



**City of Keene**  
**New Hampshire**

**BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE**  
**MEETING AGENDA**

**Wednesday, January 10, 2018**

**8:15 AM**

**City Hall, Second Floor  
Conference Room**

**Members:**

Linda Rubin, Chair  
Christopher Brehme,  
Vice Chair  
Thom Little

Charles Redfern  
Ed Guyot  
Dillon Benik

Drew Bryenton, Alternate  
David Souther, Alternate

- 1) Roll Call
- 2) Election of Chair and Vice Chair
- 3) December 13, 2017 Minutes
- 4) Project Updates  
(Note: BPPAC Master Plan Documents available to committee members on google drive)
- 5) KSC Wayfinding Project Presentation Discussion
- 6) Old Business
  - Pathway Maps Review and Input
  - Public Outreach and Events
- 7) New Business
  - Items to be included for next meeting
- 8) Bicycle/Pedestrian Counting Program Brainstorm (30 minutes)
- 9) Adjournment

Next meeting date –January 10, 2018

**BICYCLE, PEDESTRIAN PATH ADVISORY COMMITTEE**  
**MEETING MINUTES**

**Wednesday, December 13, 2017      8:00 AM      City Hall, Second Floor Conference Room**

**Members Present:**

Linda Rubin, Chair  
Chris Brehme, Vice Chair  
Thom Little, Member  
Charles Redfern, Member  
Dylan Benik, Alternate

**Staff Present:**

Will Schoefmann, City Staff

**Guests Present:**

Drew Bryenton, Public  
David Souther, Public  
Charlez Daloz, Public  
Brittany LeFleur, KSC Student  
Dr. Chris Cusak, KSC Professor  
Zach Perro, KSC Graduate  
Jenna Marie Moody, KSC Student

**Members Not Present:**

Ed Guyot

- 1) **Roll Call**- Chair Rubin called meeting to order at 8:05 am and thanked Mr. Hayes, who will not continue his service as a committee member in 2018, for his service to the committee.
  
- 2) **Accept October 11, 2017 and November 8, 2017 minutes**-

Mr. Little moved to accept October 11, 2017 minutes with revisions, Vice Chair Brehme seconded and passed by unanimous vote.

**October 11 revisions are as follows:**

Page 1, add category of **Guests Present**.

Page 6, 7, Announcement next meeting change 8:08 am to 9:08 am.

Mr. Little moved to accept November 8, 2017 minutes with revisions, Vice Chair Brehme seconded and motion passed by unanimous vote.

**November 8 minutes revisions are as follows:**

Page 1, add category of **Guests Present**.

Page 1, **Members Present** move to **Guests Present**—Councilor Don Sutherland, Drew Bryenton, Public, David Souther, Public

Page 1, **Members Present** move to **Staff Present**—Kurt Blomquist

Page 3, paragraph 3, change **PSA** to **PSAs** (Public Service Announcements)

3) **Keene State College Geography- Wayfinding Project Presentation**

Department of Geography Keene State College students presented their **From Signs to Mind Wayfinding** project in Keene.

Ms. LeFleur discussed the project's three prong approach. She stated the first prong was centered on the adequacy of navigational signs on bicycle trails around town. The second prong evaluated Main Street signage and overuse of signs on Main Street. Finally, the third prong was focused on the perception of safety of the three crosswalks on Main Street by Keene State College by faculty, staff, students and other community members that use crosswalks frequently.

Mr. Perro introduced the bicycle trails and navigation portion of the project. He stated that their group focused on existing conditions and used a case study student group that they took out on trails, as well as distributed a wayfinding survey that received 200 responses. Mr. Perro explained that their group noticed a lot of intersections that lack signage so they were interested in knowing whether people could navigate the trails successfully without the appropriate signage. He highlighted the North Bridge and existing signs and Emerald Street crossing with new fencing. However, there is no existing signage when approaching Emerald Street.

Ms. LeFleur also stated that their group interviewed Ms. Tiffany Manion, the new City of Keene Bicycle Mayor, and Mr. Bohannon and solicited their advice and investigated their concerns.

Mr. Perro continued that many Keene State College students had not been on the bike trails before. They provided 11-12 first-year students a survey to assess their perceptions of navigation on the trails. He stated they received a total of 44 responses and only 2 were correct. Mr. Perro expressed a clear need for signage with a common brand. He explained that Mr. Bohannon agreed and asked the group to come up with some examples. They decided on a common brand to unify the signage which includes all the information needed to navigate on the trails. He pointed to some examples on the PowerPoint presentation.

