



City of Keene  
*New Hampshire*

**MUNICIPAL SERVICES,  
FACILITIES AND INFRASTRUCTURE  
COMMITTEE  
AGENDA  
Council Chambers B  
March 21, 2018  
6:00 PM**

Janis O. Manwaring  
Randy L. Filiault  
Stephen L. Hooper  
Gary P. Lamoureux  
Robert B. Sutherland

- 
1. Department Presentation - Leak Detection - Public Works Department
  2. Keene Serenity Center - Request to Close a Portion of Carpenter Street
  3. Monadnock Progressive Alliance - Requesting Support for their "Ready for 100% Renewable Energy" Campaign
  4. Gilbo East Parking Lot Improvements - Public Works Department
  5. Relating to Parking Lots  
Ordinance O-2018-05
  6. Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated Drainage Easement - Ashuelot Street  
Resolution R-2018-05

**MORE TIME ITEMS:**

- A. Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects - Council Policy
- B. Continued Discussion – An Ordinance for Disorderly Residences
- C. Councilor Jacobs – Process for Consideration Proposed Art Projects

Non Public Session  
Adjournment



City of Keene, N.H.  
*Transmittal Form*

March 13, 2018

**TO:** Mayor and Keene City Council

**FROM:** Janis Manwaring, Keene Serenity Center

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 2.

**SUBJECT:** Keene Serenity Center - Request to Close a Portion of Carpenter Street

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**COUNCIL ACTION:**

In City Council March 15, 2018.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

**ATTACHMENTS:**

Description

Communication - Manwaring

**BACKGROUND:**

The Keene Serenity Center is requesting permission to close a portion of Carpenter Street from Church Street to Kingsbury Street on June 23, 2018 to accommodate their annual summer celebration.

In City Council March 15, 2018.  
Referred to the Municipal Services, Facilities and  
Infrastructure Committee.

February 28, 2018



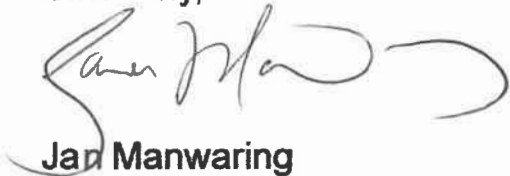
City Clerk

Mayor Kendall Lane and  
City Councilors  
3 Washington Street  
Keene, New Hampshire 03431

On behalf of the Keene Serenity Center I am requesting closure of  
Carpenter Street from Church Street to Kingsbury Street on Saturday ,  
June 23, 2018 from 8AM to 4PM. The Center is holding the Annual  
Summer Celebration at Carpenter Field. Folk Music will be featured, and  
electrical cords will be laid across Carpenter Street for the musicians'  
speakers. Last year City Council granted this request, and barricades were  
provided by the City.

Thank you for your cooperation.

Sincerely,



Jan Manwaring  
Member, Keene Serenity Center  
50 Belmont Avenue  
Keene, New Hampshire 03431



*Transmittal Form*

March 13, 2018

**TO:** Mayor and Keene City Council

**FROM:** Nancy Gillard, Monadnock Progressive Alliance

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 3.

**SUBJECT:** Monadnock Progressive Alliance - Requesting Support for their "Ready for 100% Renewable Energy" Campaign

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**COUNCIL ACTION:**

In City Council March 15, 2018.

Referred to the Cities for Climate Protection Committee and the Municipal Services, Facilities and Infrastructure Committee.

**RECOMMENDATION:**

On behalf of the Clean Energy Team of the Monadnock Progressive Alliance, Nancy Gillard is seeking support from the City for their collaborative grassroots effort to achieve more aggressive energy goals to benefit the region both environmentally and economically.

**ATTACHMENTS:**

Description

Communication - Gillard

March 11, 2018

Dear Honorable Mayor and City Council:

On April 21, 2018 the Clean Energy Team of the Monadnock Progressive Alliance will be launching the "Ready for 100% Renewable Energy" campaign with support of the Sierra Club as well as local organizations and businesses. The campaign goal for Keene is to meet all electric needs with 100% clean/renewable energy by 2030 and to meet all transportation and heating/cooling needs with 100% clean/renewable energy by 2050.

