

City of Keene  
New Hampshire

**MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE**  
**MEETING MINUTES**

**Wednesday, January 10, 2018**

**6:00 PM**

**Council Chambers**

**Members Present:**

Janis O. Manwaring, Chair  
Randy L. Filiault, Vice-Chair  
Robert B. Sutherland  
Stephen L. Hooper  
Gary P. Lamoureux

**Staff Present:**

Elizabeth Dragon, City Manager  
Thomas Mullins, City Attorney  
Beth Fox, ACM/Human Resources Director  
Rhett Lamb, Planning Director  
Kürt Blomquist, Public Works Director  
Don Lussier, City Engineer  
Donna Hanscom, Assistant Public Works  
Director  
Ben Crowder, Water Treatment Facility  
Manager

**Members Not Present:**

**Kendall W. Lane, Mayor**

Chair Manwaring called the meeting to order at 6:00 PM, welcomed the public, and explained the rules of procedure.

**1) Conservation Commission Recommendation on Eversource Energy –  
Trimming and Removal of Trees and Brush Along Scenic Roads & Eversource  
Energy – Tree Trimming on Scenic Roads**

Public Works Director Kurt Blomquist said this is for action on an Eversource request to trim and remove trees along scenic roads in the City. A joint public hearing took place with the Conservation Commission, which made recommendations in a memorandum through the Planning Department.

Chair Manwaring welcomed Brian Salas and Cory Keefe from Eversource. Mr. Salas noted hearings have occurred to discuss this trimming and they were present to answer any questions. He saw the recommendations from the Conservation Commission; he said the only concern with leaving standing timber is that they can fall into the roadway. He does not want to leave timber for wildlife that could fall into roadways and pose a danger to the general public. Mr. Keefe noted the Conservation Commission requested a healthy oak not be cut and he will remove it from the list of trees slated for removal.

Councilor Sutherland made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommend the report from the Conservation Commission be accepted as informational.

Councilor Sutherland made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Council authorize Eversource Energy to perform all tree trimming services on requested scenic roads, subject to the following conditions: that the 24" oak tree near line 101 from pole 13 on Chapman Road be removed from the list of trees slated for removal; that Eversource Energy make landowners aware of the option for leaving topped dead or diseased trees for the purposes of supporting wildlife habitat; and, subject to the tree removal being coordinated with the Public Works Department.

## **2) Vicky Morton – Safety Concerns with City Infrastructure**

Chair Manwaring welcomed Vicky Morton, 275 Water Street, Keene. Ms. Morton noted she submitted a letter about some concerns in the City; she provided an overview of her concerns.

1. Ms. Morton slipped on the surface of the bike path bridge between Island and Pearl Streets and hurt her back; this is not the first time she has experienced slick conditions on this bridge. She spoke to the Council about this bridge a few years ago and the Council agreed there are issues with the bridge. She said the bridge is slanted causing water to pool (2' deep) on the south side and this problem is intensified in freezing conditions. She previously asked the City to consider drainage holes in the bridge but the City said that could compromise the structural integrity of the bridge. She said she cannot believe that drainage holes would compromise the structure any more than the damage caused by a rain soaked, frozen, and thawed bridge deck. She asked Council to do something about the water on this bridge.
2. Ms. Morton said she walks on the bike path between 4:30-6:30 AM; she walks at this hour because there are less people to encounter and she can walk in the center of the path to avoid skunks. There is a location on the bike path, adjacent to Nicola's Trattoria, which has become unsafe. There is no railing outside the restaurant patio, which has led to pavers falling from that private property onto the bike path. She knows the restaurant is not City property, but she believes she is not the only person that sees these pavers and could fall because of them. She asked Council to address safety on that part of the bike path.
3. Ms. Morton expressed that she thinks Bazin Brothers Construction did an excellent job on the Water Street project. However, the work began later than scheduled and therefore was not completed before the first snow fell and has been continued to spring. She added that the corner of Community Way, Water Street, and Grove Street poses a safety concern on the west side of the intersection where the storm drains are not properly aligned with the pavement. Water does not drain properly causing pooling and safety concerns with freezing. She said during public meetings before this project commenced, the City said this issue would be

