

**MONADNOCK ALLIANCE FOR SUSTAINABLE  
TRANSPORTATION**

*STEERING COMMITTEE MEETING*

**AGENDA**

January 31<sup>st</sup> 2024  
3:00 p.m. to 4:30 p.m.

**In person:** SWRPC Large Conference Room  
37 Ashuelot St. Keene, NH 03431

**Virtual:** Zoom

<https://us02web.zoom.us/j/83257393714?pwd=bFFFMG9mWGVYTTBiUWdMNjNwOGpzZz09>

Meeting ID: 832 5739 3714

Passcode: 064373



1. Welcome and Introductions (Will)
2. New Business:
  - 2.1. Complete Streets 2023 Updates (HU)
  - 2.2. Complete Streets 2024 (HU + TZ)
  - 2.3. April 20<sup>th</sup> Monadnock Region Earth Day Festival (HU)
  - 2.4. Spring Event Coordination (All)
3. Partner Information Sharing & Advocacy Opportunities (All)
  - 3.1. February 9<sup>th</sup> Winter Bike to Work Day Promotional Toolkit (HU)
4. Other Matters
5. Next Meeting – Wednesday, April 17<sup>th</sup> 2024 3pm – 4:30pm
6. Adjourn

---

**About Monadnock Alliance for Sustainable Transportation**

The Monadnock Alliance for Sustainable Transportation (MAST) is a coalition of organizations and individuals working to implement sustainable transportation solutions in the Monadnock Region. MAST recognizes the broad impacts that our transportation system has on us as individuals and as communities: access to employment and services, the cost of living, public health, and beyond. In order to address these challenges, MAST has emerged as a forum to build consensus on transportation needs and solutions, foster the development of local and regional partnerships on transportation initiatives, advocate for sustainable transportation solutions, and more. To learn more about MAST, please visit [www.MASTNH.org](http://www.MASTNH.org) or follow MAST on Facebook at [www.facebook.com/MASTNH](https://www.facebook.com/MASTNH).

**MISSION**

Through leadership and education, MAST promotes all modes of transportation that enhance the environmental, economic and physical health and well-being of citizens in the Monadnock Region.

**VISION**

MAST envisions citizens of the Monadnock Region moving around conveniently and safely, with or without personal automobiles. This vision will result in:

- Affordable, accessible, and energy efficient transportation options;
- Integration of transportation into land use planning and policy;
- Improved air quality, environmental and personal health; and,
- More time spent interacting with others and less time alone in the car.

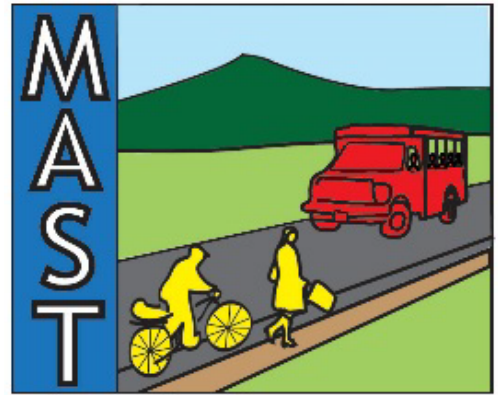
# MONADNOCK ALLIANCE FOR SUSTAINABLE TRANSPORTATION

## STEERING COMMITTEE MEETING

### Minutes

November 29<sup>th</sup> 2023  
3:00 p.m. to 4:30 p.m.

