



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

**Wednesday, June 12, 2024**

**8:15-9:30 AM**

**2<sup>nd</sup> Floor Conference Room  
3 Washington St, City Hall**

**Members:**

Sam Jackson, Chair

Dr. Rowland Russell, Vice Chair

Ed Haas, Councilor

Autumn DelaCroix

Dillon Benik

Jan Manwaring

Michael Davern

Charles Redfern, Alternate

Diana Duffy, Alternate

Janelle Sartorio, Alternate

- 1) Call to Order, Roll Call, Welcome
- 2) May 8, 2024 Minutes
- 3) Downtown Bike Racks
- 4) Safety and Outreach
  - a. Downtown Bike Lane Rules
  - b. Bicycle Pedestrian Promotion
- 5) Regular Project Updates
- 6) Volunteer Opportunities
- 7) Old Business
  - a. Bicycle Pedestrian Master Plan
  - b. Kiosk Maps and Wayfinding Updates
- 8) New Business
  - Items to be included for next meeting
- 9) More Time
  - Public Art and the Trails Updates
  - Old Stone Arch Bridge Safety Improvements
  - BPPAC Website
  - Community Bike Share
- 10) Adjournment
  - Next meeting date – July 10, 2024

1 City of Keene  
2 New Hampshire

3  
4  
5 BICYCLE AND PEDESTRIAN PATH ADVISORY COMMITTEE  
6 MEETING MINUTES  
7

Wednesday, May 8, 2024

8:15 AM

2<sup>nd</sup> Floor Conference Room,  
City Hall

**Members Present:**

Samantha Jackson, Chair  
Dr. Rowland Russell, Vice Chair  
Councilor Edward Haas  
Jan Manwaring  
Autumn DelaCroix  
Charles Redfern, Alternate  
Janelle Sartorio, Alternate

**Staff Present:**

William Schoefmann, GIS Technician

**Members Not Present:**

Dillon Benik  
Michael Davern  
Diane Duffy

8  
9  
10 **1) Call to Order and Roll Call**

11  
12 Chair Samantha Jackson called the meeting to order at 8:24 AM.

13  
14 **2) April 10, 2024, Minutes**

15 Chair Jackson noted that on line 29, the word “kid” should be “kind”. She also pointed out that  
16 the motion attributed to Ms. Autumn DelaCroix was incorrect. Mr. Schoefmann clarified that  
17 some of the confusion came from the fact that there was a motion to amend Councilor Haas’s  
18 original motion. The motion to amend needed to be carried before the original motion could be  
19 voted on. He said upon reviewing the tape, Ms. DelaCroix stated “we need to vote on this”.  
20 Councilor Haas asked if the group could accept the minutes subject to changes. Mr. Schoefmann  
21 clarified that the only change was from “kid” to “kind”. Ms. DelaCroix moved to accept the  
22 minutes with the noted change. Dr. Rowland Russell seconded the motion and it was  
23 unanimously approved.

24  
25 **3) Downtown Bike Racks**

26 Chair Jackson put a slide with visual representation of the various rack types, which are the best  
27 and which ones the BPPAC would like to recommend. Mr. Schoefmann said they have many U-  
28 racks at the Department of Public Works (DPW). Chair Jackson asked if it was possible to put  
29 some of the U-racks in front of City Hall. Mr. Schoefmann said it is a possibility and suggested

30 slat mounting rather than ground mounting to make removal easier for winter maintenance. He  
31 suggested working together with Chair Jackson to create a map for the bike racks so he has a  
32 better idea of what he needs. The map would also make it easier for those doing the placement  
33 to have a better idea of specific locations and orientation.  
34

35 Mr. Schoefmann suggested they might need to take a slightly different approach to the private  
36 bike racks and work together to determine the best outreach approach and how to target these  
37 individuals' businesses. Once they get through the installation of public racks downtown and  
38 figure out what is left, they can determine the opportunity. Mr. Redfern asked if DPW kept a  
39 schedule of what needed to be done in the spring and whether the racks were on that as there has  
40 been years in which racks were never installed. Mr. Schoefmann expected them to be out by the  
41 end of next week.  
42

