

Monadnock Alliance for Sustainable Transportation Steering Committee

MINUTES

April 19, 2017

4:00 p.m.

Southwest Region Planning Commission
37 Ashuelot Street, Keene, NH 03431

Steering Committee members present: Will Schoefmann, *Chair, City of Keene*; Michael Acerno, *Vice Chair, City Express*; Diana Duffy, *Keene State College*; Peter Hansel, *Filtrine Manufacturing Co.*; Jan Manwaring, *City of Keene*; Chuck Redfern, *Pathways for Keene*; Jen Risley, *Monadnock Buy Local*; Susan Thielen, *Keene resident*.

SWRPC staff members present were Mari Brunner, *Planner*; Henry Underwood, *GIS Specialist/Planner*; Liz Kelly, *Planning Technician*.

I. Welcome

Michael Acerno called the meeting to order at 4:05 p.m.

II. Approval of Minutes

The minutes of January 18 and February 3, 2017 meetings were approved as submitted by unanimous vote.

Will Schoefmann arrived and began to chair the meeting.

III. Partner Information Sharing & Advocacy Opportunities

Chuck Redfern announced that Pathways for Keene intends to use fundraising proceeds from the annual “Four on the Fourth” Road Race to purchase additional solar-powered lights for Keene trails. He noted that the portion of the rail trail between Island Street and Pitcher Street benefited from the same lighting improvements in 2016. The upcoming project intends to cover the Appel Way Trail from Court Street to Wheelock Park.

Jen Risley announced that Monadnock Buy Local and other sponsors are promoting a Complete Economy Event on May 4, 2017 at 7:00 p.m. Stacy Mitchell of the Institute for Local Self-Reliance will share effective strategies that communities around the country are using to grow local businesses.

Liz Kelly advised the group that the Rack-It-Up! is moving along and SWRPC will be placing bike rack orders soon. She said that the towns of Harrisville, Jaffrey, Walpole, and Winchester are participating in the program and noted a sample of participating businesses.

Will Schoefmann advised that the City of Keene Planning Department is in the process of updating the Bicycle and Pedestrian Master Plan. In conjunction with the Bicycle and Pedestrian Pathways Advisory Committee (BPPAC), the Department ranked transportation projects based on their organizational and

community support. Will Schoefmann said that the planning process would extend through November 2017, but will include other follow-up activities with BPPAC after November.

Mari Brunner provided an update on the Partnership to Improve Community Health initiative. She said that at present, Southwest Region Planning Commission is in the process of organizing four Complete Streets demonstration events (one each in Harrisville, Jaffrey, Walpole, and Winchester). The first event will occur in late May of 2017.

Will Schoefmann noted that the Federal Highway Administration, in conjunction with Alta Planning, recently released a new resource entitled *Small Town and Rural Multimodal Networks Guide*. He said that the New Hampshire Department of Transportation is offering a half-day workshop in Concord related to the guide on June 7, 2017.

IV. Complete Streets Implementation Grant

Mari Brunner described an upcoming grant opportunity, the details of which were shared electronically with members of the Steering Committee in advance of the meeting. The goal of the funding is to build momentum for Complete Streets through a \$10,000 implementation grant opportunity in 2017 potentially followed by a more substantial grant in 2018. She gave several examples of project ideas and said that a request for proposals would only be sent to communities in Southwest NH that have adopted Complete Streets policies. She recommended a subcommittee be formed by the MAST Steering Committee to develop scoring criteria for proposed projects. Ideally, the subcommittee would be composed of Steering Committee members and others who are knowledgeable about transportation and help diversify representation on the subcommittee.

Jen Risley suggested the Monadnock Food Co-op Farm Fund or The Local Crowd Monadnock as viable ways to leverage the grant for communities wishing to implement larger Complete Streets projects.

Attendees agreed that although SWRPC staff could provide assistance in developing potential criteria, it would be up to the Steering Committee to decide which criteria would be used in the evaluation of project proposals. Attendees agreed that Rebecca Harris of Transport NH should be approached with an invitation to participate on the subcommittee.

Motion: To authorize a MAST subcommittee to create scoring criteria and a request for proposals for a Complete Streets implementation grant, as well as score project proposals on behalf of MAST.

Motion by Michael Acerno, seconded by Susy Thielen. Approved by unanimous vote.

Peter Hansel, Jen Risley, and Will Schoefmann agreed to serve on the subcommittee. Mari Brunner explained that all Steering Committee members not in attendance at today's meeting would be given the opportunity to participate on the subcommittee.

