



**PEDESTRIAN & BICYCLIST ADVISORY COMMITTEE  
REGULAR MEETING AGENDA  
20 WEST PARK STREET, LEBANON  
3RD FLOOR, ROOM 385  
THURSDAY, MARCH 5, 2020  
7:00pm**

---

**1. CALL TO ORDER:**

**2. APPROVAL OF MINUTES:**

**A. FEBRUARY 4, 2020**

**Documents:**

[2020-03-05\\_PedBike\\_Item 2\\_2020-02-04 Mins.pdf](#)

**3. OPEN TO THE PUBLIC:**

**4. STUDY ITEMS:**

**A. Updates from Other Boards etc.:**

- Planning Office - Planning Staff
- Safe Routes to School - Planning Staff
- City Council - Erling Heistad
- Planning Board/CIP Meeting - Karen Zook
- Police Reports - Alan Schnur
- Mascoma River Greenway Coalition - Colin Smith
- State of NH Updates - Alex Belenz
- Rails to Trails - VACANT

**5. OTHER BUSINESS**

- DPW Director Update: Road/Sidewalk Striping, Sweeping, etc.
- 2020 Master Plan Priorities
- CIP 2020-2026 Projects (Ped-Bike Plan Scope, Facilities)
- Road Resurfacing Projects: NHDOT
- Communications Plan Update
- Local Street Speed Limits – Review of March 4th Council Public Hearing
- Bike Racks – Mall & Kilton
- Educ./Encouragement – Curb the Car Day 2020

## 6. FUTURE AGENDA ITEMS

- Development Regulation Review - Ped-Bike Facilities
- Friends of the NRT / long-term maintenance coordination
- Bike Friendly Community update

## 7. ADJOURNMENT

**Any person with a hearing disability who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), please contact the Planning Office at 603-448-1457 at least 72 hours in advance so the City can make any necessary arrangements. All plans are available for review Monday-Friday from 8:00AM to 4:30PM at the City of Lebanon Planning Office, 20 West Park Street, Suite 219, Lebanon. For more information about what is happening with these applications and in the City, please visit our website at [www.lebanonnh.gov](http://www.lebanonnh.gov)**

**AGENDA  
PEDESTRIAN & BICYCLIST COMMITTEE  
FEBRUARY 4, 2020**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**FEBRUARY 4, 2020**

PEDESTRIAN & BICYCLE ADVISORY COMMITTEE  
TUESDAY, FEBRUARY 4, 2020  
TEMPORARY CITY HALL, SUITE 385 20 WEST PARK STREET  
7:00 PM

**MEMBERS PRESENT:** Colin Smith (Chair); Alex Belenz (Alt); John Kelleher (Vice-Chair); Erling Heistad (City Council); Alan Schnur; Marie McCormick

**MEMBERS ABSENT:** Karen Zook (Planning Board); Clifton Below (Alt); Sarah Crysl Akhtar

**STAFF PRESENT:** Rebecca Owens (Associate Planner)

---

1 **1) CALL TO ORDER:**  
2

3 Vice Chair Kelleher called the meeting to order at 7:05PM. Alex Belenz was appointed to serve  
4 as a regular member.  
5

6 **2) APPROVAL OF MINUTES: January 7, 2020**  
7

8 *Mr. Schnur MOVED to approve the minutes as amended below.*  
9 *Seconded by Mr. Kelleher*  
10 *Approved 4 yes, 1 abstention.*  
11

12 Amendments:

13 Page 1, Line 13, Delete "on of" "

14 Page 2, Line 23, Delete "submitted a letter of resignation" and replace with "she completed her  
15 term and would not be renewing membership due to other scheduling commitments."  
16

17 Mr. Smith entered at 7:06PM.  
18

19 **3) OPEN TO THE PUBLIC:**  
20

21 **4) STUDY ITEMS:**  
22

23 A. Updates from Other Boards

24 • Planning Office - Planning Staff

25 Ms. Owens updated the Committee briefly on ongoing projects including those in the  
26 Mt. Support Road area.  
27

28 • Safe Routes to School - Planning Staff/Police Staff  
29 No update.  
30

31 • City Council – Erling Heistad  
32 No update.  
33

34 • Planning Board/CIP Meeting - Karen Zook  
35 No update.  
36

37 • Police Reports - Alan Schnur  
38 Mr. Schnur presented the "2006-2019 Lebanon NH Pedestrian and Bicyclist crash

1 data (updated February 3, 2020)". The aim of the update is to collect and analyze  
2 ped-bike crashes, including those with motor vehicles, to look for patterns, measure  
3 trends, and look for potential causes in order to take action and recommend  
4 interventions that may prevent future crashes. The total number of crashes involving  
5 ped-bike users was about 50 percent lower 2006-2014 than it has been trending  
6 2015-2019, however it was noted that the population of Lebanon has not changed  
7 much between 2006-2019. The presentation will be posted on the committee's  
8 webpage and Ms. Owens will request the Police Department to provide the full 2018-  
9 2019 data details for more comprehensive review.

