

City of Keene
New Hampshire

BICYCLE AND PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING MINUTES

Wednesday, August 14, 2024

8:15 AM

**2nd Floor Conference Room,
City Hall**

Members Present:

Samantha Jackson, Chair
Dr. Rowland Russell, Vice Chair
Dillon Benik
Michael Davern
Councilor Edward Haas
Autumn DelaCroix
Jan Manwaring
Charles Redfern, Alternate

Staff Present:

William Schoefmann, GIS Coordinator
Brett Rusnock, DPW Project Manager
Don Lussier, DPW Director

Members Not Present:

Janelle Sartorio, Alternate

1) Call to Order, Roll Call, and Welcome

Chair Jackson called the meeting to order at 8:16 AM.

2) June 12 and July 10 Minutes

Councilor Ed Haas asked if the bike rack information had been sent to MSFI. Chair Jackson and Mr. Schoefmann clarified that the information was not sent because they were waiting for revisions written into the agenda for this meeting. Councilor Haas moved to approve the minutes from June 12, 2024. Ms. Autumn DelaCroix seconded the motion, and with no objections or further discussion, the minutes from June 12, 2024, were unanimously approved.

Dr. Rowland Russell noted in the July 10 minutes that the correct spelling was Gail Somers. Mr. Schoefmann shared that a few corrections, including the aforementioned one, had been forwarded to the minute-taker before the meeting. Jan Manwaring said she was not listed as absent last month, and she was, as she thought the meeting had been canceled. Ms. DelaCroix moved to accept the minutes with the corrections with a second from Dr. Russell. With no further discussion and no objections, the July 10, 2024, minutes were unanimously approved.

3) Downtown Infrastructure Project
A) Bike Racks Discussion

Mr. Schoefmann provided a little background, saying that the committee has been interested in bike racks for some time and is in discussions with the Department of Public Works to determine the plan. Mr. Schoefmann introduced Mr. Brett Rusnock, Department of Public Works, who attended to provide some background on where the bike racks stand and field some questions. Mr. Rusnock thanked Mr. Schoefmann and asked him to pull up a graphic from the preliminary design plan for downtown.

While Mr. Schoefmann worked to bring up that graphic, Mr. Rusnock explained that the project limits are from Water Street in the south to the northern end of Central Square and the north of the project, as well as Gilbo Avenue down to St. James Street and Railroad Street down to Wells Street. Generally, the plans now include at least one bike rack location on each block on both sides of the street. From Water to Dunbar, Dunbar to Eagle, and Eagle to Cypress, they have shown at least one bike rack location on all those blocks. The exact style of bike rack has yet to be determined. They have tried to ensure at least a five-foot-wide planned buffer between the bike lane and the pedestrian path, where they will have planned tree plantings and benches. Since that area is generally about five feet wide, it makes for a logical place to put bike racks perpendicular to the roadway.

Ms. DelaCroix asked if, by parallel or perpendicular, he meant that people would park the bikes parallel to the roadway. Mr. Rusnock said that the bikes would be parked perpendicular to the roadway. Mr. McCarroll asked if the bike racks were covered. Mr. Rusnock responded that he believed most of the racks currently being considered are not covered. He thought there were plans for a covered canopy on a portion of Railroad Square that would provide for some covered bike parking. Dr. Russell asked if the racks would be year-round or seasonal. Mr. Rusnock said he had yet to learn the answer to that. The racks are intended to be year-round, as he knows there is year-round demand for bicycling usage.

Mr. McCarroll asked if there were plans to cover them at a future date to which Mr. Rusnock responded that that was a good question. Mr. McCarroll continued that funds could be raised since parking outside, even for a week, will cause significant and irreparable damage to a bike.

Chair Jackson recognized Mr. Charles Redfern. Mr. Redfern asked Mr. Rusnock if the bike racks being considered were for installation after the reconstruction of downtown. Mr. Rusnock clarified that this will be incorporated into the construction contract of downtown.

