



## **STEERING COMMITTEE AGENDA**

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

*January 16, 2013  
4:00 p.m. - 5:30 p.m.*

- I. Welcome**
- II. Minutes of December 19, 2012**
- III. MRMTA Plan: Bicycle Rack Strategy**
- IV. MRTMA Plan: Complete Streets Strategy**
- 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  
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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 16, 2013

Present: Susan Ashworth, *Home Health Care, Hospice, and Community Services (HCS)*; Nancy Brigham, *Transition Keene*; Peter Hansel, *Filtrine Manufacturing*; Ryan Kmetz, *Antioch University New England*; Jan Manwaring, *Pathways for Keene*; Chuck Redfern, *Pathways for Keene/Keene Bicycle Pedestrian Path Advisory Committee*; Linda Rubin, *Vision 2020*; Will Schoefmann, *City of Keene*; Susy Thielen, *Heading for Home*; Ellie Cook Venezia, *Monadnock Rideshare*.

SWRPC staff present were J.B. Mack, *Principal Planner* and Steve Waleryszak, *GIS Technician/Planner*.

### **I. Welcome and Introductions**

J.B. Mack started the meeting at 4:00 p.m. and introductions were made.

### **II. Minutes from December 19, 2012**

The minutes were approved unanimously.

### **III. MRTMA Plan: Bicycle Rack Strategy**

J.B. Mack gave a summary on what was discussed at the previous MRTMA meetings regarding the MRTMA Action Plan's bicycle rack strategy as well as updates. The MRTMA is looking into details surrounding bike racks within a ½ mile of the trail system in Keene and Swanzey. As part of the effort the MRTMA has been careful to ensure that it is not duplicating efforts that others in the Region have already done. He explained that MRTMA members are in the process of determining if Keene or Swanzey have bike rack standards and if there are any best practices for bicycle rack locations or types of racks. At the previous meeting Will Schoefmann indicated that Keene staff has reviewed private and procured public bike racks in the past but that there is no specific rack type that they endorse, except that the color of the downtown racks must be black. J.B. Mack has not heard back from Swanzey yet on any standards that they may have. He mentioned the bicycle parking guidelines resources that were passed out at the last meeting as being good resources for determining bike rack locations. He said that the MRTMA learned that the City of Keene has bike rack locations mapped out for the downtown and information from site plans that indicate where bike racks are going to be in the future such as the new food co-op in Railroad Square. He said that Mike Goudzwaard continues to be interested in taking the lead on creating an inventory by reaching out to Keene State College (KSC) students for help. He said that the group is trying to gather a large amount of research on bike racks so that we can eventually present a packet of information to businesses and local organizations.

Jan Manwaring mentioned that she went around to the larger parks in Keene and was shocked to see how few bike racks there were. She discovered there were bike racks at Robin Hood Park over by the pool. She stated that she would do more research on bike racks in the local parks. Chuck Redfern mentioned that Andy Bohannon has a list of vendors that the city uses for park benches and he is familiar with

getting quotes and other information. J.B. Mack mentioned that Mary Jensen at KSC has suggested contacting their facilities manager for learning more about rack preferences and lists of vendors.

J.B. Mack mentioned that there were still a number of things that the group decided they should work on to prepare its bike rack strategy. The group discussed that it must get businesses and others interested in the initiative. Once we find these partners, J.B. Mack recommended having some type of “elevator speech” to explain the MRTMA bike rack initiative and how partners can help. Susy Thielen said that she would work on brainstorming ways to engage and involve other organizations and businesses. Chuck Redfern said that he would work with her on it as well.

Will Schoefmann brought in a map of bike rack locations in the downtown area and presented it to the group. Everyone discussed the bike rack inventory in a little more detail including the fact that the downtown is a good area to focus on due to the concentration of businesses and activities. J.B. Mack talked about the Google Map project that Tara Germond from SWRPC staff had put together showing the locations of a few of the bike racks in the region. It was mentioned that it would be helpful to utilize GIS in the inventory process in order to maintain and display certain attribute information such as bike rack type, size, and location.

The group talked about the “meter hitch” style bike racks such as the one in front of Prime Roast in downtown Keene. Jan Manwaring said that they are good choices because they serve as multi-use structures. Will Schoefmann said that back in 2010 the “meter hitches” were around \$90 each.

The discussion shifted to the question of how to determine how many racks would be involved in the initiative. J. B. Mack recommended that the completed inventory will help MRTMA identify where gaps in bike rack parking are, along with likely biking destinations in Swanzey and Keene. The group can then prioritize locations to determine a number of target bike racks. Chuck Redfern said that it is also important to know biker origins, such as some of the Keene State College residential complexes. Will Schoefmann mentioned that Optical Ave should be a focal point to set up bike racks due to all of the large businesses in that area with a close proximity to the bike route.

It was mentioned that the group should reach out to other organizations and committees and explain our initiative. It was suggested that we could survey the groups regarding ideal locations for bike racks. Jan Manwaring said that she’d be happy to work on outreach activity strategies. It was discussed that outreach strategy suggestions should be researched and ready to discuss at the next meeting.

J.B. Mack discussed researching solutions for storage and maintenance issues associated with bike racks. Chuck Redfern suggested that Bud Windsor at KSC would be able to provide excellent information on bike racks. J.B. Mack said that he would take the lead on getting that information. Jan Manwaring suggested that the group should focus on the next steps at the next meeting since the group should have a lot of information with which to work by then.

Linda Rubin asked if “Development and Approval of Workplan” and “Distribution of Workplan” should be on the agenda for the next meeting as well. J.B. Mack said that the group might not get to it at the next meeting, but he would put it on the agenda. The group discussed finding a lawyer to talk to regarding liability issues surrounding placement of bike racks. Ryan Kmetz mentioned that he might know someone

that could help. Ellie Cook Venezia suggested that Clark Mortenson could discuss liability insurance with the group.

#### **IV. MRTMA Plan: Complete Streets Strategy**

J.B. Mack noted that during its prioritization exercise a few months ago, the MRTMA Steering Committee decided to focus on working with MRTMA communities to adopt Complete Streets policies. The focus of Complete Streets is to provide safe and convenient access for all known or likely populations (motorists, bikers, walkers, transit users, wheelchairs) using a street. Complete Street improvements are determined on a case by case basis after determining user groups and the feasibility for making improvements. The MRTMA has discussed looking at the City of Keene as a good pilot project because it adopted a resolution to complete a Complete Streets policy last year. J.B Mack mentioned that he had a meeting with Kurt Blomquist and Rhett Lamb about the strategy. He explained that he shared a draft of the complete streets policy, which was put together after researching policies from similar sized communities. There was consensus by the group that it should focus on complete streets efforts with the City of Keene initially before moving on to other areas.

Linda Rubin indicated that we need to get feedback from the City on the draft policy. It was discussed that BPPAC should be included in the discussion as well. Will Schoefmann suggested that once we get feedback from Rhett Lamb and Kurt Blomquist and other departments, we can move on to BPPAC. He added that he has an upcoming meeting with members from Park and Recreation where he will discuss this project. Chuck Redfern mentioned that the draft policy would have better chances of succeeding if it went through these groups before it reaches the City Council. J.B. Mack mentioned that Police and Fire Departments would be helpful to include in the discussions. Will Schoefmann and J.B. Mack said that they would help getting feedback from City of Keene staff.

J.B. Mack asked the group if there were lessons learned from other projects that could be applied to the Complete Streets initiative. It was said that bike lanes on Court Street didn't work because the easement area was too narrow. Jan Manwaring asked about Keene State College's plans on Gilbo Avenue. It was discussed that the college might place their new health center on that street. Jan Manwaring said they tried to get a bike lane in on Marlboro Street; however, it was also too narrow. She added that the MRTMA should look into getting information relating to the MRTMA projects put on Channel 8, the local broadcast station. Jan Manwaring and Chuck Redfern both agreed to work on public outreach strategies.

J.B. Mack brought up the issue of following complete streets policies with design specifications. Will Schoefmann mentioned that the Federal Highway Administration (FHWA) would be a good source of information relating to bike lanes. Rebecca Harris mentioned that Larry Keniston in the Rails and Transit section at the NH Department of Transportation (NH DOT) would be a good person to contact as well.

#### **V. Next Meeting**

JB Mack reminded the group that the next meeting would be at 4:00 p.m. on February 20, 2013 at the Southwest Region Planning Commission in Keene, NH.

## **VI. Information Sharing**

Nancy Brigham mentioned that she spoke with Mary Jensen about the Amtrak station in Brattleboro, Vermont. She said that they actually have a van that can bring people back and forth to the Amtrak station from Antioch University. J. B. Mack asked if this was something they were exploring or was it something they were sure to implement. Nancy Brigham answered that she got the impression that it could be easily implemented.

