



STEERING COMMITTEE AGENDA

*Southwest Region Planning Commission
Conference Room
37 Ashuelot Street
Keene, NH 03431*

*January 15, 2014
4:00 p.m. - 5:30 p.m.*

- I. Minutes of December 18, 2013**
- II. 2013 Year in Review**
- III. 2014 Priority Projects**
- IV. Next Meeting**
- V. Information Sharing**
- VI. Adjourn**

Monadnock Region Transportation Management Association
c/o Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431

603-357-0557
FAX 357-7440
admin@swrpc.org
www.monadnockTMA.org

Mission: To promote all modes of transportation that enhance the environmental, economic and physical health and well-being of citizens in the Monadnock Region.

Vision: We envision citizens of our region moving around conveniently and safely, with or without personal automobiles. This vision will result in:

- Affordable, accessible and energy efficient transportation options;
- Integration of transportation into land use planning and policy;
- Improved air quality, environmental and personal health; and
- More time spent interacting with others and less time alone in the car.

Monadnock Region Transportation Management Association

Steering Committee

MINUTES

January 15, 2014

Present: Susan Ashworth, *Home Healthcare, Hospice and Community Services (HCS)*; Peter Hansel, *Filtrine Corporation*; Chuck Redfern, *Pathways for Keene*; Linda Rubin, *Healthy Monadnock 2020*; Susy Thielen, *Heading for Home*;

SWRPC staff present were: J.B. Mack, *Principal Planner*; Steve Waleryszak, *GIS Technician/Planner*; Henry Underwood, *Planning Technician*.

I. Minutes of December 18, 2013

The committee noted that Susan Ashworth was present at the previous meeting but that Susy Thielen was not present.

The committee approved the minutes as amended.

II. 2013 Year in Review

J.B. Mack distributed a “2013 Year in Review” document, which summarized activities that SWRPC is aware of happening in the Monadnock region in the last year that addressed the MRTMA Action Plan. Activities were organized under each strategy and several individual items were discussed as follows:

Under the objective, “Expand Use & Availability of Sidewalks & Walkways,” J.B. Mack provided a summary of the City of Keene Pako Avenue Safe Routes to School (SRTS) project, which will create bicycle and pedestrian shoulder space for neighborhood residents using paint markings. A block party is planned for the Pako Avenue neighborhood residents to provide education and outreach about the painted shoulder walking routes. Linda Rubin suggested adding Franklin School and Waldorf School SRTS activities since they received SRTS funding in the fall of 2013. She also recommended including Symonds School which has a very successful ongoing walking bus program as well as walk and roll Friday events. Susy Thielen asked about how a walking school bus provides safety. The group responded that chaperones are part of a walking school bus to ensure the safety of students, which is particularly useful for smaller children walking to school. Susan Ashworth asked about the block party that will be hosted by the City of Keene and if transit education would fit into the event. Susan Ashworth mentioned that walkers can flag the bus along Maple Avenue. J.B. Mack stated that the intent of the block party is to get pedestrians and drivers accustomed to noticing the striping that delineates walking routes from driving lanes in the Pako Avenue neighborhood. Linda Rubin commented that the proposed striping would exist on both sides of the road.

J. B. Mack responded to a question from Linda Rubin about SRTS funding in the Town of Troy. She noted that the town received funding, including infrastructure, however, she is not sure about the current status of SRTS programming in that community. J.B. Mack noted that Troy in its application for SRTS funding, opted not to implement non-infrastructure elements of its application.

The committee discussed Mount Caesar Elementary School in Swanzey as having a recommendation for a potential new SRTS project based on a road safety audit that was conducted in the Town in 2013.

Under the objective, "Increase Use & Availability of Bicycle Infrastructure," J.B. Mack notified attendees that the Rack-it-up bicycle rack initiative subcommittee meeting leveraged \$1,500 of grant money to purchase two high capacity bike racks through the leadership of Chuck Redfern, in addition to receiving a \$5,000 grant from New Hampshire Charitable Foundation.

Linda Rubin mentioned HEAL money, a funding source the City of Keene recently applied for to extend the Cheshire Rail Trail to Hurricane Road. A large component of funding for this project was coming from an anonymous donor through the Monadnock Conservancy. After making the initial first cut, a total of 25 proposals, the application was determined not to adhere to the required format. It was not announced what projects were funded. As it stands, the Keene project requires approximately \$25,000 more in funding. Linda Rubin is optimistic the project will move forward.

Under the objective, "Increase Use & Availability of Public Transportation," Susan Ashworth asked how Hinsdale transit service was doing. J.B. Mack replied that there have been questions about ridership and seniors not being comfortable using the bus. J.B. Mack talked to Current, the transit provider, several months ago about improving their marketing and providing travel training services. He is not aware of Current making any changes.

Susan Ashworth mentioned that HCS created a new bus shelter at Brookbend West, previously occupied by Cheshire Homes. The shelter includes bike racks and it is located within a parking lot with access to Key Road.

J.B. Mack, mentioned transportation advocacy activities, including a MRTMA Ten Year Plan letter and Ashuelot Greenspace Letter.

Under the action plan objective "Increase Use & Support for Ridesharing & Car Sharing," J.B. Mack mentioned that there is as significant population interested in ridesharing, and noted that CVTC is attempting to get more funding to provide services beyond its Monadnock Rideshare Board, to help people find carpooling partners. J.B. Mack said that little progress has been made on carsharing. He mentioned Relay Rides as a potential service that might be easier to integrate into our Region than something like Zipcar. Looking at the Relay Rides website, he noticed that auto dealers are using the service to rent their vehicles to the public.

Under the objective heading, "Increase Awareness & Support of Intercity Bus Services & Neighboring Rail," J.B. Mack noted that the Mayor of Keene considers intercity bus service as an important issue for the City of Keene, as does the Keene Chamber of Commerce and others. Additionally, stakeholders are concerned with preserving the Greyhound intercity bus route and creating a new east-west connection. He noted that the City of Keene is currently working on signage to promote the transportation center, as well as long term parking. Mayor Lane has requested that a meeting of the intercity bus task force happen soon to move this issue back up to the front burner.

J.B. Mack asked participants to offer examples of other activities that addressed the MRTMA Action Plan.

Regarding the action plan item “Increase Location Efficient Siting of Housing, Shopping, & Work Destinations,” Susy Thielen announced that she is on the City of Keene Marlborough Street Corridor Study Committee. She noted that there have been some very creative ideas to provide for development and acknowledge flooding issues. Chuck Redfern summarized that a key goal of the effort was to keep residential housing, but also bring in innovative industries. He noted that a goal was to make the area walkable. Geographically, the street features an innovation zone intended to attract research and development or high tech, as well as a gateway/transition zone on either side. The research and development area would be sited near the former Kingsbury property.

III. 2014 Priority Projects

J.B. Mack revisited the MRTMA mission before talking about priority projects and requested feedback from the meeting attendees. Chuck Redfern mentioned that the Marlboro Street re-zoning project is going to need an advocacy group. It will be necessary to become familiar with the plan once it is released. Advocacy and support will be needed for sidewalks, trail connections, green space, and traffic calming. Ideally, advocacy would come from several different organizations.

Chuck Redfern noted that Keene State College has acquired buildings behind the historical society and alumni center for parking, which the City of Keene opposes. It was noted that the current Keene State College lot on Winchester St. is not at full capacity yet.