We are excited to be launching this campaign by building on the success Keene has already realized with many energy efficiency and renewable energy initiatives to reduce the city's greenhouse gas emissions. The goals of this campaign also align with the city's *2007 Plan for Adapting to Climate Change: Planning for Climate Resilient Community*. For these reasons we believe Keene is ready to move forward now to join the many towns and cities across the United States who are working to meet their energy needs with 100% clean/renewable energy choices.

We invite you to join us in this collaborative grassroots effort to achieve more aggressive energy goals that will benefit our region both environmentally and economically. Looking forward to working together with the city on this endeavor.

Sincerely,



Nancy Gillard  
Clean Energy Team  
Monadnock Progressive Alliance  
72 Reservoir St.  
Keene, NH 03431

In City Council March 15, 2018.

Referred to the Cities for Climate Protection  
Committee and the Municipal Services, Facilities  
and Infrastructure Committee.



City Clerk



City of Keene, N.H.  
*Transmittal Form*

March 15, 2018

**TO:** Municipal Services, Facilities and Infrastructure Committee

**FROM:** Donald R. Lussier, P.E., City Engineer

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 4.

**SUBJECT:** Gilbo East Parking Lot Improvements - Public Works Department

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**RECOMMENDATION:**

Move that the Municipal Services, Facilities and Infrastructure Committee recommend that a resolution be drafted to appropriate \$185,000 from the Downtown Infrastructure Capital Reserve for additional improvements, to include new lighting and a concrete sidewalk along the eastern side of St. James Street, to the Gibo East Surface Parking Lot Rehabilitation Project, as presented.

**BACKGROUND:**

On December 13, 2017, Staff presented the Committee with a recommended plan for the rehabilitation of the Gilbo East Surface Parking Lot. The plan was based on the project description in the approved FY18 Capital Improvement Program (CIP) and goals of improving aesthetics, maximizing available parking and staying within the appropriated budget. Committee members expressed concern that the recommended plan may not comply with the City's parking lot standards, as a result, the Committee requested that staff return with additional information and a more thorough discussion of the applicable standards.

On January 10, 2018, staff presented the Committee with an overview of the applicable zoning code requirements. In the discussions on construction options Committee members expressed an interest to include additional components in the design. Specifically, the Committee requested the addition of new lighting and a sidewalk on the east side of Saint James Street. Raised medians were also desirable, but with less consensus among the Committee members. The Committee requested that staff develop a plan and cost estimate that included the additional elements.

The updated plan represents a modification of the previously presented "Option 3". It includes a concrete sidewalk along St. James Street and decorative light fixtures of a similar style to those used throughout the downtown. However, raised medians are not included because of the limits of the property boundaries.

During the Finance Organization and Personnel Committee's review of the proposed FY19-FY24 CIP on March 8, 2018, the committee considered whether to amend FY19 to include additional funding for the Gilbo East Surface Parking Lot. It was discussed that to do so would result in the delay of construction until the summer of 2019. To complete the project with the potential additional improvements would require funds to be available this calendar year and therefore would need to come from an existing source. There is funding available in the Downtown Infrastructure Capital Reserve. Therefore, to appropriate the necessary funds the Committee's action would be to direct staff to prepare a resolution to appropriate funds from the Downtown Infrastructure Capital Reserve.



City of Keene, N.H.  
*Transmittal Form*

March 12, 2018

**TO:** Mayor and Keene City Council

**FROM:** Medard Kopczynski, Director Economic Development

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** 5.

**SUBJECT:** Relating to Parking Lots

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**COUNCIL ACTION:**

In City Council March 15, 2018.

Referred to the Municipal, Services, Facilities and Infrastructure Committee.

**RECOMMENDATION:**

That Ordinance O-2018-05 be referred to the Municipal Services, Facilities and Infrastructure Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Ordinance O-2018-05

**BACKGROUND:**

At the November 16<sup>th</sup> meeting of the City Council, the City Manager was authorized to negotiate and execute a lease for parking spaces in the Wells Street Garage for the purpose of furthering a proposed expansion of the Monadnock Food Co-op. Due to the expansion, parking spaces for Cheshire Medical Center-Dartmouth Hitchcock will be relocated and reserved for the top and bottom deck.

