

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

MEETING REPORT

DATE OF MEETING: November 29, 2017

LOCATION & TIME: NHDOT, 5 Hazen Drive, Concord NH, Room 205 – 11am to 1pm

SUBJECT: Complete Streets Advisory Committee (CSAC) Monthly Meeting

STEERING COMMITTEE MEMBERS:

Present:

Craig Tufts, CNHRPC (Chair)
Dave Topham, Granite State Wheelmen (GSW)
Will Schoefmann, City of Keene
Liz Strachan, DES – Air Resources
Erik Paddleford, NHDOT – Rail and Transit
Greg Disanto, North Country Council (phone)
Barbara Robinson, North Country Council (phone)
Tim Blagden, Concord-Lake Sunapee RT
Rebecca Harris, BWA-NH
Kathleen Mullen, DHHS
Eric Feldbaum, DRED

Absent:

Terry Johnson, HEAL
Scott Bourcier, Dubois & King
Scott Bogle, RPC
Mike Whitten, MTA
Jeff Latimer, Gus' Bike Shop

SUBCOMMITTEE MEMBERS/ OTHERS PRESENT:

Larry Keniston, NHDOT – Rail and Transit
Simon Corson, Town of Amherst
Matt Waitkins, NRPC
Mari Brunner, SWRPC (phone)

NOTES ON MEETING:

Approval of October Minutes

The minutes of the October 25 meeting were approved by the Committee.

Steering Committee Member Changes

Craig indicated that the position held by Terry Johnson is currently open. During the last month Erik contacted Terry to see if he were still available to attend CSAC meeting since taking his new role as director of the [Comprehensive Cancer Coalition](#). While Terry is still interested in the committee he indicated that his time to attend future meetings would be limited. Given his time constraints, he decided it made the most sense to cede his steering committee position.

Craig suggested Simon Corson, planner from the city of Amherst as a replacement. Erik indicated that someone other than a Healthy Eating Active Living (HEAL) representative would require a change to the by-laws. The by-laws specifically name a HEAL representative. After discussion, committee members suggested changing the position to an at-large position. Changing the position name to “At Large C” was brought to a vote and passed by the committee. With the position changed, Craig brought the nomination of Simon Corson to a vote. Committee members voted to nominate Simon Corson to the committee. Erik indicated he would draft a nomination letter for the Commissioner to sign, as is the typical process for new members to be appointed by the Commissioner.

Rebecca then informed the group she would be retiring at the end of December and thereupon suggested Greg Bakos be the new representative from BWA-NH. Committee member’s discussed Greg’s nomination and Craig brought the nomination to a vote. Committee members voted to nominate Greg to the committee to replace Rebecca. Erik will draft a nomination letter for the Commissioner. Committee members thanked Rebecca for her work on the committee and wished her well with her upcoming retirement.

In addition to the above changes, Eric Feldbaum noted his steering committee position should be changed from the Department of Resources and Economic Development to the Department of Natural and Cultural Resources, given the restructuring and name change that has occurred in that state department. Erik will make this change to the by-laws.

Data Collection Van follow-up

As part of Department asset management initiatives, a new data collection van is being researched and discussed within the Department to replace the current van that is 10 years old. A task force has been set up internally for this task. Nick Alexander was invited to a previous CSAC meeting to discuss the DOT asset management program in general and at that meeting made a request to the committee to provide him with a list of data needs the committee feels would be important to collect from a complete street standpoint. During the previous month, Craig compiled a list of the needs that were discussed at the October meeting. Once Craig finalized the list, Erik submitted the list to Nick. The list and summary letter from Erik were incorporated into the draft “Collection Vehicle Task Force Report” that has been sent to the Front Office for review. This report will be used in the decision making process for procuring a new van. Erik said once the report is finalized he would be able to share it with the committee. Erik will follow progress on this.

Green Bicycle Lanes Interim Approval

Through an initial push from the City of Keene and subsequent request from NHDOT, FHWA has approved the use of green colored pavement for bike lanes. Keene is planning to use “bike boxes” for several intersections in the city and this would be the first known applications of bicycle boxes in the state. A list of places in New Hampshire where this treatment is used is a requirement of the interim approval. Contact Will Schoefmann for additional information.

MassDOT Asset Collection

Will informed the committee he attended the [Fall Northeast Arc Users Group](#) recently and attended a presentation from MassDOT outlining their bicycle infrastructure inventory online map. Will brought up the idea of doing something similar at NHDOT. NHDOT already has the online bicycle map and it may not be difficult to build upon that online platform.

