



City of Keene  
*New Hampshire*

**MUNICIPAL SERVICES,  
FACILITIES AND INFRASTRUCTURE  
COMMITTEE  
AGENDA  
Council Chambers B  
April 11, 2018  
6:00 PM**

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

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1. Skate Park Update - Parks, Recreation and Facilities Department
  2. The Future of the Wheelock Park Campground - Parks, Recreation and Facilities Department
  3. Update - Public Arts Guidelines and Procedure - Parks, Recreation and Facilities Department

**MORE TIME ITEMS:**

- A. Monadnock Progressive Alliance-Requesting Support for their “Ready for 100% Renewable Energy” Campaign
- B. Relating to the Absolute Discontinuance of a Public Way Known as Wells Street Parking Lot and For the Return of Layout of a Public Right-of-Way Known as Wells Street  
Resolution R-2018-12  
Resolution R-2018-13
- C. Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects - Council Policy
- D. Continued Discussion – An Ordinance for Disorderly Residences
- E. Councilor Jacobs – Process for Consideration Proposed Art Projects

Non Public Session  
Adjournment



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

April 4, 2018

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

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

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

**ITEM:** 1.

**SUBJECT:** Skate Park Update - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Recommend that the Municipal Services, Facilities and Infrastructure Committee accept the update on the skate park as informational.

**BACKGROUND:**

The skate park on Gilbo Avenue was built in 1996 by a group of young men within our community who were tired of being asked to not skate in various places around the downtown. They collectively formed an effort and raised funds to build a skate park within the downtown footprint. There were a host of reasons why this location was the perfect site, and a few of those reasons were related to the proximity to the downtown businesses. The appeal of being able to grab a slice of pizza, a drink from the corner store, and an easy place to congregate with available parking and access to the bike trail became the perfect setting along with the 9200 square feet of City land.

The materials used to build the park were affordable and ideal at the time of the build. Keene was one of the first communities to have a skate park in NH of that size, and it was before the new material options that parks are built with today. With wooden frames and platforms, and ramps made from steel sheets, this combination when new are great, but age quickly and have become a maintenance challenge. In 2012, the City replaced a large portion of the steel ramps which had not been done previously. Again, just 6 years later, these sheets and structures now need to be replaced. The maintenance challenge comes from the extent of use that the park receives. When it was originally designed, the materials specified it was for skate boards and roller blades. Then BMX bikes began to use the park and a completely different use was now introduced. The amount of force one brings with a bike is completely different than a skate board; in addition, a bike tire can absorb a small imperfection that a skate wheel cannot.

In the summer of 2017, the department hired SCT Engineering to evaluate the structural integrity of the park. Previously we had two condition inspections from Primex in 2010 and again in 2014. This evaluation was to verify the structural integrity of the ramps and platforms from the constant pounding in the nature of the sports it supports. Initial repairs were made, and the integrity of the platforms are in relatively good condition. However, it will be financially substantial to make the necessary repairs or replace the items that are currently in place. The recommendation was to replace these structures with current materials that will withstand the weather conditions in the north east.

Simultaneously while the Department was inspecting the condition of the park, another group of young citizens

were coming together to approach the City to build a new park. Completely unaware of the group before them of just two years, the young professionals at that time had done a great deal of work toward a new parks future. They had hired a design firm through the City process, had public meetings and walked away with an amazing design, and a lofty price tag. Had the design come to life, a total of \$773,000.00 would have been needed to be raised by the group. Consequently, many of the dedicated group moved out of Keene to seek other employment and others moved on from the lofty goal.

Currently, this past fall of 2017, this new group came forward to discuss what they desire for a project. In order to understand where things currently stand, a brief history of where the skate park discussions have been the last 8 years took place. More importantly a discussion about the future location of the park related to the last CIP presentation also occurred. Several meetings took place to discuss park features and scaling back the project to identify a goal that is achievable for fundraising by the group.

In 2015, the City Council was presented through the CIP process a project that located a future skate park in Wheelock Park. This group desires the skate park to remain in place at the current location and to scale the project back to a more achievable fundraising effort between \$250,000 and \$300,000. The park would still remain a community feature and add to the value of the downtown redevelopment. More importantly, for all the reasons why the first group chose the location it did, this group fully agrees with them. Wheelock Park, although nice, and can accommodate a park of this size, is away from the population base that mostly skates or bikes to the park.

