

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION  
BUREAU OF RAIL AND TRANSIT**

**MEETING REPORT**

**DATE OF MEETING:** February 22, 2017

**LOCATION OF MEETING:** NHDOT, 5 Hazen Drive, Concord NH, M&R Room 205 – 11am to 1pm

**SUBJECT:** Bicycle and Pedestrian Transportation Advisory Committee (BPTAC)

**STEERING COMMITTEE MEMBERS:**

*Present:*

Craig Tufts, CNHRPC (Chair)  
Rebecca Harris, BWA-NH  
Scott Bourcier, Dubois & King  
Tim Blagden, Concord-Lake Sunapee Rail Trail  
Scott Bogle, RPC  
Jeff Latimer, Gus' Bike Shop  
Liz Strachan, NHDES – Air Resources Division  
Erik Paddleford, NHDOT – Rail and Transit  
Dave Topham, Granite State Wheelmen (phone)  
Kathleen Mullen, DHHS  
Kaela Gray, NCC  
Will Schoefmann, City of Keene

*Absent:*

Eric Feldbaum, DRED  
Terry Johnson, HEAL

**SUBCOMMITTEE MEMBERS/ OTHERS PRESENT:**

Larry Keniston, NHDOT – Rail and Transit  
Jim Kirouac, NHDOT - Highway Design  
Alex Chase, UNH student, RPC intern

**NOTES ON MEETING:**

**Approval of January Minutes**

The committee approved the minutes of the January meeting.

**Planning and Review of Past and Ongoing Projects**

Craig discussed various projects from the [2016 Project Summary List](#). Projects that are considered ongoing include the “counting plan”, the research being conducted by Plymouth State University (PSU), the Bicycle and Pedestrian Plan update to be known as the Pedestrian and Bicycle Transportation Plan going forward, and the Road Hog, Road Warrior Brochure redesign.

*Stakeholder's Guide*

Jeff asked what the distribution of the Stakeholders guide was. Erik indicated the guide was sent out to the RPCs, but not specifically to any Towns. Erik mentioned he has copies of the “advertisement card” for the Stakeholders guide and welcomed anyone who wanted to distribute those cards further. Erik has been sending

the cards out with the statewide maps to NH citizens who request the maps. The guide has been mentioned by FHWA, been highlighted in the Centerlines bi-weekly e-newsletter of the National Center for Biking and Walking, and been pushed on social media sites by the DOT, Transport NH, Bike Walk Alliance of NH, and SABR. It was suggested that the guide be sent out through the NH municipal association newsletter; Erik will send Rebecca an e-mail with some information she can send off to the municipal association. She can also have it sent out through the public health networks and the Alliance for Healthy Aging. It was noted that Bill Cass also mentioned the guide in his testimony regarding the complete streets bill.

### *Funding*

Scott asked about the anonymous donor who provided funding for the counting and LTS projects and whether or not there would be another funding round. Rebecca indicated the funder was waiting for reports on the two projects showing how the money was used and the project outcomes. Craig thought he would be able to finish up those reports soon.

### *Small Town and Rural Multimodal Networks Guide – Possible Workshop*

Tim mentioned Phil Goff from Alta Planning is interested in putting on a workshop about the new [FHWA Small Town and Rural Multimodal Networks Guide](#) that Alta helped to develop. Phil is interested in knowing who the audience should be for such a workshop. BPTAC members thought the RPCs, Municipalities, and DOT project managers and District Engineers would benefit from a workshop on the guide. Larry mentioned that this is the best design guide he has seen and especially since it is targeting small towns and rural settings.

After discussion, the committee thought having one workshop to start with made the most sense. Depending on how the first workshop is received more workshops at different locations around the state may make sense. Maybe the anonymous donor would be interested in putting money into the workshop and maybe Alta would be interested as well.

Erik agreed that in order to get DOT Engineers and project managers to attend the easiest way would be to have a workshop at DOT. Scott suggested that if FHWA could encourage DOT to have engineers attend that would be helpful to get the ball rolling. Erik said he would run the idea of the workshop through Patrick Herlihy. Jim Kirouac thought highway design would be interested since they are always looking for training to attend and thought it would be easy to get enough interest to fill up at least one training session. Will Schoefmann offered to check in with Phil Goff on his thoughts on these ideas since Will is currently working with him on other projects. Craig thought a few people should get together on a conference call in the next week or two.

### *Bicycle Safety Brochure*

Craig asked about the status of the update to the Road Hog, Road Warrior Brochure that Felice had been spearheading. Erik indicated that currently the brochure has not been “endorsed” by DOT, but Felice or anyone else is welcome to print it and run with it at this point. If we want to have it an official DOT document more time is needed for review, content development, and design. Erik said there was a chance DOT could contract with someone to have some graphic design work done to create a more “professional” looking final product. The committee liked the idea of having a graphic designer work with the brochure. Erik will look into this further and get back to the committee.

