



City of Keene
New Hampshire

BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING AGENDA

Wednesday, August 9, 2017

8:00 AM

**City Hall, Second Floor
Conference Room**

Members:

Linda Rubin, Chair
Christopher Brehme,
Vice Chair
Thom Little

Charles Redfern
Don Hayes
Emily Coey
Ed Guyot

Dillon Benik, Alternate
Sam Hawkes, Alternate

- 1) Roll Call
- 2) Accept June 14, 2017 Minutes
- 3) Project Updates
(Note: BPPAC Master Plan Documents available to committee members on google drive)
- 4) Bicycle Mayor Initiative
- 5) Complete Streets
 - West Street
 - MAST Complete Streets Mini Grant Award
- 6) Old Business
 - Public Outreach and Events
- 7) New Business
- 8) Adjournment

Next meeting date –September 13, 2017

City of Keene
New Hampshire

BICYCLE, PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING MINUTES

Wednesday, June 14, 2017

8:00 AM

**City Hall, Second Floor Conference
Room**

Members Present:

Linda Rubin, Chair
Christopher Brehme, Vice Chair
Sam Hawkes, Alternate
Thom Little
Charles Redfern
Emily Coey
Ed Guyot
Andrew Bryenton, Guest

Staff Present:

Will Schoefman

Members Not Present:

Don Hayes

1) Call to Order and Roll Call

Chair Rubin called the meeting to order at 8:09 AM.

2) Accept May 10, 2017 Minutes

Chair Rubin moved to accept minutes with revisions.

Revisions were made to:

-Page 2, South Bridge, second paragraph, change “commented on the solution reached about “the most dangerous pedestrian crossing in Keene” to “stated the solution was finally in place for “the most dangerous pedestrian cruising in Keene.”

-Page 3, Master Plan, second paragraph, change “adding the word “Path” to the Pedestrian Path Advisory” to “change Bicycle Pedestrian Path Advisory Committee to “Bicycle Pedestrian Path Advisory Committee.”

3) Project Updates (Note: BPPAC Master Plan Documents available to committee members on google drive)

-Cheshire Rail Trail Park Avenue Loop

Mr. Schoefman stated that the TAP project Cheshire Rail Trail Park Avenue Loop’s second public meeting was held Wednesday, May 24 and said it went well, it was approved by the MSFI committee on five votes to none and passed unanimously at City Council for approval

of the preferred alternatives. Mr. Schoefmann said he sent the preferred alternatives to committee members and asked if they would like a recap. Chair Rubin said she would like a recap. Mr. Schoefmann said that there will be rail trail improvements from Hurricane to where Amy Brown Road comes in to the Cheshire Rail Trail. He said Amy Brown Road is proposed for grading drainage, to resurface, brush clearing and clean it up to a ten foot path. He said there will be in-street facilities from where it hits Skyline Drive/Summit Ridge then a separate grade path made of gravel on Summit Road down to the YMCA where it will turn into a full-fledged bike lane, leaving from the YMCA all the way down Park Avenue until the intersection near the underpass at 9/10/12 where it will change to sharoes. He stated there will be a larger tip down for bike accessibility to the Cheshire Rail Trail dogleg by Kohl's plaza. He said there are also two proposed trail head installations, one at the corner of Summit Ridge Drive and another at Whitcombs Mill.

Mr. Schoefman asked committee members if there were any questions about the project update. Mr. Little expressed confusion about whether or not the public comment period was still open with regards to what is being planned along the road. Mr. Schoefman said the open comment period was open for the month of February when the initial meeting was held and it was closed by March. He said the project team developed the preferred alternatives and the project needs statement based upon public feedback and scope of the project, presented the preferred alternatives to City Council which approved them, and now they are moving into the engineering phase of the project.

Mr. Little said he was confused about the two options. Mr. Schoefman explained the two options show existing conditions and new conditions. Mr. Redfern asked if Amy Brown Road is going to be crushed stone dust surface and Mr. Schoefman said that it was proposed to be crushed stone dust surface like the rail trail.