Currently, the spaces located on the bottom deck of the Wells Street Garage are laid out as a public way and are not permitted for long-term lease. The public way will need to be abandoned by a separate action of the City Council which requires changes to Chapter 94 of City Code be made.

The proposed changes will make the purpose clear in the definition of Parking Lots and will remove the direct reference to parking lots as public ways, but keep the public way restrictions as applicable to Parking Lots.





# CITY OF KEENE

O-2018-05

Eighteen

In the Year of Our Lord Two Thousand and .....

## RELATING TO PARKING LOTS

AN ORDINANCE .....

*Be it ordained by the City Council of the City of Keene, as follows:*

That the Ordinances of the City of Keene, as amended, are hereby further amended, by deleting the stricken text and inserting the underlined text in Section 94-1 "Definitions" and Section 94-94 "Restrictions" and retitling Division 2 to read "Specific Street Regulations" of Chapter 94, entitled "Traffic, Parking and Public Ways" as follows:

### ARTICLE I. IN GENERAL

#### Sec. 94-1. Definitions

*Parking lot* means any public parking lot owned and/or operated and maintained by the city upon which the city council has directed the installation of parking meters including but not limited to: the Commercial Street lot, the Gilbo East and West lots, the Wells Street lot, the Wells Street Garage, the City Hall Garage, Cypress Street lot, the Elm Street Lot and the Library Annex lot.

### ARTICLE III. PARKING

#### DIVISION 2. SPECIFIC STREET REGULATIONS

#### Sec. 94-94. Restrictions.

(d) Parking lots.

(1) Restrictions upon parking in public parking lots of the city shall be consider off-street parking subject to the restrictions including penalties of this chapter for public ways and as may be established or amended by ordinance. ~~Such parking lots shall be considered to be public ways for the purpose of this chapter, and all regulations applying to public ways shall be applicable thereto, including penalties.~~

\_\_\_\_\_  
Kendall W. Lane, Mayor

In City Council March 15, 2018.  
Referred to the Municipal, Services,  
Facilities and Infrastructure Committee.

City Clerk





*Transmittal Form*

February 27, 2018

**TO:** Mayor and Keene City Council

**FROM:** Thomas Frawley, Summit Distributing, LLC

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** 6.

**SUBJECT:** Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated Drainage Easement - Ashuelot Street

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**COUNCIL ACTION:**

In City Council March 1, 2018.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

**ATTACHMENTS:**

Description

Communication - Summit Distributing, LLC

Resolution R-2018-05

Release of Drainage Easement

Acceptance of Easement Deed

Easement Plan

**BACKGROUND:**

Summit Distributing LLC is working on a proposed gas station redevelopment project at 219 West Street. The project was conditionally approved by the Planning Board at their September 25, 2017 meeting. In order to relocate an existing 18 inch municipal drain line, located within the subject property, the owner is requesting the release of a portion of an existing City drainage easement along with the granting of a new drainage easement for the new relocated drain line.



Wednesday, January 31, 2018


Mayor, City of Keene  
City Council, City of Keene

**RE: Map 98, Block 2, Lot 014 -219 West St, Keene, NH Summit Distributing, LLC -  
Release of existing drainage easement and acceptance of new drainage easement.**

Mr. Mayor,

Per the attached plan dated 1/30/18 we are requesting that a portion of existing drainage easement granted to the City of Keene and recorded in Book 667, Page 411, and Book 489 page 411, be released and we further grant a new drainage easement also described on the attached plan as “proposed drainage easement to the City of Keene area = 241sq.ft.” adjacent Ashuelot St.

Sincerely,

  
Thomas J. Frawley, Manager  
Summit Distributing, LLC



# CITY OF KEENE

R-2018-05

Eighteen

In the Year of Our Lord Two Thousand and .....

Relating to the Release of Drainage Easements and the Acceptance of a

A RESOLUTION ..... Deed for a Relocated Drainage Easement – Ashuelot Street .....