addressed. She noted she cannot believe it was not fixed by the very talented members of the Public Works Department. She said she feels the City is not living up to its potential to be great by leaving these issues unattended. Ms. Morton continued the City has become comfortable with just being good enough, which she perceives as a lack of pride in the City. She cited other examples of things she has experienced in the City that perpetuate this perception for her, and she believes for other citizens as well. She hopes the Council will take action to make the City the best it can be.

The Public Works Director addressed the concerns about the bike path bridge. He said that part of the bike path is jointly managed by the Public Works Department and the Department of Parks and Recreation. The previous City Engineer explored the potential for drilling holes into the bridge deck. He noted there were concerns about the size of the holes and that the holes would ultimately be frozen and block drainage with plowing. To drill substantial enough holes for drainage raises concern about the structural integrity of the decking. The bridge was originally designed to accommodate ambulance passage, which is no longer an option. Within the next five years the deck will need to be replaced with a different system that is meant to accommodate snow plowing. He said the Parks and Recreation Director has noted the bridge is very shaded by trees; he intends to do some trimming around the bridge to allow more sunlight and facilitate drying the bridge or melting ice.

Chair Manwaring asked if the bike paths are plowed. The Public Works Director replied that only asphalt parts of the path are plowed, as sidewalks are, because snowmobiles are not allowed on paved surfaces. Some multi-use parts of the path have been approved by Council for plowing because of expressed desire from users. Trails outside the bypass, like the north and south bridges, are not plowed by the City because they are owned by the State.

Councilor Filiault said the bridge is now a pedestrian bridge even though that was not its original intended use. He suggested greater efforts to salt and sand the bridge in the meantime; Councilor Hooper agreed that is the best solution at this point. The Public Works Director agreed they make every effort to maintain the same general condition policies as they do for City sidewalks. However, plowing creates a dam on each side of the bridge which traps melting water.

Councilor Sutherland said the bridge is wooden and occasionally has rotting planks. The Public Works Director agreed individual or small sections of the planks do undergo minor repairs. The bridge was built in 1996 and considering its age it is not in bad condition; it will be due for re-decking within the next five years and will be planned to better accommodate plowing and drainage. Councilor Sutherland suggested consulting with the Bike/Pedestrian Path Advisory Committee on those changes. The Public Works Director agreed noting there is challenge in New England when accommodating both summer and winter seasons. Drilling holes for winter use can cause a hazard for summer use. The bridge is a part of the bike path that will have new lighting installed this spring.

The Public Works Director noted he will personally send a letter to the property owners of Nicola's Trattoria to identify the concerns about the falling pavers.

The City Engineer addressed concerns about the Water Street project. He agreed with Ms. Morton that Bazin Brothers did an excellent job and were great to work with. He agreed that the project started late; this was because the design consultant for the project did not live up to the original proposed schedule. He said this is not an excuse, it is staff's job to manage consultants; he agreed they did not manage the consultant well enough and he takes responsibility for that. He said Ms. Morton mentioned in her letter the problem with tractor trailers turning on and off Victoria Street. He said the street redesign has improved turning radius within the confines of the public right of way (ROW); sidewalks and curbs were adjusted with the knowledge that tractor trailers will ride up on those panels until the Victoria Street project is complete. This will not fully solve the problem but steps are being taken.

The City Engineer continued addressing the problem of reflective cracking on Water Street. This cracking is an artifact of the original state roadway that underlies Water Street where concrete panel joints were laid. There were attempts to include remedial measures in the contract for geotextile fabrics at the panel locations to strengthen the joints; in the end, however, it was cost prohibitive. The cost to fully solve this problem would be \$108,000 and would require fully removing the concrete pavement underlying the roadway. He said Ms. Morton is correct and these cracks will return in a year or two; this does not mean the street will have to be rebuilt. The cracks will be sealed when they reoccur and these cracks will inevitably affect the experience of driving on this roadway.

