



LEBANON PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE

JUNE 1, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE

1. Call to Order

- A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

2. Approval of Minutes

- A. May 4, 2021

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 - Gregorio Amaro
 - Police Reports - Alan Schnur
 - Mascoma River Greenway Coalition - Colin Smith
 - Class VI Roads - Colin Smith
 - State of NH Updates - VACANT
 - Rails to Trails - Amy Chan
 - Communications Plan - Marie McCormick

- B. Rules of Decorum

- C. Ped-Bike amendments to Development Regulations

- D. May is Bike Month / Helmets / Bike Rodeo / Tunnel Opening

5. Other Business

- A. City/State projects (Special Assessment District, West Lebanon, NHDOT 120/I-89Exit 18, TAP, Lane Widths)
- B. Rotary Club Legacy Project

6. Future Agenda Items

- A. Bike friendly community
- B. UV e-bike lending library
- C. Multimodal plan
- D. AARP grant - West Lebanon pop-up

7. Adjournment

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft 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
June 1, 2021

Agenda Item #2A
Approval of Minutes

May 4, 2021

DRAFT

**PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE
TUESDAY MAY 4, 2021
REMOTE MEETING – MICROSOFT TEAMS
7:00 PM**

MEMBERS PRESENT: Erling Heistad (City Council); Alan Schnur; Marie McCormick (Vice-Chair); John Kelleher; Clifton Below (Alt); George Sykes (City Council Alt)

MEMBERS ABSENT: Colin Smith (Chair); Sarah Crysl Akhtar; Gregorio Amaro (Planning Board)

STAFF PRESENT: Rebecca Owens (Associate Planner)

1) CALL TO ORDER:

Vice Chair McCormick called the meeting to order at 7:01 PM.

A. 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, in addition to staff present.

Mr. Below was appointed to serve as a regular member in place of Ms. Akhtar. One guest, Amy Chan (Ped-Bike member application pending) joined.

2) APPROVAL OF MINUTES: April 6, 2021

Mr. Kelleher observed a high level of detail in the April minutes and that moving forward, it may be a better use of staff time to provide shorter minutes.

Mr. Heisted MOVED to approve the minutes as presented.

Seconded by Mr. Schnur.

Roll Call Vote: Members voting in favor included Ms. McCormick, Mr. Heisted, Mr. Schnur, Mr. Kelleher and Mr. Below

****The vote on the MOTION was unanimously approved (5-0).***

Minutes approved.

3) OPEN TO THE PUBLIC:

4) STUDY ITEMS:

A. Updates from Other Boards

- Planning Office – Planning Staff noted that there were no new development applications of interest.
- Safe Routes to School – Planning Staff. No Updates.
- City Council – Mr. Heisted listed 79E economic revitalization tax credits, landfill gas regulations, outdoor seating, and budget sessions as recent Council topics.

- 1 • Planning Board/CIP – Mr. Amaro. No updates.
- 2 • Police Reports – Mr. Schnur reported that there the police records showed zero
- 3 pedestrian and bicyclist crashes in March, for a total of zero year to date, versus three
- 4 by this time in 2020. He is looking for clarifications to LFD and LPD reports to reconcile
- 5 differences.
- 6 • Mascoma River Greenway – Chair Smith. Ms. Owens reported that the Miracle Mile
- 7 Plaza access to the Greenway had been formalized as a cooperative agreement. She
- 8 also said that members of the West Lebanon committee are looking at rail with trail
- 9 legislation, ways to progress the West Lebanon Greenway, and Rotary Club project
- 10 ideas.
- 11 • Class VI Roads – Chair Smith. Mr. Heisted reported no significant updates.
- 12 • State of NH Updates – Vacant.
- 13 • Rails to Trails – Ms. Chan explained that the Friends of the Northern Rail Trail (FNRT)
- 14 Merrimack County and Grafton County groups have merged. The City of Lebanon is
- 15 taking over more responsibility for the upkeep of bridges now that there are fewer
- 16 volunteers. Mr. Schnur asked if DPW has a budget or if Friends of Lebanon Recreation
- 17 is still being considered as a steward of donations to the NRT. Mr. Below believes that
- 18 there is money in the City budget per department workplans. Ms. Chan said that a focus
- 19 this year is to recruit new volunteers.
- 20 • Communications Plan – Ms. McCormick noted that a May is Bike Month LebNews was
- 21 posted by Planning Staff. Ms. Chan asked to have the FNRT Challenge ride advertised
- 22 in LebNews once there are more details, perhaps as part of a bike route promotion.
- 23

24 Based on a request from the City Manager, for LPBAC to review a potential Public Works
25 project, discussion shifted to consideration of the proposal. The City Manager's Office is seeking
26 a letter of support for the project, as part of an application for federal funding that will be
27 submitted via Senator Shaheen's office.