Susy Thielen provided additional comment on the Marlboro St. re-zoning project as a gateway into Keene. Chuck Redfern noted that the project is attempting to provide better truck access to the area via a Victoria Street extension and was concerned that added at-grade intersections would harm the integrity and safety of the existing rail trail system. Susy Thielen indicated a recent and visible improvement in cycling usage. She also noted there appears to be a critical mass of users to support maintenance, improvement, and integrity of the railbed.

Chuck Redfern described the three Washington Street alternatives provided by the City of Keene. Currently, a hybrid of option 1 and 2 is favored, which will be debated on the floor by City Council. At full council there is no public input but if there is not a consensus it may go back to committee.

J.B. Mack asked the group if they would like to be more active in providing input on issues around the Monadnock Region. Attendees commented that the large group of towns may make this prohibitive. Peter Hansel commented that there may also be difficulties coming to a consensus within the MRTMA group. He suggested that individual members could speak on their own behalf, but would need to be careful not to say that they were representing the group unless there was consensus.

Peter Hansel suggested that the group could move forward by providing information to stakeholders or other interested parties. Chuck Redfern mentioned advocacy from MRTMA for HCS at an upcoming City of Keene Finance, Organization and Personnel Committee as an example of a meeting where MRTMA could provide support. J.B. Mack said he would be happy to send out announcements to MRTMA participants about meetings of interest but requested that he would need people to alert him about meetings MRTMA might be interested in attending.

Linda Rubin suggested an alternate advocacy approach. Submitting letters to city council, for example, can provide national research or other information to improve decision making. To this end, Linda Rubin suggested a template letter be created. J.B. Mack replied that signature letters are convenient to send and could be effective when sent on behalf of the MRTMA.

Linda Rubin noted that findings of the City of Keene recreational plan supported the mission and vision of MRTMA and that active transportation was the top request and of community interest. Linda Rubin reiterated that this information needs to be continuously brought to political bodies. J.B. Mack suggested that the group consider more of this informational advocacy, including letters to the editor. Linda Rubin replied that a template letter can be a flexible platform for this purpose, but it must also relate to a specific issue and be very concise. She suggested that “advocacy opportunities” be an agenda item at subsequent meetings. Susan Ashworth suggested Earth Day as an advocacy opportunity for the MRTMA during the next year. J.B. Mack said he was recently notified that Antioch University in Keene will be hosting the event, and that it will be held near or in the amphitheater by the Monadnock Food Co-op. Steve Waleryszak suggested that Keene Young Professionals or a similar group could help advocate. J.B. Mack suggested that people from MRTMA could meet with other groups as an ambassador to MRTMA.

Susan Ashworth said that she would favor MRTMA working on transit advocacy. Susy Thielen requested some additional information about public transportation. She would like to know more about who rides the buses and how they would get to their destinations if they didn’t have them? She noted that this transit-dependent population falls under the radar for most of us.

Susan Ashworth explained that HCS is essential to meeting needs of the City of Keene Human Services population. At the same time, HCS is being pressured by needy groups even though they do not have the ability to meet their needs. Susan Ashworth noted that the Friendly Bus funding was recently reduced by 60%. Currently, \$4.85 is provided per entire trip, regardless of stops and mileage. The City of Keene provides about \$86,000 to provide 50% match funding, which is vital to the operation of the service. However operating costs are nearly \$500,000 to run five buses annually. Higher driver requirements, like a CDL license have placed a burden on an already struggling operation. Because of NH DOT cutbacks, it takes months to get through the testing system. Susan Ashworth asked if this service can be tied into other city issues like parking. More trips (over 50,000) can provide more DOT funding. Susan Ashworth also noted that 50% of ridership is under the age of 60 and there are a large number of passengers that use bikes to complete their trips on the origin or destination end.

Linda Rubin suggested having the Mayor of Keene ride on the bus route to learn about the service and ridership.

Susan Ashworth said she felt encouraged by a recent meeting with the City of Keene. Next steps include meeting with the Mayor and City Manager. It was noted that Henry Underwood, SWRPC staff, is currently working on the transit history of Keene, which provides an important primer of fixed-route public transportation. The group commented on the need for transportation to jobs, especially for low income workers. Susan Ashworth noted that the current schedule does not work for many employees, due to the limited hours of operation. Extending hours further would result in complications and the increased expenses of two shifts.

Chuck Redfern suggested an agenda item for a City of Keene president’s club meeting, whose audience could be utilized to disseminate information about transit needs in the City.

IV. Next Meeting

The next meeting was scheduled for February 19th at 4:00 p.m.

V. Information Sharing

No MRTMA participants had information to share.

VI. Adjourn

The meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Henry Underwood
Planning Technician

DRAFT



STEERING COMMITTEE AGENDA

*Southwest Region Planning Commission
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37 Ashuelot Street
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*March 19, 2014
4:30 p.m. - 6:00 p.m.*

- I. Minutes of January 15, 2014**
- II. MRTMA Action Plan Updates**
- III. 2014 Priority Projects (continued discussion)**
- IV. Advocacy Opportunities**
- V. Next Meeting**
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Monadnock Region Transportation Management Association

Steering Committee

MINUTES

March 19, 2014

Present: Mike Acerno, *Home Healthcare, Hospice, and Community Services (HCS)*; Susan Ashworth, *HCS*; Ellen Avery, *Contoocook Valley Transportation Company (CVTC)*; Jamie Capach, *Transition Keene*; Peter Hansel, *Filtrine Corporation*; Corrado Paramithiotti, *Landmark College*; Mike Salaski, *Antioch University Student*.

Southwest Region Planning Commission (SWRPC) staff present were: J. B. Mack, *Principal Planner*; Henry Underwood, *Planning Technician*; Steve Waleryszak, *GIS Technician/Planner*.

I. Minutes of January 15, 2014

The January 15, 2014 minutes were approved by unanimous vote.

II. MRTMA Action Plan Updates

J. B. Mack reviewed recent events as they related to the MRTMA Action Plan. The Town of Swanzeley has applied for money from a recreational trails grant to improve the condition of the Ashuelot Rail Trail to California Street in Swanzeley Center. He wrote a letter of support which was included with the grant application.

J. B. Mack continues to work on the Rack It Up! initiative. He distributed a flyer, which advertised the bicycle rack program, as a handout. The program is funded by a \$5,000 grant from the New Hampshire Charitable Foundation aimed at making biking more friendly, visible, and easy by creating accessible places to park throughout the City of Keene. He explained he would like to have volunteers approach Keene businesses to promote the program.

Peter Hansel was concerned about installation costs, as written up in the flyer. J. B. Mack mentioned that installation costs vary depending on circumstances. Peter Hansel suggested J. B. Mack re-word the sentence to explain that MRTMA is able to put the business in touch with a contractor for installation, as well as businesses being able to hire their own contractors. J. B. Mack noted that in his conversations with a contractor to make installations worthwhile and convenient, installations would need to be scheduled in batches to make efficient use of the contractor's time.

J. B. Mack reported that \$500 of the \$5000 in funding is already allocated for a cost share with Ashuelot Green Space for a high-capacity bike rack, based on a previous decision made by the Rack It Up! subcommittee. By asking businesses to contribute 50% of the cost, the program would distribute about 50 racks throughout the city. He said that once the flyer has the blessing from the subcommittee, it will be printed and volunteers can pick them up at SWRPC's office. He plans to subdivide the city into different areas. Both Peter Hansel and Mike Salaski offered to volunteer or help with outreach.