*Resolved by the City Council of the City of Keene, as follows:*

That the City of Keene release to Summit Distributing, LLC all its right, title and interest in and to two (2) drainage easements as shown on the plan entitled "Easement Plan," dated January 30, 2018; by MHF Design Consultants, Inc., to be recorded at the Cheshire County Registry of Deeds. Said rights having been originally conveyed to the City of Keene by deed of Faulkner & Colony Company recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Spurwink Co. recorded on March 17, 1960, at Volume 667, page 411 of the Cheshire County Registry of Deeds, and authorize the City Manager to do all things necessary to execute and deliver a Deed without Covenants thereto.

That the City Manager be authorized to accept an Easement Deed with warranty covenants from Summit Distributing, LLC for the purpose of constructing, reconstructing, and maintaining a relocated drainage system for surface water as shown on the above-described plan.

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Kendall W. Lane, Mayor

THE SPACE ABOVE IS FOR RECORDING INFORMATION

No transfer tax pursuant to RSA 78-B:2, I

**DEED WITHOUT COVENANTS**

The **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, for consideration paid, hereby grants to **SUMMIT DISTRIBUTING, LLC**, a New Hampshire Limited Liability Company, with an address of 240 Mechanic Street, Lebanon, Grafton County, New Hampshire 03766, **WITHOUT COVENANTS**, all its right, title, and interest in:

The rights of way across land of the grantee in the City of Keene for the purpose of constructing, reconstructing, and maintaining drainage easements as shown on the plan entitled "Easement Plan," dated January 30, 2018 by MHF Design Consultants, Inc., to be recorded at the Cheshire County Registry of Deeds.

Said rights having been originally conveyed to the City of Keene by deed of Faulkner & Colony Company recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Spurwink Co. recorded on March 17, 1960, at Volume 667, page 411 of the Cheshire County Registry of Deeds.

WITNESS its hand this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF KEENE

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Elizabeth A. Dragon, City Manager  
Duly authorized

STATE OF NEW HAMPSHIRE  
CHESHIRE, SS

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned officer, personally appeared Elizabeth A. Dragon, who acknowledged herself to be the City Manager of Keene, New Hampshire, a municipal corporation, and that she as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation by himself as City Manager.

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Notary Public / Justice of the Peace

DRAFT

THE SPACE ABOVE IS FOR RECORDING INFORMATION

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No transfer tax pursuant to RSA 78-B:2, I

**EASEMENT DEED**

That **SUMMIT DISTRIBUTING, LLC**, a New Hampshire Limited Liability Company, with an address of 240 Mechanic Street, Lebanon, Grafton County, New Hampshire 03766, for consideration paid, hereby grants to **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, with **WARRANTY COVENANTS**:

An easement for drainage over a parcel of land now or formerly owned by Summit Distributing, LLC and shown on a plan entitled, "Easement Plan," dated January 30, 2018; by MHF Design Consultants, Inc., and recorded herewith at the Cheshire County Registry of Deeds, and being more particularly described as follows:

Beginning at a point the westerly side of Ashuelot Street, being N10°57'15"E a distance of one hundred fourteen and forty-five hundredths (114.45) feet from the northerly side line of West Street; Thence

N07°08'21"W a distance of sixteen and ten hundredths (16.10) feet to a point at an existing drainage easement; Thence

N10°57'15"E along said easement a distance forty-eight and thirty hundredths (48.30) feet to a point; Thence

S07°08'21"E a distance of sixteen and ten hundredths (16.10) feet to a point along the aforementioned westerly side of Ashuelot Street; Thence

S10°57'15"W along said westerly side of Ashuelot Street a distance of forty-eight and thirty hundredths (48.30) feet to the point of beginning.

Containing 241 square feet, more or less.

WITNESS its hand this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Duly authorized

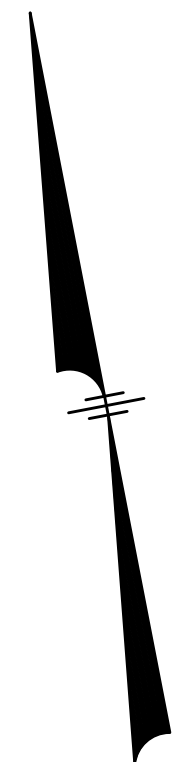
STATE OF NEW HAMPSHIRE  
CHESHIRE, SS

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned officer, personally appeared Tom Frawley, who acknowledged himself to be the President of Summit Distributing, LLC, a Limited Liability Company, and that he as such President, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Limited Liability Company by himself as President.