- 10
- 11 • Mascoma River Greenway Coalition - Colin Smith  
12 The MRG working group is supportive of doing a survey in June or July, preferably via  
13 in-person interviews on the trail. To encourage participation and with volunteer  
14 comfort approaching trail users, sandwich board signs could be situated near the  
15 survey distribution points. It was suggested to do the survey during at least two  
16 different windows of time. Mr. Schnur volunteered to help. Some survey goals were  
17 identified such as: to build user data that may support communications with the State  
18 of NH to permit right-of-way use for rail-with-trail or similar and extend the greenway,  
19 to get a sense of user perceptions on trail safety including as relates to cyclist speeds,  
20 usership types and frequency, and feedback about the trail's accessibility. A digital  
21 traffic counter could be deployed but they have limitations.
  - 22
  - 23 • State of NH Updates  
24 Mr. Belenz reported that the New Hampshire Department of Transportation's  
25 (NHDOT) Ten-Year Plan Update has completed review by the Governor and public  
26 input and is now in the legislature, but there is usually not a lot of change at this point.  
27 Projects include the Slayton Hill rotary on Route 4, and the plan should be done by  
28 June. Mr. Belenz also reported that the process for the state's Ped-Bike Plan has  
29 been extended and that a new state rail-trail plan is coming together to help balance  
30 user needs, including ATVs, for which some committee member concern was  
31 expressed.
  - 32
  - 33 • Rails to Trails-VACANT  
34 Ms. Owens will attend a February 19<sup>th</sup> meeting hosted by the Rails to Trails  
35 Conservancy to consider a regional network in the Northeast.

## 36

### 37 5) OTHER BUSINESS:

- 38
- 39 A. Speed limits: The committee reviewed a memo that had been shared by email, a  
40 proposal from Lebanon Police Chief Mello to the Mayor and City Council to reduce local  
41 speed limits. The memo presents traffic study data and recommendations for the City to  
42 adopt a lower speed limit, 25mph, for most local streets, especially to support existing  
43 speed conditions and safety priorities. The committee decided to present a motion of  
44 support of the proposal to be shared with City Council prior to their March 4<sup>th</sup> public  
45 hearing to review the proposal.

46

47 **Mr. Keller MOVED to pass the following MOTION:**

48

49 ***The Lebanon Pedestrian and Bicyclist Advisory Committee strongly supports the***  
50 ***Lebanon Police Department's recommendation, as written in a memorandum to the***  
51 ***Honorable Mayor and City Council, dated January 23, 2020, "setting the minimum prima***  
52 ***facie speed limit in the City of Lebanon at 25MPH, unless otherwise posted"***.

**1 Seconded by Mr. Heisted****2 \* The MOTION passed unanimously (6-0).**

- 3
- 4
- 5 B. Road Resurfacing: The committee discussed that road resurfacing projects will be the  
6 focus of Mr. Smith's next quarterly report to City Council and Ms. Owens will work with  
7 Planning staff to provide related information for a proposed Public Safety Committee  
8 review, in advance of seeking City Council feedback as a potential agenda item. A  
9 response to NHDOT is time-sensitive, to address their 2020-2012 projects. The  
10 committee discussed that if the Council were to review this issue, it would be good to  
11 have in-person committee member presence, with different members taking on short  
12 talking points to each supporting piece for encouraging reallocation of shoulder space  
13 from travel lane widths *where feasible* during City and NHDOT roadway resurfacing and  
14 similar projects. Oral testimony, it was discussed, often has greater impact than motions  
15 and written statements.
- 16 C. Bike Rodeo: Ms. Owens noted that the date has been set for June 6, 2020 and outreach  
17 needs to be initiated.
- 18 D. Lebanon Bike Racks: Ms. Owens reported that the racks have been received and  
19 fastening bolts are on their way to enable installation.
- 20 E. Communications Plan: Ms. McCormick presented the latest draft of the plan. For  
21 February, Ms. Owens was asked to develop a LebNews "Scan the Streets" posting, and  
22 to work with Mr. Belenz to get a NHDOT public service announcement incorporated in  
23 the posting. Ms. McCormick would then request local leader(s) to talk about related  
24 messaging on local radio shows. It was clarified that the plan is not just a menu, that it  
25 shows actions that the community has already indicated are priorities, and the plan will  
26 be reviewed at each meeting. Responsibilities for outreach to "potential collaborators"  
27 was discussed, including for Mr. Smith to invite the Lebanon Middle School principal to  
28 the March meeting, Ms. Owens to ask SAU88 about their current efforts, and others to  
29 eventually contact Hypertherm, CHaD, the Masonic Temple, and beyond, ideally  
30 creating a contacts list or spreadsheet to facilitate future communications about events,  
31 volunteer needs and partnerships.