J. B. Mack announced that MRTMA applied for funding to start Rack It Up! Programs with the Towns of Peterborough and Jaffrey and the Monadnock Cycling Club as a fiscal sponsor, but unfortunately the grant proposal was not funded. Ellen Avery asked J. B. Mack why Jaffrey and Peterborough applications for Rack It Up programs were denied by the New Hampshire Charitable Foundation (NHCF). J. B. Mack replied that he was told there was limited funding and the application process was very competitive. He also noted that their applications were through New Hampshire Healthy Eating Active Living (HEAL) and not through the NHCF. He announced that HEAL sent out a request for proposals requesting they resubmit their applications, so he intends to follow up with the towns again to see if they want to reapply. The HEAL grant is in the amount of \$5,000.

J. B. Mack asked for an update from Steve Waleryszak, who recently attended the Statewide Bicycle and Pedestrian Transportation Advisory Committee meeting in Concord. Steve Waleryszak is Chair of the Mapping Subcommittee. He reported that at an earlier meeting today, the group finalized projects for a 2-year horizon. The mapping project discussed by Steve Waleryszak involves regional groups including Regional Coordinating Councils for Community Transportation, pedestrian groups, bike groups, and others. One of their tasks is to collect information that recommend bicycling routes for easy, intermediate, and advanced rides. The nine regional planning commissions would compile and create a statewide bicycling and pedestrian map. Steve Waleryszak said the project will utilize data from Strava, a location-based data provider.

J. B. Mack noted that the MRTMA group is primarily interested in biking as transportation versus recreation, and this data provides information about time of day to interpret when bike commuting trips take place. Steve Waleryszak also noted that data collection by SWRPC from the rail trails will be used. He explained that the data provided by Strava is a small but representative sample of the overall population, and it is provided for each hour of every day. He asked for volunteers to assist with data collection.

J. B. Mack reported that the Town of Hinsdale has decided to continue to fund its existing transit service which connects to Brattleboro, Vermont. There was some hesitancy by the Town of Hinsdale's Board of Selectmen to fund the service because they were unaware of the transit system's performance. He added that Connecticut River Transit is now under new management. The new operator and J. B. Mack met with the Town to describe ridership and discuss plans to add signage and increase marketing.

J. B. Mack mentioned that Susan Ashworth attended the City of Keene Cities for Climate Protection Committee meeting to discuss the importance of public transportation and how the bus system can help the CCP group meet its goals to reduce greenhouse gas emissions made in the City. The group also discussed Complete Streets, which includes design elements to make it safer to get on and off the bus.

J. B. Mack mentioned that Henry Underwood is working on a history of transit in the City of Keene, which has existed in some form for over 100 years. The document will serve as a primer for understanding the history of public transportation in Keene. J. B. Mack said one of the goals of the document is to start a community conversation about transit in the City of Keene. Peter Hansel passed around an article from the New York Times that summarized recent increases in public transportation adoption.

Attendees learned that the Commute Green group is looking at increasing ride share services throughout the region. Ellen Avery mentioned that a proposal has been drafted which includes regional planning commissions and other partners. Mike Tardiff from Central New Hampshire Planning Commission (CNHPC) is heading the project. The group will focus on travel demand management activities, starting with a focus on rideshare. J.B. Mack mentioned that the group is looking to have access to a statewide

database for rideshare called Trapeze. He offered to provide more details to meeting attendees at a later time.

J. B. Mack mentioned that Ellen Avery, Henry Underwood, and he are working with Peterborough, NH to identify potential park and ride locations. The Town of Peterborough has submitted a letter of interest to receive funding through NH DOT for bus facilities to help provide necessary lighting, turning geometry, safety improvements, and other amenities for an intercity bus stop/park and ride facility. Thomas Transportation has also submitted a letter of interest with an intent to apply for intercity funding to connect Keene and Concord.

J. B. Mack also mentioned that the new Greyhound bus route that travels between Keene and Boston provides round trips on both Friday and Sunday. He stated that Nancy Brigham with Transition Keene expressed interest in collecting on/off counts.

J. B. Mack updated the group on the location of efficient housing. He said that he learned that the Ashuelot GreenSpace is considering developing a residential housing development on Ashuelot Street.

III. Priority Projects (continued discussion)

J. B. Mack asked the group which projects should be prioritized during the next year. Meeting attendees agreed to set aside time to further discuss advocacy for public transportation. J. B. Mack suggested a public transportation task force as one potential way to look at what can be done to maintain and improve the current transit service. He also mentioned that Chuck Redfern will continue to report back to the group on the City of Keene Marlboro Street Re-Zoning initiative. Peter Hansel mentioned at a previous meeting that representatives from outside the City of Keene need to be involved in public transportation.

IV. Advocacy Opportunities

Ellen Avery talked about advocacy for Monadnock Regional Coordinating Council for Community Transportation (MRCC). The group talked about how the city is considering increasing parking costs and whether there is an angle to talk about transit as an option to alleviate parking issues. Susan Ashworth talked about the Special Ride day on March 20th which coincides with a “Spring Fling” event with the City of Keene. Ellen Avery asked if the schedule can be altered for the bus for certain events. Susan Ashworth said no because of regulatory and budget constraints.

The group discussed the need for transit outside of Keene. J. B. Mack spoke about the MRCC, which is a group of transit and transportation providers and others coordinating community transportation services. Peter Hansel suggested a joint meeting between the MRTMA and the MRCC.

Ellen Avery mentioned that they only have one town out of 13 that they’re waiting to hear information on regarding funding. She mentioned that CVTC has a good relationship with local communities. Jamie Capach mentioned that she would be willing to help. Susan Ashworth suggested working with local businesses and the City of Keene.

Jamie Capach mentioned that Transition Keene will be promoting a timeshare program. The program will enable participants to exchange transportation service in the form of donated rides for other services. She said that Transition Keene will work with a local faith community to expand and promote the program. J. B. Mack offered to promote the timeshare program on the MRTMA website.

J. B. Mack reminded attendees to relay information relevant to the MRTMA Action Plan as they hear about it. J. B. Mack mentioned that Earth Day is coming up on April 26th. A table will be reserved at the Monadnock Co-op.

Peter Hansel asked about the Safe Routes to School (SRTS) program. J. B. Mack said that in the new transportation legislation, the program has been included in a larger program called Transportation Alternatives (TE). J. B. Mack said that there is now a required 20% local match. J. B. Mack said that NHDOT is in the process of designing the new program. NH DOT staff have recommended leaving eligibility for projects anticipated to cost between \$200,000 – \$800,000. In the past, he said, most SRTS projects have been under \$200,000.

J. B. Mack provided an update about a letter written to the Monadnock United Way (MUW). Ellen Avery said that MUW is currently going through a process to determine allocation of funds using a Community Well Being report as a guideline. Ellen Avery said there are four different funding categories: 1) Safety-Net, 2) Traditional, 3) Community Impact and 4) Social Innovation. Ellen Avery said the United Way feels it would be best to put money towards children 0-5. She noted that the CVTC clientele is well above 5 years old.

Susan Ashworth commented that under the new funding categories, their meals on wheels program falls under the safety-net category. The Friendly Bus and adult day programs fall under the traditional category. Susan Ashworth and others are concerned that the traditional funding category will be phased out.

Ellen Avery mentioned that the MRCC group is urging MUW to move public transportation services into the “safety-net” category. Currently, she said, there is a draft of the letter being circulated. The group noted the importance of transportation as essential to access many services in the region. It was agreed that the MRTMA should look into sending a letter to MUW.

J. B. Mack mentioned that MRTMA is still following efforts of the City of Keene to adopt a Complete Streets policy. Linda Rubin told J. B. Mack that it would be beneficial to write a letter to the City regarding the status of this effort. The BPPAC and Cities for Climate Change committees could be two possible recipients. It was noted that Complete Streets was included in the City of Keene master plan. A Complete Streets policy includes looking at all modes of transportation. It was agreed that a Complete Streets letter would be sent.