**SWRPC Large Conference Room  
37 Ashuelot St. Keene, NH 03431  
& Microsoft Teams Virtual Option**



#### Attendance:

**In person:** Will Schoefmann (Chair), Henry Underwood (Vice Chair), Josh Green, Chuck Redfern, Tricia Zahn

**Virtual:** Mike and Jan Allard

**Absent:** Drew Bryenton

Meeting Open: 3:06pm

#### High Impact Towns Presentation/Discussion:

- See the value in using an equity lens, see the connection to this tool and the Complete Streets work and overall MAST plan
- Steering Committee members interested in receiving the PowerPoint, Methodology Report, and Two-Pager
- Connection to the cycling community and the community at large
- Mission aligned with multiple groups and a possible event, maybe utilizing this tool
  - Might need to consider fundraising too
  - Interest in a community event, “healthy mind, healthy body”, activity with the public
  - Cycling event, walking event, highlight something in central downtown Keene
  - Awareness of plans, resources, opportunities to partner, amplify common goals and interests
  - May is Bike Month – opportunity for an aligned event? Connection to League of American Bicyclist (MAST hasn’t had an event in a number of years)
  - Connection to Annual Meeting and event in later May? (concerns for possible weather concerns in early May)
  - October there was a first attempt at a social ride, that could be an element, have used Railroad Square in the past as well for a breakfast – Coop to Frisky Cow and back, under 2 miles
    - Future event: different lengths for different interests
    - Tone: fun, easy, light hearted
  - Activity suggestion: parent pull – putting a 50lb bag of sand in a pull behind bike cart
  - Main St. in Keene has been closed for a block party too, know it is possible
  - Additional event suggestion: Day of the week when certain roads are closed to road traffic and folks can walk and bike, happens in other places we could learn from
  - Engage younger community members too, kid activities (ex. Scavenger hunt)
    - Idea: multimodal complete streets elements being part of the scavenger hunt (inside Keene and beyond) – social media contributions
    - Intent: aware of and learn about complete streets elements
  - Jan offered to collect ideas and begin planning

- Mindful to draw others, not just people already connected to MAST
- **Request: all MAST Steering Committee members to bring ideas to our next meeting 1/17/24 to plan an event for 2024**, raise awareness of groups, raise awareness on opportunities to engage with multiple groups, etc.
  - Railroad Square booths, activities, information
  - Chuck and Mike will reach out to two other groups for support
  - Can list and prioritize opportunities to pull together in 5 months for 2024 and build out from there as needed

## Memo – 2023 Complete Streets Implementation Grant 3:42pm

- Memo provided in pre-packet
- Henry provided an update to the group (slides included)
- 1 - 6 applications have been received in the past. This year we received 9 applications.
- Mention from Jan for consolidating engineering services, and utilize state resources to the highest degree
  - Conversation around municipal official areas of expertise and capacity
  - Note of every town having a different decision-making process, contracting needs, etc.
  - NH DOT limitations, we don't have a statewide Complete Streets policy. They don't have committed staff or budget for this work specifically so other consultants are needed to support this level of work
- Swanzey conversation: other multiyear plans in place connected to route 10
- Discussion by the Steering Committee:
  - SWRPC (Henry) will not be voting due to them being the ones supporting the policy development work
  - Committee members appreciate the thorough explanation by Henry
  - Swanzey question – are they willing to take the partial funding? Swanzey has not yet responded in an official capacity. They previously noted this reduced price would work.
  - Do like the policy funding to help kick start Complete Streets work in multiple other towns
- Motion:
  - **Approve the recommendation from the Complete Streets Subcommittee** to fund 5 projects at \$163,250 total – Josh made the motion; Chuck seconded the motion 4:20pm
  - Discussion: clarity on amounts provided
  - **All in favor**, unanimous, Henry abstained from voting
  - **Motion carries** 4:23pm
- Future Improvements to process:
  - More information needed from towns in the application process to understand readiness for complete street policy development (pencil ready)
  - More time for the subcommittee to evaluate and score applications
  - Consideration for equity changes connected to high-impact town document and other data inputs

## Partner Sharing and Advocacy:

- Monadnock Food Co-op – asking everyone to contribute to their survey – take and distribute the survey
  - [BFB Employee/Customer Survey - Fall 2023 \(surveymonkey.com\)](#)
  - Also shared on the MAST Facebook
- NH Vulnerable Road User Safety Assessment – first time states have had to report high risk roads connected to incidents and harm (ex. crashes and fatalities) – one of the strategies listed includes complete streets policy creation, etc. – please review this plan and share as appropriate
- NH Bike Ped Plan is also recent as well as the state's Railtrail plan – do we know if the State is moving toward supporting more bike/ped work in a meaningful way? – Can follow-up with the NH Complete Streets Advisory Committee (someone at SWRPC attends as an attendee not a member), Bike Walk Alliance is a member
- Complete Streets Advisory Committee – group to keep informed and invite to any future events in the Monadnock Region
- Community Discussion – Transportation Heritage Trail – City wants to hear from some/all abutters, trail advocates encouraged to attend, Monadnock Railtrail Collaborative will be there

- December 4<sup>th</sup> at 6pm at the EJ Michael Blastos Room in Keene (next to Keene Ice) – public listening session shared with attendees - [Public Listening Session - Transportation Heritage Trail | City of Keene \(keeneh.gov\)](#)
- City of Keene received a grant from US DOT for Safe Streets for All – more to come on timeline and how this aligns with MAST and other groups, steering committee is currently being formed

