



MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
Council Chambers B, Keene City Hall
January 22, 2025
6:00 PM

A. AGENDA ITEMS

1. Maura McQueeney/Home Healthcare, Hospice and Community Services - Request for No Parking on Either Side of the Entrance at 312 Marlboro Street
Staff Submission - View of Area - 310 Marlboro Street
2. Kenneth and Diane Hitchcock - Request for No Tractor-Trailer Traffic Sign - Intersection of Water and Woodland Streets
3. Oral Report Back on Staff Efforts - Reduction of Speed Limit - Upper Roxbury Street - Public Works
4. Proposal to Allow Overlay of Asphalt Sidewalks - Public Works
5. Proposal to Implement a "Protection of Streets" Program - Public Works
6. Request to Install a Stop Sign at the Intersection of Gilsum St and Washington St - Public Works
7. Relating to Master Boxes
Ordinance O-2025-03
8. Relating to Installation of a Stop Sign on Jennison Street
Ordinance O-2025-04
9. Relating to Designated Loading Zones and Bus Loading Zones
Ordinance O-2024-16-A

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT

November 25, 2024

The Honorable Jay Kahn, Mayor
Members of the Keene City Council
3 Washington Street
Keene, NH 03431

To the Mayor and City Council,

Home Healthcare, Hospice and Community Services (HCS) is requesting designation of the parking spaces on either side of its entrance at 312 Marlboro Street as no parking zones for public safety reasons. Those spaces are used by private vehicles most of the day Monday through Friday due to business activity and construction nearby and create an obstruction to the line of sight for HCS patient vehicles, Meals on Wheels trucks, City Express, and Friendly Buses coming and going from HCS.

Many older and disabled drivers are coming to HCS daily for nursing services, Cheshire Medical Center Geriatrician services and programs of the Keene Senior Center.

We understand that the Marlboro Street Rehab project will mitigate this situation, however this immediate danger is our concern.

We would appreciate your consideration of increasing the no parking to one space on either side of the driveway, in addition to the designated five feet.

Sincerely,

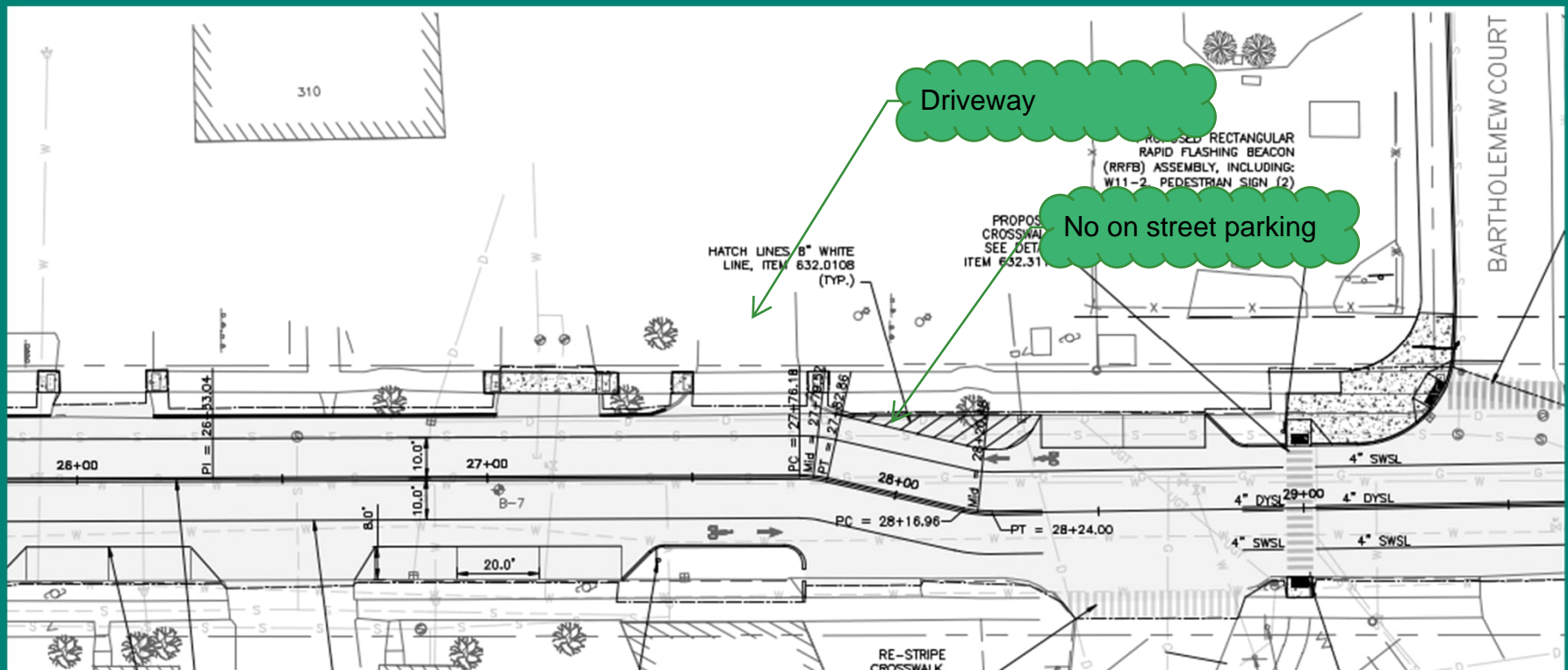


Maura McQueeney
President/CEO

310 Marlboro St - Existing



310 Marlboro St - Proposed



Driveway

No on street parking

December 23, 2024

To: Mayor Jay Kahn and the City Councilors,

Due to the recent property damage done by a tractor trailer to property at 100 Woodland Ave. on December 16, 2024 and 2 previous incidents (March 20, July 2) we ask that a sign be put up at the corner of Water St. and Woodland Ave. prohibiting tractor trailers.

