



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

**Wednesday, November 13, 2024 8:15-9:30 AM**

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

**Members:**

Sam Jackson, Chair	Charles Redfern, Alternate
Dr. Rowland Russell, Vice Chair	Diana Duffy, Alternate
Ed Haas, Councilor	Janelle Sartorio, Alternate
Autumn DelaCroix	
Dillon Benik	
Jan Manwaring	
Michael Davern	

- 1) Call to Order, Roll Call, Welcome
- 2) October 9, 2024 Minutes
- 3) Safety and Outreach
  - a. New York Bike Summit report out
  - b. Plan discussion
  - c. Budget requests
- 4) Regular Project Updates
- 5) Volunteer Opportunities
  - a. Seasonal Community Rides report out
  - b. Yield Counts, Bike Rack Census and Bicycle/Pedestrian Counts
- 6) Old Business
  - a. Wayfinding Updates
  - b. Website
- 7) New Business
  - Items to be included for next meeting
- 8) More Time
  - Bike Lane Rules update
  - Continued Bike Racks Discussion
  - Community Bike Share
  - Public Art and the Trails Updates
  - Connection via Cheshire Rail Trail at Arch Street Tunnel
- 9) Adjournment
  - Next meeting date – December 11, 2024

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

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

**Wednesday, October 9, 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  
Autumn DelaCroix  
Diane Duffy  
Charles Redfern, Alternate  
Jan Manwaring  
Mike Davern

**Staff Present:**

William Schoefmann, GIS Coordinator

**Members Not Present:**

Dillon Benik  
Janelle Sartorio, Alternate

8 **1) Call to Order, Roll Call and Welcome**

9 Chair Jackson called the meeting to order at 8:19 AM and recognized alternate members, Ms.  
10 Diana Duffy and Mr. Charles Redfern, as voting members.

11  
12 **2) September 11, 2024 Minutes**

13 Chair Jackson noted that she had already submitted some changes to Mr. Schoefmann and the  
14 minute taker and received a corrected version. She asked for any other changes. With no other  
15 changes, she requested a motion to approve the corrected minutes. Ms. Autumn DelaCroix  
16 motioned to approve the amended minutes, which Councilor Ed Haas seconded. With all in  
17 favor, the September 11, 2024, minutes were accepted.

18  
19 **3) Downtown Infrastructure Project**

20 **A) Bike Lane Rules Updates from MSFI**

21 Chair Jackson shared that she thought it was a very positive meeting regarding how they took the  
22 bike rules themselves. She felt that the City Manager presented the rules very well. She was clear  
23 and concise and answered questions well when needed. She recalled Councilor Randy Filiault,  
24 who was not present, raising concerns through Councilor Mitch Greenwald about wanting a  
25 designated speed limit and not having electric bikes on the bike lane. Mr. Schoefmann stated that  
26 those concerns jibe with what the mayor has been promoting. He administration and the legal

27 team would address those concerns when writing the ordinance.

28

29 Councilor Ed Haas stated that he had seen an ordinance from New Jersey prohibiting e-bikes in  
30 protected bike lanes across the board, which surprised him. He felt they would need to watch and  
31 see how this goes from state to state.

32

33 Ms. Autumn DelaCroix felt that there were safer ways to do that. For example, she explained  
34 that if Main Street were only 20 miles per hour, it would be far safer for e-bikes to share that lane  
35 with cars because the maximum speed is the same as the speed limit. She felt it would do a lot to  
36 reduce conflict. Mr. Mike Davern joined the meeting, and Mr. Schoefmann briefly recapped the  
37 discussion to bring him up to speed. He explained that he believed it would require waiting to see  
38 what the Planning, Licenses, and Development Committee (PLD) says.

39

40 Chair Jackson added that bikes are tricky right now because even places with bike policies that  
41 have been in place for some time are unsure of the direction the policies will take going forward,  
42 saying they were all learning together.

43

44 Chair Jackson recognized Mr. Charles Redfern, who noted numerous other e-devices besides e-  
45 bikes. Multiple committee members shared examples such as scooters, one-wheelers,  
46 skateboards, etc. Mr. Redfern felt he could endorse a speed limit because it is more measurable  
47 than other examples that fall into the eye of the beholder and result in one person's word against  
48 another. He explained that the dealerships are against a speed limit throughout the seacoast. Dr.  
49 Rowland Russell said one of the challenges brought up was the enforcement aspect.

50

51 **B) Enforcement Concern Email from Fred Parcels**

52 Ms. DelaCroix imagined enforcement would be more of an afterthought to an unrelated issue or  
53 behavior, resulting in speeding being tacked on. She noted another point mentioned during the  
54 meeting: the desire to avoid additional signs on Main Street. She thought it was worth pointing  
55 out that the speed limit must be reasonable for all bike lanes to reduce confusion. She felt that  
56 leans into the idea that safe speeds are still relevant and that if the road is designed for vehicles,  
57 bikes, and other electric things like that to go slower, they will go slower.

58

59 Dr. Russell added that the paint markings, textures of the paths, layout, and design, among other  
60 things, all serve as calming measures, and he felt that was positive. He added that, of course, it  
61 will get worked out in detail during the design phase, but as a group, they should be prepared to  
62 support and find other ideas, keep track of those designs, and add to the conversation as  
63 appropriate.

64

65 Mr. Davern apologized for being late and asked what speed people were proposing. Chair  
66 Jackson responded that there is not a proposed speed right now. She continued to explain that she  
67 had looked online at other places and found they did anything from twelve to fifteen miles per  
68 hour. She has heard some people proposing eight miles per hour. Mr. Davern thought one might  
69 be hard-pressed to go twelve to fifteen miles per hour down Main Street during business hour

70 traffic. An early morning or late evening ride might be able to near those speeds, but he  
71 explained that fifteen miles per hour is a sound clip on a road bike. Casual people riding bikes  
72 will not go that fast, but e-bikes might be a different story. To him, enforcement is no different  
73 than cars going forty-five miles per hour down Main St. He said there is no reason to make a big  
74 deal out of this, suggesting the group pick a prudent speed and post a few signs. Mr. Davern felt  
75 that the police department would struggle to enforce this the same way as any other motor  
76 vehicle laws. They are not everywhere at the same time, all at once.

77  
78 Dr. Russell noted that there was some discussion of parking enforcement being the agents of  
79 that. He felt there would be pushback from the parking enforcement due to them already being  
80 demonized. Mr. Schoefmann agreed that it might be a hard sell. Councilor Haas felt the agents of  
81 enforcement would be themselves. It will be social enforcement of established, demonstrated,  
82 and expected behavior. Dr. Russell agreed and stated that one of the points he made when there  
83 was open for public discussions is that their committee has talked extensively about the  
84 difference between regulation and recommendation. The recommendation part is where they still  
85 have a chance to influence things, and asking what culture they want to create, how they support  
86 that culture, and how they communicate is a start. Another thing is how they develop and hold  
87 training for people or workshops about riding downtown that they can have complete control  
88 over as a committee. Mr. Schoefmann felt that getting the material together would be the first  
89 step, as the BPPAC and Policy Committee had suggested, following the proper etiquette and  
90 process and then going from there.

91  
92 Chair Jackson shared that she was talking with her coworkers just before the meeting about  
93 figuring out a speed limit and how one of her friends made an interesting point regarding  
94 educating the populace. The suggestion was to create an event with officers where cyclists can  
95 use a speed gun to get an idea of speed and how fast or slow they travel. The idea was to make it  
96 fun with a straightaway or race and educate people by showing speed.

97  
98 It was asked if this was about the e-mail. Mr. Schoefmann clarified that Councilor Haas had  
99 requested the e-mail from Mr. Fred Parcels be included. Councilor Haas explained that Mr. Fred  
100 Parcels had sent a letter to the council and others about the enforcement aspect and asked who  
101 would enforce this given the understaffed police department and highlighted that even when  
102 fully staffed, the police department does not have the time for this. Councilor Haas responded to  
103 Mr. Parcels that it would be a social effort to enforce defined rules and regulations that set a  
104 threshold for where liability may be put in the event of an accident. He has not yet heard back  
105 from Mr. Parcels. Mr. Schoefmann explained to Councilor Haas that he probably will not hear  
106 back from him until he returns from Germany.