The City Engineer continued addressing the issue of pavement width with Water Street reconstruction and Ms. Norton's assertion that Water Street is not ideal for Complete Streets standards. He said the existing pavement widths are between 24"-25.5" curb to curb. The proposed pavement width is 24" so the roadway is not being substantially narrowed, which he hopes alleviates this concern.

The City Engineer addressed the concern about drainage at the Water Street, Grove Street, and Community Way intersection. He said he misunderstood the location of the problem drains during the public information sessions at the beginning of the design process; he thought the concern was with the east side of the intersection, not the west. He agrees there is a drainage problem there and Bazin Brothers did not know about this issue and have not had a work change order for that location. The reason this problem has yet to be solved is because staff does not know the cost for the best technical solution. This issue may be added to the Water Street reconstruction project or it may be addressed through the Drainage Spot Repair program. He said staff is not ignoring the issue, but trying to develop the best strategy to solve it.

Councilor Filiault asked if the design contractor was from outside the City and if there was a penalty clause. The City Engineer replied it was an outside contractor. Design contracts, as opposed to construction contracts, do not include a liquidated damages clause because there is no definitive cost implication. With a design contract, it does not

cost the City money to have a contract start later. Councilor Filiault asked if this is an industry-wide standard; he said if a project runs late and there are overrun costs it should be reasonable to include a penalty clause. The City Engineer said in his career he does not remember ever seeing a design contract with a liquidated damages clause. There are milestone dates built into design contracts and every effort is made to meet those deadlines, but there is no specific penalty if deadlines are not met.

Councilor Sutherland asked if the Water Street project is completed. The City Engineer replied the contract was shut down for the winter and will recommence in the spring to finish: adjust utility structure final elevation, complete the final layer of pavement, and to place landscaping and grading. Councilor Sutherland asked if the remaining work will alleviate the drainage issue related to the project. The City Engineer replied the drainage issue Ms. Morton noted at Grove Street is outside the scope of this project. If there is puddling on other parts of the roadway they will be corrected as part of the final pavement.

Ms. Morton said a remaining issue on the Water Street project is the continuity between the new sidewalks and home walkways and driveways; there are gaps between the driveways and sidewalks. She asked if that will be resolved this spring. The City Engineer replied yes.

The City Manager said she agreed with the plan of solutions the Public Works Director and City Engineer proposed. The Public Works Director summarized actions they will take: completion of the Water Street project, send an administrative letter to the property owners of Nicola's Trattoria, and explore solutions administratively for the bike path bridge with the Department of Parks and Recreation.

Councilor Filiault made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the communication from Vicky Morton be accepted as informational.

### **3) Departmental Presentation – Remote Water Systems Monitoring**

The Assistant Public Works Director introduced Ben Crowder, Manager of the Water Treatment Facility, who is in charge of ensuring drinking water is in compliance with standards. Mr. Crowder began working for the City in 2008 and has risen from the most junior position of the water and sewer crew to his current position; he is the staff member that holds the City's water treatment and distribution licenses. She said Mr. Crowder is a remarkable young man with a great story about how staff operates a large and complex water system with a relatively small staff.