-South Bridge-Mayor's celebration

Mr. Schoefman said the Mayor's celebration took place on Friday, May 19, 2016 during Bike to Work Week and was attended by 30 or more people. He said it was a quick ceremony; Jay Kahn spoke as well as Pam Slack, as a representative of Jean Shaheen, a federal senator. He said it was a great event and the bridge is now open. He said Mr. Breyenton helped lead a community ride of about 12-15 people and Mr. Schoefman suggested having more of those during the summer. Mr. Little said he sent chunks of the ribbon to Assistant Commissioner Clement and Grandmaison and they both sent "thank yous". He said everything looks finished on South Bridge except for removal of the environmental barrier and the signs.

-Master Plan

Mr. Schoefman said he spent most of his time this month administering the TAP grant, preparing for the public meeting and getting the preferred alternatives presentation set with the consultants so he did not have much time to work on Master Plan. He said he will have an update for committee in the latter part of June, either a hardcopy or a link to the Google Drive spot with the Master Plan documents.

-NH Pass Signage

In reference to details listed on the website, Mr. Little pointed out that the North Bridge description did not include the changes Mr. Little had asked Mr. Schoefman to update. He asked Mr. Schoefman if he still had the handwritten description for the North Bridge that he had given to Mr. Schoefman at last month's meeting. Mr. Schoefman said he did still have the description but had not had the chance to update the website yet.

Mr. Schoefman pointed committee members to the back of the packet to a memo he drafted as a reference for the NHDOT Bicycle Pedestrian Transportation Advisory Committee. He said members of that committee (which he also sits on) were wondering what the process is for getting new Manual on Uniform Traffic Control Devices (MUTCD) federal compliance signage up to replace the large infographic signage donated by the Monadnock Cycling Club. Mr. Schoefman told committee that the signage is produced by the State prison sign shop and they are currently looking to purchase an additional 10 signs. He said currently they have 3 signs leftover order from Newport, NH which he obtained free of cost. Mr. Schoefman stated they have 13 spots around town that the Monadnock Cycling Club and Public Works Director had applied to the State to put signs in because previous signage were deemed non-compliant with federal highway standards and had to be replaced with signs that met federal standards for "state right of way" as the new signage does. He said that for under \$1,000 they will be able to purchase the remainder of the signs and move forward with installing them. At the request of the Monadnock Cycling Club, Mr. Hawkes asked what will be done with the 3 old signs that they had donated stating the Club members are very curious. Mr. Schoefman replied that the Club had donated about 15 signs, two smaller signs and 13 big ones, and there are two smaller ones going into "city right of way" on Maple Ave, the Court Street roundabout and by the Middle School and then a huge one going up by Washington Street right at the edge of the "state right of way" where it opens up into the T-intersection with Routes 10 and 9. Mr. Hawkes restated that they are putting in 3 and asked what they are planning to do with the other signs. Mr. Schoefman said there is interest from bike stores in Portsmouth, NH for procuring the non-MUTCD signage. He said that once he secures the signs in place of the old signs he will donate the old signs accordingly. Mr. Schoefman said there are a lot of moving parts to the project and to contact him with questions.

-Lighting

Mr. Schoefman referenced the mapping project completed by a KSC geography student, Zachary Pearo, which he sent out to committee members in the packet. He stated that the study consisted of an aerial field survey which investigated areas of tree cover along trails and identified locations for placement of solar trail lights. He pointed out that the study was conducted in the fall so some of tree cover is variable, but the data is still pretty accurate. The study included recommendations for preferred siting options that have been selected by PFK who are donating the funds for purchase of lights. Mr. Redfern said PFK has formed a committee of 3 people, including himself, Jan Manwaring and Phil Jones, which is charged with developing an RFP process which will include specifications. He said the committee will work with Public Works to ensure that they are comfortable with the specifications. Mr. Redfern said the RFP process will last about 30 days and will identify 3 to 4 interested local vendors. Each member of the committee has a preferred vendor they are working with and the vendors specialize in different concepts, such as Solar Source, a Melanson Company located on West Street, whose devices inform the user whether there is enough solar light

energy available for device to function. He said his preferred provider specializes in street lights and solar energy and their lights are very creative and would be great for lighting up the bridges, although they are specifically targeting Pitcher Street to Pearl Street and not the bridges. Mr. Redfern said that his particular vendor seems excited to see bridges lit up as well.

