

Meeting of: Public Works Pedestrian Safety Sub-Committee  
Meeting type: Regular Meeting  
Date: Tuesday, Sept. 16, 2014  
Location: Darien Town Hall, Room 119  
Members attending: Frank Adelman (Chair), Katie Keith, Nina Miller, Holly Schulz, David Young  
Others attending: Mark Adiletta

Published Agenda:

- Call to order
- Review & approve draft minutes of Sep. 8 PSSC organizational meeting
- Schedule future PSSC regular meeting dates & times
- Discuss formation of Pedestrian Safety Advisory Committee
- Other business
- Adjournment

The meeting was called to order at 7:33 pm.

The draft minutes of the Sep. 8 Organizational meeting were reviewed and approved with no changes.

Future Regular meetings of this sub-committee were scheduled as follows:

- Tues., Sep. 30, 7:30 pm – working session
- Tues., Oct. 7, 7:30 pm – if needed
- Tues., Oct. 14, 7:30 pm, immediately preceding Special Meeting of full Public Works Committee

At this point in the meeting, the Agenda was amended by unanimous consent of all in attendance. An agenda item was added to discuss the membership of the sub-committee.

Holly Schulz resigned from the sub-committee. Her resignation was accepted with regret. The remaining members of the sub-committee discussed the need for a replacement member, and agreed it would be desirable but not essential to maintain five members of the sub-committee. Mark Adiletta was solicited to join the group and indicated his willingness to serve. By unanimous vote of the four remaining sub-committee members, Mark Adiletta was added as a member of the sub-committee.

The published agenda resumed at this point with discussion of the potential formation of a body that would provide input to various Town entities regarding pedestrian safety issues throughout Town. The entity that the group discussed will be referred to as the Pedestrian Safety Body (PSB) below.

Form of the PSB: The sub-committee members felt that pedestrian safety issues were and are significant matters that require sustained attention in a structured and institutionalized manner. Accordingly, the group discussed whether the PSB should be a Board, a Commission, or a Committee. The group expressed a desire for the PSB to have a structured, defined, meaningful, and sustainable participation in the Town processes that impact pedestrian safety. David Young agreed to research the Town Charter and other sources to determine whether a Commission or Committee would more appropriately fulfill these structural aims, and to report back to the sub-committee at the Sep. 30 meeting.

The sub-committee will recommend a name for the PSB after a decision is made on which structure to recommend.

Mission, goals & deliverables: The sub-committee members discussed the potential mission statement, the potential goals, and the potential deliverables of the PSB. After discussion, Frank Adelman agreed to draft a mission statement, goals and deliverables that would integrate the various suggestions, for further discussion and revision at the Sep. 30 meeting.

Constituencies: The sub-committee members discussed the potential constituencies of the proposed PSB. Integrating the feedback from Mark Adiletta's June 2014 conversation with Jayme Stevenson (First Selectwoman) and Susan Cameron (Chair, Planning & Zoning Commission) with our discussion, the sub-committee developed a final list of potential constituencies (below). These were identified as groups or agencies in Town that the proposed PSB should coordinate with, either by collecting input from these constituencies or by pushing information out to them.

- RTM Committees: Public Works, Public Health & Safety, TGS&A, Finance & Budget
- Darien Public Works Department
- Police Commission & Police Department
- Board of Education – focus on safety near schools and accessibility to schools and BoE properties
- Commission on Aging – focus on specific pedestrian safety needs of Darien's seniors
- Commuter Council – focus on pedestrian safety issues faced by commuters using trains, buses and other mass transit
- Chamber of Commerce – focus on pedestrian safety issues impacting local businesses

Structure & composition: The sub-committee members discussed the potential structure of the proposed PSB. Given the number and diversity of constituencies, the members did not feel it was feasible to have all constituencies directly represented with membership in the PSB. The sub-committee felt that the PSB should include members selected, if possible, for their expertise in pedestrian safety matters, and that specific individual members of the PSB should be tasked to liaise with each of the identified constituencies.

On a preliminary basis, subject to further discussion, the sub-committee members agreed that:

- 6 or 7 members would be the right number of members for the PSB: large enough to share the potential burden of communication with constituencies, but not so large as to be unworkable.
- At least one member of the PSB should be drawn from each of the Town's 6 voting districts.
- At least one member of the PSB should be drawn from the RTM's current Public Works Committee.
- At least one member of the PSB should be drawn from the RTM's current Public Health & Safety Committee.
- In addition to its 6 or 7 named members, the PSB should extend a permanent invitation to: 1) the Public Works Department, and 2) the Police Department, to each name a non-voting advisory liaison. These liaisons would be invited to attend all meetings of the PSB and to participate fully.

Sub-committee members felt that it was not appropriate for the sub-committee or for the Public Works Committee to identify or suggest any specific individuals for membership in the proposed PSB. The tasks of 1) identifying individuals qualified and willing to serve, and 2) creating a balanced membership in the PSB that addresses the recommendations above, will fall to the Town entity that formally creates the PSB.

Framework and context: the sub-committee members discussed the context in which the PSB's work would be considered. The members felt strongly that pedestrian safety issues arise within the larger context of transportation issues, which can change rapidly based on situational developments. Members felt that these issues require a faster response and turn-around time than can be accommodated within the 10-year

cycle of the Town's Plan of Conservation and Development. Members felt that the input solicited by the PSB, the priorities set or recommended by the PSB, and the professional expertise of the Public Works Department should inform decisions made within many Town Departments, both on an annual planning basis and on a day-to-day execution basis.

Time frame for establishment: The sub-committee members agreed that the proposed PSB should be established in some form by March 31, 2015. This will give the new body time to conduct its initial work and make any initial recommendations by year-end 2015 to the Board of Selectmen, the RTM and other Town bodies that will engage in planning for the 2016-2017 budget starting in January 2016.

Establishment process: Alternatives for establishing the proposed PSB were discussed. This followed the outline of the discussion that took place within the Public Works Committee meeting on Sep. 8. This discussion was tabled until the Sep. 30 meeting in order to await feedback from David Young (above) and in light of the late hour.

No other business was discussed and the PSSC meeting was adjourned at 9:30 pm.

Respectfully submitted,  
Frank Adelman  
Sep. 22, 2014