

City of Keene
New Hampshire

BICYCLE AND PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING MINUTES

Wednesday, May 8, 2024

8:15 AM

**2nd 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

1) Call to Order and Roll Call

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

2) April 10, 2024, Minutes

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

3) Downtown Bike Racks

Chair Jackson put a slide with visual representation of the various rack types, which are the best and which ones the BPPAC would like to recommend. Mr. Schoefmann said they have many U-

racks at the Department of Public Works (DPW). Chair Jackson asked if it was possible to put some of the U-racks in front of City Hall. Mr. Schoefmann said it is a possibility and suggested slat mounting rather than ground mounting to make removal easier for winter maintenance. He suggested working together with Chair Jackson to create a map for the bike racks so he has a better idea of what he needs. The map would also make it easier for those doing the placement to have a better idea of specific locations and orientation.

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

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

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

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

4) **Safety and Outreach**

A) **Downtown Bike Lane Rules**

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

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

B) Bicycle Pedestrian Promotion

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

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

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

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

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

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

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

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

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

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

5) **Regular Project Updates**

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

Mr. Schoefmann shared that the final design is underway for Marlboro Street. There are still waiting on final plans and specs from the consultant, which will need to be reviewed by NH DOT before any bid advertisement for those improvements. It is on schedule for as soon as possible, potentially late summer. He explained that the adjustment was that it goes down Bartholomew and cuts over to the sidewalk/curb, where the trail connection will be located. It will then go up the existing ramp.

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

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

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

6) Volunteer Opportunities

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

7) Old Business

- A) Bicycle Pedestrian Master Plan**
- B) Kiosk Map Updates**

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

8) New Business

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

Dr. Russell has been working with Gail Summers, Yahso Jamaican Grill, and learned that there are a number of Haitians and Jamaicans that come up in the summer to work at the People's Linen. They tend to stay at the Keene Inn and do not have transportation. He shared that she has

been working on getting people to donate bikes for the workers to use. He suggested the BPPAC keep that in mind as they go forward and whether there is some sort of infrastructure in place to help support that. Mrs. Manwaring suggested talking to Marcus Carroll. Chair Jackson also suggested Jen Risley as a contact for promoting this. Ms. Sartorio asked if they were working with People's Linen given they are the employer. Mr. Schoefmann suggested they talk to Mr. Dillon Benik, who is an executive there, but noted that he is in Italy. Dr. Russell was hopeful that one of the bike businesses in town might be willing to support the initiative by repairing any donated bikes. He will let the chair know if anything emerges from the conversations and whether it needed to be an agenda item going forward.

9) **More Time**

- A) **Public Art and the Trails Updates**
- B) **Old Stone Arch Bridge Safety Improvements**
- C) **BPPAC Website**

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

11) **Adjournment**

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

Respectfully submitted by,
Amanda Trask, Minute Taker

Reviewed and edited by,
Will Schoefmann, Community Development Staff