



City of Keene
New Hampshire

BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING AGENDA

Wednesday, June 13, 2018

8:15 AM

City Hall, Second Floor
Conference Room

Members:

Linda Rubin, Chair
Dillon Benik, Vice Chair
Christopher Brehme
Thom Little

Charles Redfern
Ed Guyot
Drew Bryenton
David Souther, Alternate

- 1) Roll Call
- 2) April 11, 2018 Minutes
- 3) Project Updates
(Note: BPPAC Master Plan Documents available to committee members on google drive)
- 4) Bicycle/Pedestrian Counting Program
- 5) Grant Opportunities 2018
- 6) Old Business
 - Pathway Maps Review and Input
 - Public Outreach and Events
 - Upcoming CIP Infrastructure Projects
- 7) New Business
 - Items to be included for next meeting
- 8) Adjournment

Next meeting date –July 11, 2018

BICYCLE, PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING MINUTES

Wednesday, May 9, 2018

8:15 AM

**City Hall, Second Floor Conference
Room**

Members Present:

Dylan Benik, Vice Chair
Thom Little, Member
Charles Redfern, Member
Drew Bryenton, Member
David Souther, Alternate

Staff Present:

Will Schoefmann, City Staff

Guests Present:

Charles Daloz, Public

Members Not Present:

Linda Rubin, Chair
Ed Guyot, Member

1) **Roll Call**

Mr. Schoefmann announced that Mr. Benik will be covering the meeting in place of Chair Rubin, and will be leaving early. Mr. Souther will cover him as an alternate member.

2) **April 11, 2018 Minutes**

Mr. Little moved to accept April 11 minutes with amendments; Mr. Souther seconded and motion passed unanimously.

Revisions:

Page 1 through Page 8- add page numbers

3) **Project Updates**

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

Cheshire Rail Trail-Park Avenue Loop (TAP)-

Mr. Schoefmann stated that the TAP project is still transitioning project management from the Engineering division at Public Works. The engineering study feedback was received from New Hampshire Department of Transportation (NHDOT) and Federal Highway. He said they still require some minor revisions and tweaks on the study. He

said they should be receiving notice to proceed with the next phase soon and construction will likely begin next Spring 2019. Mr. Schoefmann said they asked project manager if they could go ahead with lane striping and he replied that they could not as the government would require starting a different project. Mr. Little pointed out that the finish date for the project should state Fall 2019. Mr. Bryenton asked Mr. Schoefmann if they would be repainting the line striping on Park Avenue as well as raising the drainage grates up. Mr. Schoefmann said they will be repainting the lines and part of the project is also to replace the non-bicycle friendly passing grates with ones that are passable.

Bike Racks

Mr. Schoefmann stated that some bike racks have been put out around town and encouraged members to provide feedback to him by email with ideas about placement of racks around town in public locations.

Master Plan

Mr. Schoefmann stated that he will be adding some supplemental information about the status of existing conditions on the Master Plan but has gotten a head start on some of the necessary improvements on the major, separate grade trails, for example, Apple Way trail. He pointed out trail maps in the Master Plan created by an intern that still need some work but provide a good starting point. For example, he said the Cheshire Rail Trail map includes the section they envisioned going through the Colony Mill. He said he hopes to have more work completed on Master Plan by June's BPPAC meeting.

-Pathways for Keene- Lighting Project

Mr. Schoefmann said trail lights will be set up soon along sections around the Rail Trail on the far side of the bridge near Pitcher Street all the way to Pearl Street. The project is supported by the City, as they are placing the cement platforms. Mr. Redfern said he believes the City began cement and light installations this week. Mr. Schoefmann said that Pathways for Keene fundraised and paid for the lights and the City is performing the labor and installation.

-Complete Streets Grant

Mr. Schoefmann said this year they are seeking Complete Street improvements along Marlborough Street that would include bike lanes, signage and specific nodal improvements for pedestrians and traffic calling at Grove Adams near the Wheelock School, and at Baker and Bartholomew by the Butterfly Park. He said major intersection improvements will include bump outs and chicanes to narrow the roadway and help slow traffic down, specifically at Grove and Adams there will be a pedestrian median (a refuge island) and perhaps flashing beacons if they fit into the budget. He said they applied for a 50K grant to match money that City has set aside for bike lanes, signage and restriping around Marlborough. He said the money is remnant from a CIP that would have been the City's match for a TAP project that they applied for but did not get receive. He said that City Council approved the use of

some of the earmarked funds and the City is aiming to supplement it with Southwest Regional Planning Commission's Complete Streets grant opportunity.

-Bicycle Mayor

Mr. Schoefmann stated that Ms. Mannion completed the Lab TS 101 course on April 21 which Mr. Bryenton participated in. He said there were 6-7 registrants, which was comparable to her attendance at a Portland, Maine course she co-taught which he said is great attendance. Mr. Bryenton shared that the course was successful and he believes everyone learned something new. He said they completed a tour around Keene to practice what they learned during busy Earth Day weekend.

Mr. Schoefmann stated that Ms. Mannion is also working with MAST on Bicycle Friendly businesses and they are aiming to get River Valley Community College and Antioch University on board. He said Keene State College is already a Silver level Bicycle Friendly University. He said they are also trying to coordinate a last minute special event next Friday. Mr. Schoefmann said Ms. Mannion's program for Bike to Work Week is centered on employers providing breakfast for their employees. He said Ms. Mannion has a source for breakfast and if anyone is interested to get in touch with her to see how to participate. Mr. Bryenton asked Mr. Schoefmann if he had heard about preliminary community response for Bike to Work Week and he said he had not. Mr. Bryenton said that the Bicycle Friendly Community subcommittee of MAST is looking to provide support on Thursday, May 17 by packing up boxes and providing a fleet of people to deliver breakfast boxes to businesses each week of Bike to Work Week. Mr. Redfern said he would like to know where to show up to pick up the boxes for delivery.

-West Street-Complete Streets

Vice Chair Benik asked Mr. Schoefmann if the bike boxes will be repainted and Mr. Schoefmann said he believes restriping crews will come to paint sometime this month but he will need confirmation from the Engineering division. He said the sharoes and striping were destroyed this winter and the plan is for the City to restripe each year, as well as install signage to abide by MAST funding guidelines. Mr. Benik announced he observed the City is taking old signage down around town. Mr. Bryenton asked who created the design for the Complete Streets grants for Marlborough. Mr. Schoefmann replied that the Planning department sat down with the City Engineer as part of the process for the TAP grant application and a landscape architect mocked up some GIS planimetric information. Mr. Bryenton asked if the West Street design would involve the same concepts and Mr. Schoefmann said the design build is typically rolled into the grant funding and is contracted from the outside. He said preliminary plans for cost estimates typically come from Engineering but are not necessarily pretty drawings.

Mr. Redfern asked for clarification about the Complete Streets project funding and Mr. Schoefmann said it was a failed TAP grant and was transferred to small road improvement projects. He said TAP grants typically require a 20% match from the City to ensure a burden of proof for budgeting and support from City Council.

4) **Bicycle/Pedestrian Counting Program**

Mr. Schoefmann announced that next week is a busy week because of Bike to Work Week but he sent out a Doodle Poll to assess availability for next week's counting program. Mr. Little asked when the counting results spreadsheet will become available for members to view and Mr. Schoefmann replied that he will have results summarized in the spreadsheet before they do next week's counting project. Mr. Little said the process looks challenging and asked Mr. Schoefmann where he derived the methods. Mr. Schoefmann replied that the methods come from the State's counting guidelines.

Mr. Schoefmann said that the State guidelines state to get a complete cross section for one of the days and not necessarily every day like they did last time so members do not need to show up every day. He said Saturday is an important day for the cross section, so signing up for one of the week days and one weekend day is ideal. Mr. Schoefmann said he will try to have the results spreadsheet ready for members to view before next week.

5) **NHDOT-TAP Funding 2018**

Mr. Schoefmann stated that NHDOT announced there would be some TAP funding available again this year. He said Mr. Redfern has ideas for projects that could be proposed for the TAP grant. Mr. Redfern stated that the next TAP grant is a minimum of 240K. He said there are a couple of areas left to complete on the Rail Trail project. He stated that they have not focused on East Keene in the last decade and PFK is proposing to match City funds for TAP grant if they focus on Eastern Avenue to 101. He said the railroad bed is in need of irrigation for the trail and for the people who live below the slope line of the trail. He said the project also has the backing of the Greenway Trail and they are using some parts of the trail system to connect to their larger system.

Mr. Redfern stated that grant opens up in the middle of June and they only require a letter of intent initially as City Manager does not need approval of Council until they are selected by NHDOT and are asked to apply for the grant. He said that would happen sometime in September 2018. Mr. Redfern said the rail bed leads to the Stone Arch Bridge which is a historic feature in the City and connects to Swanzey. Mr. Redfern said they could emphasize that the project would also be to the benefit of the Swanzey Rail Trail and will contribute to further development and improvement of that trail. He stated they need to get survey completed to lay claim to the public facility for public use.

Mr. Redfern shared that years back when NHDOT were widening I-93, they offered to disassemble bridges and allow community to reassemble them and place them when funding became available. He said PFK has the money and the City buys into partnerships and matching funds. Mr. Redfern stated that BPPAC members rated the project highly in their project ranking. He said he could reach out to Council and constituents as there are two members of Council on PFK and there could be some political will. Mr. Schoefmann added that there might be challenges with irrigation and

drainage and as soon as the City applies for funds, the drainage responsibilities which the State is now responsible for will be transferred back to the City.

Mr. Benik asked how soon letter of intent would be needed and Mr. Redfern and Mr. Schoefmann replied in June. Mr. Little stated that usage volume drives up a project's priority and that community activity at the old Stone Arch Bridge might increase probability of grant funding via use as a campground, picnic area, kiosk or some other use that would attract people toward the project. Mr. Schoefmann added that he had pitched for its use as a pocket park as a temporary destination to increase usability. Mr. Little stated that Stone Arch has not been done yet because other areas with higher volume were higher on BPPAC's list as destination areas and that meant they were completed first. Mr. Schoefmann said the pull off on 101 where Marlborough Street used to dump into could be formalized by the State for use as a trailhead.

Mr. Bryenton asked if the Stone Arch Bridge was restored federally by the Park Service. Mr. Schoefmann replied it was federally-funded but part of a grant program administered by the division of Historic Resources by the State. Mr. Bryenton said Stone Arch Bridge would provide a crucial link to a well-connected ten mile stretch. He said they could place a sharoe and crossing facility as an interim solution which is not as ideal but would still provide the connection. Mr. Redfern said that could be a second plan and that he would aim for the ideal first and break the project into two parts. Mr. Schoefmann said a bridge would take up the minimum of the grant at least so the long range plan could be to build a bridge. He said at Swanze Road there are currently two at-grade crossings that isolate the Stone Arch Bridge and they could eventually bring in Swanze as part of a larger plan. He said they need to cover as many bases as possible to make a case for a strong project, for example, stating that they eventually want an overpass over 101 but first address the at-grade stuff. Mr. Little added that alternatively it could be a snowmobile play area. Mr. Redfern said he would not want to tie in snowmobiles to that location. Mr. Schoefmann added that the snowmobilers are looking for the connection between the rail trail extents and they could reach out to them to increase likelihood of securing the grant. Mr. Redfern said that perhaps they could make a case in the grand plan that the project would improve conditions for the snowmobilers south of 101.

Mr. Redfern said there used to be three members of BPPAC on PFK and plans were more congruent. He said Chair Rubin is big on Complete Streets and that has become a big component of PFK's work, however, he sees this as a good opportunity for improvement of the Rail Trail. Mr. Schoefmann said no motion is needed as the project is on the list of ranked projects as high priority. Mr. Redfern thanked Mr. Schoefmann for the map and said he would put it on display at PFK's Four on the 4th Race event. Mr. Schoefmann stated that the next step would be for him to let key people know that this project is of interest to BPPAC and Mr. Redfern said PFK is already meeting with the Mayor as a start.

6) Old Business

-Pathway Maps Review and Input

Mr. Schoefmann stated that Mr. Brehme provided him with some maps that his KSC students created aimed at stylizing a Keene-Swanzey trails map. He said Mr. Brehme is interested in committee feedback on the maps. Mr. Schoefmann stated that the maps are well-made, that they contain destination information, although he is not sure of the intended sizing but thinks it was intended as a pamphlet. He said he could send out the image Mr. Brehme sent to him. The second page provides information on points of interest, a brief narrative on the history and some map subsections, for example, downtown Keene and West Swanzey center area. He said there is also a space for advertisement to garner extra funding for some of the projects. Mr. Schoefmann encouraged members to provide some feedback to him or Mr. Brehme on the maps. Mr. Bryenton asked if the map is intended for sale at local bike stores. Mr. Schoefmann replied yes, and perhaps also at kiosk stops on borders.

Mr. Little inquired about the state-of-the-art City mapping project brought up at last month's meeting. Mr. Schoefmann replied that he is putting together additional locational information in an app format under the Parks and Recreation's webpage's Trails tab. He said this map project is separate and more of a promotional tool for Keene-Swanzey trails and physical media. Mr. Schoefmann said the trail finder map is up on the website and he would send out a hotlink to the group.

Mr. Redfern asked when the kiosk maps will be going up. Mr. Schoefmann replied they would probably go up next week. Mr. Bryenton stated that the maps are handy as pocket maps and provide good detail and slope information. Mr. Schoefmann encouraged members to take the maps home and although the sizing is a bit off he said the pdf has more detail. Mr. Bryenton asked who would be responsible for printing and Mr. Schoefmann replied that Mr. Bohannon would be the point person for that question. He said the idea is to put the larger maps at kiosk locations on either side of the border along the rail trail, for example, the covered bridge in Swanzey. He said Mr. Bohannon had wanted the maps and Mr. Brehme designed them in conjunction with KSC students. Mr. Schoefmann said to send feedback and comments on rail trail maps to Mr. Brehme.

-Public Outreach and Events

Mr. Schoefmann stated that they are working with Ms. Mannion to put together a last minute movie screening for Friday. He said to stay tuned for details.

Mr. Redfern announced the Four on the 4th Foot Race event on July 4 through PFK which will involve races, award prizes, a walk and run event and plenty of food and beverages. He said it is PFK's major fundraiser at Railroad Square and it is a great event.

-Upcoming CIP Infrastructure Projects

Mr. Little asked for BPPAC-related CIP project numbers. Mr. Schoefmann said the numbers are not ranked in that way but perhaps next year he could arrange them

according to BPPAC projects. He said the projects are BPPAC-identified and there is not necessarily money tied to them. Mr. Little asked if they should include West Street project in the next CIP and Mr. Schoefmann agreed. Mr. Schoefmann said the entire idea with the counting program is to develop the case for West Street. Mr. Little said they need a small amount of up-front money to get the project started or it will not get started. Mr. Schoefmann agreed with Mr. Little and said in the next couple of months BPPAC could release a list of projects including the Cheshire Rail Trail segment they just discussed, West Street and maybe one more project as projects they would like to see the City invest in in the next CIP. He suggested that each year BPPAC could release a number of projects as recommendations to the City Manager and City Council in order to give staff time to come up with ideas and work them into the draft CIP that comes out in February and is approved in March. Mr. Schoefmann suggested making that an annual exercise and he would look at the financial cycle to confirm timing for making recommendations.

7) **New Business**

-Cheshire Loop Project

Mr. Little stated that the survey work on that project has already been done so the entire subject captured in detail in the minutes on that subject was moot.

Mr. Little announced that Mr. Colin Van Ostern is running for NH Secretary of State and he is responsible for the success of the South Bridge project.

8) **Adjournment-** Mr. Schoefmann adjourned meeting at 9:20 am.

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	Working	\$411,615.51	Even	14-Aug-19	Fall 18	Behind	In process of project lead transition on City side to Engineering. Preliminary Engineering Plans and Report being submitted to NHDOT/FHWA for advice, comment and approval.
Bike Racks	Working	Grant Funded/Fed+ SWRPC	N/A	ongoing	N/A	N/A	Some bike racks out, if BPPAC has comments on location provide them at meeting or via email to wschoefmann@ci.keene.nh.us
Master Plan	Working	City Staff	N/A	Spring14	Fall 2017	Behind	Introduction and Background available for BPPAC Review, Trail Specific Maps and details regarding North Bridge inserted.
NH Pass Signage	Working	City Staff	Over	ongoing	Apr-18	Behind	Total of 13 signs are in process of being installed by the DPW sign shop manager. NHDOT approved all 13 sites in original encroachment agreement and signs will be installed once weather is allowable at the 13 locations
Lighting	Planning	City Staff	N/A	ongoing	N/A	On Schedule	Lumens for Less have installed the light posts and lights along selected stretches of the Cheshire Railtrail. This project is supported by the City but managed by PFK. Some complaints about positioning of some light poles.
Complete Street Grant 2018-19	Planning	\$45-50K	N/A	underway	Jun-17	On Schedule	The City of Keene has elected to apply for improvements along the Marlboro Street corridor as part of this round of funding. Pedestrian crossing, traffic calming and safety features will be installed at the Grove Street and Baker Street nodes.
Complete Street Grant 2017-18	Hold	\$10K	Even	underway	Nov-17	Behind	Lining has been redone as part of DPW's road striping budget. Project signage has been partially installed. PSA has been distributed and run in the Sentinel, secondary PSA to be released soon along with "Bike's on the Move in Downtown" flyer.
Bicycle Mayor	Working	Local Crowd	N/A	Fall 2017	Fall 2019	On Schedule	Will be working with the Planning Department to implement a walk/bike to school day event grant around the Middle School - Safe Routes to School grant funded, pending approval from KMS. Coordinated multiple Bike to Work Week events and has been

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
Complete Streets Assessment	Planning	City Staff	N/A	Planning	N/A	N/A	Master Plan top 5 project. Planning Staff is partnering with KSC Geography Students to conduct an assessment of City Streets based on their Complete Street designations and current layouts.
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. BPPAC began 2018 bike/ped counts for middle section of West Street in March, more counts scheduled for May 14-19

*Budget - Even = "Within Budget"

ITEMS WITH UPDATES

BPPAC Project Updates 2018

MAY

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
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Bike Racks	Working	Grant Funded/Fed+ SWRPC	N/A	ongoing	N/A	N/A	Some bike racks out, if BPPAC has comments on location provide them at meeting or via email to wschoefmann@ci.keene.nh.us
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NH Pass Signage	Working	City Staff	Over	ongoing	Apr-18	Behind	Remaining 10 new compliant signs have been produced in house by the sign shop for a total of 13 signs. NHDOT approved all 13 sites in original encroachment agreement and signs will be installed once weather is allowable at the 13 locations
Lighting	Planning	City Staff	N/A	ongoing	N/A	On Schedule	PFK have selected Lumens for Less to supply the light fixtures for the trail lighting along sections of the Cheshire Railtrail. This project is supported by the City but managed by PFK.
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Complete Street Grant 2017-18	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	Completed running the LAB TS101 (Traffic Safety 101) course(s) on April 21, 2018 at Keene Parks and Rec with 6 registrants. Working toward Bicycle Friendly Business and University Goals as well as Special Events for Bike to Work week May 14-18.

MASTER PLAN							
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ITEMS WITH UPDATES