



MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

STEERING COMMITTEE MEETING

AGENDA

January 11, 2018

4:00 p.m. to 4:45 p.m.

Home Healthcare, Hospice & Community Services
312 Marlboro Street, Keene, NH 03431

- I. Welcome and Introductions
- II. Minutes of October 18, 2017
- III. Subcommittee Updates
 - a. Carsharing Subcommittee
 - b. Municipal Transportation Fund Subcommittee
 - c. Bicycle Friendly Community Subcommittee
 - d. Complete Streets Subcommittee
- IV. Old Business
 - a. 2018 Focus Areas
- V. New Business
 - a. Steering Committee Nominations and Officers
 - b. Charter Amendments
- VI. Public Comments
- VII. Next Meeting: April 18, 2018
- VIII. Adjourn

Monadnock Alliance for Sustainable Transportation Steering Committee

MINUTES

October 18, 2017

4:00 p.m.

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

Steering Committee members present: Will Schoefmann, *Chairman, City of Keene*; Peter Hansel, *Filtrine Manufacturing Co.*; Chuck Redfern, *Keene Bicycle and Pedestrian Pathways Advisory Committee (BPPAC)*; Susan Thielen, *Keene resident*; Tricia Wadleigh, *Healthy Monadnock (by phone)*.

SWRPC staff members present were Mari Brunner, *Planner* and Henry Underwood, *GIS Specialist/Planner*.

I. Welcome and Introductions

Chairman Schoefmann called the meeting to order at 4:05 p.m. and asked for a round of introductions.

II. Minutes of July 19, 2017

The minutes of July 19, 2017 were approved as submitted by unanimous vote.

III. Subcommittee Updates

a. Carsharing Subcommittee

Mari Brunner provided a brief update on the MAST Carsharing Subcommittee, referring to the memo for agenda item III (a) that was included in the meeting packet. The Carsharing Subcommittee recommendation to the Steering Committee is to help increase participation in the MAST carsharing questionnaire and recommend individuals who may be willing to serve on the MAST Carsharing Subcommittee as volunteers. Currently, there are 80 responses to the questionnaire, about half of which are from Keene and the rest from other New Hampshire communities. Tricia Wadleigh asked how many responses the Subcommittee would like and what the deadline is to get responses to the questionnaire. Mari Brunner responded that the Subcommittee would like to see as many responses as possible by the end of October. Peter Hansel suggested reaching out to Helene Mogridge to see if the Keene YMCA would be willing to help distribute the carsharing questionnaire.

b. Municipal Transportation Fund Subcommittee

Henry Underwood provided a brief update on the MAST Municipal Transportation Fund Subcommittee, referring to the memo for agenda item III (b) that was included in the meeting packet. He said that the goal of the Subcommittee is to figure out which municipalities in the region have used the \$5 optional vehicle registration fee. Once the Subcommittee has collected this data, the next step is to work with the communities that have adopted the fee to determine how it is currently helping these communities to meet their local transportation needs. The final step is to develop educational materials about the optional fee

and conduct an outreach campaign to raise awareness about the optional fee and how it can be used to meet local transportation goals. Currently, the subcommittee is trying to get 100 percent participation in a survey that was sent out to all 34 municipalities in the region.

Chairman Schoefmann asked if there are any educational materials or websites where individuals can learn about the optional vehicle registration fee, other than the New Hampshire RSA that established the fee. Henry Underwood said that, to his knowledge, there are no websites that explain the optional fee. The non-profit Vital Communities developed a report in 2015 about the optional fee which includes some background information.

Chuck Redfern recommended that the Subcommittee look at the relationship between a municipality's population and the amount of revenue it is likely to raise with the optional fee as a way to promote the fee to communities in the region. He also suggested that the Subcommittee find an advocate in each town, for example the public works director or highway director, to help promote the fee. Chairman Schoefmann noted it would be interesting to estimate how much money the region as a whole could raise using the fee and compare that with what is currently being raised to show what the region is currently missing out on.

Peter Hansel asked what the goal of the municipal survey is. He recommended that the survey ask communities that have adopted the fee to share how they have been using it. Henry Underwood responded that the subcommittee plans to do a follow-up interview with communities that have adopted the optional fee to determine this information. Chairman Schoefmann suggested that the Subcommittee should try to gather information about how the fee is currently used before the 2018 MAST annual meeting, if possible. He said he would be willing to create an infographic that shows how the fee is used that could be shared at the MAST annual meeting. Peter Hansel asked how many subcommittee members there are, and Henry responded that there are three: Michael Acerno, Ellen Avery, and Rebecca Harris.

c. Bicycle Friendly Community Subcommittee

Chairman Schoefmann provided a brief update on the Bicycle Friendly Community Subcommittee, referring to the memo for agenda item III (c) that was included in the meeting packet. He said that the Subcommittee is currently working on promoting the League of American Bicyclists (LAB) "Bicycle Friendly Business" program and "Bicycle Friendly University" program. Peter Hansel noted that increasing the number of businesses and colleges that participate in these programs will improve the City of Keene's score for the Bicycle Friendly Community program. Chairman Schoefmann said that next steps for the Subcommittee include developing outreach materials about the different LAB Bicycle Friendly programs and engaging businesses and local colleges to participate in the programs.

