



The Wellfleet Bike & Walkways Committee Virtual Meeting – Zoom

Friday, January 8, 2021 at 9am

Meeting Minutes

1. *Call to Order:* Pete calls the meeting to order at 9:03 am.
2. *Administrative matters*
 - a. *Near-term committee meeting calendar:* For a period of three months, the committee will meet bi-weekly, until March 26th at which point the intention is to move to monthly or every other month meetings.
 - i. As a result of taking a week off during the holidays, we are out of phase with the Selectboard meetings. Pete proposes that we add a working meeting next week, following open meeting laws, to discuss the identification of route alternatives. Pete moves to continue our bi-weekly meeting plan with the addition of a meeting next week, Ned seconds and all vote in favor.
 - ii. The Wellfleet Community Forum offers question and answer format public informational meetings. Pete contacted the forum leadership to ask if they are interested in scheduling a bikeways forum in a few weeks so our committee can gather additional public input and also answer questions, and they expressed interest. Pete moves that we move forward with planning a community forum, Christie seconds, all vote in favor.
 - b. *Statement of meeting rules to invite public comment:* The committee invites public comment and input at the end of each agenda item with a one-minute limit for each speaker. We welcome more feedback through email, as well as proposals to the committee that can become future agenda items.
 - c. *Open Meeting Law announcement:* Pete emphasizes the role of open meeting laws in supporting the open and transparent discourse we are striving for. Pete downloaded the transcript for the [MA Open Meeting Law online training](#) (current version, dated 2018) and emailed it to all of the members as a reference.
3. *Approve minutes from committee meeting on Friday, December 18, 2020; 9:00 am:* Rebecca moves to approve minutes from the December 18th meeting, Christie seconds, and all members vote in favor. Christie will send them in today, January 8th.
4. *Committee organization*
 - a. *Review committee's official charge:* Pete reads the official Bike and Walkways Committee Charge that is posted on the [website](#) and below (see *Attachment 1*).
 - b. *Consider committee's near-term objectives:* Pete reads the four near-term objectives the committee considered at its last meeting and proposes that we call these items 6-month goals for the end of June. The group added "And the public" to number two and considered the addition of the bike safety event but resolved that this falls into permanent objectives. Pete moves to adopt the four near term goals, Christie seconds and all vote in favor. The goals are:
 1. Maintain transparency in committee efforts and communications
 2. Engage town, external agencies, and the public in the accomplishment of our committee's charge

3. Conduct an Analysis of Alternatives for a bikeway route through Wellfleet toward Truro
4. Actively support the Selectboard in teaming with state agencies, the Cape Cod Commission, and the National Seashore regarding bikeway issues
5. *Bikeway route through Wellfleet to Truro*: Pete introduces a diagram which outlines a game plan to develop a bikeway recommendation to the Selectboard (*Attachment 2*), which illustrates the two major tasks of identifying alternative routes and developing a methodology to assess those routes, as well as the importance of creating a firewall between the two tasks to preserve objectivity.
 - a. *Consider methodology for analyzing route alternatives*: Lance described the draft methodology he's currently developing, explaining that, first, it is necessary to determine bikeway goals. It is important to represent all stakeholders' interests in setting the goals, including external agencies like MassDOT, DCR and CCC, town government, and the public, and to include inputs from reference documents. Once the goals have been identified, it is important to rank them and weight them relative to each other. For example, in all the studies that were reviewed from regional, national, and international sources, safety is considered to be the most important goal in assessing bikeway routes. Next, break those goals into measurable objectives and then break each objective into specific criteria which will be scored. To maintain scoring integrity, goals, as well as the objectives which descend from the goals, can't overlap. Lance also demonstrates how the relative weights of the criteria, which trace from the weights of the objectives and the goals, are used to calculate the weighted score of an alternative route. The methodology can be applied and put into Excel to quantify each path. As development of the methodology continues, Lance will remain separated ("firewalled") from the committee's discussion of alternatives until the methodology has been finalized. Lance points out that we need to perform a sensitivity analysis to test our criteria and their weights. We can conduct a test of the methodology with fictitious East/West paths, such as a path to the Wellfleet library from the beaches, or elsewhere, since that will be unlikely to replicate any of the North/South alternative paths we'll be considering. The committee brings different perspectives – hikers, serious bikers, scenic bikers, family bikers. We can also look very carefully at how comprehensive the criteria are in order to see if we're missing something. Then we can look at whether one alternative is head-and-shoulders above the others, or if several score very close to one another and do a sensitivity analysis by reweighting them to see how they come out. If alternatives' scores are bunched too closely, we can consider adding or changing criteria to more clearly discriminate scores between paths. This methodology allows us to have absolute transparency about our process and gives us a way to collect feedback very concretely. Committee members express appreciation for the methodology. Pete reflects on the assessment of score clustering to make sure we are not introducing bias in either the weighting or the scoring, thus testing the fairness of the analysis to ensure it yields meaningful results. Next steps in developing methodology include continuing to develop the goals and objectives, and once they are finalized, to work on prioritization of those goals. On screen share, Lance presents a draft data collection worksheet that he is developing (see *Attachment 3*). It identifies distinguishing features of bike path alternatives including the distance, the start and end location, and, because MassDOT, CCC, and others emphasize this, Lance includes the number of times it crosses a road, how long it goes on Route 6, how many times it parallels or uses a minor road, and finally – how connected it is to notable local destinations. The draft