Ms. DelaCroix said if the racks could be arranged parallel to the road, it would reduce the risk of bikes spilling over into either the bike lane or the pedestrian walkway, which can be a point of frustration and conflict for people. Mr. Rusnock used the graphic to illustrate that the cyan rectangles on the image were the graphical sketches of bike rack locations. Mr. Rusnock noted that the racks aligned with Ms. DelaCroix's point.

Dr. Russell questioned Chair Jackson and Ms. DelaCroix as to whether public works received the bike rack document. Mr. Schoefmann responded that public works has seen the document, or at least Mr. Don Lussier has. Mr. Schoefmann offered to share Ms. Jackson's document with him if he still needed to get it.

Ms. Jackson said that while U-racks are common, they want two bike contact points. The circular ones can do that if they are manageable. She pointed out that the Monadnock Food Coop has staples with a little banner inside.

Mr. McCarroll pointed out that Keene State College has indoor wall-hanging bike parking at almost every building. An outdoor covered shelter with similar hooks could park far more bikes, and the public may eventually like them better since the bikes will be safer, out of the weather, and the rack will have a larger capacity. He found they had lots of indoor parking during his travels in Amsterdam. Some companies encourage employees to ride in and offer bike parking in their basements. If the goal is to move towards a greener, more sustainable future, there will have to be more encouragement of bicycling over cars and incorporating the infrastructure now; otherwise, it will be all cars all the time. Without a covered structure, the bikes are out in the weather and experience significantly more wear and tear, especially in the winter. He shared that he has lived in Keene for a long time and has suffered from the lack of infrastructure and bike racks and the status of the bike paths. He firmly believes covered hanging bike racks are the way to go and suggested twelve in the downtown area, along with indoor ones inside buildings. There are numerous buildings where racks like this can be placed, such as stairwells, hallways, and even basements.

Mr. Redfern mentioned the new parking garage as an option. Mr. McCarroll agreed and said it could be incorporated in the building plans for the new garage or by adding another floor to either the latest or the existing one to accommodate the bicycle parking.

Mr. Rusnock asked for thoughts on the duration of the bicycle parking. He was curious how often people use them and whether it was short-term parking or if there was also a need for long-term parking. Mr. Schoefmann shared that one of the committee's plans is to get out during the latter half of this month to do some bike rake census counts, including usage counts and time of day usage. He hopes they will provide some of the needed information but added that they also have data from five years ago.

Dr. Russell felt there was a need for short- and long-term bike parking. Chair Jackson agreed and said she would imagine people living in nearby apartments. Some apartments have stairs inside the door, and while they can park in their apartment, getting a bike up and down the stairs can be challenging. Mr. Redfern agreed and said Mr. Mitch Greenwald had indicated that the long-term tenants heavily use the racks outside his building. He believed that it would require looking at what is around the various proposed rack locations to determine whether it would be more short-

or long-term parking and that it would vary by location. Dr. Russell said one must also consider the likely increase in use from using protected bike lanes.

Mr. Mike Davern suggested surveying the local landlords to see how many indoor parking areas they might have and how many tenants have bicycles. Mr. Schoefmann imagined that might be something they could get during the bike and pedestrian master plan. Dr. Russell agreed, stating it would be excellent since they focused on the public and city-controlled ones for the meeting. He also agreed with Mr. McCarroll's point of involving private entities.

Mr. McCarroll suggested considering an incentive that the City could offer landlords willing to offer a room for bicycles to park in. This could help keep bikes off the street and prevent them from filling up the city bike racks. Dr. Russell pointed out that it would tie in with the City's housing push.

Mr. Rusnock asked the group if they knew how often users abandon bicycles and how big of a problem that might become. Ms. DelaCroix stated that most abandoned bike incidents were due to missing parts, resulting in the owner being unable to get the bike out. Mr. McCarroll added that often, it is because somebody has stolen their seat or a crucial part or that crucial part breaks, and they cannot afford to fix it. These types of issues were what the Green Bikes program was trying to address.

Dr. Russell stated that bikes were often left behind when the homeless encampments were driven out. Most donated bikes are found where the racks are not visible to the public or in low-traffic areas, according to Chair Jackson. This low visibility increases the ease with which someone can slip by and grab a part unnoticed. Mr. McCarroll said he had seen bikes on the racks near the rec center that have been there for fifteen years. Mr. Schoefmann clarified that the mentioned rack belongs to the Housing Authority, so the City does not have a say.

