

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE
COMMITTEE
MEETING MINUTES

Wednesday, April 25, 2018

6:00 PM

Council Chambers

Members Present:

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

Members Not Present:

Robert B. Sutherland

Staff Present:

Thomas Mullins, City Attorney
Kürt Blomquist, Public Works Director
Andy Bohannon, Director of Parks,
Recreation and Facilities
Donald Lussier, City Engineer
Brett Rusnock, Civil Engineer
Elizabeth A. Fox, Assistant City
Manager/Human Resources Director Human
Resources

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

1) **Presentation-Preliminary Design for Improvements to Woodward Pond Dam**

Chair Manwaring recognized Brett Rusnock, Civil Engineer with the City of Keene. Mr. Rusnock explained that the City of Keene owns, operates and maintains two dams that are located in Roxbury and provides the City's drinking water supply. Late last year the City received letters of deficiency from the NH Department of Environmental Services Bureau stating the dams are no longer safe and had a number of deficiencies that needed to be addressed. Mr. Rusnock stated that in FY17 the City allocated funds to hire development consultant, Gannett Fleming to prepare plans and specifications for the repair of the dam.

Mr. Rusnock introduced Scott Brown, the City's Project Manager for the Woodward Pond Dam. Mr. Brown indicated the location of the dam by displaying an image of the dam area that was captured by a drone. He stated the dam was built in 1910 and is approximately 280 feet long and 17 feet high. The City received a letter of deficiency (LOD) in 2016. Mr. Brown explained the NHDES LOD and the proposed improvements as follows:

1) Goal: Increase Conveyance Capacity

Concept: Demonstrate reconstructed dam can meet required flood event with minimum 1 foot of freeboard by raising the core wall with reinforced concrete

parapet wall.
2) Goal: Rehabilitating Spillway Concept: Replace left training wall only due to wear and tear.
3) Goal: Replacing Low Level Outlet Works Concept: Abandon existing and replace with self-priming siphon.
4) Goal: Control Embankment Seepage and Stabilize dam for long term performance Concept: Install internal seepage collection and filtration system, as well as flattening the downstream slope.
5) Goal: Increasing downstream Culvert Capacity Concept: Remove and replace using large pre-cast reinforced concrete culvert box.

Mr. Brown continued his presentation by displaying an image that depicted a view across the dam that showed how the original dam was not high enough to prevent overtopping. The next image presented was an example of overtopping and Mr. Brown explained as the reservoir comes up the velocities increase and tends to erode, which will lead to failure.

Mr. Brown then presented a photograph that showed a view of the dam looking upstream where the left train wall needs to be removed, which is an easy replacement repair. The next picture showed the exit channel that is currently too small that indicates a concern with embankment.

The next photograph presented was the discharge channel and the existing culvert that has an inadequate release flow downstream that needs to be replaced. Mr. Brown then presented a photograph of the low level valve at the dam that is closed and noted that the City has taken measures to plug the valve to see if the leakage could be controlled. A photograph was used to demonstrate piping at another location outside the City in failure mode.

Mr. Brown then explained how the embankment is currently 1V:1H and is too steep and is susceptible to failure. He noted they are looking to flatten the slope. He continued presenting an image depicting the core wall at the damn. He noted the core wall was in good shape for a damn that is over 100 years old. The proposal is to put a concrete wall for reinforcement as an extension off the core wall to raise the damn 1.8 feet. In addition, the low level outlet would be replaced with a self-priming siphon.

Mr. Brown reported other proposed modifications include flattening the downstream slope with a sand blanket. He then presented an artist's rendition of the existing dam and then a rendition of the proposal for the dam. Mr. Brown explained how the road cuts across and is cut into the downstream dam and they are proposing to move the road to the top by flattening. He referred to a photograph taken of the exit channel that has an 8X5 culvert that is replacing the three 20" pipes that are currently in place at the choke point. The low level outlet is to reinforce the concrete with a pipe that releases down into channel. Mr. Brown stated they would be putting in a dry stack finish on the wall of the

dam to make it look original while expanding the channel. He then provided a photograph of the existing culvert and then an image of the proposal for the culvert.

Mr. Brown stated they are looking to moving forward with secure permits and go into final design.

