

**Monadnock Region Transportation Management Association
Steering Committee**

MINUTES

April 19, 2010

Present: Susan Ashworth, *Home Healthcare, Hospice and Community Services (HCS)*; Nancy Brigham, *Transition Keene*; Harry Costick, *HCS*; Steve Ellis, *Keene Bicycle/Pedestrian Path Advisory Committee, Pathways for Keene*; Gary Fox; Peter Hansel, *Filtrine Manufacturing*; Alyssa Kassner, *Antioch University New England Institute*; Dave Krisch, *Town of Swanzey*; Dianne Ouellette, *Southwestern Community Services*; Linda Rubin, *Cheshire Medical Center Vision 20/20*; Rebecca Harris, *Contoocook Valley Transportation Company*.

SWRPC staff present were J.B. Mack, Senior Planner and Tara Germond, Planner.

I. Welcome, Introductions, Review

J.B. Mack called the meeting to order at 7:33 a.m. and introductions were made. J.B. Mack briefly reviewed topics discussed at the March meeting. He noted that the group agreed policy should be a function of the MRTMA. The group will be discussing a topic relative to policy later on in this meeting.

J.B. Mack asked the group to recall the Team Performance Model, which was presented at the last meeting. He stated that the MRTMA steering committee will be moving through the first three phases of the model: orientation, trust building, and goal clarification throughout the next four meetings. The launch of the MRTMA, will be achieved through phase 4, commitment.

II. Minutes of March 16, 2011

The group unanimously approved the minutes of March 16, 2011

III. MRTMA Operating Principles Discussion

J.B. Mack stated that in order to advance through the phases of the Team Performance Model, it is important to discuss ground rules. Tara Germond composed a draft document that listed ideas for operating principles. J.B. Mack reviewed each category of operating principles and asked the group to review and consider these principles and to share any thoughts or questions about them.

Regarding transparency, Peter Hansel stated that it would be helpful to post meeting minutes online. Rebecca Harris noted that individual's should make clear to the group their affiliation with the MRTMA. J.B. Mack noted that stakeholders are often representing different entities either personal or professional. Rebecca Harris suggested that each MRTMA member create a short biography that can be posted on the website. Nancy Brigham suggested having a list of MRTMA member contact information available to improve internal communication.

Regarding collaboration, J.B. Mack explained that the former Travel Demand Management group will be working with the MRTMA steering committee to share lessons learned and experiences from the past 6 years. J.B. Mack also stated that it is important for the MRTMA to avoid duplication and support existing efforts. Peter Hansel added that it is important to have a balanced membership that represents as many

sectors of the community as possible. Steven Ellis noted that the group should define its criteria for membership and for bringing on new members. Dave Krisch stated that there could be two types of members, 'friends of' the MRTMA and permanent members. Steven Ellis stated that it is also helpful to have a group affiliated with the MRTMA to help disseminate information and volunteer for projects. Rebecca Harris explained that current research shows volunteers prefer to be involved with a program or project for a brief period of time and then move on to a new task. She suggested that the MRTMA use social media to connect people interested in the MRTMA and solicit interested volunteers when there is a task that involves more help than the core members of the MRTMA can provide. J.B. Mack stated that while it is important for members to attend meetings, the MRTMA should devise tools for collaboration and participation in addition to meeting attendance.

Steven Ellis noted that there is no way to ensure reciprocity among group members. He suggested that the operating principle be reworded to say the MRTMA will make it as easy as possible and as inviting as possible to be part of the group.

Rebecca Harris stated that the group should better address division of labor. She suggested creating a work committee to share resources and ideas. She also noted that it would be helpful to share information both internally as group members and externally with the public. Tara Germond stated that the new MRTMA website would allow for both internal and external information sharing.

Regarding respect, J.B. Mack noted that it is important to understand and respect the positions taken by group members. Peter Hansel stated that this might become a more difficult issue if the group moves into the role of lobbying or advocating for positions that the whole group may not agree with.

Linda Rubin stated that many of the principles discussed can be addressed by creating bylaws. Dave Krisch stated that the NH Association of Regional Planning Commissions agreed upon seven planning principles by which the group would abide. He noted that the process for establishing operating principles is a helpful step for any coalition.

J.B. Mack asked the group if they accept and agree with these operating principles. There was consensus among group members that the principles can be useful for the group to help develop the MRTMA.

Gary Fox stated that it would be helpful to include the mission and vision of the MRTMA on the agenda and meeting materials. J.B. Mack stated that he would like to review the existing mission and vision at the next meeting.

IV. Complete Streets

J.B. Mack distributed a resolution that was developed by the Keene Young Professionals Network regarding complete streets. He explained that the concept of complete streets is to have a street designed to accommodate as many modes as possible. A complete street can include having bicycle lanes on roads, adding sidewalks to roads, having a trail system that is integrated into the street system, etc.

Linda Rubin stated that Vision 2020 embraced the idea of developing a complete streets policy following Mark Fenton's visit in May of 2010. Mark Fenton emphasized the importance of building an infrastructure that accommodates healthy and active behavior. He shared research that showed that no more than 20-25% of the population would ever be involved in organized activity; however, people will naturally increase their physical activity levels if the built environment supports it. She noted that the City of Keene embraced the concept of complete streets and included it into the City's Master Plan.