IV. Old Business

a. Bicycle Mayor Update

Henry Underwood said that Tiffany Mannion received approval from Cycle Space to be the Bicycle Mayor of Keene. He suggested that the Steering Committee think about how MAST could partner with Tiffany Mannion to support her work. Chairman Schoefmann said initiatives Tiffany Mannion is interested in promoting include bike sharing and educational programming. Peter Hansel suggested that MAST keep a record of media coverage about the Bicycle Mayor for future Bicycle Friendly Community applications. Chairman Schoefmann said that the Mayor's Innovation Project contacted him about the Bicycle Mayor program, so it is already getting national attention.

b. 2017 Complete Streets Project

Chairman Schoefmann reported that an agreement is in place between SWRPC and the City of Keene and the City is in possession of the implementation funds. The City's contractor is in the process of providing a quote to complete the striping before the end of October 2017. The project will include a bike lane on south Main Street between the intersection with Route 101 and where the on-street parking begins. From that point, there will be framed sharrows that will go through the roundabout at Winchester Street and extend to Central Square. At Central Square, there will be bicycle boxes for both north-bound and south-bound traffic. Bicycle boxes are shaded areas about 12' by 15' in size that allow bicyclists to queue at the front of the line at the intersection. In addition, the City plans to install relevant signage along the bike lane and shared bicycle lane.

Mari Brunner asked about motorist and bicyclist education efforts related to the project. Chairman Schoefmann said that the City plans to create and distribute brochures to educate motorists and bicyclists about how to safely share the road. Chuck Redfern said that City Councilor Sutherland would like to start a safety and education campaign for motorists and bicyclists that would include public service announcements and educational materials. Chuck Redfern will invite Councilor Sutherland and Tiffany Mannion to the next City of Keene BPPAC meeting to discuss this issue further. Peter Hansel asked how many "Three foot passing" signs are currently installed in the City of Keene. Chairman Schoefmann responded that there are three: one each on Maple Avenue, Washington Street for southbound traffic near the highway exit ramp from Route 9, and Court Street near the intersection with Old Walpole Road.

c. Partnership to Improve Community Health Update

Mari Brunner provided a brief overview of the Partnership to Improve Community Health (PICH) initiative, which is aimed to increase access to physical activity opportunities, tobacco-free environments, and healthy food for Cheshire County residents. The three-year initiative has been led by Cheshire Medical Center/Dartmouth Hitchcock-Keene and includes a multi-sector coalition of partners that have worked together to achieve this goal. She reminded attendees that the role of Southwest Region Planning Commission (SWRPC) has been improve physical activity in the region by promoting active transportation. To achieve this goal, SWRPC staff has worked on three objectives:

1. Increase the number of municipalities that adopt Complete Streets policies;
2. Increase the availability of secure bicycle parking through the Rack It Up! program; and
3. Increase the number of schools that adopt Safe Routes to School action plans and implement a Safe Routes to School program.

Mari Brunner explained that the PICH initiative supported through funding from the National Center for Disease Control ended on September 29, 2017. As a direct result of the PICH initiative, seven municipalities adopted Complete Streets policies, 12 schools created Safe Routes to School action plans, and over 300 bicycle racks were purchased and delivered to businesses and other organizations throughout the region. Moving forward, the PICH partners have agreed to continue working together through a "Town Champions" program run by Healthy Monadnock. The Town Champions program is currently in the process of being developed. SWRPC staff will keep the MAST Steering Committee updated on the Town Champions program.

Tiffany Mannion arrived.

a. Bicycle Mayor Update

Tiffany Mannion gave an overview of her activities to date as Bicycle Mayor of Keene and plans for the future. She recently completed a video for a The Local Crowd crowdfunding campaign. She plans to focus on three areas as Bicycle Mayor of Keene: education, connection, and creation. She will speak at the Healthy Monadnock summit on November 7th, and she recently spoke at Winchester School to let students there know about her plans as Bicycle Mayor. The Bicycle Mayor of Keene website is live, and can be accessed at www.keenebicyclemayor.com. Tiffany Mannion asked everyone to visit the website and sign up for notifications. She met with the Monadnock Cycling Club to get information about hosting a beginner's ride. Over the winter, she plans to create a schedule for 2018, build her email list, and develop educational materials and programming. Tiffany will meet with representatives from the Bike-Walk Alliance of New Hampshire, and she plans to play a lead role in coordinating Bike to Work week events and activities. Her email is tiffany@keenebicyclemayor.com.