28
29 The project is "Phase 3" of the installation of new sidewalks on the north side of Miracle
30 Mile/Route 4 between Price Chopper and Timken/Poverty Lane. Ms. Owens presented the
31 project, noting that it is a continuation of the Phase 1 (LISTEN bus stops and sidewalks) and
32 Phase 2 (Ford sidewalks) work done primarily on the north side of the road. LPBAC was
33 supportive of the project though there was some discussion about how to ensure connectivity
34 further east, to Mechanic Street's existing and planned sidewalks. Members recommended
35 taking a comprehensive approach to determining the locations of future sidewalks, for while
36 incremental improvements are welcome, including those from private developments that are
37 conditioned to add segments, there are so many disparate pieces that it is important to ensure
38 extensions are patched with each other in a functional manner. Ms. Owens noted that the
39 Multimodal Plan will include such assessment.

40
41 Members agreed with the proposal for Phase 3 to include a crosswalk with pedestrian signal at
42 Poverty Lane, to get pedestrians to the south side of the road. From there, they pointed that
43 sidewalks should follow the south side of Route 4 to Buck Road, as that would require sidewalk
44 users to cross only one curb cut, the I-89 exit ramp, rather than at least six higher speed cuts
45 with no stops on the north side.

46
47 ***There was a MOTION by Mr. Below that the Lebanon Pedestrian and Bicyclist Advisory***
48 ***Committee supports the Miracle Mile Phase 3 proposal to extend sidewalks east of the***
49 ***Miracle Mile Plaza, to Poverty Lane, including the addition of a signalized crosswalk at***
50 ***Poverty Lane, and further that the Committee endorses collaboration between the***
51 ***Committee Chair and Planning staff to draft a letter of support.***

52
53 ***Seconded by Mr. Heisted.***

Roll Call Vote: Members voting in favor included Mr. Heisted, Mr. Schnur, Mr. Kelleher, Mr. Below, and Ms. McCormick.

***The vote on the MOTION was unanimously approved (5-0).**

B. Ped-Bike Amendments to Development Regulations

Members reviewed the packet attachment with proposed amendments to the Site Plan Regulations. Ms. Owens explained that the current version incorporated feedback from the Planning Board's work session on April 26th and that she had solicited a few local examples of new and old multifamily developments to assess bike storage practices. The examples were shared by email with LPBAC members. Mr. Sykes commented that use of the word "encourage" with provisions for showers is a "free pass" for projects to avoid adding such facilities. He said that more people will bike to work if there are showers and suggested using "must". He also said that there are other reasons for showers, such as sanitation and emergency washing needs. Mr. Heisted said that he was at the April 26th Planning Board meeting and was disappointed that no one spoke about the bike and shower requirements as relates to Master Plan goals and making the City a better place for walking and biking. Ms. Owens clarified that those goals were discussed at a prior Planning Board meeting. Mr. Below cited his property at 1 Court Street as an example of where installing showers has been a success that tenants appreciate. However he felt that also requiring lockers was onerous and that requiring one shower per 4 bike rack spaces might be a lot for some property owners, such that perhaps having 1 shower available to tenants in a typical office would be a better number, or to base the requirement on a project's square footage or employee number. He said that another purpose of the showers is not just for bike commuters but anyone who drives, bikes, etc. but likes to work out during the middle of the day and that doesn't always involve a gym with showers. Overall, members urged for the Planning Board to consider a threshold at which showers would be a "must".

C. May is Bike Month/Helmets/Bike Rodeo/Tunnel Opening

Ms. McCormick asked if the CCBA will be doing an activity course for the Bike Rodeo. Ms. Owens responded that logistics are still underway. Ms. Chan said that FNRT would like to be involved.

