



LEBANON PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE

OCTOBER 6, 2020 - 7:00 PM

REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE

1. Call to Order

- A. Call to Order: Meeting procedures and RSA 91-A "Right-to-Know" requirements

2. Approval of Minutes

- A. September 1, 2020

3. Open to the Public

4. Study Items

- A. Updates from Other Boards
 - Planning Office - Planning Staff
 - Safe Routes to School - Planning Staff
 - City Council - Erling Heistad
 - Planning Board/CIP Meeting - VACANT
 - Police Reports - Alan Schnur
 - Mascoma River Greenway Coalition - Colin Smith
 - Class VI Roads - Colin Smith
 - State of NH Updates - Alex Belenz
 - Rails to Trails - VACANT
 - Communications Plan - Marie McCormick
- B. NHDOT Ten-Year Plan Project at Exit 18/Route 120 (#29612)
- C. Mascoma River Greenway - Survey and Usage Count Results
- D. Development Regulation Review - Ped-Bike Facilities

5. Other Business

- A. Bike Friendly Community
- B. Route 10 – NHDOT Resurfacing Project

6. Future Agenda Items

- A. Friends of the NRT / long-term maintenance coordination

7. Adjournment

Lebanon Pedestrian & Bicyclist Advisory Committee Agenda
October 6, 2020

Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

**Agenda
Pedestrian & Bicyclist Advisory Committee
October 6, 2020**

**Agenda Item #2A
Approval of Minutes**

September 1, 2020

DRAFT

**PEDESTRIAN & BICYCLE ADVISORY COMMITTEE
TUESDAY SEPTEMBER 1, 2020
REMOTE MEETING – MICROSOFT TEAMS (CALL-IN ONLY)
7:00 PM**

MEMBERS PRESENT: Colin Smith (Chair); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick; Alex Belenz; Clifton Below (Alt); Thomas Martz (Planning Board)

MEMBERS ABSENT: Sarah Crysl Akhtar

STAFF PRESENT: Rebecca Owens (Associate Planner); Kristine Flythe (Recreation)

1) CALL TO ORDER:

Chair Smith called the meeting to order at 7:02 PM.

Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements. Ms. Owens reviewed the executive order requiring public audio and video access and options for participation.

A Roll Call of Board Members who participated remotely is listed above. Clifton Below was appointed to serve as a regular member representing Ms. Akhtar.

2) APPROVAL OF MINUTES: August 4, 2020

Minutes approved without amendment.

Mr. Heistad MOVED to approve the minutes as presented.

Seconded by Mr. Martz.

Roll Call Vote: Members voting in favor included Chair Smith, Mr. Heisted, Mr. Schnur, Mr. Below, Mr. Martz, Mr. Belenz, and Ms. McCormick. None voted nay.

****The vote on the MOTION was unanimously approved (7-0).***

3) OPEN TO THE PUBLIC:

4) STUDY ITEMS:

A. Updates from Other Boards

- Planning Office - Planning Staff

Ms. Owens mentioned that there was a proposal to reuse the former mattress store building in West Lebanon on Main Street, for a social services center, based in large part due to the site's access to multimodal transportation options, however that due to grant funding requirements, the project could not proceed.

- Safe Routes to School - Planning Staff/Police Staff

Chair Smith reported that he wrote a letter to check on plans for the fall at Lebanon's schools, particularly Lebanon Middle School. The LMS crosswalk and path extension project from the

1 Ruth Shepherd Trail is progressing. He noted that LMS is now utilizing bike racks from Kilton
2 Library's old installation.

3 • City Council – Erling Heistad

4 Mr. Heistad indicated that the City passed a mask ordinance, sold two property parcels to
5 abutters, and updated cemetery fees. He also mentioned that the Council has a new committee
6 for West Lebanon revitalization efforts. Mr. Below added that the committee will gather input to
7 inform Westboro reuse planning, the Planning Department's contract with VHB to generate a
8 streetscape plan for the village, and next steps for the City's vacant parcel at 3 Seminary Hill.
9 Mr. Belenz said he looks forward to opportunities for these efforts to be coordinated with the
10 regional planning commission's corridor plans.

