



Monadnock Alliance for Sustainable Transportation

2017 ANNUAL MEETING

Wednesday, January 18, 2017

4:00-6:00 P.M.

Home, Healthcare, Hospice and Community Services (HCS)
312 Marlboro Street, Keene, NH 03431

January 18, 2017



Monadnock Alliance for
Sustainable Transportation (MAST)
37 Ashuelot Street, Keene, NH 03431
www.MASTNH.org

Dear Friend of MAST,

It is my pleasure to welcome you to our 2017 annual meeting. Each year, we take a moment to look back at our past accomplishments and celebrate the progress we as a region have made towards increasing local and regional transportation options. It's a great opportunity for our partners, interested parties, businesses, municipal staff/officials, the general public, and others to learn more about advancing transportation options in the Monadnock Region. We are so glad to have you join us.

I would like to personally extend my thanks to all of the volunteers as well as the professional staff at Southwest Region Planning Commission who have furthered and facilitated these important projects and advocacy opportunities during 2016, some of which you'll learn more about today.

Some of our great local partners provided refreshments. Thank you to the Monadnock Food Co-op, The Works Café, and the Keene Hannaford Supermarket. We also thank HCS for the use of their space.

Our annual meeting serves as the kick-off for a new year of progress. We are excited to have both Rebecca Harris of Transport NH and Tim Blagden of the Bike-Walk Alliance of New Hampshire help us start off on the right foot. We hope you will join us in another rewarding year. Please, take a moment to review the enclosed information, and consider how you or your organization may be able to further our objectives and work plan projects in 2017. MAST looks forward to a great year fostering our partnerships and developing new ones along the way. Thank you for your support!

Sincerely,

Will Schoefmann

MAST Steering Committee Chair

Meeting Agenda

- I. Welcome from the Chair
- II. Business Meeting: Approval of minutes, Steering Committee nominations, election of officers
- III. Recent Activities: Overview of recent activities and projects within the Monadnock Region that have helped advance MAST's goal "to increase the use and availability of local and regional transportation options in the Monadnock Region."
- IV. Break/Networking
- V. Guest Speaker: Presentation from Transport NH and Bike-Walk Alliance of New Hampshire about statewide efforts to promote sustainable transportation options as well as ways the Monadnock Region can coordinate with organizations across New Hampshire to build a better transportation system.
- VI. Upcoming Projects: Overview of the projects MAST plans to undertake in 2017.
- VII. Breakout groups: Get more in-depth information about specific projects from local champions.
- VIII. Adjourn

About MAST

The Monadnock Alliance for Sustainable Transportation (MAST) is a coalition of organizations and individuals working to implement sustainable transportation solutions in the Monadnock Region. MAST recognizes the broad impacts that our transportation system has on us as individuals and as communities: access to employment and services, the cost of living, public health, and beyond.

In order to address these challenges, MAST has emerged as a forum to build consensus on transportation needs and solutions, foster the development of local and regional partnerships on transportation initiatives, advocate for sustainable transportation solutions, and more.

To learn more about MAST, please visit www.MASTNH.org or follow MAST on Facebook at www.facebook.com/MASTNH.

MISSION

Through leadership and education, MAST promotes all modes of transportation that enhance the environmental, economic and physical health and well-being of citizens in the Monadnock Region.

VISION

MAST envisions citizens of the Monadnock 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.

MAST Partners

Below is a list of organizations that have helped to advance MAST's goal of increasing the use and availability of local and regional transportation options in the Monadnock Region.

- Cheshire Medical Center
- City of Keene*
- Community Volunteer Transportation Company (CVTC)
- CommuteSmart NH
- Filtrine Manufacturing*
- Hannah Grimes
- Healthy Monadnock 2020
- Home Healthcare, Hospice, and Community Services (HCS)*
- Keene State College*
- Monadnock Buy Local*
- Monadnock Food Co-op
- Pathways for Keene
- Southwest Region Planning Commission
- Thomas Transportation*
- Town of Peterborough*

** These organizations are represented on the MAST Steering Committee*

Recent Activities

The following is a partial list of recent activities and programs in the Monadnock Region that support the goal and objectives of MAST's 2012-2020 Action Plan.

RACK IT UP! (2014-PRESENT)

Rack it Up! aims to increase both the number and visibility of bike racks in Monadnock Region communities in order to promote bicycling as a viable form of transportation. The program began in 2014 when MAST received a grant from the N.H. Charitable Foundation to seek business partners and others to participate in a 50% cost-sharing program to purchase bicycle racks. This first phase of the program resulted in 90 new bicycle parking spaces throughout the City of Keene.



