



MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE  
Council Chambers B, Keene City Hall  
September 27, 2023  
6:00 PM

**A. AGENDA ITEMS**

1. Councilor Lake - Requesting an Update on the Sidewalk Asset Management Program
2. Petition - Request for Urgent Appeal for the Installation of a Sidewalk on Arch Street between Hurricane Road and Felt Road  
Background Information - Public Works Director
3. PowerPoint Presentation - Ad-Hoc Lower Winchester Street Project Steering Committee
4. PowerPoint Presentation - Reconstruction of NH Route 101 from East of Optical Avenue to Branch Road

**B. MORE TIME ITEMS**

**NON PUBLIC SESSION**

**ADJOURNMENT**

Honorable Mayor & City Council,

I am requesting that City Staff present an update on the Sidewalk Asset Management Program. Given that we have seen project costs rising rapidly over the past few years, I believe it would be good to have a public discussion around the status of our sidewalk program. The project was put into motion a couple of years ago with the intent to replace 3 sidewalks with concrete each year and 2023 was the beginning of that work. Some questions that come to mind are the following:

Are we on schedule to complete the intended sidewalks for 2023(Lower Main, School, Lincoln)?

Are we on target to meet our budget?

Do we foresee any necessary changes to the schedule or funding as outlined in the '23-'29 CIP?

I think it would also be beneficial to have a refresh on how we determined which sidewalks would be replaced earlier in the process. Knowing that we have many, many miles of sidewalk to get to, understanding why some are prioritized over others would be beneficial.

Thank you to everyone that has been a part of this project. Improving our sidewalks across the City is an incredibly important endeavor that will improve the day to day lives of many of our citizens.

At your service,

Bryan Lake

City Councilor, Ward 3

68 Timberlane Dr, Keene NH

blake@keeneh.gov



Bryan Lake  
City Councilor, Ward 3

Rebecca Lancaster  
10 Wildwood Road  
Keene, NH

September 1<sup>st</sup>, 2023

Mayor George Hansel  
3 Washington Street  
Keene, NH 03431

Dear Mayor Hansel and Respected Members of the City Council,

**Subject: Urgent Appeal for the Installation of a Sidewalk on Arch Street between Hurricane Road and Felt Road**

We, the undersigned members of the Keene community, are writing to express our collective concern regarding the lack of a safe pedestrian pathway along a crucial section of Arch Street between Hurricane Road and Felt Road. As residents deeply invested in the well-being of our neighborhood, we earnestly request your attention and support in addressing this critical safety issue.

Our community shares the following concerns:

1. **Safety at Risk:** The section of Arch Street in question witnesses a significant influx of pedestrians, including children, parents, and seniors. The absence of a dedicated sidewalk forces pedestrians to navigate an unsafe environment, putting them at risk of accidents and injuries, particularly for the most vulnerable members of our community - our children and elderly residents.
2. **Traffic Hazards:** The road experiences vehicular traffic at speeds that regularly exceed safe limits for a mixed pedestrian-vehicle setting. By installing a sidewalk, we can create a clear demarcation between pedestrians and vehicles.
3. **Proximity to High School:** The road's close proximity to Keene High School has resulted in a large population of young, inexperienced drivers utilizing the stretch of road several times on a daily basis. The lack of a sidewalk, combined with young drivers' tendencies to be less cautious, creates a hazardous situation for students and pedestrians in the area. KHS teens and Symonds School elementary students residing within our neighborhood have no safe route to walk or bike to school.
4. **Elderly Population:** This section of Arch Street connects Langdon Place, which houses a substantial elderly population, to the rest of the West Keene neighborhood. These residents often depend on walking for their daily activities, and a sidewalk would greatly enhance their safety and mobility, reducing the risk of accidents.
5. **Inclusive Accessibility:** Our diverse community includes people with varying mobility needs. A sidewalk would not only provide a safe path for all pedestrians but also ensure that our neighborhood remains inclusive and accessible to everyone, regardless of their physical abilities.

6. **\*\*Improved Neighborhood Mobility:\*\*** With the installation of a sidewalk, several hundred households would gain safe access to walk around the neighborhood. This increased mobility would promote healthier lifestyles and enhance the overall quality of life for everyone.

The safety of our children and elderly residents is of paramount importance. The absence of a safe pedestrian pathway on Arch Street significantly hinders their ability to move about freely and independently. The risks they face are not only concerning but also preventable through the installation of a sidewalk.

