



City of Keene
New Hampshire

BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING AGENDA

Wednesday, April 14, 2021

8:15-9:30 AM

Meeting via Zoom Webinar

Link: <https://us02web.zoom.us/j/86374413889>

- This meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by visiting www.zoom.us/join and enter the **Webinar ID: 863 7441 3889**.
- If you are unable to attend the meeting online, you may call the toll-free **(888) 475-4499** and enter **Webinar ID: 863 7441 3889** to listen to the meeting.
- More info on how to access this meeting is available on the Bicycle Pedestrian Path Advisory Committee webpage at ci.keene.nh.us/bicycle-pedestrian-path-advisory-committee.
- If you encounter any issues accessing this meeting, please call **(603) 209-4697** during the meeting.

Members:

Dillon Benik, Chair

Drew Bryenton, Vice Chair

Brad Dufresne

Councilor Jan Manwaring

Michael Davern

Todd Horner

Rowland Russell

Dr. Chris Brehme, Alternate

Charles Redfern, Alternate

- 1) Call to Order and Roll Call
- 2) March 10, 2021 Minutes
- 3) Old Business
 - Wayfinding: UNH Downtown Trails, MAST Grant, MRRTC
 - Amenities: Public Survey
 - Bike/Pedestrian Counts: New Locations
- 4) Regular Project Updates
- 5) New Business
 - Items to be included for next meeting
- 6) Adjournment
 - Next meeting date – May 12, 2021



City of Keene
New Hampshire

BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE
MEETING AGENDA

Wednesday, March 10, 2021 8:15-9:30 AM Meeting via Zoom Webinar

Link: <https://us02web.zoom.us/j/86374413889>

- This meeting will be conducted using the online meeting platform, Zoom. The public may view the meeting online by visiting www.zoom.us/join and enter the **Webinar ID: 863 7441 3889**.
- If you are unable to attend the meeting online, you may call the toll-free **(888) 475-4499** and enter **Webinar ID: 863 7441 3889** to listen to the meeting.
- More info on how to access this meeting is available on the Bicycle Pedestrian Path Advisory Committee webpage at ci.keene.nh.us/bicycle-pedestrian-path-advisory-committee.
- If you encounter any issues accessing this meeting, please call **(603) 209-4697** during the meeting.

Members:

Drew Bryenton, Vice Chair
Brad Dufresne
Councilor Jan Manwaring
Michael Davern
Todd Horner
Rowland Russell
Dr. Chris Brehme, Alternate
Charles Redfern, Alternate

Members not present:

Dillon Benik, Chair

Staff:

Will Schoefmann, City Staff
Andy Bohannon
Kürt Blomquist

Guests present:

Mike Kowalczyk

Vice Chair Bryenton called meeting to order at 8:15 AM.

1. Roll Call

Chair Bryenton read the Zoom platform meeting rules aloud and roll call was conducted.

2. February 10, 2021 Minutes

Mr. Russell moved to accept the February 10, 2021 meeting minutes, Mr. Redfern seconded, and the motion passed by unanimous vote.

3. **Old Business**

-Wayfinding: UNH Downtown Trails, MAST Grant, MRRTC

Mr. Schoefmann stated that Mr. Bohannon submitted a letter to City Council to move towards accepting the funds for the MAST grant. Mr. Bohannon said that the MAST grant was accepted, and City Council accepted the funds so they now have a fully executed contract and will begin work to be completed by December 2022. Mr.

Mr. Schoefmann stated that he worked on a few examples for wayfinding that he will hopefully be able to share at the next meeting. Mr. Redfern asked which MAST grant they are discussing; the one for signage in Keene or the MAST grant previous to this one. Mr. Schoefmann replied it is a Complete Streets grant which includes improvements at nodes along the rail trail, including lighting, and this grant is focused on the signage. Mr. Bohannon clarified that there is a funded grant in the MAST program for Complete Streets which has been accepted by City Council and was supported by BPPAC last year, and there is also a submission going before the FOP committee for a collaboration with Swanzey and Winchester for the Monadnock Regional Rail Trails grant. Mr. Redfern asked Mr. Bohannon if Pathways for Keene (PFK) was involved in that grant as it appears that they are not. Mr. Bohannon replied that this grant is minimal and only includes a few signs; he stated that when they approached Ms. Trisha Zahn she said she would support a more regional effort. They also reached out MAST and they made it clear they must go through them. Mr. Redfern asked if the signs would PFK in the labeling. Mr. Bohannon said they can include PFK, but the purpose of the labeling is to have a QR code that can be scanned. He suggested they discuss the matter at another time.

