

On Monday, April 4th, 2022, the Holyoke Bicycle and Pedestrian Committee held a hybrid public meeting at City Hall Annex Conference Room 403 and on zoom.us (Meeting ID: 892 7032 9385 Passcode: 509264 or call in 1 646 558 8656) This meeting took place at 5:30 pm.

Members: Shannon Bliven – Chair, Eduardo Baez, Kristen Sykes – Vice Chair, Price Armstrong, & Elena Langdon

Attendance: Committee Members present – Shannon Bliven, Eduardo Baez, Kristen Sykes, Price Armstrong, Elena Langdon, Aaron Vega (OPED), Ileana Carrion (OPED)

1. **Call to Order:** At 5:38pm, Shannon Bliven made a motion to call the meeting to order. Eduardo Baez seconded the motion. All were in favor.
2. **Special Meeting:** There was a discussion about the recent fatality on West Franklin Street. Kristen mentioned that there have been numerous fatalities on this street and wanted to inquire if there are any forms to acknowledge individuals who have lost their loved ones since there was no memorial for the recent fatality. Aaron Vega mentioned that the committee should discuss the appropriate action and what processes are in place for fatality-type incidents. Additionally, these fatalities fall on police enforcement and potentially the city engineer. Price Armstrong mentioned that this committee is an advisory committee, and they can work as allies advocating on various topics. Shannon Bliven requested to have a city counselor on the committee. However, Price Armstrong indicated an amendment was made that limited the role of counselors joining and other city officials since they did not attend frequently it was challenging to have a full quorum. David Watson added that there is a Facebook group that focuses on ghost benches and might be helpful for support. The committee will continue to make efforts to guide the city to ensure pedestrian safety and potentially develop a memorial for the recent fatality that pleases the family.
3. **Review of minutes March 2022:** Shannon Bliven made a motion to approve the minutes. Kristen Sykes seconded the motion. All were in favor.
4. **Public Participation:** None.
5. **Special Presentation on Planning 101 by David Watson through Mass in Motion:** David Watson from WatsonActive LLC provided an overview of the committee's role with the city and the federal, state, and local funding levels. David informed there are various tools of trade in place that can be utilized to make policy changes. David indicated that Holyoke has many comprehensive policies and was one of the first municipalities to adopt a Complete Streets Policy. David mentioned federal grants including the Transportation Improvement Program, Community Development Block Grants, Safe Routes to School, MassTrails, RAISE, and REACH. David informed that federal grants have different components to improve infrastructure, equity, and safety. From a state standpoint, David mentioned Chapter 90, Complete Streets Funding Program, Shared Streets & Spaces, and MassTrails grants. David informed that Chapter 90 is a reimbursement program, and municipalities must pay for the project upfront. Lastly, David mentioned the Community Preservation Act, Holyoke Medical Center Community Benefits, Private Grant Programs, and Local Tax Revenue from a local standpoint. For further information, please refer to the slides provided.

6. Complete Streets DPW: No Update.

7. Events-

- a. **Breakfast:** Shannon Bliven confirmed the breakfast date being May 23rd and provided it to other committee members.

8. Valley Bike Share: No Update.

9. Old Business:

- a. **Artistic Bike Racks:** Ileana Carrion informed that the local call to artists RFP for the bike racks would be going out this week.

10. New Business:

- a. **Website:** Shannon Bliven mentioned that updates were made to the BikePed city page, and more will be coming. There is a meeting next Wednesday, April 13th, to discuss further changes to the BikePed city page.

11. Scheduling next meeting: Monday, May 2nd, 2022

12. Adjourn meeting: At 7:39, Shannon Bliven made the motion to adjourn the meeting. Kristen Sykes seconded the motion. All were in favor.

Planning and Project Development: The Role of the Bike/Ped Committee

Presented by:
David Watson, Principal
WatsonActive LLC

April 4, 2022



Agenda

1. Introductions
2. Role of the Bike/Ped Committee
3. Tools of the Trade
4. Engaging in the Process
5. Examples
6. Questions

WatsonActive LLC

- Founded in 2014
- MassBike Executive Director 2006-2014
- Mass in Motion Technical Assistance
- Focus on policy and community engagement
- Team up with other consultants for larger projects
- Contact:
David Watson, Principal
david@watsonactive.com
617-686-4199



Who Are You?

Holyoke Bicycle and Pedestrian Committee

The purpose of the BikePed Committee is to:

1. Advise and provide recommendations to the City Council on bicycle and pedestrian safety issues.
2. Provide a forum for residents and community organizations to raise bicycling and pedestrian-related issues and concerns.
3. Draft a complete streets policy for the city of Holyoke.
4. Assist the City in the development of bicycle and pedestrian systems within Holyoke.
5. Make recommendations for a City-wide Bicycle Master Plan.
6. Develop education and public outreach programs on bicycle and pedestrian issues.
7. Provide advice and recommendations on physical infrastructure related to walkways, trails, and cycling networks, including planning, design standards, operations and maintenance, neighborhood traffic conditions including traffic calming and traffic management, street tree plantings and pedestrian accessibility.
8. Promote walking and bicycling use as a means of improving the health of Holyoke residents.
9. Work with the Departments of Planning & Economic Development; Public Works; Health; and Conservation to incorporate bicycling and pedestrian facilities into infrastructure improvements and development projects
10. Coordinate with external agencies on regional trail connections