We firmly believe that the installation of a sidewalk on Arch Street is an urgent necessity. We have gathered signatures from numerous neighbors who share our concerns and support this endeavor:

1. Rebecca & Jeff Lancaster - 10 Wildwood Road
2. Jon & Alex Lesser - 61 Felt Road
3. Suzanne & Larry Butcher - 44 Felt Road
4. Spencer & Ashley Noyes - 134 Arch Street
5. Julia & Danny Kerr - 35 Felt Road
6. Jonathan & Britney Poirier - 47 Felt Road
7. Emily Gannon - 110 Arch Street
8. Misha & Carolina Zaitzeff - 54 Felt Road
9. Jan Walker - 14 Wildwood Road
10. Peter & Barbara Russo - 13 Wildwood Road
11. Charles Sterling & Shayna Kirschner - 5 Felt Road
12. Gail Burgess - 30 Wildwood Road
13. Indira Singh - 53 Felt Road
14. Kathrine Piper - 19 Felt Road
15. Betsy & Joseph Stacey - 39 Felt Road
16. Steve Kunze - 126 Arch Street
17. Taylor Kunze - 116 Arch Street
18. Ken & Lynn Bergman - 14 Blackberry Lane
19. Alice Fuld - 11 Blackberry Lane
20. Jim Fay - 21 Blackberry Lane
21. Andrea & David Hope - 112 Arch Street
22. Maureen Selby - 92 Arch Street
23. Barbara Berry - 27 Felt Road
24. Langdon Place - 136A Arch Street

We understand that municipal projects involve careful consideration and resource allocation.

We kindly request your prompt attention to this matter and hope for a positive response. By addressing this concern, we can together create a safer and more livable environment for all residents of Keene.

Thank you for your time and consideration.

Sincerely,



Rebecca Lancaster



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** September 27, 2023  
**To:** Municipal Services, Facilities and Infrastructure Committee  
**From:** Kurt Blomquist, ACM/Public Works Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Background Information - Public Works Director**

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**Recommendation:**

That the Municipal Services, Facilities and Infrastructure Committee accept the memorandum on the New Sidewalk Program as informational.

**Attachments:**

1. New Sidewalk Program Background

**Background:**

The City maintained for over a decade a New Sidewalk Program. The program had a list of sidewalk locations that had either been identified by staff or had been requested by residents. The program included a number of criteria and identified a way to prioritize requests. The criteria identified included:

- School Walking Zones,
- Major Community Generator/Attractor Zone,
- Commercial Clusters, and
- Concentrated Housing Developments.

For the Priority system, the following criteria were used to develop a ranking of sidewalk projects:

- Pedestrian Factor – General volume of pedestrian volume,
- Vehicle Traffic – Based on the type of street the proposed sidewalk was along,
- Existing Sidewalk – Whether there was already an existing sidewalk on the street, and
- Increased safety.

In 2017, there were 19 new sidewalk locations identified at a total cost of approximately \$4.48M.

During the City Council Capital Improvement Program (CIP) review, discussions occurred about whether this was a viable program because projects had not been funded in quite a period of time due to fiscal constraints. The amount of funding that had been occurring was creating a long period

of time for a project to be completed and there was focus on providing funding for the maintenance of the City's existing 52 miles of sidewalks. During the FY18-FY23 CIP discussion (January – March 2017), the City Council formally took up the discussion on the program. The City Council decided that there needed to be a focus on maintaining the existing sidewalks as a priority. Therefore, the New Sidewalk Program should be removed. The New Sidewalk Program did not appear in the FY19-FY24 CIP.

## Criteria Used to Determine Priority of New Sidewalks

With the challenges of limited resources for new sidewalk construction the Department looked at a way to incorporate ideas of walkability, community generators and attractors to assist in prioritization. The following are the community criteria that were identified:

- \*\*\*\*\*
- Schools Walking Zones** ½ mile  
(Includes public / private elementary, secondary, and post-secondary)  
\*\*\*\*\*
  - Major Community Generator/Attractor Zone** ½ mile  
(Includes Daycares / Cultural / Parks / Human Service / Municipal)  
\*\*\*\*\*
  - Commercial Clusters** ½ mile  
(Includes Downtown / Key Rd / West St / CVS Plaza / etc.)  
\*\*\*\*\*
  - Concentrated Housing Developments** ½ mile  
(Includes Bennett Block / CitySide Housing / Harmony Lane / etc.)  
\*\*\*\*\*

Concentric circles were then plotted on a map of the City. The more the circles intersected, the higher probability of/or potential of pedestrian traffic. An investment in sidewalks in these areas would provide a higher impact. This information would impact the Pedestrian Traffic rating, the more concentric circles the higher the rating.