Mr. Crowder explained the program used for water monitoring: Supervisory Control and Data Acquisition (SCADA) Monitors. This program helps the City to monitor one surface water treatment facility, six water storage tanks (5.38 MG in storage), six booster

stations, four gravel packed wells, two corrosion control facilities, and two pressure reducing vaults. He showed a photo of the SCADA system, which monitors 150 parameters throughout all of the listed sites. SCADA works through radio communication with a main radio at the Waste Water Treatment Plant (WWTP) and repeaters on other sites and storage tanks. Waste water systems are monitored to measure water quality parameters, to ensure sufficient quantities and pressure for fire protections and commercial/domestic use, and to ensure proper chemical feed levels. SCADA monitors water quality for the following parameters:

- Turbidity
  - Cloudiness of the water
  - Eight online continuously monitoring turbid meters
  - Turbidity can interfere with the disinfection process
  - Filtered water needs to be monitored once every 15 minutes
- pH
  - Acid or base
  - Measure the acidity or alkalinity of a solution and how to adjust the pH of the water to be less acidic
  - Adjusting pH for filtration aids the coagulation process
- Total Organic Carbon (TOCs)
  - Organic levels
  - Measure of natural dissolved organic matter
  - TOCs are precursors for disinfection by-products (DBPs)
  - Higher filtered TOC levels lead to higher DBP formation in the distribution system
- Chlorine Levels
  - Used for disinfection
  - Need to add enough to deactivate harmful microbes
  - Also need to maintain a free chlorine residual of at least 0.20 parts per million in the distribution system
  - There are eight online chlorine meters throughout the system
- Flow Rate (Q) & Pressure (Pounds per Square Inch – PSI)
  - Turbines and pressure reducing valves at the WWTP to reduce pressure into a range that is acceptable for filtration
  - There are eight pressure monitors in the distribution system; it is important to monitor pressure to ensure sufficient water supply for fire protection and to prevent potential contamination from entering water mains
  - Too high pressure can lead to equipment damage and can increase the potential for leaks. High pressure may also cause damage to customer's hot water heaters and other internal plumbing.

Mr. Crowder continued explaining how SCADA helps to monitor water storage. He showed how SCADA monitors trends that can show water main breaks in pressure zones; this notifies staff there is a break long before they would find it themselves. Water Booster Stations are also monitored on SCADA. The most sophisticated is the Black Brook Water Booster Station on Summit Road, which can be run on tank level (a level

staff chooses for the tank to stop at) or pressure. This helps when repairs are needed – a tank can be taken offline and still ensures water is delivered to customers.

Mr. Crowder concluded that without SCADA the City would not have constant trending on water quality parameters; it would also require significantly more staff time to operate the water system. He shared a photo of staff members responsible for SCADA monitoring: himself, Todd Turner (Utility Operator), and Darren Candello (Sewer Service Aid).

The Committee thanked Mr. Crowder for the great presentation. Chair Manwaring asked how customers will get water when they shut down the Black Brook tank. Mr. Crowder replied the pump station will still work, just differently. The pumps will run at a lower hertz level that is just enough to create positive pressure. Water delivery to customers may not be as consistent but customers are notified in advance. They also rent a backup pump for redundancy.

Councilor Hooper made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5 – 0, the Municipal Services Facilities and Infrastructure Committee recommends the presentation on remote water systems monitoring be accepted as informational.

*(Councilor Filiault temporarily left the meeting)*

#### **4) Gilbo East Parking Lot Improvements – Public Works Department**

The Public Works Director noted this is a follow-up from the last meeting; the Committee asked for additional information on design standards for parking lots. The current budget for this project was developed through the CIP and it fit within the Council goals at that time.

The City Engineer said his staff works to complete the projects as much as possible, but are bound by certain parameters, particularly financial, that are approved by Council. He presented more information on the design alternatives developed to help the Committee choose a recommendation. He provided background on the Gilbo East parking lot. It is a surface parking lot with 119 parking spaces, including some on Gilbo Avenue, Lamson Street, and St. James Street. The metered lot is in the Central Business District (CBD) and a part of the Gilbo Avenue Overlay District. This lot is scheduled for rehabilitation and the CIP approved budget for the project is \$118,708. The scope of work for rehabilitation includes pavement markings, a new concrete sidewalk along Gilbo Avenue, granite curbing, and concrete islands to separate parking bays with trees in the islands. The scope of work also mentions adding four new parking spaces along Gilbo Avenue.