Mr. Redfern stated that the RFP process will start August 1 and the sub-committee will deliver a presentation to the PFK full Board. The Board will then pick a favorite vendor and inform the City about the vendor they select. He said PFK would like to see lights up in the fall. Mr. Hawkes asked about funding as the cost could be upwards of \$400,000. Mr. Redfern stated that if they go with the higher priced vendor (\$4500 a light) that would be very expensive, but they have selected vendors that claim they have heavy duty poles with light fixtures that are guaranteed for 5 years; are supposedly vandal resistant and cost about \$1,000-\$1500 apiece, minus installation costs. He said they are hoping Public Works will cover installation costs. Chair Rubin asked how many lights would be installed. Mr. Redfern said they are not sure yet, but they will look at the studies for the siting recommendations and Mr. Schoefman suggested putting siting information in the RFP. Mr. Hawkes asked what their budget is. Mr. Redfern said at least \$45K, which covers about 30 lights.

Mr. Hawkes asked Mr. Schoefman when the 3 donated signs from the Cycling Club would be installed. Mr. Schoefman replied that he was told the signs would be up by May, however, the employee responsible for sign installation retired and that position is currently in the process of being filled.

Mr. Little pointed out that the Trail Lighting Report was fascinating; however, the financial costs raised questions in his mind. He referenced his comments on the study in the packet. He pointed to a diagram in the study and said the entire section from Routes 9/10/12 do not have a subordinate section the way other ones do. Mr. Schoefman said the scope of the study was in the city bypass. Mr. Little asked if the lights in that particular section are included in the totals. He said the total is 203 lights and there is a section without lights, and another section from Winchester Street down to South Bridge that already has lights which the study is showing they are putting new lights in. Mr. Schoefman said there are no lights currently in that section, except for a couple of lights on either side of the bridge, a solar light and maybe an ornamental light on the trail leading up but that those lights were not taken into consideration. Mr. Little strongly recommended adding a caveat that no federal funds were involved because it would be a multiplier for the cost. Mr. Schoefman said there are no plans for federal funds.

Mr. Little said he is also interested in knowing how lights are going to be maintained. Mr. Redfern stated that the lights are warranted for 5 years but the product is expected to last beyond warranty period. Mr. Little asked what the expectation is for replacement of units and batteries. Mr. Schoefman said these questions will be addressed in the RFP and Mr. Redfern agreed they will include maintenance questions in the RFP. Mr. Little said it is quite possible that the 203 units will cost \$250-500K. Chair Rubin stated that the \$45K is for the Pitcher to Pearl section which represents a great baseline for the entirety of the project, total costs, maintenance and any other issues addressed in RFP. Mr. Little asked again about annual maintenance costs and Mr. Schoefman replied that would be addressed in RFP and told Mr.

Redfern that Public Works is happy to assist with reviewing specs. Mr. Schoefman explained that the graduate student project is overarching and that PFK's project is looking at one specific section near North Bridge.

Mr. Little said he was expecting that the committee would try to establish a standard for the entirety of the lighting project, even if there are incremental steps. Mr. Schoefman replied that he thinks once the RFP process is completed and specs are presented and compared, there can be a standard established. Mr. Little said his only concern with the report is the \$2 amount in Table 1, but the concrete slab is not included in the price and federal funding would add multipliers. Mr. Schoefman replied that there is no federal funding. Mr. Little suggested removing the dollar amounts from the reports. Mr. Brehme suggested that although he was not involved in the study, he thinks it is a great project and he can find out more about it, perhaps through the same graduate student or another student. Mr. Schoefman said that the dollar amounts were most likely reasonable based on the sources the student was using and were probably scratching the surface of what the costs may be. Mr. Little stated he thinks the report is great and removing dollar amounts could be helpful. Mr. Schoefman said he can talk to Zach about updating the report. Chair Rubin suggested that they do not remove dollar amounts, that it helps PKF consider what is truly needed in a project like this and although the issue of price is important, there is also no need to ram through a project in a year even if you have funding, when instead you might need to save three years' worth of funding to implement the project correctly. Mr. Redfern stated that according to the IRS, nonprofits are required to spend their revenues in one year, so they are required to get moving on spending the funds and if that does not happen they will place blame on the city to avoid being pursued by the IRS. He said technology is evolving so fast with light fixtures that they quickly become obsolete and that each year there are advances with batteries and charge times, such as timing how long the light stays on, detecting movement with sensors which can alert police and units that function without wiring. He said that PFK is having a vendor come in he would bring the light in for committee to see next meeting even if it is not the vendor that is ultimately selected just to give committee members an idea of what is available. Mr. Little pointed out there are two flavors of things: the industrial flavor and the home flavor. He compared the City's purchase of highly expensive benches which were more durable and lasted longer than cheaper benches purchased by another organization which needed to be refinished three times. Chair Rubin thanked Mr. Redfern for his efforts and he said that the study was very helpful. Mr. Redfern asked about the status of the kiosk maps. Mr. Schoefman said as soon as his plotter is fixed he will print them out, hopefully by end of summer.