\_\_\_\_\_  
Notary Public / Justice of the Peace



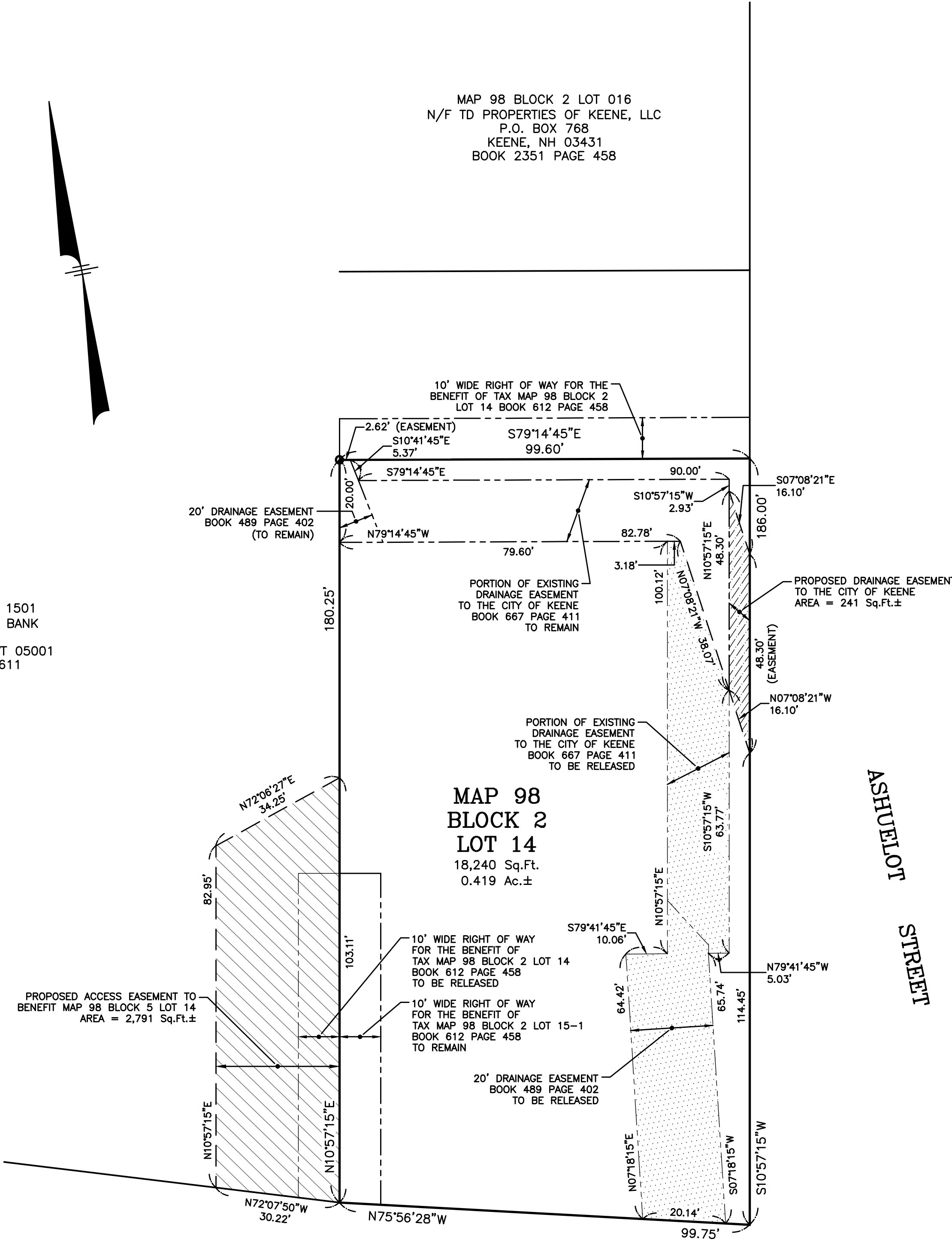
F:\Projects\CAD\403116\4031ESMT.dwg EASEMENT PLAN 1/30/18 5:03pm .joc