Respectively submitted,

Diane M. Hitchcock

Kenneth M. Hitchcock

Kenneth and Diane Hitchcock

100 Woodland Ave.
[REDACTED]

Linda + Chris Nelson
357 Water St
[REDACTED]

Edward + Kathryn Hall
99 Woodland Ave
Keene, N.H.
[REDACTED]

Mary Delisle
70 Woodland Ave
[REDACTED]

Barbara Staples
109 Woodland Ave
Keene NH 03431
[REDACTED]

DAVID + TINA Roy
63 WOODLAND AVE
KEENE, N.H.
[REDACTED]

Michael Marciniak
89 Woodland Ave
Keene NH (cdlADover)
[REDACTED]

Domenic Anthony Terrantello
84 Woodland Ave.
Keene, NH 03431
[REDACTED]



Rocks 1+2 run over
and dislodged by TT unit
#3 dragged down the
road by the TT unit

* Rock was in the
space in the foreground
and ended up in the
middle of the road about
30' ~~down~~ away. It was
rolled off to the side
by 2 police officers







CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 22, 2025
To: Municipal Services, Facilities and Infrastructure Committee
From: Donald Lussier, Public Works Director
Through: Elizabeth Dragon, City Manager
Subject: **Proposal to Allow Overlay of Asphalt Sidewalks - Public Works**

Recommendation:

Move to recommend that the City Manager be authorized to develop and implement a program to overlay existing asphalt sidewalks in fair or poor condition, using City forces.

Attachments:

None

Background:

The City's public infrastructure standards specify that all sidewalks are to be concrete, and curbing is to be granite. It has been a long-standing Council policy that any asphalt sidewalk repairs over 100 feet in length should include replacement of the asphalt with concrete/granite. Public Works agrees that the significantly longer service life of concrete justifies their greater initial construction cost.

Current funding levels for the sidewalk asset management program allow us to replace approximately 1,500 linear feet of asphalt sidewalks with concrete each year. This work is completed by contractors. Public Works staff also perform some sidewalk repairs, mostly in the form of patching asphalt sidewalks or slab replacements in otherwise good concrete sidewalks. At the current rate of replacement, it will take approximately 74 years to fully replace the City's inventory of Asphalt sidewalks. Although the City significantly increased the funding for the Sidewalk replacement program in FY23, Public Works continues to receive complaints about the condition of City sidewalks.

The Department is proposing to implement a program of "interim repairs" that will be in addition to contracted sidewalk replacements. The new program will consist of overlaying existing asphalt sidewalks with an additional layer of asphalt. We believe the Highway Division can complete approximately 1,500 linear feet of overlays per year using existing operating budget designated for sidewalk maintenance. This work would most likely be completed as part of our annual "WOW!" program.

This program is not intended to be a replacement for the Sidewalk Asset Management Program, and it is not intended to amend the Public Infrastructure Standards expressed in the Land Development Code. Rather, it's a recognition that available funding for this program does not meet the community's expectations for sidewalk improvements. The interim repairs we propose are expected to provide 10-15 years of service at significantly less cost than full replacement.

If the Council approves this initiative, Public Works will bring a request to the Finance, Organization and Personnel Committee for a one-time expense to purchase a sidewalk paving machine. All other tools and equipment needed to do this work are already on hand.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 22, 2025
To: Municipal Services, Facilities and Infrastructure Committee
From: Donald Lussier, Public Works Director
Through: Elizabeth Dragon, City Manager
Subject: **Proposal to Implement a "Protection of Streets" Program - Public Works**

Recommendation:

Move to recommend that the City Manager be directed to draft a "Protection of Streets" ordinance for the Council's consideration.

Attachments:

None

Background:

The City spends, on average, between \$1.3M and \$1.5M each year to maintain and improve our roadways. In recent years the Engineering Division has worked closely with underground utility providers to identify and address any subsurface work that needs to be done ahead of street paving. Unfortunately, no amount of coordination can foresee every looming underground failure and no provisions in our ordinances allow us to deny or disincentivize the cutting of newly paved roads.

Several communities in New Hampshire have addressed this issue by adopting a "Protection of Streets" ordinance. These ordinances typically prohibit the cutting or excavation of roads for a period of five years after they are resurfaced. Exceptions are available for specific situations such as:

- Remedy a public emergency or address an imminent threat to public safety
- Repairs needed to restore or prevent the interruption of essential utility services
- Relocation of infrastructure as ordered by Federal, State or Local Government agencies
- Provision of services to new buildings, if no other reasonable option is available

When a situation arises that meets the criteria for an exception, the applicant is charged a "Pavement Life Reduction Fee" or required to perform far more extensive restoration. For example, in Concord and Dover, applicants are required to pay three times the normal fee when cutting roads within two years of resurfacing. For roads between two and five years old, the applicant is charged twice the normal fee. Pavement damage fees are non-refundable.

Such an approach provides a strong incentive for property owners to make needed repairs prior to repaving. It also provides a source of revenue that can be dedicated to repairing the damaged

pavement through techniques such as crack sealing and “mill & fill”.

If the Council agrees with this approach, Staff will draft an ordinance for your consideration in the coming months. For the program to be fair and effective, utility providers and property owners will need to be given plenty of advanced notice when streets are to be repaved. Therefore, we would recommend the ordinance, if adopted, be effective for roads paved after January 1, 2026. Public Works will be responsible for notifying property owners and utilities not less than 12 months prior to the expected paving date.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 22, 2025

To: Municipal Services, Facilities and Infrastructure Committee

From: Bryan Ruoff, City Engineer

Through: Donald Lussier, Public Works Director
Elizabeth Dragon, City Manager

Subject: **Request to Install a Stop Sign at the Intersection of Gilsum St and Washington St - Public Works**

Recommendation:

Move to recommend the City Manager be directed to draft an Ordinance adding a stop sign at the intersection of Gilsum Street and Washington Street.

Attachments:

1. Gilsum St & Washington St

Background:

The Public Works Department received an anonymous request through our See-Click-Fix reporting system for the installation of a stop sign at the "triangle" intersection of Gilsum Street and Washington Street. At this location, there is an existing flashing red light, which signifies and serves the same purpose as the proposed stop sign. However, after careful review by the Engineering Division, we have observed that cars currently treat this flashing red light as a yield and do not recognize or treat this traffic control as a "stop", as intended. Given this, it is recommended that a stop sign be added to this location for clarity and in the interest of public safety.

