

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

MEETING REPORT

DATE OF MEETING: August 26, 2015

LOCATION OF MEETING: NHDOT, 5 Hazen Drive, Concord NH - Room 205

SUBJECT: Bicycle and Pedestrian Transportation Advisory Committee (BPTAC)

STEERING COMMITTEE MEMBERS PRESENT:

Felice Janelle, NHDES (Chair)
Gretchen Gandini, WOW Trail (Vice Chair)
Dave Topham, Granite State Wheelmen
Erik Paddleford, NHDOT – Rail and Transit
Tim Blagden, Bike – Walk Alliance of NH
Mary Poesse, North Country Council
Rick Taintor, Portsmouth Planning Department (phone)
Scott Bourcier, Dubois and King (phone)
Craig Tufts, CNHRPC
Scott Bogle, RPC

SUBCOMMITTEE MEMBERS/ OTHERS PRESENT:

Larry Keniston, NHDOT – Rail and Transit
Kevin Prince, NHDOT – Pavement Management Section
Janice Crawford, Mount Washington Valley Chamber of Commerce (phone)
Ralph Fiore, Mount Washington Valley Bicycling Club (phone)
Harry Mann, Mount Washington Valley Bicycling Club (phone)
Glenn Ashworth (phone)
Tom Jameson, NHDOT – Planning and Community Assistance
Shelley Winters, NHDOT – Rail and Transit

NOTES ON MEETING:

The regular meeting of the BPTAC was called to order on July 26, 2015 at 11 a.m. by the Chair.

Meeting participants introduced themselves.

Approval of July Minutes

The minutes of the July meeting were approved.

Chairperson's Report

○ **DOT Public Meetings**

Felice started receiving NHDOT public meeting notice letters. The letters are intended to inform project stakeholders of upcoming public meetings where DOT project managers and others explain a project to a

town and ask for input from the local residents and officials. Felice will monitor the letters and keep the committee informed of projects of interest. [The notification letters are available online](#) in the NHDOT news area.

- **New DOT Commissioner Nominated**

Victoria Sheehan has been nominated by Governor Maggie Hassan to be the next DOT commissioner. The nomination will have to be approved by the executive council at its September meeting. She comes from MA DOT.

- **Mt. Washington Valley Bicycling Club (MWVBC) letter to Commissioner about chip seal**

The MWVBC sent a letter to Assistant Commissioner Cass regarding the chip seal work that is being conducted on Route 112 (Kancamagus Highway). In general, the club discusses in the letter how chip seal “will negatively affect all cyclists’ experience, impact cycle tourism, and present safety hazards”. The letter was also sent to a number of BPTAC members, NHDOT personnel, and State officials.

Chip Sealing – What is it?

In order for BPTAC members to better understand what chip sealing is, Kevin Prince from the NHDOT pavement management section presented information on the topic.

Kevin indicated chip sealing is a pavement preservation technique used on a road that is already in decent shape. The roadway can have some cracking but cannot be cracked to the point where water can infiltrate the paved surface and cause the road to heave in the winter.

When a chip seal is installed, first a liquid asphalt binder is applied to the roadway at about ¼ inch in thickness. Next, chips or stones (aggregate) of 3/8 inch in size are dropped into the binder. The binder dries and holds the chips in place. The chip seal is rolled to “set” the aggregate in place to complete the installation. The first chip seal in the state was done in 2004 and ½ inch aggregate was used. While the larger sized aggregate provides a longer lifespan, the ½ inch size was determined too large and all chip seals now use 3/8 inch aggregate. Additionally, early chip seals were “conventional” and did not contain the 18% recycled rubber that current chip seals contain. The 18% asphalt rubber (AR) chip seals can be swept immediately after installation to remove loose stone.

Kevin noted on roads in good shape chip seal can work better than a traditional pavement overlay because traditional pavement is a rigid mix allowing cracks to appear sooner than the more flexible chip seal. For the same cost as a traditional pavement overlay the roadway with chip seal can last 2 or 3 times longer.

Due to the interest of the MWVBC and input they provided in their letter dated August 17, 2015 the 7 mile section of the Kancamagus Highway that’s being chip sealed this year will receive test treatments applied to the shoulder. The additional treatments include 3 miles (both shoulders) of [fog seal treatment](#), 3 miles (both shoulders) of [sand seal treatment](#), and 1 mile will be left alone. The idea is that the fog seal and/ or the sand seal should create a smoother surface than the chip seal alone for bicyclists. The NHDOT bicycle and pedestrian section will conduct a field review of the treatments with stakeholders sometime in September or October to document the different shoulders treatments and report on the findings. Anyone interested in the field review is encouraged to attend and provide feedback.

Overall, members of the MWVBC including Ralph Fiore and Glenn Ashworth, were pleased with the Departments willingness to listen to feedback and suggestions from the club to find ways to make the

roadway more suitable for bicyclists. Janice Crawford of the Mt. Washington Valley Chamber of Commerce also thanked DOT for addressing this issue.

Subcommittees Charters

Erik indicated that subcommittees need to have charters outlining the subcommittees charge, authority, guidelines, work products, etc... The reason for this is to have formal documentation on what each subcommittee is working on, especially when work is being conducted by RPC personnel and charged to their Unified Planning Work Program (UPWP). The charter will outline the chain of responsibilities. BPTAC subcommittees report to the BPTAC steering committee who will vote on actions to take with regard to each subcommittees work.

