



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

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

**Wednesday, January 9, 2019**

**8:15 AM**

**City Hall, Second Floor  
Conference Room**

**Members:**

Linda Rubin, Chair	Brad Dufresne
Dillon Benik, Vice Chair	Drew Bryenton
Christopher Brehme	David Souther, Alternate
Charles Redfern	Thom Little, Alternate

- 1) Roll Call
- 2) Membership & Elections
- 3) November 14, 2018 & December 12, 2018 Minutes
- 4) Project Updates  
(Note: BPPAC Master Plan Documents available on google drive)
- 5) Old Business
  - Bike Counting: Schedule 2019
  - Bike Racks: Memo review/approval
  - Public Outreach and Events
- 6) Project Priorities 2019 Recap/Action Item Development
- 7) New Business
  - Items to be included for next meeting
- 8) Adjournment

Next meeting date – February 13, 2019

CITY OF KEENE  
BICYCLE, PEDESTRIAN PATH ADVISORY COMMITTEE  
MEETING MINUTES  
NOVEMBER 14, 2018  
8:15am - 2<sup>nd</sup> floor Conference Room, City Hall

**Members Present:**

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

**Staff present:**

Will Schoefmann, GIS Technician  
Andrew Bohannon, Parks and Recreation

**Members Not Present:**

Ed Guyot, Member

1) **Call to Order and Roll Call**

Chair Rubin called meeting to order at 8:18 am and roll call was conducted.

2) **October 10, 2018 Minutes**

Mr. Little moved to accept the October 10, 2018 minutes with amendments, Vice Chair Benik seconded and motion was passed unanimously.

*Revisions are as follows:*

Page 1, Members Not Present, delete "Linda Rubin, Chair"

Page 1, Acceptance of Minutes, change "que before BPPAC" to "queue before BPPAC"

Page 4, paragraph 4, change "a support letter of support" to "a letter of support"

Page 5, paragraph 1, change "members on the Board" to "BPPAC members"

Page 1, last paragraph, change "(Transportation Heritage Trail concept)" to "(concept)"

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

Mr. Schoefmann stated that he added Cheshire Rail Trail Phase 4 (Transportation-Heritage Trail concept) to the list. He said the City Engineer will be working on that project which will involve a number of phases including Eastern Avenue to 101, the bridge to span 101, improvements to the Old Stone Arch Bridge and a potential crossing at Swanzev Factory Road and further out to Swanzev. He said there is not a lot of

information thus far about it. Mr. Schoefmann said he will try to schedule the City Engineer to come and speak with committee at next month's meeting.

-Bike Racks- Mr. Schoefmann stated that bike racks were not put out this year in places where they are traditionally available. Mr. Little asked if he knew the reason why. Mr. Schoefmann said it was probably an oversight as there are plenty of bike racks available in the Public Works garage.

-MAST Complete Streets Grant Award- Mr. Schoefmann announced that Keene was not selected for the Complete Streets grant this year. He said the grant was awarded to Hinsdale, Winchester and Jaffrey instead. Mr. Schoefmann stated there was a MAST subcommittee that met to go through the applications and rank them based on their scoring criteria. Their recommendation was then approved by the MAST Steering committee for subsequent approval by Southwest Regional Planning Commission's Board (SWRPC)—the fiscal agent for the funds—which were distributed out of the NH Charitable Foundation.

Mr. Schoefmann stated that from last year's grant award, the lining has been redone by the DPW's Road Striping budget and the project signage physical installation has wrapped up. He said City staff will be providing metrics to SWRPC, bike counts in the project area, final PSA and some accident research from the police department and the State.

-TAP Grant for this year- Mr. Schoefmann stated that the City submitted for Marlborough Street that tied into other infrastructure improvements. He said the project was ranked 4th by the Transportation Advisory Committee (TAC) out of 6-8 applications in the region. He said in the past New Hampshire has disregarded the TAC ranks, however, they are competing with Swanzey for rail trail improvements which was ranked 1 or 2 by TAC. Mr. Schoefmann said they should have a final determination on selection around late December early January and the funding should be approved by Council around March or April.

-Bike Mayor- Mr. Schoefmann announced that the Ms. Mannion, the Bike Mayor, has been hired on through the Safe Routes to School grant which is essentially the tail end of what the State has for funding in that realm. He said it jumps off of the infrastructure improvements along Peco Avenue area across from the Keene Middle School and old Jonathan Daniels School. The project is envisioned as a Bike to School Week event at the Keene Middle School as Jonathan Daniels was an elementary school at the time the infrastructure was built and has since been turned into a preschool. The money for the project was still available so the State agreed that they could implement the project at the Keene Middle School instead. He said there were a number of applicants and Ms. Mannion was selected to spearhead the project sometime in May.

Mr. Redfern asked if there was an update for the Cheshire Rail Trail-Park Avenue Loop (Phase 3). Mr. Schoefmann replied that there is no update and he assumes that the

project is in holding until construction season, however, that is a question for the City Engineer.

4) **“Emerald Star” Concept**

Mr. Schoefmann stated that the concept would probably require significant funding and it can be put on more time. Mr. Redfern suggested putting it under Old Business instead.

Mr. Little asked if there was an approximation of the cost for the concept and Mr. Schoefmann replied that there is not as it was just a conceptual way to promote the trail system. Mr. Schoefmann stated that the parking lot was owned by a private group and the concept was an interpretive center/visitor information distribution center. Mr. Benik asked if the location is the lot on Ashuelot Court and Mr. Schoefmann replied yes. Mr. Brehme said the concept was a children’s playground about 5-6 years ago, however, the concept never progressed as it lacked fundraising effort. Mr. Redfern added that when the hydro dam project was withdrawn, greenspace went down in priority. Mr. Schoefmann agreed that the original plan was to remove the dam and enjoy the remediated green space. Mr. Souther said there is still an initiative to remove the dam and a forum was created. Mr. Schoefmann said the concept is great and it is certainly something to keep on the radar, however, it requires funding. He said it could be included in the priorities discussion and they can also ask Mr. Bohannon about a CIP timeline. He said even if it is 5-20 years out, if the City thinks it would be a good amenity as a central point for trails it could be an asset but they better get it on the books soon. Mr. Little said if there is no approximation of cost the project is 20 years out.