The parking lot pavement is currently in poor condition with drainage problems because of the enormous expanse of asphalt. Sidewalks extend from Lindy's parking lot to the

other side of St. James Street; the Gilbo West parking lot was rehabilitated a few years ago. There are currently only painted lines between travel lanes and the parking lot; there is no actual sidewalk. The drive aisles between parking spaces are narrower than typical parking lot standards would allow (17.5"-19") and parking spaces are longer than necessary.

The City Engineer continued explaining the relevant City parking codes and standards; the City strives to follow the same rules any developer would follow:

- Sec. 102-791 Requirements for "CB" Zone – in the CBD there are no dimensional standards, no minimum setbacks for buildings or pavement, 100% maximum coverage is allowed, no greenspace is required, and businesses are not required to provide parking (the City provides public parking).
- Sec. 102-794 Requirements for Parking Lots – parking lots are required to have, “a substantial bumper of concrete, masonry, steel or heavy timber placed at or near the end of each parking space to prevent vehicles damaging adjacent building, lawns, trees or shrubs, or from creating a hazard to pedestrians on any adjacent sidewalk.”
  - This section of the code does not prohibit drive through parking spaces.
- Sec. 102-1226 Pavement Setback Standards for Lots – 15” pavement setbacks in front and 12” setbacks on sides or adjacent to lawns.
- Sec. 102-1229 Landscaping for Lots that abut the ROW – identifies specific landscaping treatments that can be used; different options for compliance for lots that abut the ROW.
- Sec. 102-1230 Landscaping within Parking Lots – minimum 10% parking lot space area for landscaping; varies depending on lot size.
- Sec. 102-1231 Not required to Exceed 102-791 – nothing in this division of code (120-1226 – 102-1231) requires more open or greenspace than required by Sec. 102-791, which has no requirement of open or greenspace; therefore, sections 1226 – 1231 are not applicable to the Gilbo East lot.
- Sec. 102-1471 Purpose of the Overlay District – the intent of this district is, “to foster and promote new construction that is in keeping with the City of Keene’s prevailing Downtown architectural, cultural, and design characteristics: promoting an aesthetically pleasing streetscape; prioritizing pedestrian access above vehicular access; preventing large parking lots along the streetscape; walkable and bicycle-friendly environment; and provide shade and public spaces... to enhance the visual appearance of Gilbo Avenue.”
  - This, more than any of the other codes, really drove this design effort.
- Sec. 102-1473 General Requirements – parking lots shall not be permitted at transition points and must be screened by landscaping, fencing, or a building. Those transition points are at the intersections that abut the zone and are therefore not applicable to this project.
- Sec. 102-1474 Dimensional Requirements – sidewalks should be no less than 10’ wide; this is not likely possible in this location.

The City Engineer continued explaining the designer’s intent for this project; in early consultations with the Police Department (PD) it was clear they want as many parking



spaces preserved as possible. The Designer's intent is to rehabilitate the Gilbo East lot in a way that:

- Advances the goals of the Gilbo Avenue Design Overlay District to the extent practical
- Improves the aesthetics of Gilbo Avenue
- Maximizes available parking spaces
- Remains within the available budget

The City Engineer continued outlining the different design options developed by City staff:

- Option 1 – this option follows verbatim what was described and budgeted in the CIP.
  - Scope
    - Mill, shim, and overlay
    - Adjust structures
    - Pavement markings
    - Concrete sidewalks along Gilbo Avenue – 5” width budgeted
    - Granite curb
    - Concrete islands with trees
    - 4 new parking spaces: before 119, after 123
  - Estimated cost: \$114,000
  - The parking lot currently, because of boundary lines, spills into the ROW and blurs the line between the public ROW and City property.