107  
108 Dr. Russell wanted to bring up the Forbes article in the packet they received before the  
109 Municipal Services, Facilities, and Infrastructure Committee (MSFI). They were concerned it  
110 would come up at the meeting and serve as a point of contention to push back against. He was  
111 relieved to share that it did not come up but cautioned that the article was still out there and  
112 could presumably get into the hands of the city council. He explained they had a couple of shared

113 e-mails within the group that received that article. He had pulled together previous studies about  
114 safety that countered the argument in the Forbes Article, and he also drilled down into the article  
115 itself. The person who wrote the article is the Director of Environment and Energy for The  
116 Heritage Foundation, which wrote Project 2025. Presumably, this is in Project 2025. He  
117 explained that Ms. DelaCroix had also drilled down into the article. Since the letter and the  
118 Forbes article are now part of the public record that the City Council has to review, he thought it  
119 would be worth putting their documentation into that. The two previously created e-mails could  
120 be transcribed into a letter from BPPAC to MSFI and the City Council. Dr. Russell motioned  
121 Chair Jackson to draft a letter to MSFI and the City Council. Mr. Redfern seconded the motion.  
122

123 Councilor Haas explained that he had responded privately to Mr. John Loveland and pointed out  
124 that even though Mr. Loveland had been writing these letters for two years, he was late to the  
125 party. According to Mr. Haas, questioning someone's assumptions is the easiest way to start an  
126 argument. It is a debating technique, and it does not prove anything. In one of Mr. Loveland's  
127 earlier letters, Councilor Haas pointed out that Mr. Loveland credits Stantec as a reputable  
128 company, stating that Keene did a good job hiring them. Mr. Loveland then goes on to criticize  
129 everything that they have done based on questioning assumptions. Councilor Haas said at the end  
130 of the day, the choice of how the downtown gets designed is a citizenry and political choice, and  
131 they will use studies to guide. He continued by stating that there will never be a line drawn  
132 scientifically from some group of studies to a final result, as that line has to be adopted by the  
133 people. He felt they were at the point where they had a great design accepted in the political  
134 process and were moving forward. He then thanked Mr. Loveland for providing ample reading  
135 material.  
136

137 To proceed, Dr. Russell said he would compile what was in those emails and send them to Chair  
138 Jackson. He welcomed her to "pretty it up," add supplements as appropriate and then send  
139 them once completed.  
140

141 Mr. Schoefmann recommended, depending on the timing, dropping it off to the clerks and asking  
142 them to include it in one of the council packets as informational. He explained that he would not  
143 be back until the nineteenth and Dr. Russell could inform them of that if they asked why he was  
144 giving it to them. Councilor Haas shared that the next council meeting was next week. Mr.  
145 Schoefmann suggested that the deadline would be Monday if they try to make it to the next  
146 council meeting.  
147

148 Ms. DelaCroix asked if they should include an answer to the question about the miles per  
149 hour for bikes. Committee members did not think so, and Dr. Russell believed this should be a  
150 communication about safety. Mr. Schoefmann asked if PLD would be hearing that at the next  
151 meeting. Councilor Haas responded that the next step would be for staff to write a draft  
152 ordinance, which will come before PLD for public hearings. Mr. Schoefmann suggested that one  
153 member stop at the clerk's office on the way out of the meeting to inform them to expect that  
154 letter on Monday.  
155

156 Chair Jackson revisited the previous motion put forth by Dr. Russell for the chair to draft a letter  
157 for MSFI, which Mr. Redfern seconded. With no further discussion and unanimous approval, it  
158 was approved.

