



# Munsill Avenue Sidewalk Study Scoping Kickoff

Meeting Notes - Wednesday 2/23/22 2pm

## **In attendance:**

Dayton Crites, D&K

Dan Mallach, D&K

Valerie Capels, Administrator, Town of Bristol

Ian Albinson, Bristol Selectboard Member (Chair on March 1st)

Darla Senecal, Resident of Munsill Avenue, Selectboard Member

Kevin Harper, Co-Owner/Manager of Bristol Works! (Autumn Harp, Bristol Bakery Wholesale, etc.)

Porter Knight, Active and Interested Community Member

Debra Pierce, VTrans Municipal Assistance Bureau

Ashley Atkins, VTrans District 5 Project Manager, Lincoln Resident

Jon Kaplan, VTrans, Bicycle & Pedestrian Program Manager

## **1. Project Steering Committee**

- a. Excellent group! Not everyone will need to attend every check-in meeting; Debra Pierce will be VTrans point person for streamlined communications.

## **2. Project Communications**

- a. Recurring Monthly Check In Meetings: Last Wednesday of the Month, 2 PM
- b. Zoom or Google Meets? No preference expressed, so Google Meets works.
- c. Public Communications / Website
  1. The Town can add a scoping study project page to the Works in Process heading on its website. For public survey links, updates, etc., D&K will provide content.
  2. Direct communication with residents: Project has been mentioned at Selectboard meetings; Site Walk on 3/17 will generate interest, along with door hangers; additional formal communication to encourage public participation will happen at the time of the Local Concerns Meeting.
  3. Additional postings on Front Porch Forum and Instagram.
  4. One-on-one in-person communication is key!



### **3. Project Roles**

- a. D&K - communications content, information and data gathering, materials preparation
- b. SC - offering guidance and perspective, on-the ground communication
- c. Town - hosting web page on Town website, knocking on doors
- d. Agency Stakeholders - VTrans (point person: Debra Pierce) will streamline internal communications and offer technical guidance, particularly where project intersections West Street.

### **4. Project Scope Review: History/Need Pointers/Key Issues or Concerns**

- a. Need for sidewalk connection based on in-person experience: need plus support.
- b. West Street and Pine Street at each end are actively used by pedestrians and bicyclists.
- c. Bristol Works!: 47,000 sf office and manufacturing space, including medical office and (currently) police, 120+ employees, two parcels (1 acre and ½ acre) envisioned for residential use (up to 7 units per code). Pine Street does not have sidewalk either, so the fact that Bristol Works! is not accessible in a safe way is “unconscionable.”
- d. Note Cedars that currently visually buffer parking at Bristol Works!
- e. Families walk to Village Creemee Stand (West Street).
- f. Portion of sidewalk on east side of Munsill Avenue at Thad’s Automotive. However, this property will require particular attention to make an east-side sidewalk function well.
- g. Culvert project planned at SE of intersection of Munsill & Pleasant - loop in Public Works, potentially “right size” culvert for sidewalk.
- h. Note: there is no preference from D&K going into Scoping Study - the Scoping Study process is intended to reveal a preferred alternative.



## **5. Project Calendar Review**

- a. Key Public Engagement Points - Are there any community events where the project can be discussed and presented informally to the public (rather than at a Selectboard meeting)? Check with the Recreation Department.
- b. D&K will send an updated project calendar.
- c. Site Walk: Scheduled for Thursday, March 17th at 1 PM.

## **6. Next Steps**

- a. Site Walk Thursday March 17th, 1 PM.
- b. Send email communications to VTrans to Debra and Ashley, and they will forward as appropriate.
- c. Valerie will provide D&K with door hanger document size requirements.