



Pedestrian & Bicyclist Advisory Committee
Regular Meeting Agenda
Remote Via Microsoft Teams
[LebanonNH.gov/Live](https://lebanonnh.gov/live)
Tuesday, September 1, 2020
7:00pm

1. CALL TO ORDER:

Meeting procedures and RSA 91-A "Right-to-Know" requirements

2. APPROVAL OF MINUTES:

A. AUGUST 4, 2020

Documents:

[2020-09-01_PedBike_Item 2a_2020-08-04 Mins.pdf](#)

3. OPEN TO THE PUBLIC:

4. STUDY ITEMS:

A. Updates from Other Boards etc.:

- Planning Office - Planning Staff
- Safe Routes to School - Planning Staff
- City Council - Erling Heistad
- Planning Board/CIP Meeting - Tom Martz
- Police Reports - Alan Schnur
- Mascoma River Greenway Coalition - Colin Smith
- Class VI Roads - Colin Smith
- State of NH Updates - Alex Belenz
- Rails to Trails - VACANT

B. Route 12A – UVLSRPC Transportation Corridor discussion per www.uvlsrpc.org/Corridorplan

C. Route 10 – NHDOT Resurfacing Project

D. Winter Safety and Maintenance

E. Communications Plan Implementation

5. OTHER BUSINESS:

- Educ./Encouragement
- E-Bikes opportunity
- Bike Friendly Community - working group tasks

6. FUTURE AGENDA ITEMS:

- CIP 2020-2026
- Development Regulation Review - Ped-Bike Facilities
- Friends of the NRT / long-term maintenance coordination

7. ADJOURNMENT

P

Public Participation Notice: Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to [LebanonNH.gov/Live](https://lebanonnh.gov/Live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. For full details, please visit [LebanonNH.gov/Live](https://lebanonnh.gov/Live), or call the Planning & Development Department at 603-448-1457.

Note: City Hall is temporarily closed to the public in order to help prevent of the spread of Novel Coronavirus COVID-19. City operations will continue during this time, but in-person transactions will be limited to those of a critical nature. If you have any questions, please contact the Planning & Development Department by sending an e-mail to planning@lebanonnh.gov, or by calling 603-448-1457. The meeting materials will also be posted to the City's website on or around August 26, 2020 at <https://lebanonnh.gov/agendacenter>.

**Agenda
Pedestrian & Bicyclist Advisory Committee
September 1, 2020**

**Agenda Item #2A
Approval of Minutes**

August 4, 2020

DRAFT

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE
TUESDAY AUGUST 4, 2020
REMOTE MEETING – MICROSOFT TEAMS (CALL-IN ONLY)
7:00 PM**

MEMBERS PRESENT: Colin Smith (Chair); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick; Clifton Below (Alt); Thomas Martz (Planning Board)

MEMBERS ABSENT: Sarah Crysl Akhtar; Alex Belenz (Alt)

STAFF PRESENT: Rebecca Owens (Associate Planner)

1 **1) CALL TO ORDER:**

2

3 Chair Smith called the meeting to order at 7:04 PM.

4

5 **Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements.** Ms.
6 Owens reviewed the executive order requiring public audio and video access and options for
7 participation.

8

9 A Roll Call of Board Members who participated remotely is listed above. Clifton Below was
10 appointed to serve as a regular member representing Ms. Akhtar.

11

12 **2) APPROVAL OF MINUTES: July 7, 2020**

13

14 Minutes approved without amendment.

15 ***Mr. Heistad MOVED to approve the minutes as presented.***

16 ***Seconded by Mr. Kelleher.***

17 ***Roll Call Vote: Members voting in favor included Chair Smith, Mr. Heisted, Mr. Below, Ms.***
18 ***McCormick, Mr. Kelleher, Mr. Schnur, and Mr. Martz. None voted nay.***

19 ****The vote on the MOTION was unanimously approved (7-0).***

20 **3) OPEN TO THE PUBLIC:**

21

22 **4) STUDY ITEMS:**

23

24 A. Updates from Other Boards

25 • Planning Office - Planning Staff

26 Ms. Owens shared that the City has a contract with VHB to develop a streetscape plan for West
27 Lebanon which would include roadway updates. Chair Smith asked what the timeline is for the
28 plan, and staff indicated that the question will be passed on. Ms. Owens identified a new project
29 at 258 Heater Road for 44 housing units proposed by Lebanon Housing Authority. It will include
30 transit stop, sidewalk and accessibility and some bike storage improvements. She mentioned
31 that the 343 Mount Support Road, or Marek, development application has been continued to
32 August for review by the Planning Board.