The City has adopted the Federal "Manual on Uniform Traffic Control Devices" as our standard for signage and traffic control(s). Based on the Engineering Divisions review of this location, Gilsum Street at this location meets the criteria for a stop sign in conformance with MUTCD section 2B.04-09B, based on the obscured line of sight at this intersection looking north toward south-bound Washington Street traffic.

Public Works is capable of performing this work with City staff and within the FY25 Public Works operating budget.

It should also be noted that this location is listed as a specific safety improvement project in the Draft Keene Roadway Safety Action Plan of 2025 to have temporary traffic control measures installed and implemented until Gilsum Street is able to be re-constructed with a "T" intersection with Washington Street.

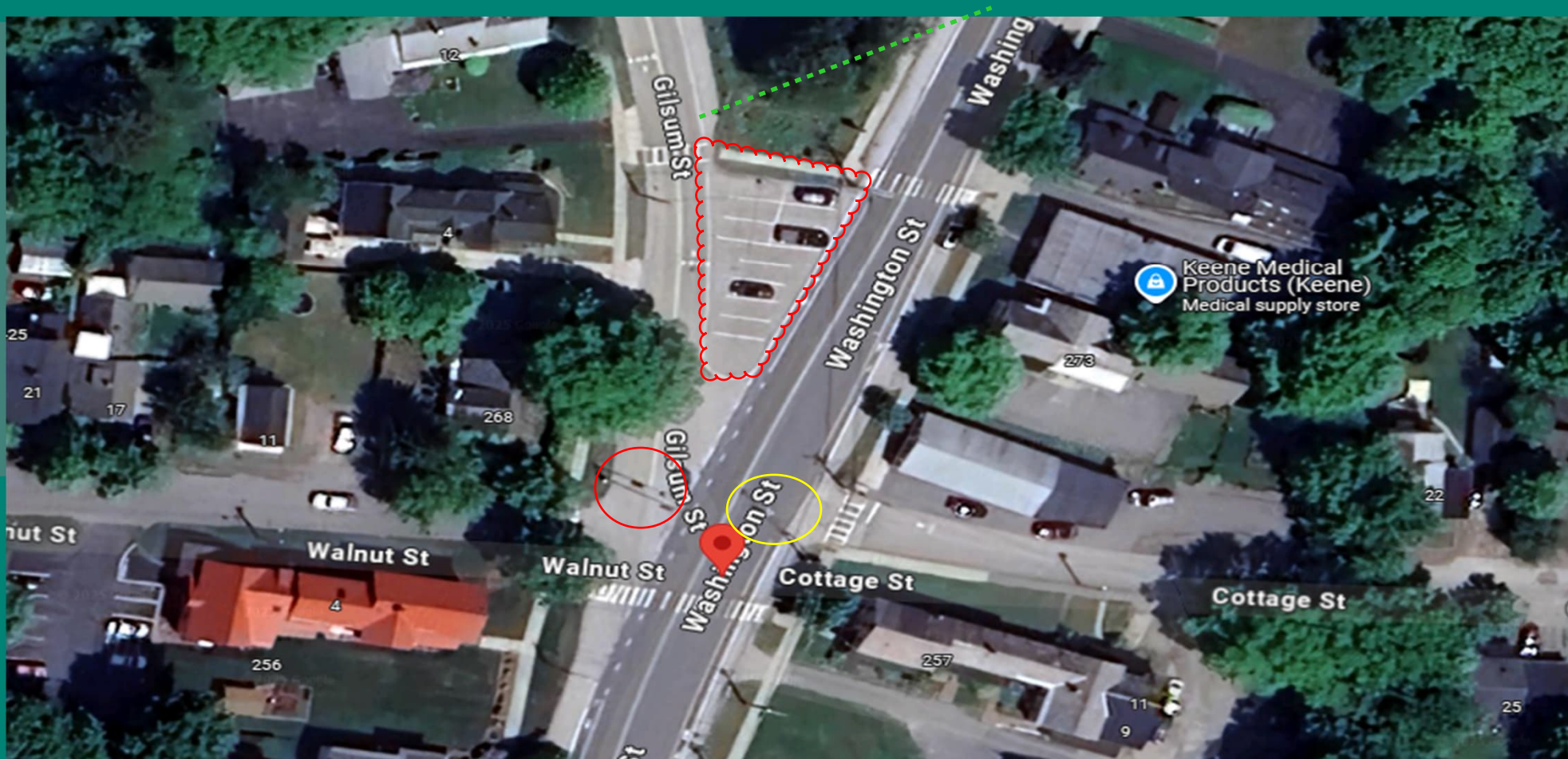


Gilsum St and Washington St Intersection

City of Keene, NH MSFI Committee

January 22, 2025, City of Keene, NH Council Chambers

Intersection Overhead View



Intersection Lights



Sight Distance on Gilsum St of SB Traffic on Washington St





CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Master Boxes

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 removing the stricken text in various sections throughout Division 3 “Fire Alarms” and inserting the bolded text; and deleting in their entirety Section 34-98, “Occupancies Requiring Connection,” Section 34-99, “Aerial Connection,” Section 34-100 Underground (Direct Burial) Connections,” Section 34-101 “Same-Underground (Buried Conduit) Connections,” Section 23-102, “Lighting Protection,” Section 34-103 “Grounding,” Section 34-105 “Responsibility,” Section 34-106 “Exceptions,” and renumbering of the remaining sections in Division 3 as follows:

Sec. 34-91. Standards.

All alarms installed in the City pursuant to this division shall conform to the standards set forth in, NFPA 72 National Fire Alarm Code ~~2016 Edition~~, NFPA 1 Uniform Fire Code, and NFPA 101 Life Safety Code, as adopted as **part of the State Fire Code in accordance with NHRSA 153:5 and administered** in Chapter 42 of this Code, entitled Fire Prevention and Protection. Additional requirements for the installation of alarm initiating equipment in the City shall be as provided in this division.

Sec. 34-92. General requirements for installation.