Rebecca Harris talked about Transportation Solutions NH, which is a statewide group that works with health, environmental, bike/pedestrian and alternative transportation groups to develop a better transportation system in New Hampshire. She explained that it involves people from a variety of organizations throughout the state and they want to collaborate with TMAs, RPCs, and Regional Coordinating Councils in the region. She added that they want to involve stakeholders that are concerned about transportation at future “listening sessions”. They are looking to hold a meeting at the end of April or the beginning of May. Keene will be the location for one of the listening sessions. Rebecca Harris asked if the MRTMA would be interested in helping promote these listening sessions. J.B. Mack asked what the format would be. Rebecca Harris said they are targeting certain demographics and are organized around the question of: what can a more balanced transportation network do for you? She added the focus will be on policy making involving the most pressing issues surrounding transportation. Rebecca Harris said that there is a push to increase the gas tax, which has not been done since 1991.

Jan Manwaring said that one of the complaints in Keene is that it’s hard to leave the area. She asked if that’s the type of thing they’ll be talking about at the listening sessions. Rebecca Harris said that will be one of the things discussed. She said that operating funds have gone down to nothing in the last year state wide for public transportation. Chuck Redfern said that the NH Rail Trail organization would be a great group to invite. He added that it was just created and it works closely with Southern New Hampshire Planning Commission. Rebecca Harris said that David Preece, their Executive Director is a member of the coalition.

J.B. Mack asked Susan Ashworth if HCS still has an additional bike rack they are looking to place. She said that they have an interest in sighting it at a location for public housing.

J.B. Mack mentioned that the “Let’s Talk Transportation” forum, where representatives from NH DOT will be presenting their Balanced Scorecard initiative is scheduled for Tuesday, January 22, 2013 at 6:00 p.m. at the Historical Society for Cheshire County.

J.B. Mack mentioned that there is a subcommittee called the “Intercity Bus Task Force”, which is examining ways to preserve and potentially enhance intercity bus service in the area. The group has talked about long-term parking, way finding, information sharing, and ticket sales, among other issues.

Linda Rubin said that BPPAC is ready to enter into discussions about updating the city’s Master Plan. She added that it would be helpful to know about all the projects on which the MRTMA is working. She also mentioned that Ryan Owens from the Monadnock Conservancy talked with her about some \$190,000 that might be turned over to the Conservancy from another organization with the intention that the money will be used towards activities and interests on which the group used to work. She said that the Monadnock Conservancy is looking to use the money for “active transportation” projects focused in

Keene. She said that there will be discussions about how the money gets spent and where it goes. Susy Thielen said that there are some remote networks of trails that are not connected that could benefit from this funding source. She added that she's impressed with Monadnock Conservancy and how they're thinking outside the box for programs and efforts.

**VI. Adjourn.**

J.B. Mack adjourned the meeting at 5:30 p.m.

Respectfully Submitted,

Steven Waleryszak  
GIS Technician/Planner



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*February 20, 2013  
4:00 p.m. - 5:30 p.m.*

- I. Minutes of January 16, 2013**
- II. MRMTA Plan: Bicycle Rack Strategy**
- III. MRTMA Plan: Complete Streets Strategy**
- IV. Transportation Solutions Listening Session**
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# Monadnock Region Transportation Management Association Steering Committee

## MINUTES February 20, 2013

Present: Susan Ashworth, *Home Health Care, Hospice, and Community Services (HCS)*; Nancy Brigham, *Transition Keene*; Mike Goudzwaard, *Keene State College*; Peter Hansel, *Filtrine Manufacturing*; Rebecca Harris, *Transport NH*; Ryan Kmetz, *Antioch University New England*; Jan Manwaring, *Pathways for Keene*; Christopher McIntosh, *Clark-Mortenson Agency*; Corrado Paramithiotti, *Landmark College*; Chuck Redfern, *Pathways for Keene*; Jen Risley, *Monadnock Food Co-Op*; Linda Rubin, *Vision 2020*; Susy Thielen, *Heading for Home*; Ellie Cook-Venezia, *Monadnock Rideshare*.

SWRPC staff present were J.B. Mack, *Principal Planner* and Steve Waleryszak, *GIS Technician/Planner*.

### **I. Welcome and Introductions**

J.B. Mack called the meeting to order at 4:00 p.m. and introductions were made.

### **II. Minutes from February 20, 2013**

Minutes were approved by unanimous vote.

### **III. MRTMA Plan: Bicycle Rack Strategy**

The group discussed the progress that was made by MRTMA members regarding bike racks since the previous meeting. Chuck Redfern said that he and others came up with the idea of having an article in the Keene Chamber of Commerce newsletter, as well as sending out an email blast to various groups regarding the bicycle racks initiative. He also said that the group should work with the City of Keene, Keene State College, and others to get a bulk order together for bike racks since many of the vendors provide discounts for ordering a large number of bike racks at once.

The group talked about increasing public awareness by placing an interactive or static map on the Keene Chamber of Commerce website. Susy Thielen mentioned that something could be placed in the Keene Sentinel. A group member mentioned that the Monadnock Shopper would also be a good source for a press release explaining the bike rack strategy. Susy Thielen said that it would be best to complete the bike rack inventory soon and determine proper specifications of the bike racks. The group then discussed the fact that the City should have a requirement through the application process to encourage active transportation. A conversation began regarding bicycle rack standards and utilization of car parking spaces for bikes instead. It was mentioned that a covered bike rack would be extremely helpful to keep the bikes out of the elements. The group also discussed the fact that the City of Keene is talking about building two parking garages.

Linda Rubin talked about business being bike friendly and how there could be an online application where business could check off items associated with promoting active transportation. The group discussed the "Bicycle Benefits" program in Keene, of which several downtown businesses are a part. Mike Goudzwaard



said that the publicity of the program is an incentive for businesses. The distribution of stickers that are used as part of the program was discussed, including where one can buy them. Mike Goudzwaard said that you can get them through the bicycle benefits website ([www.bicyclebenefits.org](http://www.bicyclebenefits.org)) as well as some bicycle sellers. There are local organizers that are involved; J.B. Mack said that representatives from Bicycle Benefits have come to MRTMA meetings before, but the MRTMA was not ready to take that on at that time. Mike Goudzwaard said that one of his friends was instrumental in getting the program started in Keene, the only other one besides Portsmouth in the state. He explained that his friend wanted to get businesses and real estate agencies engaged in active transportation. Mike Goudzwaard suggested that businesses could sign up for different tiers of bike rack sponsorship.

Peter Hansel mentioned that we should be looking at encouraging businesses other than retail as well to invest in bicycle racks. Christopher McIntosh said that employers are very interested these days in encouraging healthy activities such as bike riding as a way to avoid preventable illnesses and lost production and to attain overall better health for their employees. Peter Hansel mentioned that he had a meeting with J.B. Mack, Jan Manwaring, and Steve Waleryszak where bike rack styles were discussed. He said that the “Inverted U” type seems to be one that is widely promoted. He said that his daughter is a City Planner in Portsmouth and one of her first projects was to work on a bike program in the city where she has already done some of the footwork that we are starting to do in the City of Keene. He suggested that coordination with other cities might also help streamline the process and make our job easier. He also suggested that we look to see what the Upper Valley TMA has been doing with regards to bicycle racks.

Jan Manwaring explained that she went to the parks and schools in Keene as part of the bike rack inventory. She said that she found bike racks at Robin Hood Park, Wheelock Park, and Ashuelot River Park. She was disappointed to discover how few public spaces actually had bike racks. Jan Manwaring mentioned that she did go around to the schools in the area and discovered bike racks at nearly all of the schools. She added that the elementary schools in Keene have restrictions on children riding bicycles to school until the 4<sup>th</sup> grade. J.B. Mack asked Linda Rubin if that policy has been part of the Safe Routes to School (SRTS) program, to which she replied that it hasn’t been brought up to her knowledge. It was discussed that all the bike racks are full during the spring and fall months, which suggests that there could be more students that want to ride their bicycles to school, but cannot due to available bicycle parking space.

Linda Rubin explained that she consulted a number of publications to search for best practices for siting bike racks in communities and gathered a summary of recommendations. She noted that she discovered that it is suggested to avoid placing bicycle racks in parking garages or in the back of parking lots due to risk of theft. She mentioned that her compilation of best practices does not cover long term bicycle parking, but that can be discussed in the future. Linda Rubin added that the recommendations state that bike racks should be sighted near “youth friendly” establishments such as coffee shops, bookstores, and popular restaurants. She also said that we should talk to bicycle groups and local bike stores to find out their input on where to place bicycle racks. It is also suggested to speak to local law enforcement officials to find out where people are illegally parking their bicycles to learn where a good spot might be for placing a legal option. It was discussed that we should make a list of all the local restaurants, coffee shops, clothing stores, and other popular establishments as part of the inventory process.

