



# **Monadnock Alliance for Sustainable Transportation**

*An alliance of people and organizations working to improve transportation options in the Monadnock Region.*

## **STEERING COMMITTEE AGENDA**

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

***January 20, 2016  
4:00 p.m. - 5:30 p.m.***

- I. Minutes of December 16, 2015**
- II. Partner Information Sharing**
- III. 2016 Workplan Development**
- IV. Advocacy Opportunities**
- V. Next Meeting: February 17, 2016**
- VI. Adjourn**

Monadnock Alliance for Sustainable Transportation  
c/o Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, NH 03431

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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 Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**January 20, 2016**

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Nancy Brigham, *Keene resident*; Peter Hansel, *Filtrine Manufacturing*; Susan Thielen, *Keene resident*.

Staff present included: J. B. Mack, *Principal Planner*; Henry Underwood, *GIS Specialist and Planner*; Mari Brunner, *Planner*; Liz Kelly, *Planning Technician*.

J. B. Mack called the meeting to order at 4:10 p.m.

### **I. Introductions**

J. B. Mack asked the group to do a round of introductions. Introductions were made, and J. B. Mack announced that SWRPC intends to go through a staffing transition for the MAST Committee. J. B. Mack stated that he will still be involved with MAST, however, Mari Brunner and Henry Underwood will be taking over the role of providing staff support to the MAST Steering Committee.

### **II. Minutes of December 16, 2015**

This agenda item was tabled until the next meeting.

### **III. Partner Information Sharing**

J. B. Mack gave some background information on a state group called “Commute Smart New Hampshire,” which used to be called “Commute Green New Hampshire.” This group has an online portal for ridesharing and other forms of transportation, which can be searched by region. J. B. Mack noted that he is working with SWRPC staff to put information related to transportation options in the Monadnock Region on this online portal. This portal offers a rideshare matching service. J. B. Mack said he would like to get input from the MAST Steering Committee about content that should be included on the website. He will send a link to the beta website as well as some draft language for the website to the MAST email list for feedback.

Liz Kelly gave an update on the third year of the Rack it Up! program. The program is targeting Troy and Hinsdale this year. Liz Kelly has been working on a promotional plan which will include posters, radio show/PSAs, press releases, and outreach at events such as the SEED Celebration and Sustainable Communities Fair. The goal is to place the first order of bike racks by the end of March or beginning of April 2016. If a second order of bike racks is needed, the goal is to have that order placed by mid-May. These target dates are internal deadlines and will not be externally advertised. SWRPC staff have approached the planning boards for both Troy and Hinsdale about the program, and both towns are excited to participate.

Mari Brunner gave an update on Complete Streets and Safe Routes to Schools. Hinsdale and Troy have both made a commitment to work with SWRPC to develop a Complete Streets policy, and SWRPC staff have met with both towns to begin drafting policy and guidance documents. There will

be two Complete Street demonstration events, one in Troy and the other in Hinsdale in the spring or summer. For Safe Routes to Schools, SWRPC is working with Hinsdale Elementary School, Hinsdale Middle/High School, Keene Middle School, Troy Elementary School, and Cutler Elementary School in Swanzey. Hinsdale is the furthest along in their Safe Routes to School program, and SWRPC staff will be attending several school events in April to get feedback from parents about the program.

Henry Underwood gave an update on a project to create a Google transit feed for Keene's City Express bus. A transit feed allows people to see transit options along with driving routes when they look up directions to locations using Google Maps. Updating the transit feed would entail uploading information about bus schedules, routes and fare information, and working with Google to tie this information to Google Maps. Henry Underwood has been working with Michael Acerno at HCS to get this done. He noted that this project will allow people to look up fixed-route transit options, on their mobile devices. J. B. Mack asked Henry Underwood if Connecticut River Transit has transit feeds to Google Maps. He responded that they do have Connecticut River Transit routes including the Hinsdale/Brattleboro route and the Walpole/Bellows Falls route.

Michael Acerno shared that HCS is in the middle of the switch to Medicaid Managed Care, which has been difficult. He noted that they are receiving many calls requesting rides for people who live outside their service area, which indicates that there is a demand for more transportation services in the region. J. B. Mack asked who provides rides for Medicaid customers, and Michael Acerno responded that HCS and Adventure Taxi are the only two local agencies that provide this service locally that he is aware of.

Peter Hansel, who is also active in the Friends of Open Space committee in Keene, handed out a handout to the group with information about a forum that the Friends of Open Space committee is organizing in April. The topic of the forum is conservation and open space, and it will be an opportunity for Keene groups, committees, boards, departments, and commissions to mingle and learn about each other's work. The event will take place at 7:00 p.m. on Tuesday, April 12, 2016 at the Keene Recreation Center.

Susy Thielen asked whether snowmobilers will be allowed to use the South Bridge that is slated to be built over NH Route 101. Mari Brunner responded that snowmobilers can use the bridge, but they cannot enter the rail trails in Keene owned and maintained by the City of Keene. Snowmobilers use highway right of way land once inside the Keene bypass.

#### **IV. 2016 Work plan Development**

J. B. Mack distributed a handout to the group that lists the objectives and strategies of the MAST Strategic Plan. He explained that each year, the MAST Steering Committee reviews the objectives and strategies from the 2012-2020 Action Plan and uses them as a guide to develop a work plan for the year. SWRPC staff developed a few ideas, which are shown in italics on the handout.

Peter Hansel asked whether any groups in the region are currently doing bicycle education. J. B. Mack replied that the police department in Keene and in other communities do bicycle education. The Bike Walk Alliance of NH has also provided education services in the past. Henry Underwood added that the Kiwanis Club does bicycle education as well.

Peter Hansel asked whether any communities already have a Bicycle and Pedestrian Master Plan. Henry Underwood replied that a regional Bicycle and Pedestrian Plan does not exist for southwest New Hampshire. Mari Brunner noted that the City of Keene has a Bicycle and Pedestrian plan which

is currently being updated. Peter Hansel said that he does not know the status of bicycle and pedestrian pathway improvements or planning in Keene. He added that the public should be more involved in the planning process for pathways and other bicycle infrastructure in Keene. Susy Thielen noted that having a Bicycle and Pedestrian plan in place for the region would be a good idea in case funding becomes available to improve rail trails, build pedestrian bridges, etc. J. B. Mack noted that while Keene is the only community that currently has a bicycle and pedestrian plan, he has spoken with many representatives of communities that are interested in planning for their rail trails. J. B. Mack added that it may be useful for MAST or SWRPC to collect information on existing initiatives and efforts to expand the trail system.

J. B. Mack asked the group if anyone on the Steering Committee had brought any of their own ideas for the 2016 work plan. Peter Hansel said he would like the group to work on strategy 3.3, “Acquire new bus shelters determining first where they are needed most” and/or strategy 3.2, “Help Establish Bus Service in Hinsdale, Winchester, and Swanzey.” He asked Michael Acerno if there is a need for more bus shelters in Keene, and Michael Acerno responded that currently there is not a need for additional shelters, however, they may need more if their current bus routes change or expand.

Liz Kelly asked if a study has been conducted regarding barriers to bicycle commuting in the region. J. B. Mack replied that he is not aware of a local study on this topic, but it is an issue that the Complete Streets initiative is trying to address. Michael Acerno noted that a major barrier to alternative transportation is public awareness of what transportation options are available. Peter Hansel noted that the large amount of parking in downtown Keene is encouraging people to drive rather than take public transportation. Michael Acerno added that the City could invest in a park-and-ride lot farther from the downtown, and the bus could bring people into the downtown area. Peter Hansel noted that it would be a good idea to do an inventory of where parking is available and market that information.

Susy Thielen stated that having an inventory of bicycle infrastructure such as bike lanes and pathways would be advantageous for getting more people to use them. Peter Hansel agreed, adding that it would also be good to include Level of Traffic Stress for bicyclists so that people can choose their routes based on their level of confidence with bicycling.

J. B. Mack asked if there were any other ideas regarding the 2016 work plan. Peter Hansel said that he would like to see action on an intercity bus system. He asked how Thomas Transportation is doing with their service to Boston. Michael Acerno responded that Thomas Transportation is doing well; they had to cut back after they first launched but since then they have maintained their service. Nancy Brigham noted that she has used Thomas Transportation, which will take passengers to Alewife Station or to the Boston Logan Airport.

Susy Thielen asked about the new bike trail in Winchendon. She noted that it looks really nice, and asked if it connects to any trails in New Hampshire. Henry Underwood noted that it was originally part of the same railway that runs through Fitzwilliam and Troy up to Keene, however, there are many parts of the trail that make connectivity difficult, including a swamp in southern Fitzwilliam.

J. B. Mack, noticing the time, suggested that the group reconvene in February to continue their discussion on a 2016 work plan. There was consensus to continue the work plan discussion and begin prioritizing activities.

## **V. Advocacy Opportunities**

Liz Kelly announced that she contacted Valerie Piedmont from the Sustainability Project about having a table for MAST at the upcoming Seed and Sustainable Communities Fair. The fair will take

place on Saturday, February 13, 2016 at the Mole Hill Theatre in Antrim. There will be music, food, and other activities.

Michael Acerno brought up Earth Day, which will be sometime in April. He would like MAST to have a presence at that event.

Peter Hansel noted that MAST should continue its partnership with the Monadnock Food Co-op and the Greater Keene Chamber of Commerce and continue to use their newsletters to share information about active transportation with the public.

## **VI. Next Meeting**

The next meeting was scheduled for February 17, 2016 at 4:00 p.m.

## **VII. Adjourn**

The meeting adjourned at 5:21 p.m.

Respectfully submitted,

Mari Brunner  
Planner



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***Southwest Region Planning Commission  
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***March 16, 2016  
4:00 p.m. - 5:30 p.m.***

- I. Minutes of December 16, 2015 and January 20, 2016**
- II. Partner Information Sharing**
- III. 2016 Workplan Development**
- IV. MAST Logo**
- V. Earth Day Festival**
- VI. Advocacy Opportunities**
- VII. Next Meeting: April 20, 2016**
- VIII. Adjourn**

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# **Monadnock Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**March 16, 2016**

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Nancy Brigham, *Keene resident*; Peter Hansel, *Filtrine Manufacturing*; Jen Risley, *Monadnock Buy Local*; Will Schoefmann, *City of Keene*; Susan Thielen, *Keene resident*.

Staff present included: Mari Brunner, *Planner*; Liz Kelly, *Planning Technician*; Henry Underwood, *GIS Specialist/Planner*.

Mari Brunner called the meeting to order at 4:05 p.m.

### **I. Minutes of December 16, 2015 and January 20, 2016**

Peter Hansel made motion to approve the minutes of December 16, 2015. The motion was seconded by Jen Risley and was passed by unanimous vote.

Jen Risley made motion to approve the minutes of January 20, 2016. The motion was seconded by Will Schoefmann and was passed by unanimous vote.

### **II. Partner Information Sharing**

Peter Hansel reminded the group that the City of Keene Friends of Open Space will sponsor a forum on conservation issues as a networking opportunity on Tuesday, April 12, 2016 from 7:00 p.m. to 8:30 p.m. at the Keene Recreation Center. Peter suggested supplying Monadnock Alliance for Sustainable Transportation (MAST) information at a table during the event. Mari Brunner pointed out that we do not have a pamphlet for MAST itself, but can provide information on a number of recent projects. Attendees discussed revising the Monadnock Transportation Management Association (MRTMA) brochure.

Attendees discussed the "Pollinator Enterprises" workshop, to be held April 8, 2016 from 9:00 a.m. to 4:30 p.m. Participants will learn more about "pollinator enterprises," self-financing businesses and nonprofits that drive job growth and community prosperity.

Will Schoefmann mentioned that the Granite State Clean Cities Coalition Quarterly Stakeholder Meeting will be held on March 24, 2016. The conference will include information about alternative fuels for vehicle fleets. There will be presentations by AmeriGas, a propane company, and a presentation on biodiesel. The event will be held at the Michael J. Blastos Room, located between Keene Ice and the Keene police station.

Mari Brunner provided attendees an update on the Partnership to Improve Community Health (PICH) project and said that Southwest Region Planning Commission (SWRPC) will be working with the towns of Hinsdale and Troy on complete streets demonstration events in 2016. She encouraged town officials with connections to community groups to contact her about volunteer opportunities at the

demonstration events. Mari Brunner also noted SWRPC is working with a number of schools, including schools in Keene, to develop Safe Routes to School Action plans. Liz Kelly provided an update on the Rack-It-Up! initiative and said there were a total of about sixty bike rack orders from the towns of Hinsdale and Troy. She indicated that promotional materials had been provided to local businesses in both communities. Mari Brunner asked the group to encourage businesses in these areas to participate. She commented that if there were not additional orders, the program may be extended to Keene, where there is still interest.

Mari Brunner said that Zachary Pearo, a geography student at Keene State College, is interested in doing a car-sharing feasibility project with MAST. The project could begin over the summer. Jen Risley noted that the City of Keene Cities for Climate Protection Committee could benefit from this work.

Mari Brunner informed attendees that Garret Watson of Walkscore.com reached out to Hannah Grimes Center re: Walk Score. Mari Brunner summarized how the online service works, and how scores varied throughout the City of Keene. She also pointed out that the tool also features transit and bike scores.

Mari Brunner mentioned the Pedestrian and Bicycle Facilities Project Solicitation form recently released by the New Hampshire Department of Transportation (NH DOT). The grant is made available by the Federal Transit Administration and NH DOT to areas with fixed route transit for pedestrian and bicycle improvements that are within proximity to a transit stop. In Southwest New Hampshire, Hinsdale, Keene, Swanzey, and Walpole have fixed route transit stops served by City Express or The Current. Eligible improvements could include bike racks, bus shelters, and sidewalks.

The America Walks 2016 Walking College was mentioned by Mari Brunner. She described the College as a fifteen-week course, about five hours per week, available to individuals working to improve walking conditions in their community. The cost of tuition is \$100. Healthy Monadnock may be able to offset some of the cost.

### **III. 2016 Workplan Development**

Mari Brunner led an exercise with attendees to prioritize MAST Action Plan objectives to focus on for the remainder of 2016. The top three priority objectives of the group were determined to be 1) Increase Use and Availability of Bicycle Infrastructure, 2) Increase Use and Availability of Sidewalks and Walkways, and 3) Increase Use and Availability of Public Transportation.

### **IV. MAST Logo**

Mari Brunner reminded attendees that Liz Kelly has completed work on number of updated draft MAST logo design options. A handout with four versions was provided. Peter Hansel asked where the logo will be used and at what size. Liz Kelly said the logo would be used for letterhead, agendas, banners, and other places. Attendees talked about the need for extra text to identify the full name of MAST, as opposed to the acronym only. Other comments addressed the angle of bicyclists, color of the background image, black and white version, and the addition of a bike lane.

### **V. Earth Day Festival**

Mari Brunner would like the group to feature an updated banner at the Saturday April 23, 2016 Earth Day Festival. She said that Meghan Straughen of the Monadnock Food Co-Op is organizing the festival which will be held from 12 p.m. to 4 p.m. at the Monadnock Food Co-Op in Keene. Mari Brunner confirmed that a table has already been reserved for MAST. She also said MAST has



committed to organize a bicycle tour of Bicycle Benefits businesses and complete streets projects in the City of Keene. Andrew Graham, a member of the City of Keene Cities for Climate Protection and former bicycle tour guide, will lead the tour. Mari Brunner provided attendees a handout of the bicycle tour route. Mari Brunner asked attendees for assistance staffing the MAST table, especially between 1:15 p.m. to 2:00 p.m., during the bicycle tour. Mari Brunner noted that the following weekend there will be a Community Bicycle Day organized by Pedals 4 People on Saturday, April 30.

## **VI. Advocacy Opportunities**

Attendees discussed the New Hampshire Complete Streets Coalition, formed by Healthy Eating Active Living New Hampshire (HEAL) and the Bike-Walk Alliance of New Hampshire and by other groups that determined a statewide complete streets policy was a priority interest. The Coalition requested the support of MAST. Mari Brunner explained that the senate bill, SB364 to study a statewide complete streets policy in New Hampshire, is being advocated by the coalition.

Jen Risley made a motion to support the New Hampshire Complete Streets Coalition and their mission to support a statewide complete streets policy. The motion was seconded by Susy Thielen and was passed by unanimous vote.

Peter Hansel asked the group for feedback on the recent transportation forum, part of the Greater Keene Chamber of Commerce Regional Issues Series. Attendees discussed the forum and coverage of the event by the Keene Sentinel.

Will Schoefmann mentioned the upcoming national bike to work week, May 16, 2016 through May 20, 2016 as well as past events, including a regional bike-walk summit, and Commute Green NH. He pointed out that the City of Keene Planning Department does not currently have the capacity to administer an event. Attendees discussed outreach methods and potential contributors, including Healthy Monadnock. Will Schoefmann mentioned that the Mayor of Keene will read a proclamation about bike to work week sometime toward the end of April. Peter Hansel suggested writing a letter to the editor of the Keene Sentinel and/or a press release. Attendees agreed to form a bike to work week subcommittee to explore details more fully.

Jen Risley asked about the possibility to do another complete streets event. Mari Brunner said currently there is no source for funding an additional event in the City of Keene.

Attendees discussed “legislative rides” being offered by Bike-Walk Alliance of New Hampshire. The activity involves leading bike, walk, and transit tours where legislators and municipal staff and local officials participate in a guided event with regional planning commission or Bike-Walk Alliance staff showcasing good and bad examples of complete streets.

Mari Brunner announced that SWRPC is sponsoring an upcoming workshop on complete streets. The goal is to build off the “Laying the Foundation for Complete Streets” workshop hosted by SWRPC in 2015. The workshop will focus on policy development and is anticipated to occur towards the end of June 2016.

Peter Hansel asked about upcoming projects in Keene’s capital improvement plan (CIP). Will Schoefmann described improvements that will occur between the West Street bypass overpass and Keene Family YMCA on Summit Road, which would include mid-block pedestrian crossings. He also mentioned planned improvements to Ami Brown Road from Summit Road to the Cheshire Rail Trail. Will Schoefmann said there will be a public forum component that he can alert MAST about. Mari Brunner inquired about the Marlboro Street Re-zoning Project. Will Schoefmann replied that

there is a proposal to help facilitate redevelopment going to a City Council committee in March. Will Schoefmann also mentioned that the City is evaluating complete streets attributes present on Gateway Streets identified by the City's complete streets policy.

Mari Brunner provided an update on status of outreach to new members.

**VII. Next Meeting**

The next meeting was scheduled for April 20, 2016 at 4:00 p.m.

**VIII. Adjourn**

The meeting adjourned at 5:18 p.m.

Respectfully submitted,

Henry Underwood  
GIS Specialist/Planner



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## **STEERING COMMITTEE AGENDA**

***Southwest Region Planning Commission  
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***May 18, 2016  
4:00 p.m. - 5:30 p.m.***

- I. Minutes of March 16, 2016**
- II. Partner Information Sharing**
- III. 2016 Workplan**
- IV. Bike to Work Day**
- V. Advocacy Opportunities**
- VI. Next Meeting**
- VII. Adjourn**

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# **Monadnock Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**May 18, 2016**

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Nancy Brigham, *Keene resident*; Frank Dobisky, *Thomas Transportation*; Peter Hansel, *Filtrine Manufacturing*; Chuck Redfern, *Pathways for Keene*; Jen Risley, *Monadnock Buy Local*; Susan Thielen, *Keene resident*.

SWRPC staff present included Mari Brunner, *Planner* and Liz Kelly, *Planning Technician*.

Mari Brunner called the meeting to order at 4:05 p.m.

### **I. Minutes of March 16, 2016**

**Motion: To approve the minutes from March 16, 2016.**

Motion by Mari Bruner, seconded by Suzy Thielen.

### **II. Partner Information Sharing**

In her research on car sharing, Nancy Brigham found a program based out of Philadelphia, PA and asked the group for clarification on the difference between car sharing and ridesharing. Jen Risley explained that ridesharing was focused on providing rides for citizens (such as Uber and Lyft) and car sharing services provided vehicles that could be borrowed for periods of time. Both are alternatives to traditional car ownership. Ms. Risley said there are a number of car sharing models such as a cooperatively run car share program, an electric car specific program, etc. Ms. Risley explained that she and planner, J.B. Mack, had been working to get a Keene State College (KSC) student to coordinate a car sharing feasibility study for the Monadnock Region to determine how successful it could be in this region, identify variables to consider when setting up a car sharing program, and research precedents. Mari Brunner said that the KSC student is no longer able to take that project on, however SWRPC may offer the project to one of their summer interns. Nancy Brigham said that the Philadelphia car sharing program was not successful.

Chuck Redfern announced that Pathways for Keene will be hosting its 15<sup>th</sup> annual “4 on the 4<sup>th</sup>” event. This event will be held on July 4<sup>th</sup> 2016 and generates a significant amount of money for Keene’s trail systems. Currently the event has 70 sponsors who either make financial contributions towards the event or donate prizes. There are two larger prizes this year - two cars are being offered with two-year. Mr. Redfern said that the event is growing in popularity and participation every year. Mari Brunner asked if MAST could have a table at the event. Mr. Redfern said that while MAST’s mission is in line with the mission of Pathways for Keene, normally organizations have to be sponsors if they’d like to have a table or tent. Mr. Redfern noted he will approach the board to see if that is a possibility.

Mari Brunner announced that the City Express Google transit feed is now live. Using the projector, she demonstrated how to use the transit option on Google Maps to find bus routes in Keene. The bus routes provide information such as which buses are running, what the routes are, nearest bus stops, etc. She asked the group if MAST should put together a press release for this. Michael Acerno replied that he was ready to send out a PR announcement but has to have it reviewed by Google first.

Mari Brunner showed MAST members the newly launched Commute Smart NH website ([www.commutesmartnh.org](http://www.commutesmartnh.org)). The website promotes transitioning from single occupancy vehicles (SOVs) to carpooling, telecommuting, public transit, walking, and biking. Each region in NH has its own link which provides information on the region's services, projects, and events that support "smart" transportation options. The website also has a trip logger component. Individuals can track their trips by mileage, type of trip, mode of transportation used, etc. Each individual can be part of a team to participate in the Commuter Challenges. Anyone can make a team whether it's a workplace, neighborhood association, etc. MAST currently has a team with 13 members and logged 232 miles traveled using "smart" transportation options. Ms. Brunner encouraged MAST members to consider signing up as part of the MAST team. Chuck Redfern asked how many hits the website receives daily. Mari Brunner said she doesn't know but could look into this. Mr. Redfern said that if MAST got Commute Smart to include the "4 on the 4<sup>th</sup>" event on their website, he would let MAST have a booth at the event on July 4<sup>th</sup>.

Mari Brunner passed around Governor Maggie Hassan's Bike to Work Day proclamation to support Bike to Work Day, which is Friday, May 20, 2016. She also relayed information to the group about the recent passing of Senate Bill 364, "establishing a committee to study, in conjunction with municipalities and the department of transportation, the feasibility of a Complete Streets program." The bill will now go to a committee of conference for final approval and then to the Governor's desk for signing. Mari Brunner attended the May NH Bicycle and Pedestrian Advisory Committee (BPTAC) meeting and said that Victoria Sheehan, DOT Commissioner was present. Ms. Brunner explained how it is important that DOT is in support of Complete Streets policies because many communities in the Monadnock Region have main streets that are also state routes.

Liz Kelly provided an update on the Rack It Up! program. Bike racks have been ordered and will be delivered to the towns of Troy and Hinsdale next week. The bike racks will be placed at various community locations including elementary schools, parks, libraries, a post office, and near rail trails. Bike racks will also be delivered to a few locations in Keene including MGJ Realty (to locate at two of their housing complexes) and Planned Parenthood. Ms. Kelly said that this year, they will have added 182 new bicycle parking spaces in the Monadnock Region. Mari Brunner explained that SWRPC is currently in the process of assisting Hinsdale and Troy in finalizing their Complete Streets policies and developing Safe Routes to School Action Plans for schools in Troy, Hinsdale, Keene, and Swanzey. Ms. Brunner said that connecting the trail system to the school has been of particular interest in Troy.

Frank Dobisky provided an update on Thomas Transportation's long distance travel routes. Thomas Transportation used to charge customers \$49 plus gratuity for travel from Keene to Boston. Thomas Transportation ran this for a year and a half but couldn't run it any longer because the company was losing money. The company dropped the \$49 fare and increased the cost to \$99 plus gratuity from Keene to Logan Airport. The fare is also the same from Keene to Hartford or Manchester airports. Thomas Transportation is also doing pick-ups in Brattleboro, VT and Winchendon, MA and has seen more success with these service locations.

Mr. Dobisky says traffic can be challenging, particularly when traveling to airports. He explained that Thomas Transportation has been growing and they've just acquired two new buses. Most of their business is for charter tours, but they also provide transportation for Keene State College, Franklin Pierce University, and various high school sport teams. Michael Acerno asked if they had a minimum number of riders for long distance trips. Mr. Dobisky said no, they will transport anyone long distance as long as they call two days in advance.

### **III. 2016 Work plan**

Mari Brunner explained that she and Henry Underwood created a list of potential projects MAST may be interested in working on during 2016. Each project corresponds to the objectives that MAST members prioritized during the March meeting. These objectives include:

- 1) Expanding the use and availability of sidewalks and walkways
- 2) Increase the use and availability of bicycle infrastructure
- 3) Increase the use and availability of public transportation

Mari Brunner explained that this list was created to stimulate discussion on where MAST should be targeting its energy during 2016. She requested feedback from MAST members on project ideas. The first idea focused on promoting the Bicycle Benefits program. Mari Brunner provided an overview of the program for those who did not know what it was and explained how MAST could potentially play a role in promoting the program by approaching more businesses in Keene to get them to become a Bicycle Benefits business. MAST could also create a work group to develop a more coordinated outreach plan.

The second idea focused on promoting Commute Smart New Hampshire's website and trip logger. Peter Hansel mentioned that someone from Advanced Cyclist handed him a Commute Smart NH business card the other day. Mari Brunner explained that, though there is a Bike to Work Week commuter challenge, there is also a state-wide challenge that extends from May-October, which MAST could be promoting to Monadnock Region residents. Prizes are awarded to teams with the most trips, individuals with the most trips, etc.

The third idea focused on working with the Monadnock Region Coordinating Council for Community Transportation (MRCC) to promote the five dollar vehicle registration fee in other Monadnock Region communities, which could be used to help pay for public transportation. MAST could play a role in communicating the benefits of having that fee, how it can be used to support public transportation projects, success stories from other towns that have adopted the fee, and examples of how those funds have been used in other places. Chuck Redfern described how the five-dollar vehicle registration fee works and how it was passed in Keene. The money can only be spent towards a transportation project. Mari Brunner said this idea was related to supporting public transportation with partners (such as the MRCC) and to support existing projects. MAST could work to put together information on the five dollar fee and present it at the MRCC's next meeting.

The fourth idea focused on partnering with other bicycle and pedestrian organizations, such as Monadnock Cycling Club or Pathways for Keene to provide support for their projects. These groups serve as potential partners because of their missions, current projects, and advocacy work in Keene. For example, the Monadnock Cycling Club has explored getting cycling related signage in Keene and they're now raising money for solar lighting and kiosks for bike paths and trails. Mari Brunner explained that MAST's efforts could be well spent by partnering with existing groups and initiatives by providing support to those that align with MAST's goals.

The fifth idea focused on promoting the fixed route transit information now available on Google Maps. Mari Brunner mentioned that MAST could include a trip planner widget on its website that can serve as a tool for people in planning public transit trips.

The sixth idea discussed was to reach out to large employers with information and support about reducing SOV trips by considering carpooling, telecommuting, walking, biking, or public transit. Peter Hansel mentioned that Contoocook Valley Transportation Company took on an initiative like this six or seven

years ago and didn't get much response back from the large employers. Mari Brunner explained how Healthy Monadnock's Worksite Wellness program may be a way to approach some of these organizations with information on transportation options (since they already work with and reach out to large employers in the area). MAST could potentially put together a packet of information to give to Healthy Monadnock while they're doing outreach with businesses.