- (a) Before the installation or expansion of any ~~interior fire alarm system, master box, or street boxes for new rights-of-way is begun~~, the company responsible for the proposed system installation shall submit a **permit application with a** detailed set of plans, ~~blueprints~~, specifications, **calculations, material cut sheets**, etc., outlining the system and its components **and intended operation** to the fire department ~~marshal's office~~ for review and approval.
- (b) A permit shall be obtained from the fire department for the installation of any **fire alarm system or radio** master box. A fee as set forth in the schedule of fees in appendix B to this Code shall be paid upon application for the permit.
- (c) Installation of a knox box (key box) shall be required at all locations where a fire alarm system is being installed or is currently in use. Knox box shall be located next to the main entrance at the discretion of the fire department. Apartment buildings with more than two floors will require a key in the box for each floor and therefore require a larger knox box. Multiple building complexes shall have a knox box on each building in the complex for rapid entry of emergency personnel and **location** shall be approved by the fire department. Applications are available at the fire department.

- (d) ~~All fire alarm equipment shall be new and shall be furnished and installed by the owner of the property protected and/or by the developer of the new right-of-way.~~
- (d e) If trouble or faults develop in any part of a private system, it shall be the prerogative of the fire department to disconnect any part or all of the private system from the municipal circuits **or radio frequencies**. The owner or agent of the protected property shall be notified of the disconnection.
- (e f) ~~Any or all parts of existing fire alarm systems in a building undergoing renovation shall conform to the requirements for new installations.~~
- (f g) All installations shall conform to the requirements of **the state building code and state fire code as applicable, the adopted NFPA standards**, the International Municipal Signal Association (IMSA), or any applicable code in effect.
- (g h) Access to the protected property shall be made available to the fire department.
- (h-i) ~~Code wheel~~ **Box** numbers for all **radio** master boxes shall be **assigned and/or** approved by the fire department.
- (i j) A service charge per calendar year shall be assessed for each **radio** master box connected to the municipal **system** circuit. This shall include existing and new **radio** master boxes. New systems installed shall be charged a pro rata amount per month or part of a month, until ~~June~~ **December 3** of the installation year, after which the annual fee will take effect on ~~July~~ **January 1**. The charges required in this subsection are as set forth in the schedule of fees in appendix B to this Code.

Sec. 34-93. Supervisory Fire Alarm control Control panel Unit (FACU).

- (a) A ~~supervisory control panel~~ **FACU** shall **include visual and audible annunciation** be installed with the fire alarm system for the purpose of identifying location, **acknowledging**, resetting and/or disabling alarms. **Keys for panel Panel locks, pull stations or other fire alarm system components shall be provided for installation in the knox box(s) servicing the location.** ~~eyed for "CAT-60" or "Simplex B" key.~~
- (b) The supervisory control panel shall, **at a minimum** feature the following:
 - (1) **Zone/address indication and description.**
 - (2) Alarm silence switch.
 - (3) System reset switch.
 - (4) Trouble buzzer and light.
 - (5) Trouble silence switch.
 - (6) ~~Ring back feature.~~ **City bypass switch or soft key, when activated, disables transmission of all alarms to the radio box. Radio box to transmit a supervisory alarm when city bypass is activated indicating off normal upon test.**
- (c) All controls shall be secured from use by **unauthorized** occupants of the protected property.
- (d) **Each installed fire alarm system will service no more than one building unless approved by the fire marshal. In no case will a fire alarm system serve more than two buildings unless all buildings served are physically connected.**
- (e d) ~~In an installation where the fire alarm system is installed in (i) more than one building or (ii) more than one floor, an annunciator panel shall identify the location of all originating signals. Normally, one zone per floor is adequate. The fire department may require more zones depending on building size, occupancy or hazard protected.~~ **Conventional zoned fire alarm systems in buildings greater than 2000 SF aggregate require independent annunciation for each floor. Where floor area exceeds 9999 SF, multiple zones will be required on that floor covering areas no greater than 7500 SF per zone. Sprinkler flow zone annunciation shall be by floor level as a minimum.**
- (f) An annunciator shall be required in a multi-zoned property near the main fire department access to the property **as approved by the fire department**. This may either be the alarm control panel or a remote annunciator panel with control functions. In an installation where an additional fire alarm system is installed in new building additions and connected to the existing approved system in the original building, an annunciator panel shall be installed on the inside of the new building addition or at a location designated by the fire department.

- (g e) ~~The supervisory control panel (FACU) shall conform to the requirements of the adopted edition of NFPA 72 and the following fire department requirements:~~
- (1) ~~Access to the control functions of the alarm system by fire department, and alarm service personnel, and site management personnel approved by the city fire marshal only.~~
 - (2) ~~When the panel is indicating zone trouble, activation of a pull station shall initiate the alarm.~~
 - (2 3) ~~Upon activation of a detector or pull station, the panel shall lock on the initiating circuit with audible and visual indication. Silencing the audible shall not cause the visual notification devices nor the panel FACU to reset.~~
 - (3) ~~All duct smoke detection shall active a non-latching supervisor signal upon activation and cause the affiliated ventilation equipment to be shut down.~~

Sec. 34-94. Connection to municipal circuits - master box. (mechanical or electronic)