Linda Rubin said that Madison, Wisconsin is considered one of the more bike friendly communities in the country. Madison has simple, easy to follow specifications about which style of bicycle racks to purchase, how to install them, and where to sight them. She added that the MRTMA could put together a similar one page guidance document to share with community members, businesses, and others regarding bike racks.

J.B Mack said that he has seen on street parking for bike racks in other cities that can fit up to 12 bikes in a parking space. Linda Rubin suggested that if bike racks are not visible then proper signage should be placed directing people to their locations. Susy Thielen said that when she rides in town, she wants to be able to park her bike nearby so she can keep an eye on her bike to ensure that it does not get stolen. Linda Rubin said that in her readings she discovered that the number one thing people are worried about regarding bike racks is having their bike stolen. The group talked about copyright issues and contacts for the Wisconsin guidelines.

Steve Waleryszak presented a map showing bike rack locations in the City of Keene as well as trail locations, and the ½ mile buffer along the trail system. He also showed a map of Swanzey indicating where the buffer exists and where the group should focus its inventory in the Town of Swanzey. Rebecca Harris mentioned that a QR code could be utilized in conjunction with the maps that would direct you to all of the bike rack locations. J.B. Mack said that he talked to the Pioneer Valley Planning Commission about buying in bulk and designating priority locations. He mentioned that they sent questions out to towns about where they want bike racks and received federal funding to buy racks to supply to the towns. They also developed an educational event where they placed a cardboard box, which represented the space a bike would need, in an actual parking space. They worked with developers to provide an “on the go” bike rack supply called the “Revolving Loan Bike Rack Program”.

Mike Goudzwaard mentioned that he spoke with Chris Green, who is a professor at Keene State College about involving Senior Seminar students in the Geography program with the bike rack inventory or some other project for the MRTMA. The group discussed that the Seminar students do excellent work involving the utilization of surveying instruments, mapping, and statistical surveys, which typically culminates in a report and/or presentation. Jen Risley said that perhaps the group could focus on “long-term” bike parking solutions for commuting and for people spending the day in Keene. Susy Thielen suggested that we should have something ready for the class by April since that is when the professors start planning the classes. Linda Rubin, Corrado Paramithiotti, and J.B. Mack agreed to meet to discuss how to move forward with the idea of involving Keene State College.

Christopher McIntosh provided information regarding liability on the part of landowners and businesses that allow the public onto their property. He said that NH passed a law in 2011 that involves land that is used for things like hiking and snowmobiling. He said that the law was prompted by an event in which a hunter was injured after falling out of a tree and in turn sued the landowner. Christopher McIntosh said that the New Hampshire Legislature became nervous that landowners would prohibit citizens from being able to make use of their land for recreation purposes. He added that the verbiage in the law tends to benefit the landowner. He added that the law states that if the landowner is aware of potentially hazardous condition on their property, they must make sure people are aware of it if their property is being used for public recreation. The group discussed potential concern for businesses placing bike racks on their property.

#### **IV. MRTMA Plan: Complete Streets Strategy**

J.B. Mack suggested that the group table the Complete Streets Strategy discussion until the next MRTMA meeting. He said that he has spoken with the City of Keene Public Works Director and Planning Director regarding the policy. He added that he is waiting to hear back on recommendations.

#### **V. Transportation Solutions Listening Session**

Rebecca Harris said that her organization has a new name - Transport NH. She explained that they are an emerging broad base coalition who is looking to create a more balanced transportation system in the region. She noted that they are holding listening sessions across the state to identify the big issues surrounding transportation. The group talked about the importance of educating the community on transportation issues and interrelated things like healthcare, broadband, education, and affordable housing. Rebecca Harris explained that at these events, Transport NH is looking for sponsors, funders, and volunteers to staff the events, which will be held from 1:00 p.m. - 4:00 p.m. Tuesday, Wednesday, or Thursday afternoons. J.B. Mack said that the MRTMA or SWRPC could co-host the event and/or have volunteers available to hand materials out and help with the event. Rebecca Harris said that it would be a good event for TMAs, other transportation organizations, and interested individuals to get together to talk about transportation. It was discussed that they are hoping for about 50 people at each of these sessions. The group talked about potential venues for these events such as the Park and Recreation Center, especially since it has a bike lane, bike racks, and accessible to public transportation. The group agreed to co-sponsor one of the upcoming events.

The group talked about the discussions in the state government regarding the "Gas Tax" bill. Rebecca Harris talked about the importance of broadening the conversation surrounding roads and bridges to providing alternative means of transportation. She urged MRTMA members to contact representatives to broaden the language in the gas tax bill.

#### **VI. Earth Day and Commute Green NH**

J.B. Mack suggested that the discussion of Earth Day and Commute Green NH be tabled until the next meeting in the interest of time. He did add that the MRTMA usually has a booth set up at this event which will take place at Antioch University.

#### **VII. Next Meeting**

The group decided that the next meeting would be on March 20, 2013 at 4:00 p.m. at the Southwest Region Planning Commission's office in Keene.

#### **VIII. Information Sharing**

Mike Goudzwaard brought up the Air Quality Campaign that he is working on in conjunction with SWRPC, Keene State College and others to raise awareness about air quality issues in the Monadnock Region - specifically in the City of Keene and surrounding areas. He explained that there are regulations from the Federal and State governments that could have a negative effect on the region if air quality does not

improve. He said that the widespread use of woodstoves is a contributor to hazardous air in the region during the winter months. He mentioned that the group is interested in presenting to others on the topic. Ellie Cook Venezia asked how long the presentations are. Mike Goudzwaard explained that they usually last between 10 and 30 minutes. It was discussed that there could be a presentation at the next meeting. Mike Goudzwaard added that they are interested in spreading the word via brochures, which he passed out to the group.

J.B. Mack mentioned that the Monadnock Sustainability Group “green drinks” asked SWRPC to present at the next meeting, which will be on March 5<sup>th</sup> from 5:30 p.m. – 7:00 p.m. at Tony Clamato’s Restaurant in Keene. J.B. Mack said that he gave a presentation to the City Council about parking management downtown. He said that he went on behalf of Cities for Climate Protection and discussed travel demand management options as well. He raised the question of “are there easier ways to bring people into the city using alternative modes such as walking or biking or improving public transit?”

Susy Thielen said that Friday March 22<sup>nd</sup> from 8:00 a.m. – 9:00 a.m. with check-in at 7:30 a.m. there will be a presentation about a Keene State College study on the issue of empty rentals in Keene and where students would like to live. Susy Thielen added that KSC students will be presenting at this event.

Linda Rubin said that the Vision 2020 Breakfast with Champions will be held on March 6<sup>th</sup> from 7:30 a.m. – 9:00 a.m. at the Greek Orthodox Church. The event, which is open to everyone, will focus on worksite wellness strategies.

## **IX. Adjourn**

J.B. Mack adjourned the meeting at 5:30 p.m.

Respectfully Submitted,

Steven Waleryszak  
GIS Technician/Planner



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- I. Minutes of February 20, 2013**
- II. Greater Keene Air Quality Campaign Presentation**
- III. MRTMA Action Plan: Implementation Updates**
- IV. Earth Day and Commute Green NH**
- V. Future Topic: Executive Committee**
- VI. Next Meeting**
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- VIII. Adjourn**

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SWRPC staff present were J.B. Mack, *Principal Planner* and Steve Waleryszak, *GIS Technician/Planner*.

## I. Welcome and Introduction

J.B. Mack called the meeting to order at 4:00 p.m. and introductions were made.

## II. Minutes

The minutes from the February 20, 2013 meeting were unanimously approved.

## III. Greater Keene Air Quality Campaign Presentation

Mike Goudzwaard gave a presentation on the Air Quality Campaign, which is a joint effort between Keene State College, SWRPC, the Department of Environmental Services, and others to educate the community about air quality issues in the Monadnock Region. The presentation has been attached to the minutes. The group asked Mike Goudzwaard to update them on a planned particulate matter analysis of the Keene air monitoring station in order to understand the transportation sector's role in contributing to particulate matter.

## IV. MRTMA Action Plan: Implementation Updates

J.B. Mack explained that the bike rack subcommittee has been working on the bike rack inventory. He added that there is a [Google Map](#), which is linked to the MRTMA website ([www.monadnocktma.org](http://www.monadnocktma.org)), where you can add points on the map representing bicycle racks in the City of Keene. You can also review other bike racks that people have posted and add comments or pictures. He added that this is a "live" map that anyone can edit and view.

J.B. Mack mentioned that Mary Jensen contacted him regarding the bike rack inventory on the Keene State College (KSC) campus. She and KSC students are going to work with Bud Winsor to get the inventory completed. J.B. Mack added that the subcommittee decided that we are going to move forward with the main portions of the bike rack project instead of waiting for the KSC Senior Seminar students to take on the main role. He did say that in addition to helping with the inventory KSC students might be able to assist the MRTMA with future projects.