In 2015, the program expanded thanks to funding from Healthy Monadnock and the Centers for Disease Control and Prevention (CDC) to include more communities. In addition, the program now covers 100% of bicycle rack costs. In total, 438 new bicycle parking spaces have been created throughout Keene, Swanzey, Hinsdale, and Troy. The program will continue to expand in 2017 into Jaffrey, Winchester, Walpole, and Harrisville.

PARTNERSHIPS TO IMPROVE COMMUNITY HEALTH - "PICH" (2015-Present)

Southwest Region Planning Commission (SWRPC), has partnered with Healthy Monadnock to participate in a program of the CDC called "Partnerships to Improve Community Health" (PICH). This 3-year initiative funds a multi-sector coalition in Cheshire County that is working to address the leading risk factors for the causes of death and disability in the US: lack of physical activity, poor nutrition, and tobacco use.

SWRPC was subcontracted by Cheshire Medical Center/Dartmouth-Hitchcock Keene to work with MAST to undertake the active transportation component of this initiative, which includes promoting Complete Streets, working with schools to develop Safe Routes to School action plans, and continuing the already successful "Rack it Up!" program.



View of Main Street in Keene, NH.

Complete Streets Activities

Complete Streets is a context-sensitive approach to transportation planning, design, construction, operation, and maintenance. It takes into consideration the needs of *all* users, regardless of age, ability, or mode of travel. SWRPC, with guidance from MAST, is working with Cheshire County communities to increase education and awareness about Complete Streets, visually show the benefits of Complete Streets through Complete Streets demonstration events, and develop local Complete Streets policies and guideline documents. To date, four communities in Cheshire County have adopted Complete Streets policies: Keene, Swanzey, Troy, and Hinsdale.



Complete Streets vision for Troy, NH.

Safe Routes to School Activities

Safe Routes to School (SRTS) is a national movement to encourage students, including those with disabilities, to safely walk, ride bicycles, or use other forms of active transportation to and from school. SRTS aims to improve safety for children who walk or bike to school, decrease rates of childhood obesity and related diseases, and ease traffic congestion and improve air quality near schools.

SWRPC, with guidance from MAST, is working with schools in Cheshire County to create Safe Routes to School Action plans that outline strategies for increasing the number of students who walk and bike to school.



A crossing guard helps students cross Route 101 in Marlborough, NH.

2016 BIKE TO WORK DAY EVENT

In early 2016, MAST formed a subcommittee that was charged with organizing a “Bike to Work Day” event in Keene. The goal of Bike to Work Day is to showcase the many benefits of bicycling and encourage more people to give biking - and other alternatives to vehicle use - a try. The event was held on Friday, May 20, 2016 from 6:00 a.m. to 12:00 p.m. at Railroad Square in Keene. Activities included:



Commuters enter their names for raffle prizes at the 2016 Bike to Work Day event.

- Free commuter breakfast
- Free giveaways
- “Bike to Work Day” Proclamation issued by City of Keene Mayor Kendall Lane
- Complete Streets information session led by Transport NH and Bike-Walk Alliance of New Hampshire
- Walking and bicycling tours of Keene that highlighted examples of pedestrian and bicycle friendly street design.

MAST plans to organize Bike to Work Day events in May of 2017 to build on the success of the previous event and expand into more communities.

CARSHARING PROJECT (2016-Present)

Carsharing is a transportation option that offers the benefits of having access to a car without the cost or obligations associated with private ownership. It differs from traditional car rentals in several important ways. Carshares usually offer hourly (or less) rates, and the vehicles are often distributed throughout the service area rather than located in one central location. In addition, the vehicles can be accessed 24/7. This model is attractive to people who make only occasional use of a vehicle as well as others who would like occasional access to a vehicle of a different type than they use day-to-day.



Image courtesy of The Carsharing Association, www.carsharing.org.

In 2016, a subcommittee of MAST was formed to oversee the development of a background report about carsharing in the Monadnock Region. MAST enlisted the help of a student from Keene State College, Lisa Donnelly, to conduct research on carsharing. The report that was produced, called *Carsharing: An Alternative to Private Vehicle Ownership* can be accessed online at www.MASTNH.org. MAST plans to continue looking into the feasibility of carsharing in the Monadnock Region in 2017.

CITY EXPRESS ONLINE TRIP PLANNER

More and more people are turning to their computers, mobile devices, and tablets for information related to transportation and wayfinding. To increase the availability of public transportation stop, schedule, and fare information to this audience, SWRPC worked with [City Express](#) to create this information in a digital format used by hundreds of other agencies. Today, riders with internet access can visit www.google.com/maps to quickly plan a trip that includes biking, walking, and City Express.

MAST 2017 Upcoming Projects

The following four project proposals have been selected as key activities MAST will undertake during 2017. The MAST Steering Committee is currently seeking interested individuals to serve on dedicated subcommittees that will implement these projects over the course of 2017. Interested individuals should contact Mari Brunner at mbrunner@swrpc.org or (603) 357-0557.

