

**AGENDA  
PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE  
JUNE 4, 2019**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**MAY 7, 2019**

DRAFT

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE**  
**TUESDAY, May 7, 2019**  
**CITY HALL, WEST MEETING ROOM**  
**7:00 PM**

**MEMBERS PRESENT:** Colin Smith (Chair); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick; Sarah Akhtar; Clifton Below (Alt)

**MEMBERS ABSENT:** Megan Chapman; Kenneth Warren (Friends of Northern Rail Trail); Shane Smith (Alt. Council Representative)

**STAFF PRESENT:** Rebecca Owens (Associate Planner)

**OTHERS PRESENT:** Citizen Alan Belenz

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1 **1) CALL TO ORDER:**

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3 Chair Smith called the meeting to order at 7:05 PM.

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5 **2) APPROVAL OF MINUTES:** April 2, 2019

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7 All instances, delete "Crysl" from Sarah Akhtar's name; move Megan Chapman to "present"; Page 1, line  
8 12 change to "approved (7-0-1)"; line 32, change to "Moved by Megan Chapman"; Page 2, line 4, change  
9 to "Passed (8-0); line 47 to read, "Ms. McCormick led discussion of the complete..."

10

11 ***MOVED by Erling Heistad to approve the April 2, 2019 Minutes as amended. Seconded by Marie***  
12 ***McCormick.***

13 ***\*The MOTION was approved (5-0).*** John Kelleher and Clifton Below were not present for the motion.

14

15 **3) STUDY ITEMS:**

16

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

18

19 **1. Planning Office** - Rebecca Owens updated the members on the Downtown Tunnel Project by  
20 displaying a rendering of the project with layouts and traffic patterns. Ms. Owens shared a  
21 number of observations and explained the major features. The next step will be a finalizing of the  
22 plan on May 26<sup>th</sup>. Ms. Owens will provide an agenda link to the full document. Any comments or  
23 recommendations are to be directed to the City Engineer.

24 **2. Safe Routes to School** – Rebecca described the current option for students in downtown West  
25 Lebanon to bus to Colburn Park and then are chaperoned to walk to school.

26 **3. City Council** – Erling Heistad reported that the Council discussed airport snow removal, grants  
27 for Headrest and River Valley, the Landfill Gas Project, and fees for water and sewer. There was  
28 nothing relevant to Ped/Bike issues.

29 **4. Planning Board** – Rebecca Owens shared that she was at the Planning Board meeting when  
30 Karen Zook said she would like to be represented.

31 **5. Class VI Roads** – Colin Smith – nothing to report

32 **6. Police Reports** – Alan Schnur – There were no accidents in March. Mr. Schnur asked for the data  
33 from 2018. Ms. Owens stated that the fatality by the school is a legal process in court right now

1 and a complicated situation. Mr. Schnur said it would be good to see if a similar situation could  
2 be avoided in the future.

3 7. **Mascoma River Greenway** – Colin Smith – Ms. Owens stated that there would be a “Wild  
4 About Lebanon” event this Saturday, April 6.

5 8. **Rails to Trails** – Ken Warren – not present  
6

7 **B. Pedestrian/Bicyclist Plan** – Rebecca Owens stated that it is part of the committee’s work to  
8 create a Ped/Bike plan. It can show all of the features, but it is desirable to delineate  
9 improvements and new features needed, such as where markings should go. Once the optimal  
10 routes are identified, a report is usually done by an outside consultant using statistics based on  
11 routes and density. It is based on safe routes to school, the Master Plan, the greenway extension  
12 routes, and input from the community as to what they want. At both the state and local level, they  
13 can identify levels of stress within certain routes.  
14

15 Alex Belenzs introduced himself, stating that he is a resident and has been here for 3 ½ years as a  
16 transportation planner. He was there to see what this committee is doing.  
17