V. Next Meeting

The next meeting was tentatively scheduled for April 16, 2014.

VI. Information Sharing

VII. Adjourn

The meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Henry Underwood
Planning Technician



STEERING COMMITTEE AGENDA

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*May 21, 2014
4:00 p.m. - 5:30 p.m.*

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Monadnock Region Transportation Management Association

Steering Committee

MINUTES

May 21, 2014

Present: Michael Acerno, *Home Healthcare Hospice and Community Services*; Caroline Ailanthus, *Interested Citizen*; Nancy Brigham, *Transition Keene*; Jamie Capach, *Transition Keene*; Merrilee Frable, *Antioch University, Stoddard Conservation Commission*; Peter Hansel, *Filtrine Manufacturing*; Marcus McCarroll, *Keene City Green Bikes*; Chuck Redfern, *Pathways for Keene*; and Jen Risley, *Monadnock Food Co-Op*.

Staff present were: J.B. Mack, *Principal Planner*, Steve Waleryszak, *GIS Technician/Planner*

I. Introductions and Minutes of March 19, 2014

J.B. Mack welcomed those in attendance and introductions were made. The minutes of March 19, 2014 were approved by unanimous vote.

II. MRTMA Action Plan Updates

J.B. Mack provided an update on the MRTMA Action Plan. He spoke about the work being done on Complete Streets in the City of Keene. Chuck Redfern discussed the resolution, which is designed to ensure that the City considers all modes of transportation and all users when doing construction projects such as resurfacing, constructing, or altering infrastructure. J.B. Mack explained that SWRPC and the City of Keene will be examining a tiered system example of Complete Streets from the City of Burlington, VT to determine its applicability to streets like West St., Park Ave., Maple Ave. and other similar streets in Keene.

J.B. Mack mentioned that Symonds School is applying for funds to conduct a travel plan. South Meadow Middle School and Peterborough Elementary School are also looking into grants. J.B. Mack explained that NH DOT is exploring options for flashing light signals at crosswalks which will help motorists see pedestrians and bicyclists crossing the road.

The group discussed the "Rack It Up" initiative. J.B. Mack mentioned that SWRPC hired an intern to assist with several projects, including outreach to Keene businesses regarding the bike rack program. The group also talked about having a bike valet service in Keene.

Marcus McCarroll and Chuck Redfern discussed the Keene City Green Bike program, which is aimed at developing a community bike share program in the City of Keene.

J.B. Mack talked about the possibility of forming a public transit subcommittee. He suggested that partners could be the Cheshire Medical Center, Antioch University New England, Keene State College (KSC), C&S Wholesalers, and others. The group talked about issues relating to public transit including funding and lack of resources. Merrilee Frable mentioned that she is very interested in expanding transit opportunities into Stoddard.

The group talked about the Greyhound bus service to Boston. Nancy Brigham mentioned that ridership is very low at the moment. Ideas for marketing the service to college students and young professionals was discussed. The lack of signage leading people to the transportation center where the Greyhound bus stop is in Keene, was also discussed. The group discussed writing a letter to the editor about ridership and approaching KSC to provide orientation information for freshmen about transportation options.

J.B. Mack talked to the group about efforts to bring a Park & Ride to Peterborough. The Town has applied for a grant to build a bus shelter, provide lighting, bike racks, paving, restriping, etc. J.B. Mack said that officials from the City of Keene have also expressed interested in the possibility of a Park & Ride lot.

III. 2014 Priority Projects

The group talked about prioritizing projects in the region. Merrilee Frable talked about the frustration of the amount of single occupancy vehicles. She explained that she lives in Stoddard and has talked with disfranchised residents in rural towns that travel to Keene or Peterborough. She explained that there is a lot of need for public transportation options.

Peter Hansel explained that 15 years ago there was an inventory made of the different groups that provide services, but do not necessarily coordinate with one another. J.B. Mack mentioned that Monadnock Region Coordinating Council (MRCC) looks into working with the different transportation groups.

J.B. Mack talked about the public transportation in Hinsdale as an experiment for expanding transit service. Ridership has not been very high, even though the schedule is set up for commuters.

Mike Acerno talked about the services that HCS is trying to provide, but funding is always a struggle.

Jamie Capach said that there is a "time share" program starting to grow in Keene. It was indicated that the MRTMA could encourage ride-sharing and carpooling as part of the time share program. The group agreed that it was a good idea.

IV. Advocacy Opportunities

The group discussed other projects happening around the region. It was mentioned that Jack Dugan from Monadnock Economic Development Corporation will be presenting on parking issues in the City of Keene on June 26, 2014.

The group talked about Commute Green, their website, and getting people educated and familiar with the program. Caroline Ailanthus agreed to write a letter to the editor encouraging people to use the Greyhound Bus as well as a letter to the editor promoting the Rack It Up program. Jamie Capach agreed to look into public access cable opportunities for promoting Greyhound.

V. Next Meeting

It was determined that the next meeting would be August 20, 2014. SWRPC will try to set up a combined meeting with the MRCC.

VI. Adjourn

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Steve Waleryszak
GIS Technician/Planner

Joint Meeting of
Monadnock Regional Coordinating Council
For Community Transportation

and
Monadnock Region Transportation Management Association

August 20, 2014

4:00 - 5:30 p.m.

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

AGENDA

- I. Welcome and Introductions
- II. Review Meeting Minutes
 - June 3, 2014 - MRCC Meeting
 - May 21, 2014 - MRTMA Meeting
- III. Updates
 - MRCC
 - MRTMA
- IV. Review of Purpose, Progress, and Plans - *Staff to the MRTMA and the MRCC will each provide a brief overview of the group's history and work completed to date.*
- V. Opportunities for Collaboration - *The focus of this agenda item will be a discussion on the potential for the MRTMA and the MRCC to work together on existing or future projects and programs.*
- VI. Next Meeting
- VII. Adjourn

Joint Meeting of
Monadnock Regional Coordinating Council for Community Transportation
and
Monadnock Region Transportation Management Association

MEETING MINUTES

August 20, 2014

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Susan Ashworth, *HCS*; Ellen Avery, *Contoocook Valley Transportation Company (CVTC)*; Kathy Baird, *Monadnock RSVP/Volunteer Center*; Suzanne Bansley, *Cheshire County*; Nancy Brigham, *Transition Keene*; Jo Anne Carr, *Town of Jaffrey*; Harry Costick, *Citizen Stakeholder*; Linda Diluzio, *R. J. Diluzio Ambulance Service*; Karen Fabis, *ARC*; Eileen Fernandes, *Cheshire Medical Center*; Ken Geraghty, *CVTC*; Laura Gingras, *Monadnock Community Hospital*; Peter Hansel, *Filtrine Manufacturing*; Dan Kennedy, *Thomas Transportation*; Marcus McCarroll, *Citizen Stakeholder*; Joe Parisi, *MUW*; Bob Perry, *ARC*; Chuck Redfern, *Pathways for Keene*; Phil Suter, *Greater Keene Chamber of Commerce*; Susan Thielen, *Heading for Home*; Gary Welch, *ARC*.

Staff present were Tara Germond, *Senior Planner*; J. B. Mack, *Principal Planner*; Henry Underwood, *Planning Technician*.

I. Welcome and Introductions

J. B. Mack called the meeting to order at 4:00 p.m. and introductions were made. He described the context for a joint meeting as a way for the groups to learn about each other and discuss opportunities to collaborate.