Mr. Rusnock stated the project is funded for construction in FY20 and on track to meet schedule for 2020 construction.

Councilor Lamoureux asked if the work would be started in 2020 or if the project would be starting in July of 2019. Mr. Rusnock stated they believe the duration of construction will exceed two months after July of 2019 and planning for 2020 construction.

Councilor Hooper asked if swimming is prohibited at the dam. Mr. Rusnock replied in the affirmative and stated the dams are the City's water supply infrastructure and the City's goal is to minimize any potential contamination in the water.

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked if there was a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the presentation on Preliminary Design for improvements to Woodward Pond Dam as informational.

2) Presentation - Flood Management Improvements Project

Mr. Rusnock noted this is another project the Public Works Department has under design and is a bit closer to reality. The construction documents have already been advertised and they intend for construction this summer. Mr. Rusnock said as many people know the intersection of Ralston and Winchester Street experiences flooding on a relatively frequent basis and the result of this flooding is property damage, inconvenience to the public and potential water quality concerns. He said in FY18 the City appropriated funds for design and construction of a project to improve localized flooding in this area. In the fall of 2017, the City hired McFarland Johnson to perform an analysis for the project and prepare plans for specifications for construction. Mr. Rusnock introduced Melanie Haskins with McFarland Johnson.

Ms. Haskins thanked Mr. Rusnock for the introduction and thanked the Committee for their time. She began her presentation by explaining this area frequently sees flooding during heavy rains, causing property damage. She presented a picture of a flood at The Pub where the water in that location was a foot deep of ponding. The project goals are to reduce the frequency and severity of the flooding surrounding the Winchester/Ralston

Street intersection. The project scope is to increase the storm water capacity and restore surfaces to the existing conditions. She noted this was a drainage project.

Ms. Haskins stated that previous studies were conducted in the defined drainage areas that consisted of 12 acres of area going to the system, starting north of Emerald Street. She stated there is a water surface runoff from Main Street coming down through Ralston Street connecting into Winchester Street to an existing pipe network that goes through KSC. It was determined this existing pipe network is under capacity and the pipes are too small to take the water going into the pipe. Alternatives were evaluated and they did look at green infrastructure, underground detention, upgrading the system throughout KSC and new system along Winchester Street. It was determined that these treatment facilities are large and costly and not feasible for this area. In addition, the selected alternative is to connect to a trunk line down the center of Ralston and Davis Street intersection and down center of Ralston Street then go easterly on Winchester Street. She presented a photograph of a trunk line on Winchester Street that would be between utility poles and the shoulder area.

She stated that construction impacts will be three months long and will start in June and be completed in August. Ms. Haskins said they are proposing one-way alternating traffic on Winchester Street. In addition, there will be some closures on Ralston Street due to trunk line being down the center of the road. There will be scheduled driveway closures and she noted that the contractor will work closely with the property owners to determine the best times for their business to be closed.

The current schedule is out to bid and bids are due on May 10th. She reported the construction estimate is approximately \$650,000.

Ms. Haskins reported on February 13, 2018 there was a public outreach meeting held at The Pub to notify abutters. She noted social media was used to advertise the meeting along with pamphlets. Ms. Haskins reported there was a lot of positive feedback from the property owners. Mr. Rusnock stated the public meeting was successful and they mailed out notifications to all of the abutting properties and a lot of the neighboring side streets near the project area. In addition, City Councilors and 8-10 members of the public attended the meeting.

Mr. Rusnock reported that most of the people that attended the meeting were the abutting property and business owners. He noted these property owners were concerned about access to their properties during construction. Mr. Rusnock stated that he did not think businesses will need to close completely because a number of these businesses have more than one driveway opening. The work will be scheduled in such a way that the contractor can do one driveway on one day and the other driveway on another day. Mr. Rusnock said they will require that work be done in half phases to prevent full business closures. He said there is a possibility of minor loss to business during construction because people may avoid potential traffic delays. Mr. Rusnock said they plan to continue the use of social media to inform the public when construction is nearing or for any major traffic constrictions that may occur.