The group discussed the funding for the bike racks initiative. J.B. Mack said that the bike rack subcommittee has suggested applying for a \$5,000 grant from the New Hampshire Charitable Foundation. He added that Corrado Paramithiotti put together a draft grant application to get things started. J.B. Mack explained that the original focus of the “Rack It Up” campaign was to involve the Town of Swanzey, however Swanzey doesn’t have an interest in adding bike racks at any locations at the present time. They might be interested in obtaining bike racks in the future. Chuck Redfern suggested that we could make the finalized plan available to the Town of Swanzey.

Susy Thielen asked about work being done regarding the bulk order of bicycle racks. J.B. Mack said that there is framework in place. The MRTMA plans to work with KSC and the City of Keene initially. He added that we still need to finish pricing out the bike racks and contacting vendors. He said that depending on shipping costs, we could get 25-30 “inverted U” bike racks. He mentioned that after giving a short presentation on the bike rack initiative at a Green Drinks event in Keene, he was approached by a bike rack supplier. The supplier said that if we purchased \$4,000 worth of bike racks, they would ship the racks for free, which would be a thirty percent decrease in the total price.

J.B. Mack said another issue is that in order to qualify for grant money your group needs to be a 501(c)3 organization, which MRTMA is not. Chuck Redfern mentioned that he was thinking of bringing it up to the board of Pathways for Keene to apply for the grant. He stated that Thom Little from Pathways for Keene suggested that MRTMA could also work with Monadnock Cycling Club.

Mike Goudzwaard asked if the group is looking at the installation costs of the bike racks. J.B. Mack said that it is something that they’re looking into, probably requiring that the bike rack owners install the racks.

J.B. Mack said that the Southwest Region Planning Commission (SWRPC) is working with the City of Keene to improve intercity bus services, including efforts to increase signage and examine long-term parking opportunities in the downtown area.

J.B. Mack said that staff at the Planning Commission has collected data from colleges in the area (KSC, Franklin Pierce University, and Antioch University) indicating where students live and is currently analyzing travel and traffic patterns. This analysis will include travel routes students would take to go home for spring break or other vacations. J.B. Mack said that we have found that the Manchester-Nashua area is a big destination as well as the Boston Metro region. He added that NH Department of Transportation (DOT) has asked SWRPC to provide recommendations for routes that would benefit from intercity bus routes. He added that SWRPC will be putting together a memo and maps to present the information in the coming weeks.

J.B. Mack explained that the Complete Streets draft plan has been shared with staff from the City of Keene. He added that it’s moving forward and will be looking to garner support from MRTMA members and perhaps the public in the future. The City of Keene’s public works director marked up the draft and offered an alternative policy which is being reviewed by SWRPC and the Keene Planning Department.

J. B. Mack announced that he is starting to work with Susan Ashworth to develop some action strategies to advance a dialogue about public transportation in Keene. They are trying to think of a strategy to move something forward and they would like to involve MRTMA members. Ellie Cook Venezia said that there needs to be more advertising about the service as well as the specials that the City Express offers. She suggested that there should be more public awareness about the programs such as radio advertisements. Susan Ashworth said that she has arrangements with the local radio station and local newspaper to provide advertising. She also mentioned that Transition Keene has information regarding specials on their website blog. She added that on April 19, 2013, in celebration of Earth Day, you can purchase a 10-ride City Express pass for only five dollars. She said that they ran a similar special on St. Patrick's Day and sold 132 passes. The group talked about transportation funding in the state and the frustration over lack of funding for alternative transportation modes.

### **VIII. Earth Day/Commute Green NH**

It was mentioned that Antioch University will be hosting an Earth Day event on April 21, 2013. The group talked about having an MRTMA table at the event and updating promotional materials in advance to hand out.

Ellie Cook Venezia said there are a lot of exciting things going on at Commute Green. A generous donation of \$15,000 dollars was given to the organization to come up with a strategic work plan. On Monday, March 25, 2013, they will be having a kick off meeting. She added that Commute Green will be a repository of information regarding ridesharing in the region.

### **IX. Future Topic: Executive Committee**

The group talked about the importance of having a discussion about creating an executive committee for the MRTMA including a chair and vice chair. J.B. Mack said that the goals of the organization are split into focus areas such as car pooling, intercity travel, and non transportation strategies. The group decided that right now is not the time to develop a full organization structure, but would like to discuss it at a future date.

### **X. Next Meeting**

It was determined that the next meeting would be on April 17, 2013 at 4:00 p.m. at SWRPC.

### **XI. Information Sharing**

J.B. Mack said that Enterprise Rental Agency contacted SWRPC about van pooling in New Hampshire. They are interested in teaming up with TMA's and would like to come speak to the MRTMA. It was suggested to contact Laura King at the Greater Keene Chamber of Commerce regarding contacting employers.

J.B. Mack mentioned that Marcus McCarroll from the Green Bikes program at Keene State College came in to talk about expanding Green Bikes to the City of Keene proper with Steve Waleryszak and himself.



The group talked about the possibilities of having a community bike program in Keene as well as other bike sharing and for profit programs like the ones seen in Washington D.C. or New York City. J.B. Mack asked that MRTMA members who are interested in moving forward with this initiative contact him and he would connect them with Mr. McCarroll.

## **XII. Adjourn**

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Steven Waleryszak  
GIS Technician/Planner



## **STEERING COMMITTEE AGENDA**

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

*April 17, 2013  
4:00 p.m. - 5:30 p.m.*

- I. Minutes of March 20, 2013**
- II. MRTMA Action Plan: Review/Update on Plan Metrics**
- III. MRTMA Action Plan: Implementation Updates**
- 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  
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www.monadnockTMA.org

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- More time spent interacting with others and less time alone in the car.

# Monadnock Region Transportation Management Association Steering Committee

## MINUTES April 17, 2013

Present: Susan Ashworth, *Home Healthcare, Hospice, and Community Services*; Ellen Avery, *Contoocook Valley Transportation Company*; Michelle Chalice, *City of Keene*; Ellie Cook-Venezia, *Monadnock Rideshare*; Peter Hansel, *Filtrine Manufacturing*; Ryan Kmetz, *Antioch University*; Jan Manwaring, *Pathways for Keene*; Corrado Paramithiotti, *Landmark College*; Chuck Redfern, *Pathways for Keene*; Linda Rubin, *Vision 2020*; Henry Underwood, *City of Keene*.

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

### **I. Introduction**

J.B. Mack welcomed everyone and introductions were made.

### **II. Minutes of March 20, 2013**

Jan Manwaring asked for the minutes of March 20, 2013 to reflect the fact that Earth Day is on April 20, 2013. The minutes were approved unanimously as amended.

### **III. MRTMA Action Plan: Review / Update on Plan Metrics**

J.B. Mack reviewed the MRTMA Action Plan's metrics and provided updates to all indicators measuring changes to the regional transportation system. He said that staff at the Southwest Region Planning Commission (SWRPC) updated data involved in some of the metrics such as the number of miles of sidewalks in the region and the number of people walking to work as his or her primary mode of transportation. J.B. Mack mentioned that there are thirty-three miles of improved bikeways in the region, which can be utilized by people with intermediate bicycling ability. He said information was gathered by analyzing aerial imagery, ground truthing and local knowledge. He added that Peterborough, Swanzey, Rindge and Jaffrey have a high number of improved trail miles.

J.B. Mack mentioned that the region has not improved the park and ride lot situation, adding that there is only one lot in Chesterfield, which has thirty-five spaces. The group discussed the action plan in more detail and talked about some of the strategies to address the goals of the organization. Peter Hansel requested that J.B. Mack send out the metric updates in an email.

#### **IV. MRTMA Action Plan: Implementation Updates**

##### *Intercity Bus*

J.B. Mack explained that Michelle Chalice was at the meeting from the City of Keene to report back on some information she has gathered in the MRTMA and Intercity Bus Task Force's effort to improve intercity bus service. She is helping the group by taking an inventory of signage pointing out inter-city bus service in Keene, examining long term parking opportunities for bus users, and developing recommendations for new locations for signage for the transportation center. It was suggested that Route 9 in Keene could be a possible location for a sign. J.B. Mack mentioned that a kiosk could be used to promote bus service downtown, similar to the one in front of the Greater Keene Chamber of Commerce.

Michelle Chalice mentioned that the only signage for the Transportation Center in Keene is the sign on the building. She added that the building has an uncertain future because it is on a year-to-year lease. She discussed other possible locations for the Transportation Center and parking opportunities. She asked the group to brainstorm ideas for a new location, ways to increase ridership, and locations for signs to alert people about the location of the Transportation Center. The group talked about posting a sign in the Corner News where one can currently purchase Greyhound bus tickets.