#### **Other Matters** 4:37pm

- Always looking for new members! Any ideas/recommendations send them to Henry or Will

#### **Next Meeting**

- Wednesday, January 17<sup>th</sup> 2024 3 – 4:30pm @ SWRPC or Remote

#### **Adjourn** 4:39pm

---

### **About Monadnock Alliance for Sustainable Transportation**

The Monadnock Alliance for Sustainable Transportation (MAST) is a coalition of organizations and individuals working to implement sustainable transportation solutions in the Monadnock Region. MAST recognizes the broad impacts that our transportation system has on us as individuals and as communities: access to employment and services, the cost of living, public health, and beyond. In order to address these challenges, MAST has emerged as a forum to build consensus on transportation needs and solutions, foster the development of local and regional partnerships on transportation initiatives, advocate for sustainable transportation solutions, and more. To learn more about MAST, please visit [www.MASTNH.org](http://www.MASTNH.org) or follow MAST on Facebook at [www.facebook.com/MASTNH](http://www.facebook.com/MASTNH).

#### **MISSION**

Through leadership and education, MAST promotes all modes of transportation that enhance the environmental, economic and physical health and well-being of citizens in the Monadnock Region.

#### **VISION**

MAST envisions citizens of the Monadnock Region moving around conveniently and safely, with or without personal automobiles. This vision will result in:

- Affordable, accessible, and energy efficient transportation options;
- Integration of transportation into land use planning and policy;
- Improved air quality, environmental and personal health; and,
- More time spent interacting with others and less time alone in the car.

Monadnock Alliance for  
Sustainable Transportation  
Complete Streets  
Subcommittee

11/15/23

12 p.m. to 2 p.m.

Teams & 37 Ashuelot Street, Keene, NH

# Agenda

- I. Welcome
- II. Project Solicitation and Selection Activities
- III. Program Updates
- IV. Review of Scoring Results
- V. Discussion and Subcommittee Recommendation(s)
- VI. Subcommittee Feedback on Process
- VII. Next Meeting (As Needed)
- VIII. Adjourn

# Project Solicitation and Selection Activities

1. Work with MAST subcommittee to establish Complete Streets Implementation Grant application materials and process.
2. Promote the funding opportunity to communities throughout Southwest New Hampshire.
3. Communities without a complete streets policy will continue to be eligible to apply for technical assistance to develop a complete streets policy.
4. Support prospective applicants with design guidance, networking and educational opportunities.
5. Review and rank proposals and make recommendations to the MAST Steering Committee. This may include conducting site visits and/or interviews with the applicant(s).
6. Develop and execute contract(s) with selected awardee(s).

# Program Updates

## Advertised:

- Up to \$40,000 for “Non-Infrastructure” activities including complete streets policy development and purchase of design or engineering services.
- \$95,000 to \$120,000 for “Infrastructure” activities (i.e. construction).
- **Total of \$120,000**
- Note: includes “unawarded funds”

## Updates:

- Troy’s 2021 award for \$40,000 did not move forward due to lack of capacity to implement the project.
- **New total of \$160,367.**



# Program Updates

<b>Town</b>	<b>Type</b>	<b>Grant Request</b>	<b>In-Kind Match</b>	<b>Cash Match</b>	<b>Total Project Cost</b>
Alstead	Policy Development	\$13,500	\$2,306	\$0	\$15,806
Antrim	Policy Development	\$13,500	\$2,306	\$0	\$15,806
Hancock	Policy Development	\$13,500	\$2,306	\$0	\$15,806
Hinsdale	Non-Infrastructure	\$30,800	\$1,245	\$3,175	\$35,220
Marlborough	Infrastructure	\$47,750	\$8,160	\$5,000	\$60,910
Peterborough	Non-Infrastructure	\$120,000*	\$4,000	\$75,000	\$199,000
Swanzey	Infrastructure	\$118,450*	\$13,200	\$138,285	\$269,935
Temple	Policy Development	\$13,500	\$2,306	\$0	\$15,806
Westmoreland	Policy Development	\$13,500	\$2,306	\$0	\$15,806
<b>Totals</b>		<b>\$384,500</b>	<b>\$38,135</b>	<b>\$221,460</b>	<b>\$644,095</b>

# Program Updates

## Footnotes

1. Peterborough requested **\$120,000**. I learned that they were misled by how we characterized funding available. Staff have clarified that their project could move forward with a grant amount of **\$40,000**.
2. Swanzey requested **\$118,450**. Staff confirmed that a lesser amount could work (\$75,000-\$100,000). Note: construction for this project will occur in 2024 and 2025 as part of a larger project. Construction on the grant funded improvements would occur in 2025.