- (a) ~~Effective with the passage of this ordinance no additional master boxes will be permitted or added to the system. Installations within 2,000 linear feet of the area served by the municipal alarm system but not requiring direct fire department notification under section 34-98 of this Code may be connected to this system by a master fire alarm box if direct fire department notification is desired.~~
- (b) ~~Within 30 days of passage, all owners of property with a master box connected will be notified in writing effective January 6, 2026, at 10:00 AM, the city will no longer be maintaining or monitoring the municipal wired fire alarm system. All connected fire alarm systems will be required to be modified to utilize another approved monitoring method indicated in the adopted edition of NFPA 101. Such modification shall require a permit from the city fire marshal and shall be complete and functioning prior to 5:00 PM on January 2, 2026. The fire alarm master box for connection to municipal circuits shall be by Gamewell, either new or factory reconditioned, as approved by the fire department.~~
- (c) ~~The master box shall be accessible year-round from a walkway or entranceway. (see exceptions)~~
- ~~EXCEPTION 1— If a master box serves multiple buildings, a system of private roads and drives are required to access the property, a pedestal mounted box with remote annunciator shall be located at the entrance to the property, or, at the first road intersection in the development.~~
- ~~EXCEPTION 2— If a master box serves multiple buildings and if access to the development is by a single road, the master box with remote annunciator shall be located on the outside of the first building approached providing no roadway intersections have been crossed prior to reaching this annunciator, and the building is not in excess of 35 feet from the curb line.~~
- (d) ~~The master box shall be mounted at a minimum of 42 inches and a maximum of 54 inches, measured vertically, from the finished grade to the activating handle or lever of the box.~~
- (e) ~~The master fire alarm box shall be of the local energy type with the following features:~~
- (1) ~~Noninterference.~~
 - (2) ~~Quick succession.~~
 - (3) ~~Automatic grounding under open municipal circuit.~~
 - (4) ~~Telegraph key (mechanical).~~
 - (5) ~~Tap bell (mechanical).~~
 - (6) ~~Lock and key (fire department specification).~~
 - (7) ~~Code wheel index (fire department specification).~~
 - (8) ~~Manual actuating level.~~
 - (9) ~~Timing one-half second.~~
 - (10) ~~Shunt type boxes are not approved to be on the City of Keene Fire Alarm Circuits as of the adoption of this section. (Ref. NFPA 72 A.27.6.3.2.2.1(2))~~

- ~~(f) Flush-mounted boxes shall be weatherproof.~~
- ~~(g) A red beacon strobe shall be mounted above the master fire alarm box. This light shall flash upon activation of the interior fire protection system. Installation of these units will be at the discretion of the fire department.~~

Sec. 34-95. Connections for radio box fire alarm system.

- (a) The entire system shall be installed according to the following: manufacturer installation requirements, per NFPA 72 and NFPA 1221.
- (b) The radio alarm box shall be SIGCOM DTX, 4 zone or 16 zone radio box or compatible to be received by the SIGCOM Vision 21 Receive Module and approved by the fire department. The box shall meet NFPA 72 and be Factory Mutual approved.
- (c) The radio alarm box shall be installed in the same location as the fire alarm control panel. If building size prevents the installation of the radio alarm box and FACP in the same location, due to radio antenna cable length, the fire department shall **may** approve an alternate location for the radio alarm box.
- (d) The fire alarm control unit (**FACU**) ~~panel~~ shall be connected to the radio alarm box **and programmed to activate the radio box transmission in accordance with the submitted and approved sequence of operation matrix.** in such a way that when a zone is activated only the corresponding zone of the radio alarm box will be activated. **At a minimum transmission shall include alarm, trouble, and supervisory signals.**
- (e) Radio alarm box zone assignments ~~will~~ **shall** be reviewed and approved by ~~made in consultation with the fire department~~ **the city fire marshal's office.**
- (f) The fire department will issue the radio alarm box number.
- (g) Radio alarm boxes shall be programmed to self-test ~~at a frequency required for compliance with the adopted edition of NFPA 73 once daily.~~ The fire department shall ~~assign~~ **approve** the time of the daily test(s). The test time(s) will be listed on a sheet inside the radio box. **Any condition other than normal on the FACU shall cause the radio box to transmit a supervisory alarm indicating it is off normal upon test.**
- (h) Relay I/O boards are required for each zone in the radio alarm box.
- (i) ~~There shall be no means of disconnecting the fire alarm from the radio alarm box.~~ Any disconnection means preventing the alarm transmission may be approved in limited situations and at the sole discretion of the city fire marshal. Disconnection of the FACU transmission to the radio box will cause a supervisory signal to be displayed on the FACU and transmit a supervisory signal to the radio box.

Sec. 34-96. Radio alarm box antenna requirements.

- (a) Antennas for radio alarm boxes shall be installed according to the following: Manufacturer installation requirements.
- (b) Antenna location shall be determined during consultation with the fire department.
- (c) Antennas must be installed above the roof or flashing.
- (d) The antenna shall not be mounted within 20 feet of an air handling unit.
- (e) Antenna runs less than 100 feet shall meet or exceed RG213.
- (f) If an antenna cable run exceeds 100 feet, the contractor shall contact the distributor for an acceptable alternative solution.
- (g) A listed raceway ~~rigid aluminum~~ or galvanized steel conduit shall protect any antenna cable. ~~mounted outside.~~
- (h) A service box and weatherhead shall be installed at the antenna mounting location.

Sec. 34-97. Acceptance test.

- (a) The fire department shall inspect **and witness testing** and commissioning of the radio box system once installed.
- (b) ~~Once accepted, the radio alarm box shall not be opened by the installer, fire alarm system installer, sprinkler service contractor or by any other person.~~

- (b e) The fire department shall be contacted **when no city bypass key or switch is present**, to take the radio box offline when maintenance or repair is required to be performed on the radio box.

~~Sec. 34-98. Occupancies requiring connection.~~

The following occupancies, if new or being introduced where no such occupancy previously existed, shall have fire alarm systems connected to the fire department via the municipal alarm system if within 2,000 linear feet of the area served by the municipal alarm system or by way of radio alarm box. This requirement may be waived by the fire chief or his designee, if for technical reasons there is insufficient pole space to allow for municipal alarm system connection or the location does not allow for the use of a radio alarm box. If said waiver is granted, the installation shall employ an alternate monitoring system as approved by NFPA 72, as adopted. All waiver requests shall be made in writing to the fire department. All cost associated with a desired or required connection to the municipal fire alarm system shall be the responsibility of the property owner. Any occupancy that requires emergency forced notification shall submit an emergency call list to the Keene Fire Department on an annual basis with addresses and phone numbers where they can be reached 24 hours a day seven days a week.