Ms. DelaCroix summarized the conversation to say that it is not a problem that those private racks are less visible or that there are bikes there; it is more to say that if racks are kept in good public eye, abandoned bikes are not as big concern to worry about. Ms. DelaCroix added that there are straightforward steps to prevent this issue, and Main Street will likely face only a few. She stated that the likelihood of abandoned bikes will increase as you get further away from Main Street or more tucked away.

Mr. Rusnock said that he is sure that as this project is built, there may be a policy where if they find a bike that has been abandoned for more than a month or two, public works may remove it and then give it to Green Bikes for repair and distribution to those in need. Members supported his policy suggestion.

Dr. Russell asked if there was a bike registration program within the City. Ms. DelaCroix responded that it was optional with the Keene Police and registration with them would likely be the only way they would investigate a stolen bike. Dr. Russell suggested advertising to help with

the crackdowns and recovery potentially. He also pointed out that this conversation is not limited to conventional bikes; it will also include eBikes.

Mr. Rusnock guided the discussion back to the preliminary design plan. Given the plan for at least one bike rack per block, he asked how the group felt about the adequacy of that approach and whether they thought more or less was needed. He stated he understood the strong desire for year-round parking and was curious about the committee's data on user trends from spring/summer to winter and whether the group expected those trends to be consistent if safe bike parking was available or if they expected traffic to reduce significantly come winter.

Chair Jackson responded that as far as bicycling traffic is concerned in the winter, she would expect a reduction because only some bicycling are bicycling for need. That said, Ms. DelaCroix did not believe it would reduce bike racks' usage. She explained that people riding entirely for the joy of being out and about are less likely to stop in places, whereas commuter bikers and people dropping in at the shops are more likely to continue riding year-round. Mr. McCarroll added there is no such thing as bad weather, just bad clothing.

Dr. Russell asked Mr. Schoefmann how the anticipated one rack per block compared to the status of the racks. He said they would have to superimpose it to be able to tell. Ms. DelaCroix noted a couple of spots she believed could benefit from additional racks, such as in front of Souls, which tends to be frequented by several bike patrons. If she and four friends went out to dinner and all five rode bikes, five bikes would be parked in front of the restaurant, taking up an entire rack for a few hours. She believed adding additional racks in those locations to allow for at least ten bikes would be helpful and utilized.

Dr. Russell said that while one rack per block sounds like a good start, it is hard to say without superimposing the current versus the proposed one. He added that Judy at Prime Roast often discusses how many customers bike there. He proposed allowing businesses to lease or offer up the retired racks for use by area businesses.

Mr. Rusnock explained that Mr. Don Lussier graciously brought the printed role plan to provide a more detailed look than what they had on the screen. He pointed out that the blue-cyan rectangles were the proposed bike rack locations. As one moves from the north to the south, the right of way gets narrower. Instead of banks or groups of bike racks for parking, there will be more individual U-racks spaced along the length. Ms. DelaCroix said the diagram showed that two were on each side of the strip, which she thought was solid. Mr. Rusnock believed the design team was squeezing in as many as possible through the somewhat constrained right of way, particularly in the project's south end.

In talking with someone outside the meeting, Chair Jackson learned they had ridden their bike with their son downtown to Cherry Garden. They reported that they could not find a bike rack, even though Chair Jackson knew of one on Railroad Square. Chair Jackson thought it was essential that when the racks were put in, they were made very visible. She believed it necessary

to push the line between aesthetically meshing with the City and being easy enough to find. Ms. DelaCroix said a single contrasting color strip in the center could sufficiently highlight the visibility of the rack. On that note, Chair Jackson wondered if that would be something the Friends of Public Arts might be interested in or whether that would be something they could do.

