

**AGENDA
PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
AUGUST 6, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

JULY 2, 2019

DRAFT

PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
TUESDAY, July 2, 2019
CITY HALL, WEST MEETING ROOM
7:00 PM

MEMBERS PRESENT: Colin Smith (Chair), Alan Schnur, Sarah Crysl Akhtar, Clifton Below (Alt), Karen Zook (Planning Board)

MEMBERS ABSENT: John Kelleher (Vice-Chair), Erling Heistad (City Council), Marie McCormick; Megan Chapman; Shane Smith (Alt. Council Representative); Alex Belenz (Alt.)

STAFF PRESENT: Rebecca Owens (Associate Planner)

OTHERS PRESENT: Joshua Rivard, Kathleen Duemlang

1 **1) CALL TO ORDER:**

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3 Chair Smith called the meeting to order at 7:08 PM.

4

5 Clifton Below was appointed for Megan Chapman.

6

7 **2) APPROVAL OF MINUTES: June 4, 2019**

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9 Alan Schnur read a list of corrections into the record to document the detail of discussion from the June 4
10 minutes. The entirety of those corrections will be used to amend the minutes.

11

12 *A MOTION by Clifton Below to approve the June 4, 2019 Minutes as amended. Seconded by Sarah*
13 *Crysl Akhtar.*

14 **The MOTION was approved (4-0-1). Karen Zook abstained.*

15

16 **3) STUDY ITEMS:**

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

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20 **Planning Office** – Ms. Owens reported that the Planning Department is working on a number of
21 projects for both conceptual review and site plan review. The documentation for those projects is linked
22 online with the Planning Board meeting packets. These include 32 new units of 50,000 sq.ft for Quail
23 Hollow; 2 buildings with 95 units for 402 Mt. Support Road with a potential for 200 units eventually; a
24 mixed-use development of over 30,000 sq ft. at 195 Mechanic Street.; and 250 units of condos and other
25 spaces at 0 Etna Road near Labombard Road.

26

27 Mr. Schnur inquired about the requirement for a stop sign for vehicles crossing the multi-use path on Mt.
28 Support Road. Chair Smith said it would be like the one at Timberwood Commons. Ms. Owens added
29 that there are site line requirements for good visibility.

30

31 Ms. Owens added that there was a site walk at Oak Ridge, which is still progressing, but nothing has been
32 finalized. It is the project with the crossing at Route 10 near Sachem Village.

33

1 Mr. Below discussed the 20 Spencer Street project, which will be coming up for Planning Board
2 conceptual review on July 8th. There was discussion on the project relative to the sidewalks and lack of
3 sidewalks in the area and the vision plan for that area.
4

5 **Safe Routes to School - None**
6

7 **City Council – Clifton Below** – The Council took up a discussion of the Miracle Mile, and the main item
8 to move forward with immediately is street lighting in that area. City Manager Mulholland presented the
9 pros and cons of a partial solution. There was no support for a partial solution, which might invite a more
10 dangerous situation.
11

12 Ms. Owens noted that the Council would have to change the budget. The original proposal provided for
13 full sidewalks on both sides of the road between the bridge and Timken. The recent proposal is for a
14 crosswalk, sidewalks, and relocated bus stops at Listen across from the cinema with a budget of
15 approximately \$250K. Advance Transit did not receive money to relocate their bus stop this year, which
16 would mean waiting until next year. The Council appeared to want to wait until that funding was secured.
17 Mr. Below confirmed that Advance Transit could be ready to go for next spring. Mr. Below added that
18 there is a new CIP application to create more comprehensive sidewalks on both sides of the road,
19 including up to the highway. The City is progressing with design and cost estimates for completing an
20 engineering design. Mr. Below added that Listen is open to until 6 p.m., and some employees are there
21 later. In mid-October, it gets dark by 6 p.m., and the goal is to have new streetlights in place by then. The
22 new lighting would be at both Listen entrances. The plan for the larger project is for different lighting at
23 the crosswalk.
24

25 **Planning Board/CIP Meeting – Karen Zook** (already covered)
26

27 **Class VI Roads – Colin Smith**
28

29 **Police Reports – Alan Schnur** – In the month of May, there were three crashes reported by the Police in
30 the City Manager’s Update involving pedestrians and bicyclists. In 2019, there have been four crashes
31 reported so far. There have been an average of 4.5 crashes per year from 2006 to 2017. Historically, the
32 two months with the highest number of crashes involving pedestrians and bicyclists have been May and
33 October, so it is not unexpected to have more crashes in May as weather gets better. They are waiting for
34 details of where they happened or who it happened to. Ms. Owens supported reaching out to them again.
35 There is still one crash from December of 2018, for which Mr. Schnur has yet to receive details.
36

37 **Mascoma River Greenway – Colin Smith** – Chair Smith suggested discussing the lack of a route to
38 access the Greenway. Ms. Owens stated that signage is in process for the Greenway. The signs can be
39 seen across from Alice Peck Day Hospital and have new branding with admin white lettering on a blue
40 backdrop.
41