-Amenities: Public Survey

Mr. Schoefmann stated that the committee is reaching out to Mr. Brehme to see if they can use Keene State College's survey program which has a component that identifies areas of interest which is helpful when reaching out to the public to gather that data, particularly for amenities. He stated that a visual cue like a map is important, so they are aiming to follow up with Mr. Brehme to see what is possible. Mr. Schoefmann stated that members can send their survey question ideas to him. Mr. Brehme's audio was not working properly, so he messaged the group stating that he is happy to help with the development of the survey. Mr. Schoefmann said he can send out a link for a Google Doc to gather member feedback on the survey questions and they can discuss those ideas with Mr. Brehme at the next meeting.

-Emerald Street Connectivity and Pocket Park: Parking

Mr. Schoefmann stated that the committee agenda'd the topic of parking in the vicinity of the Ashuelot and Cheshire Rail trail location at the last meeting. He said they had discussed the potential for adding parking on Mr. Brady Sullivan's property at the Center at Keene. Vice Chair Bryenton said that the committee discussed the availability of parking spaces at the Center of Keene and strategies for accessing those spaces for the trailhead. Mr. Schoefmann said there is parking available and it is not monitored well, however, they cannot advertise that parking. Mr. Blomquist noted that it depends on the relationship the City wants with the property owner; if they want to get formal access they will need to reach out to Mr. Sullivan, however, there is also the Commercial Street

and Gilbo Street parking lots and options that people can be encouraged to use as well. Mr. Schoefmann agreed and said that people's ideas can be gleaned with the survey as well. Mr. Bryenton suggested that they table the idea for now until it becomes more of an issue. Mr. Russell agreed that liability issues are a concern as well. Mr. Blomquist added that liability laws are as such that if the City does not have prior notice of users gaining access to a particular point then they are not liable. Mr. Schoefmann stated that the parking spaces along Ashuelot Park are City spaces. Vice Chair Bryenton asked if anyone has comments, otherwise they can table this issue unless something comes up. Mr. Schoefmann agreed that they see what the survey responses are and encourage users to use available parking.

4. **Regular Project Updates**

Cheshire Rail Trail-Park Avenue Loop -Mr. Redfern asked if the Cheshire Rail Trail-Park Avenue Loop has gone out to bid yet. Mr. Blomquist stated that there were some slight modifications done as it was over budget, but they are hoping to have it out by April 8.

Cheshire Rail Trail Phase 4- Mr. Schoefmann said they are still looking to launch a collaboration with the Heritage Commission. He is reaching out to Ms. Kessler and they will be sending out a Doodle Poll. Mr. Blomquist stated that the City has received the draft Memorandum of Understanding for the bridge and a few key items are that the State Historical Office will have authority to review any designs specific to the bridge. He stated there is also a requirement for the length of the historic construction, they must produce an annual report. He said they are asking NH DOT to maintain the bridge in its current location until 2027. Mr. Blomquist stated that City Engineer, Mr. Lussier is preparing for the application for the section of trail from Eastern Avenue to Route 101. He said they now require a letter from the Mayor to sign off on support of the applications. He stated there were 41 applications for 3 million dollars, which is very competitive.

Mr. Schoefmann stated that Chair Benik drafted a letter of support from BPPAC after Mr. Lussier requested a letter a support from the body. Vice Chair Bryenton asked if members have questions or edits to the letter and heard none.

Walk our City signs- Mr. Schoefmann said he hopes the Walk your City website is back up and running soon.