BICYCLE FRIENDLY COMMUNITY (BFC) PROGRAM

Help communities achieve a "Bicycle Friendly Community" Designation!

The League of American Bicyclists' [Bicycle Friendly Community](#) (BFC) program is a tool for communities to make bicycling a real transportation and recreation option for all people. Communities are assessed through a [voluntary application process](#) and recognized in one of six categories. All applicants receive customized feedback on their application as well as access to technical assistance to help them move to the next level. To learn more, visit www.bikeleague.org/community.

MAST is interested in working with the City of Keene, which was awarded a bronze BFC designation in 2011 and 2015, to increase the City's ranking from Bronze to Silver status. The Bicycle Friendly Community subcommittee will take a lead role in this project and report back to the MAST Steering Committee on a quarterly basis. Potential work tasks include working with City of Keene staff to identify action steps the City and other stakeholders can take to increase the community's ranking. The subcommittee may also assist the City with filling out a new application for BFC status. In future years, the BFC subcommittee may branch out into other communities or into the [Bicycle Friendly University](#) or [Bicycle Friendly Business](#) programs.

The expected time commitment is about three hours per month. This includes one hour per month spent in subcommittee meetings, and 2 hours per month outside of meetings. The project will start in January of 2017 and conclude in October of 2017 (10 months).

BIKE TO WORK WEEK

Promoting Biking and Walking in the Monadnock Region!

National Bike Month (May) and Bike to Work Week (May 15-19) are important opportunities to encourage bicycling and walking as well as other alternatives to vehicle use. A 2016 MAST subcommittee successfully organized a Bike to Work Day event in Keene, which included a proclamation by Keene Mayor Kendall Lane, a Complete Streets Workshop, a free commuter breakfast, as well as a variety of giveaways. Significant effort was required to coordinate all required supplies, donations, and permissions.

In 2017, MAST would like to continue the event in Keene and possibly expand to other communities in the Monadnock Region. The size, number, and complexity would be the responsibility of the subcommittee. Commuter breakfasts, giveaways, coordination with bike shops and businesses, the statewide commuter challenge offered by CommuteSmart NH, and media outreach are just some of the many opportunities to promote biking in southwest New Hampshire. Members of the 2016 subcommittee may be available to support or extend planned efforts.

The expected time commitment is about three hours per month. This includes one hour per month spent in subcommittee meetings, and 2 hours per month outside of meetings. Subcommittee members would be expected to participate in at least one Bike to Work Day event (Friday May 19, 2017). The project will start in January of 2017 and conclude in May of 2017 (5 months). However, there are significant opportunities to continue promoting bicycling through the spring, summer, and fall of 2017. Undertaking additional activities beyond Bike to Work Week would be at the discretion of the subcommittee.

CARSHARING FEASIBILITY PROJECT

Help bring carsharing the Monadnock Region!

Carsharing is a transportation option that offers the benefits of having a car without the cost or hassle of private ownership. Well-known business examples include ZipCar and Enterprise Carshare, however, carshares can also be set up as non-profits or co-operatives. In 2016, MAST released a report titled *Carsharing: An Alternative to Private Vehicle Use*, which includes background information on carsharing, detailed case studies, and recommended next steps for the Monadnock Region.

MAST is interested in working with community partners to determine the feasibility of carsharing in Keene and the Monadnock Region. The Carsharing Subcommittee would take a lead role on this project and report back to the MAST Steering Committee on a quarterly basis. Potential work tasks include conducting a public interest survey, reaching out to potential business or community partners, and researching potential funding sources. There is also the possibility of working with a student intern from an area college or university to help move the project forward.

The expected time commitment is about three hours per month. This includes one hour per month spent in subcommittee meetings, and 2 hours per month outside of meetings. The project will start in January of 2017 and conclude in December of 2017 (12 months).

MUNICIPAL TRANSPORTATION FUND

Flexible and local funding for transportation alternatives!

Alternatives to the passenger car have relatively little support through Federal and State funding sources. New Hampshire communities have the option to charge an additional

fee, up to \$5 per motor vehicle registration, to be used towards a municipal transportation fund (per [NH RSA 261:153](#) VI). The fund may be used to support biking, walking, transit, as well as traditional infrastructure and maintenance. Although cities and towns have had the option to charge the fee since 1997, currently only three communities in the Monadnock Region make use of the fee. [Recent research](#) has demonstrated the value and success of the fee in other areas of the State. However, local barriers, successes, and value have not yet been evaluated.

MAST has expressed an interest in learning about both the successes and challenges of municipal transportation funds in New Hampshire, as well as public opinion. The Municipal Transportation Fund subcommittee will take a lead role in this project and report back to the MAST Steering Committee on a quarterly basis. Potential work tasks could include direct outreach to communities that have adopted or decided against the fund, an assessment of public opinion of the fund in the Monadnock Region, and raising awareness about the fund among municipalities and the general public.

The expected time commitment is about three hours per month. This includes one hour per month spent in subcommittee meetings, and 2 hours per month outside of meetings. The project will start in January of 2017 and conclude in December of 2017 (12 months).

2017 Project Timeline

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bicycle Friendly Community Program												
Form subcommittee	■											
Create work plan		■										
Work with City of Keene staff to identify action items MAST can take to assist with BFC application			■	■	■							
Implement work plan						■	■	■	■	■	■	■
Update MAST Steering Committee				■			■			■		

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bike to Work Week												
Form subcommittee	■											
Create and implement work plan		■	■	■								
Bike to Work Day event(s)					■							
Update MAST Steering Committee				■								

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Carsharing Feasibility Project												
Form subcommittee	■											
Create work plan		■	■									
Conduct market research to determine preferred carshare model				■	■	■	■	■				
Determine potential next steps									■	■	■	■
Update MAST Steering Committee				■			■			■		

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Municipal Transportation Fund												
Form subcommittee	■											
Create work plan and conduct background research and design survey tool(s)		■	■	■								
Gather info from communities that have implemented the surcharge				■	■	■						
Summarize findings and create outreach materials/talking points							■	■	■	■		
Identify communities to reach out to										■	■	
Share information with communities about benefits of \$5 registration fee												■
Update MAST Steering Committee				■			■			■		

Monadnock Alliance for Sustainable Transportation Annual Meeting

MINUTES

January 18, 2017

Steering Committee members present: Will Schoefmann, *Chair, City of Keene*; Michael Acerno, *Vice-Chair, Home Healthcare, Hospice and Community Services (HCS)*; Frank Dobisky, *Thomas Transportation*; Diana Duffy, *Keene State College*; Jan Manwaring, *Pathways for Keene*; Susan Thielen, *Keene resident*.

Guests present: Wink Faulkner, *Pathways for Keene*; Yves Gakunde, *City of Keene*; Andrew Harmon, *Keene resident*; Rebecca Harris, *Transport NH and Bike-Walk Alliance of NH (BWANH)*; Emerald Levick, *Monadnock Food Co-op*; Andrew Madison, *Greater Keene Chamber of Commerce*; Andrew Metell, *Keene Resident*; Sue Nelson, *Keene State College*; Nick Petersen, *Keene resident*; Linda Rubin, *Healthy Monadnock*; Douglas Barrett, Drew Bryenton, Tal Gregory, Sam Hawkes, Katie Kinsella, *(affiliations not provided)*.

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

I. Welcome from the Chair

Chairman Schoefmann called the meeting to order at 4:15 p.m. He thanked HCS for the use of their space for the meeting and the Monadnock Food Co-op, The Works Café, and the Keene Hannaford Supermarket for providing refreshments. He also thanked SWRPC for providing staff support to MAST. He gave a brief overview of the meeting agenda and thanked attendees for coming to the meeting, noting that meeting packets and a sign-in sheet were located in the back of the room.

II. Minutes of December 21, 2016

Motion: To approve the minutes of the December 21, 2016 MAST Steering Committee meeting as written.

Motion by Susy Thielen, seconded by Frank Dobisky. Approved by unanimous vote.

III. 2017 Steering Committee Roster and Proposed Meeting Schedule

Chairman Schoefmann read aloud the names of the 2017 Steering Committee members. The roster included Michael Acerno, HCS; Peter Hansel, Filtrine Manufacturing; Frank Dobisky, Thomas Transportation; Diana Duffy, Keene State College; Tammy Dwyer, Healthy Monadnock; Chuck Redfern, Pathways for Keene; Jen Risley, Monadnock Buy Local; Susy Thielen, Keene resident; Will Schoefmann, City of Keene; and Ivy Van, Town of Peterborough. He said that the proposed Steering Committee meeting dates for 2017 are April 19, July 19, and October 18 and that all were welcome to attend.

IV. Presentation about MAST's Recent Activities

Henry Underwood began a presentation, noting that several MAST members would be following him to provide information about activities conducted by MAST and its partners over the last several years. The presentation, entitled "MAST Recent Activities," is available at www.mastnh.org/documents.

Susy Thielen presented information about the Rack It Up! program, an initiative that provides free bike racks to businesses in order to encourage bicycling as a viable form of transportation. She explained that the program has resulted in the creation of hundreds of new bicycle parking spaces throughout Keene, Swanzey, Hinsdale, and Troy, with plans to expand in other Cheshire County towns in 2017.

Mari Brunner spoke briefly about the Partnerships to Improve Community Health (PICH) initiative and Complete Streets activities. PICH is a three year initiative led by Healthy Monadnock that aims to increase access to physical activity opportunities, healthy food options, tobacco-free environments, and tobacco cessation resources. As part of this initiative, SWRPC has been partnering with MAST to encourage active modes of transportation such as walking and bicycling. This work includes engaging communities in Cheshire County to develop local Complete Streets policies. To date, Keene, Swanzey, Hinsdale, and Troy have adopted policies.

Liz Kelly gave a presentation about Safe Routes to School (SRTS) activities that MAST has supported. She explained that SRTS is a national program that aims to increase the number of children who walk or bike to school.

Mari Brunner described a carsharing report that was prepared by SWRPC for MAST. Carsharing is a car rental model where cars are located in multiple locations throughout a service area. Vehicles can be accessed 24 hour a day and seven days a week by carshare members. The report includes background information about carsharing, three case studies, and recommended next steps.

Michael Acerno introduced the City Express online trip planner, which can be accessed at www.google.com/maps. Henry Underwood described how to use the online trip planner to access information about City Express routes, bus stop locations, and the stop schedule.

V. Guest Presentation: Statewide Transportation Initiatives

Rebecca Harris gave a presentation about statewide transportation initiatives, including information about Transport NH and Bike-Walk Alliance of New Hampshire (BWANH). Transport NH is the backbone organization of the "Statewide Transportation Initiative", supporting organizations throughout the state working to create an integrated transportation system that gives people options for getting around. She gave an overview of Transport NH's action plan and policy agenda for 2017. The policy agenda includes passing Complete Streets legislation, raising the cap on the municipal optional vehicle registration fee from \$5 to \$10, and promoting public-private partnerships. She also discussed New Hampshire Department of Transportation's (NH DOT) Statewide Transit Assessment, the NH DOT Balanced Scorecard, metrics for pedestrian, bicycle, and transit, and Transport NH's "Venues and Voices" online tool box.

Rebecca Harris also talked about BWANH, which is a membership organization that educates and advocates to improve walking and biking conditions statewide. The BWANH policy agenda

includes supporting bills that promote trails, bicycle friendly chip sealing practices, Complete Streets, and promoting the use of “level of traffic stress” analysis for measuring safety for bicyclists. Rebecca Harris asked attendees to join BWANH as individual members and encourage local bicycle shops and other organizations to join as business members. Attendees were given a handout with a list of actions to take to support transportation initiatives at the local, regional, and state levels. The presentation, entitled “Statewide Transportation Initiatives,” is available at www.mastnh.org/documents.

VI. Presentation about MAST’s Upcoming Projects

Mari Brunner explained that the MAST Steering Committee has identified four projects MAST will undertake in 2017. Subcommittees have been formed to manage each project. The first project involves coordinating “Bike to Work Week” events in Keene and potentially other communities in May 2017. The second project is a follow-up to the carsharing report that was developed for MAST in 2016. This carshare subcommittee will develop a work plan to look into the feasibility of establishing carsharing in Keene and the Monadnock Region. The third project involves working with staff from the City of Keene to identify opportunities for increasing the City’s ranking for the League of American Bicyclists’ “Bicycle Friendly Community” program. In future years, this subcommittee could expand into other communities. The goal of the fourth project is an education and outreach campaign that aims to raise awareness and knowledge of a municipal transportation fund supported by motor vehicle registration fees. This fund is enabled by NH RSA 261:153 VI.

VII. Breakout Groups

Attendees interested in the Bike to Work Week project met with Liz Kelly, attendees interested in the Bicycle Friendly Community program met with Will Schoefmann, attendees interested in carsharing met with Mari Brunner, and attendees interested in the municipal transportation fund met with Henry Underwood. Attendees asked questions about each project and were encouraged to add their names to volunteer for each subcommittee. SWRPC staff announced that it would follow up with people who signed up to volunteer with more information and to schedule the first subcommittee meetings in February.

VIII. Adjourn

The meeting adjourned at 6:00 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*

*February 3, 2017
4:00 p.m. - 4:15 p.m.*

- I. Welcome**
- II. February 7, 2017 Public Hearing on New Hampshire House Bill 121**
- III. Adjourn**

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

603-357-0557
FAX 357-7440
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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

February 3, 2017

Steering Committee members present: Will Schoefmann, *City of Keene*; Frank Dobisky, *Thomas Transportation*; Tammy Dwyer, *Healthy Monadnock* (by phone); Peter Hansel, *Filtrine Manufacturing Co.* (by phone); Jen Risley, *Monadnock Buy Local* (by phone); Susan Thielen, *Keene resident* (by phone); and Ivy Vann, *Town of Peterborough* (by phone).

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

I. Welcome

Chairman Schoefmann called the meeting to order at 4:00 p.m.