Ms. LeFleur stated that they conducted a wayfinding survey of about 200 students representing a variety of individuals who have lived in Keene for less than 6 months, and those who have lived in Keene for more than two years. She said they compared the two groups by having them identify a series of 11 locations by clicking on an interactive map and the uncertainty rate was high among students.

Ms. Moody introduced the second part of the project, Main Street signage, in which the group assessed the numbers and types of signs along Main Street utilizing Google earth images to assess their locations. They began collecting data on the signs beginning at the rotary that connects Main Street and Winchester Street and marked up the number and types of signs they encountered. They narrowed the signs down to three types: **vehicle, pedestrian and wayfinding** signs. She showed the committee the number and types of signs they encountered on the PowerPoint presentation.

Mr. Perro stated there are a total of 183 signs from the rotary up to Central Square which is about a 0.5 mile stretch: 131 signs for vehicles, 32 signs for pedestrians, 20 wayfinding signs. The students agreed that there is too much information and no common brand unifying the signs which can be confusing for motorists and pedestrians. He said he attended vision forum and people provided input about overabundance of signs as well. They suggested that at least for the pedestrian and wayfinding signs there should be a common brand.

Ms. LeFleur introduced the third part of the project centered on the crosswalks. She said the group performed formal and informal observations, as well as surveys. Formal observations included 16 hours of sitting at the crosswalks divided between the three students and their professor, Dr. Cusak, and involved counting every single person that crossed the crosswalk on a data sheet, noting observations. She said they found that many people are using the crosswalk differently.

Ms. Moody discussed a table showing a tally of the types of people crossing (e.g. pedestrians, cyclists, skateboarders, etc.) and people that were not using crosswalks (e.g. jaywalkers). She said they counted a total of 1,161 people crossing after the 16 hours of observations. Ms. Moody pointed to a picture showing the main crosswalk, from Elliot Street from Rhodes Hall at the end of Appian Way and stated that the majority of people (58%) utilized that crosswalk and walking was the main mode of transportation. Mr. Little asked if the group distinguished between people walking bicycles across and biking across crosswalks. Ms. Moody replied that 117 people were observed riding bicycles across the crosswalk and 9 people were observed walking their bicycles across. Mr. Little expressed his concern about cyclists riding across the crosswalks and asked if the group had any recommendations about signage that would encourage cyclists to walk instead of bike across crosswalks. Mr. Perro replied that they did not focus on jay biking behaviors although he agreed it was of concern to the group.

Mr. Perro explained that the group performed 55 crosswalk surveys after their 16 hours of observations and obtained interesting results, but did not find anything statistically significant. He stated that they did find that people generally felt safer using the center crosswalk further away from the rotary. He said from that finding they developed some short and long term solutions. Mr. Perro stated that almost 60% of people are using the Elliot street crosswalk, therefore, a short-term solution could include using reflective crossing flags in buckets which are

very cheap (\$8 per flag) to increase visibility of people crossing at night. He said a long term solution could include placing bump outs on the sidewalks, speed humps and lowering speed limits to make crosswalks safer. Ms. Brittany showed a “taggle” the group created with all of the responses they received from the crosswalk survey: “crossing main street is makes me feel \_\_\_\_\_ (included words like dangerous, risky, hard, scary, etc.). She explained this was an innovative way to show the responses from people and the words they used to describe the project.

Mr. Schoefmann asked if group made observations of wait time at crosswalks. Mr. Perro replied that he observed some people waiting a long time and others did not wait long at all. Mr. Schoefmann said he noticed that the wait time at Maplewood Nursing Home for bike counts for the Complete Streets project and he noticed that the wait time at that crosswalk is double or triple than the Elliot Street crosswalk because cars are not prepared to stop or cuing. Mr. Perro said the visibility is poor because of the cars parked on the street and it is hard to see people. The group shared that they observed people almost being hit by cars.

Mr. Bryenton asked the group if there is a baseline for signage and if Keene is standard or on the high side for signage. Mr. Perro replied that Mr. Lamb said the traffic signs are set forth by state of New Hampshire and Federal regulations so the traffic signs may need to stay. Ms. LeFleur shared that the more important thing they noticed was that wayfinding signs lack branding. Mr. Redfern applauded group on their presentation and asked if Mr. Schoefmann would get a copy of the report and perhaps Public Works. The group agreed that they would receive a copy.