18 Ms. Owens shared more detail of recent discussion regarding a Ped/Bike plan. Sometimes there  
19 can be a combined plan for ped/bike and other types of routes. The regional transportation plan  
20 will make considerations for ped/bike features. There are references in other documents that  
21 mention referring to a formal ped/bike plan for guidelines. A plan would focus on day-to-day  
22 needs and be based on socio-economics and safety. It would provide a list of ready projects for  
23 the future. The plan would be scored.  
24

25 John Kelleher arrived at 7:43 p.m.  
26

27 Ms. Owens added that they would take all transportation types into account when making  
28 recommendations for best routes and features for bikeway selection, which would factor into CIP  
29 planning along with the Miracle Mile project. There would be a budget for different phases of the  
30 plan. Hanover has a plan. The plan developed by Northampton, MA is a good plan to look at in  
31 addition to the ALTA Planning Group, which is doing the state plan.  
32

33 Ms. Akhtar suggested approaching Thayer for a collaboration on the plan. With limited dollars in  
34 the budget, the young people would be motivated for finding better routes with the impact on  
35 their lives. Ms. Owens said the students were a great resource on the Greenway project. She  
36 spoke with Hanover’s Ped/Bike Chair Bill Young, who asked the same question. It can be  
37 challenging, and Councilor Heistad noted that there can be a continuity issue when team members  
38 change every nine weeks.  
39

40 Chair Smith asked what they would need to do to begin the process. Ms. Owens suggested they  
41 make a request that the Planning Department work on a proposal to initiate the development of a  
42 Ped/Bike Plan and to consider it for inclusion in the current budget cycle. A motion is not  
43 necessary at this time.  
44

45 Ms. Owens stated there are resources available to help with design. Having a conceptual design  
46 based on available data would expedite future projects. There would be a cost involved in  
47 developing a plan. The committee could work on formalizing the options to test with the public,  
48 and the members could share examples they find. They could make a matrix of the possible  
49 options.  
50

1       **C. Development Regulation Review – Rebecca Owens** – In addition to the Tunnel Design Project,  
 2 the City is about to implement items from the Downtown Vision Plan, which were in the  
 3 Planning Board packet on April 22. The Planning Department has been working with Goody  
 4 Clancy to make proposed zoning amendments for site planning, architectural quality, and parking  
 5 and circulation. Ms. Owens sent a link to the new version. The primary goal is to increase  
 6 walkability and street level interest. Ms. Owens explained the major points of the changes and  
 7 recommendations related to things like parking behind buildings. There has been a lot of public  
 8 input, and they want to make these changes throughout the community. Councilor Heistad noted  
 9 that Hopkins Center had problems with interaction between outside and inside. Ms. Owens said it  
 10 would be on the primary streets, with a hierarchy of types of streets. They are trying to make it  
 11 less vehicle centered, and there may eventually be a parking garage downtown. They worked with  
 12 a consultant, and the April 22<sup>nd</sup> version is the consolidation of many drafts. It is still evolving, and  
 13 is referred to as Design Guidelines. There are different preferences and requirements for West  
 14 Lebanon versus downtown Lebanon. Ms. Owens will resend the link to the latest version, which  
 15 will continue to be revised.

16  
 17 Clifton Below arrived at 8:11 p.m.

18  
 19 Alan Schnur commented on lighting, which if it is too low can obscure potential dangers. Ms.  
 20 Owens noted that having a good lighting designer makes all the difference.

21  
 22 **4) OTHER BUSINESS:**

23 **1. Education/Encouragement: Bike Rodeo, Curb the Car Day** – a link was shared to the related  
 24 posters. [Ped bike item 4 bike Rodeo-Curb The Car.Pdf](#) Volunteers are needed. There are new  
 25 features this year, and they are discussing more involvement for West Lebanon folks. They are  
 26 getting bikes and contributions for items. Curb the Car Day will provide tune-ups, and electric  
 27 bikes will be on display. Mr. Kelleher expressed his interest in being involved. Ms. Akhtar asked  
 28 about publicity. Ms. Owens stated that Vital Communities is publicizing the overall event. The  
 29 List-Servs are a good resource. Ms. Akhtar suggested people could submit pictures from the day  
 30 to the Valley News.

