



# MANCHESTER-BY-THE-SEA

BIKE PEDESTRIAN COMMITTEE TOWN HALL  
Manchester-by-the-Sea, Massachusetts 01944-1399

**MEETING: BIKE AND PEDESTRIAN COMMITTEE**

**DATE: 4/30/18**

**TIME 7:00 PM**

**LOCATION: TOWN HALL, ROOM 7**

## **AGENDA – special meeting to review/set duties for May 15 Bike Rodeo**

### **Promotion and registration**

- flyers production and posting
- groups to inform
- parents - PTO, websites
- schools communication to/from
- forms (name, email, phone contact) and signup area
- social media
- MassBike

### **Bike safety check**

- Seaside for bike and helmet check
- where and what to check on bike and helmets
- safety materials to take home

### **Rules of the road course**

- PD for safety course?
- what and where
- items needed for course
- rules materials to take home

### **Bike handling course**

- features
- flow and set up
- items needed for course
- handling tips to take home

### **Food and raffle**

- all areas completed ticket awarded or one ticket for each item
- collection of tickets and drawing(s)
- raffle prizes
- other giveaways
- food and beverages - what and where

### **Post event**

- pictures
- recognition and thanks
- volunteers
- towns, schools, groups, parents
- summary write up for publication

**Received by the Town Clerk**

**Date:** \_\_\_\_\_ **at** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**Terry Cowman**  
**Clerk/Bd. Member**