Linda Rubin stated that she connected with the Keene Young Professionals Network, who was interested in taking on a project to support Vision 2020, to develop a complete streets resolution. She noted that there are plans to form a complete streets committee that can help pass the resolution. She asked the group their thoughts on the resolution and if the MRTMA can help identify a group that might be willing to oversee the resolution. J.B. Mack stated that he was contacted by Jen Risley of the Keene Young Professionals Network to see if the MRTMA would support the resolution. He hoped to have a discussion as a group about the resolution to determine whether the MRTMA would support it.

Steven Ellis asked whether it would cost a town or city more to have complete streets than conventional streets. He also questioned whether the City would choose to implement complete streets if it threatened the availability or location of parking. Nancy Brigham agreed that support for parking in downtown Keene might be greater than support for complete streets. She added that it would be important for a group to form that can advocate for complete streets the next time the City addresses the issue of parking. J.B. Mack commented that he sees the MRTMA as a vehicle to help build support for a complete streets policy, if it were to pass, the next time parking complaints happen. Linda Rubin responded that she does not think it will be difficult to sell this resolution to the community. She noted that the Keene Young Professionals Network is in the process of collecting hundreds of signatures in support of the resolution and that the City Councilors have been informed of its development. Gary Fox asked if the resolution extended to areas surrounding Keene. Linda Rubin responded that the resolution is only focused on Keene.

Peter Hansel asked if it would be possible to have a representative of the Keene Young Professionals Network present at the next meeting to discuss the resolution. J.B. Mack stated that he would contact Jen Risley to see if this would be possible. Peter Hansel stated the he feels the group owes it to the importance of this topic to analyze it in more detail and to identify the pros and cons. Linda Rubin stated that she will ask the Keene Young Professionals Networks to create a FAQ sheet about complete streets and the resolution.

J.B. Mack stated that it is important for the resolution to fit Keene. The groups involved in developing and supporting the resolution have to be strategic about what it targets and affects. The City may have already placed a priority on developing bicycle and pedestrian pathways. The group would want to be sure that they are not competing against this existing priority. He views this as an opportunity to meld peoples and organizations concerns and issues.

Peter Hansel asked what the time frame is for passing the resolution. Linda Rubin responded that there is no timeframe. She acknowledged that the development of this resolution has been grassroots in nature and that a group needs to be identified to guide the adoption of the resolution. Once the resolution is adopted, the City will be responsible for determining the next steps.

Peter Hansel stated that he feels this is an important topic for the MRTMA to take on but suggested that we discuss it further at the next meeting.

Linda Rubin stated that Mark Fenton will be talking about complete streets on May 4th at Antioch University. The workshop is free to attend; however, participants must RSVP.

Dianne Ouelette stated that she could get someone from the Keene Young Professionals Network to attend the next meeting. J.B. Mack stated that he would try to invite a representative from the City of Keene to attend the next meeting as well. Steven Ellis suggested contacting Jim Duffy to see who the most appropriate person from the City would be to attend.

V. Action Item: Commute Green

Tara Germond stated that the MRTMA will have a table at the Monadnock Earth Day festival at Ashuelot Park in Keene. Tara Germond will contact Anna Harris, the event organizer, to see if the transportation related group could be located near each other at the event.

Tara Germond gave a brief overview of the Commute Green NH challenge and celebration. She noted that this year's Commute Green promotion runs from May 16th - 20th. Traditionally, the region has held a breakfast in Railroad Square to celebrate green commuters and national bike walk to work day. However, this event typically draws in around 50 or fewer participants from the public. She asked the group to share their thoughts on whether it is worthwhile organizing the event this year.

Rebecca Harris stated that CVTC has 16 people sign up for the rideboard at last year's breakfast. Susan Ashworth stated that she thinks it is a good event but wonders whether a better time to hold it would be during the lunch hour. Peter Hansel agreed that the lunch hour might be a better time to hold the event. He feels that food should still be offered; however, it does not have to be a full meal.

J.B. Mack noted that he is hoping to hold an informal summit of bike groups and enthusiasts during this Commute Green week. The summit would be a time for the various bike and pedestrian groups to talk about what they are doing and see if there are certain things they can do to help each other. Part of the discussion can be about complete streets. Steven Ellis stated that he has spoken with the owner of Armadillo's Burritos about holding the summit in the restaurant during the lunch hour. He stated that the owner is willing to share his space for the summit. Rebecca Harris and Susan Ashworth both encouraged that other modes such as rideshare and transit be invited as these modes are often natural partners. Steven Ellis stated that Armadillo's fits about 35 people comfortably.

Tara Germond gave a brief overview of the statewide Commute Green NH challenge. To encourage Municipalities, Schools, and Employers to reduce 50,000 vehicle miles throughout Commute Green week the Commute Green planning committee created a statewide contest that would reward the employer or municipality and school that has the highest participation in commute green and logs the most miles traveled by green commuting. More information about the challenge is available on the Commute Green website, at www.commutegreennh.org.

VI. Information Sharing

A group member asked if the MRMTA has been involved with the proposal to expand intercity bus service from Keene to Boston submitted by Greyhound to the NH Department of Transportation (DOT). J.B. Mack stated that SWRPC has spoken to Greyhound about the proposal. It has not been formally approved by DOT.

Harry Costick stated that the new City Express buses are on the road and that the City Express Trolley has been officially retired. The new buses have green frogs on the sides and are more easy for people to identify.

Gary Fox stated that plans for the rail transportation museum at the Bellows Falls Amtrak Station will begin in June.

VII. Next Meeting

The next meeting will take place on May 17, 2011 at HCS at 7:30 a.m.

VIII. Adjourn

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Tara Germond
Planner