Mr. Brehme asked group if click maps informed placement of wayfinding signs would be appropriate based on the differences between the amounts of time students had lived in the area (first year students vs. students living here longer). Ms. LeFleur replied that the group and Mr. Bohannon identified the directions and signage on the bike trails as most important, as well as Main Street, however, the bike trails are their priority. Mr. Perro said first year students were very unaware as compared to more long-term students.

Chair Rubin asked the group for general recommendations for the committee for moving forward, for example, common brand for wayfinding signs, as well as increasing support for the Elliot crossing as a way to funnel more people to that crosswalk. Ms. LeFleur replied that those are their best recommendations, as well as common branding for signage for the bike trails. She also suggested a bigger focus on wayfinding than on businesses. Mr. Schoefmann asked if they mapped out recommended nodes on the trails and Mr. Perro replied they did not. He stated a sign at the Emerald street wooden fence would be beneficial. Mr. Daloz asked if they looked at other pedestrian cities that alert motorists about the presence of pedestrians, such as Boston. Ms. LeFleur replied that they spoke with Bicycle Mayor of Keene about signage in other countries with mileage to the next key access point.

Mr. Cusak congratulated students for their hard work and explained the origins of the project and said he would provide print copies and make the report available online as a PDF. He said that Keene State College is interested in Elliot Street crossing as the safer crosswalk, and said that research shows that investments in bike path systems and lighting demonstrate that if you build it they will come. He said 95% of college students have no idea they could get to Monadnock Marketplace by bike for free using a green bike. He emphasized that people’s sense of place

would be improved with signage and applauded group for working towards continued improvements. Mr. Cusak thanked BPPAC for giving students opportunity to present their findings.

#### 4) **Project Updates**

##### TAP Project-Cheshire Rail Trail Park Trail Loop-

Mr. Schoefmann said the Environmental Review Process has been extended due to discovery of sensitive species and habitat and permitting was held up. He said they are working with their consultant on those sensitive areas so that planning can be incorporated into the final design.

##### Bike Racks-

Mr. Schoefmann stated that some of the bike racks have been taken in but some still remain out for winter parking. He will ask Parking department, Department of Public Works and Highway about their plans. He said if anyone has ideas to relay them to him.

##### Master Plan-

Mr. Schoefmann said he has not had a lot of movement on Master Plan, however, now that the beginning stages of the Complete Streets project has started he will have more time to dedicate to the Master Plan.

##### Complete Streets Mini-grant-

Mr. Schoefmann stated that much of the lining has been completed by contractor and signage installation for bike boxes are on track to be completed by the end of the month. He said the rest of the signage will be installed in the spring time. He said that the Public Service Announcement was distributed to the Keene Sentinel and ran in early to mid-November on the front or second page of the Sentinel, and flyers and materials are due out this month for the various facilities that have been installed downtown.

Mr. Little asked Mr. Schoefmann what the budget amount was for crowdfunding for Bicycle Mayor. Mr. Schoefmann replied she raised under 2.5K for herself through crowdfunding and no city funds were associated with the campaign. Mr. Schoefmann said he would change the wording to “self-funded.” He said Ms. Mannion will be attending the Mayor’s Initiative Conference in Washington in January or February to participate on a panel with Mayor Lane about launching the Bicycle Mayor program in Keene. Chair Rubin asked if Ms. Mannion would be a guest at a meeting and Mr. Schoefmann said he will ask her to make a visit.

#### 5) **Old Business**

##### Public Outreach and Events-

Mr. Schoefmann said that Monadnock Alliance for Sustainable Transportation’s annual meeting is coming up January 11, from 4:45 to 6 pm at Keene State College, and he will send out the Save the Date to BPPAC members. He said the Bicycle Mayor will speak about her plans for this

year, and Phil Goff, who works for Alta Planning transportation planning and design outfit that produced the Small Town and Rural Multi-Modal Networks Guide (STAR Guide) will also present. He stated that the meeting will be held at Keene State College and there is an EventBrite for registration available on the website. Mr. Schoefmann stated that the Keene State College geography group will have a poster on the wayfinding project they presented on, as well as a Car-sharing project poster from a seminar group. He said the meeting is a good place to find out what is going on regionally. They also have a subcommittee focused on bike friendly programming from the League of American Bicyclists and Keene just earned Silver designation in part due to the Green Bikes program.

Mr. Schoefmann stated that Bike to Work Week is second to last week in May, just before Memorial Day and he will put up a schedule of events for that as they are developed.