Councilor Lamoureux asked if this project will include paving the road or if the work will be patched in. Mr. Rusnock replied the section of pipe on Winchester Street will be installed in the northern shoulder and will be patched. The remainder of the work on Winchester Street will remain as is. He stated on Ralston Street the new pipeline will be installed in the center of the street and the plan is to mill and overlay the entire work area.

Councilor Filiault asked if Mr. Rusnock was aware at the same time lower Main Street was having work done. Mr. Rusnock replied in the affirmative. He noted that there is so much transportation work to be done in the City that they have specifically programmed different sections of work on Winchester Street for different years.

Chair Manwaring welcomed public comment.

Councilor Sapeta stated that KSC has move in day in the middle of August and asked if the City coordinated this with KSC. He noted this was a huge day at KSC. Mr. Rusnock replied they have not directly coordinated with KSC but their goal is to be substantially completed by that day. In addition, he stated they do plan to reach out to KSC to discuss the construction and how to minimize disruptions.

With no further comment, Chair Manwaring asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the presentation on Flood Management Improvements Project as informational.

3) The Future of the Wheelock Park Campground-Parks, Recreation and Facilities Department

A site visit was held prior to the meeting at 5:00 PM at Wheelock Park Campground.

Chair Manwaring recognized the Director of Parks, Recreation and Facilities, Andy Bohannon. Mr. Bohannon distributed copies of a five year Profit and Loss Statement for the campground. He explained he was present to follow-up from the last cycle where there was a discussion of various options for the future of the campground. He said from that meeting it was decided a site visit was necessary in order to see the campground as it is prior to the season opening.

Mr. Bohannon referred to the Profit and Loss Statement, explaining that in FY18, in the upcoming budget cycle, there were a few changes and he wanted to draw a true picture of the actual expenses of the campground. He noted previous to this year, all water and electric were part a general park expense.

Chair Manwaring thanked Mr. Bohannon for leading the site visit. Councilor Filiault referred to the Profit and Loss Statement noting the statement showed a profit over the years. He asked if there was an expectation there would be a profit drawn this year based on previous years, if the campground was kept open. Mr. Bohannon replied in the affirmative. He explained that one of the things that has been done the last couple of years with the new Cartegraph software is that they are able to understand usage of time and resources calculated in the Profit and Loss Statement. Mr. Bohannon stated when the season is open they have to fix water heaters, trees, water leaks and this would not show up in the statement. Mr. Bohannon stated that a profit would be shown as long as the tournaments kept coming into the park. He noted that tournaments are starting to dwindle and softball leagues are becoming smaller. Mr. Bohannon noted the big horseshoe tournament held on Labor Day has approximately 300 pitchers for the event. He stated that individuals from the tournament are present to discuss the importance of the event. Mr. Bohannon reported the Keene Horseshoe Tournament brings in \$5,000-\$6,000 for one weekend.

Councilor Filiault asked if there are areas in the City that show a profit in Parks and Recreation. Mr. Bohannon replied the pools do well and bring in approximately \$24,000 but the expense of the life guards outweighs that profit. In addition, the youth sports leagues make a small margin after covering all costs.

The City Manager stated that she was not confident to state a profit was being made according to the Profit and Loss Statement because this was not including the time Mr. Bohannon and his staff take to manage the park. In addition, she stated they also had to deal with any issues that occur which may involve a police presence. The City Manager stated that she would have to take a stronger look at the numbers before she could confidently state that the campground is making a profit. She stated that she was sure the Committee could see on their site visit there is a great need for infrastructure improvement which would be a large expenditure. The City Manager said in terms of tournaments that are currently held at the campground their recommendation would be to have those still occur, which would be a lesser expense by not managing the campground during off times.

Chair Manwaring asked Mr. Bohannon to discuss what it would cost to fix the park. Mr. Bohannon replied that he could not provide an exact number because he would have to bring in a licensed electrician and a civil engineer to go through the process in order to provide an accurate cost.

Councilor Lamoureux stated one of his biggest concerns of the site is the condition of the trees and the safety to people. He asked if there has been an arborist at the site to review the condition of the trees. Mr. Bohannon replied in the affirmative. He stated that an arborist visited the park 4 years ago. Mr. Bohannon stated the majority of the park is red pine that was planted after the Hurricane of 1938. He explained the red pine root system is very shallow and anytime these trees have disease it spreads very quickly. Mr. Bohannon said the Committee could see from the site visit, the park is starting to be hit

by this disease that has been taking out red pine forests throughout the state. He said they have tried to prune several trees over the winter and still have more trees that need to come down.