worksheet also shows how many segments each alternative has, who owns the right of way for each segment, and the difficulty or ease of development for each segment. Discussion begins about the challenge of cost, which is a major aspect of practicality (also included is permitting). Lance chose to exclude that as a detailed factor of the data collection. Ned points out that he does not feel like cost is part of our charge, that is in the state's hands, and Rebecca adds that all of the paths likely to be within our consideration will likely be in line with one another cost-wise. The committee will consider this as a data collection tool as it is developed further.

- b. *Consider route goals:* In looking at goals, Lance and Pete separately reviewed 17 reference documents, committee inputs from the past two meetings, and a number of public input sources including videos from the June 2019 DCR meeting and the March 10, 2020 DCR/DOT meeting, written feedback to the state, and written input to the Selectboard.. Pete identified inputs about what the goals and objectives of a bike path should be in his review, listed according to their source: public inputs, external references and committee member input (see *Attachment 4*). The public input factors are: safety, low stress, connectivity, accessibility, enhances Wellfleet quality of life and character, and provides scenic, enjoyable cycling and walking. There were nineteen input factors from external references, which are factors used in federal and state guidelines and in bikeway studies by other municipalities and regions, (listed below in *Attachment 4*). Of note, the fourth factor, local support, is emphasized in our state's planning guide. Committee members' inputs (at the last meeting) on what's most important totaled seventeen items (listed below in *Attachment 4*). All of these individual goals seem to be traceable to the four goals Lance has proposed except two inputs regarding promotion of cycling in general, which Pete suggested can be incorporated in a vision statement. A community member comments about the importance of using this as a preliminary document while continuing to collect data. All agree it will serve as a working draft for now, not a final list. Pete moves that the committee adopts Lance's four proposed goals as draft goals as a starting point for collecting more inputs, Ned seconds, and all vote in favor. Pete pulls up *Attachment 2* to illustrate the many sources that we will seek to gather input from about our methodology for analyzing bikeway alternatives. ***External agencies are:*** the Cape Cod Commission, the Truro Bike and Walkways Committee, DCR, DOT, National Seashore and public input (and a later addition: Provincetown Bike Committee). ***Internal sources for feedback include:*** the Town Administrator, fire and police departments, the Planning Board, the Conservation Committee and the Historic Commission, DPW (Mark Vincent, the director of DPW has offered to serve as our direct point of contact for DPW), Jill McLoughlin of Stantec, the Wellfleet Elementary School, the Town Recreation Department, the Historical Society, and the library. Pete moves that we contact the internal contacts list generated for feedback, in addition to considering inputs from the Town Administrator, Christie seconds, and all vote in favor. Pete makes a second motion to contact the external agencies listed for input, Christie seconds, and all vote in favor. In reference to future discussion about connectivity, Pete notes that the bikeway will serve as a main artery, or stem route, for north-south travel that will enable better connectivity in Wellfleet in the future.
- c. *Consider route accessibility requirements:* Pete reviewed about twelve different sources from around the country, starting with the various federal guidelines and then looking at how various states had implemented them. MassDOT and DCR both have