- 1 • Safe Routes to School - Planning Staff/Police Staff
- 2 No Updates.

- 3 • City Council – Erling Heistad

4 Mr. Heistad reported that the Class VI Roads Committee will have its first meeting this week.
5 Mr. Smith is the chair by default of past involvement however Steven Wood has expressed
6 interest in assuming the role. Chair Smith noted that he expects the first agenda to focus on
7 roads to the east of Route 120.

- 8 • Planning Board/CIP - Thomas Martz

9 Mr. Martz indicated that CIP subcommittee work of the Planning Board has been scheduled for
10 CIP budget proposal review.

- 11 • Police Reports - Alan Schnur

12 Mr. Schnur reported that the June monthly City Manager's report showed one ped-bike crash
13 and that VNews reported there was bike-vehicle, hit-and-run, crash in July, at the Bank St.
14 Extension and Pumping Station Road rail trail crossing. Ms. Owens added that as interim safety
15 measures in advance of receipt of police report findings from the July crash, she met with the
16 new Assistant Public Works Director, Everett Hammond, and they are looking at crosswalk
17 striping enhancements, vegetation management for visibility, and lit signage; a pedestrian
18 crossing bollard was also placed in the crosswalk. Mr. Schnur said that he is working to analyze
19 EMS data from Fire Department staff.

- 20 • Mascoma River Greenway Coalition - Colin Smith

21 Chair Smith said that kiosks have been installed on the Greenway however they have been
22 subject to vandalism and he asked members to help report when they see such issues. He also
23 relayed that Mr. Belenz is working on evaluation of the Greenway survey results.

- 24 • State of NH Updates - Alex Belenz

25 No updates.

- 26 • Class VI Roads – Colin Smith

27 Reported until Council updates.

- 28 • Rails to Trails - VACANT

29 Chair Smith informed members that City staff has been collaborating to address strategies to fill
30 the void of the Friends of the Northern Rail Trail group, as its membership has dissipated. Ms.
31 Owens said that she met with Rick [Desharnais] of the Recreation and Parks Department and
32 that there is one bridge in particular in the Lebanon NRT section that is failing and which would
33 cost approximately \$9,000 to re-deck. A deadline to apply for state Trails Bureau grant
34 assistance passed this year but the City may contact the state to inquire about other
35 opportunities and is aware that recruiting the Twin State Trailbusters snowmobile club's support
36 for workdays and grant support has been and should continue to be an important aspect of NRT
37 maintenance. Chair Smith noted that the City has a maintenance agreement with the state and
38 that traditionally Lebanon Public Works has done mowing and ditching. Ms. Owens said that
39 she will obtain the agreement and help reach out to the Trailbusters, which Mr. Below
40 recommended. Mr. Schnur asked if the Friends of Lebanon Recreation could take on
41 responsibility for handling NRT donations. Ms. Owens responded that that is a potential next
42 step as communicated by Lebanon Recreation and further, to address Mr. Kelleher's suggestion
43 to communicate NRT volunteer needs with local trail running, running, mountain bike and similar
44 groups, that doing so would make sense after a familiar and well-positioned entity like the
45 Friends of Lebanon Recreation is established as the face of the initiative. Ms. Owens shared
46 that Ken Warren, one of the last Friends of the NRT members, also recommends a long-term
47 strategy for how to handle parking at NRT access points, given the increased use of popular
48

1 connections; she said that perhaps a better online map could help show people the variety of
2 parking options.

3
4 A. Update on Lebanon Middle School path and crossing project

5 Ms. Owens showed an aerial photograph view of the area over the Public Works building
6 parking lot on Dartmouth College Highway and the existing Ruth Shepherd Trail, with connects
7 to the Northern Rail Trail. The document provided limited detail including the proposed route for
8 a 6-foot wide dirt path that the City would clear vegetation for to create a route to the DPW
9 parking lot. From the lot, the route would turn into a dedicated shoulder space for pedestrians
10 and cyclists to traverse on the DPW driveway to the main road. At that point, the route would
11 turn into a new/proposed signalized crossing to Moulton Avenue. The route would then turn into
12 a new sidewalk on the east side of Moulton, adjacent to LMS. She elaborated that the path will
13 not involve use of heavy equipment and part of the switchback design is to limit the grade
14 change to less than 5 percent on average, for greater accessibility, as well as to avoid wetland
15 impacts and permitting.