II. Review Meeting Minutes

a. June 3, 2014 MRCC Meeting

The minutes of June 3, 2014 were approved by unanimous vote.

b. May 21, 2014 MRTMA Meeting

The minutes of May 21, 2014 were approved by unanimous vote.

III. Updates

a. MRCC

Tara Germond introduced Suzanne Bansley, Grant Administrator with Cheshire County. Suzanne Bansley said that she did not have any updates but that she would share 5310 budget information with the group following the meeting.

Susan Ashworth provided an HCS update. HCS has applied to Section 5339 (Bus and Bus Facilities Formula Program) for a public transit vehicle. She commented that HCS applies for this type of funding whenever there is an opportunity to keep their fleet of

vehicles well-maintained. She said it would be helpful to have a vote of both groups or a letter of support to NH DOT. She explained that the award would replace an existing bus and that the 20% local match would be about \$13,000. She went on to say the useful life of a bus was previously considered to be 100,000 miles, but was now 150,000 miles. Michael Acerno said that it takes about two years to acquire a bus and that HCS vehicles travel about 600 miles per week. Susan Ashworth said Section 5339 is a new opportunity under the MAP 21 federal transportation bill and that she was unsure on competition. She went on to say the next opportunity would be the Section 5311 funding cycle and suggested a letter from the MRCC in particular. J. B. Mack asked the group if they were interested in supporting the HCS application. A motion by the MRCC in support of the application passed unanimously. SWRPC staff volunteered to help craft the letter.

Susan Ashworth also described a proposed change to the City Express route following an annual evaluation of stops and routes. A stop is proposed in the vicinity of Kohl's and Walgreens. This stop was eliminated years ago when Sears went out of business. She also said HCS was working with the YMCA for a pull-out at the end of their driveway. The route change would require that one stop at Harper Acres would be discontinued to maintain service. She said there will be a public hearing at the end of September.

b. MRTMA

J. B. Mack summarized some recent MRTMA activities. He noted the Rack-It-Up! program has completed. He described the funding and matching requirement from Keene organizations and said the project will create 90 bike parking spaces. The shipment of racks from a New Hampshire-based manufacturer, is expected this month. Approximately 11 organizations contributed. Ellen Avery questioned if there was the potential to launch the project in the eastern portion of the region. J. B. Mack said that he has worked with both Peterborough and Jaffrey to apply for Healthy Eating Active Living (HEAL) grant money for this purpose.

J. B. Mack also noted that a Peterborough Park and Ride Task Force recently identified some grant funds to build a park and ride lot and was successful in winning a grant. The most ideal locations for park and ride facilities were in existing private shopping plazas. Rodney Bartlett, Direct of Public Works for the Town, attempted to negotiate with the owners to lease space for park and ride purposes, but was not successful in getting either owner's permission to go forward with the project. He is currently working with NH DOT on the possibility of using space at the nearby town-owned community center for the same purpose.

J. B. Mack also noted there was a suggestion to make a connection with Keene State College students to get in and around the region. He said he planned to attend a Keene State College new student orientation to present information about intercity bus, city express, and the recreational trails.

Chuck Redfern noted that the City of Keene applied to NH DOT to extend the recreational trail improvement from Hurricane Road to Summit Road. The request totaled \$200,000 and the City will be looking for partners to reach the match funding. It was also noted that a Whitcomb Mill Road to Hurricane Road extension will start this fall. Pathways for Keene will offer additional funding to subsidize the over-budget bid for the work. The \$200,000 Transportation Alternatives Program (TAP) project will have a deadline of two town hall cycles for spending. J. B. Mack said that other communities in the region have also applied.

IV. Review of Purpose, Progress, and Plans

SWRPC staff created and presented key information about the MRTMA and MRCC via a PowerPoint presentation (attached to the minutes). J. B. Mack provided a summary about three active regionally-based committees, including the Transportation Advisory Committee (TAC), Monadnock Region Transportation Management Association (MRTMA), and Monadnock Regional Coordinating Council for Community Transportation (MRCC). The TAC is part of the structure of SWRPC and reports to the SWRPC Board of Directors. TAC focuses on documents like corridor studies and the regional transportation plan, it scores and ranks projects for local public assistance grant programs and the biennial Ten Year Plan, and it serves as a sounding board for consulting with NH DOT and US DOT on transportation matters. Unlike the TAC, the MRCC and MRTMA are independent groups. SWRPC is involved with both groups by providing technical and administrative assistance. J. B. Mack said that unlike the TAC, the MRTMA and MRCC do not answer directly to the SWRPC Board of Directors. J. B. Mack explained that regional planning commissions have municipal members, which pay dues for services. J. B. Mack said that the MRTMA was the result of a settlement between NH DOT and the Conservation Law Foundation (2004) following the Keene Bypass proposal and that the group is intended to include public and private sector members.

Tara Germond described the MRCC, the result of over twenty years of statewide efforts to coordinate transportation. She said that because funding for transportation was “stovepiped” into many categories, there was an effort to navigate these challenges, reduce duplication, and increase efficiency. One challenge was to bring transit-dependent populations to services they need to access. Tara Germond noted that a person can become dependent on transit at any time. In 2007, the State legislature took its first step in implementing a plan developed by NelsonNygaard. The State Coordinating Council (SCC), including representatives from numerous statewide health and human services agencies asked SWRPC to help the region set up a regional coordinating council to work on coordinating issues.

J. B. Mack and Tara Germond reviewed the mission statements of both entities. It was noted that agencies receiving federal funding must appear in a Coordinated Plan for community transportation which must be updated every 5 years.

J. B. Mack noted that the MRTMA is now interested in pursuing a transit vision for Keene. Complete Streets is another effort promoted by MRTMA. J. B. Mack noted that there are many planning documents that support these efforts, but the practical details have not been resolved. Tara Germond and J. B. Mack reviewed MRTMA and MRCC work plans and challenges to both groups.

V. Opportunities for Collaboration

Susan Thielen noted that increased membership by non-providers in the MRCC would be beneficial. She also commented that MRTMA was motivated by smaller projects like the Rack It Up program since there doesn't appear to be funding for larger projects. Susan Ashworth commented that there is an opportunity for public awareness and advocacy to be strengthened. She said that a civilian voice is stronger than one from a provider. Peter Hansel said that the overlap in funding needs could be streamlined, and it may be possible to promote this as reduced overhead. There were comments that MRCC is focused on the basic needs of target populations, while MRTMA advocates for the general population, and includes a recreational element.

Gary Welch commented that as a transportation provider, better participation is needed on the part of trip destinations, such as hospitals or clinics. He said that getting the users to advocate is essential, as is learning about providers that are not known. Ellen Avery commented that for providers that receive United Way funding, there is a concern over recent changes to their requirements. She noted that riders that depend on the service cannot attend meetings. She promoted the need to find out more about these populations via a survey. She also said that providers should coordinate a survey, as well as mapping and research. Susan Ashworth said that segregating the issues of transit-dependent and other users should be avoided. She commented that transportation should be considered as a public service. Marcus McCarroll suggested picking up hitchhikers as well as offering a free bus pass to people who answer a survey.

Peter Hansel noted that MRTMA created metrics to monitor how the group was doing. He added that we are not the first region or community facing these issues and that MRTMA and MRCC can look to others for examples of what else is being done. Lebanon, NH, COAST, and Burlington, VT were some examples and there has been success in other areas combining park and ride, buses, biking, and walking. It was noted that a transportation company staffs the RCC at Cooperative Alliance for Seacoast Transportation (COAST), and coordinates service. J. B. Mack said that the potential to employ this model in our region would need to be researched. Tara Germond commented that the RCC can be innovative, can form and revise bylaws, and is not restricted from mergers with another group.