31 **2. Lebanon-Hanover Coordination for DHMC Projects – Colin Smith** – Chair Smith, David  
 32 Brooks, and Rebecca Owens met at DHMC with David Steiger, Rob Hausman, and Bill Young  
 33 regarding the addition of a new tower on the DHMC campus and improved ped/bike access. They  
 34 also discussed access from Buck Road to complete the connection to Medical Center Drive and  
 35 new area development. Among those were the DHMC campus to Centerra, the increased  
 36 development on Mt. Support Road, and the Route 120/Altera commercial and housing projects.  
 37 Sachem Village is also expanding. The session was for general information sharing regarding  
 38 gaps in access and increased use. Ms. Owens detailed a number of housing projects.

39 **3. TAP Project Updates: Lahaye Path 2016 and 2018 Debrief** – Ms. Owens shared that the  
 40 Miracle Mile project is back in the State’s court. Mr. Schnur noted the proposed crosswalk at  
 41 Listen, which won’t likely happen for at least a year. Ownership regarding streetlight was in  
 42 question. Ms. Owens looked into flashing beacons for a solar mid-block crossing. Mr. Below  
 43 suggested it could be on the Council agenda to consider a temporary solution. Ms. Owens stated  
 44 that she attended a safety workshop at the DOT, which provided good information. The crossing  
 45 at Listen requires a more formal plan. Several interventions were discussed. Chair Smith asked  
 46 about getting it on the Council agenda. Councilor Heistad said that would be best. Mr. Kelleher  
 47 mentioned the motion passed at the previous meeting. Ms. Owens said it would not be necessary  
 48 to do that again. There is already a proposal with background work done. Mr. Below asked about

1 a possible temporary crosswalk with bollards and striping tape. Several possibilities and issues  
2 were discussed.

3 **4. Streetlight Conversion Project** – Alan Schnur attended the streetlight meeting. There are  
4 different categories of streets and the spacing of lights. Mr. Schnur expressed concern regarding  
5 adequate lighting of sidewalks and the impact on foot traffic. Councilor Heistad explained that  
6 the project had been in the planning stages for five years, and all poles had been marked if they  
7 slated for removal. Mr. Below covered the types of streets in the Streetlight Plan and noted that  
8 the LED bulbs throw more light sideways along sidewalks than the current high pressure sodium  
9 bulbs. There was a general discussion of removing streetlights and potential problems. The  
10 deadline for comments is June 9. There are area meetings for community input. Ms. Akhtar noted  
11 there may be more multi-family housing in the future, which would benefit from better lighting.  
12 Mr. Below stated that the Master Plan called for more efficient and better lighting without  
13 redundant and less effective lighting. The LED conversion will provide better coverage to allow  
14 removal of high pressure sodium lighting, which is placed close together. Ms. McCormick noted  
15 that there will be streetlight maps available at the Farmer’s Market.

16  
17 **5. Communications: VNews, reflective souvenirs, social media - Tabled**

18  
19 **6. “Safe Transportation for Every Pedestrian” Recap - Tabled**

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21 **5) FUTURE AGENDA ITEMS:**

- 22 **1. Bikeway Selection Workshop**
- 23 **2. Friends of the NRT/long-term maintenance and coordination**
- 24 **3. Bikeshare Programs**
- 25 **4. E-Bikes**
- 26 **5. Bike Rack Requirements and Mall Location**

27  
28 **6) OPEN TO THE PUBLIC:** No public comments

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30 **5) ADJOURNMENT:**

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32 ***MOVED by Marie McCormack to adjourn the meeting at 9:08 p.m. Seconded by Erling Heistad.***  
33 ***\* The MOTION passed (7-0).***

34  
35 Respectfully submitted,  
36 Holly Howes, Recording Secretary  
37