### *Level of Traffic Stress*

Craig mentioned the Level of Traffic Stress (LTS) project and that he is planning on setting up a meeting soon with the RPC personnel who have been involved thus far. Craig mentioned the committee name may be changed to the network connectivity committee, since that is the ultimate goal of the group. He wants to get the planning and GIS minds together to agree on a consistent means to measure LTS across the state. Currently, there are maybe 3 different versions of the LTS model. LTS is also going to be incorporated into the PSU research project that is underway.

### *Legislation and Commissioner Discussion*

Craig asked about having the commissioner come back to discuss the recommendations from the complete street study committee established under [SB 364](#). Rebecca met with the commissioner recently and she agreed with the recommendations and would like to see them moved through DOT and it help to have BPTAC make recommendations on how to adopt that philosophy. Members thought it would be best to have the commissioner come to the April meeting in order to have until the next meeting to summarize what we want to discuss and write up a summary for the commissioner in advance of asking her to attend. The summary would include items such as what she thinks of the recommendations from [SB 364](#) and [SB 80](#), and what BPTAC can do to encourage DOT to be more Complete Street focused. Erik will develop a summary to distribute to the committee outlining what BPTAC wants to discuss with the commissioner by the March meeting.

### *Chip Seal*

Erik mentioned the new procedure for being notified about chip seals. Pavement Management will provide all the sections for a given year to bike ped and Erik can bring the sections to BPTAC for input.

### *Rumble Strips*

Rumble strip installations have been cut back due to the public input received on the noise produced. The input BPTAC provided previously to the rumble strip policy has not changed. When installed they are installed according to policy.

### *Pedestrian and Bicycle Transportation Plan*

Larry passed around the Request for Qualifications (RFQ) that was sent to the consultant selection committee at DOT. From there a list of interested consultants will be generated. The process of selecting a consultant can take a year. Erik mentioned that the RFQ is just to get a list of interested consultants. A “short list” of consultants will be selected from all interested consultants based on qualifications and finally one will be chosen by the consultant selection committee. Once a consultant is chosen, there will be an opportunity for BPTAC to provide input on a more defined scope. Erik indicated he thought an advisory committee would be established for the plan that would at least involve some members of the BPTAC and updates would always be provided at BPTAC meetings in any case. It’s still in the preliminary stages and more information will be known as the process moves along.

### *Conference*

Craig asked if there was interest in putting on the conference again. Last time (fall 2015) Felice did a lot of the work and it was held at DES. After discussion, the committee agreed that spring of 2018 would be the best time to do this. It was suggested either DOT or DES would be good locations. DES is larger and has a few rooms available for breakout sessions. DOT has room 114 and would only really have 1 room adjacent to 114 for a

break out session. Other room within DOT may be available for breakouts, however. An alternative venue such as the Grappone Center was suggested. For an outside location, more work is involved including locating funding and if funded by DOT, contracts and G&C approval could be needed. The committee will get back to this at a later time. Bike-Walk Alliance of NH is interested in handling registration and website, as they did for the previous conference. Agenda, planning, logistics, lunch, etc... will need to be handled by others. Last time there were sponsors that covered the cost of the lunch and the key note speaker.

### *Lane Marking Recommendations*

The recommendation that came out of the Lane Marking Subcommittee was discussed by the commissioner in the spring of 2016. Committee members would like to see some of these recommendation brought forth again for discussion with the commissioner. Dave would like to work with Scott and Larry to highlight some of these recommendations and do something in the course of the year to bring these forth once again.

### *NHPR Session*

Tim mentioned having another session with Laura Knoy to get some air time in the spring. Dave and Larry used to do them. Tim Blagden suggested some names of people who might be interested to get a panel of people for a bicycle discussion. Larry and Dave were not involved with setting up the previous sessions although Laura used to be a member of the Granite State Wheelmen.

### *Signing*

3-foot signs for NH have been approved by FHWA and some have been purchased and are available in the Newport/ Claremont area. Larry contacted Dan O'Neill to check on availability. Twenty (20) or so signs have been made up; there may be 6 available to anyone that wants to purchase them. Larry will e-mail the group Dan's contact information if anyone wants to proceed any further with the signs.

Will mentioned that Keene was all ready to install the "old" graduated 3-foot rule signs but was told by FHWA they could not be installed since they were not an approved MUTCD sign. Twelve (12) locations have been approved on state maintained roads by DOT's Traffic Bureau. These newly approved signs could be used instead of the "old" signs in Keene. Will volunteered to look into the process of getting these new signs installed. Once the process is known, Dave wanted to make sure we somehow get this information out to anyone who may want to get some of these signs installed. It would be good to have these installed going into the spring cycling season.



### *Other Items*

- [Craig Della Penna will speak at the Warner Town Library - March 8 "Assembling Rail Trail Corridors"](#)
- [Rail to Trails Conservancy: National Trail Opening Day](#)
  - Your local events can be publicized nationally through this site
  - Enter a raffle and use the available toolbox for publicity and related items
- [Bike of March Film Festival](#) – March 22, 6:30PM – 8:00PM
  - Red River Theatre, Concord NH
  - Put on by Central NH Bike Coalition

**Next Meeting:** March 22, 2017 11:00-1:00pm, NHDOT: Material & Research Room 205