Mr. Schoefmann stated that from BPPAC’s perspective, they could pitch the concept as a Visitor Center for the trails. Mr. Souther agreed that is why they need Mr. Bohannon’s input as he knows the plans for the Ashuelot River Park. Mr. Redfern added that there is an addendum process that cues up projects and informs City Council as to what might be coming down the pike. He said if there is no dollar attached to a project, it makes money less of a discussion point and adding projects as an addendum can raise awareness and begin advancing the concept of an idea. Mr. Schoefmann suggested BPPAC provide a project summary update to Council to alert them of the progress on current projects as well as future ones. Mr. Redfern also suggested placing a memo or putting projects in the appendage. Mr. Schoefmann asked members if they would like to talk about a project summary update to Council and priority discussion for next meeting. Chair Rubin agreed with that idea.

Referencing the “Emerald Star” concept, Mr. Bohannon explained that a gentleman came into the Parks and Recreation department, presented a letter and asked if the letter could be shared with BPPAC and the Ashuelot River Park Advisory board. Mr. Bohannon said it looks like a great plan as there is currently an initiative to connect every park to a ten-minute walk and the City of Keene is not participating as they are at capacity. Mr. Bohannon said he and Mr. Schoefmann are working on a new web platform for the trail system very similar to what they did for the parks. He said they aim to get more information out about the trails and parks, perhaps not at the “Emerald Star” concept



level, but with this new platform they will be able to promote parks and trails a little more efficiently than they have done in the past.

Mr. Brehme stated that the “Emerald Star” proposal really depends on the availability of the empty parking lot property. He asked what the status of the parcel is with the owners and what their intentions are with that property. Mr. Bohannon replied that coordination has been with the Mr. Ken Stewart, the Putnam family and two other partners. He said the concept was hanging on the coattails of the Ashuelot dam hydro project and when that did not go through the plan was stalled. Mr. Souther asked Mr. Bohannon what he would like to see happen with that property. Mr. Bohannon replied that he liked the plan as it included pavilions, a natural playground for kids with interesting play structures and a dirt pathway down the edge of Ashuelot Court that could serve as a turnaround spot, kayak launch and access to the trail. He said he would like to see the plan go forward, although it is a struggle for those advocating for alternatively using the property as a dog park or skate park. Mr. Bohannon said it would be a valuable asset to Keene in the form of greenspace, and providing trailhead and kayak access and much needed parking space for the park. Mr. Souther asked if they could see the diagram the owners created originally. Mr. Bohannon said they are welcome to look at it, however, it was purely conceptual and the property is privately owned so it can change at any time. He said he will provide the map to Mr. Schoefmann to share with BPPAC. Mr. Souther stated that if Mr. Bohannon likes the idea and he is holding a public forum on the dam, they can push the idea of the park at that time. Mr. Bohannon replied that it is private property, the three owners are very hard to get to and they made it very clear that they are currently in holding.

Mr. Little suggested alternatively applying the “Emerald Star” concept to the Stone Arch Bridge area as it is a Keene landmark. Mr. Bohannon replied that the City is currently working on establishing a downtown restroom and welcome center located along the bike path as a central location for information distribution. He said investment priority would be focused on that location instead. He announced there is a forum tonight at the Hive and tomorrow at the old Phat Stuff location to discuss the Downtown Footprint and point of information. Mr. Souther stated two information centers a mile apart might be too much in his opinion. Mr. Bohannon replied that he has proposed an Open Space and Trails improvement plan as the City has built over 2 million of infrastructure improvements and allocated very little money to maintain them. He said if successful, the plan will put 25K per year aside as seed money for recreational grants. Some priorities with that money are wayfinding, signage and kiosk information components because that is the only way that work will get done. Mr. Bohannon said he is hoping the improvement plan will go through. He encouraged members to view Mr. Schoefmann’s Parks page which has been widely publicized as they are aiming to mimic that concept on the Trails page by promoting and combining resources to streamline it.

Mr. Brehme shared that the “Emerald Star” concept is nice because it includes parking and there is a high need for extra parking. He agrees with having something like this concept on the trails that could promote tourism.

## 5) **Old Business**

-Bike Count Summary 2018 - Mr. Schoefmann stated that he is currently entering bike count data and hopefully he will have a summary of the counts the committee did for 2018 by next month. He said he received a large spreadsheet from the State and he was hoping to get a summary, averages and base documentation for the West Street project area.

-Project Priorities- Mr. Bohannon entered the meeting. Chair Rubin stated that they were going to try and agree on 5 priority areas and share them with Pathways for Keene (PFK). She said Mr. Schoefmann reached out to PFK about adding them onto the agenda but they had a very packed annual meeting agenda. They offered a joint meeting with BPPAC in January to see if they could align their priority areas. Chair Rubin suggested that before they have the meeting, the committee might want to talk intelligently about their priority areas or specific priority projects. She said they already have the top five projects identified, so they can share the “bucketed” areas of work in the Master Plan. Mr. Schoefmann referenced the priority areas as broken up into categories and said it is probably worth the majority of a meeting to strategize about the topics. He said he could project the list for the next meeting and they could aim to look at the categories they broke down and make sure they are still relevant and applicable through identifying the top five priority areas again.

Mr. Schoefmann suggested outlining what BPPAC’s impact has been recently, for example, Keene State College’s Wayfinding Geography study, Department of Public Works and Downtown project, the Complete Streets assessment with KSC Geography students and looking at West Street as a Complete Street. He suggested accounting for things that have happened. He said the priority list was something the committee wanted to be fluid year in and out, so that they could adjust focal points for BPPAC. Chair Rubin agreed and said that they can look at the top five priorities again and perhaps from there they can expand to a top ten list. Mr. Little agreed with identifying top ten priorities and then whittling it down to more focused priorities inside that group. Chair Rubin added that they probably already have the top ten ranked. Mr. Little stated that the Cheshire Rail Trail-Park Ave loop project is one of their top ten projects, however, perhaps they need a way to project timelines a year out or more that are already funded.

Mr. Bohannon suggested breaking the list down and reorganizing it into three status categories: Planning, Working, Completed and shifting the grid around so the Working category is on top. He said Phase 3 projects are out of their control and they should ideally be working on something else at that time. Mr. Schoefmann added that some of the Master Plan projects should be changed to Working, for example, the Complete Streets assessment being worked on with help of Keene State College students. Mr. Schoefmann also added the caveat that although the top ten priority list is ideal for the committee, the top five categories enables him as a staff person to focus his resources most efficiently as he has a limited bandwidth to prepare agendas, review minutes, support collaborators, etc.