4) **Workshop Report Outs Complete Streets** - Mari Brunner (SWRPC) Small Town and Rural Multi-Modal Networks – Will Schoefmann

Chair Rubin introduced Ms. Brunner to the committee who then gave an overview of the workshop, more specifically her thoughts on the "now-what" step for Keene. Ms. Brunner explained that the City of Keene had some representation at the workshop although Mr. Schoefman was unable to attend; Mr. Hawkes, Bart Zeppeta. Robin Picard from the City of Keene and representatives from Keene State College were all in attendance. She said each community broke out into groups, different towns were with their own groups (Keene, Jaffrey, etc.) and each group addressed the obstacles they face in creating Complete Streets

and the process each community must go through from inception to implementation. She said there were a couple of presentations and one was on a specific design tool for creating Complete Streets, Small Town and Rural Multi-Modal Networks (STAR guide), which is available for download online as a pdf. Ms. Brunner passed out little cheat sheets that go along with the guide which show pictures of facilities on the back and on the inside depict descriptions of facility type and where they can be used. She said Amico Atherton gave a presentation about the transportation and planning process and how process can be changed to include complete streets. She said presentation covered land use, site plan reviews, subdivision regulations, master plans, making sure the land use aspect is complementing transportation, for example if Keene wants to make West Street multimodal, they would have to change the land use along the street and make sure zoning is appropriate. Ms. Brunner said the afternoon was spent on a walking tour looking at specific streets in Jaffrey and then participants broke out into groups and developed design solutions on big maps to demonstrate how they could implement solutions on their own communities, She said it was fun and some good ideas came out of it and she hoped groups walked away with an idea of what the next steps would be for their communities. Ms. Brunner also suggested bringing Mr. Bart Zappeta in to talk to the committee--he is City Councilor and Keene State Faculty member in Architecture Design. She also said when she gets report she will send out as well as presentation slides. She said she thought workshop was successful and that a couple of communities even decided to form a transportation specific committee to help implement their policies because many towns lack staff to do that.

Mr. Schoefman explained that the STAR guide is a new guiding document released by Federal Highway (FHWA); the consultants who helped put it together are ULTA out of Boston. He said NHDOT requested that ULTA come to DOT on this new guiding document, and he and Ms. Brunner attended the presentation along with the newest member of the engineering department at DPW. He said the guide includes new treatments and strategies for utilizing roadway space for pedestrians, some may not be very new for Keene, but the ideas of shared space, markings for low volume roads could be helpful. He said for example this treatment can be tried for the section going from Amy Brown Road to trailhead because Summit Road is not used very much. He said Hanover is the only town in the state that has implemented these treatments and encouraged committee members to read PDF of presentation posted on DOT website. He said it was a two-hour presentation and a great opportunity, and DPW will be utilizing the guide moving forward which is great for offering new treatments for roadway redesign and resurfacing. Ms. Brunner added that there is an interactive website called www.ruraldesignguide.com which contains a photo gallery and descriptions of the different treatments which is highly accessible and a great visual tool. Mr. Schoefman said he will post the website link with the presentation link.

5) Old Business - Public Outreach and Events

N/A.