43 Ms. DelaCroix said that as Keene becomes a more bike-friendly city, bike theft may become  
44 more likely. Rather than using two-by-fours that can be cut, she suggested using iron or steel  
45 stock to bolt the racks into which should secure them better while still making them portable.  
46 Dr. Russell suggested contacting the Southwest Regional Planning Commission regarding their  
47 Rack It Up program and asking about potential funding sources. Mr. Todd Horner is the new  
48 executive director. Ms. Janelle Sartorio asked what the capacity is of the U-racks in comparison.  
49 Chair Jackson explained they fit two on either side. The swivel racks have only one point for the  
50 bike to lean and with heavy wind, the bike can shift. The downside of the U-racks is that the  
51 capacity is dependent on proper use.  
52

53 Mr. Schoefmann will ask DPW when they expect to get the racks out and suggested Chair  
54 Jackson come up with six locations for where to put the racks and include the suggested  
55 orientation. Chair Jackson said high visibility and high traffic areas were her priorities and  
56 suggested painting the bike racks green noting that it matches the city logo. Mr. DelaCroix  
57 asked if it was possible to get a stripe painted down the center. Mr. Schoefmann suggested  
58 looking at the city logo color palate. Dr. Russell suggested covered racks. Mr. Redfern urged  
59 the group to be thoughtful about when to present this. He suggested going directly to the project  
60 designer and being direct about the type of rack and location. Councilor Haas responded that the  
61 place to say this was later that night at the MSFI public forum. Councilor Haas suggested  
62 writing their own guideline for an ideal bike rack including recommendations and reasoning of  
63 location, type, orientation, and color.  
64

65 Dr. Russell suggested developing a one-page document to send out through the Chamber to  
66 provide businesses and encourage those interested in placing bike racks. Councilor Haas offered  
67 to a draft it using the slide Chair Jackson presented.  
68

#### 69 **4) Safety and Outreach**

##### 70 **A) Downtown Bike Lane Rules**

71 Mr. Schoefmann shared that the Bike Lane Policy Committee have had two meetings since they  
72 were first introduced to the information forwarded from the BPPAC.

73 He reported that they liked all the material but did have a couple of adjustments that they are  
74 asking staff to go through the process of. He believes the timing will work out well such that by  
75 the next BPPAC meeting, he anticipates having something from them to bring to the BPPAC  
76 group. So far, there are six rules put forward by Ms. DelaCroix that will be the front end of it and  
77 they want to have a reference containing all the work that Councilor Haas did. Councilor Haas  
78 asked if they could have the two safety committees (the mayor's Downtown Safety Committee  
79 and the Roadway Safety Committee) as standing agenda items. Councilor Haas asked if the  
80 Roadway Safety Committee was the same thing as the Safe Streets for All. Mr. Schoefmann  
81 explained that there are technically three committees: the Roadway Safety Committee, the  
82 Technical Advisory Committee and the Mayor's temporary Downtown Safety Committee. The  
83 Roadway safety committee is the community representation, which is why Ms. DelaCroix was  
84 assigned to it. The Technical Advisory Committee, which Mr. Schoefmann is on, reviews the  
85 work of the consultant. Lastly, the Downtown Safety Committee was put together by the mayor  
86 along with the City Manager and is a temporary committee to review the policies. Once the  
87 policies are developed utilizing the research from the BPPAC, the policies will get pushed  
88 forward to the MSFI committee. At that point, the policy committee will then disperse.

89

90 **B) Bicycle Pedestrian Promotion**

91 Mr. Schoefmann hoped people had seen the banner. It was hung at the post office, but Councilor  
92 Haas explained that the first permit required that it be taken down on the 29<sup>th</sup>. It was taken down  
93 by the required date, but after taking it down he had noticed that three of the five available  
94 boards were still open. He made a second request to put it back up. They received permission to  
95 put it back up at the Post Office through the end of the month, however, he had already planned  
96 and intends to move it to the Keene Recreational Center for the last week of the month.