Dr. Russell explained that when Friends of Public Arts was first starting about ten years ago, there was a city competition at some point about bike racks. One design, Mount Monadnock, stood out, as did other exciting designs that came out because of the competition. If that could be tracked down, it would be worth looking at. The idea would be to have a uniquely crafted viable bike rack reflecting the region. Friends of Public Arts did not have the capacity at that time to pursue it, but it would be worth looking at, mainly because it would be a chance to brand it uniquely. The Mount Monadnock design was favored because it allowed for nose-to-nose bike parking.

Councilor Haas asked Dr. Russell if he remembered who did that study. Neither Dr. Russell nor Ms. Manwaring remembered. Dr. Russell said he believed the City worked with Keene High School on it and would try to find it. Mr. Lussier asked about how long this occurred, and Dr. Russell responded that it was about ten years ago. Mr. Lussier believed Mr. Andy Bohannon would know and offered to check with him.

Dr. Russell said that he had a follow-up that, while not an immediate need, needed to be considered for the bike racks' long-term planning: having a bike recharge station. Mr. Rusnock asked what kind of charging would be required. Mr. Davern said that most are like the charge for the home. Mr. Lussier stated he would not support a public charging port. He shared that the City already has problems with the power pedestals downtown serving as an attractive nuisance and believed that it would become more of a headache than it was worth.

Mr. McCarroll suggested the possibility of a coin-operated charging station. Mr. Lussier thought that was an exciting point but was unsure if there were pay-charging stations for eBikes. Dr. Russell said it could be built into the car charging station, where the eBikes would be charged adjacent to the car charging station.

Mr. Lussier explained that the current plan for car charging is to focus on parking lots. There would be two in the Commercial Street lot. They are working with the Department of Environmental Services (DES) on a consolidated grant application for the state that would allow them to have seven chargers in the Commercial Street lot and two others at Parks and Recreation.

Dr. Russell said one of the other Friends of Public Arts Projects they looked at, which was not viable at the time, was to get an old railroad car that would be converted into covered bike storage with a charging station built into it and the outside artistically painted. Mr. Lussier said they discussed a covered bike pavilion in Railroad Square. It could even be designed to be reminiscent of a railroad car if it is not a natural railroad car. Dr. Russell added that it would be a

logical plan for charging. Mr. Lussier agreed and said it would be a little more to scale. Dr. Russell explained that the original idea would have covered bike parking and the potential for an entrepreneur to run a bike rental business out of it.

Ms. DelaCroix addressed Mr. Lussier's statement about the charging stations being a nuisance and asked what makes it an attractive nuisance. Mr. Lussier responded that they attract people who are using them and loitering. He explained that they are supposed to be locked, but many have been broken off.

Mr. Rusnock, speaking to Mr. Lussier, mentioned that the group had been asking about winter maintenance of the bicycle racks and if funding would be available year-round. Mr. Lussier responded that he thought that would require some negotiation between the bike community and the folks at public works who must shovel and maintain around them. Mr. Lussier asked if the group would be open to fewer bike racks during that winter. Dr. Russell responded that they would need to do more study. Mr. Benik stated he believed the use would drop in the winter; the question is how much, and without some census or count, it is all conjecture. Dr. Russell noted that the BPPAC group should make note to do the census at different times of the year.

Ms. DelaCroix said that having at least one on each block seems reasonable to reduce the burden. Removing the duplicates will likely make it easier to shovel. Chair Jackson added that some racks are designed differently to remove the dead zone in the middle, which would make shoveling it out far more manageable.

The conversation turned to winter car parking, and Mr. Benik asked for clarification on the ban. Mr. Lussier said they will be going to the Council with an amendment to the parking ban rule. The current rule prohibits parking from November 1- April 30. Snow may not even occur until mid-January, so they are working to develop a system where the parking ban will only be in effect when they are doing snow maintenance and removal operations. Ms. DelaCroix assumed that since the City will already review the rule, they could include eBikes, which Mr. Lussier confirmed.

Mr. Schoefmann suggested moving on in the interest of the other agenda items. Before moving on, Mr. Lussier apologized for being tardy at the start of the meeting. Mr. Lussier then addressed the earlier discussion about artistic bike racks, thinking it was an excellent idea. He suggested that if the committee is interested in pursuing it, it should be communicated directly to the Council because he knows there are legitimate concerns about the project's price. He believes there will be concerns, and it may not be received well if the consultant comes in with ideas for artistic bike racks that cost twice as much as standard bike racks.