Councilor Hooper stated that based on the site visit it is evident the facility needs work and he agrees that a study needs to be conducted to see what the future of the campground holds for the City of Keene. Councilor Hooper echoed the statements by Councilor Lamoureux in regards to the safety of campers. He stated that he would not want to have people all the time in the campground and could attest to that from his view at the site visit. However, Councilor Hooper stated that he would welcome the tournaments but not have the campground open for regular use by the public.

Chair Manwaring welcomed public comment.

Ron Guyette, Director of the Keene Horseshoe Club stated the campground means a lot to this club and this is the only club in New England that has a campground. He said the biggest tournament they have is 300 players and that some of the players follow these tournaments year round. Mr. Guyette said their tournament is a vacation spot for 30-40% of players because it is a location where they can bring their families. He noted that as long as he can remember the campground is so full that there is a waiting list.

Mr. Guyette reported the Keene Horseshoe Club turned 60 years old last year and is an ongoing tournament that is not going anywhere. In addition, he noted they are looking to improve this facility in the near future.

Scott LaCoille, Gilsum, NH stated that he was born and raised in Keene and has been a member of the club since he was 12 years old. Mr. Lacoille said that based on his experience, the tournament is a family event and he has never seen a fight or argument occur. He added that the club is a family.

Mr. LaCoille stated the horseshoe courts are in disrepair and the club would be looking to put money into these courts. He stated that when it comes to the campground he is unsure if the condition of the campground contributes to the decrease in number of people attending the tournament. However, a large source of their revenue is from the snack bar which is a concern. Mr. LaCoille reported a 20% decrease in snack bar sales.

Mr. LaCoille emphasized the more people that attend the tournament, the more it helps generate income for the City and local businesses. He also reported the goal of the club is to expand the program by reaching out to youth groups to revive and energize the horseshoe community.

Mr. Bohannon wanted to clarify the last two years they have struggled to hire a campground manager because they have not found the right candidate. He stated prior to this there was a campground manager that was hired in 2003 and remained as campground manager until 2015. Chair Manwaring asked how he would manage the campground during the tournaments. Mr. Bohannon replied they would work with the

club and designate an individual for the weekend and conduct a background process. In addition, he stated this would be on a volunteer basis and that City staff would get the campground ready by cleaning up the sites prior to the tournaments.

With no further comment, Chair Manwaring asked for a motion.

Councilor Filiault asked the City Manager if a vote was needed from Council or if this could be handled administratively to keep the campground operational for tournaments. The City Manager replied this is a major policy shift and felt it is something that the Council should vote on.

Chair Manwaring stated that it was so late in season to be making this decision and recommended having the campground open at least for the tournaments. Councilor Lamoureux said with the infrastructure work that needs to be done he does not think the campground should be open for the public until a study is conducted. However, he stated that the Committee does have the ability to accommodate campers for these tournaments on a case by case basis.

The City Attorney suggested if the Committee was to move forward with the motion to include the following, “under such terms and conditions as determined by the City Manager”. He explained this would clarify the City Manager’s role in the process.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends creating an infrastructure plan to bring forward during the next CIP cycle, as well as to close the campground for public use during the 2018 season, but allow tournaments to use the campground for the specific purposes under such terms and conditions as determined by the City Manager.

4) Monadnock Progressive Alliance-Notification of their “Ready for 100% Renewable Energy” Campaign

Ann Shedd, 59 Greenwood Avenue, Chair of the Energy and Climate Committee for the City of Keene, stated their campaign letter was presented to the City Council on March 15, 2018. She stated after review of the letter and hearing a brief presentation from members of the MPA (Monadnock Progressive Alliance) a motion was made and passed to accept the communication as informational. She stated the intent of the letter is to invite the City to be aware of the campaign that was launched at the Earth Day Festival on April 21, 2018. Ms. Shedd reported they received a warm response from the community.