5) OTHER BUSINESS:

A. City and NHDOT Projects

Members focused on continuing discussion of the City DPW's proposed Hanover St. and Route 120 intersection changes. Mr. Heisted expressed that the Committee had not left Mr. Donison with direction at the end of the last meeting. Mr. Schnur felt that members had reached consensus around recommending installation of a traffic light at the intersection and that that concept should be developed and brought back for review, in addition to the horizontal deflection idea, for traffic calming, that Alex Belenz had mentioned. Mr. Below agreed. He said that a traffic light appeared to be the best solution in part because it could be used with adaptive technology and complement other traffic calming, without requiring significant re-design/reconfiguration and related cost of doing so, as proposed by DPW. Ms. Owens showed a screen image of the plans that DPW sent to NHDOT on April 7th as the City's proposed design; it incorporated some of LPBAC's March feedback to DPW but not the idea of a traffic signal. Ms. McCormick said that she would like to see a traffic light incorporated as part of any design that is selected at the intersection.

There was a MOTION by Mr. Below that the Lebanon Pedestrian and Bicyclist Advisory Committee recommends that the City includes a traffic signal as part of any preferred/proposed design for the Hanover Street and Route 120 intersection that DPW

provides to NHDOT, to facilitate traffic calming and enable cyclists to have safe right-of-way as needed based on signal responsiveness.

Seconded by Mr. Schnur.

Roll Call Vote: Members voting in favor included Mr. Heisted, Mr. Schnur, Mr. Kelleher, Mr. Below, and Ms. McCormick.

***The vote on the MOTION was unanimously approved (5-0).**

B. In-person meetings

Ms. Owens invited members to express sentiments about the possibility of resuming in-person meetings. She indicated that there is no official City position on this yet, and that each board will likely be able to do as it wishes in terms of all in-person, all remote, or a hybrid format but that there are nuances related to the number of members required to be physically present, and to how and when the public is also invited to be back in-person. Additional factors included the size of the meeting rooms, spacing requirements, the ability to open windows for ventilation, HVAC system abilities, and a general sentiment that the Committee was functioning well remotely. LPBAC members desired, overall, to continue all remote or at least in hybrid, given the continued uncertainties around COVID-19 and vaccination uptake. City Council will discuss the topic in July, including as relates to state emergency order legislation and quorum criteria.

Other discussion ensued. Members asked if the DPW street sweeping schedule is still on schedule. Mr. Kelleher asked if it made sense to put the Rotary Club's legacy project on the agenda for the next meeting since some of their current ideas involve paths.

6) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:

- Share bollard and bike friendly storm grate ideas with DPW (all)
- LebNews – draft June 2021 communications
- Review of Bike Friendly Community designation, due in 2021 (working group)
- Review the Committee's webpages for updates (working group)
- Explore a central document repository for the Committee (Ms. Owens)

7) ADJOURNMENT:

A Motion by Mr. Heisted to adjourn the meeting.

Seconded by Mr. Kelleher.

Roll Call Vote: Members voting in favor included Mr. Heisted, Mr. Schnur, Mr. Kelleher, Mr. Below, and Ms. McCormick.

***The vote on the MOTION was unanimously approved (5-0).**

The meeting was adjourned at 9:05 PM.

Prepared by Rebecca Owens, Planning Staff

Agenda
Pedestrian & Bicyclist Advisory Committee
June 1, 2021

Agenda Item #4B
Study Items

Rules of Decorum

LEBANON BOARD OF CEMETERY TRUSTEES

RULES OF DECORUM AND COMMITMENT TO CIVIL BEHAVIOR

It is acknowledged that:

1. Civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making.
2. Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
3. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior.
4. Demonstrations in support or opposition to a speaker or idea are not permitted by members of the Board. The Chairman is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

To maintain a cohesive, productive working environment, the members of the Lebanon Board of Cemetery Trustees commit to:

1. Supporting the Board's mission.
2. Showing respect to each other as appointed members and staff representatives to the Board.
3. Promoting civility during Board meetings and tolerating nothing less.
4. Demonstrating reflective listening and not displaying negative body language (for example eye rolling, pencil tapping, shrugging of one's shoulders, hand gestures, etc.)
5. Allowing uninterrupted speech by those recognized as "having the floor" and refraining from speaking until recognized by the Chair.
6. Bringing cemetery related concerns, issues, and conflicts to the Board for discussion.
7. Offering alternative solution(s) when addressing a problem or issue.
8. Maintaining the confidentiality of material discussed during closed Board meetings.

PLEDGE OF CIVILITY

The manner in which we govern ourselves is often as important as the positions we take. The City's collective decisions will be better and truer to our mission when differing views have had the opportunity to be fully vetted and considered. All those who appear before the City's board and committees have the right to be treated with respect, courtesy, and openness. We value all input.

Accordingly, we commit to conduct ourselves at all times with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.