Mr. Redfern stated that the committee has already come up with a priority list for the City and for BPPAC under the organizational column so they can work off of that list as they add rankings. Mr. Schoefmann said he does not want members to get frustrated if they expect movement on ten projects as opposed to five. Chair Rubin agreed that the West Street is a great example as it was made a priority as a long-term goal and Mr. Schoefmann put a lot of effort into organizing members to do bicycle and pedestrian counts. She said she recognizes that level of focus may not have been possible if he had ten projects to focus on instead of five. Mr. Schoefmann suggested identifying the top ten and then cutting back the list from there. Mr. Little agreed and said they could alternatively identify six projects instead of ten. Mr. Schoefmann said they will know if a project has no movement that they may need to do some extra promotion and networking. Mr. Benik agreed and said the West Street bike counts started with that idea as that project was listed as low organizational support and high committee support.

-Bike Racks- Mr. Schoefmann stated that it would be a good idea for him to draft a memo/letter to DPW/Highway requesting a plan for bike rack locations, distribution dates and dates when racks will be brought back in. He said if BPPAC would like to work with him on that they could have something for the committee next month and they can deliver it to Mr. Blomquist (Public Works Director) and Mr. Billy Byrne (Highway Foreman).

-Public Outreach and Events- Mr. Schoefmann shared that the Downtown Forum for the Land Use Code update will be happening tonight at the Hive at 5:30 pm. He sent an email out and there is also a website called Building Better Together. He said there are also a bunch of different running forums tomorrow.

6) **New Business - Items to be included for next meeting**

Chair Rubin said members should review the priority list for next meeting (which is different than the project update list). Mr. Schoefmann said he will make sure members have access to the correct document on the Google Drive and asked members to let him know if they would like a pdf hard copy. Chair Rubin said the draft letter about the bike racks should also be done at the next meeting so in order to avoid overscheduling the agenda, she asked Mr. Schoefmann to ask Mr. Lucier to update BPPAC in January.

7) **Adjournment-** Chair Rubin adjourned the meeting at 9:28 am.

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

Respectfully submitted by,  
Ayshah Kassamali-Fox

Additional Edits by,  
Will Schoefmann, City Staff

CITY OF KEENE  
BICYCLE, PEDESTRIAN PATH ADVISORY COMMITTEE  
MEETING MINUTES

**December 12, 2018**

**8:15 am**

**Second Floor Conference Room, City Hall**

**Members Present:**

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

**Staff present:**

Will Schoefmann, Planner

**Members Not Present:**

Ed Guyot, Member  
David Souther, Alternate

**1) Roll Call**

Chair Rubin called meeting to order at 8:20 am and roll call was conducted.

**2) November 14, 2018 Minutes**

Mr. Little moved that acceptance of the minutes be delayed until the next meeting because Mr. Little's corrections were erroneously entered from the October 8 minutes instead of the November 14 minutes, Mr. Redfern seconded and motion was passed unanimously.

**3) Membership**

Mr. Schoefmann stated that Mr. Little's term is up and Mr. Little has been in touch with the Mayor regarding becoming an alternate. Mr. Schoefmann said that Mr. Guyot's membership resignation and replacement is also in process and the Mayor is looking to replace him with Mr. Souther and to replace the alternate position with Mr. Dufresne. Mr. Little said he is pursuing the alternate position because he has had two consecutive positions a member and he is not permitted a third term. Mr. Schoefmann stated that in order to become a member of BPPAC that you need to be a Keene resident, however, that requirement may be up for review. He said they are aiming to broaden the pool of individuals eligible for membership in the future. Mr. Schoefmann said that many members on the committee are up at the end of 2019 so that would leave some gaps in membership.

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

-Cheshire Rail Trail-Park Avenue Loop TAP project- Mr. Schoefmann stated that Engineering is managing the project and preliminary plans and reports were submitted. He said the he City received feedback from DOT and the Engineering department met with Councilors to review the proposed improvements along Parke Avenue and West Street as there were some concerns. He said now they are awaiting approval of submitted plans to begin discussion with CNS on right-of-way negotiations in terms of purchasing or receiving property up towards the YMCA and Amy Brown Road, where it intersects with the Rail Trail. Mr. Little stated that he thinks it was a healthy move by the City Engineer because they were planning to build the bike lanes in 2019 and in 2021 they were aiming to upgrade the resurfaced part of the highway right next to the bike trails. He said they are moving the 2021 work back to 2019 so all work will be done at the same time. He said the funding was all there, it was just a question of timing. Mr. Schoefmann stated that it was a CIP improvement that they requested to Council to move the date forwards to allow for the road improvements to be completed along with the striping to avoid improvements being made on poor asphalt. Mr. Little agreed that this way people do not become used to using the bike lanes only to have them closed when improvements on roads are in process.

Bike racks- Mr. Schoefmann stated if committee is still interested in putting out a letter/memo to DPW regarding the timing of putting out the bike racks, he can write a letter to DPW between now and next month. He said perhaps he use an excerpt from the minutes from one of the meetings where they discussed crafting the letter. He asked if there was a motion in the minutes about writing a letter. Chair Rubin said is not sure if there was a motion, however, she has it in her notes that they agreed to write a memo. Mr. Schoefmann asked if he should put the letter together. Chair Rubin agreed and said he should include putting out the bike racks by April 1. Mr. Schoefmann suggested that Chair Rubin send him an email with her suggestions so he can begin crafting the letter. Chair Rubin agreed. Mr. Little suggested to Mr. Schoefmann that the chart column labeled “MP” should be spelled out as “Master Plan” instead in order to avoid confusion. Mr. Schoefmann agreed.

Bicycle Mayor- Mr. Schoefmann stated that Ms. Mannion was chosen to complete the final portion of the Safe Routes to School project that they have funding for, which is the tail end of the Maple Acres improvements (the neighborhood across from the Middle School). He said there was supposed to be a kick-off event for those facilities that never happened and he is not sure why it never did, however, DOT wanted the City to expend the funds so Ms. Brunner put together a Bike to School Event for the Middle School. There was a kick-off meeting with school faculty who will be collaborating on the project with Ms. Mannion. He said she is tasked with updating the Safe Routes to School toolkit that is over 6 years old, and she will also be coordinating with the parent volunteer group and implementing the Bike to School event. He said he will update the committee with any volunteer opportunities as more information for that event becomes available.