**32**  
**33 6) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:**

34

35 The committee conducted a recap of key action items, here summarized, as part of the new  
36 rotation of member secretarial duties, post-meeting by Mr. Schnur:

- 37
- 38 1. Rebecca Owens (RO) to follow up with Leb Police Dept for ped-bike crash details for  
39 2018 (already received info on three crashes, LPD needs to provide info on last two  
40 crashes) and 2019 (complete year-for all 6 crashes).
- 41 2. RO to put graph showing total crashes involving ped-bikes for 2006-2019 on PBAC  
42 website.
- 43 3. Members of Working Group to discuss 2020 MRG survey: Colin Smith (CS), Alex  
44 Belenz (AB), and Alan Schnur (AS). CS to organize the first WG meeting.
- 45 4. Marie McCormick (MM) to write an introductory paragraph for distribution of the Draft  
46 Communications calendar and send to RO.
- 47 5. RO to distribute Draft Communications calendar to PBAC members for comments.
- 48 6. PBAC members to review Draft Communications calendar and provide comments,  
49 including further details of activities proposed.
- 50 7. Communications WG (MM, JK, AS) to develop and share with CS and RO the template  
51 to be used when contacting partners.

- 1 8. AB and RO to try to obtain a copy of the NH DOT 45-second Public Service
- 2 Announcement on safety issues, for placing on the Leb City website and PBAC website.
- 3 9. RO to check on what is the ped-bike related safety education currently being provided in
- 4 Lebanon schools.
- 5 10. John Kelleher (JK) to discuss with LHS principal Ian Smith what ped-bike related safety
- 6 education is currently being provided at LHS.
- 7 11. CS to discuss with LMS principal what ped-bike related safety education is currently
- 8 being provided at LMS.
- 9 12. RO to finalize and distribute PBAC motion endorsing LPD and Public Safety Committee
- 10 recommendation on reducing the local speed limit to 25 mph on Lebanon streets.
- 11 13. RO to inform PBAC of the date when speed limit reduction recommendation will be
- 12 discussed by the City Council.
- 13 14. All PBAC members to consider attending City Council meetings when ped-bike issues
- 14 are on the agenda to support positions and lend their voices to the discussions.
- 15 15. RO to invite Leb DPW to attend PBAC March 5th meeting
- 16 16. RO to inform PBAC on result of Public Safety Committee consideration of wider paving
- 17 of road shoulders to provide additional space for bicyclists.
- 18 17. PBAC to consider a motion endorsing wider paving of road shoulders to provide
- 19 additional space for bicyclists, where feasible.
- 20 18. RO to follow up with Leb Rec Dept on date of the 2020 Bike Rodeo.

21  
22 Other

- 23 • Quarterly Report to City Council due January 15 for the Council meeting on the 22<sup>nd</sup>
- 24 • Miracle Mile pedestrian crossing and details on the project schedule and design now
- 25 that CIP funding has been approved
- 26 • Inquiries into Planning Board and DPW representation with the committee
- 27 • Site Plan Regulations Review
- 28 • Safe Routes to School as relates to the Lebanon High School/Hanover Street School
- 29 renovation proposal and around the Middle School

30  
31 **7) ADJOURMENT:**

32  
33 **Mr. Heisted MOVED to adjourn the meeting at 9:00 PM.**

34 **Seconded by Mr. Kelleher**

35 **\* The MOTION passed unanimously (6-0).**

36  
37 Prepared By,  
38 Rebecca Owens  
39 Associate Planner