159

160 **4) Safety and Outreach**

161 Mr. Redfern said he found out that the City Council has other committees that get advice from  
162 these committees, such as the Energy Climate Committee. While minor, they have budgets for  
163 outreach and other activities. He proposed setting up a minor budget request before the city  
164 council. Councilor Haas was asked by Mr. Redfern when their next budget review was, and  
165 Councilor Haas responded that it was next Spring. Mr. Redfern suggested a budget of five  
166 hundred dollars with the understanding that it does not have to be used if not needed.

167

168 Mr. Schoefmann suggested revisiting it in January or February and sending it to the folks on the  
169 fourth floor. He was unsure of the exact process but assumed it would require the committee to  
170 write an informational letter to the council.

171

172 Dr. Russell liked the idea but felt it was too early to attach a dollar amount to it as he believed  
173 more work needed to be done to determine what that money would be used for, such as training,  
174 materials, etc. Mr. Schoefmann suggested creating an outreach plan with the request for funding  
175 rather than simply requesting money. Dr. Russell said there are also grant programs available,  
176 like America Walks, that get used for this type of thing but are competitive.

177

178 Mr. Redfern explained that he will not be around in person during the January/February  
179 timeframe but will be available online. Ms. Manwaring suggested withdrawing the motion. Mr.  
180 Redfern withdrew the motion but requested someone take it up and urged the committee to  
181 continue the outreach discussion. Councilor Haas suggested putting the development of the  
182 outreach plan on the next agenda.

183

184 **5) BPPAC Website**

185 Mr. Schoefmann pulled up the BPPAC website, showing the state's guide and the link for the  
186 city to the ordinances and membership qualifications. Mrs. Manwaring shared that she and Mr.  
187 Andy Bohannon had met with Ms. Rebecca Landry over a year ago, who said it was no issue to  
188 put information up on the website. Mrs. Manwaring highlighted the fact that she has been  
189 working on updating the website for over three years.

190

191 Councilor Haas asked Mr. Schoefmann about other committees that use committee members to  
192 work on the website. He hesitantly said no, explaining that there has been some development for  
193 certain projects like the Heritage Commission. The answer, in general, was no.

194

195 Councilor Haas asked if it funnels through community development or communications. Mr.  
196 Schoefmann responded that it spans this weird realm, which tends to be a bit of both. He  
197 confirmed with Mrs. Manwaring that she had indeed spoken with Ms. Landry and asked if Ms.



198 Landry had communicated this with IT (Information Technology). Mrs. Manwaring responded  
199 that Ms. Landry was working in information technology during their conversation.

200

201 Mr. Schoefmann said he needed to figure out a better channel to put forward the request so that it  
202 would come in as a work request rather than just a conversation. Dr. Russell shared that he was  
203 aware that they could not link to the outside of the city of Keene website but understood that they  
204 could link to where the trails are on the parks and recreation site or the Transportation Heritage  
205 Trail, etc. He felt that some great information should be on the site, such as the video the  
206 consultant did about the bridges.

207

208 Mrs. Manwaring said the Energy Climate Committee has their accomplishments on its site,  
209 which she felt validates its effectiveness. Mr. Schoefmann offered to look into ways to submit a  
210 ticket based on what the committee is looking to have done. He explained that while e-mails are  
211 logged for right-to-know requests, having them logged in a work order system will ensure they  
212 are addressed and not overlooked. Councilor Haas suggested Mrs. Manwaring send the list of  
213 tasks to him, and he would put it into a document that could be voted on at the next meeting.

214

215 Mr. Redfern asked if they could have a copy of the proposed letter before the meeting so they  
216 could have time to review it. Dr. Russell clarified that it was not a letter but rather a request.  
217 Chair Jackson asked if they could get an update on whether the work order request would be  
218 feasible. Mr. Schoefmann agreed.

219

## 220 **6) Regular Projects Updates**

221 Mr. Schoefmann asked if the censuses were launched. Chair Jackson and Councilor Haas said  
222 they started doing census counts in August.

223

224 Mr. Redfern stated that he counted a few bike racks behind The Hundred Nights facility, and  
225 there were over forty bikes at that rack when he was there to take pictures. He explained that the  
226 grant he had applied for had to be for underserved populations. He used those pictures as  
227 justification and to serve as an argument for the trails, given that a significant portion of the  
228 population uses bikes to ride the trails due to financial constraints.