6) New Business

Mr. Schoefman told the committee that the City of Keene Clerk's Department is distributing a Board Member Survey to assess feedback from Boards and committee members. He said he

has hardcopies which members could take the time to fill out at the end of today's meeting or could take home and bring back at the next BPPAC meeting. He said he will also send the survey out through email to members who were not present today and his goal is to have them back prior to or by the next meeting in July. Mr. Redfern asked if he could scan his survey and send it back via email and Mr. Schoefman replied that he could.

Chair Rubin asked what they are doing with the Transportation Improvement Fund document and Mr. Schoefman suggested putting it into the agenda for next month. He said that he was looking into the Complete Streets Assessment which ties into what City Staff have in mind for that project and suggested they put it onto the agenda for next meeting, for example, the West street project which is a priority project in the Master Plan that DPW is developing. He said one of the things he is trying to do is flag resurfacing and reconstruction projects in the CIP for DPW. Mr. Schoefman said Don Lussier, Ryan Kaulbach (the new DPW employee) and a couple of other people from the engineering department conducted a webinar on providing multimodal facilities through resurfacing projects. He said using some of those webinar strategies they could identify the top priority streets, gateway streets, bicycle streets and low volume streets and incorporate street-types for the engineering department when they are doing resurfacing projects. He suggested putting Complete Streets as a bullet item. Mr. Little asked if they were discussing sustainability today and Mr. Schoefman said that most of his time went to administering TAP grant and he did not have much time for Master Plan. He said he will update the packet appropriately.

Mr. Brehme said he has a student working this summer on an undergraduate research fellowship to assess the use of Goose Pond forest and Ashuelot River Park using a method called landscape values mapping method which involves asking park users how they utilize green spaces. He said he and his student met with Andy Bohannon and Mr. Schoefman to identify areas of interest of the City and the BPACC committee and they came up with the Jonathan Daniels trail. Mr. Brehme stated that the student may want to interview members of the committee to which committee members agreed, and Mr. Schoefman suggested maybe they use the using mailing list to offer feedback on a draft survey.

7) Adjournment

Chair Rubin adjourned the meeting at 9:10 am. Next meeting date is scheduled for July 12, 2017.

Respectfully submitted by,
Ayshah Kassamali-Fox, Minute Taker

Additional Edits by,
Will Schoefmann, Planning Staff

Project	Status	Budget *		Schedule			Updates (change and relevant updates)
		Cost	Status	Start	Finish	Status	
Jonathan Daniels Trail	Planning	N/A	N/A	N/A	N/A	N/A	Getting estimate for drainage and surfacing maintenance
Jonathan Daniels Trail Phase II	Planning	\$20K	Even	N/A	N/A	N/A	Removed from CIP. Seeking alternative funding sources for a study. Added to priorities under trail projects. On Priority List for Master Plan
Cheshire Rail Trail - Park Ave. Loop	Planning	\$411,615.51	Even	14-Aug-15	Fall 17?	On Schedule	Preferred Alternatives approved by City Council, June 1, 2017. Consultant and LPA Project Manager attended NHDOT Wetlands Review Meeting. Historic Resource Review underway.
South Bridge	Working	State Funded	N/A	Spring 16	14-Nov-16	Behind	Mayor's Celebration scheduled for Friday, May 19th @ 2:30pm
Bike Racks	Working	Grant Funded/Fed+ SWRPC	N/A	ongoing	N/A	N/A	Downtown Bike Racks set out. Exploring additional meter hitch options for head of square. Updated bike parking map on its way.
Master Plan	Working	City Staff	N/A	Spring14	Fall 2017	Behind	Introduction and Background available for BPPAC Review (see timeline)
Mayor's Challenge	Completed	City Staff	N/A	29-Sep-15	Mar-16	On Schedule	BPPAC completed focus area review. Bike to Work Day, National Bike Month PSA completed and Proclamation completed (Council May 5) Ongoing opportunities will be monitored by City Staff.
NH Pass Signage	Working	City Staff	N/A	ongoing	May-17	N/A	City staff visited three sites for "FHWA non compliant signage to be installed. Goal of May 2017 for 1 large and 2 smaller signs to be installed. New compliant signs available, staff has procured three and quote for additional 10 of \$965.70
Lighting	Planning	City Staff	N/A	ongoing	N/A	N/A	Mapping completed by KSC geography student recommendations/preferred siting options have been selected PFK donating \$31k to be used for lighting via private RFP.
MASTER PLAN							
Access Point & Connectivity Analysis	Planning	City Staff	N/A			N/A	Master Plan top 5 project. Staff will be Planning this project in the upcoming months.
Wayfinding	Planning	City Staff Unknown	N/A	Planning	N/A	N/A	Preliminary efforts have been discussed by City Staff. Keene State Geography Seminar Project upcoming to assist.
Complete Streets Assessment	Planning	City Staff	N/A	Planning	N/A	N/A	Master Plan top 5 project. Staff will be Planning this project in the upcoming months.
Sidewalk/Pedestrian Connectivity	Planning	City Staff	N/A	Planning	N/A	N/A	The Engineering Division, Department of Public Works has an app available to them and have completed 65% of the condition assessment of all City Owned sidewalks for Spring 2017.
West Street - Complete Street	Planning	City Staff Unknown	N/A	Planning	N/A	N/A	Designated as a Gateway Street in the Complete Street Design Guide, This project will likely entail multi year planning, engineering and construction.