The Committee made comments on Option 1. Councilor Sutherland said he is concerned about the four new external parking spaces on Gilbo Avenue because they could inhibit visibility turning into and out of the lot; it also poses a threat to pedestrians. The City Engineer agreed those on-street spaces are not ideal. Councilor Sutherland asked if this design changes any of the parking on St. James Street. The City Engineer replied no changes are proposed for those spaces in the CIP. There is currently parallel parking on both sides of St. James Street; the four spaces on Lamson Street will also remain unchanged. There is no money budgeted for new parking meters for Gilbo East. Staff is requesting funds for three parking meter kiosks for the lot; if the money is not allocated, the current meters will be reinstalled in the lot. Councilor Sutherland expressed concern about drainage in the parking lot, noting there is significant puddling there during rainstorms. The Public Works Director replied that is part of a larger City-wide drainage issue; there is drainage capacity on site, but the pipes that water feeds into from the site are insufficient. Councilor Sutherland expressed concern that adding a barrier between the parking lot and street could perpetuate the drainage problems; he suggested finding a way to ensure drainage through granite curbing. The City Engineer replied this project does not address whole system capacity but grading improvements in the lot as well as trees could help.

*(Councilor Filiault returned to the meeting)*

- Option 2 – this option displayed what the parking lot would require to fully comply with all zoning requirements, even those that do not apply to the CBD. Staff thinks this option would be great but 22 parking spaces would be lost and it is cost prohibitive, budgeted at \$175,000.
- Option 3 – this is the option presented to the Committee at the last meeting. This is the option staff recommends.
  - Scope
    - Mill, shim, and overlay
    - Adjust structures
    - Granite curb
    - Concrete sidewalk on Gilbo Avenue
    - Screening along Gilbo Avenue – a greenspace buffer
  - Parking spaces reduce from 119 to 105 to ensure traffic circulation
  - Estimated cost: \$118,000
  - Would reduce parking lot entrances/exits and travel lanes from three to two
  - Advances the goals of the overlay district, improves the streetscape, and fits within the budget

Councilor Manwaring asked if any of these options include lighting improvements. The City Engineer replied lighting is not included in the scope of this project; the existing light fixtures will remain and continue to serve their existing function. Enhanced solar lights can be explored down the line.

Councilor Lamoureux said he was involved with this project when it started and asked if test bores have been done on this property. The City Engineer replied they have not done borings but are carrying a large amount of shim that will fit within the budget; he hopes they will only have to do milling to correct grading with more emphasis on shim. Councilor Lamoureux said when this project began it was noted there will be a loss of parking for the new library improvements; he asked if this project will facilitate pedestrian access from the lot to West Street, and therefore the library. He said the additional parallel parking spaces on St. James Street, which are essentially unused, should be converted to a sidewalk to West Street. He said he likes the curbing and sidewalks in option one because it provides safer pedestrian access; he said at a minimum there should be a sidewalk on St. James Street. The Public Works Director replied there is a sidewalk on the west side of St. James Street and they hope defining the sidewalk on Gilbo Avenue will provide a decent crossing to that sidewalk on the west side of St. James. Councilor Lamoureux asked if it is possible to draft an estimate cost of adding a sidewalk to the east side of St. James Street; the Public Works Director replied yes.

Councilor Lamoureux said if this project goes forward he wants it to be done well, and part of that for him is lighting; he is willing to bring improved lighting at this location forward to Council himself. The Public Works Director agreed but said after the FY18 budget process the Finance Director and City Manager made it clear there are very limited funds, especially in the Parking Fund. Staff recommends that if there are substantial increases in this project it needs to go back into the CIP process next year for

FY20-25. He said if there is interest this can go on more time and he can have a discussion with the City Manager. This can also be presented to full Council for their input. Councilor Lamoureux asked if that means the project would be delayed another two years. The Public Works Director replied yes, because if there are substantial additions it must go through the CIP process. The City Engineer added this project could move forward under this design with the intention to make these other improvements incrementally over time; the design was made to be flexible so the work can expand in the future.