J.B. Mack explained that he has been working with Steve Waleryszak on a project, which is analyzing the home locations of college students at Franklin Pierce University, Keene State College, and Antioch University. He said that they broke down the locations into corridor routes to analyze where students would be traveling when they went home for breaks or vacations. The analysis showed the large preponderance of local students is from the Nashua-Manchester region as well as the Boston metro region.

It was discussed that the Greyhound bus route currently comes down from White River Junction, VT from US Route 91 into Keene at the Transportation Center and then down to Springfield, MA. J.B. Mack said that the region is missing an East-West connection for public transportation. Peter Hansel asked if there was data on the demographics of the Greyhound bus ridership. J.B. Mack said that national statistics show that riders are youth, seniors, lower income, military personnel, or people getting out of prison. J.B. Mack added that he would like to get a sub-committee together to draft a memo to NHDOT explaining why the region needs an East-West connection.

##### *Public Transit*

J.B. Mack mentioned that SWRPC is working on researching historical transportation options in the Monadnock Region. This research involves analyzing the ridership, cost of service, by whom a service was operated, and from where the revenues came. The information gathered will provide information to the greater community about how transportation systems in the region have evolved.

## *Bicycle Transportation*

J.B. Mack talked about the “Rack it Up” bike rack strategy. He explained that the sub-committee has done a lot of work on the project. He added that the group is applying for a \$5,000 NH Charitable Foundation grant to purchase a bulk order of bike racks that would be placed around Keene.

### **V. Next Meeting**

It was determined that the next meeting would be on May 15, 2013 at 4:00 p.m. at SWRPC. The group agreed to take a hiatus for the summer months of July and August.

### **VI. Information Sharing**

Michelle Chalice brought up the Marlborough Street Project, which is looking at a particular street in Keene with the hopes of improving zoning and land use regulations to improve living conditions on the street. She said that there will be a meeting on April 23, 2013 from 6:00 p.m. to 8:00 p.m. at the Blastos Community Room in Keene to discuss different types of architectural design community members would prefer. Michelle Chalice added that she will be presenting the results of a survey that asked participants which properties along Marlborough Street they would like to see changed or altered in the coming years. She said that the group is using case studies from similarly sized communities to inform their decision making process.

Michelle Chalice said that she gave a presentation to SWRPC’s Transportation Advisory Committee regarding a grant request for infrastructure and non-infrastructure components of a Safe Routes to School project in Keene. She explained that the project involves community outreach, improved signage, and other components designed to encourage safe walking or biking in the Pako Avenue area of Keene.

Linda Rubin said that Keene’s Bicycle Pedestrian Pathways Advisory Committee (BPPAC) is updating their Master Plan. She added that part of the process involves receiving input from the community. It was mentioned that more information would be available at the next meeting.

Susan Ashworth talked about the Keene City Express specials.

J.B. Mack said that the planning commission is in the process of negotiating a new contract with NH Department of Transportation. He added that the Monadnock Region has a great network of rail trails, but, with a few exceptions, little planning has been conducted to integrate systems in many of the communities land use or transportation plans. He said that that the commission plans to be working with Keene State College and local conservation committees in the region to help inventory the trail systems in the region.

Linda Rubin said that Vision 2020 is looking to update their indicators for healthy communities. The update will reflect the results of a summit meeting on June 6, 2013. A group photograph of the MRTMA was taken for an upcoming publication for Vision 2020.

Ellie Cook Venezia mentioned that NH Listens and Transport NH is taking part in a challenge to eliminate 12,000 trips through the use of carpooling.

**VII. Adjourn**

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

Steve Waleryszak  
GIS Technician/Planner



## **STEERING COMMITTEE AGENDA**

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

*May 15, 2013  
4:00 p.m. - 5:30 p.m.*

- I. Minutes of April 17, 2013**
- II. SWRPC Ten Year Transportation Improvement Plan Recommendations**
- III. MRTMA Action Plan: Implementation Updates**
- IV. Next Meeting**
- V. Information Sharing**
- VI. Adjourn**

Monadnock Region Transportation Management Association  
c/o Southwest Region Planning Commission  
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# **Monadnock Region Transportation Management Association Steering Committee**

## **MINUTES May 15, 2013**

Present: Susan Ashworth, *Home Healthcare, Hospice and Community Service*; Nancy Brigham, *Transition Keene*; Ellie Cook-Venezia, *Monadnock Rideshare*; Peter Hansel, *Filtrine Manufacturing*; Ryan Kmetz, *Antioch University*; Jan Manwaring, *Pathways for Keene*; Chuck Redfern, *Pathways for Keene*; Susy Thielen, *Heading for Home.*;

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

### **I. Minutes of April 17, 2013**

Ellie Cook-Venezia mentioned that on the last page of the April 17, 2013 minutes, it should say that Commute Green NH was hoping to save 12,000 trips. The minutes of April 17, 2013 were approved unanimously as amended.

### **II. SWRPC Ten Year Transportation Improvement Plan Recommendations**

J.B. Mack mentioned that every two years the Southwest Region Planning Commission (SWRPC) and their Transportation Advisory Committee (TAC) provides the New Hampshire Department of Transportation (NHDOT) with a prioritized list of important transportation projects that the group would like to see funded in the Ten Year Transportation Improvement Plan. J.B. Mack explained that NHDOT takes the TAC's recommendations into consideration when making a final determination for projects throughout the state. He added that the plan primarily includes highway and bridge projects, however some bicycle, pedestrian and transit projects are also included. He added that NHDOT usually focuses on maintenance and safety when determining which projects to select. J.B. Mack said that the main projects on the list for this round are the Rts. 202/124 Jaffrey Dogleg project, followed by the Hinsdale Brattleboro Bridge project, and the South Bridge, which is a multi-use trail bridge that will go over NH Route 101 near Keene State College. J. B. Mack stated that NHDOT will be coming out with a draft Ten Year Plan this summer. In the Fall, the MRTMA would have an opportunity to attend the Governor's Advisory Council on Intermodal Transportation (GACIT) hearings and provide testimony.



### **III. MRTMA Action Plan: Implementation Updates**

J.B. Mack discussed integrating the “Rack It Up” bicycle rack strategy with the City of Keene’s wish list initiative. He said that the bike racks are on Keene’s so called “wish list” which is a listing of projects that the City is interested in pursuing. J.B. Mack said that he met with Kurt Blomquist, Rhett Lamb, and others on May 6, 2013 to discuss a Complete Streets policy recommendation. He added that he expects that the draft policy will be presented to City Council in the near future after staff make some minor adjustments.

J.B. Mack said that Steve Waleryszak is currently helping work on draft memorandum to the NHDOT regarding the need for east-west intercity bus services. J.B. Mack said that he and Susan Ashworth have been researching historic public transportation models in the region to see how they worked and what type of funding they relied upon. Susan Ashworth added that the trolley system did not work well regardless of innovative marketing practices. It was mentioned that a report will be finalized and shared with the group.

J.B. Mack said that the SWRPC has been working with NHDOT to negotiate a new contract to provide transportation planning and assistance to the Monadnock Region. Many of these initiatives will help advance the MRTMA mission, vision and Action Plan. The work scope calls for providing the current level of staff support to the MRTMA.

The work scope also includes regional recreational trails planning. Some rail trails are more advanced than others, such as those that run through Keene. Peterborough and Jaffrey also have great trails. J.B. Mack said that some other communities in the region lack plans for the abandoned rail trail in their towns. Chuck Redfern said that a large problem associated with the trails in the region is the lack of proper drainage and upkeep.

J.B. Mack said that the Planning Commission plans to involve volunteers from the area colleges to do asset mapping of the trails with GPS devices to track problem areas, bridges, and other components. Another idea is to recruit municipal officials and members of the conservation commissions in our communities to form subregional trail planning groups to plan for the rail trails and increase communication between the towns.

Susy Thielen asked if communities are talking about recreational trails at their town meetings. J.B. Mack said that many are. For example, the Town of Harrisville is working on developing more trails. Others outside of Keene that are currently or have in the past worked on trails are Swanzey, Fitzwilliam, Troy, Peterborough, Jaffrey and Rindge. He added that a major goal of this project is to find out which communities place a high importance on the trails.

Chuck Redfern mentioned that Bruce Bohannon in Swanzey is a big proponent for the trail system. He added that Pathways for Keene often get calls asking what can be done for trails outside of Keene. It was mentioned that this project will create a strong hub for coordination and communication regarding trails in the region.