Mari Brunner opened the floor for feedback on the proposed work plan ideas in order to establish a direction for the rest of the year. Suzy Thielen brought up the idea of bicycle pedal tours pointing out that in Flagstaff Arizona, an initiative called "AZ Pedal Tours" was created to give bike tours to interested tourists around town. She noted this might work in Keene since there are two colleges, historic buildings and unique architecture, and the City is already working to increase tourism in the region. There is a possibility that Marcus McCarroll of the KSC Green Bikes program may be interested. MAST members briefly discussed how there used to be a rickshaw that would provide bike cab services, but it is no longer in service. Mari Brunner mentioned that the project sounded like something the cycling club or local bike shop could initiate and MAST could offer support.

Peter Hansel brought up Keene's "Bicycle Friendly Community" status and asked how Keene is currently rated. Mari Brunner responded that Keene is currently rated "Bronze" by the League of American Bicyclists, which is the organization that runs the program. Jen Risley noted that embarking on an effort to help Keene increase to a "Silver" Bike Friendly Community could be a great project for MAST to take on. Ms. Risley said that Will Schoefmann, GIS Specialist for the City of Keene, recently went through the process of renewing Keene's Bicycle Friendly Community status, however, he does not think it is feasible for the City to re-apply on an annual basis because it is an administrative burden. Jen Risley said that, although the Bicycle Benefits program is a nice idea, it may not have far reaching impacts in the City as far as making it a more walkable and bike-friendly place. Ms. Risley would rather put energy into the Bicycle Friendly Community program and increasing Keene's rating to Silver. Peter Hansel agreed that this idea could be good to pursue, as did Michael Acerno. Mari Brunner said that during the next MAST meeting, we could look at the application, deadlines, and process.

Chuck Redfern pointed out that it might be useful for MAST to find out how the five dollar vehicle registration fee is currently being used by communities. This could help MAST if they choose to promote the fee to other towns in the region. Mr. Redfern said he can get more information from the City of Keene on how that tax is being used. Frank Dobisky said that if we can get that information, MAST can potentially present at the next MRCC meeting.

Mari Brunner mentioned the upcoming Complete Streets Workshop which will be held at the Troy Community Center on Friday, June 24<sup>th</sup> from 8:30 a.m. - 3:30 p.m. The workshop will be sponsored by SWRPC in conjunction with Healthy Monadnock, the National Complete Streets Coalition, and Smart Growth America and will focus on Complete Streets policy development. She explained that though the workshop is largely targeted to municipalities, it could be useful for advocates. The first part of the workshop will include an introduction to Complete Streets and then follow up with a panel consisting of municipal officials including representatives from both Keene and Swanzey to discuss policy formation.

Chuck Redfern said that the City of Keene has a checklist of Complete Streets considerations, which make it easy for City staff to include Complete Streets considerations into every project. Mari Brunner explained that SWRPC created accompanying design guidelines for Keene and Swanzey last year which included checklists of Complete Streets considerations for the different street types within each community. She also mentioned that SWRPC is working with Hinsdale and Troy to develop Complete Streets design guidelines this year.

Peter Hansel brought up the topic of Complete Streets policy and its potential to promote economic development. Chuck Redfern brought up the case where Complete Streets was pursued to facilitate quality development in the Marlboro Street corridor in Keene which would in turn attract businesses. Peter Hansel said that MAST could consider building upon the Complete Streets momentum with other projects. Mari Brunner said that MAST could potentially create an economic development guide to Complete Streets or a description of complete street's economic benefits to share with municipal officials. Suzy Thielen reminded the group that MAST should still make sure that safety is always emphasized when communicating about Complete Streets.

Mari Brunner announced the upcoming Hinsdale Complete Streets Demonstration event located on Main Street in Hinsdale on Sunday, July 10<sup>th</sup>. She also mentioned the Northampton, MA Complete Streets Demonstration event which will demonstrate a temporary buffered bike lane on Main Street. For those interested in attending, the Northampton demonstration will take place on June 18, 2016.

Mari Brunner announced that the Rethink Marlboro Street Complete Streets demonstration project was selected as one of 30 projects nation-wide to receive an "Excellence in Regional Transportation" award from the National Association of Development Organizations. She will be attending the National Transportation Conference in June to present on the project and receive the award.

Suzy Thielen also mentioned the safety issues at the roundabout by the post office as a potential project idea and explained that the crosswalks should be removed from the area to increase safety.

#### **IV. Bike to Work Day**

Mari Brunner invited the group to attend Bike to Work Day which will be held on Friday, May 20<sup>th</sup> at Railroad Square from 6:00 a.m. to noon. Attendees were provided flyers about the event. MAST needs more volunteers to staff the table at the event. Frank Dobisky, Jen Risley, Suzy Thielen, and Michael Acerno signed up to help out. Mari Brunner provided a description of the day's events including the City of Keene Mayor's proclamation, Complete Streets information session, and the bike/walking tour of Keene's Complete Streets elements.

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

Mari Brunner asked the group if the next meeting could be June 22, 2016 instead of June 15, 2016 since she is unable to attend a meeting on June 15, 2016. Several other people are also unable to attend a meeting on June 15, 2016. It was decided that the next MAST meeting will be held on Wednesday, June 22, 2016 from 4:00 - 5:00 p.m. at Southwest Region Planning Commission.

Respectfully submitted,

Liz Kelly  
Planning Technician





# **Monadnock Alliance for Sustainable Transportation**

*An alliance of people and organizations working to improve transportation options in the Monadnock Region.*

## **STEERING COMMITTEE AGENDA**

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

*June 22, 2016  
4:00 p.m. - 5:30 p.m.*

- I. Minutes of May 18, 2016**
- II. Partner Information Sharing**
- III. 2016 Workplan**
- IV. Advocacy Opportunities**
- V. Next Meeting**
- VI. Adjourn**

Monadnock Alliance for Sustainable Transportation  
c/o Southwest Region Planning Commission  
37 Ashuelot Street  
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603-357-0557  
FAX 357-7440  
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# **Monadnock Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**June 22, 2016**

Present: Michael Acerno, *Home Healthcare Hospice and Community Services (HCS)*; Ellen Avery, *Contoocook Valley Transportation Company (CVTC)*; Nancy Brigham, *Keene resident*; Frank Dobisky, *Thomas Transportation*; Peter Hansel, *Filtrine Manufacturing*; Jen Risley, *Monadnock Buy Local*; Susan Thielen, *Keene resident*.

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

Guests: Larry Welkowitz, *Professor of Psychology at Keene State College*.

### **I. Welcome**

Henry Underwood called the meeting to order at 4:05 p.m. The group did a round of introductions, and Henry Underwood gave an overview of the meeting agenda.

### **II. Minutes of May 18, 2016**

Nancy Brigham offered an amendment to the last sentence of the first paragraph of the May 18, 2016 minutes that stated “Nancy Brigham said that the Philadelphia car sharing program was not successful.” Be corrected to read “The Philadelphia car sharing program was very successful, however, the program was terminated due to circumstances outside of the program’s control.” Henry Underwood asked if everyone was in favor of amending the minutes and everyone agreed. The minutes of May 18, 2016 were approved as amended by unanimous vote.

### **III. Partner Information Sharing**

Updates were provided on various activities including:

Bike to Work Day: Henry Underwood gave a brief summary of the Bike to Work Day event that took place on May 20, 2016 and thanked the MAST members that participated on the event planning subcommittee. The event included a table with refreshments and a “Bike to Work Day” proclamation presented by Keene City Mayor Kendall Lane. In addition, the Bike Walk Alliance of NH and Transport NH helped to organize a Complete Streets tour of Keene that showcased bicycle- and pedestrian-friendly street design. Peter Hansel asked how many people came to the event. Liz Kelly responded that approximately 20 bicyclists stopped by throughout the morning.

ComuteSmart NH Trip-logger: Henry Underwood gave an update on the CommuteSmart NH Trip-logger, which can be accessed at [www.CommuteSmartNH.org](http://www.CommuteSmartNH.org). Currently, the MAST team has logged the most trips, but it is not in the lead for the most miles. He continued saying that people who would like to participate can choose to join the MAST team, create a new team for their workplace or organization, or they can log trips individually. Jen Risley asked if CommuteSmart NH was interested in receiving

feedback. Henry Underwood replied that they are interested in hearing feedback, and the person to contact is Katie Nelson at knelson@cnhrpc.org.

City Express Transit Feed: Henry Underwood distributed a draft press release that HCS created about the City Express transit feed. In the interest of time, he asked the group to send feedback on the press release via email.

Complete Streets Workshop: Mari Brunner gave an update on an upcoming Complete Streets Policy Development workshop, which is scheduled to take place at the Troy Community Center on Friday, June 24, 2016 from 8:00 a.m. to 3:30 p.m. She noted that the instructors are highly qualified and that registration is still open for anyone interested in attending. Ellen Avery said that she shared information about the Complete Streets workshop with a group called “Plan Marlow.”

PICH Initiative: Liz Kelly gave an update on the Partnerships to Improve Community Health (PICH) initiative. SWRPC staff have drafted five Safe Routes to School Action Plans for Troy Elementary School, Cutler School in Swanzy, Hinsdale Elementary School, Hinsdale Middle/High School, and Keene Middle School. Liz Kelly noted that staff will meet with representatives from each school in the fall to present the final action plans. SWRPC staff are currently in the planning stages for a Complete Streets demonstration event in Hinsdale. This event is scheduled for Sunday, July 10, 2016 from 11:00 a.m. to 3:00 p.m., and will include a protected bike lane and shared bicycle lane markings. Mari Brunner suggested members contact her if they are interested in helping out at the event.

Rack it Up! Program: Liz Kelly reported that the “Rack it Up!” program has concluded. A total of 91 inverted-U style bike racks have been delivered to various locations in Troy and Hinsdale, representing 182 new bicycle parking spaces in those communities.

Transportation Alternatives Program: Henry Underwood gave an update on the Transportation Alternatives Program and he explained that this federal program provides funding to transportation projects related to non-motorized transportation infrastructure, including on and off-road facilities. Letters of interest are due July 1, 2016. Projects can range from \$400,000 to \$1,000,000. He noted that MAST is a resource for towns that are interested in this program.

Sidewalk Infrastructure Assessment Program: Henry Underwood told the group about a sidewalk infrastructure assessment program that SWRPC is participating in with NHDOT. SWRPC will collect sidewalk data throughout the region, including length, width, and condition of the sidewalks. This data can be used by MAST to track progress towards the MAST 2020 Action Plan goals.

Monadnock Region Coordinating Council: Liz Kelly noted that the Monadnock Region Coordinating Council for Community Transportation (MRCC) is in the process of updating the Community Transportation Directory, which is a document that provides information about transportation options in each of the region’s towns. The information in the document has been updated, and includes fixed transit use. Ellen Avery noted that the primary users of the document are hospitals, doctors, and service organizations. The Monadnock Community Hospital provides a link to the document for their patients. She stated that it is a very useful document and she is glad that it is being updated. Susy Thielen asked where it is available, for example is it available at the library. Liz Kelly responded that it could be made available at that location. Frank Dobisky asked if there is information in the directory about the park-and-ride at the Keene Airport. Liz Kelly said she will connect with him to talk about adding this information to the directory.

Contoocook Valley Transportation Compnay (CVTC): Ellen Avery reported that as of July 1, 2016 the American Red Cross will no longer be providing rides in the region and CTVC will provide rides for the entire region. They are currently in the process of recruiting drivers. They have about 60 volunteer drivers in the eastern side of the region, and would ideally like at least 60 drivers for the western side of the region where they have about 20. CVTC offers mileage reimbursement. They are reaching out to churches and other institutions to recruit drivers. The group agreed that MAST should help spread the word online about the need for more volunteer drivers.

Home Healthcare Hospice and Community Services (HCS): Michael Acerno reported that two out of the five buses that HCS owns will be replaced in the next year, which will help them keep more buses on the road. HCS is looking forward to helping CVTC once the transition officially takes place on July 1<sup>st</sup>. Ellen Avery noted that CVTC would like to coordinate with Thomas Transportation, HCS, and other transportation providers to share the road and coordinate services. Peter Hansel asked if there is a potential for a “clearinghouse” for transportation information. Ellen Avery responded that was the goal at one point in time, but the funding went away. She continued saying that the MRCC is in the middle of a visioning process, so this topic may come up with that group as well.

#### **IV. 2016 Work plan**

Henry Underwood shared information about the \$5 vehicle registration fee that was requested at the May meeting. He handed out copies of a report produced by the Upper Valley Transportation Management Association called “Local Financing for Transportation Projects in New Hampshire.” He gave a brief overview of the fee, which is optional and is capped at \$5 per vehicle. Revenue generated by the fee can be used to fund local transportation projects. The report provides data from thirteen municipalities that have implemented this fee. Some communities use the funds for bicycle and pedestrian projects, while others use it for their general transportation fund. It was suggested that MAST could provide information about the \$5 vehicle registration fee to municipalities in the Monadnock Region. Henry Underwood asked the group about the level of interest in working to advocate for the \$5 vehicle registration fee. Ellen Avery asked if the funds raised could be used to help support community transportation providers. Frank Dobisky said it would be useful to know specific examples of how communities have used this money, which could help “sell” the idea to other towns. Ellen Avery noted that one of CVTC’s goals is to visit towns in the region. She continued saying that she could include information about the \$5 vehicle registration fee in these conversations. Henry Underwood asked if a useful next step might be meeting with communities in the region who have implemented this fee to learn how they are using it and how it has helped them. He asked what the timeframe is for CVTC’s outreach to towns, and Ellen Avery said she would update the group at a future meeting.

Frank Dobisky noted that MAST could take a two-pronged approach and promote the use of the fee for towns that don’t have it while asking towns that have the fee how they are using it. Peter Hansel agreed that this was a good idea. Michael Acerno noted that Lebanon uses the fee to subsidize their fixed route transit. He continued, saying that the City Express could offer free transportation if they could get an extra \$40,000 to \$50,000 thousand each year. Jen Risley noted that another way to promote this fee is through the economic benefits of transportation options. The group decided that the next step is to gather information from communities that are currently leveraging this fee, and then do outreach on the benefits of the fee to all towns in the region. Michael Acerno added that MAST could try to garner support for raising the cap on the fee in the future. Jen Risley asked if there are reports outside of NH with data about similar fees. Henry Underwood said he is not aware of any, however they might exist.

Henry Underwood brought up the topic of bicycle tourism and bicycle tours, which was shared with SWRPC staff via e-mail. He noted that bicycle tourism is not currently one of MAST's goals in the Action Plan, however, successful bicycle tourism requires proper maps and wayfinding systems, which benefit all bicyclists. He shared some existing maps of the region with the group. Peter Hansel said that he thinks elevating Keene from a bronze to a silver level for the Bicycle Friendly Community rating would help promote bicycle tourism and have positive economic benefits for the region.

Mari Brunner gave an update on the carsharing feasibility project. SWRPC has hired an intern who is interested in researching car sharing programs over the summer. She asked the group if there are any particular research questions they would like the study to look into. A few ideas were shared, including looking into the feasibility of a cooperative car sharing model, looking at experimental, neighborhood-scale car sharing programs in Europe, the practicality of a car sharing program working in the Monadnock Region, how a car sharing program would interconnect with other transportation services, and ideas for pilot programs. Ellen Avery, Jen Risley, and Nancy Brigham volunteered to serve on a sub-committee of MAST to further explore this subject.

Henry Underwood shared handouts containing information about the attributes of a Bicycle Friendly Community (BFC). Mari Brunner explained that the BFC application was too large to print a copy for everyone, however, it is available on the League of American Bicyclist website. Henry Underwood explained that in the past, Will Schoefmann said that it is a burden for the City of Keene to go through the application process to become a BFC on an annual basis because it is time consuming. Jen Risley asked if it would be possible for MAST to help the City of Keene fill out the application. Henry Underwood responded that Will Schoefmann would be the best person to ask. Peter Hansel added that if MAST goes through the process of helping the City of Keene apply for BFC status, the group would be well-positioned to assist other towns in the region with applying for BFC status as well. Frank Dobisky and Liz Kelly volunteered to help with this project. Peter Hansel asked how the work could be divided. Jen Risley noted it would be useful to have a copy of a previous application from the City of Keene so the group could better understand what information is needed to complete the application.

## **V. Next Meeting**

The next meeting was scheduled for July 20, 2016 at 4:00 p.m. at the SWRPC office.

Respectfully submitted,

Mari Brunner  
Planner



# **Monadnock Alliance for Sustainable Transportation**

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## **STEERING COMMITTEE AGENDA**

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

*July 20, 2016  
4:00 p.m. - 5:30 p.m.*

- I. Welcome**
- II. Minutes of June 22, 2016**
- III. Partner Information Sharing**
- IV. Carsharing Research Project**
- V. 2016 Work Plan**
- VI. Advocacy Opportunities**
- VII. Next Meeting**
- VIII. Adjourn**

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# **Monadnock Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**July 20, 2016**

Present: Nancy Brigham, *Keene resident*; Will Schoefmann, *City of Keene*; Susan Thielen, *Keene resident*.

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

Guest: Rowland Russell, *Friends of Public Art*.

### **I. Welcome**

Mari Brunner called the meeting to order at 4:07 p.m. The group did a round of introductions, and Mari Brunner provided an overview of the meeting agenda.

J.B. Mack, SWRPC Principal Planner briefly joined the meeting to mention the issue of bicycle and pedestrian safety enforcement and provided an example of a motorist that recently hit a bicyclist in Keene but was not ticketed. He suggested that there is a potential opportunity for MAST to advocate for enforcement and education as part of a Complete Streets initiatives. Attendees continued to discuss bicycle and pedestrian safety.

### **II. Minutes of June 22, 2016**

The meeting minutes of June 22, 2016 were approved as submitted.

### **III. Partner Information Sharing**

Updates were provided on various activities including:

Partnerships to Improve Community Health (PICH): Mari Brunner summarized the Hinsdale demonstration event, which occurred on Sunday, July 10<sup>th</sup> on a section of Main Street adjacent to Ashuelot River Park. The event showcased Complete Streets elements including a protected bike lane, additional crosswalks, and a curb extension/pinch point at an existing pedestrian crossing near the Town Offices and Police Station. Mari Brunner noted that the pop-up parks or “parklets” in particular were effective at traffic calming during the event. Mari Brunner also updated attendees on ongoing work with the Town of Troy, who adopted a Complete Streets policy and guidelines on July 17<sup>th</sup>, making it the sixth community in the State to adopt a policy. She updated attendees that a Complete Streets demonstration event would occur in Troy on Saturday, September 10<sup>th</sup> at the Troy Community Center and that details are forthcoming.

Transportation Alternatives Program (TAP): Mari Brunner noted that there are several applicants from Southwest New Hampshire for TAP funding including Hinsdale, Keene, Peterborough, Harrisville, Jaffrey, and New Ipswich. She noted that the next meeting of the SWRPC Transportation Advisory Committee, a group involved with the evaluation of projects in Southwest New Hampshire, is August 1, 2016.

The Big Jump Project: Henry Underwood introduced The Big Jump Project, an initiative of PeopleForBikes, an industry coalition and charitable foundation focused on promoting and advancing various bike-related initiatives. The Big Jump Project is a three-year initiative to promote biking in 10 places nationwide. Applications are limited to government agencies. Henry Underwood noted that Suzanne Bansley, Grants Administrator for Cheshire County advised SWRPC that the County would be willing and able to act as a fiscal sponsor for a project or application. Attendees watched a short [video](#) to introduce the project. Henry Underwood noted that an informational webinar is scheduled for July 21, 2016 for interested parties. Attendees discussed protected bike lanes, the availability and planning for bike lanes in the City of Keene, and education related to riding bikes.

Friends of Public Art (FPA): Rowland Russell described Friends of Public Art, as a group whose mission is to create public art installations, often in partnership with historic, social, cultural, and economic initiatives. FPA participated in the “Rethink Marlboro Street” Complete Streets demonstration event in Keene with a bike art and kinetic art sculpture contest. Recently, the group was approached by a resident of Winchester to create an artistic crosswalk installation at the intersection of NH 10 and NH 119 near Town Hall. The installation was designed to celebrate the musical heritage of Winchester as well as promote Complete Streets principles as an emerging issue. The crosswalk is part of a larger event called Winchester Jubilee, scheduled for Saturday, August 20, 2016. A handout was circulated. Rowland Russell suggested that members of MAST attend the event and said that interested parties can learn more at [www.fpmonadnock.org/winchester-jubilee](http://www.fpmonadnock.org/winchester-jubilee). He noted that there was a desire to make it an annual festival and that future Complete Streets demonstration events were an opportunity for public art. Rowland Russell also commented on rail trails and, to the extent MAST was involved, to consider these corridors as a way to improve relationships among adjacent towns. Mari Brunner offered to put out a call for volunteers to the larger MAST group.

National Bicycle and Pedestrian Documentation Project: Henry Underwood pointed out that the trends and movements of motorized vehicles are well-known and comprehensively monitored, but this is not the case for trips made by people walking and biking. New Hampshire Bike-Walk Alliance is promoting an online portal where interested municipalities can post specific intersections where they are interested in bicycle and pedestrian movements. The Alliance will coordinate volunteer sign-ups and distribute instructions and needed templates. The effort is focused on September 13<sup>th</sup> through September 18<sup>th</sup>. The dates were selected by a national project aimed at promoting consistent and routine data collection. Henry Underwood offered to assist interested municipalities in selecting key intersections and said he would be reaching out to municipal staff to alert them to the opportunity. He also commented that collecting data on bicycle and pedestrian activity is consistent with and complementary to key MAST Action Plan metrics.

City of Keene Bicycle/Pedestrian Path Advisory Committee: Will Schoefmann updated attendees on the status of Transportation Alternatives Program projects being undertaken by the City of Keene, including shared lane markings, trail improvements, and other work. He informed attendees that Bicycle and Pedestrian Master Plan work is ongoing.

#### **IV. Carsharing Research Project**

Lisa Donnelly briefly defined carsharing, which includes the benefits of car ownership without having to own a car. She distributed handout about carsharing. She said that membership is generally obtained through annual and user-based fees. Services are often administered via web-based portals or mobile device applications. She went on to describe how self-serve vehicle pickup locations, called “pods” are used for carsharing programs. These pods are generally located at



existing parking lots or spaces within walking distance of a high density of carsharing subscribers. She said that carsharing programs typically do well at college campuses and downtown areas. Benefits of carsharing were summarized. Lisa Donnelly noted that for drivers travelling 5,000 to 10,000 miles per year, the cost of ownership versus sharing can make carsharing a good option. Lisa Donnelly distributed a handout which, in addition to an overview of carsharing, provided information on business models, successful examples, and next steps for the research project. Types of programs were summarized, included peer-to-peer, business to consumer, and consumer to non-profit variants. She explained that carsharing benefits include increased mobility, reduced congestion, reduced demand for parking, and reduced vehicle miles travelled. Although carsharing can create new trips by people who previously did not have access to vehicles, this is generally offset by a reduction in trips overall due to the decrease in available vehicles per household. Local and regional examples were discussed including Smith College in Northampton, Massachusetts.

Lisa Donnelly said next steps in the research project included reaching out to colleges in the area, including the sustainability office at Keene State College. Other future tasks may include student and community surveys and outreach to businesses. She stated that, carsharing is often less expensive than maintaining commercial vehicle fleets. Lisa explained that she will be compiling a report which will be submitted to MAST. Other research topics that she is currently looking into include gaps in existing carsharing services, challenges for commuting trips, startup costs and financial sustainability, co-benefits, and rural carsharing models.

## **V. Work Plan**

League of American Bicyclists Bicycle Friendly Communities: Attendees discussed the willingness for MAST to assist the City of Keene with a future application to the League. In addition they discussed past feedback received by the City and how the City could improve bicycling conditions.

Optional \$5 Vehicle Registration Fee: Henry Underwood led a discussion around potential strategies and tasks related to an optional local \$5 registration fee surcharge. The discussion will be revisited at the next meeting of MAST.

## **VI. Next Meeting**

The next meeting was scheduled for September 21, 2016 at 4:00 p.m. at SWRPC's office in Keene. Suggested topics of a future agenda included the structure and facilitation of the steering committee.

## **VII. Adjourn**

The meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Henry Underwood  
GIS Specialist/Planner



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## **STEERING COMMITTEE AGENDA**

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

*September 21, 2016  
4:00 p.m. - 5:30 p.m.*

- I. Welcome**
- II. Minutes of July 20, 2016**
- III. Carsharing Research Project**
- IV. Organizational Structure**
- V. Partner Information Sharing**
- VI. Advocacy Opportunities**
- VII. Next Meeting**
- VIII. Adjourn**

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# **Monadnock Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**September 21, 2016**

Present: Jen Risley, *Monadnock Buy Local*; Peter Hansel, *Filtrine Manufacturing*; Susan Thielen, *Keene resident*.

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

### **I. Welcome**

Henry Underwood called the meeting to order at 4:04 p.m.

### **II. Minutes of July 20, 2016**

The group deferred approval of the July minutes to a future meeting.

### **III. Carsharing Research Project**

Henry Underwood introduced Lisa Donnelly, an intern at SWRPC who has been working on a report about carsharing feasibility for MAST. The report, which is expected to be finalized by the end of September, will be available on the MAST website as well as sent to MAST Steering Committee members via email.

Lisa Donnelly gave a PowerPoint presentation about carsharing that included an overview of carsharing, an explanation of how it differs from ridesharing and carpooling, and a description of the different organizational models for carsharing. The three main organizational models are: Business to Consumer (B2C), Not for Profit/Cooperative (NFP), and Peer to Peer (P2P). She noted that carsharing complements rather than competes with public transportation. Benefits of carsharing include stress reduction, improved physical health, cost savings, increased mobility, and decreased dependence on fossil fuels. Challenges for carsharing include operational challenges, startup costs, access to parking, day-to-day management, and financial stability.

Lisa Donnelly provided a brief overview of three carsharing case studies that are included in the carsharing feasibility report. The first case study was about Smith College in Northampton, MA. The college partnered with ZipCar and started out small with only two cars, however, it has grown over the years and expanded beyond the campus to the larger community of Northampton. The second case study looked at CarShare Vermont, a cooperative carshare based in Burlington, VT. CarShare Vermont was launched in 2008 after several years of planning, researching, and organizing, and it has since expanded to three communities. They hope to “break even” financially in 2018. An interesting component of CarShare Vermont’s business model is that they partner with local businesses to offer discounts to their members. The third case study summarized the Kootenay Carshare Cooperative (KCC) based in British Columbia, Canada. The main goal of KCC is to reduce emissions for environmental reasons. She noted that a significant difference between

KCC and the other case studies is that it is a rural carshare which has grown by adding new branches in neighboring areas rather than by adding more vehicles in the same community.

Lisa Donnelly noted that potential next steps could include forming a committee or task force to continue looking into carsharing for the Monadnock Region. The committee or other group could focus on assessing need, doing market research to see if there are people who would use carsharing, and identify partners that would support carsharing in the region. She pointed out that both Keene State College and the Monadnock Sustainability Network have both identified carsharing as a goal in their sustainability action plans.

Jen Risley asked if the report contains information about how much a market research study would cost. Lisa Donnelly replied that she did not come across that information. She mentioned that ZipCar offers a petition form on its website designed to show support at an interested university or college campus. Peter Hansel asked if there are any examples of carshares that are run by dealerships. Lisa Donnelly responded that yes, there are; Enterprise is one example. Jen Risley asked about fee structures. Lisa Donnelly responded that it depends on the situation, however, it is usually much cheaper than car ownership. For example, CarShare Vermont charges \$30 for the application and as little as \$8 per hour. Peter Hansel asked whether carsharing was an attractive option for both people who can't afford a car and people who don't want to own a car. Lisa Donnelly responded that both of those groups are attracted to carsharing, but for different reasons.

Jen Risley shared that the Monadnock Food Co-op recently created a fund to help support other cooperative organizations. Also, a local crowdfunding platform, called "Local Crowd," will be launching soon for the Monadnock Region. If the group decides to pursue a carshare co-op, these could be good resources for start-up funds.

