

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
MEETING MINUTES

Wednesday, April 21, 2021

5:30 PM

**Hybrid Meeting –
Council Chambers/Zoom**

Members Present:

Janis O. Manwaring, Chair
Michael Giacomo, Vice Chair
Randy L. Filiault
Robert C. Williams (Zoom)
Andrew M. Madison (Zoom)

Staff Present:

Elizabeth A. Dragon, City Manager
Thomas P. Mullins, City Attorney
Rebecca Landry, IT Director/ACM
Kürt Blomquist, Director of Public
Works/Emergency Management Director
Med Kopczynski, Director of Economic
Development, Special Projects, & Initiatives
Andy Bohannon, Director of Parks,
Recreation & Facilities
Rhett Lamb, Community Development
Director/ACM

Members Not Present:

Chair Manwaring read the executive order authorizing a remote meeting: Emergency Order #12, issued by the Governor of the State of New Hampshire pursuant to Executive Order #2020-04. Pursuant to this Order, Chair Manwaring called the meeting to order at 5:34 PM and Committee members stated their locations and whether alone.

1) Kevin Leary – Request for Access to Property – Old Gilsum Road

Chair Manwaring welcomed Kevin Leary of 27 Meetinghouse Road to speak about this new request. Mr. Leary said that since he was before this committee last, he met with City Staff from the Parks, Recreation & Facilities Department and Public Works Department to discuss in-depth the work he planned and decided it was best to present a new proposal to the City Council with more information. Mr. Leary continued stating that he obtained a legal lease granting him access to the Fontaine Property. He sought formal access to the property per the original right-of-way access, which is Old Gilsum Road. He requested to enter the property using a small tracked motorized machine to work with a licensed forester for property maintenance and improvements. Mr. Leary said this one-time annual entrance would be followed by the property work and would then require a one-time exit via Old Gilsum Road. This access would be scheduled always with the appropriate Staff in the Departments of Parks, Recreation & Facilities and Public Works to coordinate access through the locked gate to Old Gilsum Road. He requested this access once in 2021 and to then occur again every two or three years with the same Staff guidance.

Chair Manwaring welcomed the Director of Public Works/Emergency Management Director, Kürt Blomquist, who said that he and other Staff had robust discussions with Mr. Leary about his plans. Per Section 94-238 of the City Code, the Class VI Old Gilsum Road can be accessed by motor vehicles with Council permission. The Director of Public Works said that Staff were satisfied with the formal lease that Mr. Leary obtained for access to the property. If the City Council granted Mr. Leary this permission, the City would facilitate the appropriate legal documentation with Mr. Leary so that he could access the property in the fashion he described. The Director of Public Works said that this request met all requirements in the City Code. As such, Staff recommended that this Committee recommend to the City Council that Mr. Leary be given access to use a motorized vehicle on the Class VI portion of the Old Gilsum Road for the purpose of transporting in-and-out of equipment to the Fontaine Property one-time yearly until 2023 so long as this motorized access is coordinated with City Staff and Mr. Leary abides all conditions set by staff.

Chair Manwaring asked for certainty that Staff were satisfied with the lease Mr. Leary presented and the Director of Public Works replied in the affirmative, stating that it meets the intent of the City Code.

Vice Chair Giacomo thanked Mr. Leary and Staff for working out a mutually beneficial resolution to this issue.

Vice Chair Giacomo made the following motion, which Councilor Filiault seconded.

On a roll call vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends per Section 94-238 of the City Code of Ordinances, that Kevin Leary is permitted to use a motorized vehicle on the Class VI portion of the Old Gilsum Road for the purpose of transporting in and out of equipment one time each year until 2023 to the Fontaine Albert R Revocable Trust Property (218-009-00-000-000). This motorized access is to be coordinated with City staff with Mr. Leary abiding by all condition set by staff.

2) Relating to Designated Loading Zones
Ordinance O-2021-03

Chair Manwaring welcomed Med Kopczynski, Director of Economic Development, Special Projects, and Initiatives, who recalled that at the last meeting Charcoal Charlie presented a request to this Committee related to the loading zone on Railroad Street. At the previous meeting, Staff recommended that the loading zone should be reconverted to a vendor space, which is different than other loading zones on Main Street. He was working with the City Clerk on this change. Mr. Kopczynski reminded the Committee that Council had already read this Ordinance once, which he said was crafted to preserve the loading zone characteristics of the spot used by most local trucks (too small for 55' trailers), recognizing that the spot would act as

a vendor space from 10:00 AM to 3:00 PM and otherwise be available as a typical loading zone. Mr. Kopczynski concluded that City Staff recommended adopting Ordinance O-2021-03.

Chair Manwaring asked whether this was a new Code. Mr. Kopczynski said no, this would essentially restore the zone to what it was previously. The language in this Ordinance would preserve the loading zone features during certain hours. If adopted, he would work with the City Clerk to restore this space as the sixth vendor space in the downtown.

Chair Manwaring welcomed Denise Meadows. Ms. Meadows thanked City Council and Staff for their hard work, adding that she looked forward to being downtown again.

Vice Chair Giacomo made the following motion, which Councilor Filiault seconded.

On a roll call vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2021-03.

3) **Adjournment**

There being no further business, Chair Manwaring adjourned the meeting at 5:47 PM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
April 25, 2021

Additional Edits by,
Terri M. Hood
Assistant City Clerk