

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

**Wednesday, August 8, 2018**

**8:15 AM**

**City Hall, Second Floor Conference  
Room**

**Members Present:**

Linda Rubin, Chair  
Dylan Benik, Vice Chair  
Thom Little, Member  
Charles Redfern, Member  
Drew Bryenton, Member  
Chris Brehme, Member  
David Souther, Alternate

**Staff Present:**

Will Schoefmann, City Staff

**Members Not Present:**

Ed Guyot, Member

- 1) **Roll Call**- Chair Rubin called meeting to order at 8:18 am and roll call was conducted.
- 2) **June 13, 2018 Minutes**

Mr. Little moved to accept the minutes with revisions, Vice Chair Benik seconded and motion was passed unanimously.

*Revisions as follows:*

***Page 3, Grant Opportunities 2018, change:***

“City staff would be in charge of writing two grants for the BPPAC”  
to “City staff will be in charge of writing two grant requests for BPPAC.”

***Page 4, Grant Opportunities, paragraph 3, change:***

“He suggested finding out from NH DOT if there is a change in the 200 foot minimum”  
to “He suggested finding out from NH DOT if there is a change in the 200 foot minimum span that was required for both North Bridge and South Bridge.”

*Note:* the advertisement provided after the BPPAC meeting for the bridge in question indicates that it has a span of 146 feet).

3) **Project Updates**

**TAP Project-Cheshire Rail Trail-Park Ave Loop**

Mr. Schoefmann referenced the July sheet for updates and stated that the project is in process and project lead transition is completely over to Engineering. He said the preliminary engineering plans and report are being submitted to NH DOT for advice and comment and he assumes it has probably been turned around and returned to the City but he will need to follow up on that.

**Master Plan**

Mr. Schoefmann stated that the Introduction and Background are available for review on Google Drive, including trail-specific maps and details regarding North Bridge have also been inserted (provided by Mr. Little).

**NH Pass Signage**

Mr. Schoefmann stated that a total of 13 signs have been installed by the Department of Public Works' Sign Shop Manager and NH DOT approved all 13 sites. In the original encroachment agreement there were only 12. He said that is great news and the signs can be seen up along state routes.

**Complete Streets**

Mr. Schoefmann stated that the City elected to apply for a grant proposal that was submitted in the beginning of June for improvements along the Marlborough Street corridor, specifically for pedestrian crossing and traffic calming, as well as some other safety features that will be installed on Grove Street and Baker Street should they receive the grant. He said he can put the packet on the Google Drive for members to view.

**Complete Streets project from previous round**

Mr. Schoefmann stated that most of the lining has been re-done and paid out of the striping budget as it is now a new year and improvements for striping and signage were only for one year. Project signage has been installed and additional signs such as "stop here" have also been placed to help reinforce to automobiles that they should not roll into the bike boxes. There are also signs stating that "bikes may use full lane" on lower Main Street as you leave the circle on Winchester Street, and another where the sharrows begin in the northbound lane. He said the purpose is to indicate with the sharrows to automobiles that bicyclists will be in the right lane.

**Bicycle Mayor**

Mr. Schoefmann stated that Bicycle Mayor will be working with the Planning Department to implement a Walk-Bike to School event around the Middle School. He said there were some "safe routes to school" grant funds available that staff will utilize.

**Complete Streets assessment**

Mr. Schoefmann stated that the assessment will get under way this semester with the help of Keene State Geography seminar students who will assist Planning Department in

assessing City streets and providing a report card to the City on where streets fall in the designations in the Design guide.

**Bike Counts**

Mr. Schoefmann stated that bike counts for West Street wrapped up in May. He still owes the committee the sheet and report and he will get to that as soon as possible and submit data to NH DOT.

Chair Rubin asked Mr. Schoefmann about the counts to be done in September. Mr. Schoefmann replied that the May and September counts fall in line with a national initiative for counting. He said the March counts were outside of that standard but in effect they will have a cross section for spring, fall and then they can consider a winter count. Chair Rubin suggested that they add the September counts to New Business or Old Business on the agenda. She stated that they have the data and they had discussed other steps in the process and perhaps they can revisit those steps. Mr. Schoefmann replied that the counts tie into West Street because the counting is done essentially for that project. He suggested that once they have all of the counts around that project they can produce a meaningful memo to present to City Council and suggest improvements using the counts as one of the cases for West Street improvements. Mr. Schoefmann added that there are two different categories for improvements for West Street: the first improvements would be more interim, short-term based, for example, striped bike lanes; the long-term 10-15 year project could include widening sidewalks, removing barriers like utility poles, node improvements and perhaps roundabouts to slow traffic. He said Pearl Street and Island Street are the best case scenarios for those types of improvements. He emphasized that the City will need time to line up a CIP for those longer-term improvements, for example, putting in a side path on one side and redoing sidewalks on the other side. Chair Rubin stated that there are probably so many options and she agrees that collecting the data and presenting a memo to Council is a first step—after that, they will need more expert advice. Mr. Schoefmann agreed and said the memo to City Council would be the first step to kick off that process.