Tiffany Mannion indicated she would be willing to speak at the MAST annual meeting, which will take place sometime in January 2018. Will Schoefmann suggested that Tiffany and MAST consider using Strava this year for Bike to Work week instead of the Commute Smart NH trip logger because Strava data is used by the State of New Hampshire, regional planning commissions, municipalities, and others for planning purposes. Tiffany Mannion added that she plans to work with driver's education schools to increase education about how motorists can safely share the road with bicyclists. In addition, she will host bicycle trainings that will teach bicyclists about their responsibilities and how they can safely share the road with motorists. She noted that about 50% of crashes that involve bicyclists are deemed to be the fault of the bicyclist.

V. New Business

a. 2018 Complete Streets Project

Mari Brunner said that the same anonymous donor who funded the 2017 MAST Complete Streets Project would like to fund another project in 2018. If the project moves forward, the amount of money available for 2018 would be \$100,000. She asked if anyone from the Steering Committee would be willing to serve on a new Complete Streets Subcommittee in 2018 to oversee the 2018 Complete Streets Project. This would involve meeting 4-5 times throughout late 2017, 2018, and possibly early 2019, to develop project selection criteria and an application, reviewing and scoring applications received, and coming to a recommendation for the award of funds. The Subcommittee's recommendation would be brought before the MAST Steering Committee. If possible, she would like to get the Subcommittee together for a first meeting in November or early December of 2017.

Chuck Redfern suggested contacting Rebecca Harris to see if she would be willing to serve on the Subcommittee. Will Schoefmann recommended reaching out to someone from the NH Department of Transportation. Peter Hansel suggested sending an email out to the MAST Steering Committee and larger email list to see if anyone would be interested.

Motion: To seek volunteers for a MAST Complete Streets Subcommittee that would oversee the 2018 Complete Streets project.

Motion by Chairman Schoefmann, second by Susan Thielen. The motion passed unanimously.

Susan Thielen said that Ellen Avery may be interested in serving on the Subcommittee. Tricia Wadleigh volunteered to serve on the Subcommittee.

b. 2018 Focus Areas

Henry Underwood asked the Steering Committee if the quarterly Steering Committee meetings in combination with the MAST subcommittees was an effective structure for accomplishing MAST's goals. Everyone agreed that it was an effective structure and that they would like to continue the subcommittees and quarterly Steering Committee meeting schedule in 2018. Henry Underwood said that in moving forward, one way to improve the subcommittees is to ask volunteers to take on more responsibility and rely less on staff support. For example, each subcommittee could elect a chair that would be responsible for developing meeting agendas, calling meetings, and organizing volunteers. Peter Hansel said he thinks that subcommittee chairs are a good idea, and that they could either be nominated or people could volunteer to serve in that role.

Henry Underwood said that he would like to conduct a vetting process to narrow down the MAST focus areas for 2018. He shared copies of a list which includes 25 ideas for MAST focus areas. Henry Underwood explained that the goal is to narrow this list down to about 4-6 or fewer manageable focus areas for 2018. He proposed that the Steering Committee suggest additional ideas and that voting take place via an online poll.

Will Schoefmann asked what a "carrot mob" is. Henry Underwood explained that the term "carrot mob," which is in the MAST 2012-2020 Action Plan, refers to initiatives that promote businesses by encouraging people to patronize them. Peter Hansel said he likes idea #22, "MAST Outcome Measures," as long as it is combined with idea #1, "Communications Group." Chuck Redfern said that having a communications group is important, and he would be willing to serve on a Communications Subcommittee.

c. Annual Meeting

Chairman Schoefmann said that a date, time, location, speaker, etc. needs to be determined for the MAST annual meeting. He noted that the "Five at the Hive" events at the Hannah Grimes Center, which always start at 5:00 p.m. on Friday, have been successful. Peter Hansel said that early morning meetings have also been successful and well-attended. Peter Hansel suggested that MAST sponsor a "Five at the Hive" event and dates were suggested for the MAST annual meeting to take place in January 2018. Mari Brunner asked if the Steering Committee would be willing to meet at 4:30 p.m. to conduct the business portion of the meeting. Everyone agreed to this idea.