- ~~(1) Assembly occupancies with occupant load of 300.~~
- ~~(2) Educational facilities with more than six students.~~
- ~~(3) Daycare centers with more than 12 clients.~~
- ~~(4) Hospitals, nursing homes, and limited care facilities.~~
- ~~(5) Detention and correctional facilities.~~
- ~~(6) Hotels, motels, and dormitories housing more than 16 persons.~~
- ~~(7) Residential board and care facilities with four or more occupants having a slow evacuation capability.~~
- ~~(8) Class A mercantile occupancies covered malls and covered mall buildings as defined by NFPA 101 Life Safety Code.~~
- ~~(9) Industrial occupancies with total capacity of 100 or more persons or if more than 25 persons are above or below level of exit discharge.~~
- ~~(10) Underground or windowless structures (excluding one or two family), occupied towers and high-rise occupancies as defined by NFPA 101 Life Safety Code.~~
- ~~(11) Any special hazard/extra hazard use or occupancy as determined by the fire chief and/or his designee.~~
- ~~(12) Apartment buildings four or more stories in height or housing 12 or more units.~~

~~Sec. 34-99. Aerial connection.~~

~~Standards for aerial connections to municipal fire alarm circuits shall be as follows:~~

- ~~(1) Provide a minimum of one half inch EMT terminated with a weatherhead, located a minimum of 16 feet above the finished grade from the master box.~~
- ~~(2) Provide a utility grade eyebolt or similar approved device next to the weatherhead, properly secured to support the aerial cable.~~
- ~~(3) The maximum allowed span for aerial cable is 200 feet. For distances from the weatherhead to the utility pole exceeding 200 feet, additional poles will be required.~~
- ~~(4) Install two #12 AWG, THWN solid conductors from the master box to the weatherhead. These wires may not be the same color.~~
- ~~(5) The path for the aerial service may not cross over buildings or through trees. Branches shall be cut to provide clear spaces for the aerial cable.~~

~~Sec. 34-100. Underground (direct burial) connections.~~

~~Standards for underground (direct burial) connections to municipal fire alarm circuits shall be as follows:~~

- ~~(1) The connection shall be four conductor, #12 AWG solid conductor, shielded polyethylene jacket, ISMA certified, direct burial cable, in one unspliced length from the master box to the utility pole or splice box designated by the fire department.~~
- ~~(2) Provide rigid steel conduit from 12 inches below the finished grade to the master box as protection for the cable. A bushing shall be used at the end of the conduit to protect the cable.~~

- (3) Provide a sweep ell of rigid steel and one ten-foot length of rigid steel conduit at the utility pole.
- (4) Extend the cable up the pole using schedule 40 PVC electrical grade conduit to a height approximately 18 inches above existing telephone cables. Terminate it using a weatherhead.
- (5) Provide a schedule 40 PVC sleeve under all traveled ways, including walkways, parking lots, driveways and patios.
- (6) The cable shall be bedded in screened sand completely surrounding the cable, a minimum of six inches on the top, bottom and sides.
- (7) The minimum depth of the cable below the finished grade shall be 24 inches.
- (8) Provide aerial fire alarm pole splice block.

Sec. 34-101. Same -- Underground (buried conduit) connections.

Standards for underground (buried conduit) connections to municipal fire alarm circuits shall be as follows:

- (1) Provide an IMSA certified four conductor #12 AWG solid conductor polyethylene jacket duct cable installed in one inch minimum schedule 40 PVC.
- (2) Conduit shall be cemented at all joints.
- (3) Conduit shall be buried to a depth of 18 inches minimum below the finished grade.
- (4) Termination of the conduit at the master box shall comply with section 34-105(b).
- (5) Provide a sweep ell of schedule 40 PVC and one ten-foot length of rigid steel conduit at the utility pole.
- (6) Extend conduit up the pole and terminate it per section 34-105(d).

Sec. 34-102. Lightning protection.

- (a) Lightning protection for connections to the municipal fire alarm service shall be provided by the contractor consisting of a TII Model 317A located inside the master box.
- (b) The fire department will install Additional protection at the utility pole as required.

Sec. 34-103. Grounding.

- (a) The fire alarm box and the lightning arrester for connections to municipal circuits shall be grounded as follows:
 - (1) A common ground for both devices is acceptable.
 - (2) Ground wire shall not be run in the same conduit as fire alarm wire.
 - (3) An unenclosed no. 8 copper wire or equivalent shall be used to connect the ground terminal of the master box and/or street box to the suitable ground in order to provide mechanical strength.
 - (4) If enclosed in metal pipe, a no. 12 wire may be used.
- (b) Suitable grounds are as follows:
 - (1) Underground metallic water piping system.
 - (2) Ground rod not less than one-half inch in diameter and eight feet long driven into permanently wet soil.
- (c) The resistance of a ground connection shall not exceed 250 ohms.
- (d) Power company neutral conductors are not acceptable grounds.

Sec. 34-10498. Testing.

- (a) The fire alarm system and its components shall be tested, in its entirety, by the person responsible for the installation. This test shall be conducted in the presence of a member of the fire department prior to the connection of the **radio** master box. to the municipal circuit.
- (b) It shall be the responsibility of the owner of the protected property to completely test the fire alarm system once a year. This test shall be reported in writing to the fire department.
- (c) The owner/developer of any protected property connected to the municipal system by a **radio** master fire alarm box shall notify the fire department for disconnection prior to testing of the system.
- (d) All master boxes and street boxes shall be tested for operation no less than required by NFPA 72 by the fire department during regularly scheduled work shifts.

- (d e) If an owner or occupant of a protected property requests assistance from the Keene Fire Department in conducting fire drills after normal business hours a fee will be charged as set forth in the schedule of fees in Appendix B.

~~Sec. 34-105. Responsibility.~~

- (a) ~~It is understood that the owner/developer of the property shall be responsible for all fire alarm line construction, whether aerial, underground, or Radio alarm box, from the fire alarm box to a fire alarm circuit designated by the fire department. This is to include all appropriate pole hardware and connection devices.~~
- (b) ~~All costs of equipment and installation, including extension of the municipal service, shall be the responsibility of the owner/developer at the time of installation and connection to the municipal system.~~
- (c) ~~Aerial extensions of the municipal service shall be installed by the fire department and shall be charged to the owner/developer on a time and material basis.~~
- (d) ~~Underground extensions of the municipal service shall be installed in accordance with the specifications of the fire department by the owner/developer.~~
- (e) ~~Upon completion of a satisfactory test of the fire alarm system by the fire department, the system shall be tied into the municipal fire alarm. No one shall make these tie-ins but the fire department.~~
- (f) ~~After the tie-in is made, the new line then becomes the property and responsibility of the fire department.~~