Councilor Sutherland said he thought Council has approved a lighting contract with Hamblet Electric for Gilbo Avenue. The City Engineer replied that was only for the conduits and bases. Councilor Sutherland said he prefers option one because of drainage and ease of snow removal. The Public Works Director said from an operational perspective in option three, snow can be pushed across the street to the Commercial lot and piled in a select few spaces in the Gilbo lot. He does not think option three presents and more operational challenges than option one. Councilor Sutherland echoed the importance of lighting because he thinks this lot is already too dark and poses a safety concern. He hopes whatever lighting is chosen for the Gilbo East lot, it should be different than the Commercial Street lot; the lights should be more downcast. The City Engineer said option three was developed to maintain the current functional lights with the ability to add lights to the center of parking stalls in the future. Councilor Sutherland noted the Council has the ability to change this year's CIP and add more funding to this project if necessary. The Public Works Director replied yes, but it is not staff's place to assume Council would want to amend the current CIP.

Chair Manwaring asked how much of the \$118,000 budget is for parking kiosks. The City Engineer replied the kiosks are not included in the budget; if the kiosks are approved the money will be available July 1, which is in line with when the lot would be completed. Chair Manwaring said she would rather the money be spent on lighting than kiosks.

Councilor Hooper said he prefers option three. He understands the drainage concern but he prefers the idea of reducing from three to two travel lanes in option three. Option three eliminates a minimal amount of parking spaces and adds some greenspace. He agreed with the lighting concerns and the possibility of a sidewalk on east St. James Street.

Councilor Filiault said he prefers option three because he does not like adding parking spaces on Gilbo Avenue and he thinks the islands are more attractive for lighting.

Councilor Lamoureux asked if the landscaping on Gilbo Avenue costs the same as the sidewalk. The City Engineer replied to balance the budget the concrete islands would be eliminated to allow vegetative screening. Councilor Lamoureux said he thought there were still Downtown Beautification funds. The Public Works Director was unaware of that fund but noted any reallocation of funds for this project would require Council action. Councilor Lamoureux said he likes the sidewalks because they are important for

safety; he asked where the kiosks would be located. The City Engineer replied he is working on that decision with the PD, but likely at three of the four corners of the lot.

Councilor Sutherland said he is concerned that too many details are still ambiguous. He wants to see this as a more cohesive project that includes all of these remaining details. He thinks the City is rushing to just get the parking lot done and worry about the other elements later. He prefers a motion to present this to Council for review and amendment of the CIP. Councilor Filiault agreed it seems they are jumping too far ahead and there are too many unanswered questions. He and Chair Manwaring agreed they are not ready to vote on a recommendation. The Public Work Director noted the importance of further vetting projects before they are budgeted in the CIP; he said the scope of options one and three are options approved in the CIP process. All other additional areas were discussed but not included because they were not budgeted by Council. He thinks the City Engineer did a great job preparing for the future within the boundaries of the approved budget. He said this Committee could recommend to Council that the current scope is not at an acceptable level and should be reviewed in the CIP process. The Committee can ask the Public Works Department to come back with estimates for FY19-24 or to work on details for FY20-15. Chair Manwaring agreed and suggested having a parking representative at the next meeting. Councilor Lamoureux asked if it is possible in the meantime to draft an estimate of what the full cost of these project additions would be; The Public Works Director replied yes and echoed the need for critically talking about project scopes in the CIP process so staff can have guidance earlier. Councilor Sutherland said this is always difficult because of timing issues; a lot has changed since the CIP. The Committee thanked staff for their hard work to this point. The City Engineer said it is better these questions come up now before the design process goes further.

Councilor Filiault made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends the Gilbo East Parking Lot Improvements be placed on more time.

#### **5) Adjournment**

Hearing no further business, Chair Manwaring adjourned the meeting at 8:05 PM.

Respectfully submitted by,  
Katie Kibler, Minute Taker