Will Schoefmann said that Phil Goff from Alta Planning and Design has agreed to speak at the annual meeting. Tiffany Mannion also agreed to speak.

d. Steering Committee Nominations/Officers

Attendees expressed an interest in continuing on as part of the MAST Steering Committee in 2018. Henry Underwood mentioned there would be openings on the Steering Committee for 2018 and encouraged members to connect with those that might consider playing a more active role in MAST. He reviewed the membership criteria and officer positions from the MAST Charter. Drew Bryenton, a member of the Bicycle Friendly Community Subcommittee, was suggested as someone who might be interested in joining the Steering Committee.

VI. Partner Information and Advocacy

No opportunities were shared. Henry Underwood suggested that attendees send such updates or opportunities to him via e-mail.

VII. Public Comments

No members of the public were present.

VIII. Next Meeting

The next meeting of the Steering Committee will be in conjunction with of the MAST annual meeting in January.

IV. Adjourn

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Mari Brunner
Planner

Date: January 11, 2018
To: Monadnock Alliance for Sustainable Transportation
From: Staff

RE: Carsharing Subcommittee

Background

The MAST Carsharing Subcommittee met once since the MAST Steering Committee meeting on November 6, 2017. Major activities include the following:

- Subcommittee members continued to conduct direct outreach to various businesses and organizations to increase awareness and understanding of carsharing, better understand how local organizations can benefit from and/or contribute to carsharing, and request assistance with distributing the carsharing questionnaire.
- The Subcommittee continued to work with a group of students from Keene State College to develop a report about carsharing in the Monadnock Region as part of a class project.

The Carsharing Subcommittee plans to meet in January 2018 to go over the final report produced by the Keene State College students and discuss recommendations to bring to the MAST Steering Committee.

Challenges

Subcommittee members have limited capacity as volunteers to accomplish all of its major activities as described above.

Successes

It is anticipated that working with the student team from Keene State College will help the Subcommittee reach its goal of determining the most feasible carsharing model for the Monadnock Region and knowing the stakeholders to approach to discuss next steps.

Recommendation

Conduct efforts to recruit individuals who may be interested in serving on the MAST Carsharing Subcommittee as volunteers.

Date: January 11, 2018
To: Monadnock Alliance for Sustainable Transportation
From: Staff

RE: Municipal Transportation Fund Subcommittee

Background

The MAST Municipal Transportation Fund Subcommittee has not met since the MAST Steering Committee meeting on November 6, 2017. As a reminder, tasks of the group include:

- Summarizing findings of a MAST survey distributed to all municipalities in Southwest NH regarding the optional \$5 motor vehicle registration fee (RSA 261:153 VI).
- Conducting interviews with key stakeholders around the State administering and/or advocating for the optional fee.

A parallel effort by TransportNH to determine communities throughout the State which collect the optional fee reached every community in Southwest NH with the exceptions of Langdon, Marlow, Roxbury, and Windsor. The effort confirmed that Keene, Peterborough, and Swanzey collect the optional fee in the maximum allowed amount of \$5.

Challenges

Participation in the survey to Monadnock Region communities about the optional fee has not been completed (8 of 34 communities responding). This has delayed the second phase of information gathering (in-person interviews).

Successes

The Subcommittee crafted a survey that can be used around the region and the State to better understand the adoption of the optional motor vehicle registration fee and the use of the fee-enabled transportation fund. The Subcommittee's work has enhanced regional awareness about the registration fee which complemented the Steering Committee's advocacy for HB 121. The legislation would increase the maximum allowed fee under NH RSA 261:153 VI to \$10. As of January 3, 2018, the bill was passed by the House and is being considered by the Senate.

Recommendation

Subcommittee members have not provided guidance to continue these efforts at this time. Additional volunteers are needed to continue work on this topic. Input from the Steering Committee on 2018 focus areas did not rank this as a high priority. However, staff recommends this subject continue to be examined by MAST due to its value in supporting MAST Action Plan objectives and strategies. The language of the legislation allows funds raised by the optional fee to be used for a variety of purposes, including the construction of sidewalks and bicycle facilities, as well as public transportation.

Date: January 11, 2018
To: Monadnock Alliance for Sustainable Transportation
From: Staff

RE: Bicycle Friendly Community Subcommittee

Background

The MAST Bicycle Friendly Community Subcommittee last met on November 20, 2017. Given the Steering Committee's enthusiasm for the Subcommittee to continue its efforts, Subcommittee members focused on how volunteers would continue working towards major action items in 2018, including:

- Working to promote a "pool" of locally based cycling instructors and identifying relevant instruction materials.
- Promoting the availability and use of improved wayfinding signage and maps for bicycles as well as pedestrians.
- Utilizing the Monadnock Buy Local survey results to encourage participation in the League of American Bicyclists Bicycle Friendly Business Program.