*Budget - Even = "Within Budget"

ITEMS WITH UPDATES

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Cheshire Rail Trail - Park Ave. Loop	Planning	\$411,615.51	Even	14-Aug-15	Fall 17?	On Schedule	Second Public Meeting, Preferred Alternatives presentation conducted for MSFI committee, Wednesday, May 24th @6pm. Preferred Alternatives approved by City Council, June 1, 2017
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Sidewalk/Pedestrian Connectivity	Planning	City Staff	N/A	Planning	N/A	N/A	The Engineering Division, Department of Public Works has an app available to them to begin a condition assessment and inventory check of all City Owned sidewalks for Spring 2017.
West Street - Complete Street	Planning	City Staff Unknown	N/A	Planning	N/A	N/A	Designated as a Gateway Street in the Complete Street Design Guide, This project will likely entail multi year planning, engineering and construction.

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ITEMS WITH UPDATES



Monadnock Alliance for
Sustainable Transportation (MAST)
37 Ashuelot Street, Keene, NH 03431
www.MASTNH.org

June 29, 2017

Jen Risley
Monadnock Buy Local
The Local Crowd Monadnock

RE: Support for Tiffany Mannion's Bicycle Mayor Program Application

Dear Ms. Risley:

I am writing on behalf of the Monadnock Alliance for Sustainable Transportation (MAST) in support of the Cycle Space, Bicycle Mayor Program application being submitted by Tiffany Mannion of Swanzey, NH. The Bicycle Mayor Program is a global initiative with the aim of increasing the popularity of cycling in cities. We feel strongly that a Bicycle Mayor for the Monadnock Region will support MAST's current objectives as well as its current subcommittee endeavors. These include the Bicycle Friendly Communities Program through the League of American Bicyclists, Bike to Work Week and related events, Complete Streets awareness and promotion, and promotion of various funding opportunities available for bicycling infrastructure.

The City of Keene and the Monadnock Region are in need of a bicycle coordinator; someone who can bring the varying cycling organizations, advocacy groups and individuals together in support of common initiatives as well as raise awareness for and promote the benefits of bicycling. Ms. Mannion's proposal and the Bicycle Mayor Program align directly with the MAST Action Plan 2012-2020 objective to "Increase Use and Availability of Bicycle Infrastructure" and the associated strategies. The proposal will also promote recommendations from the Bicycle Friendly Subcommittee¹ including:

- Work to establish a "pool" of locally based instructors.
- Create a Bicycle Safety "course".
- Create a web page (web portal) and tool kit for safe riding
- Liaise with Police Departments to see what efforts are currently in effect
- Explore a Bike Share Program.
- Bike Days or "Critical Mass" events.
- Community Rides program.

MAST plans to work with Tiffany Mannion to assist her in development of a regional Bicycle Mayor Action Plan to help align and coordinate common efforts from the beginning. We hope you will find the Bicycle Mayor proposal favorable and vital. Please contact me if you have questions about our position.

Sincerely,

Will Schoefmann
Chairman

¹ MAST Bicycle Friendly Community Subcommittee Meeting Summary – May 16, 2017



City of Keene Complete Streets Policy Overview & MAST 2017 GRANT Project Location Map