Dr. Russell clarified that they had investigated potential funding. He said they also wanted to work with someone local to produce them if possible. Mr. McCarroll added that frames and bike wheels could be fashioned into artistic bike racks.

Mr. Rusnock stated he was aware that the City received a grant a few years ago through the New Hampshire Cooperative Extension for the downtown and trails program. That might be a funding opportunity for something like this. Dr. Russell added that America Walks also has a grants program.

Mr. Schoefmann said the City submitted a grant application with Home Healthcare Hospice & Community Services for shelters and covered bike parking but was not qualified for some reason. He suggested looking at those opportunities with a keen eye. Mr. Redfern asked if the disqualification was related to private foundations. Mr. Schoefmann could not remember the exact reasoning. According to Dr. Russell, the art motif doubles the funding potential.

Mr. Redfern suggested coming up with an estimate of the minimum cost of what they would be spending for standard racks and then supplementing it with the added artistic value. Dr. Russell requested that any pricing information be sent to the group so that they could use that as a starting point for what they might need for additional funding.

Councilor Haas said they wanted to get the rack idea before MSFI as soon as possible. He asked what kind of recommendation the group wanted to make or send to MSFI. Mr. Schoefmann said they needed to remove or move the private inventory to another section. Chair Jackson stated that she created a second document with that information. Mr. Schoefmann suggested putting it on the agenda for MSFI, and rather than just presenting them with a document, he urged seeing if the group is interested in bringing it up. It would be an excellent opportunity to do some legwork and inform them that the BPPAC is interested in finding funds to help pay for the bike racks. It would serve as a great message to send across to the Council. Councilor Haas urged getting something for them to claim a spot and not miss out, even if it was just a message to say they were interested in coming. The next MSFI is scheduled for September 5. Dr. Russell shared that the next Friends of Public Arts meeting is in the first week of September, and he offered to bring it up and do some digging prior.

B) Bike Lane Rules Update

Mr. Schoefmann announced that this item will be in front of MSFI in September. The BPPAC and the policy group have both had a hand in drafting and creating the proposed ordinance. This ordinance will eventually be for the bike lane rules and downtown. He said he would let the BPPAC know when the meeting is because they are looking to get the BPPAC's support at that meeting. He believes that he and the legal department will be involved in creating the actual ordinance. Mr. Schoefmann reiterated that the next step in functional drafting will be to get to MSFI for their comments.

Ms. DelaCroix asked if they were presenting a proposed ordinance, to which Mr. Schoefmann responded that they were not. He explained that it will be given just as it stands with the draft from this group and the Policy Committee. He will review the calendar and confirm the date before informing the group.

4) Safety and Outreach

A) Community Bike Share

Mr. Schoefmann reminded the group that during the last meeting, they talked about trying to get some folks in the room together to discuss what that looks like, identify who is doing what, and discuss how to leverage and create a network or move forward with a potential plan. He believes developing a vision for what this group aims for will also be necessary. He was not sure there would be enough time during the meeting.

In response to Councilor Haas asking about who had a connection to Chris Jackson, Mr. Schoefmann shared that Kara Fisk-Hennessey, the new director of Parks and Recreation, shared in the last meeting that Chris Jackson was a family friend. He noted that someone needs to reach out and touch base with her as they have not heard back since the last meeting. He offered to send a note and copy people but has found that a direct ask is more manageable and often gets better results.

Mr. McCarroll explained that he knew Mr. Jackson back when he was doing the Green Bikes Program at the college but has not heard anything from him in roughly ten years. He shared that there is also a guy in Dublin, but he is focused on sending the bikes overseas.

