

**Circle Advisory Committee**  
**Meeting Minutes**  
**June 25, 2025**

**Attendees:**

Committee:

- Mary Lou Barmby
- Lt. Diaz (for Chief Holm)
- Gene Dvornick
- Laura Givens
- Mark Rogers
- Dennis Winzenried
- Conway Bristow – Harbor Group Landscape Architecture
  
- Jane Hovington (absent)
- Charlie Koskey (absent)
- Rick Thomas (excused)

**Call to Order:**

The Meeting was called to order at 3:00 PM

**Approval of November 4, 2024 Minutes:**

***Motion: Dennis Winzenried; Second: Mary Lou Barmby to approve the minutes as presented – Motion Carried***

**Update on Implementation of Recommendations:**

- Completed:
  - ✓ Flex-Post Tubular Markers (DelDOT)
  - ✓ Right Turn Arrows (DelDOT)
  - ✓ Replacement of ONE-WAY sign with Chevron Directional signs (Town)
  - ✓ Roundabout Ahead and 15 MPH Signs (Town)
- In Process
  - ✓ Flashing Yellow Light (West Market Street) (Town)
  - ✓ Speed Enforcement Feedback sign (North Bedford Street) (Town)
  - ✓ New North Bedford Street streetlight (Delmarva Power)

**Presentation of Designs – Harbor Group:**

Conway Bristow (Harbor Group Landscape Architecture) walked the committee through the following plan and schematics:

- Existing conditions/demolition plan

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- Proposed bollard plan and monument placement Plan
  - Bollards at each entrance to The Circle extending to the streetlight on either side (approximately twenty-five bollards at each entrance)
  - Memorial pad (brick) at end of walkway, in grass area, with fountain behind
- Schematic (3D) road view
- Schematic (3D) Circle view
- Bollard specs: TrafficGuard® Round Fixed Post Series

**Open Discussion:**

Overall, the committee members present liked the designs presented.

There was discussion regarding potential to place the monuments with an offset from the direct entrance – Conway can redesign for the next meeting.

There was discussion that it would be good to have a policy, with guidelines and standards, regarding the placement of memorials on The Circle.

There was agreement that only two (2) memorials should be permitted – Chad Spicer and Harvey Gregg.

Question as to who would develop the construction drawings and design for the revisions.

Answer was to utilize the Town Engineer (DBF) for this based on the bollard manufacturer requirements.

Question asked about adding reflective tape to the new bollards – Ad Art supplied the reflectors on the existing ones (installed by Town staff) and we could add something similar to the new ones.

***Motion: Dennis Winzenried; Second: Mary Lou Barmby to allow only two (2) memorials, Chad Spicer and Harvey Gregg, on The Circle and have a draft policy developed – Motion Carried***

**Schedule Next Meeting:**

Wednesday, July 30, 2025, at 3:00 PM

**Adjournment:**

***Motion: Dennis Winzenried; Second: Mary Lou Barmby to adjourn at 3:40 PM – Motion Carried***