Erik will come up with a template that each subcommittee can fill in. Current subcommittees are: Counting, Lane Marking, Conference, Stakeholder's guide. Other committees to consider are: mapping, Strava; Statewide Bicycle and Pedestrian Plan, and Balanced Scorecard. Discussion took place and it was thought that maybe some of these additional subcommittees could be consolidated. For example, there could be a "Metrics" committee that could be comprised of Strava, Counting, and Balanced Scorecard (performance measures).

Shelley indicated that only committees that are established at the request of and/or with the approval of BPTAC should meet under the BPTAC umbrella and name. Additional or ad-hoc workgroups and committees that are born from relationships initiated through BPTAC or common bike-ped advocacy missions will happen, but should be established and meet as a separate workgroup that is not touted as being linked to BPTAC. There may be times when the topic and purpose of a working group is outside the mission of BPTAC and the role it plays with the Department, but working group attendees may be comprised of BPTAC members or subcommittee members; that is acceptable, so long as the meeting & work group does not represent itself or its work products as being that of BPTAC. This line needs to be more clearly defined for some ongoing and future bike-ped related efforts so as to not jeopardize the BPTAC name and its working relationship with the Department and other partners.

Statewide Bicycle and Pedestrian Counting Plan

Three Eco-Counters were purchased with funding from the NH Charitable Foundation. Two Jamar "cycles plus" tube counters are also currently being demo'd. This being the first year of a statewide counting pilot program, work being conducted is considered a pilot study to find out what works and to learn and test equipment. Nine RPCs have willingly participated in the program.

Discussion took place on the topic of approving the plan and sending it to Assistant Commissioner Cass for review and possible adoption or approval by the Department. The idea of having the plan adopted/ approved by the department recently came up at a meeting between the DOT Rail and Transit and Planning Bureaus. At that meeting, it was determined the best course of action for this plan would be to recommend approval/ adoption by the Department. This would entail having BPTAC vote to send the plan to Assistant Commissioner Bill Cass for his review of the recommendation by BPTAC. If the plan is adopted /approved by the Department it should make it easier for RPCs who want to use the plan as a guiding document.

Committee members discussed the plan and if it should forwarded to the Assistant Commissioner. Some members felt more time was needed to review the plan and provide changes or comments. However, because this plan has been frequently discussed and no substantial comments have come out of these previous discussions the committee ultimately voted to have the plan submitted to Assistant Commissioner

Cass for approval. Nik noted that plan should mention how data collected can be integrated into DOT's count database that is used for motorized counts. Craig and Erik have been in contact with the Traffic Bureau and they are aware of the desire to have one location for all statewide count data. This will be some years away as the new database that the Traffic Bureau would like to purchase that would be compatible with non-motorized counts is currently unfunded.

Additionally, Craig said the plan would be revisited in the fall to review the counting season and determine if changes need to be made to the plan for next year. Should an addendum be written, it should follow the same pattern of approval by BPTAC and forwarded to the DOT Commissioner for approval.

Erik will provide a cover letter and work on getting the plan submitted to the Assistant Commissioner.

Review and Vote on Lane Marking Subcommittee Recommendations

Felice reviewed the recommendations with the committee and Dave provided some additional explanation to refresh members on what the recommendations mean. The seven recommendations developed over the past nine months are listed below.

The seven recommendations are:

1. Improve internal DOT communications
2. Improve external DOT communications
3. Use of best practices/ AASHTO and MUTCD guidelines
4. Correction of non-compliant work
5. Removal of incorrect lane marking
6. Signage related to bicycling and lane use
7. Taper of shoulders at intersections

The committee voted to submit [the recommendations](#) to Assistant Commissioner Cass.

Stakeholders' Guide

Erik gave an update on the guide. A kick off meeting was held on July 28th with RSG, the consultant on the project. An advisory committee comprised of all the subcommittee members (Angela Lebreque, Mike Vignale, Scott Drysdale, Tom Chapman and Michael Capone) as well as DOT personnel from the Rail and Transit, Highway Design, and Traffic Bureaus.

RSG has been provided with NH based photos and various documents outlining the project development process. The next meeting is will be scheduled for some time in October and with 30% of the work completed. At this time RSG will provide different version of possible layouts for the guide and will have started to look for items to put into graphics among other things.

Group Discussion – review items for discussion with Assistant Commissioner Cass

Assistant Commissioner Cass has agreed to attend the BPTAC meeting on September 23rd. Felice has sent out questions for Assistant Commissioner Cass through e-mail and asked for comment. Felice reviewed the current questions with the committee. The questions include:

- What is the DOT position regarding a state-wide Complete Streets policy?
What is the reason for resistance against such a policy?

- What implications, negative or positive, could the department face as a result?
- What do you see as the role of DOT vis-à-vis pedestrians and bicyclists?
How can the BPTAC best serve the Department?
What do you envision as BPTAC's role?
 - What is the best way to influence DOT policy?
What is the source of change?
What external pressures are there on the commissioner's office and DOT?

The committee discussed the questions and made recommendations for minor changes. Felice will update the questions and send the final version to Assistant Commissioner Cass in advance of next month's meeting.

Report on Conference Preparations

Conference preparation is going well for the September 30th event at the DHHS auditorium. Bike-Walk Alliance of NH has helped a great deal with event planning and has [registration for the event on their website](#). The agenda is mostly set at this point with topics including: complete streets, rail trails, designing for active transportation, measuring active transportation, and others.

Meeting adjourned at 1:05 pm

Next Meeting: September 23, 11:00-1:00pm, NHDOT: 5 Hazen Drive, Room 205 – Materials and Research Building.