11 • Planning Board/CIP - Thomas Martz

12 Mr. Martz confirmed staff's reports on Planning Office review projects and added that the
13 Planning Board is also still reviewing a proposal for 44 new housing units at 258 Heater Road.
14 Ms. Owens identified September 14th as the next meeting date for the Planning Board to review
15 the proposed CIP budget.

16 • Police Reports - Alan Schnur

17 Mr. Schnur reported that the June monthly City Manager's report showed one new ped-bike
18 crash for a total of five ped-bike related crashes year-to-date, based on police data. The result is
19 that Lebanon has already exceeded its crash rate for 2019, by one collision. He indicated that
20 he would share questions with staff to help reconcile data reporting variations between Lebanon
21 Fire and Police departments. There are limited options for filtering the data and there is no detail
22 on whether reports involve multiple parties or may involve one party, such as in the case of a
23 non-collision when a cyclist hits a bump badly and utilizes EMS services.

24 • Mascoma River Greenway Coalition - Colin Smith

25 Chair Smith shared that Greenway survey data was being analyzed. Ms. Flythe provided an
26 update on potential discontinuance of the railroad's active use status on the segment of railbed
27 along Glen Road, from the current Greenway terminus to the skate park. She noted that it would
28 have to be proven to the NHDOT Bureau of Rail and Transit that the segment was abandoned,
29 and pro bono assistance from a local lawyer will assess whether such a proposal is viable. The
30 City could then lease the segment in order to extend the Greenway. Ms. Flythe said that
31 Recreation staff and the same lawyer are also working with Ms. Owens to seek property owner
32 permission for public access and a traffic barrier for the currently unofficial Greenway access on
33 the Miracle Mile.

34 • State of NH Updates - Alex Belenz

35 Mr. Belenz says that a committee is being re-established to review the state's draft ped-bike
36 plan and complete streets.

37 • Class VI Roads – Colin Smith

38 Chair Smith noted that the Class VI committee has reviewed parcels south of Walhowdon Farm
39 and west of Methodist Hill Road to make recommendations about Class VI roads. Mr. Heisted
40 said that the committee is looking for input and meets on the first and third Thursday of each
41 month.

42 • Rails to Trails - VACANT

43 Chair Smith recommended outreach to the local running club to assist with bridge repair
44 workdays. Ms. Flythe indicated that the Friends of Lebanon Recreation already manage fund
45 administration for the Mascoma River Greenway and could potentially do so for the Northern
46 Rail Trail in Lebanon; Recreation staff will hold a meeting to discuss this further. Mr. Below
47 confirmed that \$9,000 has been approved by the City for bridge re-decking and noted that the
48

1 City should review its cooperative agreement with the state Trails Bureau as relates to
2 maintenance. In response to Ms. Owens's suggestion to look at other communities along the
3 NRT for models.

4
5 A. Route 12A – UVLSRPC Transportation Corridor discussion

6 Mr. Belenz showed the committee the project website for seeking public input on the draft
7 Route 12A corridor plan, including an interactive map that captures public comments on marked
8 points. The draft will follow the same format used for the Route 120 draft chapter.

9
10 B. Winter Safety and Maintenance

11 Ms. Owens asked if members had questions/concerns about the coming winter season. Mr.
12 Schnur emphasized the importance of maintaining accessible roadways, including for visibility
13 so that road/sidewalk users can see each other. Chair Smith observed that the 2008 snow
14 removal plan linked on the City website appears to be out-of-date since new sidewalks have
15 been added in the past twelve years. Mr. Below reported that he has heard that students are not
16 using Evans Street as a primary route to access the school on Hanover Street and that Public
17 Works is endeavoring to track road conditions and issues with its new Beehive asset
18 management software so that public comments can be addressed in a centralized fashion.
19 Committee members expressed concern for additional resources to be made available for
20 winter safety due to COVID, as some residents lose (economic) access to vehicles and similar
21 circumstances.

22
23 C. Communications Plan Update

24 Ms. McCormick reviewed the current month's goals, which include back-to-school outreach,
25 which has been confounded by abnormal school schedule and transportation logistics. She said
26 that a sub-group of members is still working to recommend Ped-Bike webpage updates,
27 especially to condense procedural information and resources into an accessible location. At the
28 time of the meeting, there was not an understanding of the City's Halloween plans so related
29 outreach was tabled.

