



MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

STEERING COMMITTEE MEETING

AGENDA

December 1, 2021

3:30 p.m. to 5:00 p.m.

Historic Cheshire County Courthouse
Delegation Hall
12 Court Street
Keene, NH

Zoom: zoom.us/j/85632979525

Meeting ID: 856 3297 9525

Passcode: 134165

Join by phone: 646-558-8656

- I. Welcome
- II. Approval of Minutes of July 21, 2021
- III. Old Business
 - a. MAST Action Plan Update
 - b. 2021 Complete Streets Implementation Grant Round
 - c. Increasing Volunteer Support to MAST
- IV. New Business
 - a. Annual Meeting
- V. Partner Information Sharing & Advocacy Opportunities
- VI. Public Comments
- VII. Annual Meeting: January 19, 2022 at 3:30 p.m.
- VIII. Adjourn

Monadnock Alliance for Sustainable Transportation

Steering Committee

MINUTES

July 21, 2021

Steering Committee members present: Will Schoefmann, Chair, *City of Keene*; Drew Bryenton, *Monadnock Cycling Club*; Peter Hansel, *Keene Resident*; Mike Kowalczyk, *Monadnock Region Rail Trail Collaborative*; Chuck Redfern, *NH Rail Trail Coalition*; Jen Risley, *Monadnock Food Co-op*; Tricia Zahn, *Cheshire Medical Center*.

Absent: Kathryn Lynch, *Town of Hinsdale*, Charles Pratt, *City Express*.

Others present: Dave Topham, *New Hampshire Rail Trails Coalition*.

SWRPC staff present: Henry Underwood, GIS Specialist/Planner.

I. Welcome and Introductions

Chair Schoefmann called the meeting to order at 3:33 p.m.

II. Minutes of April 21, 2021

Motion: To approve the minutes of April 21, 2021 as submitted.

Motion by Chuck Redfern, seconded by Tricia Zahn. Approved by unanimous roll call vote.

III. Old Business

a. MAST Action Plan Update

Henry Underwood provided a summary of the update process and said that the last item for review and potential modification is the “Measuring Goals & Objectives” section of the document. Henry Underwood reviewed the draft content with attendees. Mike Kowalczyk asked how often the data was updated and how MAST would share these updates. Henry Underwood said that the frequency of updates varies and that items could be updated annually. Drew Bryenton asked if there was any data about changes in telecommuting seen during the pandemic. Henry Underwood pointed out that this would be a relevant item for Objective 6. Members agreed to provide any additional feedback on the “Measuring Goal & Objectives” outcomes measures and data sources following the meeting.

Peter Hansel updated the group that a Subcommittee of the City of Keene Energy and Climate Committee is in discussions about a potential ordinance related to electric vehicles and that he would update MAST as that process moves forward.

b. 2021 Complete Streets Implementation Grant Round

Chair Schoefmann summarized the recent activities of the MAST Complete Streets Subcommittee. Henry Underwood thanked Jen Risley and Tricia Zahn for volunteering to serve on the Subcommittee and asked members to circulate the announcement within their networks.

c. Increasing Volunteer Support to MAST

Attendees discussed when to feature a discussion about the MAST organization. Attendees expressed a preference to continue the discussion at the next quarterly meeting versus scheduling an additional meeting. Peter Hansel suggested reviewing a list of “allies” as part of the meeting and Drew Bryenton suggested the group reach out to the Conservation Law Foundation. As an organization involved with the creation of MAST (formerly the Monadnock Region Transportation Management Association), they may be able to support MAST’s future endeavors. Tricia Zahn commented that the Center for Population Health at Cheshire Medical Center had the ability to support the group with administrative and other needs if desired.

IV. New Business

No new business was discussed.

V. Partner Information Sharing & Advocacy Opportunities

Dave Topham presented to the group on the State’s update to their Trails Plan using the project webpage (nhtrailtrailsplan.com) a slide deck presented at the most recent project advisory committee meeting. He explained that the project stemmed from an appropriation of \$200,000 in 2019 through Senate Bill 185 (2019), including an update to the Plan (\$150,000) and \$50,000 for an economic impact study. He summarized the project calendar, including a May 3, 2021 meeting of the Project Advisory Committee and mentioned that there were three public meetings planned and that he would share the details with the group once they are finalized. He reviewed the project advisory committee members, staff and the project schedule, which was extended from an original completion date of June 2021 due to the coronavirus pandemic to June 2022. Dave Topham explained that some of the main issues project advisory committee members are concerned with include: agreements between State departments and municipalities and identifying maintenance costs, among other things. He also explained research methods of the University of New Hampshire relative to economic impact and the findings of the Nelson A. Rockefeller Center at Dartmouth College regarding financing case studies from northeast states.

Henry Underwood provided an overview of a bike parking demonstration facility available in the State through the Friends of the Concord-Lake Sunapee Rail Trail. Individuals, organizations, businesses or communities wishing to host the facility can initiate the process by contacting Tim Blagden at tsblagden@clsrt.org.

Jen Risley reported that Monadnock Food Co-op donated their MAST Rack It Up! bike racks to Toadstool Bookshop as new racks were acquired during their recent renovation. Jen Risley asked for help identifying another organization to accept an additional bike rack. Will Schoefmann recommended contacting Fire Dog Breads as well as Brewbakers.

Chuck Redfern shared that Pathways for Keene received a donation from Eversource for the Transportation Heritage Trail project in the amount of \$1,500 and that they planned to host a table at the Swamp Bats baseball game to promote the trail project.

Will Schoefmann shared that the City of Keene would participate in the University of New Hampshire’s Downtown and Trails Program in the fall of 2021.

VI. Public Comments

No members of the public were present.

VII. Next Meeting

The next meeting is scheduled for Wednesday, October 20, 2021 at 3:30 p.m.

VIII. Adjourn

The meeting adjourned at 4:36 p.m.

Respectfully submitted,

Henry Underwood
GIS Specialist/Planner

Date: December 1, 2021

To: Monadnock Alliance for Sustainable Transportation Steering Committee

From: Staff

RE: MAST Action Plan Update

Background

During the July meeting of the Steering Committee, the group accepted updates to the objectives and strategies in the MAST Action Plan. The next steps for the MAST Action Plan update are to approve and finalize the measures in the Plan, update the Plan's horizon year and adopt the updated Plan. SWRPC will share its final recommendations for indicators section and the horizon year as well as an updated document at the meeting.

Recommendation

Adopt the updated MAST Action Plan.

Date: December 1, 2021
To: Monadnock Alliance for Sustainable Transportation Steering Committee
From: Staff

RE: 2021 Complete Streets Implementation Grant Round

Background

Since the July meeting of the Steering Committee, SWRPC staff convened a second and final meeting of the Complete Streets Subcommittee on October 12, 2021 to review scoring results and discuss 2021 Complete Streets Implementation grant round proposals. As a reminder, the Subcommittee previously recommended notable changes to this year’s funding round including “non-infrastructure” activities such as “pop-up” events and using funds to procure engineering services. Additionally, the current grant round also includes opening up grant eligibility to municipalities that have not yet adopted complete streets policies. Those municipalities could apply for technical assistance to develop and adopt complete streets policies, thus making them eligible for infrastructure funds should future grant rounds occur.

The Subcommittee made the following recommendations and allocations in all three advertised program areas:

Awardee	Grant Application	Award Amount	In-Kind Match	Cash Match
Town of Greenville	Complete Streets Policy Development Technical Assistance	\$13,500	\$3,853	\$0
Town of Harrisville	Infrastructure Application	\$12,275	\$3,600	\$1,370
Town of Marlborough	Complete Streets Policy Development Technical Assistance	\$13,500	\$3,853	\$0
Town of Peterborough	Non-Infrastructure Application	\$30,000	\$4,400	\$18,864
Town of Swanzey	Infrastructure Application	\$50,502	\$17,200	\$25,080
Town of Troy	Non-Infrastructure Application	\$40,000	\$5,825	\$5,072
Total		\$163,320	\$38,731	\$50,386

The Subcommittee also recommended that SWRPC be permitted to work with individual municipalities on a case-by-case basis to address project cost overruns with the remaining unassigned funds (\$17,777) as may be warranted.

Following a presentation by staff about each proposal, the Steering Committee will be asked to consider the Complete Streets Subcommittee's recommendation. Should the Steering Committee arrive at a recommendation, it will be forwarded to the SWRPC Board of Directors for consideration at their meeting on December 14th.

Recommendation

Consider the Complete Streets Subcommittee recommendations for the 2021 Monadnock Region Complete Streets Implementation Grant round.

Date: December 1, 2021

To: Monadnock Alliance for Sustainable Transportation Steering Committee

From: Staff

RE: Increasing Volunteer Support to MAST

Background

At the July 2021 MAST Steering Committee, SWRPC staff explained that it was entering into a new two-year transportation planning contract with New Hampshire Department of Transportation that will continue to support MAST, albeit at reduced capacity. SWRPC staff and the MAST Steering Committee began a discussion about ways to boost volunteer activity and capacity within the MAST organization to make up for reduced SWRPC support. At the December 1, 2021 meeting, SWRPC staff will continue a discussion about volunteer opportunities for existing or new members as well as other actions to account for a reduced level of support from SWRPC.

Recommendation

For your information.

Date: December 1, 2021

To: Monadnock Alliance for Sustainable Transportation Steering Committee

From: Staff

RE: Annual Meeting

Background

Per its Charter, MAST is required to hold an Annual Meeting, inviting all established active members and interested stakeholders. The purpose of the Annual Meeting is:

- To promote networking and information sharing between MAST partners;
- To hear nominations for and elect Steering Committee members for the year;
- To coordinate any substantive changes to the MAST mission, vision, charter or action plan;
- To review and approve MAST's Financial Report;
- To learn about achievements and challenges associated with the action plan by the outgoing Steering Committee;
- To hear recommendations for the year's priorities by the outgoing Steering Committee to the incoming Steering Committee.

The Annual Meeting typically includes a guest speaker and generally addresses the objectives above.

Recommendation

Discuss and determine meeting details including: Steering Committee roster, date, venue, presentation topic(s), guest speaker and other agenda items.