

City of Keene
New Hampshire

PLANNING, LICENSES AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, September 7, 2016

7:00 PM

Council Chambers

Members Present:

David C. Richards, Chair
Philip M. Jones, Vice-Chair
George S. Hansel
Bettina A. Chadbourne
Robert B. Sutherland

Staff Present:

Tom Mullins, City Attorney
Andy Bohannon, Parks, Recreation and
Facilities Director
Mark Howard, Fire Chief
Kurt Blomquist, Public Works Director
Medard Kopczynski, City Manager

Members Not Present:

Other Councilors Present

Carl Jacobs
Terry Clark

Mayor Kendall Lane

Chair Richards called the meeting to order at 7:00 PM.

1) Peg Bruce/Keene Kiwanis Club - Request to Use City Property - 350/400 Marlboro Street

Peg Bruce, 15 Windsor Court and current President of the Keene Kiwanis, noted this request was placed on more time at a previous meeting. Ms. Bruce reported today she met with staff from the Public Works Department and Mr. Bohannon. She noted they have found space within the Public Works garage where these supplies can be stored.

Chair Richards asked if all City requirements had been met.

Kurt Blomquist, Public Works/Emergency Management Director reiterated staff has met with Ms. Bruce noting these materials are for the Tree Lighting and Holiday Celebration.

Mr. Blomquist added he is recommending the Committee authorize the Kiwanis to store their materials at the Public Works area (350 Marlboro Street) subject to the customary licensing requirements of the City

Council and compliance with any recommendations of City staff. Mr. Blomquist noted he did provide the Chair with a prepared motion.

There being no questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Kiwanis Club be granted permission to use City property in the Public Works facility at 350 Marlboro Street for the storage of materials associated with the Tree Lighting and holiday celebration event. Said license is granted subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.

2) Carol Laughner/Monadnock Humane Society - Request to Use City Property - Walk for Animals

Carol Laughner, Director of Marketing and Development for the Monadnock Humane Society noted this is the 4th annual request for use of the Dillant-Hopkins Airport. Ms. Laughner also noted the appreciation felt for everything the City of Keene has done to assist with this event in the past. She reported over \$41,000.00 was raised at the last event. Ms. Laughner gave special thanks to City Clerk staff Terri Hood and Heather Fitz-Simon along with the Airport staff for all of their help.

Kurt Blomquist, Public Works/Emergency Management Director reported working with the Humane Society in previous years as well as this year. He noted this has been a successful event for them as well as the City. Mr. Blomquist addressed the area to be used explaining it is the area in front of the terminal and the access road. Mr. Blomquist noted staff's recommendation is included as part of the Committee packet.

Chair Richards asked for Committee questions/comments.

Councilor Sutherland reported he serves on the Board for the Monadnock Humane Society and asked if this presents a conflict-of-interest. Chair Richards commented he sees no conflict.

There being no additional questions or comments from the Committee or members of the public, Chair Richards asked for a motion.

Councilor Jones made the following motion which was seconded by Councilor Hansel.

Councilor Chadbourne commented this is a really good thing; she noted some City employees are amongst the walkers who help to raise money.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Humane Society be granted permission to use City Property for their 29th Annual Walk for Animals fundraising event that will be held on June 17, 2017. Said permission is

subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.

3) Charles Redfern/Pathways for Keene - Request to Use City Property - 4 on the 4th Road Race

Chuck Redfern, 9 Colby Street, reported this is the 16th annual race and the course is the same as it was in 2013 through the present day. Mr. Redfern also noted no changes are anticipated for 2017. Mr. Redfern referred to his letter in the packet describing the areas being requested for closure.

Chair Richards asked for Committee questions.

Councilor Hansel commented last year he raised the question regarding data on where the runners were coming from. Noting he had anticipated the question this year, Mr. Redfern reported runners coming from NH, VT, MA, CT, NY, NJ, MD, CA, TX, AZ, and PA. Mr. Redfern also noted Keene's race is part of a circuit many runners use to stay in shape. Councilor Hansel commented he is glad to see we are doing this for the local community and also as a way to attract people to learn what Keene is all about.

Kurt Blomquist, Public Works/Emergency Management Director reported this is one of the Community Events the City does budget for; he noted the budget has not yet been approved. Mr. Blomquist also reported protocol meetings will be held prior to budget approval and in advance of the event. Mr. Blomquist advised Committee approval of this would be subject to approval of the community event's 2018 budget.

Mr. Redfern asked for clarification regarding the approval of the use of City property with the funding as a separate component which has yet to be approved. Mr. Blomquist noted Mr. Redfern was correct. Mr. Redfern thanked Public Works, the Police Department, Parks & Recreation, and the Clerk's Office for their amazing support. Mr. Redfern reported there have been no serious injuries over the past 16 years; this has been a very safe event.

Councilor Jones reported he sits on the Board of Directors for Pathways for Keene. Chair Richards noted this presents no conflict-of-interest.

There being no additional questions or comments from the Committee or members of the public Chair Richards asked for a motion.

Councilor Chadbourne made the following motion which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 2017, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff.

4) Kevin Dremel/Keene Music Festival - Event Date Change to Coincide with the Monadnock Fall Festival

Lucy Brigg, Intern for the Fall Festival reported the original date for the Music Festival was Labor Day. The group is asking to switch their event date to October 1st to coordinate with Keene State College and the Fall Festival to create a new Keene-wide event.

Kurt Blomquist, Public Works/Emergency Management Director reiterated the Music Festival is moving to combine with the Fall Festival which the Mayor will be talking about next. Mr. Blomquist reported the Clerk wanted it pointed out that the Community Event funding designated in the budget (1,970.00) for the Music Festival will be moved and reallocated to be used as part of the Fall Festival. Continuing Mr. Blomquist noted they have also requested a number of parking spaces which they have utilized before. Mr. Blomquist reported this request will continue on through to the Fall Festival approval. Mr. Blomquist recommended a motion to accept the Petitioner's correspondence recognizing the change in dates of the Music Festival and its combination with the Fall Festival. Medard Kopczynski, City Manager explained his notes say the Committee should accept the correspondence as informational and take action on the next item.

Chair Richards asked for Committee questions.

Councilor Chadbourne noted the Petitioner is not asking for Railroad Street to be closed and that barriers will be present. She asked if the Police Department determines at some point the barriers need to be put up is this something City staff would do. Mr. Blomquist replied this will be addressed under the motion for the Fall Festival.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Sutherland made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the communication from the Keene Music Festival be accepted as informational.

5) Request to Use City Property- Monadnock Fall Festival - Mayor Lane

Mayor Lane reported protocol meetings have been held over the past several months. Mayor Lane noted the Fall Festival is a combination of the Parents Weekend at Keene State College, the Music Festival and the new Fall Festival. The Mayor commented they are at a point where they would like to ask City Council for a license to operate. The Festival will be held on October 1st and will include a variety of activities. Mayor Lane also reported the Public Works Director has been actively involved in the protocol meetings.

Kurt Blomquist, Public Works/Emergency Management Director provided the background information noting City staff has had several protocol meetings with representatives of the Monadnock Fall Festival and the Keene Kiwanis Club, which will be hosting an antique car

show during the event. He added Ted's Shoe & Sports is also sponsoring a race at 8:00 AM. Mr. Blomquist reported staff is comfortable with the safety and barrier plans. He also reported City staff has identified the following streets for closure during the event:

Gilbo Avenue from Main Street to School Street
Lamson Street from Main Street to Federal Street
Saint James Street from West Street to Gilbo Avenue
Railroad Street from Main Street to Wells Street (During Festival)
Railroad Street from Main Street to 93rd Street (Only during the Road Race portion of the Festival)

Continuing, Mr. Blomquist also noted a temporary change from one-way to two-way traffic on Federal Street to encourage business activity during the event. Mr. Blomquist reiterated the combining of the two budgets; Fall Festival budget of \$6,484.00 and the Music Festival Budget of \$1,970.00. Staff believes any overages (overtime) can be absorbed by the major Departments involved. Mr. Blomquist also reported the Farmer's Market will be participating and adjusting their hours for the event (8:00 AM to 3:00 PM).

Chair Richards asked for Committee questions.

Councilor Sutherland asked Mr. Blomquist to describe where parking will be available and whether or not some spaces will be free of charge. Mr. Blomquist noted the majority of those spaces are along Main Street; there are seven stages along Main Street with spaces in front of each. Additionally half of Commercial Street will be open for the public. Staff has also received permission from NGM to use their lot with access off of School Street along with Wells Street and other locations.

Councilor Chadbourne commented she is happy to hear the Farmer's Market is part of the event.

Councilor Jones commented he doesn't see the insurance liability statement in the prepared motion. Mr. Blomquist replied this is covered under the statement that they have to comply with all licensing requirements. Mayor Lane added the Clerk's office already has the Certificate of Insurance.

Councilor Hansel asked for clarification on a temporary street change to two-way. Mr. Blomquist verified Federal Street would temporarily be a two-way street (parking on the street will be prohibited).

Mayor Lane commented City staff has been incredibly cooperative and helpful in putting this event together. He noted a great deal of appreciation on his part and that of Keene State College and the Downtown merchants. Mr. Blomquist noted the Einbeck, Germany contingent will also be participating in the event.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request from The Keene Music Festival to combine their event with the Monadnock Fall Festival, to be held on October 1, 2016 from 8:00 AM to 8:00 PM, be granted. Said permission to include a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the music festival portion of the event. In addition, the applicant is permitted to coordinate a car show with the Keene Kiwanis Club to be held on Gilbo Avenue, including the Gilbo East and West Parking Lots, from 8:00 AM to 3:00 PM, and to coordinate a one-mile Road Race with Ted's Shoe and Sport to be held from 7:00 AM to 9:30 AM. A comprehensive barrier plan has been drafted by City staff to include the following street closures: Gilbo Avenue from Main Street to School Street; Lamson Street from Main Street to Federal Street; Saint James Street from West Street to Gilbo Avenue; Railroad Street from Main Street to Wells Street; and, Railroad Street from Main Street to 93rd Street (during the road race portion of the Festival only). This permission is granted subject to the customary licensing requirements of the City Council, submittal of signed letters of permission from City Tire and NGM for use of their respective properties, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The cost of any City services provided shall be paid using the City funding allocated to the Keene Music Festival in the FY 17 Community Events Budget, along with funds allocated in the Mayor and City Council's unclassified account in support of the Monadnock Fall Festival.

6) Mark Fraser/Eversource - Use of City Property - 16 Church Street - Pad Mounted Transformer

Mark Fraser, Eversource Manager, Field Engineering & Design addressed the Committee noting in order to increase reliability, minimize outages, and improve outage response and restoration, Eversource is making significant investments to its electric transmission and distribution system in the City of Keene's Central Business District. The \$4 million, multi-year investment involves the replacement of obsolete underground transformers with new, strategically located pad mounted transformers. Identified by Eversource as a priority in 2012, the project was included in a 2015 Memorandum of Understanding between Eversource and the City of Keene. As a result of working closely with several key property owners, Eversource has plans to enhance the distribution system in the Central Business District by upgrading from 4kV to 12kV, extending 12kV from Washington Street to Roxbury Street and filling an existing a gap in the system. Eversource understands that installation of the proposed above grade, pad mounted transformer will also require approval by the Historic District Commission who seem to favor cedar fencing as the preferred screening material. The proposed transformer will replace an existing sector cabinet currently on city owned property adjacent to 16 Church Street. The installation of a transformer at this location will allow Eversource to serve nearby customers currently served by obsolete underground equipment located below Main Street. Should this request be granted,

Eversource will install conduit during the parking lot resurfacing project scheduled to be completed this fall.

Mr. Fraser concluded by noting the replacement of the sector cabinet with a pad-mounted transformer adjacent to Church Street is an important phase in a comprehensive plan to improve the safety and reliability of the electric infrastructure in the Central Business District by replacing obsolete underground equipment. Additionally, the replacement of underground equipment will eliminate the environmental and safety risks associated with the operation of oil-filled equipment in a highly corrosive and often submerged environment. Mr. Fraser referred to photos in the packet depicting the sector cabinet and explained its purpose along with the size of the new transformer.

Kurt Blomquist, Public Works/Emergency Management Director reiterated Eversource has been working with the City for a number of years; this particular area is referred as the Downtown Project. Mr. Blomquist referred to the aerial view included in the packet and designated by a bubble. He continued the City of Keene owns this area referred to as the Wells Street Plaza. The reason this request is before the Committee is because it is outside the Right-of-Way and City Council has to give permission for them to utilize the property. Mr. Blomquist addressed the paving project going underway in September and working with Eversource to avoid the issue of the City doing work and then Eversource coming in and wanting to get into the ground. Continuing, Mr. Blomquist noted they also still have to go through the Historic District Commission which will be looking at treatments to make the transformer blend in with the surrounding area. The City Manager suggested the following working be added to the prepared motion: grant permission for staff to sign the application for the Historic District Commission and Planning Board if required.

Chair Richards asked for Committee questions.

Councilor Jones referred to the aerial map and asked if the red indicated new conduit and the black indicated existing conduit; Mr. Fraser replied in the affirmative. Councilor Jones then asked if the existing conduit was coming out; Mr. Fraser replied in the negative. Councilor Jones asked if all the new conduit would be underground, or if some of it will be overhead. Mr. Fraser replied it is all in the ground.

Councilor Jones referred to conversations regarding laying conduit for broadband whenever there is a new trench dug (for future use). Mr. Blomquist noted no conduit for broadband would be laid at this time. He noted the issue of where the start and end point for the conduit was not known. Mr. Blomquist advised at this time staff does not recommend the City expend any funds to put in additional conduit.

Councilor Sutherland asked if there was screening around the existing equipment. Mr. Blomquist agreed there was none. Councilor Sutherland continued it is understood that any new equipment may require screening. Mr. Fraser noted he was unaware of what the requirements were at the time of the installation of the existing equipment. Councilor Sutherland asked if the potential screening that might be required would cause any problems relative to snow removal. Mr. Blomquist noted they always work with the Historic District Commission so they understand

what the maintenance issues are when making requirements of the petitioner's. In response to Councilor Sutherland both Mr. Blomquist and Mr. Fraser agreed there would be no impact to parking. In response to the City Manager's concern, Mr. Blomquist reported the Committee has in front of them a motion which does include the installation of conduit.

There being no further questions from the Committee, Chair Richards asked for questions or comments from the public.

Carl Jacobs, Councilor of Ward 2 commented he remembers the brick wall being an opportunity for a mural (Friends of Public Art); he suggested when talking about screening the opportunity for some art isn't forgotten. Mr. Blomquist advised what they are talking about is under the purview of the Historic District Commission and he would have to defer to the Planning Director and that staff.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Jones made the following motion which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that Eversource Energy be granted permission to place one pad-mounted transformer and associated apparatus (conduit, etc.) on City property adjacent to 16 Church Street, and further that staff be granted permission to sign the application for the Historic District Commission and Planning Board, if required. Said license is granted subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.

7) 2016 Fire Prevention Parade Permit - Fire Department

Mark Howard, Fire Chief provided the background information on the request by noting that annually the Fire Department requests permission for use of City property and City streets for the Fire Prevention Parade, which kicks off Fire Prevention Week activities. This year the use of the front parking area at the Public Works Department, located at 350 Marlboro Street, is needed to stage for parade line-up. The parade will begin at 1:00 pm at 350 Marlboro Street and will proceed westerly along Marlboro Street to Main Street, then north on Main Street to Central Square, then north on Washington Street to Vernon Street where the parade will disperse. Following the parade there will be an awards ceremony at the Central Station on Vernon Street. This parade will be held rain or shine. Chief Howard commented Councilors are welcome to join us at the viewing stand and that they should have received their invitations for the Inspection Dinner (Thursday, October 13, 2016) which will begin at 6:30 PM at the Central Station. Chief Howard recommends approval of this request.

Chair Richards asked for Committee questions.

Councilor Jones asked Chief Howard if he had heard any talk about bringing back the muster. Chief Howard replied in the negative. Chair Richards noted this event has been taking place for over 100 years.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Chadbourne made the following motion which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Fire Department be granted permission to use City property for the 2016 Annual Fire Prevention Parade to be held on Sunday October 9, 2016.

8) Rescission of Resolution R-2012-06-A - Parks, Recreation and Facilities Department

Andy Bohannon, Parks, Recreation and Facilities Director noted this is a housekeeping issue and provided the background information. He reported that in 2012, the City adopted Resolution 2012-6-A for the purposes of allowing groups needing storage space for brief periods of time to use the area behind the Police Department. Since the construction of the Keene ICE and the Michael E. J. Blastos Community Room, access to the space has been secured. Allowing access to the area creates safety issue for various City departments and it is recommended discontinuing the use of the space for this reason.

There being no questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Sutherland made the following motion which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the rescission of Resolution R-2012-06-A, which allows the public to utilize vacant space at 400 Marlboro Street.

There being no further business before the Committee Chair Richards adjourned the meeting at 7: 58 PM.

Respectfully submitted by,
Mary Lou Sheats Hall
September 8, 2016