Ms. Shedd continued reporting that a number of cities are already generating their electricity with 100% renewable energy. She noted that a few of these cities have the advantage of municipal owned utilities and it was encouraging to see happen. The Energy and Climate Committee will be exploring how these existing goals would relate

to the City of Keene's goals. She noted these goals would expand on the 2007 Climate Adaptation Plan.

Ms. Shedd said one of goals is to increase resiliency of emergency energy systems to provide clean, sustainable energy that must be designed with other technologies. She said it is likely these ambitious goals support Keene's Economic Development Goals. Ms. Shedd stated that the City needs to be aware that cities such as Amherst, MA and North Hampton, MA and Hanover, NH have already adopted these goals. In addition, the City of Concord will be hearing a resolution to adopt these goals.

Councilor Lamoureux thanked the group for their dedication and likes to see the momentum toward these goals.

Nancy Gillard, 72 Reservoir Street, stated she has lived in Keene for 38 years and is excited to feel the momentum that is happening toward this goal. She stated the City has helped to model and lead the way in the possibilities and now they need to reach out to landlords, businesses and residents. Ms. Gillard thanked the City for leading the way and looks forward to working together.

Chair Manwaring asked how someone could make their home or business more energy efficient. Ms. Gillard suggested starting with doing a home energy audit to assess how much energy a home or business consumes.

In addition, Ms. Gillard suggested that residents look at where they are sourcing their electricity and source their electricity from 100% renewable sources. She said there are ways for people to take simple steps forward such as looking at clean energy to heat homes. Ms. Gillard stated they will be holding educational programs in the area to help residents become more energy efficient. She referred to promoting programs such as NH Saves.

Chair Manwaring acknowledged Pat Martin, Rindge, NH. Ms. Martin stated in terms of heating efficiency there is the option of installing mini splits or energy efficient heat pumps that are competitive with natural gas in terms of cost to heat a home.

In addition, she recommends people check out all of the different electricity companies to find the best rate and sign up for 100% renewable energy. Ms. Martin mentioned the Monadnock Buying Collaborative (MBC) that share a common goal taking advantage of the many renewable energy opportunities available. She stated MBC is run out of Peterborough and run by town manager, Rodney Bartlett.

Chair Manwaring recognized Michele Chalice, 25 Beech Street. Ms. Chalice stated as a participant she took advantage of the NH Saves Program and received \$7,000 worth of energy efficiencies 5 years ago and was able to put money onto her electrical bill and made payments over 18 months with no interest. She reported that this set the stage for a renovation on her home that bought two heat pumps that are being powered by 21 solar panels. She said this initial investment has a return on investment of 8.67 years.

With no further comment, Chair Manwaring asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the presentation on Monadnock Progressive Alliance-Notification of their “Ready for 100% Renewable Energy” Campaign as informational.

5) Monadnock Interfaith Project-Request for a Welcome Center with Public Toilets

Sandra Whippie, 233 Pako Avenue, Keene, NH stated that she graduated from KSC several years ago and spent 30 years teaching. Ms. Whippie stated the Monadnock Interfaith Project (MIP) started two years ago and grew out of a community breakfast program that was started by three local congregations providing breakfast for those in need. She reported the nonprofit group functions through a guiding council that meets twice a month at St. James Church. The goals of the group are to empower the voiceless, promote interfaith collaboration, facilitate systematic change and foster appreciation for diverse beliefs.

Ms. Whippe reported MIP received a grant last year from the Catholic Community for Human Needs. The grant money was used to offer leadership-skilled building classes and a brochure. She reported the group attended training classes and listened to what the lives were like of others and the issue of public bathrooms came up again and again.

Ms. Whippie reported that a subcommittee was formed and volunteers took that time to meet several times at the Community Kitchen after dinner to have a conversation with those in need. She stated there was a lot of concern from those in the community about the bathrooms located in downtown at the previous bus station. Ms. Whippie reported she went there to use the bathroom and in order to use bathroom she had to purchase an ice cream. She also stated that she was told these bathrooms were not for public access and there was a concern about profiling.

Ms. Whippie stated the idea was to promote a healthy and attractive atmosphere and that these facilities should be clean, attractive and convenient.

