evaluate investments, policies, and other efforts to enhance cycling and pedestrian safety and, as appropriate, recommend adjustments to historic activity there to;
- As appropriate and with agreement of the Board of Selectmen represent cycling and pedestrian safety interests on relevant Town committees overseeing relevant infrastructure and policy;
- With agreement of the Board of Selectmen, represent cycling and pedestrian safety for the town of Lincoln on regional and state committees and boards;
- Monitor safety issues and recommend policy for emerging modes of vulnerable road use including but not limited to e-bikes, e-scooters, and Segway-like vehicles

Tasks

The Bicycle and Pedestrian Advisory Committee shall:

- Propose specific investments in the Town's multi-user infrastructure, largely focused on but not limited to roadways and roadside paths to increase the safety of vulnerable users;
- Propose policies to affect behavior of all road users to enhance the safety of vulnerable users;
- Advise on prioritization of policies, investments, and other efforts given costs, magnitude of change, speed of implementation, ability to trial, and likely effectiveness;
- Update and detail the report of CSAC of October 2018, as appropriate;
- Convene/meet as it deems necessary to formulate and evaluate cycling and pedestrian safety related investments, policies, and other efforts and to advise the BoS there to;
- Liaise with the Lincoln Schools, Public Safety, Planning Board and Department, Conservation Commission, and other boards and committees as required to explore, develop, recommend, and evaluate an appropriate portfolio of policy, investment, and other efforts;

- The BoS liaison to the Roadway and Traffic Committee shall serve on this committee;
- Prepare yearly a report of the committee to be included in the Annual Town Report to inform that Town on its direction and progress;

- Assess roadway and roadside path conditions on an ongoing basis, relying on input from Public Safety, Public Works, its own members, and reports from citizens, among other sources;
- Engage members of Lincoln's cycling community on a regular basis to understand current concerns, challenges, impediments, reactions to existing and proposed policy, and other opportunities for addressing the charge throughout the Town.
- Identify and compile a database of structures, techniques, and practices addressing the charge that have been researched, considered, and/or implemented elsewhere that may be adaptable to Lincoln's challenges and opportunities;
- Conduct its business in an open and participatory manner, providing multiple opportunities for input from a diversity of Town residents, as determined appropriate by the Committee, which may include public meetings, workshops, other forums, surveys, and interviews; and
- Work in concert with the Town's departments and agencies so that they develop the perspective and knowledge required to help guide the Town's decisions about cycling programs and support infrastructure, so that there is no longer a need for a separate standing committee.

Membership

The Committee will have 7 members, comprised of the following:

- 1 member appointed by and designated to represent the Board of Selectmen for a term of one year.
- 1 member appointed by and designated to represent by the Planning Board for a term of one year.
- 1 member appointed by and designated to represent the Parks & Recreation Commission.
- 4 At Large Members, appointed by the Board of Selectmen for terms of 3 years, except at the initiation of the committee appointments shall be staggered with 1, 2, and 3 year terms respectively.

The Committee shall elect its own Chairperson annually.

The Police Chief, Public Works Superintendent, and Director of Planning and Land Use will support the Committee as needed in an ex-officio capacity either directly or by appointed representative.

Supporting Resources

The Town's consulting engineer will be made available as needed with approval of the BoS or its representative.

Timetable

The Selectmen intend to recruit and appoint Committee members in January, 2019, and convene its first meeting as soon as possible thereafter. The first report to the Town should be included in the 2019 Town Report.

Open Meeting & Public Records Requirements

The Committee, acting as an advisory special committee to the Board of Selectmen, is subject to the requirements of the Open Meeting Law. The Committee shall conduct its affairs in an open and

transparent manner, will post notice of its meetings (including an agenda), keep minutes and maintain its records in accordance with the provisions of the Open Meeting and Public Records laws.

Approved by the Board of Selectmen

Date: _____

Jonathan Dwyer, Chairman

Jennifer Glass

James Craig