~~Sec. 34-106. Exceptions.~~

~~It is intended that the requirements in this division provide a basis for providing a reliable, cost effective means of meeting the protection goals of the city. It is expected that requests for clarification and for specific variances to this division may be made from time to time. Requests for clarifications and/or variances should be made in writing to the fire department. Every effort will be made by the fire department to provide solutions to individual problems. The fire department welcomes any input which may improve the system's reliability or provide an equal system at reduced cost. Such adjustments as may be made to this division will be made at the discretion of the fire chief.~~

~~Sec. 34-10799. Liability.~~

~~The city or any of its employees shall not, under any circumstances, be held liable for the failure of any of the equipment to operate during the transmission of a fire alarm to the fire department console. It is understood that the fire department will do all that is possible to render trouble free, reliable service.~~

~~Sec. 34-108. Disconnection.~~

- (a) ~~*Fire alarm master boxes.* It shall be unlawful for any person to disable or alter the mode of operation of any fire alarm box connected with the municipal fire alarm system. If it becomes necessary for any user of the municipal fire alarm services to access any fire alarm box connected to the municipal fire alarm system in order to alter the mode of operation or disable any so-connected fire alarm box, application shall be made to the fire department.~~
- (b) ~~*Penalties.* For penalties, see section 1-15 et seq. pertaining to penalties and citations for violations of this Code.~~

~~Sec. 34-109100. False fire alarms.~~

- (a) ~~*Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:~~
- ~~*Accidental alarm* means any activation of an alarm system to which the fire department responds which is the result of an unintentional occurrence or mishap. This includes burned food, steam from showers, and good-faith assumptions of a fire fire condition.~~

False alarm means any activation of an alarm system to which the fire department responds which is not the result of a fire, emergency call for assistance, or accidental alarm. This includes alarms improperly or maliciously sounded or alarms that turn out to be groundless or system malfunctions.

- (b) *Prevention, payment of costs.* Any owner or lessee or person in control of property having an alarm system on the premises and any user of alarm services or equipment designed and installed with the intent of eliciting an emergency response shall pay to the city a service charge of \$100.00 for each and every false alarm to which the fire department responds after the initial response within a 10-30-day period. It shall be the responsibility of the property owner to correct any and all **issues problems** resulting in the activation of false alarms. If the fire department finds it necessary to disconnect an alarm device or system due to repeated activations, a fire watch may be ordered posted on the premises until such time that the protection provided by the system or device can be restored.
- (c) *Appeals.* Any alarm user, owner, or lessee may appeal false alarm service charges in writing to the fire chief **marshal** within ten days after receipt of the notice of the service charge. The fire chief may waive assessment of the service charge when, in their ~~his~~ judgment, reasonable attempts are being taken to discover and eliminate the cause of the false alarms.
- (d) *Liability.* The fire department shall take every reasonable precaution to ensure that alarms received are given appropriate attention and are acted upon with dispatch. Nevertheless, the fire department shall not be liable for any defects in the operation of alarm devices, for any failure or neglect to respond appropriately upon receipt of an alarm from such a source, nor for the failure or neglect of any person in connection with the installation and operation of alarms and systems.

Sec. 34-110101. System maintenance and testing.

(a) ~~No one will be allowed access into an active master box except fire department personnel.~~ Systems shall be properly maintained in good working order. Systems shall be tested in accordance with frequency and methods as described in NFPA 72, as adopted. ~~The fire department shall be informed of the test prior to its performance.~~ Written documentation regarding test results shall be kept on file on the premises and forwarded to the fire department **when any deficiencies are noted.** Competent and trained individuals shall complete testing and maintenance.

(b) Delete this section effective Jan. 6, 2026. Any person wishing to test the fire alarm or sprinkler system that is monitored by a master box must notify the fire department at least 24 hours before any test is conducted provided that the master box cannot be disabled at the fire alarm control panel. The master boxes must be plugged out by fire department at its convenience. The fire department may refuse to allow tests if busy with emergency calls.

~~(1) It shall be the responsibility of the party holding the fire alarm access permit to notify fire department before any service is done on alarm/sprinkler systems. It shall also be the party's responsibility to notify the fire department when work is completed.~~

~~(2) Any false alarms received without prior knowledge of the fire department are subject to fines per subsection 34-109(b) of this division and subject to permit suspension per subsection 34-111(b).~~

Sec. 34-111. Fire alarm access permit required.

~~(a) Access to work on, disable or restore fire alarm systems connected to emergency force notification, excluding one and two family house whole warning fire alarm systems, shall be limited to authorized personnel who have acquired an alarm access permit. Said permits shall only be issued by the fire chief or his designee after an applicant has received and acknowledged that they have read and understand this fire alarm ordinance, have completed an alarm access permit application and have paid the annual permit fee as outlined in appendix B.~~

~~(b) Unless renewed, all alarm access permits shall expire on December 31 of current year.~~

~~In addition, alarm access permits may be revoked by the fire chief or his designee without refund of the permit fee, if in the opinion of the fire chief or his designee the permit holder has placed protected property at risk, caused three or more false alarms in one calendar year, or violated any other provision of this chapter.~~

Sec. 34-112102. Two-way radio enhancement systems.

- (a) All new buildings shall be tested for adequate radio coverage for emergency responders within the building. Radio coverage is defined as the ability to transmit and receive from the interior of the building to the command vehicle and the dispatch center. Radio coverage must also be capable of transmitting and receiving from portable to portable radios while operating inside the facility to all areas of the building including elevators, elevator lobbies, emergency and standby power rooms, fire pump rooms, areas of refuge, mechanical rooms, boiler rooms and inside enclosed exit stairways. The system installation and components shall also comply with all applicable Federal Regulations, including but not limited to, Federal Communications Rules (47 CFR 90.219), as specified in the NFPA Two-Way Radio Enhancement Systems. These communications have to reach a voter site.
- (b) An application and permit is required for installation of or modification to two-way radio enhancement systems and related equipment. A fee as set forth in the schedule of fees Appendix B to this Code shall be paid upon application for the permit.
- (c) Emergency radio coverage shall include emergency services dispatch frequency and three tactical operations frequencies for the Keene Fire Department, emergency medical services and one dispatch and one tactical frequency for law enforcement. All equipment shall allow communication in analog, digital and encrypted mode.