sets of criteria derived from different federal sources. DOT route accessibility guidance derives from the Association of State Highway and Transportation Officials guidelines as well as the Architectural and Transportation Barriers Compliance Board guidelines and seems most applicable to bike routes that are adjacent to highways and roadways. DOT's [Shared Use Path Planning and Design Guide](#) for Shared Pathways and Greenways, outlines that grade should generally not exceed 5%, unless certain constraints exist. For instance, if the pathway is along a roadway, it can match the grade of the roadway. DCR uses trail-oriented accessibility guidance from the National Forest Service (NFS), outlined in two documents, the Service Trails Accessibility Guidelines and the Outdoor Recreational Accessibility Guidelines. The first is the most helpful regarding bikeways and lays out the guidelines that are specific to the type of trail (hiking, multi-use, rail trails). The Rail Trail appears to be a Class 5 Trail according to the classification criteria DR derives from the NFS. The [DCR Trails, Guidelines and Best Practices Manual](#) outlines that Class 5 trails must have 5% or less grade for up to 90% of the trail's total length. 8% grade is allowable for stretches up to 200 ft. in length, and no more than 3% of the total length of the trail "within 5 % of the short pitch maximum grade," (up to 8%). We can assume for now that whichever state organization plays the primary role in the bikeway alternative will likely play a role in the accessibility requirements. While we focused on grade requirements here, there are many accessibility requirements that we will consider in the design of the trail to achieve the goal of maximum accessibility.

- d. *Update on identification of route alternatives:* This item will be covered in the working meeting next Friday, January 15 at 9am, which will be a Zoom meeting open to the public.
 - e. *Update on external engagements:* Pete has been in contact with the Chair of the Truro Bike Committee and suggests that we consider a joint committee meeting. The Wellfleet committee met with the Truro committee once in the past and a member of the Provincetown Bike Committee was there. All express interest and support. In keeping with our charge to be in contact with Provincetown and Truro, Pete will continue to reach out to Truro and will also reach out to Provincetown.
 - f. *Other route issues:* none
6. *Other bikeway and walkway issues in Wellfleet*
- a. *Updates on projects of potential interest in neighboring towns:* Harwich is collaborating with MassDOT to build a sidewalk along Route 28 to address an unmet need. They requested to defer discussion until after the project meets some decision points in January, so we will contact them again for discussion in late January. In Barnstable, several potential routes of a rail trail extension to the Sandwich line are in discussion – feedback is being collected in a series of public meetings. Pete is engaging a contact at the DPW so we can learn from their process.
 - b. *Other issues:* none
7. *Adjournment:* Pete moves to adjourn the meeting at 11:06, Rebecca seconds and all vote in favor.

Attachment 1: Wellfleet Bike and Walkways Committee Charge

Attachment 2: Game Plan to Develop Bikeway Recommendation for the Selectboard

Attachment 3: Draft Proposal of a Data Sheet to Represent and Compare Alternative Bike Path Extensions through the Town of Wellfleet to the Truro Border

Attachment 4: Draft Goals for Bikeway Route

Attachment 1:

Bike and Walkways Committee

Email: wellfleetbikes@gmail.com

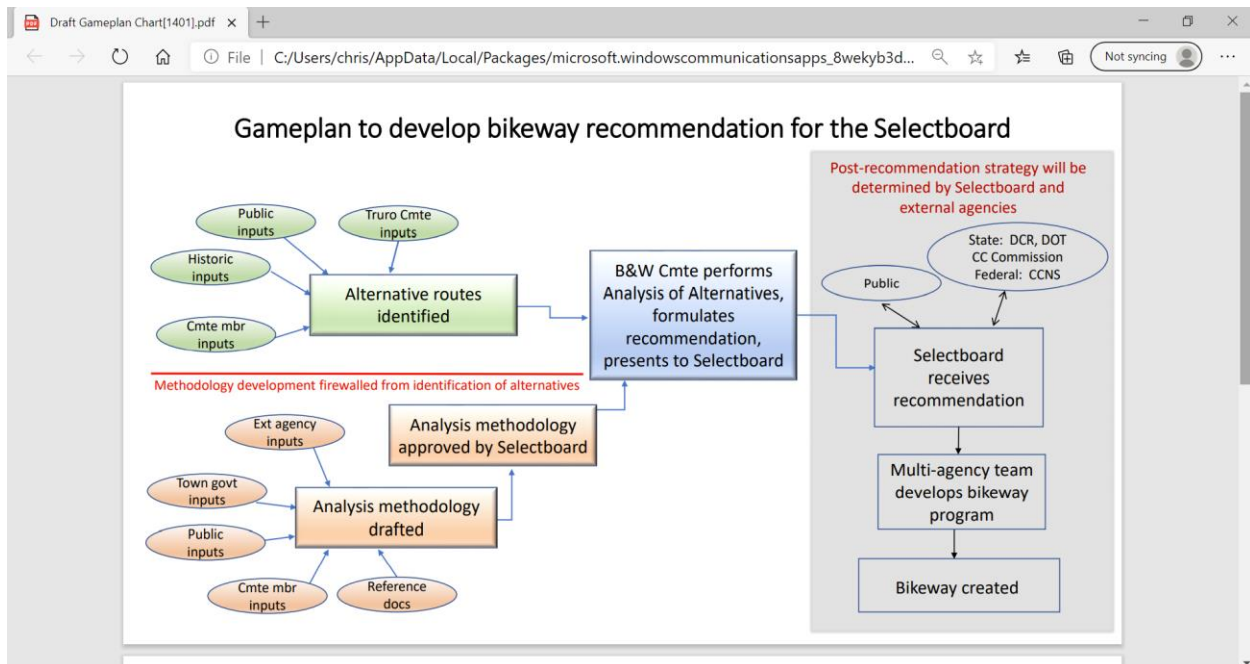
CHARGE

The Bike and Walkways Committee is hereby established to consider ways to provide safe areas for biking and walking. The Board of Selectmen believes that these activities should be available seasonally and year-round as they are an important means of local transportation, are popular activities in the town, and promote good health.

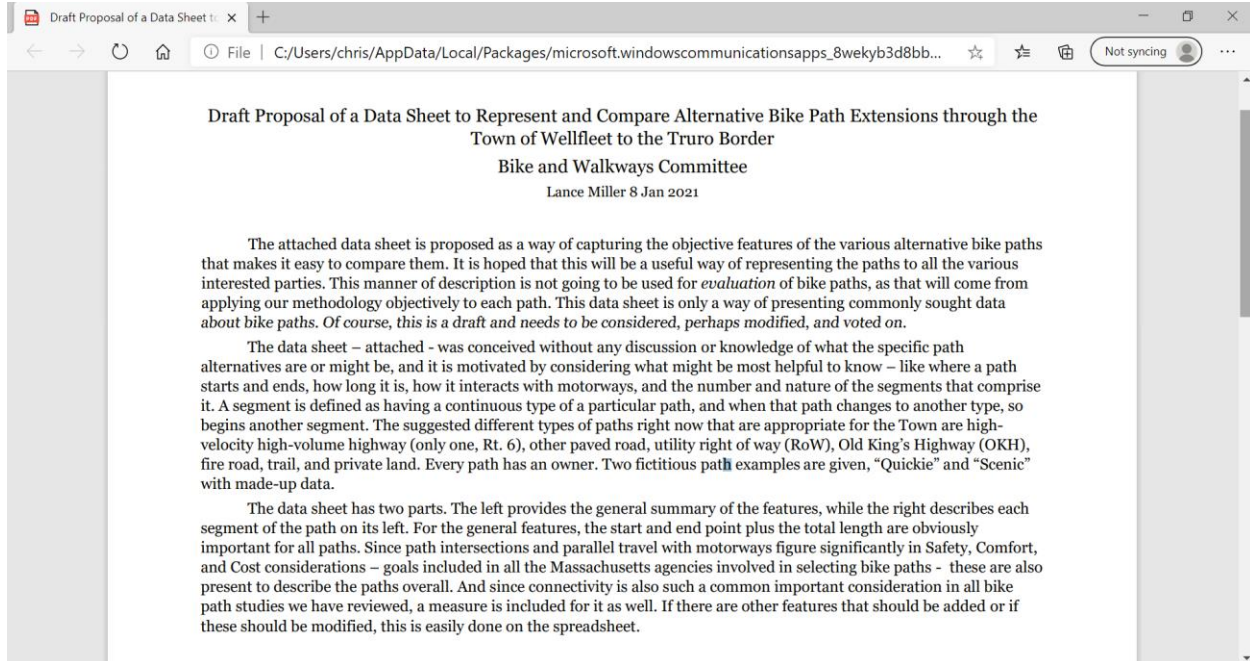
The Bike and Walkway Committee is charged with the following tasks:

1. To work with the Cape Cod National Seashore, the Towns of Provincetown and Truro and the Cape Cod Commission to establish the continuation of the bike trail northward into Provincetown.
2. To prepare a plan for future bike and walking routes throughout the town of Wellfleet.