Amenities- Mr. Schoefmann will send out a link for a Google Doc to collect member survey questions ideas.

5. **New Business**

Mr. Schoefmann stated that Mr. Russell is working on a few initiatives. Mr. Russell said that the grant writer at AUNE sent him a list of grant opportunities that may be germane to the committee. He said there are a few art options as well. Mr. Russell will forward that list to Mr. Schoefmann to make available to the committee.

Vice Chair Bryenton asked what the status is for the UNH Cooperative. Mr. Bohannon said he has not heard back yet about specific dates, however, the contact person said she would not be able to meet with him until the middle of March. He said he will update the committee once he has some scheduled dates.

Mr. Horner stated that he saw a UNH student doing intercept surveys on the rail trail a month ago.

Mr. Davern left the meeting.

Mr. Schoefmann said it is time to think about where to focus on bike counts this year on the Transportation Heritage trail. He said he can find a few locations to see where they can target their efforts best. Vice Chair Bryenton replied that it sounds like a good idea, particularly along a few nodes on Eastern Avenue. Mr. Schoefmann stated that he will speak to Mr. Lussier and get his feedback and he will put together a packet for the committee. He said in person data is more robust as there is not a confined corridor for the trail project that is closest in the cue. He asked Mr. Horner if they have direct counters. Mr. Horner replied they do have direct counters, and they have some automatic data already, but he is not sure if that data has been processed yet. He said there may still be a role for manual counts as the location may prove difficult for automatic counts. Mr. Russell added that physical counts of presence would be useful in that location. Mr. Schoefmann said that people go up the Marlborough Street extension and Bradford Road, and those locations are wide for pneumatic tubes and laser counters so manual counts might be the best option for that location. Vice Chair Bryenton said he is interested in seeing how many people cross over 101 to the Stone Arch Bridge.

Mr. Russell asked if Mr. Horner has updates from Southwest Regional Planning Commission. Mr. Horner said the project is still underway and his colleague Mr. Underwood is taking a lead on that project. He said they are looking at goals and objectives for that planning initiative focusing on the Cheshire rail Trail down through Fitzwilliam and beyond into Winchendon, MA which is a long-term project. He referred members to the website for updates on that process. He said project working group meetings are also available to the public.

Mr. Redfern asked Mr. Horner for the status of the 101 Stone Arch Bridge project. Mr. Horner replied that Mr. JB Mack would have a lot more knowledge about that particular project.

Vice Chair Bryenton asked members to please jot down a few survey questions after today's meeting to populate Mr. Schoefmann's Google Sheet.

Adjournment

Vice Chair Bryenton adjourned the meeting at 9:03 AM.