During the January CIP presentation to the City Council and Planning Board in 2018, the shift back to downtown was introduced. At the time of project creation, discussions with the new group had just started and further development didn't start until after the submission date. Therefore, the CIP book was printed with a location as Wheelock Park. However, the current group of advocates recommends the park stay downtown and during the public meeting for the CIP, several of them came forward to share their support to remain in the downtown.

At this time, the group has begun to assemble a fundraising team to begin the journey of raising \$300,000.00. They are working with Pathways for Keene as their fiscal agent, and they will keep the City informed of their progress towards their goal.



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

April 4, 2018

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

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

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

**ITEM:** 2.

**SUBJECT:** The Future of the Wheelock Park Campground - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Move that the Municipal Services, Facilities and Infrastructure Committee recommend that Wheelock Park Campground be closed for public use during the 2018 season, while allowing tournaments to use the campground for specific purposes and that an infrastructure plan be created for the next CIP cycle to address the needs of future tournaments and their use of the Wheelock Park Campground.

**BACKGROUND:**

In 1959, a local group of recreational campers formed the Monadnock Chapter 66 NAFCA (North American Family Campers Association), and built a small campground in the back of Wheelock Park. In the beginning, the purpose of the chapter was to open and close the campground and make improvements as the summers passed. Years have gone by and no additional improvements to the campground have been made in decades. This chapter is still active, although many of the founding members have moved on to another camp fire.

The local chapter is not involved in the campground, and really only the Keene Horseshoe Club has the strongest presence over the summer, which most activity falling over the Labor Day weekend during the New England Horseshoe Tournament. During that time, over 300 pitchers come in from around the region.

The campground was highlighted in the Active and Passive Recreation Management Plan and again with the Wheelock Concept Plan. Consultants, and even avid campers, will share their love for camping and how the Wheelock sites could be a pleasant place to stay and enjoy a campfire. However, without major improvements, the campground can no longer support the recreational vehicle camper, as most campers today need an average of 30-50 amps to support their vehicle; some sites support a maximum of 15 amps. This is not strong enough to support today's larger vehicles and will often pop breakers. For those RV's just passing through, frustrated with the services available, many times may only stay for a day or two.

Over the last summer, the campground manager was asked to collect specific data to assist the department in making a recommendation on the future of the campground. Although the data is only one year, it was supported by past feedback and maintenance logs to support these findings.

Unfortunately, the campground does not serve the same population that it served just 5 years ago. On average between the 2011 and 2015 seasons, the campground provided the City with roughly \$24,074.00 in revenue, while the known expenses ran about \$12,000.00, leaving a profit of \$12,000.00. In 2016, we were not able to hire a manager to oversee the operations until the middle of July and these figures almost dropped in half with a

net profit of \$6623.12, and 75% coming from the Labor Day tournament. In 2017, a brighter picture came forward as the campground was open the second weekend of June, as the department struggled once again to find an onsite manager who could handle the day to day operations and showed a net profit of \$8315.00. Additional support in 2017 was also provided through the use of RecDesk and Cartegraph, two operational software systems utilized by the department.

Should the campground continue to operate for the City of Keene as a full service campground, it needs improvements. It needs an electric upgrade from the current 15 amps to a 50 amp service on each site. It needs to be redesigned for today's 30'-40' larger class type vehicles that come into the tournaments or pass through. The road needs repairs or straightened to accommodate the large sized vehicles. Should a redesign occur, new water hook ups would need to be connected. Additional trees would need to be cleared to accommodate the various spaces and reduce the amount of debris and pine pitch that falls on top of the campers.

The current campground infrastructure does not support the camper of today, nor does it support the camper of tomorrow, and we know we lose business, as people continue to find other local campsites for tournaments. The value of the area has changed. Could plans be designed to accommodate various uses and meet the needs of the tournaments, or is the future of the campground on the table for consideration? There are safety concerns for the campground supervisor, and perhaps that model of past practice should be re-examined.