J.B. Mack said that another project that the Planning Commission plans to work on involves Hinsdale Island located in the Connecticut River between Hinsdale, NH and Brattleboro, VT. He said that there is concern from the police and town officials regarding drug use, homelessness, and other issues in that area. Peter Hansel asked about plans to renovate the Old Route 9 Bridge that runs over the Connecticut River in Chesterfield. J.B. Mack said that it was at the bottom of the list of recommendations by the TAC for the Ten Year Plan due to other more urgent needs. The group talked about including that bridge as part of the planning process.

Steve Waleryszak mentioned that SWRPC is working on a bike map project with the Franklin Regional Council of Governments and Pioneer Valley Planning Commission in Massachusetts as well as the Windham Regional Commission in Vermont with the goal of developing an online and printed bicycling map of the Tri-State area along the Connecticut River Scenic Byway. This project involves determining routes based on level of difficulty, safety, and other components that also connect communities in the three states. Steve Waleryszak added that in addition to the maps, wayfinding signs will be installed along the routes to guide bicyclists and enhance economic development by including businesses and major destinations on the maps.

J.B. Mack discussed that the Planning Commission is looking to gather more data to help enhance the metrics involved in the MRTMA Action Plan. He said that SWRPC will be performing bikeway counting in the region and will work with City staff to determine locations in Keene to count bicyclists. SWRPC will also be determining where pedestrians are walking along main streets in the region. Additionally, J.B. Mack said that we will be looking at ridesharing data, and “day-time population” data to inform the metrics.

#### **IV. Next Meeting**

It was determined that the next meeting would be on June 19, 2013 at 4:00 p.m. at the Southwest Region Planning Commission.

#### **VI. Information Sharing**

Ellie Cook-Venezia mentioned that the Commute Green NH trip logger went live which promotes and tracks alternative transportation and sets metrics for New Hampshire. She added that there are coupons available at the Cheshire Children’s Center and Ted’s Shoe and Sport. Ellie Cook-Venezia said that she’ll be leaving the Monadnock Rideshare, adding that Ellen Avery plans to attend the MRTMA meetings as her schedule allows.

Chuck Redfern discussed the open parking area along Ashuelot Street in Keene and mentioned that Pathways for Keene is interested in placing a trailhead sign at the entrance of Ashuelot River Park.

Susan Ashworth said that the City Express is now on Facebook, adding that they are hoping to reach the younger demographic and inform them of the bus service. She mentioned that they hope to reach out to college students when they return in the fall. Susan Ashworth said that approximately sixty percent of

City Express ridership is comprised of working aged adults, people without cars, and commuters. She added that Friday, May 17<sup>th</sup> and May 31<sup>st</sup> the City Express will be offering rides for free.

Ryan Kmetz said that Antioch University New England is looking to give away a bicycle rack that has a 15-20 bicycle capacity. Susy Thielen suggested that the local YMCA might be interested in having the bicycle rack.

## **VII. Adjourn**

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Steve Waleryszak  
GIS Technician/Planner



## **STEERING COMMITTEE AGENDA**

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

***June 19, 2013  
4:00 p.m. - 5:30 p.m.***

- I. Minutes of May 15, 2013**
- II. Ashuelot River Park Trailhead**
- III. Granite State Future Check-in**
- IV. MRTMA Action Plan: Implementation Updates**
- V. Next Meeting**
- VI. Information Sharing**
- VII. Adjourn**

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**Monadnock Region Transportation Management Association**  
**Steering Committee**

**MINUTES**

**June 19, 2013**

Present: Susan Ashworth, *Home Health Care, Hospice, and Community Services (HCS)*; Nancy Brigham, *Transition Keene*; Ellie Cook-Venezia, *Monadnock Rideshare*; Mike Goudzwaard, *Keene State College*; Jan Manwaring, *Pathways for Keene*; Chuck Redfern, *Pathways for Keene*; Will Schoefmann, *City of Keene*; Susy Thielen, *Heading for Home*; Henry Underwood, *City of Keene, SWRPC*

Staff present were J.B. Mack, *Principal Planner*; Tara Germond, *Senior Planner*; and Steve Waleryszak, *GIS Technician/Planner*.

**I. Welcome and Introduction**

J.B. Mack welcomed everyone and introductions were made.

**II. Minutes of May 15, 2013**

The minutes of the May 15, 2013 meeting were approved unanimously.

**III. Ashuelot River Park Trailhead**

The group talked about how the open lot on Ashuelot Street was recently purchased. Chuck Redfern mentioned that the people that purchased the property are interested in incorporating trailhead parking and open space usage for Ashuelot River Park as well as collaborating with local organizations regarding the future of the property. The group discussed the current limited parking availability for the park.

Chuck Redfern said that the property owners are interested in building housing on the lot, but are still considering which type of housing style to pursue. The group talked about the owner's interest in gathering public input regarding the property. It was discussed that a charrette or other public forum will be held in the fall of 2013. Chuck Redfern mentioned that the property owner is also looking for public input for suggestions and backing from organizations in Keene. Ellie Cook-Venezia made a motion to draft two letters to the group, one indicating support for trailhead parking for Ashuelot River Park and another suggesting incorporating public transit, bicycling, and walking principals into the planning the process. The group agreed unanimously in favor of sending the letters.

**IV. Granite State Future Check-In**

Tara Germond gave a presentation on the Granite State Future project. She explained that the end goal of the project is to develop nine regional plans focusing on long term planning goals and efforts. The Monadnock Region Future project is SWRPC's plan portion which provides communities with a regional planning guidance document while updating existing planning components such as transportation, environment, economic development, and housing.

## **V. MRTMA Action Plan: Implementation Updates**

J.B. Mack mentioned that he is in the process of finalizing a grant proposal for the “Rack It Up” initiative. He added that Steve Waleryszak identified the bicycle rack locations in the City. The group talked about an upcoming meeting with the Monadnock Cycling Club at Ramunto’s Restaurant in Keene at 7:00 p.m. where Steve Waleryszak and Will Schoefmann will discuss the Rack It Up initiative and ask the MCC to be a fiscal agent of the grant money.

J.B. Mack said that he’s still waiting to hear back from the City of Keene regarding the Complete Streets initiative. He added that he’s working with Susan Ashworth to develop a history of public transportation in Keene including funding sources.

## **VI. Next Meeting**

It was determined that the group would take a hiatus over the summer and meet next on September 18, 2013 at SWRPC.

## **VII. Information Sharing**

Will Schoefmann said that the City of Keene will be installing six new “meter hitch” style bike racks throughout the downtown, which are similar to the one in front of Prime Roast.

Chuck Redfern said that the Keene Sentinel will be publishing a story on the North Bridge as well as the rail trails in the City. It was mentioned that it stemmed in part from positive remarks from the parent of a Keene State College (KSC) student. The group talked about the need for more resources for trail maintenance. Chuck Redfern added that Pathways for Keene will be holding their annual “Four on the Fourth” running/walking event on July 4, 2013 beginning at 8:00 a.m. He said that Margarita’s will be opening at 12:00 p.m. and will be giving 15% of their proceeds from food and drink to Pathways for Keene. Chuck Redfern said that the trail in Swanzey, which extends to Stonewall Farm, will be completed within the next two weeks.

Jan Manwaring said that there will be a grand opening of Stearns Hill Park, which is located on Hurricane Road in Keene, on Friday, September 20, 2013 at 4:00 p.m. She added that Mayor Kendall Lane will be on hand to welcome everyone and encourage them to utilize the park. It was mentioned that there will be limited parking and shuttle service is being discussed.

Mike Goudzwaard mentioned that Marcus Eye is moving forward with a plan to implement a community bike sharing program in the City of Keene.

## **VIII. Adjourn**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Steve Waleryszak  
GIS Technician/Planner



## **STEERING COMMITTEE AGENDA**

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

*September 18, 2013  
4:00 p.m. - 5:30 p.m.*

- I. Minutes of June 19, 2013**
- II. MRTMA Action Plan: Implementation Updates**
- III. Draft 2015-2024 Transportation Improvement Program and GACIT Hearings**
- IV. New Potential MRTMA Sponsorship/Collaboration Activities**
- V. Next Meeting**
- VI. Information Sharing**
- VII. Adjourn**

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- 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

September 18, 2013

Present: Susan Ashworth; *Home Healthcare, Hospice, and Community Service (HCS)*; Nancy Brigham; *Transition Keene*; Peter Hansel, *Filtrine Manufacturing*; Josh Lipkowitz, *Antioch University New England*; Marcus McCarroll, *Keene State College – Green Bikes*; Greg Pregent, *Monadnock Radio Group*; Chuck Redfern, *Pathways for Keene*; Jen Risley, *Monadnock Food Co-Op*; Linda Rubin, *Healthy Monadnock 2020*; Susy Thielen, *Heading for Home*; Ellie-Cook Venezia, *Commute Green*; Abigail Walton, *Antioch University New England*

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

#### **I. Introduction**

J.B. Mack welcomed everyone and introductions were made.