Source: <https://www.holyoke.org/bikeped-committee/>



Tools of the Trade

1. Policies and Plans
2. Funding Sources
3. Design Guidance

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Policies and Plans

- Complete Streets Policy (2016)
<https://gis.massdot.state.ma.us/completestreets/PublicDownload.ashx?aWQ9MTY1JnRpZXJJZD0x>
- Complete Streets Prioritization Plan (2018)
<https://gis.massdot.state.ma.us/completestreets/PublicDownload.ashx?aWQ9NjUwJnRpZXJJZD0y>
- Bicycle and Pedestrian Infrastructure Assessment (2017)
<https://walkboston.org/wp-content/uploads/2017/04/WalkBoston-BicycleandWalkAssessment-Holyoke.pdf?8621dc&8621dc>
- Bike Network Plan (2016)
<http://www.pvpc.org/plans/holyoke-bike-network-plan>
- Biking in Holyoke: A Needs Assessment (2013)
<https://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.731.414&rep=rep1&type=pdf>



Tools of the Trade

1. Policies and Plans
2. Funding Sources
3. Design Guidance

Funding Sources

1. Federal
2. State
3. Local

Federal Funding Sources

- Transportation Improvement Program (TIP)
<http://pvmpo.pvpc.org/ffy-2022-2026-transportation-improvement-program-tip/>
- Community Development Block Grants (CDBG)
<https://www.holyoke.org/community-development-federal-grant-programs/>
- Safe Routes to School (SRTS)
<https://www.mass.gov/info-details/safe-routes-to-school-engineering>
 - SRTS Infrastructure Project Funding Program
 - SRTS Signs and Lines Program

Federal Funding Sources (continued)

- MassTrails - Recreational Trails Program (RTP)
<https://www.mass.gov/guides/recreational-trails-program>
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE)
<https://www.transportation.gov/RAISEgrants>
- Racial and Ethnic Approaches to Community Health (REACH)
<https://www.cdc.gov/nccdphp/dnpao/state-local-programs/reach/index.htm>

State Funding Sources

- Chapter 90
<https://www.mass.gov/chapter-90-program>
- Complete Streets Funding Program
<https://gis.massdot.state.ma.us/completestreets>
- Shared Streets and Spaces Grant Program
<https://www.mass.gov/shared-streets-and-spaces-grant-program>
- MassTrails - Commonwealth Trails Grants
<https://www.mass.gov/guides/masstrails-grants>

Local Funding Sources

- Community Preservation Act (CPA)
<https://holykecpac.org>
- Holyoke Medical Center Community Benefits
<https://www.holyokehealth.com/community-benefits/>
- Private grant programs/foundations
- Local tax revenue (?)

Tools of the Trade

1. Policies and Plans
2. Funding Sources
3. Design Guidance

Design Guidance

- Massachusetts Department of Transportation (MassDOT)
<https://www.mass.gov/lists/design-guides-and-manuals>
 - Project Development and Design Guide
<https://www.mass.gov/doc/2006-project-development-and-design-guide/download>
 - Separated Bike Lane Planning and Design Guide
<https://www.mass.gov/lists/separated-bike-lane-planning-design-guide>
- Federal Highway Administration (FHWA)
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/
 - Manual on Uniform Traffic Control Devices (MUTCD)
<https://mutcd.fhwa.dot.gov/index.htm>

Design Guidance (continued)

- National Association of City Transportation Officials (NACTO)
<https://nacto.org/publications/#design-guides-design-guidance>
- American Association of State Highway and Transportation Officials (AASHTO)
<https://design.transportation.org>
 - A Policy on Geometric Design of Highways and Streets (“Green Book”)
<https://store.transportation.org/item/collectiondetail/180>

Tools of the Trade

1. Policies and Plans
2. Funding Sources
3. Design Guidance
4. Your Biking and Walking Experience

Engaging in the Process

- Policies and Plans
 - Recommend policy changes
 - Contribute project ideas
 - Monitor progress on implementation
 - Suggest updates and revisions as needs and priorities change
- Funding Sources
 - Work with Planning and Public Works on project selection and prioritization for funding requests
 - Submit letters of support to funding organizations (or speak up at public meetings)

Engaging in the Process (continued)

- Projects
 - Engage early and often (from pre-conceptual stage through construction and assessment)
 - Participate in public process (and encourage more public engagement when needed)
- Interdisciplinary/Interdepartmental Resource
 - Better projects: improve safety and access for all users, improve public engagement, identify and address potential issues
 - Recommend training on bike/ped issues

Example: MassDOT Project Development Process

Step I: Problem/Need/Opportunity Identification

Step II: Planning

Step III: Project Initiation

Step IV: Environmental, Design and ROW Process

Step V: Programming

Step VI: Procurement

Step VII: Construction

Step VIII: Project Assessment

Required for:

1. MassDOT's own projects
2. Projects funded by MassDOT (state or federal aid)
3. Projects on MassDOT-controlled infrastructure

Recommended for: most other projects

Public Engagement is recommended for every step!



Examples:

- Policies and Plans
 - Review, update, and re-submit Complete Streets Prioritization Plan (now and every 3 years)
- Funding Sources
 - FY23-27 TIP ~May 2022 (get involved in FY24-28 TIP requests)
 - Suggest additional requests to Complete Streets and Shared Streets programs
 - Draft CDBG plan open for comment now, public hearing 4/14/2022
 - Look at CPA possible requests for next annual cycle

Examples:

- Interdisciplinary/Interdepartmental Resource
 - Encourage Planning and Public Works to attend ongoing Bay State Roads Complete Streets trainings
https://www.umasstransportationcenter.org/umtc/Baystate_Roads.asp
 - Work with police on training and enforcement issues
 - Look at City-operated large-vehicle safety and driver training
 - PVRTA bus driver training? (LivableStreets Alliance and MassBike developed a curriculum for MBTA and RTAs)

Questions?