42 Discussion occurred relative to issues with access to the Greenway entrance from downtown Lebanon,
43 specifically via High Street and Mascoma Street with the construction in the area. It was noted that the
44 crosswalks should be repainted soon.
45

46 Chair Smith noted that the traffic circle project has been pushed back to 2021. Mr. Schnur observed that
47 the tunnel will be open before the roundabout is finished, creating more traffic through the area. Mr.
48 Below added that bicyclists should dismount and walk their bicycles through the intersection.
49

50 Ms. Owens brought up the issue of wayfinding. At a meeting that day, the consultant asked that the map
51 be marked as to where the facilities are between the Greenway entrance and the Rail Trail. It needs to
52 reach 60% design this month. Ms. Owens described all of the area being considered and the possible

1 routes through the area from Taylor Street to the Tunnel. Discussion occurred relative to signage at the
2 tunnel marking it as “accessible route to Rail Trail.” Committee members mentioned trying to get the
3 Greenway on Google Maps.

4
5 **Rails to Trails – Vacant**

6 Ms. Owens stated that it needs to be a formal nomination process. Ken Warren and Dick Mackay are
7 planning to come to a meeting. Mr. Below reported that the City Council had a special memorial
8 proclamation for Ken Warren, and he attended the meeting.

9
10 **B. Miracle Mile/LISTEN safety countermeasures and crossing**

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12 **4) OTHER BUSINESS:**

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14 **Education/Encouragement: August Hop on Bus with Bike Workshop, business recognition**
15 **program** – Ms. Owens reported that she is planning a Hop on Bus rider training on the same day as the
16 Farmers’ Market. There is a Power Produce Club that Vital Communities runs, and it is a good way to
17 piggyback on events downtown. It’s a way for people from West Lebanon to try out the bus and come to
18 an event downtown. It would be either August 8 or August 15, which is the last Power Produce Club of
19 the season. They can take a maximum of 25 riders. Ms. Owens inquired of the group as to who would be
20 the best target for this activity. Mr. Schnur asked if the Kilton Library staff might know about that.
21 Ms. Owens noted that there is a “Bridge to English” group for new citizens that meets at the Kilton
22 Library. Mr. Below suggested contacting the Community Nursing Program, because they may have some
23 clients that are able to use Advance Transit but haven’t tried it. Mr. Below mentioned Quail Hollow
24 residents as a possibility. Ms. Owens will follow up.

25
26 **Communications: VNews, reflective souvenirs, social media**

27 Ms. Owens reported that National Night Out that was rained out last year, will be held on August 6th this
28 year, which is a Ped/Bike meeting night. It is a City meet and greet regarding City services and an
29 opportunity for civic outreach. Ms. Owens suggested that there could be a table for a short time before the
30 meeting. Mr. Schnur recalled doing that a couple of years ago and then going to the meeting. They can
31 give out reflective stickers and maps.

32
33 Ms. Akhtar explained her idea for a safety program prompted by something similar in New York. It was a
34 pilot program with the bodegas in dangerous neighborhoods. There were stickers on their windows
35 indicating they were a safe place to go for young people who felt they were in danger. Ms. Akhtar gave a
36 number of examples of incidents when young people may feel unsafe.

37
38 Committee members discussed personal safety topics and how they may relate to the Ped/Bike
39 Committee and if there was any local data available to support this initiative. Ms. Owens was willing to
40 facilitate gathering information. Suggestions were made by Committee members such as checking with
41 the Police Department, schools and bringing the topic up at next year’s Bike Rodeo.

42
43 **5) FUTURE AGENDA ITEMS:**

- 44 **Development Regulation Review**
- 45 **Lahaye Drive Path TAP Project Update**
- 46 **NHDOT Paving Projects**
- 47 **Bikeshare Programs**
- 48 **E-Bikes**
- 49 **Ped/Bike Plan**
- 50 **Bike Rack Requirements and Mall Location**

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6) OPEN TO THE PUBLIC: Mr. Rivard shared that he has been wanting to get more involved with Ped/Bike. He works for LL Bean as the outdoor program and outreach coordinator and takes the Rail Trail and Greenway to work. His main function is generating traffic for the store. Committee members brought up suggestions of creating reflective advertising badges and ways they could be used.

Ms. Owens suggested creating a more detailed outline for the project. Ms. Akhtar offered to write up the proposal for the group to review.

Mr. Schnur suggested another item that LL Bean could consider. The committee had discussed making an outline for a communications plan to include an analysis of crash data to show that many crashes are preventable. It could also highlight health education as a way to educate motorists, pedestrians, and bicyclists. Mr. Schnur added that he and Mr. Kelleher discussed a plan that included LL Bean as a potential sponsor. A brochure would be a part of education activities, perhaps to be handed out at the Farmers' Market to create an awareness of Ped/Bike initiatives and share safety information. Ms. Akhtar reiterated the many features of the badge idea. Chair Smith talked about the communications plan as a future topic.

7) ADJOURNMENT:

*A MOTION by Alan Schnur to adjourn the meeting. Seconded by Sarah Crysl Akhtar.
* The MOTION passed (5-0).*

The meeting was adjourned at 8:54 PM.

Respectfully submitted,
Holly Howes, Recording Secretary