A matrix was developed with a number of criteria. These criteria were also weighted with higher emphasis on pedestrian traffic and safety. The matrix criteria are as follows.

Factor	Rating		Weight
Pedestrian Factor	1	Low	.30
	3	Medium	
	5	High	
Vehicle Traffic	1	Low/Local	.25
	3	Med/Collector	
	5	High/Arterial	
Existing Sidewalk	1	Yes	.15
	3	Partial	
	5	No	
Increase Safety	1	Low	.30
	3	Med	
	5	High	

## New Sidewalk Project List

LOCATION	PED TRAFFIC	VEHICLE TRAFFIC	EXISTING WALK ON STREET	INCREASE SAFETY	TOTAL	LENGTH	FISCAL YEAR	TOTAL COST			
WEST SURRY RD - ROUTE 12A	1	0	5	1.3	5	0.8	5	2	3.8	2,708	\$449,068
BRADFORD RD	1	0	3	0.8	5	0.8	5	2	3.3	3,400	\$563,822
NORTH LINCOLN ST - Beaver St to George St	1	0	3	0.8	5	0.8	5	2	3.3	2,100	\$348,243
PAKO AVE	3	1	3	0.8	5	0.8	3	1	3.3	3,520	\$583,722
PAKO AVE	3	1	3	0.8	5	0.8	3	1	3.3	2,370	\$393,017
ROXBURY ST - Reservoir St to Water St	3	1	3	0.8	5	0.8	3	1	3.3	900	\$149,247
BLOSSOM ST - Robbins Rd to West St	3	1	3	0.8	3	0.5	3	1	3.0	1,900	\$315,077
AMERICAN AVE - Kennedy Drive to Old Walpole Rd	3	1	1	0.3	5	0.8	3	1	2.8	1,400	\$232,162
PERHAM ST	3	1	1	0.3	5	0.8	3	1	2.8	300	\$49,749
RIVER ST - North of Mayflower	4	1	1	0.3	3	0.5	3	1	2.8	500	\$82,915
ROYAL AVE	3	1	1	0.3	5	0.8	3	1	2.8	1,400	\$232,162
WAKEFIELD ST	3	1	1	0.3	5	0.8	3	1	2.8	750	\$124,373
WOODBURN ST - Portland to Linden St.	3	1	1	0.3	5	0.8	3	1	2.8	450	\$74,624
PORTLAND ST	3	1	1	0.3	3	0.5	3	1	2.5	600	\$99,498
ROBBINS RD	3	1	1	0.3	3	0.5	3	1	2.5	730	\$121,056
KENDALL RD	1	0	1	0.3	5	0.8	3	1	2.2	1,700	\$281,911
HARRISON ST	5	2	1	0.3	1	0.2	1	0	2.2	700	\$116,081
WOODBURY ST	3	1	1	0.3	3	0.5	1	0	1.9	1,600	\$265,328
Note: The sidewalk listed below was requested via the Citizen Request Form on the City Website. It has not yet been evaluated by Council for official consideration.											
STONEHOUSE LANE	3	1	1	0.3	5	0.8	3	1	2.8	1,210	\$200,654
<b>TOTAL</b>											<b>\$4,482,053</b>

Factor	Weight
Pedestrian Traffic	30%
Vehicle Traffic	25%
Existing Sidewalk	15%
Increase Safety	30%

Notes:  
Sidewalks listed for construction beyond FY 15 are projected using FY15 dollars plus 3% per year

**2014 installed unit costs**

concrete sidewalk \$161 per linear foot

includes granite curbing, 10% contingencies, 10% engineering design, 10% construction administration, 1% overhead costs, and 3% inflation per year

# NEW SIDEWALK LIST

## 2018

LOCATION	LENGTH	TYPE WORK	EST. COST
Subtotal			\$0
Construction Contingency: 10%			\$0
Construction Totals			\$0
Design: 10%			\$0
Construction Administration: 10%			\$0
SUPV. & Overhead: 1%			\$0
Project Total			\$0
Inflation Factor: 3% / yr. x 3 yrs.			\$0
<b>Total Sidewalks</b>			<b>\$0</b>

## 2019

LOCATION	LENGTH	TYPE WORK	EST. COST
Subtotal			\$0
Construction Contingency: 10%			\$0
Construction Totals			\$0
Design: 10%			\$0
Construction Administration: 10%			\$0
SUPV. & Overhead: 1%			\$0
Project Total			\$0
Inflation Factor: 3% / yr. x 3 yrs.			\$0
<b>Total Sidewalks</b>			<b>\$0</b>