V. Website Update

Mari Brunner informed attendees that content from the old MRTMA/MAST website had been migrated to a more up-to-date platform. Jen Risley suggested making Complete Streets content more visible through the use of tags and offered to assist MAST with updates.

VI. Procedure for Making Decisions between Meetings

Attendees discussed the issue of MAST's ability to provide letters of support, testimony, or authorize other documents, such as press releases, outside of a public meeting. At present, there are no documented procedures. Attendees reviewed a proposed addition to the MAST Charter to allow the MAST Chair to approve such letters, testimony, or documents. The proposed new paragraph would appear in item V. (MAST Structure and Decision Making) C. (Steering Committee Process):

At his or her discretion, the Chair, in consultation with staff, may approve documents such as press releases, letters of support for grant applications, outreach materials, and advocacy letters and testimony without Steering Committee approval. The Chair reserves the right to call a meeting to discuss the matter with the full Steering Committee.

Motion: To amend the MAST Charter per the proposed addition. In addition, the amendment should reference any Steering Committee Officer, and not just the Chair.

Motion by Michael Acerno, seconded by Jen Risley. Approved by unanimous vote.

VII. Subcommittee Updates

a. Bicycle Friendly Community Subcommittee

Will Schoefmann advised attendees that the subcommittee had held two meetings to discuss how the City of Keene could move towards Silver status as a League of American Bicyclists (LAB) Bicycle Friendly Community. Will Schoefmann described different LAB programs and spoke about how the subcommittee had brainstormed businesses and academic institutions that could be Bicycle Friendly Community partners. The subcommittee has prioritized two areas related to MAST's purview: educational opportunities and encouragement efforts. Will Schoefmann touched on LAB's instructor program, a possible train-the-trainer framework, and opportunities for MAST to enhance their website. Community rides and wayfinding signage were two of the other topics discussed by the subcommittee.

Michael Acerno excused himself from the meeting at this time.

b. Transportation Improvement Fund Subcommittee

Henry Underwood provided an update on the activities of the transportation improvement fund subcommittee, which he said has met on two occasions. The subcommittee plans to distribute two surveys: one aimed at all communities in Southwest New Hampshire to confirm where the optional registration fee is being used or where it has been considered, and one aimed at communities or key stakeholder currently benefitting from the fee. The subcommittee plans to share the survey results later in the year.

c. Carsharing Subcommittee

Mari Brunner said that the carsharing subcommittee has met twice and continues to outline specific tasks of interest. As a major goal, the subcommittee will narrow the focus of a carsharing feasibility study to a specific geographic area. The region, Keene, and Keene State College were mentioned as possible options. Mari Brunner advised attendees that a Keene State College Geography Department class in the fall would complete a more in-depth study and analysis. The class is being led by Dr. Chris Cusack and will include geospatial, survey, expert interview, and literature review components. Mari Brunner shared

a questionnaire and flyer to be shared by MAST as part of the Earth Day Festival hosted by the Monadnock Food Co-op on April 22, 2017 in Keene, NH.

Will Schoefmann excused himself from the meeting at this time.

d. Bike to Work Day Subcommittee

Liz Kelly updated attendees on the progress of the bike to work day subcommittee to host an event related to National Bike Month. She said that plans include a bike to work week kick-off event to be held on Monday, May 15, 2017 from 6:00 a.m. to 10:00 a.m. at Railroad Square in Keene, NH.

VIII. Bike to Work Day Discussion

Attendees provided feedback on promoting the bike to work week kick-off event. Liz Kelly said she expects there will be two donated prizes as part of the Monadnock Commuter Challenge occurring Monday through Friday during the same week (May 15 - 19): one for the most miles traveled, and one for the most trips. The Monadnock Commuter Challenge is based around the CommuteSmart New Hampshire Trip Logger, which allows participants to record the date and number of trips taken on foot, by bike, carpooling, or by bus. The subcommittee plans on providing a table of resources related to biking in the region, and they are looking for additional sponsors and partners to participate. Chuck Redfern expressed an interest in Pathways for Keene both being listed as a partner and attending the event to promote the Four on the Fourth Road Race. There was a discussion about creating a promotional video with footage of the event. Liz Kelly shared the designs of a sticker with the message “I biked to work today”, an event flyer, and the first of two planned press releases.

Motion: To approve bike to work day press release as presented.

Motion by Jan Manwaring, seconded by Susy Thielen. Approved by unanimous vote.

IX. Next Meeting: July 19, 2017

The next meeting was scheduled for July 19, 2017 at 4:00 p.m.

X. Adjourn

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Henry Underwood
GIS Specialist/Planner