In closing, the future existence of the Wheelock Campground needs to be considered. Many tournament goers will be nostalgic about the memories; many neighbors will share their safety concerns. Reports can be generated about either the number of Police or maintenance calls that are needed on a regular basis. The City of Keene is only one of two communities in NH that operate a municipal campground; the other being Ashland. Today's society has changed, yet the campground is still the same as it was in the 1960's. Today's and future users are not interested in staying at a facility that they don't feel comfortable staying in for multiple reasons.

The considerations for providing a campground should be:

- a. Continue to operate the campground as is.
- b. Create an infrastructure plan and bring forward to the next CIP cycle and operate the campground for the 2018 season.
- c. Close the campground for public use for the 2018 season, but allow tournaments to use the campground for their specific purpose.
- d. Create an infrastructure plan to bring forward during next CIP cycle, close the campground for public use during the 2018 season, but allow tournaments to use the campground for the specific purposes.
- e. Close the campground and consider it for repurposing the portion of the park.



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

April 5, 2018

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

**FROM:** Andy Bohannon, Parks, Recreation and Facilities Director

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

**ITEM:** 3.

**SUBJECT:** Update - Public Arts Guidelines and Procedure - Parks, Recreation and Facilities Department

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**RECOMMENDATION:**

Recommend that the Municipal Services, Facilities and Infrastructure Committee accept the update on the public arts guidelines and procedure as informational.

**ATTACHMENTS:**

Description

draft arts guidelines and procedures

**BACKGROUND:**

As a result of his work with the arts community, on February 21, 2018, Councilor Jacobs brought forward a conversation regarding a process for considering future art projects within the City of Keene. As a result, City staff and Councilor Jacobs reviewed multiple community policies, procedures, guidelines and ordinances searching for best practices that can be adopted into the City of Keene initiative.

Through an initial review of policies from other communities, a draft set of guidelines was created to keep the dialogue moving. However, there is still a broader conversation needed to create a thorough set of guidelines and policies that will connect an Administrative Directive to a process that would be adopted by Council through a Resolution.

Moving forward with these guidelines and procedures, the arts community will continue to be intimately involved. As demonstrated by other cities, without a defined coordination between the City and outside agencies, the arts program will not succeed. It is the intent that the final documents will allow individuals or groups to navigate their way through a system of expectations to enrich and beautify the City of Keene.

Attachment: Public Arts Guidelines and Procedure (draft)

# City of Keene

## **Public Arts Guidelines and Procedure**

### **Section 1 - Purpose**

The City of Keene participates in the promotion and display of public art to:

- Contribute to the unique identity of the City of Keene and enhance the City's economic and cultural vitality, while growing the heritage of our City.
- Encourage artworks which are accessible to the public visually and physically, and has relevance to a site.
- Maintain inventory of public art pieces.

### **Section 2 - Opportunities**

Public Art may be located on public property in areas that are frequently visited, viewed or accessed by the public. Locations may include public right-of-ways, intersections, City parks, City owned property, and City owned buildings.

### **Section 3 –The Procedure**

- A. Proposals for public art will be submitted to the City Council for review and acceptance.
- B. A project manager will:
  - Work with the artist on location.
  - Assist the artist with the development of a proposal package.
  - Coordinate with the necessary departments.
  - Assist in identifying any permitting.
  - Guide the artist through the City's acceptance process.
  - After Acceptance, work with artist on the installation process.
  - The Parks, Recreation, Cemetery and Facilities Director will be the project manager for all public art proposals for locations that involve City Parks, City owned buildings, and any property under the oversight of the Department.
  - The Public Works Director will be the project manager for all public art proposals for locations within public right-of-ways, intersections, public parking surface lots and facilities, as well as any property under the oversight of the Department.
  - The Finance Director will be responsible for maintaining an inventory/registry of installed art work and verifying that the proper insurances are obtained and maintained on all public art that is under the ownership of the City. The minimum information to be maintained shall include: original artist, contact

information, date of acceptance, date of completion, estimated value, description, and location.