97

98 Councilor Haas suggested developing more organization and creative thinking about using those  
99 spaces to keep the pressure on. Chair Jackson suggested reserving it for next year as a way to get  
100 ahead of it. Mr. Schoefmann believed there was a maximum of two weeks for a reservation. Mrs.  
101 Jan Manwaring confirmed. Councilor Haas extended thanks to Mr. Schoefmann for doing all the  
102 behind-the-scenes work.

103

104 Dr. Rowland Russell acknowledged that Mr. Mike Davern had joined the meeting.

105

106 Mr. Schoefmann announced that Chair Jackson and Councilor Haas both worked on a  
107 proclamation for Bike Month. Mayor Kahn made that proclamation at the first council meeting.  
108 Chair Jackson said it was a positive proclamation that seemed to be well received. Mr.  
109 Schoefmann plans to take a picture and will reach out to see if the communication department to  
110 see if they will make a public post about it.

111

112 Dr. Russell shared that Jen Risley often writes articles about Bike Month and wondered if it  
113 would be worth forwarding it to her and having her share it. Mr. Schoefmann agreed. Councilor  
114 Haas asked if Dr. Russell minded if he did that as he was trying to establish a relationship. Dr.  
115 Russell agreed.

116

117 Chair Jackson reminded everyone that the Bike Walk Alliance is holding its class, Traffic Skills  
118 101 on May 25, 2024, at the YMCA assuming they get enough people to participate. There is a  
119 small fee for it, but it is an all-day event.

120  
121 She also noted that the Tour De New Hampshire is planned for the following Sunday. Mr.  
122 Charles Redfern confirmed and said that it is supposed to start at 10 AM, but people who want to  
123 help set up can join at Gilbo Ave beforehand. He said it is filled up and registration has closed,  
124 but they cannot stop people from joining on the ride. There is a waitlist that is on the website as  
125 well as on the Granite State Wheelers website. Chair Jackson suggested anyone that is still  
126 interested to place themselves on the waitlist so the organizers are aware of those numbers for  
127 future planning.

128  
129 Dr. Russell wondered if it would be helpful to have an internal document that they circulate  
130 consisting of all the bike-related groups. Councilor Haas offered to develop one. Chair Jackson  
131 said she researched Play Core after the last meeting and discovered that they have some great  
132 bikes racks. Ms. DelaCroix took it upon herself to look through some of the bike racks and  
133 submitted for a quote from them. Dr. Russell thanked her for taking that on. Councilor Haas  
134 suggested putting that on the website as a resource link. Dr. Russell clarified that officially they  
135 cannot have links out to other websites, but they can provide a list of names of pertinent  
136 businesses or organizations.

137  
138 Chair Jackson shared that Bike to Work Week is May 13-19<sup>th</sup>, 2024, and Bike to Work Day is  
139 May 17<sup>th</sup>, 2024. Additionally, on the 17<sup>th</sup>, Pamela Bys is planning a community bike ride on that  
140 evening. They do not know yet where they are starting, but they are planning to end at Fire Dogs  
141 for pizza. Mr. Schoefmann asked them to send him the information once they firm up the plans  
142 and he can then distribute it.

143  
144 Dr. Russell wondered if any of the businesses were giving discounts for the Bike to Work week.  
145 No one had heard of anything yet. Mr. Mike Davern thought he saw something through either  
146 The Works or Prime Roast. Dr. Russell suggested asking Jen Risley.

147  
148 **5) Regular Project Updates**  
149 Mr. Schoefmann updated that the stakeholder engagement is nearly completed for the Streets for  
150 All Grant. The planned review of work to date at the MSFI (Municipal Services, Facilities and  
151 Infrastructure) Council Committee is scheduled for May 22, 2024. The next Roadway Safety  
152 Committee is scheduled for May 20<sup>th</sup>, 2024. The expected completion is July/August. The City  
153 and consultants are looking at potential for planning and demonstration grant applications if  
154 possible. There is more funding available once action items have been identified.