Mr. McCarroll explained that the Keene City Green Bikes was an idea born out of the Keene State Green Bikes Program, which he ran as a mechanic there. He was the motive behind everything, but Keene State did not want to spend money on the program. As such, he got bikes donated, which he would then fix up and paint them green. By consistently using the same color, the bikes were universal. The bikes were then available to be lent out to students. Unfortunately, some of the residents would steal them. Occasionally, the bikes were returned; other times, they were not. Sometimes, the residents approached him asking for a bike, which he would oblige with one of the lesser bikes. He shared that sometimes he would get a bike back in better shape than they got it. The Jamaicans offered borrowed bikes, which was how Mr. Dave Borden got involved with the BPPAC group. The program was shut down after Covid. Mr. McCarroll was effectively let go. He then worked to create a bike program at Hundred Nights. He had a small space at the old location, but the plans for the new location were already in place when he started and did not include his program. He worked with Hundred Nights to fund a shop at 310 Marlboro Street. The rent and limits placed upon him negated the point of the program. He has to be out of the current space by September 1. Mr. McCarroll is presently looking at options for space and making the program's rental portion more sustainable, such as a payment or membership model. The biggest issue he faces is that he physically cannot do the work anymore and needs to bring on a younger crowd to take it over.

Mr. McCarroll shared that they are headed to Bellows Falls today to talk to their program director and tour their shop. Ten years ago, they had nothing, but now they have a flourishing resale program. They get bikes donated, fix them up, and resell them for \$75-200, sometimes upwards of \$250 for a nice bike. Individuals who have financial struggles can set up a payment

plan. The program is currently in the process of purchasing a new building for \$86,000. He thinks the model is great and is interested in learning more. He's always liked the idea of a fleet and sees benefits in that model. Despite his opinion and interest in this model, it will be up to the board to decide.

Dr. Russell thanked Mr. McCarroll for all he had done. He suggested contacting Chris Jackson to find out if he already has a non-profit status and whether this program could be incorporated under that umbrella. He also suggested connecting with the people running the gear library at the Keene Public Library. Regarding infrastructure, he sees real benefit in adding bicycles to their gear library, which currently consists of kayaks, snow shoes, backpacks, and other items. A natural, logical expansion adds bicycles to that.

Mr. McCarroll said other conceivable places are the YMCA, the Keene Rec Center, the police station, public works, or Keene Ice—any location where you can park twenty or so bikes with a card system or utilize an internet program in some way.

Dr. Russell reasoned that the library system seemed ideal because it would provide easily accessible data and already has an account, checkout system, and process. The three libraries in the consortium are an added benefit.

Mr. Schoefmann said that as the board makes decisions about what they want to do and begins to ask specific questions of the BPPAC, the BPPAC has an obligation to decide if this is something they want to pursue and take on.

Mr. Redfern commended Mr. McCarroll on an excellent presentation. In trying to be mindful of time, he asked where they were on the agenda. Mr. Schoefmann stated they were only on four out of ten items on the agenda and needed to move on.

Mr. McCarroll thanked everyone for the opportunity and reminded them that their next meeting is next Wednesday, September 21, at the Keene Public Library.

Councilor Haas asked if Mr. Jackson did not want to be contacted. Mr. Davern stated he had just contacted him. Councilor Haas suggested he continue to be Mr. Jackson's point of contact. Mr. Davern said his intentions were to get the status of where Mr. Jackson is at with regard to his non-profit, what his interests are, and whether he had any interest in passing over whatever he has.

B) Other

Chair Jackson shared that there is a community bike ride event on Friday from 5:30-6:30, starting at Fire Dogs in Keene.

Dr. Russell asked if it was anywhere on Facebook that could be shared. Chair Jackson does not have a Facebook page, and Ms. Pam Bys has struggled to organize an event through her page.

Chair Jackson said she needed to sit down with someone who had a page to make an event that could be shared publicly.

5) **Regular Project Updates**

Mr. Schoefmann opened the discussion to Mr. Rusnock for any updates. Mr. Rusnock explained that Phase One has proceeded through preliminary designs, and the Marlboro Street Complete Street Portal Project has been sent to the New Hampshire Department of Transportation. They have received a few comments from them on the final bid documents and hope to get those formally advertised before the end of the month.

He continued by saying that they have been exploring funding opportunities for the Transportation Heritage Trail Phase Two project. They still need to be the right fit, but they continue looking and hoping to find one to meet their goal of getting that project 80% funded. He said he would have more updates to share shortly.