#### Keene Bicycle Mayor Updates-

Mr. Schoefmann said that the Bicycle Mayor's focus is on bicycle education and working events around bike to work week, Bike Share program and a Bike Kitchen. Mr. Schoefmann said a Bike kitchen is a workshop where people can work on their bikes and get tech advice from others with technical expertise. Mr. Schoefmann said the Green Bike program at Keene State has a bike shop and there is opportunity for Ms. Mannion to work with him on expanding the program by perhaps opening it up to the public.

#### **New Business**

##### Items to be included for next meeting-

Mr. Brehme suggested talking about the project the students presented for next meeting.

Mr. Redfern suggested committee provide feedback for design for maps going up on kiosks for this spring. Mr. Schoefmann said that Mr. Bohannon has copies that he will revise and reprint. He said Mr. Bohannon had them for November but they were incorrect. Mr. Redfern asked if they could be ready for next month's meeting and Mr. Schoefmann replied yes. He asked if Mr. Bohannon could commit to a time for when they will be put up as it was a community project so he would like to see them before they get tagged.

Vice Chair Brehme said he taught cartography and students drafted a joint Swanzey-Keene bike path map which is in a draft stage and he would like to bring the map to the next meeting.

Chair Rubin asked if they could obtain survey tools from Keene State College students about conducting counts and Mr. Schoefmann said they have a standard protocol but Mr. Schoefmann has access to an application they could use alternatively as an option. He said there is a national program that has a Bicycle and Pedestrian Count Program. Chair Rubin said it might take them a long time to get motivated and that perhaps a methodology is the first step for April or May.

##### Lighting Project Update-

Mr. Redfern announced that the trail lights will be going up in the spring; there are 30-40 lights. He said test segment is from Island Street to Pitcher Street (access road leading up to behind

Marketplace). He said there will gaps in lighting due to canopy cover and select cutting of dead trees that are currently blocking the path. He said he will bring more information next month.

Chair Rubin suggested that for next meeting they extend a half an hour to develop a methodology for the Pedestrian Counts program and to begin meeting at 8:15 am from now on.

6) **Adjournment** – Chair Rubin adjourned the meeting at 9:09 am.

**Next meeting date –January 10, 2018**

Respectfully submitted by,  
Ayshah Kassamali-Fox, Minute-Taker

Additional Edits by,  
Will Schoefmann, Planning Department Staff



# THE MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION ANNUAL MEETING

**THURSDAY JANUARY 11, 2018**  
**5:00 - 6:30 P.M.**  
**HCS CONFERENCE ROOM**  
**312 MARLBORO STREET IN KEENE**

Connect with organizations and individuals working to build a better transportation system in the Monadnock Region!



## AGENDA

5:00 Networking  
5:15 Guest Speakers  
6:00 Volunteer Opportunity Breakout Groups

A meeting of the MAST Steering Committee will begin at 4:00 p.m.

**JOIN  
US!**



**Phil Goff** Alta Planning + Design

Phil is a Senior Planning Associate with Alta Planning + Design. He brings 18 years of urban design and pedestrian and bicycle facility planning experience to his work. Since 2009, he has managed Alta's Cambridge office and has overseen planning and design projects throughout the Northeast. These projects include managing pedestrian and bicycle master planning projects in communities large and small, greenway corridor studies, complete streets plans, streetscape design projects, and bike share system master plans. His sincere passion for making cities and towns more lively, walkable, bike-friendly, and sustainable places represents a common theme in his work.



**Tiffany Mannion** Keene Bicycle Mayor

Tiffany is the Bicycle Mayor of Keene, New Hampshire and the first Bicycle Mayor in the United States. She is a LAB Certified Cycling Instructor and a passionate two-wheeled commuter and explorer. In the world of cycling and social media, she is perhaps better known as [hellecycle](#). She has ridden over 5600 miles since 2016 in eight different countries. Her two-year term as Bicycle Mayor will focus on three community-wide goals established with the support of MAST: Education, Connection, and Creation. She has been featured in Rails to Trails Magazine and was an Ibx Advocate in the spring of 2017. Follow Tiffany online at [bicyclemayorofkeene.com](http://bicyclemayorofkeene.com).

Event is free to attend and open to the public.  
Light refreshments provided.



To RSVP or for more information visit [MASTNH.org](http://MASTNH.org) or [www.facebook.com/MASTNH](http://www.facebook.com/MASTNH)

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	Environmental Review process has been extended due to various identified sensitive species and habitat being identified. Engineering Study Due end of December 2017.
Bike Racks	Working	Grant Funded/Fed+ SWRPC	N/A	ongoing	N/A	N/A	Some Downtown Bike Racks taken in. Exploring additional meter hitch options for head of square.
Master Plan	Working	City Staff	N/A	Spring14	Fall 2017	Behind	Introduction and Background available for BPPAC Review, Creating Trail Specific Maps (see updated timeline)
Mayor's Innovation Conference	Working	City Staff	N/A	29-Sep-15	Jan-18	On Schedule	Mayor Lane and Bicycle Mayor, Tiffany Mannion will be attending the 2018 Mayors Innovation Conference in Washington DC to participate in a panel discussion on Equitable Bicycle Infrastructure. Finalized Powerpoint will be made available.
NH Pass Signage	Working	City Staff	Over	ongoing	Apr-18	Behind	New compliant signs available, staff have procured three and will be contacting the state to proceed with installation of those and is exploring options for purchasing the remaining 10 to fulfil the initial state ROW agreement for all 13 sites. quote for additional 10 of \$965.70. Letter submitted by MCC re: installation.
Lighting	Planning	City Staff	N/A	ongoing	N/A	On Schedule	Mapping completed by KSC geography student recommendations/preferred siting options have been selected PFK donating \$31k to be used for lighting via private RFP.
Complete Street Mini Grant	Hold	\$10K	Even	underway	Nov-17	Behind	Lining has been completed by contractor for just over 8k. Signage installation due to be completed by December with approval of Grant extension by SWRPC. Project signage will be installed in Spring 2018. PSA has been distributed and run in the Sentinel, Info fliers/material due later this month.

Bicycle Mayor	Working	Local Crowd	N/A	Fall 2017	Fall 2019	On Schedule	A Cycle Space program, Tiffany Mannion, First Bicycle Mayor in the USA!!! Moving forward with offering LAB TS101 (Traffic Safety 101) course(s) in 2018. Working toward Bicycle Friendly Business and University Goals as well as Special Events for Bicyclists in Keene. Presenting with the Mayor at Mayors Innovation Conference.
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	On Schedule	BPPAC heard report from Keene State Geography Seminar group to will incorporate findings into BPPAC Master Plan. Downtown Wayfinding incorporated as part of the Downtown Revitalization CIP through DPW. Report available on Google Drive
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. BPPAC discussing interim and long range solutions for bike/ped facilities along the corridor.

\*Budget - Even = "Within Budget"

ITEMS WITH UPDATES

## BPPAC Project Updates 2017

DECEMBER

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	Environmental Review process has been extended due to various identified sensitive species and habitat being identified. Engineering Study Due end of December 2017.
Bike Racks	Working	Grant Funded/Fed+ SWRPC	N/A	ongoing	N/A	N/A	Some Downtown Bike Racks taken in. Exploring additional meter hitch options for head of square.
Master Plan	Working	City Staff	N/A	Spring14	Fall 2017	Behind	Introduction and Background available for BPPAC Review (see updated 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	Behind	"FHWA non compliant signage" 1 large and 2 smaller signs installed along Maple Ave, Court Street Roundabout and Washington Street. New compliant signs available, staff have procured three and will be contacting the state to proceed with installation of those. quote for additional 10 of \$965.70. Letter submitted by MCC re: installation.
Lighting	Planning	City Staff	N/A	ongoing	N/A	On Schedule	Mapping completed by KSC geography student recommendations/preferred siting options have been selected PFK donating \$31k to be used for lighting via private RFP.
Complete Street Mini Grant	Out For Bid	\$10K	Even	underway	Nov-17	On Schedule	Lining has been completed by contractor for just over 8k. Signage installation due to be completed by December with approval of Grant extension by SWRPC. PSA has been distributed and run in the Sentinel, Info fliers/material due later this month.
Bicycle Mayor	Working	Local Crowd	N/A	Fall 2017	N/A	On Schedule	A Cycle Space program. Tiffany Mannion has been endorsed as Keene's Bicycle Mayor and will be seeking to work with the BPPAC on Education, Outreach and Event Development as part of her Action Plan. First Bicycle Mayor in the USA!!!

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	On Schedule	Planning Staff met with Keene State Geography Seminar group to review goals and kick off the project. Downtown Wayfinding incorporated as part of the Downtown Revitalization CIP through DPW.
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.
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