C. Proposal is brought to City Council for action to accept or reject the proposal.

#### **Section 4 - Public Art Proposal**

A Proposal shall include as a minimum:

- A description of the proposed public art including but not limited to:
  - Name of artist, partners or organizations involved.
  - Demonstration of the experience of the artist(s) and/or organization in the production of the type of artwork and the provision of documents that demonstrate the artist(s) and/or organization is recognized by critics and by his or her peers as one who produces works of art.
  - Identify whether it will be a temporary or permanent display.
  - Identify the location.
  - A description of the public art includes but is not be limited to: size, expected amount of space to be required, materials to be used, theme or context. If temporary, length of time of the display, drawings, design documents, etc.
  - Are utility hookups needed?
  - How is the project being funded?
  - Expected general maintenance requirements.
  - If temporary, how will the public art be removed and the space restored?
  - Assurance the art does not infringe upon the any copyright and agrees to hold the City harmless for any copyright infringement.
  - Comply with all City and State permitting.
- Is the project technically feasible to produce and display?
- Will the project be accessible to the public for viewing and enjoying?
- Does the project reflect aspects of the City's history, culture, or Comprehensive Master Plan?
- Is the project designed for the proposed site and is commensurate in scale with its surroundings?
- Is the project durable (where applicable) and reasonable to maintain in terms of time and expense?
- Is the project designed and to be constructed by persons experienced in the production of such artwork?
- Does the project aesthetically enhance the public space or built environment to which it relates or otherwise interacts with its surroundings?
- Does the project contribute to a sense of civic pride?
- Does the project create a public safety or security concern?
- Agreement to obtain and maintain minimum insurance levels of acceptable by the City as follows:
  - During the time of work on City Property



- General Property & Liability in the amounts of \$1,000,000.00 listing the City as an additional insured
- If artist has employees, Workers Compensation employer Liability as required by the State of New Hampshire
- After Work is complete and the public Art is not under the ownership of the City:
  - General Liability insurance in the amount of \$1,000,000.00 naming the City as an additional insured.
  - Copies of all Certificates of insurances shall be provided to the City through the project manager.
  - Must document the construction and installation of the Public Art and provide copies of this information in a format acceptable to the City.

### **Responsibility for Maintenance, Security and Safety**

- Public art work must be in such a location that allows for necessary maintenance.
- If affixed to a structure or building it must be reasonably assumed that the structure or building will remain in good condition and standing for at least 20 years.
- Public art work must be properly secured to ensure safety (structural and surface integrity, public safety, and public liability).
- Public art work shall be designed to be reasonably protected from environmental degradation, damage, vandalism, or theft.

After installation/completion:

If the public art is owned by the City, the Project Manager's department will:

- Monitor condition and security of the public art piece.
- Coordinate the necessary maintenance and upkeep of the public art and submit the necessary budget annually.
- Notify the City Manager if the public art piece is damaged or may need to be temporarily or permanently restricted from public access.

If not owned by the City:

- Monitor the public art and notify the artist of damage or security concerns.
- Take the necessary steps to maintain public safety or protection of the public art.
- Perform any maintenance agreed to between the City and the artist.
- Will the project design and choice of materials be suitable for the environment of the site where it will be located?

### **Section 5 - Funding**

Upon acceptance, the donor will appropriate a sum equal to XX that will be placed into a Capital Reserve Account to be used by the City for maintenance, upkeep, and removal of the public art.

## **Section 6 - Removal of Artwork from Public Display**

While it is the intent of the acquisition of artwork for permanent public display there may be circumstances in which artwork may need to be removed from public displays. One or more of the following condition must apply in order for artwork to be considered for permanent or temporary removal:

- If the City or other entity is performing a project where the artwork would potentially be damaged or is required to be moved to facilitate the work of the project.
- The artwork presents a threat to public safety.
- The condition or security of the work cannot be guaranteed, or the City cannot properly care for or store the work.
- The work requires excessive or unreasonable maintenance.
- The condition of the work requires restoration in gross excess of its monetary value, or is in such a deteriorated state that restoration would prove either unfeasible, impractical or would render/change the work.
- If following the construction the work is of poor quality, have serious or dangerous faults in the final design or workmanship.