229

230 Mr. Schoefmann added that the shelter should probably be one of the first stops on any outreach  
231 campaign. Mr. Redfern agreed and said that the college would be another.

232

233 Dr. Russell said a bike rack used to be installed where Island Street connects to the bike path. He  
234 noticed it had been removed and was lying on the grass near Domino's. A few days ago, he saw  
235 it standing on a different curb but still in the same area. Mr. Schoefmann believed it was part of  
236 their site plan and was a requirement of the plan.

237

238 On the Safe Streets for All Grant, Mr. Schoefmann said it sounds like the report is coming out of  
239 the Steering Committee and will be adopted by the council in November. This was according to  
240 the timeline that the Department of Public Works had sent him.

241  
242 The bids for the Tap Grant on Marlborough Street are due October 11<sup>th</sup>, so by the next meeting,  
243 Mr. Schoefmann expects to know if there will be construction next year. Councilor Haas asked if  
244 they had passed the state approval, to which Mr. Schoefmann responded yes. Councilor Haas  
245 asked if he could find the bid document on the city website. Mr. Schoefmann responded yes, he  
246 should be able to see it.

247  
248 The next step for safety, outreach, and bike lane rules is to go before the PLD. Mr. Schoefmann  
249 was not sure when that would be.

250  
251 Mr. Schoefmann updated that the Downtown Infrastructure Project is looking for bids in March,  
252 with construction beginning in late May. This timeline will depend on several factors, but it is  
253 tentative for 2025.

254  
255 Mr. Schoefmann shared that a group has been working with Mr. Andy Bohannon on wayfinding.  
256 He asked Dr. Russell if he knew where that stood. Dr. Russell believed the committee intended  
257 to look at the map and the information from the consultant. The consultant's page shows  
258 potential models for kiosks, confidence markers, and such. It was not sent out in the packet, so  
259 potentially for November. Dr. Russell explained that Mr. Bohannon admitted to dropping the ball  
260 on this and is urgently trying to address it.

261  
262 Mr. Schoefmann imagined they could get the items produced over winter and installed in the  
263 spring. Dr. Russell suggested that people review the page and the maps and share if they have  
264 additions. He explained that he and Councilor Haas worked with Mr. Bohannon to mark existing  
265 kiosks, proposed kiosk locations, wayfinding points, and confidence markers, especially street  
266 crossings where people could potentially lose the path. Dr. Russell explained that Mr. Bohannon  
267 said the budget is not there for them to do them all at once, so there is intent to focus on the areas  
268 close to downtown. Dr. Russell added phases to the map, with phase three being the  
269 Transportation Heritage Trail because they cannot install any wayfinding until the trail is  
270 completed. Design options have not been decided upon, but they are worth looking at. Dr.  
271 Russell offered to contact Mr. Bohannon on his timeline, and once they receive it, they will  
272 provide committee members with a deadline for feedback.

273



274 Mr. Redfern shared that Bensonwood has offered to design the Transportation Heritage Trail  
275 fixtures. Mr. Redfern plans to tell them it is too early but that they want to keep their offer.  
276 He believed they were looking to do a kiosk, storyboard, or something similar. Dr. Russell  
277 suggested keeping in mind that Mr. Bohannon is working with these consultants. Mr.  
278 Schoefmann suggested sending that item to Mr. Don Lussier and Mr. Bohannon.

279  
280 Dr. Russell suggested keeping in mind that Peter Poanessa has a railroad signal that could be  
281 refurbished and used as part of the gateway. Mr. Redfern shared that he believed Pathways  
282 would have money for that, and Dr. Russell said the Historical Society might also have some  
283 money.

284  
285 Mr. Schoefmann suggested Dr. Russell send out those documents and that Mr. Bohannon collect  
286 any feedback, as he will be out of the country for the next week and a half. Dr. Russell agreed,  
287 but he asked that feedback be sent to him, and he and Councilor Haas will collect it and then  
288 share it with Mr. Bohannon.

