



**Amherst Bicycle & Pedestrian  
Advisory Committee**

Meeting Minutes - DRAFT  
August 10, 2021

1 Meeting attendees: Chris Buchanan – Chair, Rick Katzenberg – Vice Chair, Patrick Daniel,  
2 Simon Sarris, Chris Shenk, Judy Shenk, John Harvey (remote), George Bower (remote), and  
3 Tom Christensen (remote).

4 Staff present: Kristan Patenaude – Recording Secretary

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6 Chairman Chris Buchanan called the meeting to order at 7:05pm. He noted that there was  
7 participation from Committee members both in-person at Town Hall and remotely via Zoom.

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9 **1. Request by DPW for BPAC recommendation to Board of Selectmen for**  
10 **engineering and surveying of AMS/SHS School Campus Sidepath area**

11 DPW Director Eric Hahn, and Assistant DPW Director Eric Slosek joined the Committee.  
12 Eric Hahn stated that, since the Bike/Ped Warrant Article 32 passed at the most recent Town  
13 Meeting for the Multimodal Capital Reserve fund, the \$75,000 as funded is now able to be  
14 spent. He noted that there could be up to \$10,000 of this funding spent to engineer the  
15 sidepath for the School Campus project. He explained that Hoyle, Tanner & Associates, Inc.  
16 has done many of the bridge repair projects for the Town. He requested that the Committee  
17 and DPW collectively go to the Board of Selectmen to ask to spend a portion of the funds to  
18 examine the culvert crossing on Boston Post Road, near Cross Road and Homestead Circle.

19  
20 Eric Slosek explained that Hoyle, Tanner went for a courtesy visit to the site. It is assumed  
21 that the sidepath will be located on the same side as the culvert, otherwise an additional  
22 crosswalk will be needed. There is a possibility that the pipe for the culvert can be extended.  
23 This will require a wetlands permit because it will interfere with the slope of the wetlands.

24  
25 Eric Hahn noted that a survey of the area will be needed if the path is built at some point. If a  
26 permit is obtained for this work, it will be good for five years and afterward is easy to renew.  
27 Once a survey is completed, the Committee and DPW will know what is necessary for the  
28 culvert.

29  
30 Chris Buchanan explained that the Multimodal Capital Reserve Fund has no established  
31 procedures on how to expend the funds within it, except for the fact that the Board of  
32 Selectmen is the sole agent of the fund.

33  
34 In response to a question from Chris Buchanan regarding the necessity of surveying any of the  
35 area beyond the culvert, Eric Slosek stated that a survey of the area will be necessary to  
36 determine the right of way. It may also make any other issues apparent. Eric Slosek stated that

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he believes the whole project needs to be surveyed unless the boundaries of the area can be determined by the Town.

Rick Katzenberg noted that it may be more cost effective to survey the whole area now, so that there are fewer surprises down the road.

In response to a question from Simon Sarris, Eric Hahn stated that the survey of Amherst Street cost approximately \$13,000. The right of ways on this road had already been surveyed and monumented. There isn't a baseline of Boston Post Road to start with for this project.

Eric Slosek noted that completing two separate surveys of Boston Post Road could incur additional costs.

Eric Hahn explained that if the culvert pipe can be extended, the DPW can work on its on to bury the culvert. If this is not possible, the culvert project alone may be quite expensive.

Patrick Daniel explained that more information on this project is needed in order to know what the best decision is with the money available.

Chris Buchanan stated that, in terms of State and Federal grants, projects with engineering completed are much more attractive than those without. There are at least three more grants coming up within the next few months that the Committee could apply for. He believes it would be beneficial to have a survey of the whole area, including the culvert, completed.

Eric Slosek stated that he would ask Hoyle, Tanner for a ballpark of surveying the whole area versus just the culvert.

**Rick Katzenberg moved that the Committee recommend that the Board of Selectmen authorize the DPW to expend funds from the Multimodal Capital Reserve Fund for the purpose of surveying the engineering of the culvert as part of the School Campus sidepath project. A secondary priority of this motion is to also survey the entire route of the project. Seconded by Chris Shenk.**

**Discussion:**

George Bower cautioned the Committee to stay away from surveying the entire route at first, as it will open up the project to criticism.

Eric Slosek noted that surveying the culvert might give the Committee a good idea as to the scope and cost of the project.

**Rick Katzenberg amended his motion to only recommend that the Board of Selectmen authorize the DPW to expend funds from the Multimodal Capital Reserve Fund for the purpose of surveying the engineering of the culvert as part of the School Campus sidepath project. Chris Shenk seconded.**

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**Voting: 9-0-0; Chris Buchanan – aye, Rick Katzenberg – aye, Patrick Daniel - aye, Simon Sarris - aye, Chris Shenk - aye, Judy Shenk - aye, John Harvey (remote) - aye, George Bower (remote) - aye, and Tom Christensen (remote) – aye; motion carried unanimously.**

The Committee and DPW agreed to go jointly before the Board of Selectmen at its next meeting on this topic.

## **2. Project Updates**

Eric Hahn gave an update on the Amherst Street sidepath project. The project is moving along, and a solution has been discovered for the short section of sidepath area that was to be an on-road fix. This area will now have a similar sidepath treatment as the rest of the route.

John Harvey stated that he spoke with Amherst Conservation Commission Chair, Rob Clemens, regarding an entrance onto the sidepath from the Atherton Commons trail. This would require some fill to be placed over the top of a culvert in this area.

Eric Hahn stated that he would take another look at this area of the sidepath.

## **3. Federal RAISE grant application**

Chris Buchanan stated that he was able to submit this application on time. If this grant is awarded to the Town, it will have to decide if it wants to raise the matching funds for a \$7.6M project by September 30, 2024, and would need to construct the project before September 30, 2029. He noted that another RAISE grant will open next year and then the Town may wish to apply for it as well.

## **4. Multimodal Capital Reserve Fund**

### **a. Election results**

Chris Buchanan noted that Warrant Article 32 passed the Town election.

### **b. Storage of communications materials**

The Committee decided to continue to store communication materials, such as “Vote Yes on 32” yard signs, in case a future Warrant Article for the Committee also happens to be #32.

## **5. Strategic Plan for September Presentation**

This item was not discussed at this time.

## **6. Capital Improvements Plan requests for BPAC project data**

Chris Buchanan stated that he has put together a draft document of all the Committee’s project data. As the Capital Improvement Plan Committee has been operating without this information from the BPAC, this will allow the two groups to merge efforts.

## **7. Consideration of recommending trails at proposed developments in town**

Chris Buchanan suggested that the Committee might look into suggesting trail ideas during development applications to the Planning Board.

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Town Administrator Shankle stated that the Committee could ask Community Development Director Nic Strong to be put on the distribution list for information on development applications when they are sent to other boards/committee for comment.

George Bower noted that information from the Committee would probably need to be brought up early in the application process because by the time an application hits a final phase it has generally already been engineered.

## **8. Regional Trails Plan Updates**

### **a. NHDOT Trails Plan Update**

Chris Buchanan explained that there are three trails in Town that are worthy for consideration as part of this update, including the Baboosic Greenway (B&M Railbed), the proposed sidepath along Route 122 from Amherst to the Hollis-Brookline High School, and the Souhegan Valley rail trail.

### **b. NRPC Complete Streets Plan Update**

Chris Buchanan explained that the NRPC will be completing this update within the next month or two.

## **9. Reorganization**

**Simon Sarris nominated Rick Katzenberg as Vice Chair. Seconded by Patrick Daniel.**

**Voting: 9-0-0; Chris Buchanan – aye, Rick Katzenberg – aye, Patrick Daniel - aye, Simon Sarris - aye, Chris Shenk - aye, Judy Shenk - aye, John Harvey (remote) - aye, George Bower (remote) - aye, and Tom Christensen (remote) – aye; motion carried unanimously.**

**Patrick Daniel nominated Chris Buchanan as Chair. Seconded by Simon Sarris.**

**Voting: 9-0-0; Chris Buchanan – aye, Rick Katzenberg – aye, Patrick Daniel - aye, Simon Sarris - aye, Chris Shenk - aye, Judy Shenk - aye, John Harvey (remote) - aye, George Bower (remote) - aye, and Tom Christensen (remote) – aye; motion carried unanimously.**

## **10. Reappointment of Members**

It was noted that three Committee members were recently reappointed by the Board of Selectmen.

Chris Buchanan congratulated Committee member John Harvey as being named Citizen of the Year.

**Chris Buchanan adjourned the meeting at 8:38pm. The meeting was adjourned.**

TOWN OF AMHERST  
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171 *Respectfully submitted,*  
172  
173 *Kristan Patenaude*