Henry Underwood noted that there will be more information in the Carsharing report, which is being finalized. He asked the group if there were any other ideas for next steps. Peter Hansel noted that it might be necessary to choose an organizational model (i.e. B2C, NFP, or P2P) before hiring someone to do market research. Jen Risley noted that organizations like CVTC that are already serving the region could be good partners to work with on this project. Peter Hansel added that the Cities for Climate Protection Committee with the City of Keene could also be a good partner.

#### **IV. Organizational Structure Discussion**

Organizational Structure/Charter: Henry Underwood explained that this agenda item pertains to both the MAST Work Plan and the structure of the organization. He explained that SWRPC staff play a supporting role for the committee, however, they should not be the driving force behind the group. Therefore, it would be helpful to have some sort of decision-making structure and organizational structure in place to help move the group forward towards implementing the 2012-2020 Action Plan. He shared printed copies of the MRTMA organizational charter that was adopted in 2012 and explained that in the Charter, there are two groups of stakeholders – "Active Stakeholders" and "Interested Stakeholders" – that roughly translate into the Steering Committee and interested parties, respectively. Discussion ensued about the Charter and existing structure.

Recruiting Members & Interested Stakeholders: Peter Hansel noted that asking representatives from other groups to attend the meetings could be a good way to get increased attendance at MAST meetings. Susy Thielen said that having a popular, concrete project like the "Rack it Up!" program is a great way to get people interested and involved. There was general agreement that less frequent meetings, such as quarterly or annual meetings, could boost attendance. In order to move forward with implementation of the MAST 2012-2020 Action Plan, sub-committees or work groups could

meet on a more regular basis. Henry Underwood noted that if the group decided to switch to quarterly or annual meetings, some transition or trial period would be needed. Jen Risley agreed, saying that the MAST Steering Committee should continue to meet monthly until a new structure is in place.

MAST Work Plan: Henry Underwood introduced a draft 2016-2017 MAST Work Plan. The work plan identifies three main projects, which are:

1. League of American Bicyclists Bicycle Friendly Community program
2. Carsharing
3. Education & Awareness Campaign for the Optional \$5 Motor Vehicle Registration Fee

Peter Hansel suggested that a first step towards implementing the work plan could be to ask specific people to sign up for one of the three main projects. An email blast could be sent to the list of interested stakeholders to ask people what project they would be willing to help with. Jen Risley asked if SWRPC or MAST could get an intern to help with the three projects. Susy Thielen agreed, saying that an intern could help move the projects forward. Henry Underwood responded that it could be possible to get an intern, either through SWRPC, MAST, or other partner organizations. He suggested that a next step could be to put out a call for people to get involved with the projects.

Mari Brunner mentioned an idea that was brought up at previous meetings, to have a regular MAST newsletter sent out via Constant Contact or Mail Chimp. A newsletter could include a “call to action” that asks people to commit to work on specific projects. Jen Risley noted that sending out a call for content two weeks in advance of the newsletter could help generate content.

Henry Underwood offered to work internally with Mari Brunner to come up with a more specific “ask” that includes information on the mentioned work plan items with respect to time commitment, volunteers needed, more detailed descriptions of project tasks, etc. They will provide a proposal to MAST in advance of the October meeting. Peter Hansel suggested that an updated list of MAST accomplishments could help with recruitment. Susy Thielen noted that asking people to RSVP using Doodle Poll could help encourage attendance at meetings.

## **V. Partner Information Sharing**

Plaid Friday: Jen Risley announced that Plaid Friday is the day after Thanksgiving. Last year, she found a picture of someone wearing plaid while riding a bicycle, and that gave her the idea to ask MAST members to wear plaid and ride bicycles on Plaid Friday. Jen Risley explained that Plaid Friday is an alternative to “Black Friday” that encourages shopping at local businesses on the day after Thanksgiving. The plaid signifies the diversity of businesses that participate.

Bike-Walk Alliance of New Hampshire Membership Special: The Bike-Walk Alliance of New Hampshire (BWANH) has partnered with bicycle retailers across the state to offer free membership to people who purchase bicycles with a “BWANH” tag on them. Participating retailers in the Monadnock region include Advanced Cyclist, Andy’s Cycle Shop, and Norm’s Ski and Bike Shop, which are all located in Keene.

City of Keene 2015 Greenhouse Gas Inventory: Peter Hansel shared that a former City of Keene planning intern, Andrew Graham, gave a presentation to City Council on September 15, 2016 about the recently completed 2015 Greenhouse Gas Emission Inventory. The full report will be made available to the public in the near future. The findings indicate that Keene has reduced emissions despite expanding operations, which indicates that energy is being used more efficiently.

Transportation Alternatives Program (TAP) Letters of Support: Henry Underwood gave a brief update on the TAP program. MAST submitted letters of support for six communities in the Monadnock Region, including Harrisville, Hinsdale, Jaffrey, Keene, New Ipswich, and Peterborough. Funds will be awarded in December.

**VI. Advocacy Opportunities**

No advocacy opportunities were announced at the meeting.

**VII. Next Meeting**

The next meeting was scheduled for Wednesday, October 19, 2016 at 4:00 p.m.

**VIII. Adjourn**

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Mari Brunner  
Planner



# **Monadnock Alliance for Sustainable Transportation**

*An alliance of people and organizations working to improve transportation options in the Monadnock Region.*

## **STEERING COMMITTEE AGENDA**

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

***October 19, 2016  
4:00 p.m. - 5:30 p.m.***

- I. Welcome**
- II. Minutes of July 20, 2016**
- III. Minutes of September 21, 2016**
- IV. Organizational Structure**
- V. Work Plan Project Announcements**
- VI. Partner Information Sharing**
- VII. Advocacy Opportunities**
- VIII. Next Meeting**
- IX. Adjourn**

Monadnock Alliance for Sustainable Transportation  
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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.

**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 Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**October 19, 2016**

Present: Peter Hansel, *Filtrine Manufacturing*; Will Schoefmann, *City of Keene*; Susan Thielen, *Keene resident*.

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

### **I. Welcome**

Mari Brunner called the meeting to order at 4:07 p.m.

### **II. Minutes of July 20, 2016**

The group deferred approval of the July minutes to a future meeting.

### **III. Minutes of September 21, 2016**

The group deferred approval of the September minutes to a future meeting.

### **IV. Organizational Structure**

Mari Brunner summarized prior discussions regarding the 2012 charter, organizational structure, and meeting schedule. Will Schoefmann asked if there would be a nominations process for the officer roles outlined in the charter. The group reviewed the roles and duties of the Chair and Vice Chair officer roles. It was decided that the Charter should be updated to reflect MAST's new name. Will Schoefmann said he would be willing to chair the group, if nominated. The group agreed one person could nominate an individual for an officer position and discussed ways to solicit calls for nominations. Henry Underwood confirmed with the group that invitation for nominations would be for all officer positions. Will Schoefmann suggested featuring an interesting presentation for the annual meeting to help drive interest. Peter Hansel suggested rotating the less frequent meeting places between partner facilities.

### **V. Work Plan Project Announcements**

Mari Brunner summarized four key projects aimed at implementation during 2017. The group discussed possible participants to each project. Will Schoefmann advocated for Bike to Work Day a recurring subcommittee. Mari Brunner asked Will Schoefmann about the Bicycle Friendly Community Subcommittee. He said that the timeframe and timing of a revised application was reasonable given the City of Keene's recent accomplishments and upcoming bicycle-friendly projects. Peter Hansel talked about the recent October 18, 2016 Ecovation Hub presentation and other recent green economy initiatives that would also support an updated application on behalf of the City. The MAST Annual Meeting date was set for Wednesday January 18, 2016 at 4:00 p.m.



## **VI. Partner Information Sharing**

Complete Streets Webinar: Mari Brunner reminded attendees about an upcoming webinar on Friday, November 4, 2016 at 2:00 p.m. The webinar will be facilitated by Smart Growth America and will focus on Complete Streets implementation.

Carsharing Report: A final draft is underway and will be shared via the MAST Facebook page, MAST website, and MAST e-mail.

Partnership to Improve Community Health: SWRPC will be working with four towns to develop Complete Streets policies and design guidelines: Harrisville, Jaffrey, Walpole, and Winchester as well as four schools on safe routes to school action plans. Rack-it-Up! will launch in these communities in January or February, 2017.

2016 Northern New England Chapter of the American Planning Association Annual Conference: Will Schoefmann presented on filling the gaps in bicycle and trail networks along with Phil Goff of Alta Planning and Design and a representative of the Portland, Maine Trail System Development Group.

Attendees discussed the City of Keene's planned improvements to Park Avenue and Maple Acres as well as the South Bridge project.

## **VII. Advocacy Opportunities**

No advocacy opportunities were announced at the meeting.

## **VIII. Next Meeting**

The next meeting was scheduled for Wednesday, November 16, 2016 at 4:00 p.m.

## **IX. Adjourn**

The meeting was adjourned at 5:03 p.m.