Chair Manwaring recognized Carol Hill, 37 Wood Circle. Ms. Hill stated that she moved to Keene in 2010 and loves how the City is a caring, progressive and welcoming place. Ms. Hill stated that public toilets are fundamental to human dignity and contribute to public health. She stated that bathrooms and a welcome center will help revitalize the downtown area, foster livability and inspire people to walk about the City. Ms. Hill reported that World Toilet Day is on November 19, 2018 and thought that it would be exciting to have these bathrooms installed by this date for a ribbon cutting ceremony.

Chair Manwaring recognized Sarah Harpster, 32 Old Walpole Road. She stated she wanted to emphasize that MIP wants to partner with the City rather than push their own agenda. She explained that MIP is aware of the complex challenges associated with the previous bathrooms. Ms. Harpster reported that she had a conversation with Mr. Bohannon about the closing of the public toilets in 2011. She noted these were understandable reasons. Ms. Harpster stated that by not having toilets it is denying members of the public a basic human right.

She continued referring to a book called *Public Hygiene* that discusses design related solutions to deter vandalism and inappropriate behavior. Ms. Harpster stated design solutions could involve technology, vandalism resistant hardware and the layout of lighting.

Ms. Harpster requested MIP partner with the City to explore these ideas and make a facility that works for everyone.

In closing, Ms. Whippie requested MIP work together with Public Works Department and the Keene Police Department to find a way to collaborate on bringing bathrooms and a welcome center back to downtown Keene. She also suggested contacting the Monadnock Food Co-op to possibly install a bathroom in that area. Ms. Whippie stated that she hopes this is just the beginning of the conversation.

Chair Manwaring recognized Andy Bohannon, Parks, Recreation and Facilities Director.

Mr. Bohannon stated that he met with MIP last July and talked about the history of the bathrooms. Mr. Bohannon stated that the former bathrooms located at the bus station on Gilbo Avenue were staffed and only operated during staffed hours. He said once the bus station closed maintenance fell to the City and it became a 24 hour a day 7 days a week job. Mr. Bohannon reported that since the bathrooms had no supervision negative behavior such as vandalism began to occur and when City staff would cleanup in the morning they would find needles, alcohol, sex remnants, etc. He noted this was unsanitary for staff to be handling as well as for the public. Mr. Bohannon also reported there was a significant damage from a fire in the bathrooms which led to the closure. Mr. Bohannon stated there is a public bathroom in the Ashuelot River Park and there has been a discussion with the Ashuelot River Park Advisory Board about these types of issues. He reported he brought in a representative from Clivusmultum Inc., the company that installed the toilets and they recommended the toilets be taken down due to the state of disrepair.

Mr. Bohannon stated that the concept of bathrooms in the City needs to be further addressed.

Kurt Blomquist, Public Works Director stated that he attended a presentation made by the City of Portland, Oregon addressing their public bathroom issues. He explained that the City started tracking complaints of seeing public urination and defecation in the streets and the City came to the conclusion to create a series of portable toilets and placed the

toilets in certain areas to provide facilities for the homeless. Mr. Blomquist stated that one of the things that made this successful was the staffing of the toilets. He explained that the City of Portland is hiring people coming from different circumstances to maintain these bathrooms.

Mr. Blomquist said that the issue of public bathrooms is not an uncommon issue across the country and the biggest issue is that these bathrooms are unattended. He stated that part of the issue is that it is a human dignity issue but that it was not a simple solution.

Councilor Terry Clark, stated that the MIP did not know he would be attending this meeting. He stated that he has worked on this issue for 5 or 6 years and was waiting for right moment to address this issue. Councilor Clark provided the Committee with a quote from a from a company called The Portland Loo.

Councilor Clark explained that the police, fire department and maintenance crews in the City of Portland, Oregon worked together to engineer a public-use toilet that could be easily cleaned and maintained, while also preventing crime. These bathrooms also ensure police can see in if they suspect illegal activity because of the blue lighting. Councilor Clark explained that the blue lighting makes it difficult for heroin users to locate their veins and use inside. In addition, the paint repels graffiti. He noted The Portland Loo is sold and used throughout the United States.