16
17 Committee members voiced questions about visibility, signage and lighting in the wooded
18 portion of the route, and whether cyclists should be asked to walk the route. Chair Smith
19 responded that it may not be realistic to limit cycling on the path and that while lighting was
20 considered for the prior Safe Routes to School design, the school operating hours would
21 primarily coincide with daylight hours. Mr. Below implied that solar powered LED lighting could
22 be coming to the City soon and might be apt for the project area. Chair Smith asked staff to
23 keep the Committee apprised of potential Council action dates and site walks for the project, if
24 the sidewalk plan is available, and whether it addresses an outstanding condition of occupancy
25 approval for LMS to have an accessible sidewalk route to the building entrance.

26
27 Mr. Kelleher left the meeting at approximately 8:00pm due to loss of connectivity.

28
29 Ms. Owens said she will follow up on questions and that the main short-term project needs
30 include approval from NHDOT for the crossing and a reaction to be shared with City Council as
31 to whether the Committee supports the project. The purpose of a formal motion would be to help
32 inform the Council when it is asked to authorize project funding, later this year.

33
34 Ms. McCormick suggested that the LMS path project could be an opportunity for
35 communications about safety. Mr. Below speculated if LMS has seen issues with the paved
36 switchback path that ascends from LMS to its playing fields and noted that that path and the
37 proposed new path are both in areas with at least some supervision via the buildings adjacent to
38 them.

39
40 **Mr. Martz MOVED that the Pedestrian and Bicyclist Advisory Committee recommends**
41 **City Council authorization of funding for the Lebanon Middle School path project**
42 **including installation and maintenance of: a new path from the Northern Rail Trail to the**
43 **Public Works property; a new signalized crosswalk over Route 4 with safety measures**
44 **such as but not necessarily including a pedestrian refuge; and new sidewalk on Moulton**
45 **Avenue from the crosswalk to the existing sidewalk; as well as address of an accessible**
46 **pedestrian facility from Moulton Avenue to a primary entrance for the school.**
47 **Seconded by Mr. Schnur.**

48
49 **Roll Call Vote: Members voting in favor included Ms. McCormick, Mr. Martz, Mr. Below,**
50 **Mr. Heisted, Mr. Schnur, and Chair Smith. None voted nay.**

51

1 ***The MOTION was unanimously approved (6-0), with a post-vote indication of favor for**
2 **the motion provided by Mr. Kelleher.**

3
4 Mr. Martz inquired if this project should be brought into the CIP budget review. Mr. Below
5 clarified that this project would not be CIP because the recent Hillcrest Acres drainage
6 improvement project cost was lower than had been budgeted for, resulting in residual existing
7 budgeted funds that could be applied to the path project. Mr. Smith added that the original Safe
8 Routes to School project proposal had widespread support from the adjacent neighborhood. Mr.
9 Heisted praised school and City leadership for prioritizing this project.

10
11 B. Route 10 resurfacing

12 Ms. Owens stated that the City received a project notice from the NH Department of
13 Transportation about a roadway resurfacing project for Route 10, which the City had been
14 aware of, but the notice invited feedback. The project is 2.9 miles between Maple Street
15 (Lebanon) and Mink Brook (Hanover). She has coordinated with the Town of Hanover and
16 regional planning commission, which is doing a corridor plan for Route 10, to ensure that
17 feedback to NHDOT would be aligned. She proposed that staff drafts a response to NHDOT for
18 Committee review and that it would 'aim high' in requests to improved space allocation for non-
19 vehicular use in the shoulder. Such improvements could include a travel lane diet from the
20 standard 12-foot width, for more paved and packed gravel space to the right of the white fog
21 line, extending the packed gravel space and/or doing so as well as paving it, ensuring guardrail
22 replacements do not constrain shoulder space, obtaining width from impaired culvert
23 replacements, and similar measures. She said that according to one NHDOT contact,
24 Recreation falls under the Social and Economic mitigation impacts that a municipality can
25 highlight and that even if certain improvements fall outside the acceptable funding scope for
26 resurfacing, bringing them to the state's attention in the response could help trigger other
27 funding like rehabilitation programs.

28
29 Mr. Below provided numerous references that could be attached to the response, including an
30 official regional bike map on which Route 10 is a route, a circa 2012 Route 10 report that
31 included measurements of roadway widths, address of the turn lane across from Sachem
32 Village, and identification of culvert opportunities, a prior Transportation Enhancements program
33 application for Route 10, and the 1993 Lebanon Master Plan's goal to widen shoulders on
34 Route 10 and establish an agreement with Hanover. He believes 80 percent of the road can
35 have such improvements for about 20 percent of the cost of a project that would include culvert
36 repairs as well, such that a small increase in the resurfacing project's budget could have
37 considerable positive impact. Ms. Owens said that the 2012 Master Plan has similar references.
38 There was discussion of NHDOT's recent Route 4 resurfacing project and how it used existing
39 dirt along the road shoulder and paved it, as the dirt was already pretty compacted, and doing
40 similarly on Route 10 should result in minimal additional cost. Mr. Heisted agreed that Route 10
41 is suitable as a bike route, particularly due to a comfortable gradient on average.