Wayfinding- Mr. Schoefmann said members may have noticed more wayfinding signage downtown and although the signs are supposed to be pedestrian-level, he said they appear more vehicle-level. He said if members have feedback they should send suggestions to Mr. Lundquist or himself.

Complete Streets- Mr. Schoefmann said bike counts have been tabulated and the spreadsheet is attached towards the back of the packet for committee review. He said the counts represent a good

baseline but they will need to continue the data collection over the next few years to capture any patterns or trends that might emerge. Mr. Bryenton asked if the committee should continue scheduling the count data collection every quarter. Mr. Schoefmann agreed that would be his recommendation. He said that the West Street-Pearl Street area was busiest in February-March for pedestrians in the 12 noon spot which was generally on Saturdays. He stated that Ashuelot River Park had a lot of traffic during that time period and there were 204 counts in the 4-6 pm slot. Vice Chair Benik said that was a very nice day and that could be why there were so many counts. Mr. Redfern said he accused Mr. Schoefmann last month of losing his count sheets but he found them so that was not Mr. Schoefmann's oversight after all. Mr. Schoefmann said he could add those counts to the spreadsheet.

Mr. Schoefmann said that Cheshire Rail Trail 4-Transportation Heritage Trail was added to the supplementary category to the CIP for 2019 and that is a great first step. Mr. Bryenton asked where to find the wayfinding signage downtown and Mr. Schoefmann said it is around Gilbo Avenue area but he has not noticed them himself. Mr. Redfern stated that in April he plans on addressing the State about putting wayfinding signage up for the two pedestrian bridges so that drivers on the road are aware of the trail crossings. Mr. Little stated that South Bridge is not on Google Maps and he said it takes up to ten years for them to update the maps. Mr. Schoefmann said he has searched it and he has gotten a point and a label. Mr. Little said North Bridge was not covered until they sent their photography. Mr. Brehme said it could have been a different map app as they do not all share data.

#### **5) Old Business - Bike Count Summary 2018 - Bike Racks - Public Outreach and Events**

Public Outreach and Events- Mr. Schoefmann said that Ulta Design and Planning was selected by the State to update their state-wide bicycle and pedestrian plan. He said they will be holding meetings across the State in five of the different districts and Keene is one of them. He said they will be working with the City through DOT to schedule a public input session so he will let the committee knows in advance about that session if there is anything they can do to help.

Mr. Schoefmann also stated that the annual meeting for MAST will be scheduled for sometime in January.

#### **6) Project Priorities 2019 Discussion**

Chair Rubin stated that they were planning on using the bulk of today's meeting to discuss project priorities. They have five priorities and they were thinking of expanding that to ten. However, Mr. Schoefmann provided valuable feedback that ten projects might be too many in terms of staff support so they may want to stick with the top five. She said they need to review the five and make any changes they deem necessary. Mr. Schoefmann handed out project list sheets. Mr. Bryenton said that he has the overall project list with the five priorities and asked if those are the existing five priorities. Chair Rubin said those are the existing five priorities and they did not discuss definitely changing them at last month's meeting, however, they did discuss reviewing and discussing any changes they would like to make. Mr. Little stated that ten projects seems excessive, however, six versus five may be meaningful. He said he spent some time looking at the current list and asked why Cheshire Rail Trail-Park Avenue Loop is not included in the chart as he thinks that project is a number one priority. Mr. Schoefmann replied that the idea was to put energy behind projects that did not already have

staff support. He said the funded projects are already being managed by City staff, for example, Ami Brown Road-Park Avenue Loop so part of the initiative was that the scoring for projects that were high for the committee did not have much financial support on the City organizational side and in order to get the organizational support the committee wanted to do bike counts around the West Street corridor that would help build that support. He said projects like Amy Brown Road will get done either way and there is not a lot that the committee can do for it. Mr. Little recommended adding a BE-0, Cheshire Rail Trail-Park Avenue Loop as high priority and number one on the list. Mr. Redfern agreed that project should be on the list.

Mr. Little stated that including that project, he came up with nine projects- five that are already there- and he identified three others, two of which were associated with Cheshire Rail Trail-Phase 4. He said those are on the list but not yellow. The remaining one is the improvements to the approach to South Bridge, trail improvements BE-16 on the list. He identified that project as number nine of the list of nine. Mr. Littleton said BE-0 is 1, BE-2 is 7, BE-5 is high priority 8, BE-13 on the next page is 2, BE-15 is 3, BE-16 is 9, BE-20 on the next page is 4, BE-21 is 5. Chair Rubin said that Mr. Schoefmann's assessment of how the committee arrived at the top five projects is accurate and to remind the committee of what their process was, they made a bucket list of all the projects, went through and rated the projects according to their organizational support and importance to pedestrians and bikers as low, medium or high, and she said she does not remember exactly how they rated them from there but they may have had a discussion and then took sticky dot process to narrow the projects down to five projects. She said it was an extensive process and she does not have a recommendation about how to move forward other than to discuss it more but she wanted to give context as to how they arrived at the top five.

Mr. Redfern stated that he is in agreement with Chair Rubin and Mr. Little and said it is odd that the Cheshire Rail Trail Park Avenue Loop is in the spring and BE-0 makes sense because it does not change the order of other projects. He suggested adding a project that is already in the Capital Improvement Program under the Supplemental and that would be BE-5- the 101 Overpass-Trails System projects and that should be highlighted in yellow. He said if they end up with just two more projects highlighted then he would be in agreement with that list. He said instead of re-prioritizing, other than BE-0, they can just add two more projects and presumably the list will be ready for prime time and hooked up with the Master Plan to move forward accordingly. Mr. Little stated that he is in agreement. Mr. Schoefmann clarified that Mr. Redfern and Mr. Little would like BE-2 and BE-5 to become priority projects. Mr. Little said he numbered them as BE-7 and BE-8 which did not change the priority of the other projects other than the BE-0 moving the list down one place.

Mr. Benik stated he is in agreement as they have nothing to lose by adding those projects to the high priority list. He referenced Mr. Bohannon's presentation about the Emerald Star project, and said the BE-17-Ashuelot Greenspace Trailhead- would be a great way to promote the trails to people outside of Keene and add an essential node for parking. Mr. Little asked Mr. Brehme if they would add that project as number ten. Mr. Brehme replied that he just threw the idea out there as something to think about. Mr. Little said he did not add BE-17, but he put BE-16 as number 9. Mr. Little asked if it would be a medium priority project. Mr. Brehme asked if they were reassessing priorities. Chair Rubin replied that they have not talked about reassessing the scores and she does not want to be the naysayer, but maybe they can add a few more projects to the list and then do another round of sticky dots to reevaluate the scoring. Mr. Schoefmann added that Mr. Little's process is sound, for example, the TAP project as number one is easy to promote. Mr. Brehme agreed that Mr. Little's priority list

demonstrates that some projects do not require much effort from the committee, however, BE-16 feels like low-hanging fruit and could be achieved pretty easily. Mr. Redfern suggested involving the College. Mr. Brehme added that the nine priority projects Mr. Little came up with vary in terms of the level of involvement from the committee so it might not be actually be a bad idea to have ten priority projects. Mr. Little said what they are essentially trying to do is keep the door open, as they have encountered reticence in the past about pursuing projects that were not on the top five list. He said no one wanted to talk about Cheshire Rail Trail-Phase 4 because they were still working on the Cheshire Rail Trail-Phase 3-Park Avenue Loop which was preventing constructive discussion and there is a lot to talk about at the onset of these projects in terms of keeping down costs.

Mr. Bryenton asked for clarification about BE-10- Amy Brown. Mr. Schoefmann replied that CRT-4 was envisioned as where the current TAP project ends on the Rail Trail out to the City Limit. He said the attached map shows that Amy Brown is highlighted in orange because it is going on, and BE-10 is above that in a green line which is the Rail Trail to the City limit and that is the section which is labeled. He stated that between TAP applications, the idea of completing the section of Cheshire Rail Trail from Eastern Avenue out to Swanzey was brought up as more of a priority. Mr. Schoefmann said the focus has shifted and that has become the next Rail Trail-Phase 4. Mr. Bryenton asked if the description for BE-10 is incorrect. Mr. Schoefmann replied that it is. Mr. Bryenton asked if the organizational support ranking and the importance level are high for both X and Y, does it make sense for BPPAC to spend time pushing for those projects if they are already in the works, or should they alternatively put resources into West Street which is off the radar now but could be positioned better for the future. Mr. Redfern stated that West Street is highlighted in yellow as a priority project. Mr. Schoefmann replied yes, however, the organizational support for West Street is not that great.

Mr. Schoefmann stated that focusing on the trails and wayfinding with the College could be a great next step. He suggested bringing up items to Mr. Bohannon to see what he thinks. He encouraged BPPAC to stay away from downtown wayfinding as it is a bit of a mess. Mr. Bryenton asked if they would be able to accomplish more if there is both strong organizational support and a high importance level from the committee. Mr. Schoefmann replied that could be true, however, it is dependent on several factors and there is no across-the-board formula. For example, the Access Point and Connectivity analysis is high priority and will be included in the Master Plan, however, it is one of those projects that BPPAC has not had much involvement in and perhaps it is more a matter of knowing what the role or gap is that they can fill in per project and creating awareness about it. Mr. Bryenton asked if they need to get organizational support to a high level before they can expect any action. Mr. Schoefmann replied yes they would need to have discussion, make decisions on the information available to them and then send a memo to a point person about how to get action items. He said the bike racks memo is a small but good example of attempting to get movement on an issue. He encouraged members to keep in mind that the committee is advisory to City Council, so they can push it forward to City Council committee once they have enough action items. Mr. Little stated that in order to get movement on projects, they need to keep revisiting them at each meeting and making sure they are being pushed forward.

Mr. Bryenton stated that he supports adding the two new project items to the list, however, he said that BE-18- Downtown Revitalization- has been completely off of BPPAC's radar and he is not sure if that has been a strategic decision, because of that project's high visibility and task force, or if they should become more involved in the decision-making process. Mr. Schoefmann replied they could



benefit from a better understanding of where that project is as it is led by DPW so he does not always receive project updates. Mr. Schoefmann stated the land use code updates, however, are probably more important to understand as the major land use changes are for Downtown. However, he will see where DPW stands with the project and ask Mr. Lussier or Mr. Lundquist to talk to the committee about the project so committee has a better understanding. Mr. Bryenton added that he is not pushing for anything specifically; however, he does not want the committee to miss the opportunity to have a voice at the table pushing for the committee's interests in the Downtown Revitalization project. Chair Rubin agreed, she said especially in terms of assessment of streets in terms of how complete they are, for example, if Main Street were deemed incomplete in terms of Complete Streets, it would be elevated to a higher priority level. She said they have not focused at all on BE-20. Mr. Schoefmann stated that Keene State College is working on BE-20 and Mr. Brehme stated he just saw the results of a that project. Chair Rubin stated that West Street is in terrible condition and is incomplete and Main Street also has issues. Mr. Schoefmann and Mr. Brehme agreed that Main Street is very congested, the angled parking is bad and there is no delivery space. Mr. Brehme asked if they could anticipate points in time when their engagement could be useful, for example, when bike and pedestrian issues come up in debate, rather than having an eleventh item. Mr. Schoefmann stated he has not heard them getting to that point yet. Vice Chair Benik asked if anyone is on the Economic Development committee as there are some sketches he saw that are aimed at revamping entire sections of downtown, for example, Gilbo Avenue. Chair Rubin said she agrees with considering Main Street as the tenth item. Mr. Schoefmann suggested adding the Greenspace Trailhead as well. Mr. Redfern suggested shading that item green because it is privately-owned and out of the City's hands, which makes it hard to add that space into the mix. Mr. Schoefmann said that Mr. Bohannon stated there was not much they could do as it is privately-owned. Mr. Redfern suggested they send out a letter to "light a fire" under it. He said he would be glad to write a letter with Mr. Brehme. Mr. Brehme agreed. Mr. Schoefmann also suggested assigning tasks once they have identified their priorities. He stated that projects may get more action if they take initiative instead of waiting for him to draft up letters. Chair Rubin asked if they have added five projects

*Mr. Little reviewed the projects in order of their ranking:*

He stated BE-0 would be added as number 1, BE-2 would be 7, BE-5 would be 8, BE-13 would be 2, BE-15 would be 3, BE-16 would be 9, BE-17 would be 10, BE-20 would be 4, BE-21 is 5, BE-26 is 6. He said that includes the Emerald Star project from Mr. Brehme. Mr. Schoefmann stated that Main Street would be number 11. Mr. Brehme stated that Emerald Star can go down to number 11 in order of ranking as it is not within the City's purview as private property.

#### **7) New Business - Items to be included for next meeting**

Mr. Schoefmann said he will aim to use a shading scheme for ranking. He said the ranking they have accomplished today is strong, so the next step would be to talk about what can be done in 2019 for each project at the next meeting. He said, for example, coming up with one action item for each project for 2019, whether that means more counts or presentations from key point people. He said the ten projects may not fit into the financial process, so highlighting financial aspects that are most important would be key to getting funding, for example, getting attention on West Street for the CIP. Chair Rubin said they had a timeline of August for putting it into the CIP for West Street improvements similar to what they accomplished for Park Avenue. Mr. Schoefmann said they could also begin looking for funding. Chair Rubin agreed they would pursue those steps in January.

Mr. Redfern stated that the real priorities are determined by the opportunities as they present themselves, although they can also put items on the plate. However, for the most part, movement will dependent on opportunities for funding or otherwise. Chair Rubin said she has Mr. Lussier on the list of things to do in January to discuss Amy Brown Road. Mr. Schoefmann replied he will see what he can do to get Mr. Lussier to do a Q&A session with BPPAC. He said he will also update the list and incorporate project updates list into the project priority list so they avoid having too many lists.

8) **Adjournment-** Chair Rubin adjourned the meeting at 9:35am

**Next meeting date – January 9, 2019**

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

Additional edits by,  
Will Schoefmann, Community Development Staff

## BPPAC Project Updates 2019

JANUARY

Project	PRIORITY	MP	Status	Budget *		Schedule			Updates (changes and relevant updates)
				Cost	Status	Start	Finish	Status	
Master Plan	N/A	N/A	Working	City Staff	N/A	Spring14	Fall 2018	Behind	Introduction and Background available for BPPAC Review, Trail Specific Maps and details regarding North Bridge inserted.
Jonathan Daniels Trail Maintenance	N/A	BE4	Planning	N/A	N/A	N/A	N/A	N/A	Getting estimate for drainage and surfacing maintenance
Bike Racks	N/A	BE28	Working	N/A	N/A	ongoing	N/A	N/A	BPPAC to submit a letter to public works regarding a plan and locations for Downtown Bike Racks. Many bike racks not put out in usual places during 2018
Lighting	N/A	BE28	Completed	City Staff	Even	complete	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 2017-18	N/A	N/A	Completed	\$10K	Even	complete	May-18	On Schedule	Lining has been redone as part of DPW's road striping budget. Project signage has been installed. City Staff needs to follow up on the metrics with SWRPC including Bike Counts in the project area, a final PSA, accident research.
NHDOT TAP Grant 2018	N/A	BE22	Submitted	\$674K	N/A	Winter 2018	Summer 19	On Schedule	City of Keene has submitted a TAP grant application for Complete Street improvements to Marlboro Street that tie into other planned improvements, infrastructure and economic development goals. The project was ranked #4 by our regional TAC.
Emerald Star (Trail Info Hub)	11	N/A		City Staff	N/A	Planning	N/A	N/A	Concept of an "Emerald Star" or trail system that has a centralized point for gathering and trail system information. Kiosk/visitor center included.
Bicycle Mayor	N/A	N/A	Working	Safe Routes to School	Even	Winter 2018	Fall 2019	On Schedule	Kick off meeting with Keene Middle School for the Safe Routes to School grant funded event was held on Thursday 12/6. Bicycle Mayor will be coordinating the event to coincide with Bike to Work Week and has been officially contracted for this project.
<b>MASTER PLAN PROJECTS</b>									
Cheshire Rail Trail - Park Ave. Loop	1	BE0	Working	\$411,615.51	Even	Spring19	Fall 19	Behind	Engineering division of DPW is managing this project now. Preliminary Engineering Plans and Report submitted to NHDOT/FHWA for advice, comment and approval. Anticipated construction 2019. Meeting with Coucilorors to review proposed improvements to Park Ave/West Street held on Wednesday 12/5
Access Point & Connectivity Analysis	2	BE13	Planning	KSC Students	N/A	Fall 2018	Dec-18	On Schedule	Master Plan top 5 project. Staff is working with a Group of KSC Geography Seniors in the capstone seminar project to help analyze connetivity and develop a Complete Streets "report card"
Wayfinding	3	BE15	Planning	City Staff Unknown	N/A	Planning	N/A	On Schedule	Continued development of the downtown "pedestrian" level wayfinding is being conducted. What is BPPAC's input?

Complete Streets Assessment	4	BE20	Planning	City Staff	N/A	Planning	N/A	N/A	Master Plan top 5 project. Planning Staff met for a kickoff meeting with KSC Geography Students to conduct an assessment of City Streets based on their Complete Street designations and current layouts. See "Access Point & Connectivity" also
Sidewalk/Pedestrian Connectivity	5	BE21	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	6	BE26	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, May and September Counts have been compiled.
Cheshire Rail Trail Phase 4 - Transportation Heritage Trail	7&8	BE2,BE5	Planning	\$ 2,564,500.00	Even	N/A	N/A	N/A	Project submitted as a supplemental CIP - unfunded but in the plan book. Project includes from Eastern Ave - 101, Bridge to Span 101, improvements to Old Stone Arch Bridge and potential crossing at Swanzy Factor Rd.
South Bridge, Ashuelot RT Gap	9	BE16		City Staff, KSC	N/A	Planning	N/A	N/A	Pave or surface the gap between the old Railroad Bridge on the Ashuelot Rail Trail and South Bridge
Main Street (Complete Street)	10	BE18	Planning	City Staff	Under	Planning	N/A	On Schedule	Main Street is an icon to the Keene community and in need of multimodal transportation overhaul. DPW has a downtown revitalization CIP that is multi year. How does BPPAC fit in and provide input?

ITEMS WITH UPDATES

Project	PRIORITY	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 Phase 4 - Transportation Heritage Trail	MP	Planning	N/A	N/A	N/A	N/A	N/A	Concept being worked on by City Engineer for the southern leg of Cheshire Rail Trail. To include from Eastern Ave - 101, Bridge to Span 101, improvements to Old Stone Arch Bridge and potential crossing at Swanze Factor Rd.
Cheshire Rail Trail - Park Ave. Loop		Working	\$411,615.51	Even	Spring19	Fall 19	Behind	Engineering division of DPW is managing this project now. Preliminary Engineering Plans and Report submitted to NHDOT/FHWA for advice, comment and approval. Anticipated construction 2019. Meeting with Councilors to review proposed improvements to Park Ave/West Street held on Wednesday 12/5
Bike Racks		Working	Grant Funded/Fed+ SWRPC	N/A	ongoing	N/A	N/A	BPPAC to submit a letter to public works regarding a plan and locations for Downtown Bike Racks. Many bike racks not put out during 2018
Master Plan		Working	City Staff	N/A	Spring14	Fall 2018	Behind	Introduction and Background available for BPPAC Review, Trail Specific Maps and details regarding North Bridge inserted.
NH Pass Signage		Completed	City Staff	Over	ongoing	Apr-18	N/A	Total of 13 signs have been 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		Completed	City Staff	N/A	complete	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	City of Keene was not selected as one of the recipients for this years grant award.
Complete Street Grant 2017-18		Completed	\$10K	Even	complete	May-18	N/A	Lining has been redone as part of DPW's road striping budget. Project signage has been installed. City Staff needs to follow up on the metrics with SWRPC including Bike Counts in the project area, a final PSA, accident research.
NHDOT TAP Grant 2018		Submitted	\$674K	N/A	Winter 2018	Summer 19	On Schedule	City of Keene has submitted a TAP grant application for Complete Street improvements to Marlboro Street that tie into other planned improvements, infrastructure and economic development goals. The project was ranked #4 by our regional TAC.

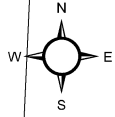
Bicycle Mayor		Working	Safe Routes to School	N/A	Winter 2018	Fall 2019	On Schedule	Kick off meeting with Keene Middle School for the Safe Routes to School grant funded event was held on Thursday 12/6. Bicycle Mayor will be coordinating the event to coincide with Bike to Work Week and has been officially contracted for this project.
MASTER PLAN PROJECTS								
Access Point & Connectivity Analysis	MP	Planning	KSC Students	N/A	Fall 2018	Dec-18	On Schedule	Master Plan top 5 project. Staff is working with a Group of KSC Geography Seniors in the capstone seminar project to help analyze connectivity and develop a Complete Streets "report card"
Wayfinding	MP	Planning	City Staff Unknown	N/A	Planning	N/A	On Schedule	Continued development of the downtown "pedestrian" level wayfinding is being conducted. What is BPPAC's input?
Complete Streets Assessment	MP	Planning	City Staff	N/A	Planning	N/A	N/A	Master Plan top 5 project. Planning Staff met for a kickoff meeting with KSC Geography Students to conduct an assessment of City Streets based on their Complete Street designations and current layouts. See "Access Point & Connectivity" also
Sidewalk/Pedestrian Connectivity	MP	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	MP	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, May and September Counts have been compiled (see packet).

\*Budget - Even = "Within Budget"

ITEMS WITH UPDATES



# BIKE-PED MASTERPLAN PROJECT LOCATIONS



## Proposed 2019

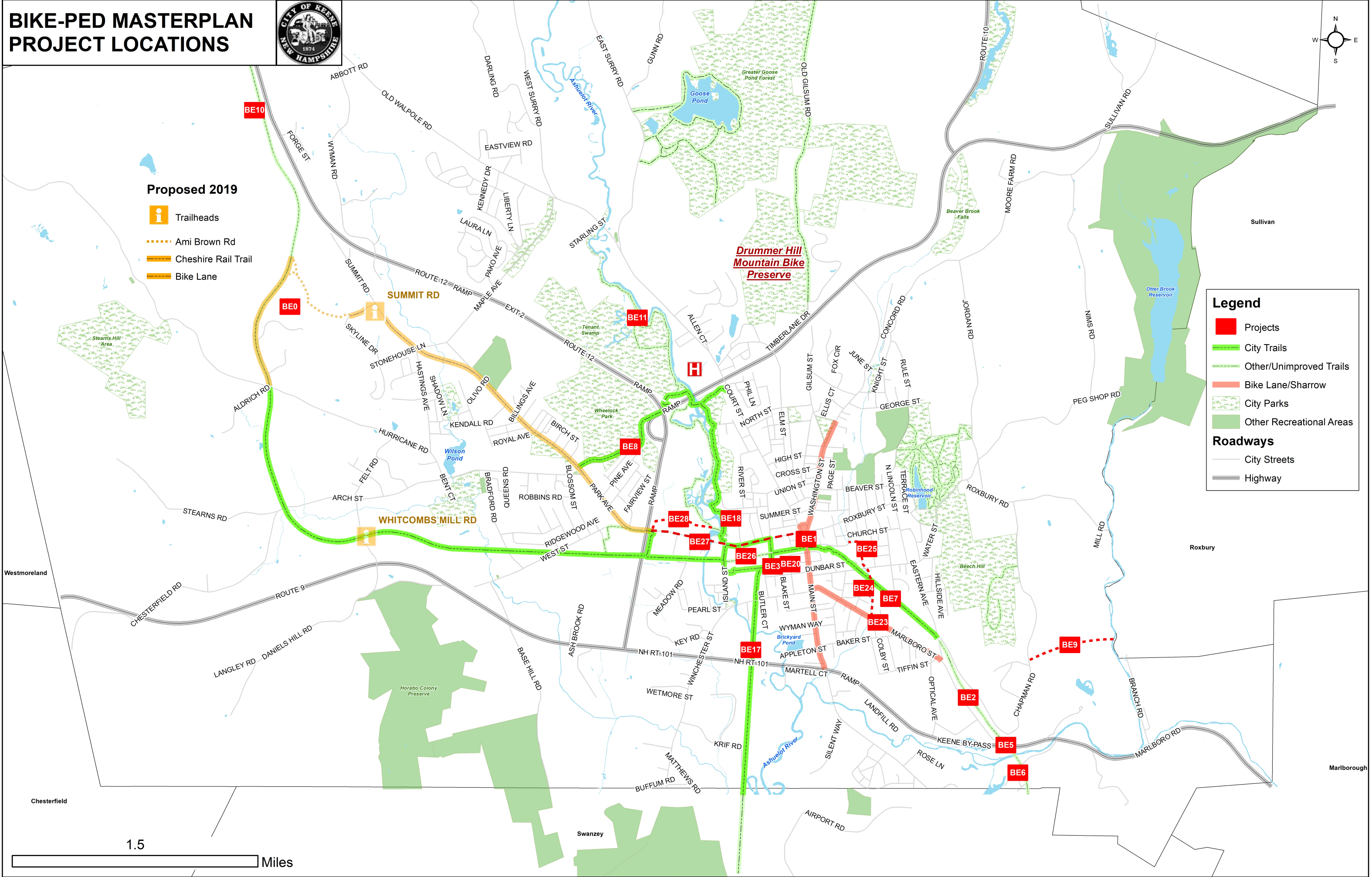
- Trailheads
- Ami Brown Rd
- Cheshire Rail Trail
- Bike Lane

## Legend

- Projects
  - City Trails
  - Other/Unimproved Trails
  - Bike Lane/Sharrow
  - City Parks
  - Other Recreational Areas
- ### Roadways
- City Streets
  - Highway

1.5

Miles

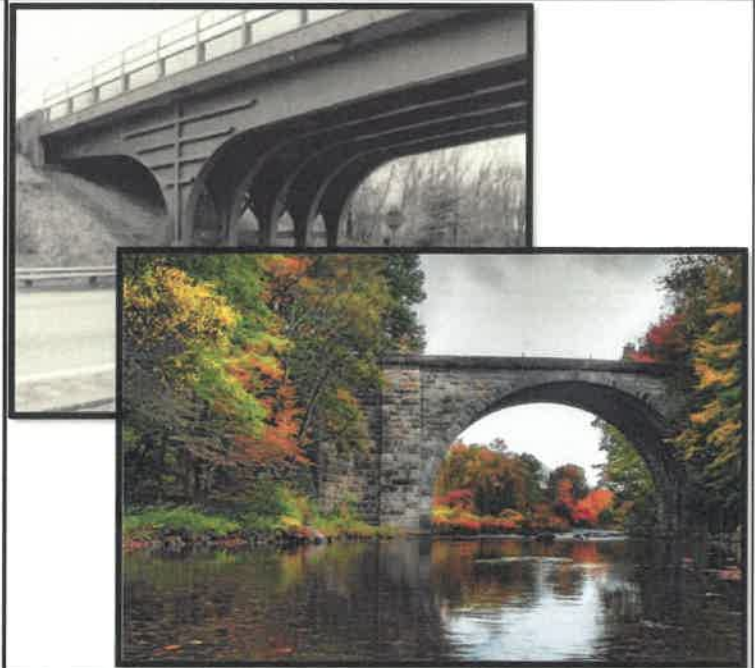


# CITY OF KEENE, NEW HAMPSHIRE

## 2020 - 2025 Capital Project Funding Request

### GENERAL PROJECT DATA

**Project Name:** Transportation Heritage Trail  
**Department:** Parks & Recreation  
**Physical Location:** Southeast Keene  
**Federal Mandate:** N/A  
  
**State Regulation or Law:** N/A  
  
**Master Plan (CMP) Focus Area:** Healthy Community  
  
**CMP Vision/Strategy:** Trails & Bike Pathways  
  
**Council Initiative:** N/A  
  
**V.O.I.C.E.:** Continually Assess Facilities and Infrastructure  
  
**Departmental Objective:** Master Plan Recommendation # 12 - Improve the level of service in parks, facilities, trails and open space



### PROJECT DESCRIPTION/JUSTIFICATION

The Transportation Heritage Trail will be the next phase in the ongoing development for our existing Cheshire Rail Trail System. This section will begin at the terminus of the previously completed Industrial Heritage Trail (IHT). Where the IHT celebrates Keene's history as an industrial and manufacturing hub, the Transportation Heritage Trail (THT) will pay homage to the evolution of transportation technology through the decades.

The central feature of this project will be the adaptive reuse of three historic bridges. To the west, the trail will reuse the Robert J. Prowse Memorial Bridge to cross NH Route 101. This bridge previously carried traffic over Interstate 93 in Londonderry, and is being made available for reuse by the NHDOT. In the center, the trail will feature the existing Stone Arch Bridge, which will be rehabilitated with historically-appropriate railings. The City anticipates reusing our own Island Street Bridge (a Baily truss bridge) to carry the trail over Swanzey Factory Road. Along the trail, the historic bridges will form the context for educational signage and static displays related to the history of transportation and how transportation systems have shaped today's built environment.

In order to maximize our opportunity to seek out funding from various grant programs and contributions from non-profit organizations, the project will be completed in several phases. In 2023, we will construct a roadside trailhead off of Swanzey Factory Road and install safety railings on the Stone Arch Bridge. Funding in 2024 will allow the rail bed from Eastern Avenue to Rt. 101 to be improved and embankment on the North side of Rt. 101 to be prepared for the Prowse Bridge. In 2025, the historic Prowse Bridge will be relocated from temporary storage in Londonderry to its new home in Keene. The schedule outlined above will be contingent upon the availability of grant funds and private donations.

### FINANCIAL PLAN & PROJECT SCHEDULE

	PRIOR YR	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL
<b>EXPENDITURES</b>								
Design				26,600	47,900	263,900		338,400
Construction/Implementation					177,300	319,300	1,729,500	2,226,100
Property/Equip. Acquisition								0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,600</b>	<b>\$225,200</b>	<b>\$583,200</b>	<b>\$1,729,500</b>	<b>\$2,564,500</b>
<b>FUNDING</b>								
Current Revenue				26,600				26,600
Capital Reserve								0
Debt Funded					112,600	443,200	689,500	1,245,300
Federal or State Grants					112,600	100,000	1,000,000	1,212,600
Donations and other Funds						40,000	40,000	80,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,600</b>	<b>\$225,200</b>	<b>\$583,200</b>	<b>\$1,729,500</b>	<b>\$2,564,500</b>

**ANNUAL DEPARTMENT OPERATING BUDGET IMPACT:** Negligible<\$5,001  
 Ongoing

**PROJECT STATUS:** New Project