MAP 98 BLOCK 2 LOT 016  
N/F TD PROPERTIES OF KEENE, LLC  
P.O. BOX 768  
KEENE, NH 03431  
BOOK 2351 PAGE 458

MAP 02 BLOCK 03 LOT 009  
N/F 29-35 ASHUELOT STREET KEENE LLC  
P.O. BOX 1060  
KEENE, NH 03431

MAP 98 BLOCK 2 LOT 1501  
N/F MASCOMA SAVINGS BANK  
PO BOX 4399  
WHITE RIVER JUNCTION, VT 05001  
BOOK 2219 PAGE 0611



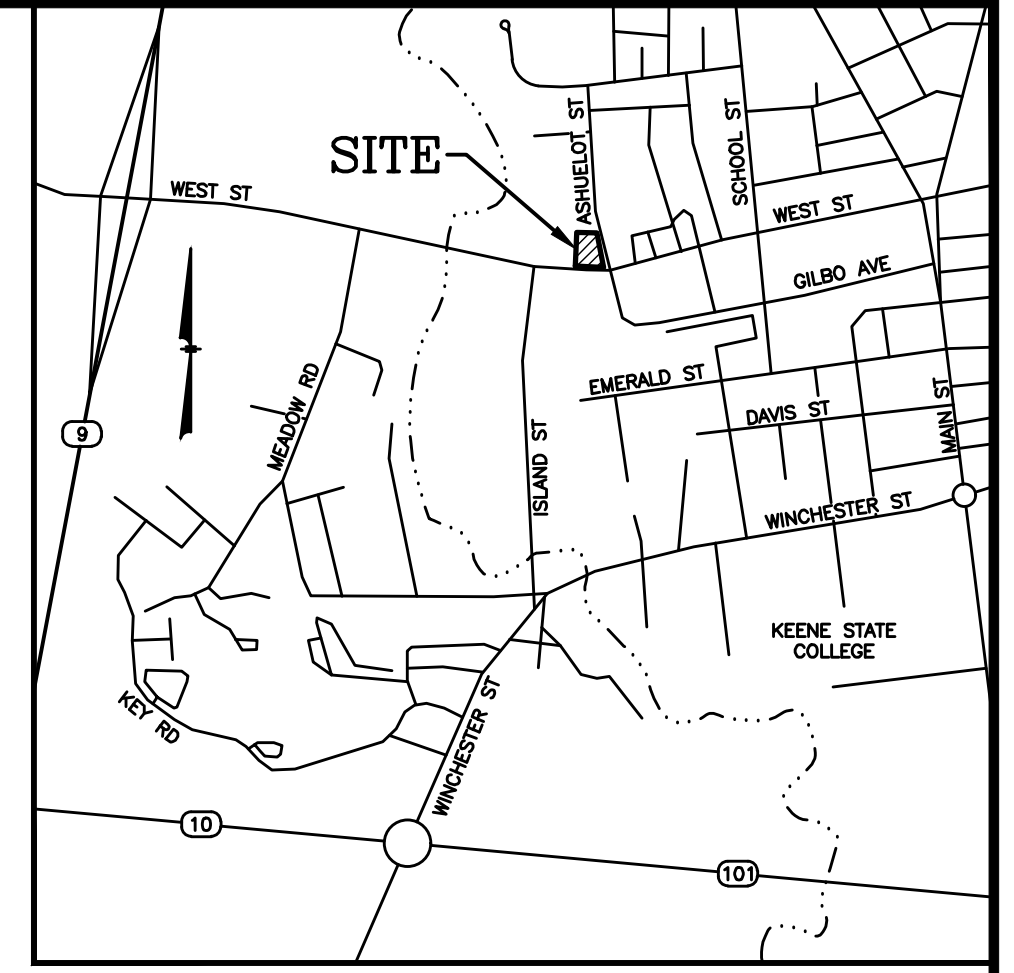
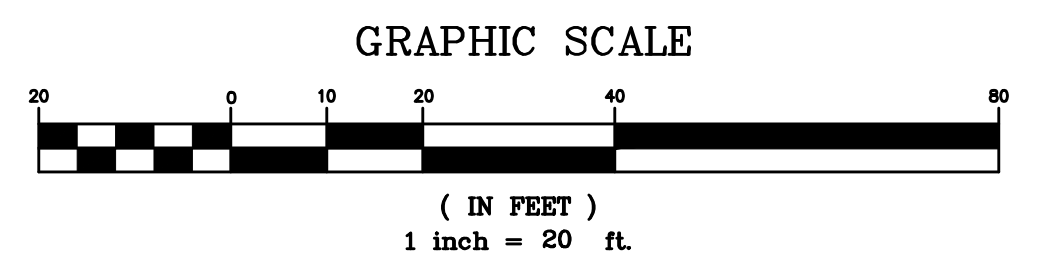
ASHUELOT STREET