155  
156 Mr. Schoefmann shared that the final design is underway for Marlboro Street. There are still  
157 waiting on final plans and specs from the consultant, which will need to be reviewed by NH  
158 DOT before any bid advertisement for those improvements. It is on schedule for as soon as  
159 possible, potentially late summer. He explained that the adjustment was that it goes down

160 Bartholomew and cuts over to the sidewalk/curb, where the trail connection will be located. It  
161 will then go up the existing ramp.

162

163 Mr. Schoefmann provided an update on Lower Winchester Street sharing that they had a revised  
164 engineering study that is being transmitted to NH DOT as soon as it is finalized. The preliminary  
165 design phase is supposed to begin next month.

166

167 Mrs. Jan Manwaring shared that the Master Plan starts at the end of the month. There is a survey  
168 out and she encouraged everyone to fill that out. She highlighted the importance of the public  
169 meetings and urged attendance.

170

171 Mr. Schoefmann noted that the Bicycle Pedestrian Master Plan project goes out to bid as soon as  
172 the fiscal year turns over. He also shared that the phase one engineering study was approved by  
173 NHDOT for the Transportation Heritage Trail and preliminary design can begin with  
174 construction expected for next year.

175

176 **6) Volunteer Opportunities**

177 Dr. Russell shared that they had the best turn out in several years for the clean-up. They got a lot  
178 accomplished and thanked the group for spreading the word. He expects to do another one in the  
179 fall. Councilor Haas stated that the overall effort for all of Keene was amazing. He went riding  
180 around looking for trash the following day and could not find any. He extended praise to all that  
181 participated and complimented on what a wonderful event it was.

182

183 **7) Old Business**

184 **A) Bicycle Pedestrian Master Plan**

185 **B) Kiosk Map Updates**

186 Councilor Haas shared that he spoke with Mr. Andy Bohannon about the sign at the end of  
187 Emerald Street that was discussed in a previous meeting. Mr. Bohannon shared that supposedly  
188 the sign should come out in July.

189

190 **8) New Business**

191 **A) Items to be Included for Next Meeting**

192 Dr. Russell has been working with Gail Summers, Yahso Jamaican Grill, and learned that there  
193 are a number of Haitians and Jamaicans that come up in the summer to work at the People's  
194 Linen. They tend to stay at the Keene Inn and do not have transportation. He shared that she has  
195 been working on getting people to donate bikes for the workers to use. He suggested the BPPAC  
196 keep that in mind as they go forward and whether there is some sort of infrastructure in place to  
197 help support that. Mrs. Manwaring suggested talking to Marcus Carroll. Chair Jackson also  
198 suggested Jen Risley as a contact for promoting this. Ms. Sartorio asked if they were working  
199 with People's Linen given they are the employer. Mr. Schoefmann suggested they talk to Mr.  
200 Dillon Benik, who is an executive there, but noted that he is in Italy. Dr. Russell was hopeful that  
201 one of the bike businesses in town might be willing to support the initiative by repairing any

202 donated bikes. He will let the chair know if anything emerges from the conversations and  
203 whether it needed to be an agenda item going forward.

