



BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE
AGENDA

Wednesday, July 10, 2024

8:15-9:30 AM

**2nd 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) June 12, 2024 Minutes
- 3) Community Bike Share
- 4) Safety and Outreach
 - a. Public Art and the Trails Updates
 - b. Other 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
 - Downtown Bike Lane Rules
 - Old Stone Arch Bridge Safety Improvements
 - BPPAC Website
- 10) Adjournment
 - Next meeting date – August 14, 2024

1 **City of Keene**
2 **New Hampshire**

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5 **BICYCLE AND PEDESTRIAN PATH ADVISORY COMMITTEE**
6 **MEETING MINUTES**
7

Wednesday, June 12, 2024

8:15 AM

2nd Floor Conference Room,
City Hall

Members Present:

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

Staff Present:

William Schoefmann, GIS Technician

Members Not Present:

Dillon Benik
Diane Duffy

Guests:

Mike Frank

8
9
10 **1) Call to Order, Roll Call, Welcome**

11 Chair Jackson called the meeting to order at 8:17 AM.

12
13 **2) May 8, 2024, Minutes**

14 Chair Jackson welcomed any corrections and discussion on the minutes. With no corrections,
15 Mr. Ed Haas moved to approve the May 8, 2024, minutes, which Dr. Rowland Russell seconded.
16 With unanimous approval, the minutes from May 8, 2024, were approved.

17
18 **3) Downtown Bike Racks**

19 Mr. William Schoefmann said he observed nine u-racks with a few other random types such as
20 the City Hall bike rack. Chair Jackson said she saw one by Mon Amie that is a random type. The
21 listed locations were two at Davis Street, across from Cumberland Farms, outside of Mon Amie,
22 and then a few around the Square. Chair Jackson pointed out there was one near Ye Goodie
23 Shoppe.

24
25 The highway superintendent took the recommendations and responded that it was too many
26 spots. Mr. Schoefmann whittled it down to ten spots which the superintendent used.

27 Ms. DelaCroix said the timing of putting them out was excellent because she saw them
28 frequently being used during the Food Festival.

29 Mr. Redfern shared that they are starting to focus Stantec on where things are to be located. He
30 suggested connecting with Don Lussier or with a representative of Stantec. Mr. Schoefmann said
31 getting a representative from Stantec might be tough. He suggested the committee members
32 review the plans and bring any suggestions.

33
34 Chair Jackson asked about the potential of a covered bike rack. Mr. Schoefmann suggested the
35 committee look at it. It is something that has been looked at for some time. Mr. Haas
36 commended Chair Jackson for her presentation on the bike racks. He questioned publicizing the
37 bike rack presentation or at the very least getting on the agenda of the Municipal Services,
38 Facilities & Infrastructure (MSFI) Committee for recognition. Mr. Redfern asked to include bike
39 lockers. Mr. Schoefmann suggested adding the bike locker to the preferred rack list. He said that
40 at the next meeting, the BPPAC can make a motion to accept it once everyone has reviewed the
41 additions. Dr. Russell agreed with Mr. Haas's suggestion to put it before MSFI but suggested
42 adding the current locations of the rack as well. He wondered whether Mr. Lussier or someone
43 from Public Works should be invited to the next meeting. Chair Jackson will update the current
44 locations of the bike racks before sending it to Mr. Schoefmann. Councilor Haas noted that
45 MSFI comes up at the end of the month and then will go to the council next month. He worried
46 that waiting until the next BPPAC meeting would be too late. Mr. Schoefmann said it was up to
47 the committee and dependent on Chair Jackson's confidence as to whether she could get the
48 document prepared in time.

49
50 Councilor Hass motioned to approve Chair Jackson's document with suggested edits as a piece
51 of advisory information for the MSFI. Ms. DelaCroix seconded the motion and with no
52 discussion, the motion was approved unanimously.

53 Mr. Schoefmann suggested running a census on them a couple of times a summer and offered a
54 sheet to help them with that if desired.

55

56 **4) Safety and Outreach**

57 **A) Downtown Bike Lane Rules**

58 Councilor Haas shared that the information and document were presented at the Council
59 workshop held the previous night. Councilor Haas said it was a draft. Mr. Schoefmann said the
60 list is probably what they are drafting into the ordinance. A detailed list was provided to City
61 Manager Dragon by Mr. Schoefmann. That list will probably be turned into an easily
62 referenceable website for the public.

