



Project: TAP Lahaye Drive Multi-Use Path Date
Federal #: X-A004 (617)
NHDOT #: 41366
Dubois & King #: 624260

Issued: 5-23-2018
Meeting Date: 4-10-2018
Location: Lebanon City Hall
Time: 1:30 PM

Project Kick-Off Meeting Minutes

Regarding: NHDOT Transportation Alternatives Program (TAP), Lebanon NH –
Engineering Study & Pre-design conference (kick-off meeting)

Attended By: (See Attached Sign-In Sheet)

Attachments: Meeting Agenda, Sign-In Sheet

Prepared By: Rebecca Owens, Associate Planner, Lebanon, NH

MEETING NOTES

Rebecca Owens from the City of Lebanon Planning & Zoning Department organized the meeting. Darren Benoit, the Project Manager for the project consultant, Dubois & King, facilitated attendee introductions, noted the meeting agenda topics, and provided an overview of the project. Mr. Benoit's team included Matthew Bradley, Project Engineer.

Natural Resources

D&K noted the role of species activity, including bats, in study timing.

Survey

D&K completed base map.

ROW

D&K has established line locations and needs abutters list. It is not clear yet whether the City will have an easement for the path; the hope is that the path will be aligned entirely over ROW.

Traffic



D&K does not anticipate any changes in patterns but will be proactive and identify dominant movement to/from proposed path. Will assess if cyclist pattern is to cross Route 120 on road, versus potential for cyclists to cross at the path (crosswalk).

Archaeological Research

D&K started background research and needs to return for site visits.

Design

Steven Cutter asked if there will be a grass median between the path and road. Discussion ensued regarding the significant difference in grade between the road and adjacent area proposed for the path, called a "vertical separation". City DPW representatives noted the need for the path to accommodate plowing and potential issue of road snow removal impacting a) road shoulder usability for on-road cyclists and b) path conditions. At path's intersection with roadways and in general, the maximum sloped allowed is 2:1. There must also be consideration regarding guardrails and if retaining walls or other techniques will be necessary to manage the grade. Mike Lavalla, DPW, asked if path users will be comfortable riding below grade (relative to vehicle traffic at a higher grade on the roadway, Lahaye Drive); there is associated need to factor in dust, rocks, and safety in general, in addition to snow. For example, at Centerra, to minimize safety risks and liability, all of the paths have ample separation of the sidewalk from roads. It was asked if the City could restripe the road if needed to create more separation.

Ms. Owens asked to what degree the path will be linear or if it can meander. D&K indicated that they are open to designs that consider both and that topic can be part of future alternatives analysis and public input.

The City indicated that it will want to be able to mow 3-4 feet on each side of the path and accommodate such equipment.

Ms. Owens asked about night-time visibility for the path. It was discussed among City staff what other paths in the area, including Mt. Support Road path, used for centerline painting and whether it was reflective. Options include reflective delineators, inlaid areas with milled pavement.

Mr. Benoit may recommend replacing the endpoints of the guardrail adjacent to the path.

It was asked if there will be the potential need to upgrade the existing pedestrian crossing from the north side of Lahaye Drive, across Route 120, to Centerra Parkway, but there were no definitive related remarks to note.

Mr. Benoit asked about the City's plans for bike-related wayfinding signage. It was discussed that DHMC is looking into signage. Mr. Benoit recommended his contact at 3M as a potential resource for learning about prioritization of wayfinding needs and appropriate solutions. Mr.



Brooks mentioned that wayfinding is an element that contributes to the City's Bike Friendly Community designation.

There may need to be an ADA stepdown feature for accessibility.

Project Schedule

- There was some discussion on what phases/tasks must be completed in what year and if based on calendar or federal fiscal year; City to follow-up with clarification on dates.
- May 23, 2018 was scheduled for the public/local concerns meeting date. There was some discussion on the recommended format for the public/local concerns meeting with respect to how much information and interaction with meeting staff should be available for attendees prior to the official meeting start time. It was decided that the doors would open 1 hour prior to the meeting start time to allow presentation set-up and attendee review of project displays (e.g., aerial map, property boundaries with right-of-way), but that anyone with questions would be asked to hold them for during the meeting and/or to write their question in advance on a comment card.
- June 6, 2018. was identified as the Meeting Date for Consultant Presentation of Proposed Action, following completion of the Alternatives Analysis.

Required follow-up actions discussed for post-meeting coordination:

City of Lebanon:

- Provide abutters list for ROW to D&K.
- Secure 5/23 and 6/6 community meeting venue, DHMC, and related logistics
- Verify project partner permission for logo usage in presentation slides
- Prepare and deliver public notice of 5/23 meeting to abutters and community in general and outreach plan for remainder of project (e.g., site postings, media, timing, etc.)
- Develop project FAQ and for City website via Planning's "Reports, Studies..." page; page to include project purpose and scope; timeline; final meeting presentation PDFs, photos of boards, handouts and minutes; public comment contact; and news section for posting meeting notices and project updates.
- Notify DOT District 2 Engineering Office and Traffic Division of meetings and to ascertain if there are current traffic accounts that should be incorporated with traffic analysis. There may be elements to coordinate on following 5/23 meeting for right-of-way, signal timing and crosswalks.

D&K:

- Provide draft presentation for 5/23
- Provide invoice and financial summary documentation with updated personnel list reflecting new name and title for Project Engineer replacing staff identified in original budget (Matthew Bradley)

Post-meeting addenda concerning required follow-up actions:



1. Following the meeting's conclusion, the City was informed that, due to a job change, the Project Engineer role will be filled by another staff person to be named at a later date.
2. D&K to include 5/23 and 6/6 public meeting notice flyers in Engineering Study (Appendix) per direction from Robert Hudson, NHDOT.

Mr. Benoit closed the meeting at 3pm-

If these minutes are incomplete or not to your understanding of the meeting, please contact the preparer.

Cc: Attendees