Next meeting date – April 14, 2021

Respectfully submitted by,
Ayshah Kassamali-Fox, Minute-Taker

Additional Edits by,
Will Schoefmann, Community Development

Project	PRIORITY	Master Plan Project #	Status	Budget *		Schedule			Updates (changes and relevant updates)
				Cost	Status	Start	Finish	Status	
Master Plan	N/A	N/A	Delayed	City Staff \$5K	N/A	Spring14	Fall 2021	Behind	Introduction and Background available for BPPAC Review, Trail Specific Maps and details regarding North Bridge inserted. Developing a scope of work and seeking funding to work with Southwest Regional Planning Commission to finish work on the plan in 2021
Jonathan Daniels Trail Maintenance	N/A	P3	Planning	\$25K	Even	Summer20	Fall 21	N/A	\$25k set aside in CIP FY' 21
Bike Racks	AMENITIES	P21	Working	N/A	N/A	ongoing	N/A	N/A	Bike racks have been set out in the downtown footprint but may need adjusting once outdoor patio applications are processed. Brewbakers/Tera Nova rack request addressed.
Lighting	AMENITIES	P22	Completed	City Staff, PFK	Even	complete	N/A	On Schedule	Appel Way lights installed. Lighting program on hold pending Amenities Survey results and further observation of product.
Cheshire Rail Trail - Park Ave. Loop	N/A	N/A	Working	\$411,615.51	Over	Spring19	Fall 21	Behind	Engineering division of DPW is managing this project now. Engineering re-advertised after approval from NHDOT and FHWA. Bids received all over budget but less over than first bid attempt. City Engineer preparing funding sources and request to City Council.
NHDOT TAP Grant 2018	N/A	BE22	Submitted	\$674K	N/A	Winter 2018	Summer 19	On Schedule	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. Funding issues between FHWA and NHDOT possibility of longer range date of completion.
Arts and Culture Corridor	NA	N/A	Planning	N/A	N/A	Planning	N/A	N/A	Monadnock Economic Development Corporation has begun the community input/visioning process for an Arts and Culture Corridor from the Railroad Land Development Area on the east side of Main Street westerly down Gilbo Avenue to School Street. Downtown infrastructure funds being associated with some elements of this more planning is underway.
Bicycle Mayor	N/A	N/A	Working	Safe Routes to School	Even	Winter 2018	Fall 2019	On Schedule	Project is inactive, program has material that could be incorporated in current websites of the City but outreach must occur to Tiffany Mannion for access to the safe routes to school material.
MASTER PLAN PROJECTS									Cont. on following page
Cheshire Rail Trail Phase 4 - CRT Eastern Ave to NH 101 Transportation Heritage Trail	TOP 5	P1	Planning	\$ 587,000.00	Even	Planning	N/A	N/A	Project submitted as a supplemental CIP - unfunded but in the plan book. Project includes from Eastern Ave - 101, Bridge to Span 101, improvements to Old Stone Arch Bridge and potential crossing at Swanzey Factor Rd. Letter of Intent submitted to NHDOT for 2021 TAP round. Application submitted. Collaboration with Heritage Commission to conduct research and assist with Historic Resources LCHIP application for railing/abutment design.

Wayfinding Signage Facilities and Plan	TOP 5	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. Complete Street Grant Awarded; Pilot Program being funded with temporary signage Walk Your City appears to be no more, alternative plans needed with MAST Complete Street Grant funds for 2020. Regional sign design pilot through MRRTC.
Prowse Bridge - CRT NH 101 Overpass to Stone Arch Bridge Transportation Heritage Trail	TOP 5	P4	Planning	\$ 1,470,000.00	N/A	Planning	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
West Street - Complete Street	TOP 5	P19	Planning	City Staff Unknown	N/A	Planning	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. Spring, Summer and Fall Counts completed for 2020. City submitted West Street improvement project into the DOT 10 Year Plan.
AMENITIES	TOP 5	P21	Working	City Staff, Facility and Maintenance Costs	Under	Planning	N/A	On Schedule	Staff should establish a base line of existing amenities and propose types and locations of future amenities in a plan. These should include Kiosk/Trailhead facilities, Trailside Facilities such as bathrooms, potable water and tune up stations and efforts should be made to engage the artist community to create spots along the trails for public art which will enhance the unique qualities of our system. BPPAC/Staff to draft public survey, draft questions in Google doc linked via email