Mr. Redfern said that he had heard that with Northern Borders, so long as you are within a particular area, you can get 80% funding. Mr. Lussier noted that they are within what is considered a distressed community, so as long as they meet the grant program's funding priorities, they should qualify for that 80%. He explained that the trick would be to demonstrate that this is an economic driver, not just a recreational or transportation entity. The grants have a particular focus, and as the grant program manager put it while talking to Mr. Lussier, they need to be "adding to the tax base." Mr. Redfern asked about the status of the county's offer to assist. Mr. Lussier did not know or believe there had been further discussions since the other day. Mr. Redfern imagined that Ms. Suzanne Bansley was waiting to hear one way or the other.

Dr. Russell said that he knows a couple of the staff at Northern Borders and was willing to have some conversations to advance that.

With no further project updates, they moved onto Volunteer opportunities.

6) **Volunteer Opportunities**

A) **Bicycle Rack Census Counts, Yield Counts, and Bicycle/Pedestrian Counts**

Mr. Schoefmann said that he has all the paperwork but still needs to send out some type of sign-up sheet. He said he would plan to do that before the end of the week and suggested folks plan on next week or the last week of the month for the initial count. He anticipates two weekdays and possibly a weekend with two-hour time slots.

Dr. Russell said he believed they had discussed the initial count and identified four problematic intersections to focus on. Mr. Schoefmann suggested they decide which one they wanted to do because he did not believe the group to have enough capacity to do it all.

Ms. DelaCroix proposed doing one during the first week and the other during the second week. Mr. Benik asked which intersections were of focus. Dr. Russell responded that his prime example was West Street and Island Street near the Ashuelot River Park. There are two spots downtown: the Emerald/Cypress intersection and the Railroad Square intersection. Mr. Schoefmann agreed to work on scraping together the material, completing the sign-ups, and sending those out.

7) **Old Business**

A) Pedestrian Master Plan

Mr. Schoefmann said he is now working on the Request for Funding Proposal (RFP) with some folks in his community development department. The plan is for that to be released sometime in the fall. Once released, they will get some feedback and can review. He already has a selection list of city staff going. While they have a pretty good idea of what the RFP will contain, they also want it to mesh to a certain degree with the master plan and how that unfolds, which is why the planners in his department work with him.

Mr. Rusnock and Mr. Lussier excused themselves as they had another meeting to attend.

B) Kiosk Maps and Wayfinding Update

Mr. Schoefmann shared that Mr. Andy Bohannon is looking at an initial pass at locations for those. With all the BPPAC's work, putting together a map and list of locations will be easy. He is looking for two volunteers to offer feedback once he compiles the list and map. Dr. Russell and Councilor Haas both volunteered. Mr. Schoefmann thanked them and informed them that he would be in touch for that initial feedback from them.

8) **New Business**

A) Items To Be Included For Next Meeting

Mr. Redfern suggested an update on the status of the grant search for the Transportation Heritage Trail Phase Two. Ms. Delacroix added that the following Monday is the final meeting of the Roadway Safety Committee, so she will probably have something to update for the meeting.

Councilor Haas asked to review action items for clarity. After clarification, it was determined that Mr. Schoefmann, on behalf of the committee, would create the memo based on the earlier motion by Councilor Haas with an updated document. Mr. Schoefmann will also be handling the next steps of the census counts. Mr. Davern will connect with Chris Jackson and introduce him to Councilor Haas so that Councilor Haas can have a "soft touch" with him. Councilor Haas asked if anyone else had any action items. Mr. Schoefmann urged attendance at the bike ride.

Chair Jackson suggested touching base again on what they want to say to MSFI since she believed there would be another meeting before the MSFI meeting.

Given the time, Chair Jackson suggested tabling agenda item nine. All were in agreement.

- 9) **More Time**
 - A) **Public Arts and The Trails**
 - B) **BPPAC Website**

10) **Adjournment**

There being no further business, Chair Jackson adjourned the meeting at 9:29 AM.

Respectfully submitted by,
Amanda Trask, Minute Taker

Reviewed and edited by,
Will Schoefmann, GIS Coordinator
Community Development/KGIS