289  
290 Councilor Haas praised Dr. Russell for carrying the weight of this project. He explained that they  
291 had been scouting places and commenting on the signs but highlighted that Dr. Russell had been  
292 holding the weight.

293  
294 Dr. Russell thanked Pathways, explaining that he had used their base map to create the one to be  
295 sent out. He explained that on the map, where there is a confidence marker or a kiosk or  
296 something that was not noted on the map; he wrote the name of the street where it was. He also  
297 said that he had seen four different spellings of the Ammi Brown and that the correct one is  
298 Ammi.

299  
300 Chair Jackson said that while she mentioned this during the last meeting, she wanted to bring up  
301 the need to identify areas where there is an overpass and no connection to the trail. Councilor  
302 Haas responded that they had addressed it.

303  
304 Mr. Schoefmann shared that the preliminary design submission date for the Transportation  
305 Heritage Trail is the end of October. Bidding is possible in the spring of 2025, and a summer  
306 and fall 2025 construction plan is anticipated.

307  
308 Mr. Redfern shared that Mr. Brett Rusnock was leaving to work as a New Hampshire  
309 Department of Transportation project manager. He explained that Mr. Rusnock has been  
310 instrumental in many of the trail movements and was a key player in helping Pathways for Keene

311 land their \$100,000 grant donation for the match required for the local share of the  
312 Transportation Heritage Trail. Mr. Redfern felt Mr. Rusnock was a tremendous asset for this  
313 section of the state and believed he would continue to be an advocate.

314  
315 Mr. Redfern continued saying that he has not met the city engineer and is requesting that this  
316 group meet with the new city engineer, have introductions, and educate about the committee. He  
317 clarified that he was asking the chair if that would be appropriate. Chair Jackson responded that  
318 she believed that it would be.

319  
320 Dr. Russell believed it would be a good idea to have him attend, especially given their plan to  
321 have that session be a brainstorming session for safety and outreach. He asked if they wanted to  
322 invite Mrs. Carrah Fisk-Hennessey to that meeting. He highlighted that city staff is understaffed  
323 and overworked and believed the committee needed to be more intentional about having  
324 particular people at meetings. Chair Jackson agreed. Mr. Schoefmann offered to send a note to  
325 Mrs. Fisk-Hennessey.

326

327 **7) Volunteer Opportunities**

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

329 Dr. Russell shared that they had not had a chance to meet, so they had not set a date yet for the  
330 clean-up. However, it would likely be a Sunday towards the end of October or early November.  
331 Once they set the date, he will share it with everyone.

332

333 Ms. Diana Duffy volunteered to help count, highlighting that the data will shift as the weather  
334 changes. She wondered if there were intentions to do the counts quarterly. Chair Jackson  
335 responded that they still have census aids available to use downtown, but she has not seen  
336 anything for the yield and bicycle-pedestrian counts for downtown, West Street, and Island  
337 Street areas.

338

339 Mr. Schoefmann responded that he would need to determine the required form. He said he could  
340 formulate something quickly if someone were willing to do the research and send him the  
341 resources. Chair Jackson agreed.

342

343 Mr. Marcus McCarroll just wanted to ensure the Green Bikes project is ongoing. He shared that  
344 they were meeting that day at the library in the Vincent Miller Room at 3:00 pm and were  
345 looking for members and input from people. He hoped to have a project moving forward and  
346 announced that he had gotten the application in with the state to re-up the old Keene City Green  
347 Bikes. He wanted to remind people and encourage anybody who knows anybody interested in

348 the project to send them along.

349

350 **8) Old Business**

351 **A) Wayfinding Updates**

352 Chair Jackson recognized Ms. Duffy, who said she hopes to attend the New York Bike Summit  
353 next week. It is a two-day conference in Albany, and it is the only conference one might attend  
354 where they have dedicated bicycle valet parking. It is a statewide effort to educate advocates,  
355 municipalities, attorneys, and policymakers. There will be two days of plenaries and panels on  
356 walking equity, mobility and safety, etc. Essentially, many of the same things that the BPPAC is  
357 dealing with, and because it is New York, they tend to be leaders. She asked if she could have  
358 time for an update if she attends. Chair Jackson explained that she could submit another agenda  
359 item to Mr. Schoefmann anytime.