63

64 Mr. Redfern said he attended the Stantec Presentation to the MSFI workshop. His only concern
65 was the removal/relocation of the trail at Railroad Square from going through the middle. They
66 moved it north of the square and will paint railroad tracks where the rail trail used to be. Their
67 diagram was not clear in showing where the trail would go. He believes it will lead to confusion.
68 Chair Jackson said her understanding of that area was that it becomes mixed-use, which means
69 that whatever motion is already happening in it takes precedence. If there is already pedestrian
70 activity, bikes will become secondary and will need to yield. It sounds chaotic, but where she has
71 seen it happen, it is usually positive.

72 Mr. Schoefmann brought the conversation back to the rules. He added references to state law in
73 the extended edition because the policy committee wanted a baseline. He will distribute the draft
74 to the BPPAC. The next step will be to adopt that into an actual ordinance.

75 Dr. Russell motioned that the BPPAC acknowledges support of the documents presented. The
76 motion was seconded by Councilor Haas and was unanimously approved.

77

78 **B) Bicycle Pedestrian Promotion**

79 Councilor Haas asked if anyone wanted to hold on to the banner. Mr. Schoefmann offered
80 storage in his office. Councilor Haas offered to hang onto it and suggested taking advantage of
81 banner use moving forward and being creative and where and how to advertise. Mr. Schoefmann
82 pointed out that no one organization is a clearinghouse for Bike Month. Dr. Russell pointed out
83 that Jen Risley does it, but not in a formal sense.

84

85 Chair Jackson shared the success of the community bike ride. She shared that everyone stayed
86 together and communicated well and all seemed to have had a good time. The rides will occur
87 monthly until October. Future rides are scheduled for July 19th, August 16th, September 20th, and
88 October 18th (the third Friday of every month) from 5:30-6:30. Most are gone by 7 pm.

89 Promotion is through word of mouth. Pam Bys posted it on social media and promoted it through
90 clubs and text messages.

91

92 Dr. Russell shared that Monadnock Outdoors has a website and thought that would be a great
93 promotion opportunity. Ms. Jeanelle Sartorio suggested routing the ride near the Transportation
94 Heritage Trail.

95

96 **5) Regular Project Updates**

97 Mr. Schoefmann shared that the steering committee for the Safe Streets for All grant is meeting
98 next week on the 24th. When they meet, there is a draft plan that will be shared. The advisory
99 committee saw it yesterday and provided their feedback. There is lots of good work happening
100 there. Providing the draft through the policy committee was the major update. He suggested
101 putting an education and outreach discussion on the agenda for next month as a next step.

102

103 He then shared there was a workshop last night for the council. Councilor Haas shared that
104 Stantec got new imaging and projected imaging on the project. One detail in the sentinel was
105 bike lanes would be colored concrete.

106

107 Mr. Schoefmann explained that Stantec is also the consultant for phase one of the Transportation
108 Heritage Plan. From the public input sessions, screening along the trail was a major highlighted
109 factor. This trail goes behind and sometimes through people's backyards, so screening helps
110 provide a bit of privacy. One of the preferred options was screening treatment on fencing. That
111 has driven the cost up along with all the needed drainage and surface treatments along the trail.
112 They have not heard back from the consultants but are preparing to discuss the costs and the
113 need to cut in certain areas. The time for construction would be for next year.

114

115 Dr. Russell said that while it is not part of the design, Friends of Public Art and the Historical
116 Society would be in support of art motifs on the abutment that will be exposed when the clearing
117 happens. He asked who they should talk to about that when the time comes. Mr. Schoefmann
118 suggested talking to the Heritage Commission in the meantime.

119
120 Mr. Redfern said if things come to fruition, Phases 2, 3, and 4 will be eliminated in favor of a
121 one-and-done plan. Annie Kuster has put in a congressional allotment. He expressed kudos to the
122 bike and pedestrian community for helping to get that through. The city put in at least four
123 applications for consideration of that congressional easement. He participated by taking Annie
124 Kuster's aid on a tour of the three last phases. During the tour, he explained the challenges. The
125 tour occurred during heavy traffic on Route 101, which helped make his case. During the tour of
126 the bridge, the aide noted the lack of fencing and Mr. Redfern was able to explain the multiple
127 safety incidents that have happened because of the fencing. This congressional allotment still
128 must be approved at the federal level. He did not know the timing and asked if Mr. Schoefmann
129 did. Mr. Schoefmann did not either.

