

CITY OF KEENE
PLANNING, LICENSES, AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, April 22, 2015

7:00 PM

Council Chambers A

Members Present:

David R. Meader, Vice-Chair
Carl B. Jacobs
Emily P. Hague
Bettina Chadbourne

Staff Present:

Ed Mattern, Airport Director
Rhett Lamb, Planning Director
Beth Fox, HR Director
Tom Mullins, City Attorney

Members Not Present:

David Richards, Chair

Others:

Councilors Present:

Terry Clark
Jim Duffy

Vice-Chair Meader called the meeting to order at 7:00 PM welcoming the viewers of Cheshire TV, Channel 10.

1. MEMORANDUM: Airport Director - Use of City Property - Communication Antenna – Cheshire County Sheriff's Office

Ed Mattern, Airport Director noted there are a number of aerial approaches pilots use when approaching the Dillant-Hopkins Airport. These surfaces extend well beyond the immediate vicinity of the airport property boundary. In some instances there are objects that penetrate these aerial approaches. Based on the nature and location of these objects the installation of hazard beacons provides a visual cue to pilots so that they may be avoided.

One of these beacons is located atop Mt. Caesar in Swanzey to the south of the airport. Due to its location relative to other communication infrastructure, it appears that this beacon pole is well positioned to help enhance the emergency communications network.

As a result, the Cheshire County Sheriff's Office has requested the use of this beacon pole so that it might locate a communications antenna. This antenna will enhance communications reliability and otherwise improve the network. As part of the project, which is expected to cost approximately \$50,000, an emergency backup generator will be installed. Mr. Mattern noted grant funding has been received to complete this project. He continued that this generator will be able to provide emergency power to the airport beacon should line power be interrupted. This will provide an extra

margin of safety for aircraft approaching the Dillant-Hopkins Airport. In addition, the Sheriff's Office has agreed to cover the electrical usage of the Mt. Caesar hazard beacon.

Mr. Mattern noted this issue was discussed at the March 20, 2015, Airport Advisory Commission meeting. On a unanimous vote, the AAC recommended that the Council authorize the Mt. Caesar beacon for this purpose. Mr. Mattern reported he was in support of the Airport Advisory Commission's recommendation.

Councilor Jacobs asked if the height of the tower would need to be increased. Mr. Mattern replied not in this instance; as it will be located lower than the existing beacon.

Councilor Hague asked if a lease would be involved. Mr. Mattern noted the format would be in the form of a License Agreement, and the County has agreed to pick up the costs of the City's beacon.

Arlene Crowell, of the Sheriff's Office provided two photos for the record (the beacon and electrical box).

Councilor Jacobs made the following motion which was seconded by Councilor Hague.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Council authorize the use of the Mt. Caesar beacon by the Cheshire County Sheriff's Office for the purpose of locating a communications antenna on that pole, subject to the execution of a Revocable License and Indemnification Agreement, the receipt of an insurance certificate in the amount of at least \$1 million dollars naming the City as an additionally insured party and all other requirements of City staff.

2. MEMORANDUM: Planning Director - Comprehensive Master Plan Implementation Update

Rhett Lamb, Planning Director noted this Committee recently received a letter from Councilor Duffy recommending that staff provide an update on the top implementation strategies of the 2010 Comprehensive Master Plan (CMP) including feedback on how the process is working and recommendations for improvement.

As Councilor Duffy observed in his letter, the CMP includes in its top implementation strategies the development of an implementation plan with schedules and progress updates. Although a specific implementation plan was not completed, many aspects of the CMP top strategies have been implemented and, five years into the plan, a review of progress is timely and appropriate. The CMP recommends that the Joint Planning Board and Planning, Licenses, and Development Committee and Planning Board Committee serve as a "forum for a series of public presentations and discussions regarding plan implementation." Since 2011 the Joint Committee has invited and received multiple presentations and implementation updates for a broad range of City Boards and Committees and non-governmental community organizations about focused efforts to implement the plan. These include subjects ranging from stormwater management and flooding to local food security and economic development. A tentative schedule for presentations to the Joint Committee

in 2015 includes subjects covering small business development, innovative education, and neighborhood preservation. Mr. Lamb reviewed the Top CMP Strategies listed in the CMP.

Continuing, Mr. Lamb noted significant progress has been made on many of the strategies and on other actions called for in the CMP. These include major legislative changes such as the adoption of Zoning changes and Planning Board regulations which can take many months to complete. Other actions deal with City policy such as the alignment of CMP goals with the City's Capital Planning and annual budget process. Some tasks are technical in nature and involve substantial research and reporting. Others still are best achieved by (or in partnership with) organizations outside City government.

The recommendation to refer this item to the Joint Committee recognizes the role of the Joint Committee since 2011 and the importance of including the Planning Board in the discussion of future implementation and priority setting.

The Planning Department is currently using several documents to help track CMP implementation progress. The first is a listing of CMP actions and objectives which identifies potential responsible parties, timing, and measurements of success. This document is continually updated as projects move forward. The second is a matrix of actions recommended in the 2007 Climate Resilience Plan which was prepared by Antioch New England University students and has been used since 2013 to help the Cities for Climate Protection Committee set annual goals. Both of these resources will be provided to the Joint Committee and can be made available on request.

Mr. Lamb discussed implementation noting what he is trying to tell the Committee is that implementation of a Master Plan, no matter how you look at it, entails a broad range of activities. He continued implementation by its nature is going to include a lot of different activities and partnerships across the City.

In response to Councilor Jacobs, Mr. Lamb indicated he would send email links to the Committee members for all the documents that are not currently online.

Councilor Hague suggested having the matrix, and the CMP list of responsibilities available for the Joint Committee meeting. Mr. Lamb indicated he would ensure all documents are available and online.

Councilor Duffy commented on the many presentations given at the Joint Committee, and the amount of information the Joint Committee has received. Councilor Duffy would like to see the Joint Committee start looking at that information and figure out how to apply it comprehensively. Councilor Duffy noted he would be happy if this Committee approved the staff recommendation.

Following on Councilor Duffy's comments, Mr. Lamb noted the CMP was adopted in 2010 and we started talking about implementation in 2011. He noted the inclusion of external partners with 18 different presentations to date. Mr. Lamb also made note of the internal schedule for the reporting process used in the Planning Department. Councilor Hague suggested this also be made available for discussion should this be forwarded to the Joint Committee.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that this item be referred to the Joint Planning Board and Planning, Licenses, and Development Committee.

There being no further business before the Committee, Vice-Chair Meader adjourned the meeting at 7:23 PM.

Respectfully submitted by,
Mary Lou Sheats-Hall, Minute Taker
April 23, 2015

Additional edits by,
Terri M. Hood, Assistant City Clerk