(1) The emergency frequencies that will be approved to use are as follows:

Channel Name	Personality Type	Receive Freq.	Receive PL Freq.	Receive PL Code
WQCV921	Cnv	159.450	136.5	4Z
TAC 1	Cnv	154.38500	136.5	4Z
TAC 2	Cnv	154.28000	136.5	4Z
TAC 3	Cnv	153.83000	136.5	4Z
KPD				
Main		155.2500		4Z
Tactical		153.9500		4Z

- (d) Buildings and structures which cannot support the required level of radio coverage shall be equipped with a radiating cable system, a distributed antenna system with FCC certified signal boosters, or other system approved by the fire chief or his designee in order to achieve the required adequate radio coverage.
- (e) The system shall be inspected and tested per NFPA 72 Two-Way Radio Enhancement Systems.
- (f) The building owner shall notify or expand the two-way radio enhancement system at their expense in the event frequency changes are required by the FCC or additional frequencies are made available by the FCC. Prior approval of a two-way radio enhancement system on previous frequencies does not exempt this section.
- (g) Agency personnel shall have the right to enter onto the property at any reasonable time to conduct field-testing to verify the required level of radio coverage.

Jay V. Kahn, Mayor

In City Council January 2, 2025.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.



City Clerk

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CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Five

AN ORDINANCE Relating to Installation of a Stop Sign on Jennison Street

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded text to the provisions of Section 94-321, "Stop Signs" in Division 5, "Specific Street Regulations" in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows.

Jennison Street for North bound traffic at the intersection with Foster Street.

Jay V. Kahn, Mayor

In City Council January 2, 2025.
Referred to the Municipal Services,
Facilities and Infrastructure Committee.

City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.9.

Meeting Date: January 22, 2025
To: Municipal Services, Facilities and Infrastructure Committee
From: Donald Lussier, Public Works Director
Through: Elizabeth Dragon, City Manager
Subject: **Relating to Designated Loading Zones and Bus Loading Zones Ordinance O-2024-16-A**

Recommendation:

Move that the Municipal Services, Facilities and Infrastructure Committee Recommend the adoption of Ordinance O-2024-16A.

Attachments:

1. ORDINANCE O-2024-16A Loading Zones
2. ORDINANCE O-2024-16A_Redlined
3. Bus Loading Zones

Background:

On December 4, 2024, the MSFI Committee reviewed and deliberated on the proposed Ordinance O-2024-16. The committee was uncertain if the proposed bus loading zones were needed in all three locations, or if the sizes proposed were appropriate.

Staff has completed additional analysis in light of these questions and will present an amended Ordinance O-2024-16A. This version retains 45 feet of curb on Gilbo Ave. for use as a general loading zone. The remaining 50 feet are designated for buses and emergency vehicles, which is sufficient to accommodate both the public transit service and intercity (i.e., Greyhound) buses.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Designated Loading Zones and Bus Loading Zones

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by removing the stricken text and adding the bolded text to the provisions of Section 94-92, “Designated loading zones.”; and by adding the bolded the bolded text as subsection (h), “Bus Loading Zones”, within Section 94-94, “Restrictions”, Division 2, “Specific Street Regulations” of Article III, “Parking Services”, of Chapter 94, entitled “TRAFFIC, PARKING AND PUBLIC WAYS” as follows;

Sec. 94-92. – Designated loading zones.

...

Gilbo Avenue, south side, from a point ~~64~~ **96** feet west of Main Street, **continuing westerly 45 feet** to a point opposite the west end of the Transportation Center.

...

Roxbury Street, north side, ~~along~~ **beginning at a point 70 feet from the southeast corner of the former Cheshire County Savings Bank, continuing easterly for the remainder of** the indented portion of the street curbing directly in front of the Central Square Terrace apartment building.

Sec. 94-94. – Restrictions

...

h) *Bus Loading Zones* – It shall be a violation for any vehicle, other than an emergency vehicle as defined in NH RSA 259:28 or a community transportation vehicle as defined in NH RSA 239-B:1-a (i.e., public transit service), to stop, stand or park at any time, at any of the following locations:

- (1) Roxbury Street – In front of the Central Square Terrace apartment building on Roxbury Street, westerly of the designated loading zone defined in Section 94-92, above.**
- (2) Gilbo Avenue – Beginning at a point approximately 141 feet west of Main Street, continuing westerly 50 feet along the curblines on the north side of the Keene Transportation Center.**
- (3) West Street – Within the indented portion of curblines on the south side of the Keene Public Library.**

Jay V. Kahn, Mayor



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Designated Loading Zones and Bus Loading Zones

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by removing the stricken text and adding the bolded text to the provisions of Section 94-92, “Designated loading zones.”; and by adding the bolded the bolded text as subsection (h), “Bus Loading Zones”, within Section 94-94, “Restrictions”, Division 2, “Specific Street Regulations” of Article III, “Parking Services”, of Chapter 94, entitled “TRAFFIC, PARKING AND PUBLIC WAYS” as follows;

Sec. 94-92. – Designated loading zones.

...
Gilbo Avenue, south side, from a point ~~64~~ 96 feet west of Main Street, continuing westerly 45 feet to a point opposite the west end of the Transportation Center.

...
Roxbury Street, north side, ~~along~~ **beginning at a point 70 feet from the southeast corner of the former Cheshire County Savings Bank, continuing easterly for the remainder of the indented portion of the street curbing directly in front of the Central Square Terrace apartment building.**

Sec. 94-94. – Restrictions

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- (1) **Roxbury Street – In front of the Central Square Terrace apartment building on Roxbury Street, westerly of the designated loading zone defined in Section 94-92, above.**
- (2) **Gilbo Avenue – Beginning at a point approximately 141 feet west of Main Street, continuing westerly 50 feet aAlong the curbline on the north side of the Keene Transportation Center.**
- (3) **West Street – Withing the indented portion of curbline on the south side of the Keene Public Library.**

Jay V. Kahn, Mayor