204 **9) More Time**

205 **A) Public Art and the Trails Updates**

206 **B) Old Stone Arch Bridge Safety Improvements**

207 **C) BPPAC Website**

208

209 **10) Next Meeting: June 12, 2024**

210

211 **11) Adjournment**

212 There being no further business, Chair Jackson adjourned the meeting at 9:23 AM.

213

214 Respectfully submitted by,

215 Amanda Trask, Minute Taker

216

217 Reviewed and edited by,

218 Will Schoefmann, Community Development Staff

Project	PRIORITY	Master Plan Project #	Status	Budget *		Schedule			Updates (status changes and project notes)
				Cost	Status	Start	Finish	Status	
Master Plan	HIGH	P17	Submitted	City Staff \$50K	N/A	July 1 2024	August 1 2025	Behind	<b>CIP Project to complete the plan in 2024/5. Updated response from SWRPC being reviewed by staff. Annual project evaluation by BPPAC.</b>
Complete Streets	N/A	N/A	Working		N/A	2018	N/A	Behind	GIS Tech working with Highway to inventory in street bike markings for budget purposes. Bike Boxes, Downtown Sharrows remarked.
Bike Racks	HIGH	P21	Working	N/A	N/A	ongoing	N/A	N/A	Gaps in where historically placed. <b>Chair Jackson presentation April. Continued Discussion in May.</b>
Appel Way Trail Paving	HIGH	P7	Planning	\$ 104,900.00	Even	2025	N/A	Behind	Appel Way repaving project, CIP Budgeted in Parks and Rec Trail Maintenance Program. <b>Pushed out to 2025</b>
Safe Streets for All Grant	N/A	N/A	Planning	NA	N/A	Spring 2023	N/A	N/A	Engineering division of DPW is managing this grant opportunity. Autumn named BPPAC Rep on Steering Committee. <b>Project Presentation/Stakeholder Meeting in Feb. Will Staff rep on TAC /Autumn BPPAC Rep on Steering Committee.</b>
NHDOT TAP Grant 2018 - Marlboro Street	HIGH	BE22	Working	\$674K	Over	Winter 2018	Summer 2022	Behind	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. Project is moving into construction phase.
Safety and Outreach	N/A	N/A	Working	N/A	N/A	Ongoing	N/A	N/A	Topics for Safety and Promotion of other Bike/Ped Initiatives via outreach. May Bike Event Banners; E Bikes; Downtown Bike Lanes. <b>Policy recommendations to Bike Lane Policy Committee. Draft mark up coming back to BPPAC.</b>
League of American Bicyclists Bicycle Friendly Program & other community ranking programs	N/A	N/A	Completed	Staff/Volunteer Time	N/A	Summer 2023	Summer 2023	On Schedule	Renewal process concluded and includes data gathering for a report/application. Keene awarded Silver Status with it's renewal effort. Eeport card to be reviewed at future meeting. <b>Promotion to be included on Banner for Bike Month.</b>
Sidewalks	N/A	N/A	Submitted	CIP	Even	Spring 2022	N/A	On Schedule	Summer 2022 expecting to replace approx. 2,000 LF of asphalt sidewalk, including Colby St. and Adams St. The CIP will request funding for about 2,000 LF / year beginning in 2023.
Downtown Infrastructure Project (MAIN STREET)	HIGH	P14	Planning	CIP	Even	Summer 2023	Fall 2027	N/A	Final recommendation from City Council via MSFI includes widened sidewalks and protected bike lanes. All other concepts scrapped. <b>Downtown Project Workshops have concluded. Downtown Bike Lane Policy Work being done by BPPAC/BLPC</b>
Lower Winchester Street (Roundabout - City Line)	HIGH	P22	Planning	CIP	Even	Summer 2024	Fall 2027	N/A	Planned improvements including sidewalks connecting market place in Swanzey and Route 10/Winchester Street