MassDOT is anticipating using their map to compile all bicycle infrastructure in the state. This would be accomplished by allowing selected users with login credentials to update and verify infrastructure. Erik contacted the Bureau of Planning to see if something similar could be done at DOT. Planning indicated it can be done and setting up the data fields and descriptions to be as user friendly as possible would be an important first step. Will proposed contacting Quinn Malloy from MassDOT to get some background data and information on how the MassDOT map was set up. Erik said he would check back with Planning and see when a meeting could be set up. A few CSAC members would be required at the meeting discussing this possible project; Will Schoefmann, Simon Corson, and Craig Tufts.

Bicycle and Pedestrian Conference – Fall 2018

The rooms at DES have been booked for Friday, October 19 2018 for the conference. Craig indicated that Mike Tardiff, Executive Director from CNHRPC, will mention the conference at the next RPC directors meeting and ask if any of the RPCs are interested in helping with the event. Craig also told the committee if anyone is interested in helping put this event on or wants to champion the event to let him know. Will said Phil Goff from Alta planning would likely be interested in presenting at the conference.

The event is anticipated to be similar to the event held during the fall of 2015. Registration will be free but there would be sponsors donating to the event to cover the cost of lunches for participants. The [Eventbrite website](#) would be used for registration as was done recently with the [Small Town and Rural Multimodal Networks Guide workshop](#) held at NHDOT.

In addition to the Fall 2018 conference, Rebecca mentioned there has been interest in having a “transit driven complete streets” presentation at the annual Tri State Transit Conference which will be sometime in September 2018.

Matt Waitkins informed the committee that he has been in contact with UNH T² and they are interested in having a complete street component to their Road Scholar program. Right now, however, UNH T² is in a transition period with regards to personnel so CSAC should stay in the loop with UNH to ensure collaboration when they are ready to work on the Road Scholar curriculum.

General Info & Updates

[Smart Growth America – Accelerating Practical Solutions workshop](#)

The date for this training workshop has been set for Tuesday March 6th at NHDOT. Erik noted the next action item for this workshop is to have an update conference call on December 15, at 3pm to further refine the scope and agenda of the workshop. A draft agenda was shared at the previous CSAC meeting

by Erik. Erik told anyone from CSAC who was interested in attending the conference call to let him know and they would be welcomed to provide input. Will and Craig participated in the last conference call for this project.

Bike and Ped Infrastructure Improvements Realized in Communities of 10K or less – Research project through the [Montana State University Western Transportation Institute](#)

Erik gave a brief introduction of the project and noted that a conference call took place on November 17. Erik and Mari Brunner participated in the conference call representing NH. Two other DOTs are involved as well: Minnesota DOT and Maine DOT. Currently NH is looking to provide a list of 8 communities that have implemented successful complete streets projects and a list of 8 communities that have not or have tried but were unable to implement complete streets projects. Erik told the committee that a list of communities with complete streets projects has been compiled but asked committee members to think about communities that do not have complete street projects and let him know of any you can think of. Henniker, Warner, and Hopkinton were mentioned by committee members. Erik will follow up to get contact information for these towns and provide that to the research group for consideration

December Meeting

Due to the upcoming holiday and member schedules, Craig suggested skipping the December CSAC meeting if committee members agreed. The committee thought this made sense, so the next CSAC meeting will January 24, 2018.

Other Items

Rail trail legislation

Upcoming legislation for the 2018 session sponsored by Dan Feltes was discussed. The legislation would appropriate funding to the NH DOT to complete an update to the statewide trail plan, essentially implementing the findings of SB80 from 2015. Wording is being worked out for the LSR currently. An update will be provided at future meetings as progress is made on this LSR

[HB1731](#)

Dave informed the committee of this bill which is summarized as relative to regulating bicycles and requiring that driver's license applicants be informed of and examined on laws relating to bicyclists rights and safety. The bill will be introduced January 3, 2018 and referred to Transportation.

The meeting adjourned at 12:30pm

Next Meeting: January 24, 2018 11:00-1:00pm, NHDOT: Materials and Research, Room 205

Upcoming Meetings:

<i>January 24</i>

<i>February 28</i>

<i>March 28</i>

<i>April 25</i>

<i>May 23</i>
