



**PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE  
REGULAR MEETING AGENDA  
West Meeting Room, City Hall  
Tuesday, September 3, 2019  
7:00pm**

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**1. CALL TO ORDER:**

**2. APPROVAL OF MINUTES:**

**A. AUGUST 6, 2019**

**Documents:**

[Pedbike\\_Item2\\_8.6.19 Mins.pdf](#)

**3. STUDY ITEMS:**

**A. Updates from Other Boards:**

- Planning Office - Planning Staff
- Safe Routes to School - Planning Staff/Police Staff
- City Council - Erling Heistad
- Planning Board/CIP Meeting - Karen Zook
- Class VI Roads - Colin Smith
- Police Reports - Alan Schnur
- Mascoma River Greenway Coalition- Colin Smith
- Rails to Trails - VACANT

**B. Lahaye Drive Path TAP Project Update**

**C. Ped-Bike Plan Examples**

**4. OTHER BUSINESS:**

- A. Bike Rack Requirements and Mall Location
- B. Educ./Encouragement: Hop on Bus (with Bike) Workshop, business partnerships
- C. Communications Plan: VNews, reflective souvenirs, social media
- D. [NHPedBikePlan.com](#) - Final Lebanon Public Meeting @ UVLSRPC 5pm, Sept. 18th

**5. FUTURE AGENDA ITEMS:**

- CIP 2020-2026 Projects
- Friends of the NRT / long-term maintenance coordination
- Road Resurfacing Projects: Glen Road, NHDOT
- Miracle Mile/LISTEN safety countermeasures and crossing
- Bikeshare Programs

**6. OPEN TO THE PUBLIC:**

**7. ADJOURNMENT**

**Any person with a hearing disability who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), please contact the Planning Office at 603-448-1457 at least 72 hours in**

**advance so the City can make any necessary arrangements. All plans are available for review Monday-Friday from 8:00AM to 4:30PM at the City of Lebanon Planning Office, City Hall, 51 North Park Street, Lebanon. For more information about what is happening with these applications and in the City, please visit our website at [www.lebanonnh.gov](http://www.lebanonnh.gov)**

**AGENDA  
PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE  
SEPTEMBER 3, 2019**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**AUGUST 6, 2019**

DRAFT

PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE  
TUESDAY, AUGUST 6, 2019  
CITY HALL, WEST MEETING ROOM  
7:00 PM

**MEMBERS PRESENT:** John Kelleher (Vice-Chair), Erling Heistad (City Council), Marie McCormick, Megan Chapman, Alan Schnur, Sarah Crysl Akhtar, and Clifton Below (Alt)

**MEMBERS ABSENT:** Colin Smith (Chair), Karen Zook (Planning Board), Shane Smith (Alt. Council Representative), and Alex Belenz (Alt.)

**STAFF PRESENT:** Rebecca Owens (Associate Planner), Shaun Mulholland (City Manager)

**OTHERS PRESENT:**

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1 **1) CALL TO ORDER:**

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3 Vice Chair Kelleher called the meeting to order at 7:03 PM.

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5 Clifton Below was appointed for Karen Zook.

6  
7 **2) APPROVAL OF MINUTES: July 2, 2019**

8  
9 Page 1, line 9, replace "...into the record to document the detail of discussion from..." with the word,  
10 "to"; Page 4, lines 10-11 to read, "The committee had discussed making an outline for a communications  
11 plan based on an analysis of crash data that showed that many crashes are preventable." Page 4, line 12,  
12 delete the word "health".

13  
14 *A MOTION by Clifton Below to approve the July 2, 2019 Minutes as amended. Seconded by Sarah  
15 Crysl Akhtar.*

16 *\*The MOTION was approved (6-0-1). Megan Chapman abstained.*

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18 **3) STUDY ITEMS:**

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20 **A. Updates from Other Boards:**

21  
22 **Planning Office** – Ms. Owens reported on the status of development applications with relevance  
23 to Ped/Bike issues and had no significant issues to report. There was a site walk for the Oak Ridge  
24 project, which currently has no plan for a dedicated sidewalk along the driveway, but there will be one  
25 from the entrance to Route 10 as recommended by the Ped/Bike Committee. Another site walk at Quail  
26 Hollow included plans for additional sidewalk along Route 10 from Quail Hollow to Richardson.

27  
28 **Safe Routes to School** – Waiting for an update on steps from the Police Department

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30 **City Council – Erling Heistad** – A major topic at present is the Landfill and options for  
31 construction and demolition. Fees have gone up dramatically as a way of slowing down use. There were  
32 grant approvals for Headrest and new, full time positions for both a Children's and a Young Adult  
33 librarian. The Landfill is currently the top priority, and construction refuse rates have increased from \$68  
34 to \$150 per ton.

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**Planning Board/CIP Meeting – Karen Zook - absent**

**Class VI Roads – Colin Smith – Not meeting**

**Police Reports – Alan Schnur** – In the month of June, there were zero crashes involving pedestrians and bicyclists. Vice Chair Kelleher noted that New York City appropriated \$17 million for improvements due to a dramatic increase in accidents involving bicyclists.

**Mascoma River Greenway – Colin Smith not present** – Ms. Owens reported that Alice Peck Day will have a launch event on August 22 at 10:30 a.m. for the accessible spur to the Mascoma River Greenway. There will be speakers from the Upper Valley Trails Alliance. Ms. Owens also commented on the Police Department event on the green this evening, stating that more than half of the people spoken with were unaware of the Greenway.

**Rails to Trails – Vacant**

**B. Lahaye Drive Path TAP Project Update** – Ms. Owens reported that the City recently received the preliminary plans, which were submitted to NHDOT for review and comment. The next step is for approval of the final design, but the City is waiting for a Categorical Exclusion regarding mitigation requirements. Planning needs to update the project website.

**C. Road Resurfacing Projects: Glen Road, NHDOT** – Mr. Schnur stated that the Recreation Department is looking at doing a road diet on Glen Road to connect the Greenway up to the Stone Arch Bridge and add a bicycle lane. There is not a dedicated route for pedestrians at this time though the south side has some level unpaved shoulder area. Ms. Owens added that it is important to address it before lines are painted. The committee should ask for a resurfacing list. There was additional discussion of the lane widths and shoulders. Chair Smith has had input on the changes, which may involve a shoulder on only one side. Mr. Below noted that the committee could make the State aware of other areas where shoulders could be adjusted to safely allow pedestrians and bicyclists to share the road all the way out to Canaan. It is important for Ped/Bike to be involved early in the process before a contract goes out. If the committee reviewed the resurfacing list ahead of time, members could make recommendations and take advantage of cost savings per the Complete Streets Policy. The members discussed issues involving sidewalks and crosswalks at Centerra.

**D. Ped-Bike Plan Examples** – Ms. Owens has been gathering examples, but nothing has been received from committee members. She would like to create a set of examples with features and is meeting with Chair Smith next week and will have more information.

**E. DOT proposed speed increase on Route 120 South** – Mr. Below stated that the Town of Cornish was petitioning to lower speed limits from 35 to 30. The Federal Transportation software came up with a higher limit, but they did not increase it as high as the software suggested. Near Keene Medical north of Kinne Street the limit is currently 30 up to the urban compact line. Ms. Chapman noted that bear and deer are on the road and were not taken into account. Mr. Below confirmed that the City can decide whether to increase it or not. North of the Plainfield town line, there is a large increase in traffic due to vehicles coming in from Methodist Hill Road. The limit is currently 40, but the software recommended 45. In some areas to the south, it suggested 55, but they are keeping it 50. Ms. Chapman inquired if they considered accident data or attributes of the area. Shaun Mulholland said there is still an opportunity to submit an addendum. Mr. Schnur said one could contact the NH Ped/Bike section if you have any thoughts on it. Also Fish and Wildlife may have issues. Mr. Schnur added that if the state hasn't cleared it through their own Ped/Bike section, they need to. Ms. Owens noted that on September 18, there will be a NH State Ped/Bike Plan review. Mr. Below read a statement submitted by Shaun Mulholland, which

1 noted increases in pedestrian traffic and wildlife presence. It asserted that the City does not concur with  
2 any of the increases. Regarding Meriden Road, there have been many complaints about speeding vehicles,  
3 and that road is part of the Statewide Bike Route system. There are no bike lanes or breakdown lanes. Mr.  
4 Schnur suggested the letter be copied to the State Ped/Bike section. Vice Chair Kelleher asked if Shaun  
5 would get a response to his objections. Ms. Owens stated that she would ask about it and has documented  
6 all of the members' comments. Vice Chair Kelleher asked that if be kept on the following months'  
7 agendas so the committee could stay up to date on the issue.  
8

#### 9 **4) OTHER BUSINESS:**

10  
11 **A. Street Scan roadway surface management system** – Ms. Owens stated that Street Scan is a new  
12 software program that provides objective data on the City's road and sidewalk conditions and will help  
13 determine highway spending. It has completed a scan of sidewalks and will begin scanning roads to  
14 highlight cracking, bumps, surface distortions, potholes, etc. It won't cover State roads or private roads  
15 like those at Centerra, and it only scans existing sidewalks but not those under constructions. Ms. Owens  
16 noted it is unclear if it will include crosswalks. They have assumed a 12-foot lane default, and it doesn't  
17 include street signs. The DPW has access but not the public. Ms. Owens said there are 103 lane miles and  
18 30 miles of sidewalks. Councilor Heistad inquired about State roads being included for planning. Ms.  
19 Owens agreed that may be important. Mr. Below inquired about information on curb or shoulder  
20 assessment. In the 90's and later the committee did a manual inventory of roads. They documented the  
21 width and character of the track.  
22

#### 23 **B. Ped-Bike July 2019 Quarterly Report**

24 Ms. Owens stated that the report is organized in relation to the Master Plan.  
25

26 **C. Development Regulations: Aug. 15 Review of new Downtown District Design Regs** – There is  
27 a community conversation on Thursday, August 14<sup>th</sup> at 6:30 in Council Chambers. It will be the main  
28 event for the community regarding the design of the pedestrian-oriented, human-scaled environment in  
29 downtown, for an accessible and an activated streetscape.  
30

#### 31 **D. Mission Zero article – Communications**

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33 Vice Chair Kelleher has been in contact with an artist in Easthampton, MA regarding a zip code bike  
34 rack. It would read "03766" and cost \$500 per digit or \$2500 total with an additional delivery and  
35 installation charge. There are other suppliers to check with and different designs and bike capacity to  
36 consider. The members discussed fundraising, sponsorship, and donations to fund the project. Ms. Akhtar  
37 noted it would be better to do it privately like the Greenway project. Ms. Owens said there is a small  
38 foundation that might fund it.  
39

40 Ms. Owens shared the article about Mission Zero, who appreciated receiving it. She will share other  
41 articles with the members.  
42

#### 43 **E. Educ./Encouragement: National Night Out, Hop on Bus (with Bike) Workshop, business 44 partnership program**

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46 **F. Communications Plan: VNews, reflective souvenirs, social media** – Mr. Schnur drafted a vision  
47 to begin the brainstorming process. It is a big job requiring lots of detail, and there is a need for expertise.  
48 His draft could be looked over by a subcommittee to develop it and contact others who are experts in  
49 communications planning. It would be important to look at safety based on crash analysis with the focus  
50 on how to improve. It is not as much about publicizing but for safety. The subcommittee would report  
51 back to the larger committee. It would be similar to the Bike Friendly Community subcommittee. Vice  
52 Chair Kelleher inquired if it would be informed by the new accident data. Mr. Schnur confirmed that it

1 would, as the data shows crashes are preventable. Most are in crosswalks, and there is a need for the  
2 education of motor vehicle drivers to stop at crosswalks. Vice Chair Kelleher asked if publishing the  
3 crash data would be the basis. Mr. Schnur suggested there may be too much data, which would be boring.  
4 They need a spiffy, focused message about slowing down when they approach a crosswalk. Ms. Owens  
5 asked about ideas for more positive reinforcement of City groups or schools to promote the message. Mr.  
6 Below mentioned that Chief Roberts was handing out bike helmets at National Night Out, but next year it  
7 would be good to get Ped/Bike and that group together. Ms. Owens said that had been the plan. ~~but there~~  
8 ~~was no table available.~~ She handed out an updated bookmark.  
9

10 **Shaun Mulholland arrived at 8:28 p.m.** Ms. Owens shared the groups responses to his letter regarding  
11 speed limit changes. She will be sharing those comments with him. Mr. Below suggested that Mr.  
12 Mulholland share his letter with the State Ped/Bike Committee and make them aware that this route is  
13 part of the Connecticut River Bi-way and the State Ped/Bike Corridor. Mr. Mulholland said he planned to  
14 make recommendations to the City Council, and a letter from the mayor could be included. He added that  
15 there is time to respond, and having additional supporting comments would add impact. Ms. Owens  
16 agreed to draft something from the committee.  
17

18 Councilor Heistad commented on the hump in the road by Keene Medical that caused a serious accident,  
19 and there was discussion as to ways to address the problem. Ms. Owens noted that the State Ped/Bike  
20 plan is being drafted at this time, and Route 120 is a State Route. Mr. Mulholland said there is a due date,  
21 and they just need to get their responses in before then. Rebecca will create a Ped/Bike response  
22 tomorrow. Mr. Schnur noted that Mr. Mulholland’s letter was well done.  
23

24 Ms. Owens recapped the discussion of the resurfacing of Glen Road and the vehicle lane/bike lane widths  
25 for Mr. Mulholland’s benefit. Mr. Mulholland noted that it would be better for Ped/Bike to get in ~~in~~ way  
26 ahead of project planning to have their input taken into account. Mr. Below discussed the issue of  
27 adjusting road shoulders in the past. Ms. Owens agreed that Ped/Bike needs to get in ahead of the curve  
28 next time. Mr. Mulholland said City planning is now looking much further out. He suggested looking at  
29 the future Hanover Street project, which has significant ped/bike impact particularly around the Green.  
30 The City Council will be deciding on that project in the fall. Ms. Owens noted that the committee has  
31 started scoping out where ped/bike connections would be. Mr. Mulholland reiterated that now is the time  
32 to start weighing in on Hanover Street and the Green, which are the only two areas already currently  
33 being scoped out.  
34

35 **Mr. Mulholland left the meeting at 8:40 p.m.**  
36

37 Vice Chair Kelleher suggested that members send any ideas for the communications plan to Mr. Schnur  
38 or Ms. Owens. He added it would be best to wait for Chair Smith before creating a subcommittee. There  
39 was a discussion of forming a subcommittee versus an informal group. Mr. Below noted that up to three  
40 members can work between meetings, but those members would report back to the committee, which  
41 makes all final decisions. Those meetings would not have to be noticed. Members should forward any  
42 ideas to Mr. Schnur, who reiterated that the focus will be on safety and communicating that information  
43 to drivers, pedestrians, and bicyclists. It is one segment of a larger plan. Ms. McCormick said she would  
44 be able to work on it. Mr. Schnur said it would be good to tie in to the middle school. Mr. Below  
45 expressed curiosity about current driver’s education programs and if there is anything Ped/bike should be  
46 recommending. Ms. Owens suggested handouts for the Clerk’s Office. Mr. Below noted the online  
47 information for the Clerk’s Office. Ms. Owens met the School Resource Officer for the Middle School,  
48 who didn’t know of the Ped/Bike Committee and would be a good contact. Vice Chair Kelleher suggested  
49 contacting other City groups. Mr. Below suggested contacting the Public Health Council of the Upper

1 Valley, WISE, and Headrest. Mr. Schnur reminded Ms. Owens about putting it on the Clerk's Office  
2 flashing screen and also having a table at the Farmer's Market. Ms. Chapman suggested contacting the  
3 Running Club.

4 **G. E-Bikes FAQ**

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6 Ms. Owens reported that the June 2019 legislation takes effect this month, which specifies E-Bike rules.  
7 They will be prohibited from all rail trails, except for Level 1 types and possibly Level 2. Level 3 is  
8 similar to a scooter. Mr. Schnur noted that once E-Bikes are introduced, they become popular very  
9 quickly. Vice Chair Kelleher reiterated his comments about the fellow who created an E-Bike at Kilton  
10 Library with only three tools and very little money.

11 **5) FUTURE AGENDA ITEMS:**

12  
13 Friends of the NRT / long-term maintenance coordination  
14 Miracle Mile/LISTEN safety countermeasures and crossing  
15 Bikeshare Programs  
16 Bike Rack Requirements and Mall Location  
17 Follow up on proposed Route 120 speed limit changes  
18 Input for future projects

19  
20 **6) OPEN TO THE PUBLIC:**

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22 **7) ADJOURNMENT:**

23  
24 *A MOTION by Megan Chapman to adjourn the meeting. Seconded by Sarah Crysl Akhtar.*  
25 *\* The MOTION passed (7-0).*

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27 The meeting was adjourned at 8:54 PM.

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29 Respectfully submitted,  
30 Holly Howes, Recording Secretary