II. February 7, 2017 Public Hearing on New Hampshire House Bill 121

Chairman Schoefmann asked SWRPC staff to provide background information about N.H. House Bill 121 (HB 121). Henry Underwood explained that HB 121 would amend RSA 261:153 VI(b) to raise the cap on the optional municipal vehicle registration fee from \$5 to \$10. Communities have had the option to adopt this fee for 20 years, and it has been used to fund a broad range of transportation improvements. SWRPC learned on Wednesday that the public hearing for the bill would be Tuesday, February 7, 2017 at 11:20 a.m.

Motion: To approve a letter, to be written and signed by Chairman Schoefmann, that expresses MAST's support for HB 121.

Motion by Peter Hansel, seconded by Jen Risley. Approved by unanimous vote.

Discussion ensued about providing in-person testimony at the public hearing. Chairman Schoefmann said he may be able to attend to read the letter aloud, however, he was not certain. No one else is able to attend the hearing. Chairman Schoefmann said he would ask Michael Acerno, MAST Steering Committee Vice Chair, if he could attend the public hearing to give testimony on behalf of MAST.

III. Adjourn

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Mari Brunner
Planner



MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

STEERING COMMITTEE MEETING

AGENDA

April 19, 2017

4:00 p.m.

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

- I. Approval of Minutes
 - a. January 18, 2017
 - b. February 3, 2017
- II. Partner Information Sharing & Advocacy Opportunities
- III. Complete Streets Mini Grant
- IV. Website Update
- V. Procedure for Making Decisions between Meetings
- VI. Subcommittee Updates
 - a. Bicycle Friendly Community Subcommittee
 - b. Transportation Improvement Fund Subcommittee
 - c. Carsharing Subcommittee
 - d. Bike to Work Day Subcommittee
- VII. Bike to Work Day Discussion
- VIII. Next Meeting: July 19, 2017
- IX. Adjourn

Monadnock Alliance for Sustainable Transportation Steering Committee

MINUTES

April 19, 2017

4:00 p.m.

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

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

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

I. Welcome

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

II. Approval of Minutes

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

Will Schoefmann arrived and began to chair the meeting.

III. Partner Information Sharing & Advocacy Opportunities

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

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

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

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

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

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

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

IV. Complete Streets Implementation Grant

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

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

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

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

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

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

V. Website Update

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

VI. Procedure for Making Decisions between Meetings

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

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

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

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

VII. Subcommittee Updates

a. Bicycle Friendly Community Subcommittee

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

Michael Acerno excused himself from the meeting at this time.

b. Transportation Improvement Fund Subcommittee

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

c. Carsharing Subcommittee

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

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

Will Schoefmann excused himself from the meeting at this time.

d. Bike to Work Day Subcommittee

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

VIII. Bike to Work Day Discussion

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

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

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

IX. Next Meeting: July 19, 2017

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

X. Adjourn

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Henry Underwood
GIS Specialist/Planner



MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

STEERING COMMITTEE MEETING

AGENDA

July 19, 2017

4:00 p.m. to 5:30 p.m.

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

- I. Welcome and Introductions
- II. Minutes of April 19, 2017
- III. Subcommittee Updates
 - a. Carsharing Subcommittee
 - b. Bike to Work Week Subcommittee
 - c. Municipal Transportation Fund Subcommittee
 - d. Bicycle Friendly Community Subcommittee
- IV. Old Business
 - a. Partnerships to Improve Community Health Update
 - b. Complete Streets Implementation Grant
- V. New Business
 - a. Bicycle Mayor Initiative
 - b. New Hampshire Complete Streets Coalition
- VI. Partner Information Sharing & Advocacy Opportunities
- VII. Public Comments
- VIII. Next Meeting: October 18, 2017
- IX. Adjourn

Monadnock Alliance for Sustainable Transportation Steering Committee

MINUTES

July 19, 2017

4:00 p.m. to 5:30 p.m.

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

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

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

I. Welcome and Introductions

With Chairman Schoefmann not yet having arrived, Vice Chair Acerno called the meeting to order at 4:05 p.m.

II. Minutes of April 19, 2017

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

Chuck Redfern, Chairman Schoefmann, and Ivy Vann joined the meeting. Chairman Schoefmann assumed chairmanship responsibilities.

III. Subcommittee Updates

Mari Brunner, Henry Underwood, and Chairman Schoefmann provided brief updates of the MAST subcommittees, referring to related handouts included with the meeting materials provided to attendees in the meeting packet.