Councilor Clark explained The Portland Loo is solar-powered and the basic unit is made of carbon steel posts and 304 SS panels, louvers, a door and roof. In addition , the solar power option has 3 panels, 2 batteries and a solar controller.

Councilor Clark stated that he came forward because of what he has learned over the last five years and believes this is an incredibly important issue. He urged the Committee to not accept this as informational and to commit City staff to work with these people to come up with a plan.

Councilor Carl Jacobs stated the MIP group is on to something important and that he liked that they were talking about a welcome center. He said he does not want to lose sight of the larger notion of establishing some sort of place to find out information about the area such as a welcome center and that this could also be an opportunity to build onto the issue of bathrooms.

The City Manager stated that she wondered if the Committee was thinking about this Portland Loo suggestion, whether it may be better to have this discussion during the CIP process due to the cost of the bathrooms.

Councilor Filiault said the motion as recommended is the best way approach at this time and to put on more time while researching this option.

Councilor Bart Sapeta, stated that he thinks this is a dig one policy and there may be a build one policy in this case because there is a skate park, a public restroom, and a welcome center. He suggested looking at this this from a larger package perspective.

Councilor Phil Jones stated that he does not oppose this concept but reminded the Committee the Joint Committee is working on implementation of the Community Master Plan from 2010. He said one of the plans was to have an intermodal transportation center where the center acts as a hub for the differnt modes of transporation. Councilor Jones asked the Committee to keep this mind because this could potentially be the perfect location.

Councilor Hooper stated that he liked Councilor Jacobs thoughts on being more of a welcoming city.

Mr. Bohannon stated that he would concur with the City Manager's thought process regarding the CIP process. He said he believed the motion would be to have staff work with MIP over the course of the summer for the CIP submission in September.

Chair Manwaring stated the Committee does not have the ability to form a committee and this request would come from the City Manager.

Councilor Lamoureux stated that he would rather see this be handled administratively with City staff and if there is a project to bring this forward during the CIP process.

Councilor Filiault stated that putting this on more time while staff handles this administratively is the appropriate way to proceed.

Councilor Filiault made a motion to recommend the request to be placed on more time while staff looks at this administratively and reports back to Committee at a date to be open at this time. The motion died for lack of a second.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends City staff be directed to meet with the MIP, and if there is any type of project to come forward regarding the welcome center with portable toilets that it be brought forward during the CIP process.

6) Continued Discussion: Skate Park Update-Parks, Recreation and Facilities Department

Mr. Bohannon noted the last time he was before the Committee two weeks ago he asked to come back for a follow-up report. He reported the City Manager toured the skate park and City staff went in and did another assessment. He reported they were working with the City's Finance Director and there is additional money left over from past CIP projects

they would be able to utilize for improvements to the skate park. Mr. Bohannon noted that he will be sending a memorandum to the City Council for an update. In addition, he reported there is a challenge in getting the steel sheets from Melanson which are more expensive than anticipated.

Mr. Bohannon said that he is pleased to report the group has made great strides in the last two weeks. The group is meeting with a marketing person next week and has the literature and packet prepared. He said Kathleen Burke has submitted some grants and received some positive feedback. Mr. Bohannon reported the group has scheduled a campaign to launch on June 21, 2018 at 5PM-7PM in Railroad Square. He noted this day is National Go Skateboarding Day.

Chair Manwaring asked if the City has decided if the skate park will be downtown. The City Manager replied that the group is interested in raising funds for the downtown park and is not interested in moving to Wheelock Park. She noted that the group has made this very clear. Currently the skate park was included in the new plan for Wheelock Park. Further, she stated that the Council has not taken any sort of informative vote on the matter. The group would want to know the Council decision before beginning fundraising.

Chair Manwaring asked if this is something that could be voted on at this meeting. The City Manager stated this should be noticed and brought back to the Committee and ready for a formal vote from the City Council.

Councilor Filiault stated that the welcome center, skate park and bathrms could tie in together and everyone should all be on same page. He said there needs to be a decision to determine if all of this work should be done at once.

Chair Manwaring welcomed public comment.

Councilor Sapeta stated that he supports Councilor Filiault's thinking that this is not just a welcome center or a skate park and is more of an economic development opportunity. He explained that skate parks are a magnet for the youth coming in and needs to be made the right size with the right features to bring more people to the City which in return brings more money. He said allocating these features is important and he does not want to rush this process.