Vice Chair Brehme added that compiling evidence that would be useful to the Council beyond the counts would be helpful as well, such as data from the Police Department on pedestrian-auto incidents, to provide evidence that the area is a problem. Mr. Schoefmann said the Police Department has crash data, as does the State, and his department has ten years' worth of State data at roundabouts that KSC students sorted through last semester. Mr. Brehme suggested that his students utilize that data as part of a class fall semester.

Mr. Little asked what happened to the Cheshire Rail Trail North project that was going to be added. Mr. Redfern said they would be talking about that project in the next item and then he will ask that it be included next meeting in the status report.

Chair Rubin said the committee should provide an update to Council about West Street as soon as possible to put in on their radar, even for a 15 year project. She said there is a bit of a disconnect between the committee's top priorities and what ends up actually happening. Mr. Schoefmann said he disagrees as the focus is on Marlborough Street

corridor and the East side and West Street is forgotten territory. Mr. Bryenton said that in the future when the tide turns back to West Street they will be well positioned to pursue those goals. Mr. Schoefmann stated that he could put together a loose project plan in terms of West Street with the goal of getting something to Council by December to allow time for the CIP to be drafted and approved in February/March and reviewed in April. He said the December goal will also give them time to do the fall counts and perhaps Mr. Brehme can recruit a student to look at crash data along the West Street corridor. Chair Rubin suggested aiming for November instead and Mr. Schoefmann agreed. She said West Street is not even on the radar yet, so the earlier the better. Mr. Schoefmann added that West Street will probably not be on the radar for another ten years and Chair Rubin said that is okay as long as they Council is aware that West Street is a priority of the committee. Mr. Redfern said he agrees that West Street improvements should be put on the radar so it can eventually tie into the CIP in the future. Mr. Schoefmann stated that they also need to coordinate it with DPW's road, maintenance and "refab" schedule and right now West Street is not on the priority list as far as he knows.

Mr. Bryenton asked if there is a normal maintenance schedule and if roads get attention every 5-10 years. Mr. Schoefmann said roads are maintained every 10 years and the CIP is a 6-year plan. Mr. Bryenton suggested targeting when maintenance is due and tying that into the CIP. Mr. Schoefmann agreed and said in the meantime they can suggest putting down some road paint and make those negotiations to get the process started. He said he will look at the CIP and the draft work plan to figure out what to pitch to Council. Mr. Little suggested adding a column to the table to indicate priority. Mr. Schoefmann said the top 5 items are what BPPAC indicated were priority projects. Mr. Little said a check mark or single digit number in a column can indicate what is currently being worked on. Chair Rubin agreed that is a good idea. Mr. Schoefmann stated that the list of 5 items under Master Plan projects are the top 5 they chose to focus on already. He said he could put the associated scores to indicate priority. Mr. Brehme suggested shifting those items to the top of the list.

**4) Grant Opportunities 2018**

Mr. Schoefmann stated that the City submitted a letter of intent for two projects:

The first is for the Cheshire Rail Trail (4) which is the project area on the south side of the trail segment from Eastern Ave to just before 101 and the bridge abutment. He said included in that project would be crossing Eastern Avenue, significant drainage as there are many drainage issues, brush clearing and putting in a cul-de-sac turnaround park at the end at the abutment.

The second project is focused on Marlborough Street improvements that were already CIP-funded based on an old TAP grant where money was already allocated and would accompany the work that will be done with the Complete Streets grant's pedestrian crossings. The TAP grant would include full-fledged bike lanes, chicanes (traffic-calming measures) and parking would have to shift from side to side to accommodate bike lanes and "meander" the road to slow traffic. He said included in that would be a formalized

connection from the Butterfly Park up to the Rail Trail, essentially connecting a recreational opportunity at the Rail Trail and a travel corridor with a commuting corridor.

Mr. Little stated that there was some encroachment from abutters in that area and asked who owns the land. Mr. Schoefmann replied the NH DOT owns the land. He stated that Mr. Lindquist and Mr. Lussier took a walk out there and there were no sheds on the right of way. Mr. Little said there were some holes dug out there a few years ago as well. Mr. Schoefmann replied that was not aware of those, however, NH DOT owns the land so they would need to either purchase the land or apply for a MOU (Memorandum of Use). He said they are in the midst of developing applications for the TAP grant due Sep 17, and there is a mandatory meeting for applicants next Wednesday that staff will attend to find out more about the grant round. Mr. Little stated that the State is very adamant about their acquisition process which drives prices up and he suggested that they get an answer to the acquisition requirement before going public with a cost estimate so they can properly budget the cost. He said projects put through that process can be multiplied by about 4.5 the amount which can cause major budget problems. Mr. Brehme asked if the section would be paved and Mr. Schoefmann replied it would be stone dust.

Mr. Schoefmann announced that there is a grant available for a bus shelter (which would include a shelter for bike racks) which must be applied for through a transportation organization. He said the City approached Home Healthcare, Hospice and Community (HCS) about the grant opportunity and they are interested in doing an Eastern Keene route and will work with the City on applying for the grant as they are transit organization. The grant is a 95%-5% match for bicycle facilities and a 10% match for pedestrian facilities. The City's match would be pouring the concrete slab and assembling the shelters. He said it will be right near the Butterfly Park and will be a traditional urban transit stop with a pull out shelter. Mr. Redfern added that the pull-out is part of the Marlborough street grant.

Mr. Redfern requested that Mr. Schoefmann add the two grants to the monthly project updates on the agenda. Mr. Schoefmann agreed that he would add those items to the agenda. Mr. Redfern stated that DOT is very excited that Keene is interested in the bridge and it would not hurt to show the connection between extending the Rail Trail to 101 and having this bridge tie into the old historic bridge as it will strengthen the application. Mr. Schoefmann stated that information would be included in the application. Mr. Redfern said by modern day standards it is a beautiful bridge and they are happy to see it saved. Mr. Little stated that the issue is that the e bridge is too short. Mr. Schoefmann replied that the preliminary engineering analysis suggests that it fits the span of what is necessary at the right-of-way but it will involve getting a waiver as the right-of-way is constrained. Mr. Little said there are a number of bridges available for \$1 and every single one of them are too short and that is the reason they are being replaced by DOT as they are doing expansion at the location and they are too short for the 200-foot requirement. Mr. Schoefmann replied that is uncertain as of now and they will have to investigate that more through their representation at the meeting.

Mr. Schoefmann stated that the Department of Public Works submitted an application for

the Build grant for 700K (used to be called the Tiger grant for Planning and Construction). He said the federal government is looking to do one per state so the odds of acquiring the grant are good. Chair Rubin asked what the details of the grant are and Mr. Schoefmann said he has a copy but has not looked through it but he will provide an update on that for committee.

**5) Old Business**

Pathway Maps at Kiosks (comments)

Mr. Schoefmann announced that the maps are up at the kiosks with a “You are Here” feature so people can orient themselves. Mr. Redfern said one of the maps on Pearl Street has been marked up stating “No you are not- you are Here” and he thinks the new location is correct. Mr. Schoefmann replied that he will look into it. Chair Rubin said it would be good to get some feedback from the public and Mr. Bryenton suggested that Mr. Brehme use his wayfinding students as a means of assessing the maps. Mr. Brehme agreed that would give them more information and data.

Public Outreach and Events

Mr. Schoefmann announced the “Building Better Together Keene” is an initiative being run through the Department of Community Development (formerly the Planning Department) and they could learn more on the website. He also announced that the Fall New Hampshire Complete Streets Conference will be held this year and will be posted on the MAST website, he believes it is free to attend and will be held at the NH Department of Environmental Services in Concord. Mr. Schoefmann said there is usually breakfast served and excellent keynote speakers.

Mr. Redfern asked Mr. Brehme if the maps of the trail system will be available in Keene State College’s freshman packets and Mr. Brehme said he did not know but he could find out.

**6) New Business**

Mr. Schoefmann asked Chair Rubin and committee what they would like added for New Business. Vice Chair Benik suggested adding the counting project for September. Mr. Bryenton asked if anyone knows how the Downtown Revitalization grant relates to bicycle and pedestrians and the trail system. Mr. Schoefmann said he will find out but he thinks the application will be whittled down to a Build option and he will send out the link as it is a large file.

Mr. Schoefmann requested a letter of support from BPPAC for the transit stop application. He asked Chair Rubin and members for permission in drafting a letter and placing the letter on the agenda for next meeting.

Mr. Redfern also suggested that they also draft two letters of support for the TAP projects and Mr. Schoefmann said that he can draft those letters for next meeting as well. Chair Rubin asked committee if everyone is in agreement and no one objected to Mr.

Schoefmann drafting the letters of support for next meeting.

7) **Adjournment**

Chair Rubin adjourned the meeting at 9:08 am.

**Next meeting date – September 12, 2018**

Submitted by Ayshah Kassamail-Fox, Minute Taker

Revisions by Will Schoefmann, Community Development