130
131 **6) Volunteer Opportunities**

132 Dr. Russell asked about discussion points on bike counts. Mr. Schoefmann wanted to schedule
133 some walk-throughs for the census to determine the usage of the bike racks. Chair Jackson said a
134 Google form would be the easiest. Chair Jackson and Mr. Schoefmann to talk offline.

135
136 Dr. Russell mentioned the crossing counts, in particular, crosswalk violations. Mr. Schoefmann
137 said they would need to define what they are looking for more. With the downtown project
138 coming up, this is something that the BPPAC may want to consider for downtown as well. It
139 does not need to be this year, but Mr. Schoefmann said the focus could be Main Street and West
140 Street corridors and how many cars do not stop at crosswalks. He would have to research the
141 methodology to make sure they get it right. Dr Russell suggested focusing on the Railroad
142 Square Crossing, Ashuelot Park Crossing, and the Central Square Crossing both on Court and
143 Washington Street. Mr. Mike Frank suggested the School and Gilbo Avenue intersection as
144 another location.

145
146 Dr. Redfern commended Mr. Schoefmann for the work he put into the draft map. He shared that
147 Pathways said they will not approve it until Mike Davern signs off on it. Mr. Davern is to e-mail
148 Ted McGreer. Once approved, Mr. Redfern will get it commercially printed. Ms. Sartorio
149 pointed out that the light does not have the same convention and believes that contributes to the
150 confusion and issue.

151
152 **7) Old Business**

153 **A) Bicycle Pedestrian Master Plan**

154 Mr. Schoefmann shared that the plan is for community development staff to draft a request for
155 proposal (RFP) to go out for completion of the plan. They have been in touch with both public
156 and private options for this and are expecting some decent options with it. He will share once he
157 gets it drafted. Dr. Russell wanted to acknowledge the work of this committee over the last few

158 months. He counted six at the visioning session. He commended that members show up and do
159 good work!

160

161 **B) Kiosk Maps and Wayfinding Updates**

162 Mr. Schoefmann said installation of the wayfinding signs was expected mid to late summer. He
163 will try to get more of a concrete update soon.

164

165 **8) New Business**

166 **A) Items to be included for the next meeting**

167 Chair Jackson did not have anything. Dr. Russell reminded the group of the desire to invite
168 public works. Mr. Schoefmann will invite a staff member to discuss the downtown infrastructure
169 and placement of bike racks and lockers.

170

171 Mr. Frank introduced himself as a member of the Monadnock Cycling Club.

172

173 Councilor Haas moved to adjourn the meeting. Dr. Russell seconded. Mr. Schoefmann clarified
174 that they do not need a motion to adjourn, the chair can simply adjourn the meeting.

175

176 **9) More Time**

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

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

179 **C) BPPAC Website**

180 **D) Community Bike Share**

181

182 **10) Next Meeting: July 10, 2024**

183

184 **11) Adjournment**

185 There being no further business, Chair Jackson adjourned the meeting at 9:20 AM.

186

187 Respectfully submitted by,
188 Amanda Trask, Minute Taker

189

190 Reviewed and edited by,
191 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	CIP Project to complete the plan in 2024/5. Staff beginning to draft RFP for release in FY'25.
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. Chair Jackson presentation April. Updates being made to document for forwarding to City Council (publicly managed racks).
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. Pushed out to 2025
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. Will Staff rep on TAC /Autumn BPPAC Rep on Steering Committee. Draft Action Plan up for TAC and Committee review.
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. Policy recommendations to Bike Lane Policy Committee. Draft work update reported out in June, BPPAC in support with motion.
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. Promotion to be included on Banner for Bike Month.
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. Downtown Project Workshops have concluded. Downtown Bike Lane Policy Work being done by BPPAC/BLPC
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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Project									
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. UNH Downtown Trails Initiative completed. Next steps signage design and placement in conjunction with City branding effort. Planned installation mid-late summer.
↓Transportation Heritage Trail ↓									
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. Stantec and City reviewed draft Engineering Study Report - submitted to NHDOT for review and approval of proposed improvements. Project overbudget.
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. Promotional website and video released with funding donation from PFK.
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. Promotional website and video released with funding donation from PFK.
THT Phase 4 - Island Street Bailey Bridge - Swanzezy 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 Swanzezy Factory Road to create a safe overpass for trail users and creating continuity of the Cheshire Rail Trail towards the Swanzezy Town line. Island Street bridge due to be removed from Island Street during current project in March.
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/Swanzezy 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. Funds available in 2027, DOT 10 Year Plan redesign/construction
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. TRAIL LIGHTS NOW INCLUDED HERE

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