30
31 **5) OTHER BUSINESS:**

- 32
- 33 • Educ./Encouragement – Refer to the Communications Plan Update.
 - 34 • E-bikes – Ms. Owens shared an article on a study showing health benefits related to e-
35 bike use and use rates in general, with overall neutral-positive impacts compared to
36 traditional bicycling health and usage statistics.
 - 37 • Bike Friendly Community – No report.
- 38

39 **6) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:**

- 40
- 41 • Review of Route 10 draft letter to NHDOT (Ms. Owens)
 - 42 • Winter road and sidewalk maintenance (all)
 - 43 • Compare bike storage provisions in Planning Board applications to draft regulations
 - 44 • Review of Bike Friendly Community criteria for renewal of Lebanon's designation, due
45 Spring 2021 (working group)
 - 46 • Get clarifications on EMS data (Mr. Schnur)
 - 47 • Review the Committee's webpages for updates (working group)
 - 48 • Explore a central document repository for the Committee (Ms. Owens)
- 49

50 **7) ADJOURNMENT:**

- 1 ***A Motion by Mr. Heisted to adjourn the meeting.***
- 2 ***Seconded by Ms. McCormick.***
- 3 ***Roll Call Vote: Members voting in favor included Chair Smith, Mr. Heisted, Mr. Below, Ms.***
- 4 ***McCormick, Mr. Belensz, Mr. Martz, and Mr. Schnur***
- 5 ****The vote on the MOTION was unanimously approved (7-0).***
- 6 The meeting was adjourned at 8:40 PM.
- 7 Prepared by Rebecca Owens, Planning Staff

Agenda
Pedestrian & Bicyclist Advisory Committee
October 6, 2020

Agenda Item #4A
Study Items

COMMUNICATIONS PLAN

DRAFT COMMUNICATIONS CALENDAR - PED/BIKE WORKING GROUP

General notes:

- Communications calendar should be standing agenda item at PBAC meetings in order to review and delegate current month's tasks
- Partnerships listed here could help amplify messages and/or provide resources to help get the messages out to the public

Month	Communication Task(s)	Who is responsible	Possible Partnerships	Content of Message
January	XC Ski/snowmobile safety reminders for rail trail Continue winter-related safety reminders for pedestrians/bicyclists/drivers Possible communication methods: Letter to the Editor, Leb News, City Facebook feed, Ped Bike page on city website	PBAC volunteer(s) Planning Department	NH Fish & Game Snowmobile club NH DOT LPD Hanover Ped Bike	Snowmobile speed limits, look and slow down for pedestrians, pedestrians/skiers be aware & stay on right except to pass Drivers should be aware of pedestrians walking on the road because the sidewalk has not yet been cleared of snow. Pedestrians should be aware that drivers are not expecting to see them on the road. Peds need to wear light colored clothes and reflective materials to be more easily seen at night.
February	Continue both messaging efforts from January. See January for possible communication methods 2020 - "Scan the Street for Wheels and Feet" alert on Lebnews and Facebook	PBAC volunteer(s) Planning Department		
March	Each PBAC member contact a potential collaborator	PBAC volunteer(s)	See other months for ideas	"Template" TBD - possible topics are 1. Gauge interest in attending meeting 2. Summarize recent PBAC activities 3. Ask for assistance/resources
April	End-of-winter "increased ped/bike traffic" alert to post on Leb News, city Facebook feed, Lebanon Listserv 2020 - potentially include roundabout safety???	PBAC volunteer(s) Planning department PBAC chair	Safe Kids initiative SAU88 NH DOT LPD Valley News	Increased numbers of ped/bikes on roads now that winter is ending; drivers watch for others sharing the roads, give space (at least 3 feet) & consider safety. Be aware that bike lanes may have obstructions (or gravel) before spring cleaning and bikes may swerve unexpectedly.