360

361 Chair Jackson recognized Mr. Redfern. Regarding the request for dollars, he had come up with a  
362 few items for the justification, such as a banner with rules for bike lanes and the maps and  
363 attending a conference within New Hampshire relating to bicycle and pedestrian issues. Various  
364 groups have conferences on bicycle pedestrian issues that have minimal fees. He would also  
365 request the city purchase a 10x10 tent for such uses.

366

367 **9) New Business**

368 **A) Items To Be Included In The Next Meeting**

369 Mr. Schoefmann reiterated the four focus areas for the November meeting: the safety and  
370 outreach plan discussion, Diana's conference, the budget, and the yield counts.

371

372 Councilor Haas moved to adjourn and received a second from Ms. Duffy.

373

374 **10) More Time**

375 **A) Community Bike Share**

376 **B) Continued Bike Rack Discussion**

377

378 **11) Adjournment**

379 There being no further business, Chair Jackson adjourned the meeting at 9:24 AM.

380

381 Respectfully submitted by,  
382 Amanda Trask, Minute Taker

383

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

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. Staff beginning to draft RFP for release in FY'25.</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. Street Markings included in Flyover collection
Bike Racks	HIGH	P21	Working	N/A	N/A	ongoing	N/A	N/A	Gaps in where historically placed. <b>Chair Jackson presentation April. Updates being made to document for forwarding to City Council (publicly managed racks). Discussion in August regarding Bike Racks in the Downtown Infrastructure Project. Downtown Rack Census in September. Updated Count forms and map distributed.</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. <b>Report out from Steering Committee in September, earlier likely adoption by Council in November via MSFI.</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. <b>Project construction bids are due October 11.</b>
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. Policy Recommendations heard by MSFI in September. Next step is PLD with a draft ordinance.</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 2028	N/A	Final recommendation from City Council via MSFI includes widened sidewalks and protected bike lanes. <b>Final Design approved by MSFI and City Council - likely to be bid in March '25, late May construction. Phase 1: Central Sq, Church St, Lamson St and Stormwater Utilities on NB Main St between Central Sq/Railroad St.</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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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. <b>Andy Bohannon meeting with Dr. Russell and Councilor Haas to take first pass at locations to bring to BPPAC for November discussion.</b>
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>
↓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. <b>End of October target preliminary design submission date to NHDOT. Bidding in Spring 2025. Construction planned for summer/fall 2025. City working on ROW and Easment issues with DOT and Landowners. BPPAC to review trail grade issue.</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 - Swanzey 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 Swanzey Factory Road to create a safe overpass for trail users and creating continuity of the Cheshire Rail Trail towards the Swanzey Town line.
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/Swanzey Factory Rd.

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. Staff beginning to draft RFP for release in FY'25.</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. Street Markings included in Flyover collection
Bike Racks	HIGH	P21	Working	N/A	N/A	ongoing	N/A	N/A	Gaps in where historically placed. <b>Chair Jackson presentation April. Updates being made to document for forwarding to City Council (publicly managed racks). Discussion in August regarding Bike Racks in the Downtown Infrastructure Project. Downtown Rack Census in September. Updated Count forms and map distributed.</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. <b>Report out from Steering Committee in September, earlier likely adoption by Council in November via MSFI.</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. <b>Project construction bids are due October 11.</b>
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. Policy Recommendations heard by MSFI in September. Next step is PLD with a draft ordinance.</b>
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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 2028	N/A	Final recommendation from City Council via MSFI includes widened sidewalks and protected bike lanes. <b>Final Design approved by MSFI and City Council - likely to be bid in March '25, late May construction. Phase 1: Central Sq, Church St, Lamson St and Stormwater Utilities on NB Main St between Central Sq/Railroad St.</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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Project									
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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>
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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>
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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/Swanzy Factory Rd.