Respectfully submitted,

Henry Underwood  
GIS Specialist/Planner



# **Monadnock Alliance for Sustainable Transportation**

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## **STEERING COMMITTEE AGENDA**

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

*December 21, 2016  
4:00 p.m. - 5:30 p.m.*

- I. Welcome**
- II. Approval of Minutes**
  - a) July 20, 2016**
  - b) September 21, 2016**
  - c) October 19, 2016**
- III. Officer Nominations**
- IV. MAST Annual Meeting Agenda**
- V. Work Plan Projects**
- VI. Partner Information Sharing**
- VII. Advocacy Opportunities**
- VIII. Next Meeting**
- IX. Adjourn**

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# **Monadnock Alliance for Sustainable Transportation Steering Committee**

## **MINUTES**

**December 21, 2016**

Present: Michael Acerno, *Home Healthcare, Hospice and Community Services (HCS)*; Peter Hansel, *Filtrine Manufacturing*; Will Schoefmann, *City of Keene*; Chuck Redfern, *Pathways for Keene*; Jen Risley, *Monadnock Buy Local*; Susan Thielen, *Keene resident*.

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

### **I. Welcome**

Henry Underwood called the meeting to order at 4:09 p.m. He asked everyone to take a meeting packet which includes handouts and minutes from previous meetings.

### **II. Minutes of July 20, 2016; September 21, 2016; and October 19, 2016**

Peter Hansel made a motion to approve the minutes of July 20<sup>th</sup>, September 21<sup>st</sup>, and October 19<sup>th</sup> as written. The motion was seconded by Jen Risley and passed by unanimous vote.

### **III. Officer Nominations**

Attendees reviewed the current MAST Steering Committee roster and asked if anyone planned on volunteering for or nominating any members to the MAST Steering Committee roster for 2017. Michael Acerno volunteered to run for the vice-chair position. Henry Underwood asked the meeting attendees to reach out to stakeholders who might be interested in serving on the MAST Steering Committee, subcommittees or otherwise have an interest in being involved in MAST. He reminded attendees that MAST will meet quarterly in 2017, rather than monthly. Henry Underwood also announced that two individuals have volunteered to serve on the MAST Steering Committee: Ivy Vann, the Chair of the Peterborough Planning Board; and Diana Duffy, the Energy Services Coordinator at Keene State College. Mari Brunner added that Diana Duffy has also expressed interest in serving on the planned Carsharing Subcommittee.

Henry Underwood identified possible quarterly Steering Committee meeting dates for 2017, which include January 18, April 19, July 19, and October 18. Attendees discussed the possibility of allowing alternate members to participate in place of a standing member who may not be able to make a scheduled meeting time. Susy Thielen said that she thought that would be useful since MAST will only meet four times next year, so it is important to have a quorum at each meeting. Chuck Redfern said that having alternates works well for Keene's Bicycle and Pedestrian Pathways Advisory Committee as well as other committees serving the City of Keene. Peter Hansel asked for clarification between officers, steering committee members, and partners. Henry Underwood responded that officers are Steering Committee members who agree to serve as chair, vice chair, communications officer and treasurer. Steering Committee members, of which there may be up to 11, are responsible for overseeing MAST activities to further the Action Plan. MAST Partners include other volunteers and organizations that support MAST's mission, but do not participate in regular meetings.

#### **IV. MAST Annual Meeting Agenda**

Mari Brunner summarized a draft annual meeting agenda created by SWRPC for discussion. Agenda items included a welcome from the Chair, a short business meeting, a social break, a presentation of recent activities, a guest presentation from Transport NH and Bike-Walk Alliance of New Hampshire, a brief presentation about upcoming projects, and breakout groups for individuals who are considering joining a subcommittee. Will Schoefmann volunteered to talk about Bike to Work Day as part of the presentation of recent activities. Michael Acerno offered to tag-team with Henry Underwood in explaining the City Express transit. Mari Brunner said that she and Liz Kelly can talk about Complete Streets and Safe Routes to School projects. Susy Thielen volunteered to present information about the Rack It Up! program. Peter Hansel suggested that the social break go after the presentation on recent activities. Chuck Redfern mentioned that he was interested in the Bicycle Friendly Community project for next year.

Attendees continued to review the proposed annual meeting agenda. Will Schoefmann offered to lead or facilitate the Bicycle Friendly Community project breakout group. Michael Acerno offered to lead the municipal transportation fund breakout group. Will Schoefmann suggested SWRPC staff lead the bike to work day subcommittee breakout group, since SWRPC played a lead role in coordinating the 2016 event. Will Schoefmann asked SWRPC staff to reach out to Steering Committee members who aren't present about subcommittee interest. Mari Brunner volunteered to lead the carsharing breakout group.

Mari Brunner explained the various parts of the annual meeting packet that will be given to each event attendee. Henry Underwood asked for feedback on the draft cover letter from the Chair. Will Schoefmann said that he will take a look at it and send feedback to SWRPC staff. Mari Brunner shared a press release that was sent out on Friday, December 16, 2016. She noted that the press release has been printed in the Monadnock Ledger and thanked Peter Hansel and Jen Risley for their quotes. Mari Brunner asked the Steering Committee to share the press release with their networks to help get the word out about the annual meeting as well as volunteer opportunities with MAST. Henry Underwood mentioned that SWRPC intends to prepare and send a second press release with specific details about the annual meeting in early January.

Attendees reviewed and provided feedback on a flyer and a Monadnock Shopper News ad for the event. Suggestions included changing the title of the meeting from "annual meeting" to "public meeting" or "community meeting." Another suggestion was to keep the name and include the phrase "open to the public", and emphasize the word "volunteer."

Attendees discussed refreshments for the event. Jen Risley suggested asking the Monadnock Food Co-op for a donation as soon as possible. She also said that The Works is another candidate.

Jen Risley said that she will write about volunteer opportunities with MAST and a summary about the annual meeting which will appear in the Monadnock Buy Local column in the Monadnock Shopper News at the end of January.

Henry Underwood asked for people's reactions to the proposed guest speaker topics. Do people want to hear anything in particular? What would be motivating for attendees? Susy Thielen suggested talking about carsharing since not many people know about it. Mari Brunner explained that Transport NH is one of the lead organizations promoting Complete Streets at the state level. They do advocacy work for walking, bicycling, and public transportation policies and legislation.

Chuck Redfern added that Transport NH organized a series of Complete Streets educational events this past summer that were well-attended by local officials and state representatives. Peter Hansel suggested interstate transit as another potential topic.

Mari Brunner indicated she would follow up with individuals who volunteered to present about recent activities at a later date. She suggested that the recent activities presentation should feature one or two power point slides per activity.

## **V. Work Plan Projects**

Henry Underwood asked for feedback on how the MAST subcommittees should be structured. For example, what is the maximum or ideal subcommittee size? How should the Steering Committee receive updates from the subcommittees? How would the Steering Committee prefer to interact with subcommittees? Will Schoefmann suggested a subcommittee report at each quarterly Steering Committee meeting. Jen Risley said that in her experience, subcommittees tend to dwindle in size so setting a small group size limit might not be wise.

Mari Brunner mentioned that SWRPC staff is able to provide support for minutes, agendas, scheduling, and other administrative support work for each subcommittee. She also mentioned that MAST could consider working with one or more interns.

Peter Hansel suggested that the meeting packet include the proposed timeline for each subcommittee project. Henry Underwood said that he would update the timeline and add quarterly meeting dates to include in the packet. Peter Hansel suggested saving the timeline handouts for the break-out sessions rather than include them in the packet.

Chuck Redfern suggested that SWRPC staff send the Monadnock Shopper News ad to Cheshire TV to post on Channel 10. Henry Underwood explained that SWRPC has plans to send something to Cheshire TV and will ask about recording the annual meeting for rebroadcast or sharing via social media.

## **VI. Partner Information Sharing**

City of Keene Transportation Alternatives Program Project: Will Schoefmann said that the project moved from the planning phase to the engineering study phase and that the first public meeting was tentatively scheduled for January 24, 2017 at the YMCA. He explained that the proposed project consisted of bike facilities (such as bike lanes or sharrows) that will connect Park Ave and the rail trail. He said that the City of Keene would be soliciting public feedback for design considerations and alternatives.

Complete Economy Project: Jen Risley announced that Monadnock Buy Local recently received a grant for a Complete Economy project which will focus on creating policies that promote an economy that works for everyone. Monadnock Buy Local plans to organize a related event in the spring. Jen Risley commented that the project goes hand-in-hand with the Complete Streets framework and statewide efforts.

Pathways for Keene: Chuck Redfern said that three new kiosks, paid for by Pathways for Keene, will be installed along the Cheshire Rail Trail. The kiosks will include a map and wayfinding information. Pathways for Keene also plans to support a solar lighting project along certain parts of the Cheshire Rail Trail. He mentioned that the group was involved with adding lighting to the new South Bridge, which will most likely be implemented in the spring.

City Express: Michael Acerno said that he was recently featured on Cheshire TV for a half hour interview about City Express. Michael Acerno said that he could provide a copy of the interview at a future meeting. He also informed attendees that City Express has three new buses. City Express intends to replace the remainder of their fleet in 2017.

Partnerships to Improve Community Health (PICH): Mari Brunner gave a brief update about PICH. SWRPC is working with four communities this year, including Harrisville, Walpole, Jaffrey, and Winchester to create Complete Streets policies. Four schools are participating in Safe Routes to School from Winchester, Harrisville, and Jaffrey. She said the Rack It Up! program will start in early 2017.

Susy Thielen asked whether all the organizations that got bike racks have installed them yet. Mari Brunner said that most have installed them, however, there are a couple that have not. Chuck Redfern said that if they are not going to use the bike racks, MAST could ask for them back to give to other organizations or businesses that would use them.

## **VII. Advocacy Opportunities**

No advocacy opportunities were discussed.

## **VIII. Next Meeting**

The next meeting will be January 18, 2017 from 4:00 p.m. to 6:00 p.m. at the HCS Conference Room.

## **IX. Adjourn**

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Liz Kelly  
Planning Technician