Month	Communication Task(s)	Who is responsible	Possible Partnerships	Content of Message
	Letter to VN editor from PBAC chair with general committee info & invitation to meetings, can also include safety reminders described above			
May	Curb Your Car Day station - adult/kid safety info and reflector distribution Tentative: Invite a collaborator to June meeting COVID-19 update: CYC Day very uncertain, possibly communicate instead about local bike shops and offerings as essential service	PBAC volunteer(s) Planning Department Recreation Department	Vital Communities Omer & Bobs Cowbell Mobile Bike Shop Lebanon School District Local businesses for donations	Be aware of others on the road. Light up/reflect during lower sunlight hours. (Encouragement message is built in to event: Taking the bike/bus instead of your car, even for a few days a week, is good for health and for the environment in addition to being less expensive. Bus bike racks enable bikes to be carried uphill and ridden home.)
June	Bike Rodeo - kid safety info, demonstrations, and reflector distribution (potentially add a simple survey to identify any safety concerns of kids/parents). Tentative: Invite a collaborator to July meeting	PBAC volunteer(s) Planning Department and/or external organizations	LPD CCBA Local bike orgs Omer & Bobs Cowbell Mobile Bike Shop CHaD for helmets Lebanon School District Local businesses for donations Lebanon area Rotary Club	Distribute education materials on safety aimed at children (and their parents). Materials prepared by several bike groups (e.g. BWANH) are available. Check bike helmets and distribute new ones if indicated.
July	Farmers Market table Group ride or workshop (canceled due to COVID)	PBAC volunteers	Table: LPD, DPW, Rec Dept, NH DOT & BWANH Group ride or workshop: Vital Communities, local bike clubs (Upper Valley Women's Cycling Club, Upper Valley Mountain Bike Association, etc)	Ped-bike safety for pedestrians, bikers and vehicle drivers. For example: - Peds need to wait before crossing the street, even at crosswalks, until they are sure that the driver will stop; - Drivers should keep a safe distance (at least 3 feet) from bikers and recognize that bike riders have the same right to use the road as a motor vehicle; - Drivers should reduce their speed and be ready to stop for
August	Farmers Market table Group ride or workshop (canceled due to COVID)	PBAC volunteers		

Month	Communication Task(s)	Who is responsible	Possible Partnerships	Content of Message
	Review PBAC website, recommend updates			pedestrians at crosswalks. Can also distribute helmets (if available) and materials prepared for the Bike Rodeo.
September	Back to school walk/bike/bus safety reminders via social media for kids and drivers. Possible in-person messaging to K-12 students via assembly or class	Lebanon School District (already does some through elem school walk to school days) PBAC volunteer(s)	Lebanon School District Vital Communities	Basics of Road Safety for children walking and biking. Examples include: - Wait before crossing street - Stay on sidewalks where possible - Wear reflective gear - Bike single file
October	Halloween kids pedestrian safety info distribution	Unsure - LPD and PTO have done elements of this in the past, want to make sure it happens every year	CHAD Safe Kids initiative Lebanon School District Lebanon School PTO(s) LPD	Think Safety! See September examples, highlight safety after dark
November	End of daylight savings safety reminders: Letter to Editor (VN) city clerk display Leb News announcement Encourage other media (Lebanon Times, Valley News to publish info)	Planning dept PBAC volunteer(s)	Valley News Lebanon Times Mascoma Bank NH DOT	- Peds/bikes make sure you are visible in the dark - Motor vehicle drivers should take increased care at crosswalks & intersections.
December	Distribute winter safety reminders at Lebanon holiday celebration Post safety reminders on bulletin board at city hall and other prominent location(s) Review communications calendar for next year	PBAC volunteer(s) Planning Department Recreation Department	Recreation Department Lebanon and/or Kilton Libraries CCBA Co-op AVA Gallery DHMC/CHaD	Ped/bike visibility in the dark Awareness of winter conditions for ped/bike (use caution when forced to be in road) Awareness of winter conditions for drivers and snowmobile operators (increased stopping distance, etc)

This effort helps to address several aspects of Lebanon's Master Plan. Some examples include the following.

Chapter 5: Natural Resources

Strategy 5.1.S16: Encourage and support transportation alternatives to single-occupancy vehicles, including mass transit, pedestrian and bicycle paths and facilities, ride-sharing, etc.

Chapter 9: Transportation

Strategy 9.2.S3: Manage the growth in traffic volume by promoting alternatives to vehicle trips, such as telecommuting, rideshare, and transit use.

Chapter 10: Recreation

Narrative section D-3: "For many older residents or parents with young children, walking through their neighborhood or in downtown Lebanon or West Lebanon is a daily/primary recreational activity. ...Walking and biking create more of a sense of community, as it promotes interaction between neighbors, and can also help reduce roadway congestion and associated air quality problems when replacing a trip by car."