IV. Old Business

a. Partnership to Improve Community Health Update

Mari Brunner provided a brief overview of the Partnership to Improve Community Health (PICH) initiative, which aims to increase access to physical activity opportunities, tobacco-free environments, and healthy food for Cheshire County residents. The three-year initiative is led by Cheshire Medical Center/Dartmouth Hitchcock-Keene and includes a multi-sector coalition of partners that are working together to achieve this goal. She reminded attendees that the role of Southwest Region Planning Commission (SWRPC) and MAST as partners in this initiative is to improve physical activity in the region by promoting active transportation. To achieve this goal, SWRPC staff are working 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 SWRPC and MAST worked with Keene and Swanzey in year one, Troy and Hinsdale in year two, and Winchester, Walpole, Jaffrey, and Harrisville in year three of PICH. The final year of PICH will end on September 29, 2017.

Mari Brunner noted that so far in year three of PICH, the Town of Walpole adopted a Complete Streets policy in May and the Town of Jaffrey adopted Complete Streets design guidelines and was working on a policy. She said the Town of Harrisville had completed a draft policy and design guidelines and was in the process of reviewing them. She said the Town of Winchester was still working on both a policy and design guidelines. There have been three Complete Streets demonstration events so far; one in Jaffrey in late May and early June, one in Walpole in late June, and one in Harrisville in early July. She noted that the final Complete Streets demonstration event would be coming up on Saturday, July 22, 2017 and will coincide with the Winchester Farmer's Market from 10:00 a.m. to 3:00 p.m. The event will include a parklet and curb extensions at two pedestrian crossings.

Mari Brunner updated attendees on a potential upcoming partnership with the Council for a Healthier Community, which is in the process of creating work groups to implement the Monadnock Region's Community Health Improvement Plan. One such work group, focused on reducing obesity, is seen as an extension of the PICH initiative. One goal of the group is to find a way to continue the promotion of Complete Streets and Safe Routes to School programming, in partnership with Southwest Region Planning Commission and the Monadnock Alliance for Sustainable Transportation. However, most details are still forthcoming. She said she will keep the group informed. Peter Hansel asked about the main effect of money not being available going forward. Mari Brunner confirmed that after September, she would not be able to spend as much time on these activities. However, she said, SWRPC's New Hampshire Department of Transportation (NHDOT) contract, will allow SWRPC to provide some support towards these activities. Mari Brunner concluded her update saying that Healthy Monadnock is in the process of considering a "Town Champions" program.

Peter Hansel asked if there will there be an overall assessment of how the PICH initiative has worked. Mari Brunner replied that an evaluation is a required part of the activities, beyond the existing success stories already created as part of the activities. Peter Hansel suggested adding these success stories to the MAST website.

b. Complete Streets Implementation Grant

Mari Brunner thanked participants of the Complete Streets Subcommittee for their assistance in evaluating project proposals.

Susy Thielen joined the meeting.

Mari Brunner said that three applications were received from the Town of Swanzey, the City of Keene, and the Town of Hinsdale. She said that the Subcommittee met last week on Thursday to go over scores and come to a final decision. The City of Keene application received the highest score and the subcommittee voted to award the Complete Streets implementation funds to Keene in the amount of \$10,000 for the project as described in the City's application. Mari Brunner requested that the Steering Committee ratify this decision during today's meeting. She summarized the three different project proposals. The Town of Swanzey's application consisted of the purchase and installation of signs

depicting New Hampshire's "3-foot" passing law according to NH RSA 265:143-a. Subcommittee members commented that the application was well-written and clearly-described. However, there were concerns about measuring the success, evidence regarding effectiveness, and community buy-in. The Hinsdale application for seasonal parklets, crosswalk improvements, and speed feedback signage was summarized next. This application received the lowest score of the three applications. The City of Keene application consisted of new bicycle facilities on Main Street, including a 500-foot bike lane starting from the intersection with NH 101 and ending at the existing on-street parking, before transitioning to shared lane markings. Bicycle boxes, an intersection safety feature for improved visibility, will be installed at the signalized intersection at the rotary. The City of Keene also proposed eight signs to accompany the project's bike lanes and shared lane markings.

Jen Risley asked about the timeline of the program and the possibility of continuing or expanding. Mari Brunner said that the funder has expressed interest in continuing the program with a larger award next year, but there are no plans at this time.

Motion: To ratify the decision of the MAST Complete Streets Subcommittee to award Complete Streets implementation grant funds to the City of Keene.

Motion by Peter Hansel, seconded by Jen Risley. Chairman Schoefmann recused himself as he is an employee of the City of Keene. The motion was approved by unanimous vote.