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<b>Project</b>									
Jonathan Daniels Trail Maintenance	HIGH	P3	Planning	\$25K	Even	Summer 2020	2022	N/A	CIP Budgeted in Parks and Rec Trail Maintenance Program.
Wayfinding Signage Facilities and Plan	HIGH	P11	Working	City Staff, \$42,000	N/A	Planning	N/A	On Schedule	BPPAC Considering overall wayfinding plan with Parks/Rec, DPW and Comm Dev Departments. <b>UNH Downtown Trails Initiative completed. Next steps signage design and placement in conjunction with City branding effort.</b>
<b>Transportation Heritage Trail</b>									
THT Phase 1 - CRT Eastern Ave to NH 101 (Transportation Heritage Trail)	HIGH	P1	Working	\$ 386,400.00	Over	2024	2025	N/A	Project includes from Eastern Ave - 101 Bridge abutments. <b>Stantec and City reviewed draft Engineering Study Report - submitted to NHDOT for review and approval of proposed improvements. Project overbudget.</b>
THY Phase 2 - Prowse Bridge - CRT NH 101 Overpass to Stone Arch Bridge (Transportation Heritage Trail)	HIGH	P4	Planning	\$ 381,685.00	N/A	2027	N/A	N/A	Installation of the Historic Prowse Bridge at NH Route 101 and connecting the Cheshire Rail Trail to the Old Stone Arch Bridge and safety improvements (railings) to Old Stone Arch Bridge. <b>Promotional website and video released with funding donation from PFK.</b>
THT Phase 3 - Old Stone Arch Bridge - (Transportation Heritage Trail)	HIGH	P4	Planning	\$ 321,195.00	N/A	2025	N/A	N/A	Collaboration with Heritage Commission to conduct research and assist with Historic Resources LCHIP application for railing/abutment design. PFK funding conceptual visuals. LCHIP grant planned for 2022 to fund Planning Study phase. <b>Promotional website and video released with funding donation from PFK.</b>
THT Phase 4 - Island Street Bailey Bridge - Swanze Factory Road to Town Line (Transportation Heritage Trail)	MEDIUM	P4	Planning	\$ 1,862,310.00	N/A	2027	N/A	N/A	Installation of the Historic Island Street Bailey Bridge at Swanze Factory Road to create a safe overpass for trail users and creating continuity of the Cheshire Rail Trail towards the Swanze Town line. <b>Island Street bridge due to be removed from Island Street during current project in March.</b>
NHDOT Route 101 Improvement Project	HIGH	P23	Planning	NA	Even	2023	2025	On Schedule	NHDOT Project including widening and other improvements to NH Route 101 in the vicinity of the THT and improvements to the intersection of RT 101/Swanze Factory Rd.
West Street - Complete Street	MEDIUM	P19	Planning	\$ 785,275.00	N/A	2027	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. <b>Funds available in 2027, DOT 10 Year Plan redesign/construction</b>
AMENITIES	HIGH	P21	Working	City Staff, Facility and Maintenance Costs	Under	Planning	N/A	On Schedule	Staff should establish a base line of existing amenities. Types and locations of future amenities should be planned. To include Kiosk/Trailhead facilities, Trailside Facilities such as bathrooms, potable water and tune up stations. Outreach to the artist community to identify spots on the trails for public art will enhance the unique qualities of our system. <b>TRAIL LIGHTS NOW INCLUDED HERE</b>

Project	PRIORITY	Master Plan Project #	Status	Budget *		Schedule			Updates (status changes and project notes)
				Cost	Status	Start	Finish	Status	
Master Plan	HIGH	P17	Submitted	City Staff \$50K	N/A	July 1 2024	August 1 2025	Behind	<b>CIP Project to complete the plan in 2024/5. Updated response from SWRPC being reviewed by staff. Annual project evaluation by BPPAC.</b>
Complete Streets	N/A	N/A	Working		N/A	2018	N/A	Behind	GIS Tech working with Highway to inventory in street bike markings for budget purposes. Bike Boxes, Downtown Sharrows remarked.
Bike Racks	HIGH	P21	Working	N/A	N/A	ongoing	N/A	N/A	Gaps in where historically placed. <b>Chair Jackson presentation April. Continued Discussion in June.</b>
Appel Way Trail Paving	HIGH	P7	Planning	\$ 104,900.00	Even	2025	N/A	Behind	Appel Way repaving project, CIP Budgeted in Parks and Rec Trail Maintenance Program. <b>Pushed out to 2025</b>
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NHDOT TAP Grant 2018 - Marlboro Street	HIGH	BE22	Working	\$674K	Over	Winter 2018	Summer 2022	Behind	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. Project is moving into construction phase.
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Project									
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