#### **II. Minutes of June 19, 2013**

The minutes of June 19, 2013 were unanimously approved.

#### **III. MRTMA Action Plan: Implementation Updates**

J.B. Mack provided updates on the progress that had been made on the MRTMA Action Plan over the summer. He mentioned that SWRPC submitted a grant application on September 3, 2013 for \$5,000 for the “Rack It Up” initiative to purchase bicycle parking hardware and advertising purposes. The group talked about some of the work that the City of Keene is doing with regards to bicycle racks such as encouraging the installation as part of site plan reviews. Chuck Redfern said that the group should try to leverage private money and matching funds for the initiative to get more bicycle racks.

At the last meeting Chuck Redfern encouraged the MRMTA to express interest in trail head parking at the newly purchased piece of land on Ashuelot Street. At that meeting the group talked about sending two separate letters to the owners of the property: one encouraging trail head parking for the Jonathan Daniels Trail; the other encouraging the group to work with the City of Keene and HCS to ensure compatibility and use of the City Express, sidewalks, and paths. J.B. Mack discussed the contents of the letters and asked the group to review and sign them. The two letters were signed by each of the MRMTA members present.

The group discussed intercity transit and public transportation in the Region. J.B. Mack mentioned that SWRPC has been working on an East-West Corridor Study with Southern NH Planning Commission



(SNHPC) and part of the project looks at public transportation needs and availability in the Region. He passed out a document explaining the project and the issues surrounding east-west connections in the region.

#### **IV. Draft 2015-2024 Transportation Improvement Program and GACIT Hearings**

J.B. Mack briefly discussed the 10 Year Plan and the main projects within the Region. He added that the Draft 10 Year Plan has been released by NHDOT and there will be a series of hearings held throughout the Region, which are part of the Governor's Advisory Commission on Intermodal Transportation (GACIT). Linda Rubin talked about the South Bridge project, which is currently on the Draft 10 Year Plan. It was mentioned that the installation of the bridge across NH101 would foster increased safety and usage of the trail network. Linda Rubin explained how important it was for the NH Legislature to understand how important non-traditional transportation is for the Region.

J.B. Mack said that though a number of the projects in the Draft are bridge or highways projects, many of them have pedestrian and/or bicycling accomodation components. The group talked about providing support for alternative transportation projects such as the South Bridge at the GACIT hearings. It was determined that a letter would be put together on behalf of MRTMA in support of alternative transportation projects.

The scheduled GACIT Hearing events are in Hinsdale (9/25/13, 12:00 p.m.); Keene (10/8/13, 6:30 p.m.); Peterborough (10/21/13, 6:30 p.m.).

#### **V. New Potential MRTMA Sponsorship/Collaboration Activites**

Marcus McCarroll from Keene State College discussed setting up a community bike program in the City of Keene based on the work done by Keene State College and Antioch University's Green Bikes programs. He said that he is interested in engaging other community members in discussions on planning, strategies, and goals for the program.

Marcus McCarroll mentioned that he already has a list of over 20 individuals that have shown interest in being part of the project. He provided the MRTMA with an overview of his ideas for the initiative, which include acquiring a number of bikes either through grant funding or donations, and allowing City of Keene residents to either rent the bicycles for a determined period of time or set up a community bicycle sharing program. He also mentioned the desire to find a location for a bicycle shop where he and/or others could perform maintenance on the bicycles and offer classes on how to repair bikes.

It was mentioned that Steve Waleryszak from SWRPC would attend the meeting and help coordinate the efforts.

Greg Pregent gave a presentation on the videos of the rail trails that he created throughout the Region by attaching a video camera to his helmet and bicycle and riding the trails. He explained that the videos are currently available on the NHDOT website. The videos show the terrain, stonework, buildings, and other features on trails such as the Cheshire Rail Trail, and the Ashuelot Rail Trail. The group talked about

placing the videos on the City of Keene's website and the MRTMA website. The importance of educating the community about the trail system was also discussed.

## **VI. Next Meeting**

The group tentatively set October 16, 2013 as the next meeting date.

## **VII. Information Sharing**

J.B. Mack mentioned that there is grant money available for alternative transportation projects with awards ranging from \$5,000 - \$25,000 from an anonymous donor interested in transportation. The grant program is being implemented by Healthy Eating Active Living (HEAL) New Hampshire. J.B. Mack asked the group if they would be interested in applying for funds to replicate the "Rack It Up" model throughout the region.

**Motion: To apply for HEAL grant funds to replicate the "Rack It Up" model throughout the Region.**

Motion by Peter Hansel, seconded by Chuck Redfern. Approved by unanimous vote.

The group talked about using Peterborough or Jaffrey as a potential community for the project. Greg Pregent suggested the Town of Swanzey due to the fact that they have spent money improving the Ashuelot Trail.

Abigail Walton mentioned that the City of Keene and SWRPC have applied to be a Rockefeller Community, which grants a million dollars for "resilient cities". She urged participation in the form of Facebook and Twitter to vote for Keene.

## **VIII. Adjourn**

The group adjourned at 5:40 p.m.

Respectfully Submitted,

Steve Waleryszak  
GIS Technician/Planner



## **STEERING COMMITTEE AGENDA**

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

*November 20, 2013  
4:00 p.m. - 5:30 p.m.*

- I. Minutes of September 18, 2013**
- II. Ashuelot Green Project**
- III. MRTMA Action Plan: Implementation Updates**
- 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

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

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# Monadnock Region Transportation Management Association

## Steering Committee

### MINUTES

November 20, 2013

**Present:** Ellen Avery, *Contoocook Valley Transportation Company*; Peter Hansel, *Filtrine Manufacturing*; Josh Lipkowitz, *Antioch University New England*; Corrado Paramithiotti, *Landmark College*; Chuck Redfern, *Pathways for Keene*; Jen Risley, *Monadnock Food Co-Op*; Linda Rubin, *Healthy Monadnock 2020*; Ken Stewart, *Ashuelot Green Space Project*; Susy Thielen, *Heading for Home*; Matt Waitkins, *Nashua Region Planning Commission*; Astrid Warden, *Ashuelot Green Space Project*.

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

#### **I. Welcome and Introductions**

J.B. Mack welcomed everyone and introductions were made. The minutes from the September 18, 2013 meeting were unanimously approved.

#### **II. Ashuelot Green Space Project**

J.B. Mack introduced Ken Stewart and Astrid Warden from the Ashuelot Green Space Project. Ken Stewart gave a brief introduction of the project. He said that they developed a project summary, vision and goals for the vacant property that was purchased on Ashuelot Street. He said that they are hoping to include the community and community partners in the decision making process as it goes from concept to construction.

Astrid Warden added that their vision is to offer an additional entrance to Ashuelot River Park, while making the area child and family friendly. She added that they are in the early stages of the project, but one concept is to create a “play space” for young children and families which will connect the main park to the property. Astrid Warden said that they want to do something different than what’s currently available in Keene for recreation and play spaces. She added that a small scale residential development is being discussed, which could help generate income for the project as well as provide housing that is close to amenities and services.

Astrid Warden said that they hope that the park will be available to large portions of the population. She added that they’ve done an online and door to door survey regarding perception of the proposed property and are in the process of doing an inventory of all the green/open space in Keene in order to build on what’s currently available. She welcomed input from the group regarding the project.

Peter Hansel asked about the historical nature of water power along the river and how they could incorporate that into the design. It was suggested that water concepts could be figured into the design of the play space.

Linda Rubin recommended that the group look into the Active and Passive Recreation Plan that the City of Keene produced. She also brought up the importance of connectivity to the larger Cheshire Trail. The importance of safety and lighting of the property and park was also mentioned.

With regards to the concept of having a residential use of the property, Ken Stewart said that they are considering mill-style architecture in order to be consistent with the surrounding properties and the history of the area. The group discussed location efficient mortgages and possibly taking part in a coordinated effort with Heading for Home. Jen Risley mentioned possibly incorporating “co-housing” into the plans for the property.

J.B. Mack gave the group a brief overview of the MRTMA. He said that the organization was formed as a way to bring local and regional stakeholders together from different sectors to discuss regional transportation issues and encourage all modes of transportation. J.B. Mack mentioned that the City Express goes by the property and that the trail system is utilized for commuting purposes. Linda Rubin discussed Healthy Monadnock 2020 and mentioned that the Ashuelot Green Space Group could leverage resources from “partners”, which includes the City of Keene and the MRTMA.

Astrid Warden and Ken Stewart talked about working with Keene State College students from the Geography department to collect population data and produce maps. Josh Lipkowitz discussed possibly having Antioch students help with the organization through internships and community outreach.

Ellen Avery said that the group should consider differentiated play areas that can be utilized by all types of children including those with limited mobility. She suggested having accessible slides where a child could slide down with the help of an adult and paths capable of wheelchair access.

