

**Town of Brunswick Maine**  
**Bicycle and Pedestrian Advisory Committee**  
*Adopted by Council 6-3-2024*

**Mission/Purpose**

The Bicycle and Pedestrian Advisory Committee (BBPAC) works to advocate and move toward improving the bicycle and pedestrian network in Brunswick.

**Committee Membership**

The BBPAC consists of seven (8) members:

- Seven (7) members shall be residents of the Town of Brunswick
- One (1) ex-officio, non-voting member will be appointed by the Town Council Chair from members of the Town Council Chair.

Members shall serve staggered, three (3) year terms with terms ending on June 1 of each year. A full term is considered to be a term lasting three (3) full years; an appointment to the Committee in mid-year, to fill a vacancy, is not a full term. At the end of a member's term, a departing member may reapply for membership and join the pool of applicants from the residents of Brunswick. The Town Council liaison's term shall expire at the end of the calendar year and with the inauguration of each new council.

The Town Council may appoint a secondary or post-secondary student as a non-voting member of the Committee. The student may serve an annual term from July to June and may be reappointed but may not serve for more than three consecutive terms.

The Committee will select a Chair and Vice Chair, and Secretary.

**Committee Meetings:**

The Committee will meet monthly on a schedule to be determined by the Committee. At its first meeting of the year, the Committee will set the schedule for the year and provide it to the Town Clerk. Meetings shall be publicly noticed by the posting of agendas and related material on the Town's website. It is the Town Council's intent that committee meetings be scheduled so that they can be televised on one of the Town's two cable TV channels and recorded for on-demand streaming from the Town's website.

**Committee Responsibilities:**

The Committee's principal duties are to:

1. To advocate and work toward increasing the safety, accessibility, and connectivity of the street, path, and sidewalk networks for people walking, bicycling, and using other mobility devices, considering the needs of all users, including vulnerable and underserved groups.

2. Make recommendations to the Town Staff on a schedule of improvements to be considered as part of the Town's annual Capital Improvement Plan (CIP), as well as recommend projects and studies with budgets that are below the CIP threshold, using the Brunswick Bicycle and Pedestrian Improvement Plan as a tool, as well as data gathered from the community and/or other sources to inform those recommendations.
3. Act as an information source for Town officials and the community; keep in touch with what is going on regionally and nationally; share information as needed with other communities. Engage in activities that provide education and encourage walking and bicycling.
4. Make recommendations to Town Staff as warranted on proposed projects requiring development review by the Planning Board.
5. Perform the functions outlined in the Town's Complete Streets policy, as adopted by the Town Council on August 15, 2016, and as may be amended from time to time, and make recommendations to the Town Council in accordance with that policy. A copy of the Complete Streets Policy is attached.
6. Make recommendations to the Town Council on other Town policies that improve safety for people walking and bicycling.

**Committee Staff:**

The Town Manager shall select the staff that will provide administrative and technical support for the Committee. In consultation with the Committee Chair, staff shall be responsible for preparing agendas and minutes, posting public hearings, and maintaining official records.

**Reporting:**

The Committee shall report on its activities to the Town Council, at least quarterly. The reports shall be prepared in accordance with the requirements for inclusion in Town Council meeting agenda packets.

Proposed to Town Council: February 20, 2024

Approved by Town Council: