



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

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

**Wednesday, July 10, 2019**

**8:15 AM**

**City Hall, Second Floor**  
**Second Floor Conference Room**

**Members:**

|                           |                          |
|---------------------------|--------------------------|
| Dillon Benik, Chair       | Charles Redfern          |
| Drew Bryenton, Vice Chair | Linda Rubin              |
| Brad Dufresne             | Todd Horner              |
| Christopher Brehme        | David Souther, Alternate |

- 1) Roll Call
- 2) Rules of Procedure – Tom Mullins
- 3) June 12, 2019 Minutes
- 4) Old Business
  - Downtown Bike Racks & Counting Updates
  - Thom Little Follow up
  - Public Outreach and Events Subcommittee
- 5) Project Updates  
(Note: BPPAC Master Plan Documents available on google drive)
- 6) New Business
  - Items to be included for next meeting
- 7) Adjournment

Next meeting date – August 14, 2019



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

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

**Wednesday, June 12, 2019**

**8:15 AM**

**City Hall, Second Floor**  
**Training Room**

**Members:**

Dillon Benik, Chair  
Drew Bryenton, Vice Chair  
Brad Dufresne  
Christopher Brehme  
Charles Redfern  
Todd Horner  
David Souther, Alternate

**Staff:** Will Schoefmann

**Members not present:**

Linda Rubin

**1) Roll Call**

Vice Chair Bryenton called meeting to order at 8:50 pm when quorum was achieved. Roll call was conducted.

Mr. Redfern shared the news of Mr. Little's passing last week and honored his long-term commitment to BPPAC and the greater Keene community. He said he would inform members when there would be a service.

**2) May 8, 2019 Minutes**

**Chair Bryenton moved to accept the May 8, 2019 minutes, Mr. Dufresne seconded and the motion was passed unanimously.**

**3) Keene State Geography – Complete Streets Report Card Presentation**

Keene State College students presented their research into the City of Keene's complete streets. Presentation Link: <http://arcg.is/1D4HLi>

#### 4) Old Business

##### *Downtown Bike Racks: Update*

Mr. Schoefmann directed members to a map provided by the Department of Public Works (DPW) of where they plan to set out bike racks. He said he is going to take some time next week to make sure the racks are placed where they are predicted on the map. He said they placed racks on the eastern side of Main Street. He stated that the rectangular-shaped racks are placed against the wall and he will try pulling them out so they can double the amount of bikes they can place in them. Mr. Schoefmann stated that it would be a good idea to provide input towards the end of the bicycling season. Vice Chair Bryenton asked Mr. Schoefmann about the possibility of DPW conducting the bike counts. Mr. Schoefmann replied that they should not count on it as the summer is DPW's busiest construction season. He said that Mr. Lundquist stated that they can keep track of the number of bikes in the racks to inform a more formalized plan for next year. Mr. Dufresne said what are the standards are for bike counting. Mr. Schoefmann said he will look up the parked bike counting standards because he is not sure. Mr. Brehme stated that they can get a baseline of bike counts for Wells Street. He said he can research the standards to see what kind of baseline they can get for future counts. Mr. Bryenton stated that late August and early September might be a better time for getting baseline bike counts. Mr. Schoefmann stated they can also grab coffee at Brewbakers walk around and counts bikes in racks.

Mr. Horner informed the committee that he had communicated with Mr. Schoefmann about the Fire Dog Bread business' request for a bike rack in their parking lot. He asked if DPW can install a bike rack and Mr. Schoefmann replied most likely not as it is private property. Mr. Redfern added that MAST had provided the bike racks and asked Mr. Schoefmann if there were any bike racks left from their donation. Mr. Schoefmann replied that to the best of his knowledge the racks MAST had donated have all been distributed. He said that the property owner is planning to do some landscaping in the dirt portion of the lot so maybe they can place a rack there. Mr. Horner noted that the owner of Fire Dog Bread told him that there used to be a bike rack left by Green Energy Options that they had obtained from the Rack it UP program. Mr. Horner said it would be interesting to cross-reference the racks that have been deployed from what is still being stored in the garage. Mr. Dufresne asked if they were aiming for 100% deployment of the bike racks. Mr. Schoefmann replied that he is not in control of the deployment of the racks but he would imagine that they are all being distributed; however, the City will not deploy racks on private property. Mr. Horner said the reason he asked if the City is storing Rack it Ups racks is due to the fact that those racks are technically not City property. Mr. Redfern asked if there is a surplus of racks and Mr. Schoefmann said there probably is a surplus. Mr. Redfern asked if the City could perhaps sell a rack to a private person for \$10 and Mr. Schoefmann replied that they could but the process is extremely complicated and might not be worth it. He said he would speak to Mr. Lundquist about placing a rack at Fire Dog Bread and Mr. Horner noted that they could even place it in the public right of way.

##### *West Street Bike Counting:*

**Schedule 2019-** Mr. Schoefmann stated that the next bike count dates will probably be in September. Mr. Brehme asked if there is an opportunity to conduct summer bike counts. Mr. Schoefmann replied that it would be interesting to sample in the summer.

**KSC Community Service Day volunteers-** Vice Chair Bryenton said that Keene State College (KSC) is looking for opportunities for their entering freshmen students to do some volunteer work during Freshmen Orientation week. Vice Chair Bryenton replied that he pitched the idea of students conducting pedestrian and bike counts and completed a request form and is awaiting a reply. Mr. Brehme added that he can follow up on that idea with KSC.

Mr. Horner stated that a nice compliment to the bike counts would be automatic counters or pneumatic tubes. He said the spur of the rail trail that connects with West Street could be a good location to place them. Mr. Schoefmann noted that the bridges would be a good location as well. Mr. Horner said the City could make a request to have those counters deployed. Mr. Schoefmann said it could provide a good baseline of bike and pedestrian counts for the Park Avenue project. He said that trail will be used for transportation as opposed to recreation and would make a good data point.

#### ***Public Outreach and Events Subcommittee***

Mr. Schoefmann said the committee had expressed interest in participating in public outreach and the development of an Events subcommittee. Mr. Redfern proposed that the Four on the 4<sup>th</sup> event would make an ideal forum for BPPAC to present their work and distribute their maps for the trail system. He suggested appealing to the City to have members or staff present to advertise the new City map app. Mr. Schoefmann stated that he will pass the link onto Mr. Redfern to distribute. Mr. Brehme asked where he could download the app and Mr. Schoefmann said it is not downloadable; however, it can be accessed on the City website. Mr. Dufresne said he uses it on his desktop and it feels like an app. Vice Chair Bryenton asked Mr. Horner if there will be a duplication of work if BPPAC heads up events. Mr. Schoefmann suggested BPPAC work with MAST members to develop a schedule as a sort of clearinghouse for bike to work events in the City. Mr. Horner said he is thinking of logistics and organizing bike events. He said MAST and BPPAC could develop parallel efforts and it mainly involves finding the right organizations to take the events on. Mr. Schoefmann noted that a casual forum could be added to the the Bike to Work Week event schedule. He said that he sees a vacuum right now in terms of how to find bicycle and walking events right now and BPPAC can help make those events more visible. Chair Bryenton added that BPPAC can provide resources and do not have to be the main hub of information like MAST. Mr. Horner said this could be a discussion for MAST to have to decide whether they are the ones to fulfill that role.

#### **5) Bicycle Friendly Community Status**

Mr. Schoefmann announced that the City of Keene received an award as a Silver Bicycle Friendly Community. He said as soon as he has the report card available he will make it available on Google Drive so they can discuss it further. Mr. Souther asked if there is a way for the City-at-large to be informed that Keene received this recognition. Mr. Schoefmann replied that they will be putting out a press release and he plans to contact the Sentinel as well. He said the League of American Bicyclists provided some resources on how to advertise the award with a sign. Mr. Brehme suggested placing a sign stating “Welcome to Keene: a Bicycle Friendly Community since 2019” on North and South Bridges. Mr. Redfern added that the State has agreed to make signs identifying the trails and Mr. Lundquist has not heard any action on that. Mr. Schoefmann said he will follow up on that with representatives from the State.

## 6) Project Updates

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

### Master Plan

Mr. Schoefmann said he will be developing a scope of work and seeking to hire a consultant to complete the Master Plan.

### Bicycle Mayor

Mr. Schoefmann stated that the Safe Routes to School event was a big success and there were approximately 60 kids walking and biking. He said he and Mr. Horner rode from the YMCA down Maple Avenue to the Middle School with close to 30 kids with adult chaperones. Mr. Schoefmann said that he hopes they will have the event again next year as the now they have a template for events like these.

### Cheshire Rail Trail – Park Ave Loop

Mr. Schoefmann stated that the design for the easement was approved by City Council so now it is a matter of getting the final design approved by the State for construction. Vice Chair Bryenton asked if the construction will start the season and Mr. Schoefmann said he was hopeful, but construction would have to be split up between late summer and early fall. He said it is the City's construction and work oversight season.

### Complete Streets Assessment

Mr. Schoefmann said the student work was very beneficial.

### West Street as a Complete Street

Mr. Schoefmann said he will compile the counts they did in May and upload them in the Google Drive and hopefully they can get some summer counts in with Keene State College student assistants.

### Main Street

Mr. Schoefmann stated that as of July 1<sup>st</sup>, the City will have funding for the Capital program run by DPW so BPPAC should interface with Mr. Lussier and Mr. Blomquist on how BPPAC can participate.

## 7) New Business

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

Mr. Redfern recommended that BPPAC ensure that pedestrian and bicyclists are accommodated in the Arts Corridor project, particularly in the Gilbo Avenue and School Street corridor. He said Mr. Dugan from MEDC is proposing an Arts Corridor and "pedestrian-only" block from Main Street on Gilbo to School Street. Mr. Redfern said Mr. Greenwald and Lindsay's Diner will complain as they will lose front parking. He suggested placing an item on the agenda for next month. He stated that Mr. Dugan is going to propose bike lockers for the Wells Street parking garage and possibly other areas as there are expensive bikes in town. Chair Bryenton said he is in contact with Fred McFadden from Monadnock Marketplace and he said that this is a good development concept. Mr. Horner said it is a great opportunity when there is a big property manager reaching out to support bicyclists and pedestrians. Mr. Schoefmann stated that he can reach out to him and he may need to go into the site plan process which includes fees, approval etc. He said he reached out

to Monadnock Cycling Club first. Mr. Redfern said there might be some money behind it and motivation to do it. Mr. Schoefmann said he will cc Mr. Horner and Mr. Brehme on an email.

8) **Adjournment**

**Next meeting date – July 10, 2019**

Respectfully submitted by,

Ayshah Kassamali-Fox, Minute-Taker

Additional Edits by,

Will Schoefmann, Community Development Staff

| Project                              | PRIORITY | Master Plan Project # | Status    | Budget *              |        | Schedule    |           |             | Updates<br>(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. Developing a scope of work and seeking funding to hire a consultant to complete the plan.  |
| Jonathan Daniels Trail Maintenance   | N/A      | BE4                   | Planning  | 25,000.00             | Even   | Summer20    | Fall 21   | N/A         | \$25k set aside in CIP FY' 21   |
| Bike Racks                           | N/A      | BE28                  | Working   | N/A                   | N/A    | ongoing     | N/A       | N/A         | Bike Racks set out by DPW - downtown plan attached to June Agenda/Package   |
| Lighting                             | N/A      | BE28                  | Completed | City Staff            | Even   | complete    | N/A       | On Schedule | Pathways for Keene are making an additional donation this year to the City. Proposal is to light Appel Way.   |
| 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 been selected as a TAP grant recipient for Complete Street improvements to Marlboro Street that tie into other planned improvements, infrastructure, economic development goals and the Cheshire Rail Trail. Agreement recieved from NHDOT for Manager's Signature Monday 5/6.      |
| Bicycle Mayor                        | N/A      | N/A                   | Working   | Safe Routes to School | Even   | Winter 2018 | Fall 2019 | On Schedule | Keene Middle School - Safe Routes to School grant for education and outreach events and updated safe routes tool kit document. Bicycle Mayor is wrapping up the project with survey and presentations to MAST and City Council. Event was a resounding success with 60 kids walking/biking on May 15! |
| <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 approved by NHDOT/FHWA. Anticipated construction 2019. ROW discussions and negotiations underway with abutters. Easement and trail resolutions passed by City Council. Updates pending from DPW.   |
| 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 connectivity 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? Trail and in street level wayfinding thoughts/plan?  |

|  |     |          |          |                       |       |          |     |             |  |
|--|-----|----------|----------|-----------------------|-------|----------|-----|-------------|--|
| Complete Streets Assessment                                    | 4   | BE20     | Working  | City Staff            | N/A   | ongoing  | N/A | N/A         | Master Plan top 5 project. KSC Geography Students conducted an assessment of City Streets based on their Complete Street designations and current layouts. See "Access Point & Connectivity". A report is available via google drive. Student presentation at regular June meeting.  |
| 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<br>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. Seeking volunteer students to assist from KSC. |
| Cheshire Rail Trail Phase 4 -<br>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 Swanzey 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?  |
| 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.   |

ITEMS WITH UPDATES



| Project                              | PRIORITY | Master Plan Project # | Status    | Budget *              |        | Schedule    |           |             | Updates<br>(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. Developing a scope of work and seeking funding to hire a consultant to complete the plan.  |
| Jonathan Daniels Trail Maintenance   | N/A      | BE4                   | Planning  | 25,000.00             | Even   | Summer20    | Fall 21   | N/A         | \$25k set aside in CIP FY' 21   |
| Bike Racks                           | N/A      | BE28                  | Working   | N/A                   | N/A    | ongoing     | N/A       | N/A         | Bike Racks set out by DPW - downtown plan attached to June Agenda/Packet  |
| Lighting                             | N/A      | BE28                  | Completed | City Staff            | Even   | complete    | N/A       | On Schedule | Pathways for Keene are making an additional donation this year to the City. Proposal is to light Appel Way.   |
| 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 been selected as a TAP grant recipient for Complete Street improvements to Marlboro Street that tie into other planned improvements, infrastructure, economic development goals and the Cheshire Rail Trail. Agreement recieved from NHDOT for Manager's Signature Monday 5/6.    |
| Bicycle Mayor                        | N/A      | N/A                   | Working   | Safe Routes to School | Even   | Winter 2018 | Fall 2019 | On Schedule | Keene Middle School - Safe Routes to School grant for education and outreach events and updated safe routes tool kit document. Bicycle Mayor is wrapping up the project. Event was a resounding success with 60 kids walking/biking on May 15!  |
| <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 approved by NHDOT/FHWA. Anticipated construction 2019. ROW discussions and negotiations underway with abutters. Easement and trail resolutions passed by City Council. Updates pending from DPW. |
| 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 connectivity 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? Trail and in street level wayfinding thoughts/plan?  |

|  |     |          |          |                       |       |          |     |             |  |
|--|-----|----------|----------|-----------------------|-------|----------|-----|-------------|--|
| Complete Streets Assessment                                    | 4   | BE20     | Working  | City Staff            | N/A   | ongoing  | N/A | N/A         | Master Plan top 5 project. KSC Geography Students conducted an assessment of City Streets based on their Complete Street designations and current layouts. See "Access Point & Connectivity". A report is available via google drive. Student presentation at regular June meeting.  |
| 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<br>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. Seeking volunteer students to assist from KSC. |
| Cheshire Rail Trail Phase 4 -<br>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 Swanzey 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?  |
| 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.   |

ITEMS WITH UPDATES