MAP 002 BLOCK 03 LOT 024  
N/F GEORGE SKIPITARIS  
9 ASHUELOT STREET  
KEENE, NH 03431

ABUTTER ACROSS STREET  
MAP 047 BLOCK 01 LOT 004  
N/F BRADY SULLIVAN KEENE  
PROPERTIES LLC  
670 NORTH COMMERCIAL STREET  
MANCHESTER, NH 03103

ABUTTER ACROSS STREET  
MAP 047 BLOCK 01 LOT 003  
N/F BANK OF NEW HAMPSHIRE  
10-380 WELLINGTON STREET  
LONDON ONTARIO CANADA N6A 5B5

WEST STREET



LOCATION MAP  
(NOT TO SCALE)

**NOTES:**

- 1) THE INTENT OF THIS PLAN IS TO SHOW A PROPOSED DRAINAGE EASEMENT, A PORTION OF THE EXISTING DRAINAGE EASEMENT TO BE RELEASED, AND A PROPOSED ACCESS EASEMENT.

**PLAN REFERENCES:**

- 1) PLAN SET ENTITLED "PLANS OF PROPOSED FEDERAL AID URBAN PROJECT U 013-1(17), N.H. PROJEXT NO. C-7206-A, N.H. ROUTE NO. 12", DATED 4-28-66 BY STATE OF NEW HAMPSHIRE DEPARTMENT OF PUBLIC WORKS.
- 2) PLANS ENTITLED "PLANS OF PROPOSED ECONOMIC GROWTH CENTER FUND PROJECT, DP-U-013-1(22), N.H. PROJECT NO. C-2464-A CONTRACT #1, DATED 7-23-85 BY STATE OF NEW HAMPSHIRE DEPARTMENT OF PUBLIC WORKS.
- 3) CHESHIRE COUNTY REGISTRY OF DEEDS (C.C.R.D.) PLAN CAB 12 DR 5 #225
- 4) C.C.R.D. PLAN CAB 12 DR 5 #024

**CERTIFICATIONS:**

I CERTIFY THAT THIS SURVEY AND PLAN WAS PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS THE RESULT OF AN ACTUAL SURVEY PERFORMED ON THE GROUND ON JULY 7, 2016 AND HAS AN ERROR OF CLOSURE OF NOT MORE THAN ONE PART IN TEN THOUSAND.

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

DRAFT  
1/30/2018

JOEL A. CONNOLLY, LLS 997		DATE	
NO.	DESCRIPTION	BY	DATE
REVISIONS			
<b>EASEMENT PLAN</b>			
ASSESSORS MAP 098 BLOCK 02 LOT 014 219 WEST STREET KEENE, NEW HAMPSHIRE PREPARED FOR/OWNER: <b>SUMMIT DISTRIBUTING, LLC</b> 240 MECHANIC STREET LEBANON, NEW HAMPSHIRE 03766			
		44 Stiles Road, Suite One Salem, New Hampshire 03079 (603) 893-0720 ENGINEERS • PLANNERS • SURVEYORS www.mhfdesign.com	
SCALE: 1"=20'		DATE: JANUARY 30, 2018	
DRAWN BY: JAC		DRAWING NO. 4031ESMT.DWG	
CHECKED BY: JAC		PROJECT NO. 403116	
		SHEET NO. 1 OF 1	

**OWNER OF RECORD:**

SUMMIT DISTRIBUTING LLC  
240 MECHANIC STREET  
LEBANON, NH 03766  
BOOK 2518 PAGE 0616