V. New Business

a. Bicycle Mayor Initiative

The agenda item was deferred until after VI. Partner Information and Advocacy.

b. New Hampshire Complete Streets Coalition

Mari Brunner said that Rebecca Harris of Transport NH and Bike-Walk Alliance of NH recently brought a theory of change document to the NH Complete Streets coalition, of which MAST is a member, with the goal of it being endorsed. A hard copy was provided to attendees for review. Mari Brunner said that MAST would not be adopting the theory of change for itself, but rather voting as a member of the NH Complete Streets Coalition to adopt it for that group. Jen Risley asked Mari Brunner if she had reservations about the document. Mari Brunner said she had none. Chuck Redfern suggested adding this item to the next MAST Steering Committee agenda. Will Schoefmann encouraged attendees to review the provided handout and provide comment.

VI. Partner Information and Advocacy

Chuck Redfern noted that several communities in New Hampshire were participants in a letter writing campaign to the State's federal delegation in regards to the use of all-terrain vehicles (ATVs) on recreational trails. He said the letter went out on May 30, 2017 and that both Claremont and Haverhill recently submitted letters. He said that currently, federal law prohibits ATVs from using rail beds in areas where Transportation Enhancement Program funds were used to acquire former rail beds. He said that the State had spent tens of millions of dollars to this end. Further, he said, the City of Keene had also contributed millions of dollars for the same purpose. He pointed out that dirt bikes and ATVs both pay fees to the NH Department of Resources and Economic Development Recreational Trails Bureau and said rail beds would not last in useable form for people walking and biking if off-road vehicles were allowed to travel on them. Chuck Redfern said he had visited Pam Slack from U.S. Senator Shaheen's office for more information and commented that letters from the City of Keene and other organizations would be a

valuable way to provide feedback to her office. Will Schoefmann thanked Chuck Redfern for the synopsis of the issue. Attendees agreed that a letter of opposition to allowing such access would be worth considering. Chuck Redfern suggested the regional planning commission consider addressing the issue.

Tiffany Mannion joined the meeting at 5:04 p.m.

Peter Hansel commented that a letter should highlight MAST goals and objectives where the proposal to allow ATV access would be in direct conflict. Chuck Redfern said the letter would be to Senator Jeanne Shaheen, who he felt was in the process of gauging perception. Chairman Schoefmann asked for Chuck Redfern to send information about any developments to SWRPC staff.

Chairman Schoefmann provided copies of the recently-published “Bicycle/Motor Vehicle Safety and Rules Pamphlet” (by the NHDOT Bicycle and Pedestrian Program) brochure.

Mari Brunner noted that Healthy Monadnock (via Tricia Wadleigh) had shared an advocacy opportunity with SWRPC staff. The Swamp Bats allows partners of Healthy Monadnock to make a short “pitch” about their organization, along with a call to action, following the 3rd inning. Tricia Wadleigh, attending by phone, provided details about the opportunity.

Mari Brunner said that the MAST Carsharing Subcommittee recently completed a survey which would be sent out in the next 2-3 weeks.

V. New Business

a. Bicycle Mayor Initiative

Chairman Schoefmann introduced Tiffany Mannion, a resident of Swanzey working on an application to become a “bicycle mayor,” from a bicycle advocacy organization called CycleSpace. He said she was a certified League of American Bicyclists Instructor and promotes bicycle tourism in the region. Tiffany Mannion thanked Chairman Schoefmann for signing a letter on behalf of MAST in support of her fundraising application to The Local Crowd Monadnock. She provided background to attendees on the CycleSpace “bicycle mayor” program, which features three focus areas, various resources, networking opportunities, and is designed to be achieved over a short period of time. Typically the program runs for 2 years. She said that three letters were needed to be nominated to the program. Attendees suggested Healthy Monadnock and the Monadnock Cycling Club as other organizations to connect with for support.

Chairman Schoefmann suggested the initiative could benefit from an action plan and that MAST would be willing to contribute or provide feedback.

Mari Brunner, Chuck Redfern, and Ivy Vann left the meeting.

VI. Public Comments

No members of the public were present.

VII. Next Meeting: October 18, 2017

The next meeting was scheduled for October 18, 2017 at 4:00 p.m.

VIII. Adjourn

The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Henry Underwood
GIS Specialist/Planner



MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

STEERING COMMITTEE MEETING

AGENDA

October 18, 2017

4:00 p.m. to 6:00 p.m.

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

- I. Welcome and Introductions
- II. Minutes of July 19, 2017
- III. Subcommittee Updates
 - a. Carsharing Subcommittee
 - b. Municipal Transportation Fund Subcommittee
 - c. Bicycle Friendly Community Subcommittee
- IV. Old Business
 - a. Bicycle Mayor Update
 - b. 2017 Complete Streets Project
 - c. Partnership to Improve Community Health/Town Champions Program
- V. New Business
 - a. 2018 Complete Streets Project
 - b. 2018 Focus Areas
 - c. Annual Meeting
 - d. Steering Committee Nominations/Officers
- VI. Partner Information Sharing & Advocacy Opportunities
- VII. Public Comments
- VIII. Next Meeting
- IX. 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