Attachment 2:



Attachment 3:



Path #	Name	Total Leng. (mi)	Start Loc.	Finish Loc.	Total # of motorway Intersect.	Total mi. on Rt 6	Total mi. on minor roads	Total branches to Important places	S to N Seg. #	Seg. Length (mi.)	Type of Path	End of Seg. Loc.	RoW Owner	# Direct branches to Imp. Places	Est. Ease of Developing (1 easy-5 hard)
1	Quickie	6.2	Camp	Town Rd. 104 & Rt 6	9	5.1	0.7	9	1	1.1	OKH	blah	Town WF	3	1
									2	5.1	Rt 6	blah	MassDOT	6	1
2	Scenic	7.5	Camp	Whale Pond Rd.	4	0	3.4	6	1	2.2	OKH	blah	Town WF	3	3
									2	3.1	Utility RoW	blah	Eversource	1	2
									3	2.2	Fire road	blah	CC Nat'l SS	2	4

Attachment 4:

DRAFT GOALS FOR BIKEWAY ROUTE

1. Safety

Objectives will be defined which reflect the following:

The best path will minimize users exposure to the physical dangers, stress, noise, and pollution of high-volume high-velocity traffic and all users will have the perception that they are safe from traffic and path hazards, and that the occasional intersection with low-volume traffic is handled safely.

2. Practicality

Objectives will be defined which reflect the following:

The best path will be achievable initially and over time within a reasonable time, at reasonable cost, with minimum impact on landowners or cultural or environmental areas

3. User experience

Objectives will be defined which reflect the following:

The best path will provide an enjoyable and convenient experience for all of the diverse intended users.

4. Connectivity

Objectives will be defined which reflect the following:

The best path will have high and direct connectivity with cultural and social centers, off-path food and rest areas, and off-path scenic areas with all the necessary infrastructure to promote easy way-finding and preferential usage over motorways.

These draft goals correlate with the following inputs from the public, from reference documents, and from committee members.

We continue to seek additional external inputs to develop a final goals list.

Many inputs can serve as objectives in the goals-objectives-criteria classification structure to be developed for the analysis of alternatives.

Public inputs – what is most important

1. Safety – for all modes of transportation (trace to goal #1)

2. Low-stress for all modes of transportation (#1)
3. Connectivity to local destinations and other trails (#4)
4. Accessibility for all ages and abilities (#3)
5. Enhance Wellfleet quality of life (#2)
6. Preserve Wellfleet's character (#2)
7. Provide scenic, enjoyable cycling and walking (#3)

External references – factors used in federal and state guidelines and in bikeway studies by other municipalities and regions

1. Safety (traces to goal #1)
2. Comfort and attractiveness of route (#3)
3. Minimize adverse environmental impacts (#2)
4. Local Support (#2)
5. Accessibility (#3)
6. Connectivity (#4)
7. Promote cycling (that's all encompassing – it may be worth attaching this to a vision statement)
8. Consistent with the surrounding area's character (#2)
9. Private property impacts (#2)
10. Constructability (#2)
11. Costs (#2)
12. Mobility Increase and improve bicycle access to community destinations (#4)
13. Emergency Access and Safety Ability (#2)
14. Right-of-Way Availability (#2)
15. Adjacent Property Issues (# 2)
16. Permitting Requirements (#2)
17. Consistency with Local Plans (#2)
18. Maintenance and operation requirements (#2)
19. Overall design of the network is simple and provides easy orientation for cyclists (#3)

Committee members' inputs on what is most important

1. Promote cycling in general (can be incorporated into a vision statement)
2. Promote cycle transportation (can be traced to #3)
3. Create an enjoyable recreational cycling experience (#3)
4. Cost effective (#2)
5. Minimize/mitigate private property impacts (#2)
6. Minimize environmental impacts (#2)
7. Minimize impacts on the National Seashore (#2)
8. Promote safety (#1)
9. Establish connectivity with Wellfleet locations of interest, including beaches and downtown (#4_
10. Honor Wellfleet's history and character (#2)
11. Connect to other trails (#4)
12. Promote enjoyable cycling for all ages and abilities (#3)
13. Provide separation from motor vehicle traffic (#1)
14. Avoid dangerous intersections (#1)
15. Minimize noise levels (#1)
16. Provide optimal accessibility (e.g. in accordance with Americans with Disabilities guidelines) (#3)
17. Provide facilities and rest stations for route users (#3)