## 2020

LOCATION	LENGTH	TYPE WORK	EST. COST
Subtotal			\$0
Construction Contingency: 10%			\$0
Construction Totals			\$0
Design: 10%			\$0
Construction Administration: 10%			\$0
SUPV. & Overhead: 1%			\$0
Project Total			\$0
Inflation Factor: 3% / yr. x 4 yrs.			\$0
<b>Total Sidewalks</b>			<b>\$0</b>

## 2021

LOCATION	LENGTH	TYPE WORK	EST. COST
Subtotal			\$0
Construction Contingency: 10%			\$0
Construction Totals			\$0
Design: 10%			\$0
Construction Administration: 10%			\$0
SUPV. & Overhead: 1%			\$0
Project Total			\$0
Inflation Factor: 3% / yr. x 5 yrs.			\$0
<b>Total Sidewalks</b>			<b>\$0</b>

## 2022

LOCATION	LENGTH	TYPE WORK	EST. COST
Subtotal			\$0
Construction Contingency: 10%			\$0
Construction Totals			\$0
Design: 10%			\$0
Construction Administration: 10%			\$0
SUPV. & Overhead: 1%			\$0
Project Total			\$0
Inflation Factor: 3% / yr. x 6 yrs.			\$0
<b>Total Sidewalks</b>			<b>\$0</b>

## 2023

LOCATION	LENGTH	TYPE WORK	EST. COST
Subtotal			\$0
Construction Contingency: 10%			\$0
Construction Totals			\$0
Design: 10%			\$0
Construction Administration: 10%			\$0
SUPV. & Overhead: 1%			\$0
Project Total			\$0
Inflation Factor: 3% / yr. x 7 yrs.			\$0
<b>Total Sidewalks</b>			<b>\$0</b>



# CITY OF KEENE, NEW HAMPSHIRE

## 2018 - 2023 Capital Project Funding Request

### GENERAL PROJECT DATA

Project Name: **Sidewalks New**  
 Department: **Public Works - General Fund**  
 Physical Location: **Various**  
 Federal Mandate: **NO**  
 State Regulation or Law: **NO**  
 Master Plan (CMP) Focus Area: **Quality Built Environment**  
 CMP Vision/Strategy: **Infrastructure**  
 Council Initiative: **Policy**  
 V.O.I.C.E.: **Continually Assess Facilities and Infrastructure**  
 Departmental Objective: **YES**



### PROJECT DESCRIPTION/JUSTIFICATION

This project provides funds for design and construction of new sidewalks throughout the City. The need for new sidewalks exceeds the available resources. The majority of the proposed new sidewalk locations are the result of requests from individuals and neighborhoods. These requests are evaluated by a variety to criteria to develop new sidewalk priorities. The criteria includes pedestrian traffic, vehicular traffic, current sidewalk on one side, and the anticipated safety benefit from sidewalk construction.

In 2017 the City plans to develop a new sidewalk evaluation program. It is anticipated that all streets will be evaluated based on the criteria outlined above. This will allow the City to make better decisions about priorities and options for new sidewalks. Implementation is scheduled for the FY19-24 CIP.

### FINANCIAL PLAN & PROJECT SCHEDULE

	PRIOR YR	FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
<b>EXPENDITURES</b>								
Design								0
Construction/Implementation								0
Property/Equip. Acquisition								0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>FUNDING</b>								
Current Revenue								0
Capital Reserve								0
Debt Funded								0
Federal or State Grants								0
Other Sources								0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**ANNUAL DEPARTMENT OPERATING BUDGET IMPACT:** Negligible<\$5,001  
 Multi-year

**PROJECT STATUS:** Ongoing CIP



# CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

**Meeting Date:** September 27, 2023

**To:** Mayor and Keene City Council

**From:** Donald Lussier, City Engineer

**Through:** Elizabeth Dragon, City Manager  
Kurt Blomquist, ACM/Public Works Director

**Subject:** PowerPoint Presentation - Ad-Hoc Lower Winchester Street Project Steering Committee

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**Council Action:**

**In City Council September 7, 2023.**

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

**Recommendation:**

That the Mayor refer the recommendations of the Ad Hoc Lower Winchester Street Project Steering Committee to the Municipal Services, Facilities and Infrastructure Committee for further consideration and a recommendation to the City Council.