# Review of Scoring Results

Town	Type	Score	Grant Request	In-Kind Match	Cash Match	Total Project Cost
Marlborough	Infrastructure	<b>96.0 = 89%</b>	\$47,750	\$8,160	\$5,000	\$60,910
Swanzey	Infrastructure	<b>87.0 = 79%</b>	\$118,450	\$13,200	\$138,285	\$269,935
Hinsdale	Non-Infrastructure	<b>45.0 = 45%</b>	\$30,800	\$1,245	\$3,175	\$35,220
Peterborough	Non-Infrastructure	<b>74.0 = 74%</b>	\$120,000	\$4,000	\$75,000	\$199,000
Alstead	Policy Development	<b>18.0 = 90%</b>	\$13,500	\$2,306	\$0	\$15,806
Antrim	Policy Development	<b>19.0 = 95%</b>	\$13,500	\$2,306	\$0	\$15,806
Hancock	Policy Development	<b>17.0 = 85%</b>	\$13,500	\$2,306	\$0	\$15,806
Temple	Policy Development	<b>19.0 = 95%</b>	\$13,500	\$2,306	\$0	\$15,806
Westmoreland	Policy Development	<b>18.0 = 90%</b>	\$13,500	\$2,306	\$0	\$15,806
Totals			\$384,500	\$38,135	\$221,460	\$644,095

### Non-Infrastructure Applications – Policy Development

Municipality	Total (out of 20)	1	2
Alstead	18	8	10
Antrim	19	9	10
Hancock	17	7	10
Temple	19	9	10
Westmoreland	18	9	10

Average Scores by Section

### Non-Infrastructure Applications – Engineering

Municipality	Total (out of 100)	1	2	3A	3B	4A	4B	5	6	7	8
Hinsdale	45.0	6.0	12.0	1.0	2.5	2.0	2.5	5.5	4.0	5.5	4.0
Peterborough	74.0	7.0	9.5	1.0	4.5	2.0	3.5	10.0	12.5	7.5	16.5

### Infrastructure Applications (Average Scores by Section)

Municipality	Total (out of 110)	1A	1B	2A	2B	3A	3B	4A	4B	5	6	7	8	9	10
Marlborough	96.0	4.5	5.0	10.0	15.0	2.0	4.5	1.0	5.0	9.0	10.0	10.0	8.0	5.0	7.0
Swanzy	87.0	2.0	5.0	6.0	12.5	2.0	4.5	1.0	5.0	9.0	9.0	8.0	10.0	5.0	8.0

# Discussion and Subcommittee Recommendation(s)

## **1. Cover the Basics**

- a) Ask clarifying questions about proposals.
- b) Discuss important observations or concerns.

## **2. Address Key Questions**

- a) Is it necessary to reach consensus around rankings?
- b) Are there projects that should not be considered? Why?
- c) Should any funding be reserved for cost overruns?
- d) What are the ways each project could be funded less or differently than proposed?

## **3. Define One or More Funding Scenarios**

- a) The next Steering Committee meeting is 11/29/23.

# Discussion and Subcommittee Recommendation(s)

	Times Applied	Times Awarded	Times Withdrawn
Greenville	1	1	
Harrisville	3	2	
Hinsdale	3	2	2
Jaffrey	1	1	
Keene	3	2	1
Marlborough	1	1	
Peterborough	2	1	
Swanzey	6	4	
Troy	3	2	1
Winchester	1	1	

***Prior to Complete Streets Implementation Grant 2023***

# Discussion and Subcommittee Recommendation(s)

From Infrastructure Application “Eligible Activities”:

*Higher priority will be given to projects that demonstrate significant improvements to existing conditions that enhance safety, mobility and accessibility. Lower priority will be given to projects that are primarily intended to maintain, rehabilitate or reconstruct infrastructure through in-kind improvements.*

# Subcommittee Feedback on Process

- Correct instructions for 7. and 8. on non-infrastructure scoring template.
- Allow more time for scoring process.
- Add an equity component to the program and/or application.
- Request more information from applicants interested in Complete Streets policy development for the purpose of assessing readiness and future success.