Project	PRIORITY	Master Plan Project #	Status	Budget *		Schedule			Updates (changes and relevant updates)
				Cost	Status	Start	Finish	Status	
Master Plan	N/A	N/A	Delayed	City Staff \$5K	N/A	Spring14	Fall 2021	Behind	Introduction and Background available for BPPAC Review, Trail Specific Maps and details regarding North Bridge inserted. Developing a scope of work and seeking funding to work with Southwest Regional Planning Commission to finish work on the plan in 2021
Jonathan Daniels Trail Maintenance	N/A	P3	Planning	\$25K	Even	Summer20	Fall 21	N/A	\$25k set aside in CIP FY' 21
Bike Racks	N/A	P21	Working	N/A	N/A	ongoing	N/A	N/A	Bike Racks taken in by DPW - will look for updated 2021 distribution. Jeff Murphy, owner of Brewbakers/Terra Nova and others along Emerald Street interested in old "rack it up" racks. Will is compiling the inventory after a visit to DPW garage for "Rack it Up" racks.
Lighting	N/A	P22	Completed	City Staff, PFK	Even	complete	N/A	On Schedule	Pathways for Keene are making an additional donation this year to the City. Appel Way lights installed.
Cheshire Rail Trail - Park Ave. Loop	N/A	N/A	Working	\$411,615.51	Over	Spring19	Fall 21	Behind	Engineering division of DPW is managing this project now. Engineering received authorization to re-advertise from NHDOT and FHWA. Bid documents to be released ASAP.
NHDOT TAP Grant 2018	N/A	BE22	Submitted	\$674K	N/A	Winter 2018	Summer 19	On Schedule	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. Funding issues between FHWA and NHDOT possibility of longer range date of completion. Repaving has commenced for 2020
Arts and Culture Corridor	NA	N/A	Planning	N/A	N/A	Planning	N/A	N/A	Monadnock Economic Development Corporation has begun the community input/visioning process for an Arts and Culture Corridor from the Railroad Land Development Area on the east side of Main Street westerly down Gilbo Avenue to School Street. Downtown infrastructure funds being associated with some elements of this more planning is underway.
Bicycle Mayor	N/A	N/A	Working	Safe Routes to School	Even	Winter 2018	Fall 2019	On Schedule	Project is inactive, program has material that could be incorporated in current websites of the City but outreach must occur to Tiffany Mannion for access to the safe routes to school material.
MASTER PLAN PROJECTS									Cont. on following page
Cheshire Rail Trail Phase 4 - CRT Eastern Ave to NH 101 Transportation Heritage Trail	TOP 5	P1	Planning	\$ 587,000.00	Even	Planning	N/A	N/A	Project submitted as a supplemental CIP - unfunded but in the plan book. Project includes from Eastern Ave - 101, Bridge to Span 101, improvements to Old Stone Arch Bridge and potential crossing at Swanzev Factor Rd. Collaboration with Heritage Commission to conduct research and outreach on hold. Letter of Intent submitted to NHDOT for 2021 TAP round. Application being compiled. Letter of Support from BPPAC Chair, City Council Etc.

Wayfinding Signage Facilities and Plan	TOP 5	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. Complete Street Grant Awarded; Pilot Program being funded with temporary signage https://walkyourcity.org/ with MAST Complete Street Grant funds for 2020. Regional sign design pilot through MRRTC.
Prowse Bridge - CRT NH 101 Overpass to Stone Arch Bridge Transportation Heritage Trail	TOP 5	P4	Planning	\$ 1,470,000.00	N/A	Planning	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
West Street - Complete Street	TOP 5	P19	Planning	City Staff Unknown	N/A	Planning	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. Spring, Summer and Fall Counts completed for 2020. City submitted West Street improvement project into the DOT 10 Year Plan.
AMENITIES	TOP 5	P21	Working	City Staff, Facility and Maintenance Costs	Under	Planning	N/A	On Schedule	Staff should establish a base line of existing amenities and propose types and locations of future amenities in a plan. These should include Kiosk/Trailhead facilities, Trailside Facilities such as bathrooms, potable water and tune up stations and efforts should be made to engage the artist community to create spots along the trails for public art which will enhance the unique qualities of our system. BPPAC/Staff to draft public survey



City of Keene

Purchasing and Contract Services Office
City Hall – 3rd Floor

- PROJECT SUMMARY -

USE of OUTSIDE MUNICIPAL BID CONTRACT

✓ **BID - RFP - RFQ - QUOTATIONS - SALE of SURPLUS**

Project No.		Project Name			
Time and Date Opened:		Department / Division / Staff:			
Responsive/Nonresponsive Bidders:		Base:	Alternate:	Total:	
Comments:				# Addenda:	
Recommendation for Award:					
I certify this to be in accordance with the City of Keene purchasing procedures.		Purchasing & Contract Services Manager			Date
Division Head		Date	Department Head		Date
<u>TO BE COMPLETED BY DEPARTMENT</u> Funding available in Available Amount: Funding Source(s)			Funding Certified By:		Date
			Finance Director		
AWARD OF PROJECT Approved Disapproved ✓			City Manager		Date