Challenges

Creating education and outreach materials and engaging municipalities, businesses, and academic institutions requires substantial planning and effort. In particular, New Hampshire lacks substantial buy-in with the League of American Bicyclists Bicycle Friendly Business Program.

Successes

The Subcommittee has identified potential businesses and institutions of higher education and prioritized a "big picture" approach to elevating the Bicycle Friendly Community status of Keene in a future application period. These activities may serve as a model to other towns looking to achieve their own status. The Subcommittee's efforts have supported the Steering Committee's advocacy to increase bicycling in the Region, as a supporter of Keene's first Bicycle Mayor. The Subcommittee's efforts have been supported by other achievements including MAST-supported bicycle facility improvements on Main Street in Keene as well as the acceptance of Keene State College into the League of American Bicyclists Bicycle Friendly University Program.

Recommendation

Staff recommends those interested in the League of American Bicyclists Bicycle Friendly Community programs to contact Subcommittee members and MAST Steering Committee Chair Schoefmann. Steering Committee members responded favorably to continuing this Subcommittee in 2018. The plans of Keene's Bicycle Mayor have emerged as common interests. Staff recommends coordinating with the Bicycle Mayor throughout 2018.

Date: January 11, 2018
To: Monadnock Alliance for Sustainable Transportation
From: Staff

RE: Complete Streets Subcommittee

Background

At their October 18, 2017 meeting, the MAST Steering Committee authorized recruitment of volunteers to serve on a subcommittee to oversee a 2018 Complete Streets implementation grant. A total of nine people volunteered to serve on the Subcommittee, which includes two representatives from the New Hampshire Department of Transportation (NHDOT). The Subcommittee is tasked with overseeing an award from an anonymous donor to support one or more Complete Streets implementation projects in the region. The full Subcommittee roster is provided below.

The MAST Complete Streets Subcommittee met on December 14, 2017. Major activities include the following:

- The Subcommittee decided to invite municipalities in the Monadnock Region to submit a letter of intent (LOI) for the 2018 Complete Streets implementation grant. To be eligible, an applicant must be a municipality located in the SWRPC planning area and have adopted a Complete Streets policy. The LOI is due by March 8, 2018.
- Staff developed a packet of materials which include an invitation to submit an LOI, guidance for the LOI, and a Complete Streets informational brochure which were mailed to all 34 municipalities in the Monadnock Region in early January.

The MAST Complete Streets Subcommittee plans to meet again in early March 2018 after the LOI deadline.

Complete Streets Subcommittee Roster

Name	Affiliation
Carolyn Garretson, Chair	Jaffrey Conservation Commission
Michael Branley	Town of Swanzey
John Kallfelz	NHDOT District 4
David Konesco	NHDOT District 4
Kathryn Lynch	Town of Hinsdale
Jan Manwaring	Pathways for Keene/City of Keene
Jen Risley	Monadnock Buy Local
Ivy Vann	Town of Peterborough
Tricia Wadleigh	Healthy Monadnock

Challenges

There are no challenges to report at this time.

Successes

There is diverse representation on the Subcommittee from around the region. The Subcommittee is on schedule to complete its work scope within the proposed timeframe.

Recommendation

Approval of the MAST Complete Streets Subcommittee roster.

Date: January 11, 2018
To: Monadnock Alliance for Sustainable Transportation
From: Staff

RE: Charter Amendments

Background

The MAST Charter states that the Annual Meeting is the appropriate forum to conduct hearings on any substantive changes to the MAST Charter. Staff proposes the following housekeeping updates, which it ascertains are not substantive:

1. The Charter includes a definition of the Monadnock Region, which was originally established to be consistent with the Southwest Region Planning Commission district. Since the creation of the Charter, this district no longer includes the Town of Franconstown. Staff suggests **III. Definition of the Monadnock Region** no longer list each community in the planning district and instead read as follows:

“The Monadnock Region includes communities of the Southwest Region Planning Commission planning district as delineated by the New Hampshire Office of Strategic Initiatives.”

2. The Charter includes information on the duties and procedures of the MAST Steering Committee under **IV. MAST Structure and Decision Making**. Item C. Steering Committee Process was previously amended to better allow the MAST Chair to respond to requests for letters of support without requiring a meeting. Staff suggests the following amendment to that paragraph:

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

Recommendation to MAST Steering Committee

Approval of the proposed amendments to the MAST Charter as specified above.