**Attachments:**

None

**Background:**

On September 15, 2022, Mayor Hansel appointed members to the Ad Hoc Lower Winchester Street Project Steering Committee (Committee). The Committee consisted of seven members; five selected from the City of Keene and two appointed by the Town of Swanzey. The Committee was charged as follows:

*To provide planning, guidance and general direction for the Lower Winchester Street Reconstruction Project, in partnership with affected residents, local businesses, City of Keene and Town of Swanzey staff, and the New Hampshire Department of Transportation. The Committee will specifically focus on balancing the needs of all the various project stakeholders and providing a conduit for the community to have their concerns addressed during the design process. The Committee will provide advice to the City's consultant through the review of collected data and draft work products. Ultimately, the Committee will make a recommendation to the City Council with respect to the scope of improvements and the preferred alternative.*

The Committee held a total of five public meetings between October 4, 2022 and July 18, 2023. In addition, they hosted two public "Listening Sessions", where attendees were invited to share their thoughts on both the challenges within the project corridor as well as the opportunities presented by the reconstruction project.

During the course of their work, the Committee members provided valuable feedback to the design team and helped guide the development of alternatives for corridor improvements. One of the first tasks completed by the Committee was to assist the consultant in developing the project "Purpose & Need" statement. This is a critical element in federally-funded transportation projects; it is the metric that potential improvements are measured against. The Purpose and Need statement developed for the Lower Winchester Street Reconstruction Project is as follows:

### **Purpose**

*The purpose of the project is to provide a Complete Street that addresses daily congestion and side street queueing that occurs along the Lower Winchester Street corridor from the Route 101 Roundabout in Keene to the Market Basket driveway in Swanzey. Improving aesthetics, access and safety for all users are essential goals of the project. The project will address deficiencies on the bridge that carries Winchester Street over Ash Swamp Brook.*

### **Need**

- *The high volume of turning traffic at the intersections and driveways along Winchester Street causes excessive queues and delays.*
- *Delays accessing Winchester Street lead to unsafe behavior with near-miss collisions.*
- *Pedestrian and bicycle facilities do not exist along the corridor.*
- *Poor aesthetics with no green space along the corridor.*
- *Excessive speed for those travelling to and from West Swanzey Road.*
- *The trail/snowmobile crossing is unsafe for its users due to poor signage.*
- *The Ash Swamp Brook Bridge is on the State's "Red-list", is too narrow, and has sub-standard bridge and approach railings.*

During their public meeting on July 18, 2023, the Committee voted on a set of recommended project elements to the City Council, thereby fulfilling their charge. The recommendations (along with the votes for and against) are listed below:

1. Two travel lanes in each direction between Rt. 101 and Krif Road. (3-2)
2. A raised median between Rt. 101 and Krif Road. (4-1)
3. A raised median between Krif Road and Mathews Road (3-2)
4. Roundabouts at the intersections of Krif Road, Mathews Road and the Market Basket entrance. (4-1)
5. A "shared-use center turn lane" between Mathews Road and the Market Basket Entrance. (5-0)



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**William Cass, P.E.**  
**Commissioner**

**David Rodrigue, P.E.**  
**Assistant Commissioner**

**Andre Briere, Colonel, USAF (RET)**  
**Deputy Commissioner**

Donald Lussier, City Engineer  
Public Works Department  
350 Marlboro Street  
Keene, NH 03431

Re: Keene 41590 - Reconstruction of NH Route 101 from east of Optical Ave to Branch Road  
Public Officials Meeting Request

Dear Mr. Lussier,

The New Hampshire Department of Transportation and our consultant, CHA Consulting Inc. (CHA) would like to provide an overview of the above noted project, its goals and preliminary schedule at a City of Keene Public Officials meeting.

Per prior discussion at a project coordination meeting on July 12th, 2023, it was noted that a presentation at the City's Municipal Services Facilities and Infrastructure Committee meeting would be appropriate to support this need. Our Team is available to present at the Sept. 27<sup>th</sup> meeting if the opportunity is still feasible and will be able to provide a PowerPoint presentation by Sept. 25<sup>th</sup>. Team members from the NHDOT and CHA will attend the meeting to provide the presentation in person.

The purpose of the project is to provide safety improvements along this segment of NH Route 101, while improving the roadway and bridge infrastructure condition. Two of the primary considerations of the project is to improve the intersection sight distance at the Swanzey Factory Road and NH Route 101 intersection where the geometric deficiencies are attributed to multiple crashes over the years, as well as to address the Red-Listed NH 101 Bridge #166/050 over the Branch River.

Our Team looks forward to hearing from you in regard to the opportunity to present the project.

Sincerely,

David S. Smith, P.E.  
NHDOT Project Manager