



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