Tara Germond noted that websites would be a relatively easy area of coordination. Ellen Avery noted the Transport NH as a website and resource to take advantage of. The website is managed by a former CVTC director. Peter Hansel suggested that there could be one name for the two organizations. J. B. Mack noted the shared issue of both groups is funding. He recounted a proposal by the MRCC at a previous meeting to develop a community transportation fund pilot project through an authorized tax on vehicle registration. Ellen Avery commented that the pilot project would provide needed media attention. Tara Germond noted that such a fund could be a tremendous challenge to coordinate and added that the Souhegan Valley Transportation Collaborative has had success. J. B. Mack noted Route 10 as a potential regional transit corridor. Jo Anne Carr spoke in favor of combining resources but expressed concern that MRTMA will not adequately represent the whole region. She asked if additional funding sources have been considered. J. B. Mack stated that the MRTMA could be more vigilant about pursuing grants. The Department of Health and Human Services Rural Community Assistance Program (RCAP) was suggested. Tara Germond commented that the challenge of RCAP is that funding is even more subdivided than the sources currently being used. Gary Welch also commented on how resources are subdivided or “stovepiped” and often reimbursement does not cover costs.

Phil Suter shared comments from the Greater Keene Chamber of Commerce. Transportation is a constant issue discussed by their members. It is directly connected to both business and recruitment. He said that the Chamber would be willing to write a letter in support of a grant or act as a partner for a legislative breakfast. He commented that these efforts are natural extensions of work they currently do and the Chamber can offer a large audience. He also made the observation that neither the RCC nor the MRTMA have experience in marketing but the Chamber has this expertise. The group discussed the need and challenges to a sustained marketing campaign.

VI. Next Meeting

Tara Germond summarized collaboration ideas and next steps and suggested one more meeting for further discussion about collaboration opportunities.

VII. Adjourn

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Henry Underwood
Planning Technician

DRAFT

Joint Meeting of
Monadnock Regional Coordinating Council
For Community Transportation

and

Monadnock Region Transportation Management Association

October 15, 2014

4:00 - 5:30 p.m.

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

AGENDA

- I. Welcome and Introductions
- II. Review August 20, 2014 Joint Meeting Minutes
- III. Updates
 - MRCC
 - MRTMA
- IV. Continued Discussion on Opportunities for Collaboration - *The focus of this agenda item will be a discussion on the potential for the MRTMA and the MRCC to work together on existing or future projects and programs.*
- V. Next Meeting
- VI. Adjourn

Joint Meeting of
Monadnock Regional Coordinating Council for Community Transportation
and
Monadnock Region Transportation Management Association

MEETING MINUTES

October 15, 2014

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Susan Ashworth, *HCS*; Ellen Avery, *Contoocook Valley Transportation Company (CVTC)*; Nancy Brigham, *Transition Keene*; Peter Hansel, *Filtrine Manufacturing*; Dan Kennedy, *Thomas Transportation*; Chuck Redfern, *Pathways for Keene*; Gary Welch, *American Red Cross*.

Staff present were Tara Germond, *Senior Planner*; J. B. Mack, *Principal Planner*; Henry Underwood, *GIS Technician/Planner*.

I. Welcome and Introductions

J. B. Mack called the meeting to order at 4:05 p.m. and introductions were made.

II. Review Joint Meeting Minutes of August 20, 2014

Motion: To approve the joint meeting minutes of August 20, 2014. Motion by Peter Hansel, seconded by Susan Ashworth. Approved by unanimous vote.

III. Updates

a. MRCC

Susan Ashworth provided an update on upcoming City Express route changes. As of Monday, all legal requirements to make the changes had been met and the final changes reflected input from a recent public hearing. One change in the route involves the buses passing through Main Street, Eagle Court, and continuing through the Monadnock Co-op via Community Way. This route will include a stop at Railroad Square Senior Housing and the upcoming Westmill Senior Housing facility that will be developed at that location. The route will then stop at Keene Eastside Senior Housing. The route will also continue on West Street instead of Winter Street. Susan Ashworth commented that it is her hope that upcoming changes to the Keene Library will result in a bus turnout or similar facility on West Street. Currently there is no access to the library from West Street. Susan Ashworth also said that the request to stop at the YMCA required a stop at Harper Acres be eliminated. However, there have been some barriers to creating a stop at the YMCA. Jamie Capach of Transition Keene suggested a crowdfunding campaign at a recent meeting to finance a turnout at the site. Susan Ashworth noted that HCS's initial proposal was not acceptable to the YMCA facilities committee. She commented that many riders have some disability which requires they get close to the entrance. Mike Acerno commented that they also want to avoid driving through the parking lot, which takes too much time. It was noted that currently the nearest stop to the YMCA is at Kristin's Bakery located on West Street. Nancy Brigham commented that Transition Keene, of whom Jamie Capach is a member, did approve administering a

crowdfunding project. Chuck Redfern suggested that C&S, a large property owner near the YMCA could be called on. Susan Ashworth said that this had been explored. There were issues with the location of signage, traffic flow, and other factors. Chuck Redfern noted that as a trustee of the Keene Library, he could work with HCS to talk about their needs. Susan Ashworth said that HCS is in favor of a pullout on West Street. Winter Street is too narrow for HCS vehicles due to the lane widths and on-street parking. She also said that new schedules are available, with the exception of the YMCA stop.

Ellen Avery shared information about a recent rideshare success. CVTC received a request from a family participating in Project SEARCH, a Monadnock Developmental Services (MDS) job training program that takes place at Cheshire Medical Center/Dartmouth-Hitchcock Keene. Two Project SEARCH students (one living in New Ipswich and one in Antrim) lacked transportation to Keene. CVTC was contacted by both families. Ellen Avery had a conversation with Gary Welch about a partnership with the American Red Cross and they were able to meet the transportation needs of the two students. Overall, Ellen Avery said, September transportation needs were well met. There was less unmet need recorded and more drivers were utilized. Recently, MDS contacted CVTC, and said they can handle rides home for the students. Ellen Avery felt the partnership was very effective. However, it was also noted that MDS was able to hire a driver instead of using a volunteer service for the evening commute. Tara Germond noted that Deb Clark, Transportation Coordinator for MDS is a member of the MRCC.

b. MRTMA

J. B. Mack noted the recent article in the Keene Sentinel regarding a Centers for Disease Control grant awarded to Healthy Monadnock 2020. Linda Rubin approached the MRTMA to be a partner through the Southwest Region Planning Commission. The grant provides active transportation technical assistance and includes components of providing Complete Streets technical assistance, Safe Routes to School technical assistance, and more Rack It Up! initiatives. J. B. Mack noted that there would be approximately 1.5 FTE for 3 years. He said the grant not only includes staffing but also a budget for items like props, equipment and guest speakers. The Better Block initiative, that demonstrates the effect of more livable and multi-modal streets, was highlighted as a project suggestion. J. B. Mack said that there was a significant resource attached to this grant and that details are still in the making. Tara Germond commented that the transportation elements were a part of a larger award. J. B. Mack said that the grant also includes local food and smoking cessation components. Ellen Avery asked about the service area for the grant and staff commented that this was a Cheshire County initiative.

J. B. Mack noted the Healthy Monadnock 2020 Active Transportation Award, presented by MRTMA, was given to Ted McGreer in honor of his efforts to improve the built environment and increase physical activity for residents of the Monadnock Region. Chuck Redfern represented the MRTMA at the awards event. J. B. Mack reported on a prior suggestion by MRTMA members to reach students at Keene State College. He received an official invitation and brought materials to freshman orientation. J. B. Mack also announced that the Rack It Up! initiative has concluded. The program resulted in 90 new bicycle parking spaces in Keene. He also noted interest from both Jaffrey and Peterborough regarding future initiatives. J. B. Mack also announced that Thomas Transportation has started a new service to Boston with 7 shuttles daily. A one-way trip is \$49 and service is offered 7 days per week. Dan Kennedy, from Thomas Transportation, provided promotional and informational materials to attendees. Chuck Redfern commented on a baseline report on rail trail conditions outside of Keene, a report authored by Keene State College students. He said that a goal will

be to look for local advocacy to start on improvements. He also commented that a planned upgrade of the Cheshire Rail Trail in Keene from Whitcomb Road to Hurricane Road should be completed in early summer 2015.

IV. Opportunities for Collaboration

J. B. Mack reviewed opportunities discussed during the last meeting, including the community transportation directory, joint website and branding, and a pilot program to encourage coordinated funding of transportation. Tara Germond also talked about the use of shared metrics to monitor progress. Chuck Redfern commented that boards of selectmen are important to get things going. He said that outreach should not only be focused on legislators. It should also include introduce organizations and selectmen. Peter Hansel noted expense- and grant-sharing as another possibility for collaboration. There is also an opportunity to share and coordinate stakeholders.

Chuck Redfern asked how the two committees could participate in the grant awarded to Healthy Monadnock 2020. J. B. Mack said that he would like to see that happen, but it is not clear at this time. He commented that the committees could be a useful sounding board.

Tara Germond asked if the group should start with low hanging fruit as a way to start the collaboration. Susan Ashworth suggested that both the transportation directory and websites were two good options. An event featuring a product like the directory or website would demonstrate a cohesive presence and provide an opportunity for community leaders to bring information back to their respective citizens. Peter Hansel commented that the groups need to agree on which group undertakes which project. There was a discussion about potential organizational structures. Gary Welch said it would make sense to have a single governing body with two subordinate entities. Tara Germond noted that there are significant differences between the projects and missions of both groups. Tara Germond commented that together, the focus areas of each group complement each other. J. B. Mack said the MRCC has been characterized as serving “needs” riders whereas the MRTMA has been characterized as serving “choice” and “needs” riders. The goal, however, is more widespread support for each group. Peter Hansel attended a Monadnock United Way meeting earlier in the day which focused on outcome-oriented objectives and continued improvement. He emphasized that metrics should always be in the back of our mind, and that should be the case for both groups. J. B. Mack noted the existing MRTMA metrics and Tara Germond noted volunteer driver statistics from CVTC and bus ridership statistics from HCS. Ellen Avery noted the goal of locating gaps and assessing served and unserved areas. Gary Welch noted the high demand for the Boston area which can sometimes take an entire day. Tara Germond suggested the potential for using vouchers and the Thomas Transportation shuttle service.

J. B. Mack commented that the MRTMA, which has had ad-hoc subcommittees formed in the past, has worked best in small groups on action-oriented projects. Attendees discussed dissolving the MRCC and MRTMA into subcommittees with one major authority. Attendees also discussed having a single group with an executive committee. J. B. Mack noted that the charter of the MRTMA suggested an executive committee. Tara Germond suggested the aim is to increase public understanding and support for transportation needs. Peter Hansel envisioned quarterly or semi-annual meetings to maintain coordination. Tara Germond noted that a common name would assist with letters of support. Attendees agreed to an update to the transportation directory, which should integrate MRTMA transportation modes, a website merger, and a legislative or community event. J. B. Mack suggested incorporating the MRCC into the MRTMA as it has a larger umbrella. Attendees discussed whether or not this would be allowed by the State Coordinating Council. Tara Germond and

J. B. Mack offered to look into this and Mike Acerno offered to follow up with Tara Germond about this inquiry. J. B. Mack noted that in the Rockingham Region, COAST runs transit, a RCC, and a mobility management program. Susan Ashworth expressed concern about regulatory framework and the authority of signatures on funding-related documents.

V. Next Meeting

Tara Germond will send out an e-mail notice regarding the next MRCC meeting and J. B. Mack suggested partnerships for community health be a topic of the next MRTMA meeting.

VI. Adjourn

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Henry Underwood
GIS Technician/Planner

DRAFT



STEERING COMMITTEE AGENDA

*Southwest Region Planning Commission
Conference Room
37 Ashuelot Street
Keene, NH 03431*

*November 19, 2014
4:00 p.m. - 5:30 p.m.*

- I. Minutes of October 15, 2014**
- II. MRTMA Action Plan Performance Measure Update**
- III. Partnership for Healthy Communities Grant**
- IV. Advocacy Opportunities**
- V. Next Meeting**
- VI. Information Sharing**
- VII. Adjourn**

Monadnock Region Transportation Management Association
c/o Southwest Region Planning Commission
37 Ashuelot Street
Keene, NH 03431

603-357-0557
FAX 357-7440
admin@swrpc.org
www.monadnockTMA.org

Mission: To promote all modes of transportation that enhance the environmental, economic and physical health and well-being of citizens in the Monadnock Region.

Vision: We envision citizens of our region moving around conveniently and safely, with or without personal automobiles. This vision will result in:

- Affordable, accessible and energy efficient transportation options;
- Integration of transportation into land use planning and policy;
- Improved air quality, environmental and personal health; and
- More time spent interacting with others and less time alone in the car.

Monadnock Region Transportation Management Association

Steering Committee

MINUTES

November 19, 2014

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Susan Ashworth, *HCS*, Ellen Avery, *Contoocook Valley Transportation Company*, Nancy Brigham, *Transition Keene*; Peter Hansel, *Filtrine Manufacturing*; Dan Kennedy, *Thomas Transportation*, Marcus McCarroll, *Keene City Green Bikes*; Jen Risley, *Monadnock Food Co-Op*, Linda Rubin, *Healthy Monadnock 2020*; Susie Thielen, *Heading for Home*.

Staff present was: J.B. Mack, *Principal Planner*

I. Minutes of October 15, 2014

J. B. Mack welcomed those in attendance and introductions were made. The minutes of October 15, 2014 were approved by unanimous vote.

II. MRTMA Action Plan Performance Measure Updates

J. B. Mack passed out a handout showing the “Measuring Goal & Objectives” page of the MRTMA Action Plan (Plan), which shows metrics that are used to measure progress in building a sustainable transportation system. On the back side of the page was a comparison of past and present metric values for each goal and objectives. In addition, the metric values describe the Region 2020 target and the current values for New Hampshire and the United States. He reviewed each of the objectives individually.

The Plan’s goal, “increase use and availability of local and regional transportation options in the Monadnock Region” has an outcome measure of “average per capita vehicle miles traveled.” J. B. Mack explained that the region’s VMT was calculated by SWRPC staff last time and requires a great number of calculations. SWRPC is still working on this measure and hopes to present it at the next meeting.

For the objective “expand use and availability of sidewalks and walkways”, J. B. Mack noted that the “percent of people that walk to work” metric has decreased from 5.2% to 4.8%. He cautioned the Steering Committee that this metric and others are based on the Census’ American Community Survey (ACS), which are estimates based on survey samples. There is often a sizeable margin of error associated with the data. In other words, the difference between 5.2% to 4.8% is not statistically significant due to the margin of error. However, it is the only data that provides a year to year picture of walking. Peter Hansel asked how large the margin of error was. J. B. Mack responded that he did not know this one specifically, but could provide that information in the future. The other metric used for this objective was “sidewalks as percentage of local roads.” SWRPC has built a database on sidewalks, but it is very much under development, so no data is indicated on the sheet yet. However, the proposed draft value for this measure is 3.8%, or 102.97 miles of sidewalk per 2,703 miles of local roads which is based on a variety of primary and secondary sources.

The objective “Increase use and availability of bicycle infrastructure” also has two metrics. The measure “percent of people that bike to work” changed from 0.5% to 0.3%. J. B. Mack explained that this data also comes from the ACS and has similar margin of error issues. “Bikeways as percentage of local roads,” like the sidewalk measure previously discussed, is under development. The proposed draft value for this measure is 1.2% or 33.55 miles of bikeways per 2,703 miles of local roads.

The third objective, “increase use and availability of public transportation” has two metrics. The first metric, which is “number of annual public transportation trips” is in need of more information for a full update. J. B. Mack noted that this data only accounts for fixed route transit systems in our Region and currently only the Hinsdale Brattleboro Beeline data is reflected on the sheet. Susan Ashworth indicated that she would forward the most recent ridership data for the City Express in Keene. J. B. Mack explained that the other metric, “public transportation routes as percentage of all roads” has not changed to his knowledge since the last iteration of the last plan. The measure remains 0.5%.

The fourth objective, “increase use and availability of ridesharing and carsharing,” includes a metric that measures “percent of people that carpool to work” and “number of park and ride lots/spaces”. The carpooling figure comes from ACS data. The rate has increased from 8.1% to 8.3%. The second measure remains 1 park and ride lot and thirty-five spaces. Ellen Avery asked what the status of the Peterborough Park and Ride Lot is. J. B. Mack responded that the Town of Peterborough was unsuccessful in partnering with two privately owned shopping plazas to use part of their parking lots and the Town has requested the New Hampshire Department of Transportation examine using its grant to fund a potential park and ride lot on the Peterborough Community Center location on Elm Street. Dan Kennedy asked if the park and ride lot that is at the Dillant-Hopkins Airport in Keene should be included. He stated that Thomas Transportation has leased spaces at the airport specifically for park and ride users of its shuttles. J. B. Mack asked if the park and ride spaces are available to the public. He suggested that the Steering Committee consider how to define park and ride lots and whether it should only apply to lots advertised to the public as public park and ride lots or should include private park and ride lots.

The fifth objective, “Increase use and availability of intercity bus services,” has a metric for “intercity bus ridership” and “intercity bus routes as a percent of arterial/collector roads. J. B. Mack explained that he has been unsuccessful in getting ridership numbers for intercity bus routes. Susan Ashworth noted that since the Greyhound routes are partially funded by tax dollars, that the ridership numbers would probably be available. J. B. Mack responded that he would try and check in with the Departments of Transportation in Vermont and Massachusetts, who are currently subsidizing both routes that come through Keene, to see if they will share that information. Peter Hansel noted that the second metric is the first measure that has attained its target which is 60%. J. B. Mack responded that this was because of the new Greyhound service from Brattleboro to Keene to Nashua to Boston that started earlier this year.

Objective number six is to “implement non-modal strategies to replace vehicle trips.” The first measure comes from ACS data and measures the “percent of people that work from home.” The measure shows the rate increasing from 7.4% to 7.7% well above the New Hampshire and United States rates. Ellen Avery said that this is probably because transportation options are so limited in the Region. The other measure is “percent of retail businesses offering delivery services.” J. B. Mack explained that this data would need to be collected by MRTMA or another entity and is worth discussing further. He suggested that the measure be changed to reflect only supermarkets and pharmacies.

“Increasing location efficient siting of housing, workplaces and shopping,” is the final objective in the Plan. One metric, which is based on ACS data, “Percent of people that live less than 15 minutes away from work” changed from 38.9% to 37.2%. J. B. Mack explained that the metric’s use of time instead of

distance may mean that there is essentially no traffic in the area instead of housing being close to jobs. Peter Hansel asked if replacing the metric to distance would make more sense. J. B. Mack responded that he thinks that the current time-based metric was used because SWRPC was not able to find a distance oriented metric. J. B. Mack explained that the last metric, “average number of in town workers to in town housing units for communities with 5,000+ people” still needs to be researched for the metric update.

The Steering Committee agreed to revisit the performance measures at the next meeting by covering some of the measurements that were not ready yet, as well as addressing some of the questions at the present meeting.

III. Partnership to Improve Community Health Grant

J. B. Mack passed out a handout with information about a recent grant won by Healthy Monadnock 2020 called Partnership to Improve Community Health (PICH). The grant is administered by the Center for Disease Control (CDC). Linda Rubin provided an overview of the grant. The grant proposal was submitted by Healthy Monadnock 2020 for the Cheshire County area and there are three main objectives of the grant: 1) to reduce tobacco use, 2) to improve access to healthy, local food, 3) and to improve physical activity by improving opportunities for active transportation. Several partners are associated with this grant including SWRPC, Cheshire County Healthy Eating Active Living (HEAL), Cheshire Medical Center’s Tobacco Program, Southwestern Community Services, and the Cheshire County Conservation District. It is a three year grant. Linda Rubin is currently speaking with a grant administrator from the CDC. The last time she spoke with the CDC, the grant administrator had not yet had an opportunity to review the grant proposal. Linda Rubin explained that she worked with J. B. Mack and other partners to recently submit a Community Action Plan document and she is working with SWRPC on a contract.

J. B. Mack referred to the handout and explained that there are two main initiatives written into the grant proposal which reflect the shared objectives and strategies of the MRTMA and Healthy Monadnock 2020. The two initiatives are increasing the number of towns with complete streets policies and increasing the number of schools with safe routes to school programs. J. B. Mack stated that the grant is focusing on seven communities in Cheshire County that have “downtown” areas or centers and have settlement patterns that would accommodate more walking and biking. Those target communities include Keene, Swanzey, Troy, Marlborough, Winchester, Hinsdale, and Jaffrey. If those towns do not want to participate in this effort, then other Cheshire County towns can be approached. Linda Rubin added that the CDC requires that the grant impact 70% of the population of Cheshire County.

IV. Advocacy Opportunities

No advocacy opportunities were brought forward.

V. Next Meeting

It was determined that the next meeting would be December 17, 2014. However this meeting was later postponed to January 21, 2014.

VI. Information Sharing

Jennifer Risley announced Monadnock Buy Local’s “Plaid Friday” event. Susan Ashworth followed up by stating that the City Express will be operating for free during the “Plaid Friday” event, however, they

will be closed for Thanksgiving. Michael Acerno announced that HCS is continuing to work with the Keene YMCA to raise money for a turn around at the Keene YMCA. He also stated that HCS has recently acquired 4 new bus shelters. The plan is to put one of them at the YMCA facility and another at Railroad Square. Susan Ashworth said that one could potentially be saved for West Street near the Keene Library. Jennifer Risley announced a promotion called "Shop for Good" which has businesses shifting a percent of their sales to the non profit of their choice. Monadnock Food Coop will be shifting 10% of its profits to a nonprofit of their choice through December. She explained that all a customer needs to do is let the cashier know that they would like to "shop for good." Any nonprofit can be eligible. MRTMA members noted that there are several non-profit members of MRTMA that could benefit from this promotion including Transition Keene, Pathways for Keene, HCS and CVTC.

VII. Adjourn

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

J. B. Mack
Principal Planner