The group talked about parking at and around the property and ideas on how to minimize pavement such as working with the bank and the plaza on sharing and shifting parking spaces. Traffic calming measures for Ashuelot Street were also discussed.

### **III. MRTMA Action Plan**

J.B. Mack provided an update on the GACIT hearings, which were held around the state including the Monadnock Region, on the 10 Year Plan process. He added that the letter which was signed by MRTMA members was sent to the NHDOT for consideration. Chuck Redfern mentioned that that the South Bridge project will remain in the plan and is scheduled for construction in 2021. He added that they have adopted the North Bridge model which brought the cost of the project down.

J.B. Mack mentioned that the group was awarded a \$5,000 grant from the NH Charitable Foundation for the “Rack It Up” initiative. The group discussed forming a subcommittee to determine how to proceed with the project including marketing, installation, and advertising. Chuck Redfern, Peter Hansel, Matt Waitkins, Susy Thielen, and Jen Risley said that they were interested in being involved with the group.

J.B. Mack said that the group did not receive grant funding from HEAL which would have been used to replicate the “Rack it Up” initiative in Jaffrey and Peterborough. He added that other opportunities for funding are being sought.

## **VI. Next Meeting**

It was determined that the next meeting would be held on December 18, 2013 at 4:00 p.m. at the Southwest Region Planning Commission. J.B. Mack said the group will be discussing the draft Long Range Transportation Plan and will be hearing from guest speaker, Nik Coates.

## **VII. Information Sharing**

It was mentioned that Thomas Transportation is starting to offer east-west connections from Keene State College and Antioch University New England to Boston, MA. It was added, however, that the hours are limited, which could hamper ridership, especially among Antioch students.

J.B. Mack said that Matt Waitkins, and Ellen Avery and he are participating in a park and ride committee in Peterborough which is looking at the Ocean State Job Lot as a possible location for an official park and ride lot.

Steve Waleryszak talked briefly about the Keene Green Bikes initiative that Marcus McCarroll of Keene State College is interested in developing for City of Keene residents. Chuck Redfern said that he would be interested in assisting with the project.

The group discussed parking issues in downtown Keene as well as concerns over climate change, carbon emissions, and alternative transportation options. It was mentioned that there is interest in having neighborhood conversations regarding transportation demand management and other related issues.

## **IV. Adjourn**

The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Steve Waleryszak  
GIS Technician/Planner



## **STEERING COMMITTEE AGENDA**

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

***December 18, 2013  
4:00 p.m. - 5:30 p.m.***

- I. Minutes of November 20, 2013**
- II. Guest Speaker on Concord Area Travel Demand Management Experiences: Nik Coates**
- III. MRTMA Action Plan: Implementation Updates**
- IV. Next Meeting**
- V. Information Sharing**
- VI. Adjourn**

Monadnock Region Transportation Management Association  
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# Monadnock Region Transportation Management Association

## Steering Committee

### MINUTES

**December 18, 2013**

**Present:** Ellen Avery, *Contoocook Valley Transportation Company*; Nik Coates, *Healthy Eating, Active Living (HEAL)*; Peter Hansel, *Filtrine Manufacturing*; Maryanne Keating, *Cheshire County HEAL*; Chuck Redfern, *Pathways for Keene*, Jen Risley, *Monadnock Food Co-Op*; Linda Rubin, *Healthy Monadnock 2020*; Susy Thielen, *Heading for Home*.

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

#### **I. Welcome and Introductions**

J.B. Mack welcomed everyone and introductions were made. The minutes from the November 20, 2013 meeting were unanimously approved.

#### **II. Guest Speaker on Concord Area Travel Demand Management Experiences: Nik Coates, NH Healthy Eating Active Living (HEAL)**

J.B. Mack welcomed Nik Coates and explained that he's worked on the Commute Green project as well as several other transportation projects when he worked with the Central NH Planning Commission (CNHPC). He also mentioned that Nik Coates is the new acting director of Healthy Eating Active Living (HEAL).

Nik Coates provided the group with a brief history of his background in planning and implementing alternative transportation programs including community bike programs in the Central NH Region. He mentioned that he is also part of the Bicycle Pedestrian Transportation Advisory Committee (BPTAC). Nik Coates mentioned that part of the reason he was brought on to HEAL was to help other communities with the community bicycle program movement.

The group discussed bicycle issues in the Monadnock Region including the Keene Green Bikes program that Marcus McCarroll is interested in organizing in the city. Nik Coates explained that there are several "bike share programs" which are popular throughout the country and abroad. Some of the more recent programs involve larger cities such as Boston, New York City, and the Washington D.C. area. He mentioned that bike programs in small cities or rural areas are challenging and require some effort to make them feasible. Nik Coates explained that a number of other community programs exist which involve using libraries as bicycle deposits or other organizations which provide short and long term loans of bicycles.



Nik Coates talked about the work that the CNHPC did with NH Department of Environmental Services, New Hampshire Technical Institute, and New Hampshire Public Radio around the Concord area. He said that they worked with each organization to determine the scope and feasibility of setting up community bike programs for their employees. He mentioned that liability issues, storage of bicycles, and the development of a proof of concept were brought up in the early stages of the process.

Nik Coates mentioned that safety of individuals is an important component to community bike programs as well as condition and safety of the bicycles. He explained that offering locks and helmets to those using the program would increase the safety and convenience for riders. He added that at each of the locations there is a point person that checks the bicycles and equipment in and out. It was also mentioned for the businesses he was involved with, each had a cool, dry, and covered location to store the bicycles.

Funding and donations of money and supplies was discussed as a crucial step in developing a community bike program. Nik Coates mentioned that raising money through events like bake sales and outreach campaigns can provide needed cash flow, but also raise awareness about the program and bicycling in the area.

Nik Coates talked about some other alternatives for community bike programs. He discussed how CNHPC worked with S&W Sports to fix bicycles for free, through volunteered time, and charge for the most difficult repairs. He said that groups have also gone to area businesses to teach employees how to make simple repairs and maintenance. Concord high school students who are at risk of dropping out of school have the option to take a bicycle repair class where they not only can learn a skill, but receive credit towards graduation as well.

Nik Coates discussed a program, while at CNHPC, called Recycled Cycles that involved employing women in local prisons to teach them a useful skill as well as the opportunity to develop “soft” skills such as communication and cooperation. He explained that they were able to receive money and supply donations as well as enough funding to pay the salaries of two full time women. Nik Coates said that they were also discussing having the employed women teach the other women in prison.

The group talked about bike counting efforts in the region. Nik Coates mentioned that in Concord CNHPC developed a manual system of getting volunteers to count pedestrians and bicyclists in certain locations. The group talked about efforts that Keene State College students undertook with manual counts in Keene. Nik Coates discussed technology offered by traffic counting companies such as MetroCount which can be attached to a telephone pole, or installed permanently in the pavement.

The group talked about public transportation infrastructure, ridesharing, and incorporating bicycle infrastructure such as bicycle racks at bus stops. Education programs were also discussed such as setting up a tent outside and having brochures and information on bicycling in the region. Nik Coates mentioned that CNHPC had an event every April 1<sup>st</sup> where they conducted outreach.

Nik Coates suggested that the MRTMA and/or local communities could consider talking with NHDOT when they post schedules for paving regarding increasing shoulder widths or somehow changing the lane configuration.

### **III. MRTMA Action Plan**

J.B. Mack mentioned that SWRPC and The Contoocook Valley Transportation Company and the Town of Peterborough are teaming up to assess the feasibility of a park and ride in Peterborough.

J.B. Mack added that the Keene Mayor, Kendall Lane, has asked to have a discussion about intercity bus travel. Possible groups to consider in the discussion are Keene State College, Keene Young Professionals, and Antioch University. The group talked about the importance of a connection to Boston, Manchester, Concord, and Portsmouth.

The group talked about conducting a feasibility study on intercity public transportation from Concord/Manchester to Keene.

J.B. Mack mentioned that he and Jen Risley sit on Cities for Climate Protection and that a letter was sent to Keene City Council encouraging them to consider alternative transportation in discussions about downtown parking.

### **IV. Next Meeting**

It was determined that the next meeting would be held on Jan 15, 2014 at 4:00 p.m.

### **V. Information Sharing**

J.B. Mack mentioned that it might be beneficial for the group to have a retreat like meeting to discuss the year in review and determine how the group is progressing and determine future projects. The group was in agreement that a retreat would be a good idea.

Chuck Redfern mentioned that he is working to pull funds together in order to obtain two large capacity (12) bicycle racks for the newly purchased Ashuelot Green Space property. He explained that he's received funding from Pathways for Keene, the City of Keene, and the MRTMA. The group discussed the bike rack project including the pros and cons of surface mount installation or in ground installation.

### **VI. Adjourn**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Steve Waleryszak  
GIS Technician/Planner