42
43 C. Communications Plan Update

44 Ms. McCormick reported that she is working with Mr. Belenz and Mr. Schnur on suggested
45 Ped-Bike webpage updates for the City website. Mr. Schnur reiterated that he thinks a link from
46 the City FAQ to ped-bike information could be useful but asked if staff can obtain top webpage
47 'hits' for the City and ped-bike pages to help direct improvements. Ms. McCormick indicated
48 uncertainty about how to adjust prior objectives to create back-to-school communications. Chair
49 Smith commented that with more parents driving their students to school due to limited bus
50 capacity, overall traffic may increase.

51
52 Mr. Kelleher re-joined the meeting at approximately 8:20pm.

53
54 **5) OTHER BUSINESS:**

- 1
- 2
- 3 • Educ./Encouragement – Refer to the Communications Plan Update.
- 4 • Bike Friendly Community – Ms. Owens reported that the original application from 2017
- 5 has been obtained and while the 2021 application questions are not available yet, and
- 6 are being updated to consider COVID, the working group and staff can collaborate using
- 7 a shared 2020 application outline.
- 8 • CIP 2020-2026 – Ms. Owens provided an update that due to City budget limitations at
- 9 this time, several CIP project proposals have not been moved to the next review round,
- 10 including Hanover Street Reconstruction, Park Street Reconstruction and Miracle Mile
- 11 sidewalks, though for the latter, previously approved funds for the transit stop relocation
- 12 and pedestrian facilities will be carried over. Proposals with ped-bike elements that are
- 13 still under consideration include Spencer Street Reconstruction, Slayton Hill
- 14 Roundabout, and the Complete Streets Implementation/Multimodal Plan.
- 15 • Other
- 16
 - 17 ○ Ms. Owens said she will email members with an offer from an e-bike tour vendor
 - 18 to rent e-bikes for a ride on the Northern Rail Trail.
 - 19 ○ Ms. Owens summarized a quick-turnaround request from Public Works for
 - 20 Planning/Ped-Bike feedback about City roadway manual striping for shared lane
 - 21 (sharrow) and bike lane or shoulder markings. She coordinated with Chair Smith
 - 22 and Public Works to help identify the appropriate markings for each road and
 - 23 recommended that such coordination occur earlier in the year each year now that
 - 24 there is a map showing which roads have which markings. New designs in
 - 25 streetscape projects and wear and tear mean that adjustments can and should
 - 26 be made on a regular basis.
 - 27 ○ Ms. Owens recommended a future agenda item to discuss Lebanon’s winter road
 - 28 and sidewalk maintenance, including adjustments necessary for COVID-related
 - 29 accommodations. She showed the Committee a webpage on the Public Works
 - 30 website with the City’s related policy statement and contact form. Chair Smith
 - 31 observed that the webpage does not have information on which routes are
 - 32 priorities for snow removal.

6) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:

- 33
- 34 • Review of Route 10 draft letter to NHDOT (Ms. Owens)
- 35 • Share information for e-bike ride on NRT (Ms. Owens)
- 36 • Winter road and sidewalk maintenance (all)
- 37 • Compare bike storage provisions in Planning Board applications to draft regulations
- 38 • Review of Bike Friendly Community criteria for renewal of Lebanon’s designation, due
- 39 Spring 2021 (working group)
- 40 • Compare EMS data to police crash report data (Mr. Schnur)
- 41 • Review the Committee’s webpages for updates (working group)
- 42 • Explore a central document repository for the Committee (Ms. Owens)
- 43 • Review Mascoma River Greenway survey findings (all)
- 44

7) ADJOURNMENT:

45 **A Motion by Mr. Kelleher to adjourn the meeting.**

46

47 **Seconded by Marie McCormick.**

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1 **Roll Call Vote: Members voting in favor included Chair Smith, Mr. Heisted, Mr. Below, Mr.**
2 **Martz, Mr. Schnur, Ms. McCormick and Mr. Kelleher**

3 ***The vote on the MOTION was unanimously approved (7-0).**

4 The meeting was adjourned at 8:57 PM.

5 Prepared by Rebecca Owens, Planning Staff

6