The City Manager stated the challenges she sees with having a welcome center with bathrooms and a skate park is that there is not enough space in that location and they would need to acquire additional space. She stated the current space for the skate park is enough space to create a good skate park. In addition, she said the bathroom issue with the portable bathroom concept addresses issues with vandalism but they are much smaller and thinks there needs to be a further conversation. The City Manager stated that she did not want to slow down the momentum of the group that is very excited about this skate park.

With no further comment, Chair Manwaring asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the Skatepark Update presentation as informational.

7) Relating to Specific Street Regulations Ordinance O-2018-06

Chair Manwaring recognized the City Engineer, Donald Lussier. Mr. Lussier stated this is a request for a new Ordinance for truck restrictions on the northern end of Wyman Road. He said this came about as part of the site plan for the Hillside Village Project. Mr. Lussier said the Planning Board recommended and City staff agreed the project should have as a condition of their approval a restriction from City Council on truck activity on the northern end of Wyman Road. He stated that he was concerned about trucks on this section of road because of the increase of truck activity expected. Mr. Lussier said the intersection of Wyman Road with Old Walpole Road is at a skewed angle, has vertical geometry issues and the biggest issue is site distances specifically for vehicles exiting Wyman Road and turning onto Old Walpole Road heading into the City. In addition, they would anticipate a lot of traffic being generated by this facility going to the medical facilities on Court Street.

He said what they are proposing would create a truck exclusion zone from the intersection of Old Walpole Road to the bridge over Black Brook. He noted this is in keeping with MUTCD and authorized restriction that is called selective exclusions. In addition, he said the Ordinance would create a new type of specific street regulation called "Selective Exclusions".

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2018-06 Relating to Specific Street Regulations.

7) Update on More Time Items

a. Reconstruction of City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects-Council Policy

Mr. Blomquist stated this item goes back to an original communication from Councilor Duffy and Councilor Richards back in late 2013. He said this was timeframe of which they had concerns over the sidewalk construction program and what criteria is used to put sidewalks in and how to integrate. The MSFI had a number of discussions going through

late 2014 and one of the items discussed at that time was the beginning of the Complete Street Policy and then went on more time looking at what items to address the concerns. He noted the Complete Streets Policy has since been adopted. Mr. Blomquist stated that these issues identified in 2013 have been handled by the Complete Streets Policy and actions in other areas. Mr. Blomquist recommended putting this on more time to bring up for action at the next Committee meeting because he will be recommending to report this item out.

b. Ordinance for Disorderly Residences

The City Manager stated that she has spoken to Mayor Lane in regards to the letter submitted to the Committee for the Disorderly Residences Ordinance and there has been a lot of time that has passed since this was put forward. She said there was a discussion at the state level to determine if there was a need for a law to enable communities to adopt this type of ordinance. She reported this did not pass and they were hoping it would clarify any grey area that may exist. The City Manager said the other topic they were discussing is what mechanism to use to track and define what would qualify as a disorderly residence. She said by looking into matter the more, the information they gathered from the police department was not specific enough. She said there were lots of of issues in terms of data and they are concerned with their ability to: (1) confidently feel they can adopt such an ordinance and enforce it (2) have mechanisms in place to track. The City Manager stated that the Mayor is hoping to report this item out.

c. Consideration of Proposed Arts Projects

The City Manager stated this was discussed at the MSFI on April 5, 2018 meeting and reported to the City Council meeting at the April 19, 2018 meeting. She reported the Director of Parks and Recreation has had a meeting with Councilor Jacobs and the Art Community. The City Manager noted there was a lack of attendance and there is a plan for another meeting for further engagement. She stated this project would be brought back by the end of May.

d. Absolute Discontinuance for the Wells Street Parking Lot and The of a Public Right-of-Way Known as Wells Street

The City Manager stated there have been two Resolutions created, R-2018-12 and R-2018-13 and they have a site visit planned for May 17, 2018 before the City Council public hearing.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the Update on More Time Items as informational.

8) **Adjournment**

Hearing no further business, Chair Manwaring adjourned the meeting at 8:09 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker