



MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
Council Chambers, Keene City Hall
October 21, 2026
6:00 PM

A. AGENDA ITEMS

1. Court Street Drain Replacement Acceptance of Permanent Easements — City Engineer
2. Guitard Homes Court Street Cottage Court Acceptance of a Utility Easement - City Engineer
3. Verbal Update: Traffic and Safety Assessment of School Street - City Engineer
4. Councilor Filiault - Request to Review Planned Traffic Lane Configuration Around Central Square
Central Square Traffic Flow Presentation Slides - Public Works Director
5. Direct Referral: Communication/Dorrie Masten - Concerns Related to Downtown Infrastructure Project
6. Downtown Infrastructure Project Update - Public Works Director

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: October 21, 2026

To: Municipal Services, Facilities and Infrastructure Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Court Street Drain Replacement Acceptance of Permanent Easements — City Engineer**

Recommendation:

Move that the Municipal Services, Facilities and Infrastructure Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute permanent easements and temporary access agreements with the affected property owners for the access, installation and future maintenance of the Court Street Culvert Replacement Project.

Attachments:

None

Background:

As part of the City's FY28 CIP Stormwater Resiliency Program, the Court Street Culvert Replacement Project (75M00628), the City and its consultant, Fuss & O'Neill, have completed the design and developed plans for replacement of the existing cross culvert beneath Court Street, located just north of the Court Street and Evergreen Avenue intersection.

The existing culvert is approximately 30 feet below the Court Street road surface and is in poor condition, requiring replacement. Due to the depth of the existing culvert and the site conditions, horizontal directional drilling (HDD), or "no-dig" technology, has been identified as the most feasible construction method for installing the proposed HDPE replacement culvert.

The project requires the City to obtain two easements from properties abutting Court Street to provide the contractor with access to the construction area. The easements will allow the contractor to establish temporary access from Court Street through the two properties, one at the inlet and one at the outlet of the existing culvert. This access is necessary to restore the existing stream both upstream and downstream of the crossing, install the new HDPE culvert using HDD, construct the culvert headwalls, and fill, cap, and abandon the existing collapsed culvert.

Following construction, the access easements will be retained to allow the City, or its designee, to access the culvert for future inspection, cleaning, maintenance, and repairs.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: October 21, 2026

To: Municipal Services, Facilities and Infrastructure Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Guitard Homes Court Street Cottage Court Acceptance of a Utility Easement - City Engineer**

Recommendation:

Move that the Municipal Services, Facilities and Infrastructure Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a permanent easement with the property owner for the access and future maintenance of the public water and sewer utilities for the Guitard Homes Cottage Court Project.

Attachments:

1. Utility Easement to City of Keene_RECORDERD

Background:

As part of the Guitard Homes Court Street Cottage Court Project, City Council voted at its October 1, 2026 meeting to accept the water and sewer main utilities proposed as part of the project, in accordance with City Council Report Item D.2.

In consideration of the City's acceptance of these utilities as public infrastructure upon completion of the project, the property owner/developer prepared proposed easement language to provide the City with access to the water and sewer mains for future inspection, maintenance, and repair.

The attached draft permanent easement was submitted to the City for review and has been reviewed and determined to be acceptable for its intended purpose by both the City Attorney's Office and Public Works Department.

Prepared by:
Shaheen & Gordon, P.A.
20 Depot Street, Suite 220
Peterborough, NH 03458

E Doc # 2606493 08/18/2026 08:25:07 AM
Book 3359 Page 1123 Page 1 of 3
Register of Deeds, Cheshire County

Anna Z Tift

Exempt from Transfer Tax Pursuant to RSA 78-B:2, I
Exempt from LChip Pursuant to RSA 478:17-g, II(a)

UTILITY EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That, **Guitard Homes, LLC**, a New Hampshire limited liability company, with an address of P.O. Box 604, Jaffrey, NH 03452 (the "**Grantor**"),

for consideration paid,

grants to the **City of Keene**, a New Hampshire municipal corporation, with an address of 3 Washington Street, Keene, NH 03431 (the "**Grantee**"),

with WARRANTY COVENANTS:

A permanent ten (10) foot wide easement over land of the Grantor identified as Parcel 228-016 on the easterly side of Court Street, City of Keene, County of Cheshire and State of New Hampshire, to construct, install, maintain, repair, remove and replace, underground sewer pipes and waterline pipes, and appurtenant gates, valves, pumps, manholes and other incidental equipment.

The permanent right and easement to use the area on, over, and under that portion of the Grantor's common area property located within the boundaries of the roadways to be laid out within the Woodland Trail Village Condominium.

MEANING AND INTENDING to describe and convey an interest in land of the Grantor as described the Warranty Deed from The Cheshire Health Foundation, dated October 11, 2024, recorded at the Cheshire County Registry of Deeds (the "**Registry**"), Book 3290, Page 1192.

In exercising its rights under this easement, the Grantee, its successors and assigns, shall be obligated to restore, at its expense, all disturbed areas as nearly as practical as their former

condition, and shall take measures to control and minimize soil erosion, including, without limitation, seeding with grasses and other erosion controlling vegetation.

In granting this easement, the Grantor covenants on behalf of itself, and its successors and assigns, not to erect or permit to be erected upon the described easement area any structure, nor to do any act which would interfere with the use of said easement by the Grantee, or its successors and assigns.

Homestead rights do not apply to this Grantor.

[SIGNATURE TO FOLLOW]

Dated this 17th day of August, 2026

Guitard Homes, LLC

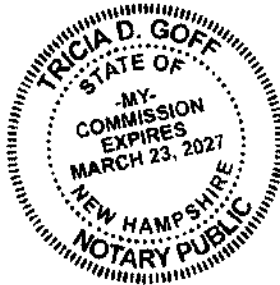
By: [Signature]
Michael D. Guitard, Manager
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF Hillsborough, ss.

The foregoing instrument was acknowledged before me, the undersigned officer, this 17th day of August, 2026, by Michael D. Guitard, as the duly authorized Manager of Guitard Homes, LLC known to me or satisfactorily proven to be the same, and stated that they executed this instrument as their free and voluntary act for the purposes therein expressed on behalf of the said company.

[Signature]
Notary Public/Justice of the Peace

AS-FIX SEAL



September 24, 2026

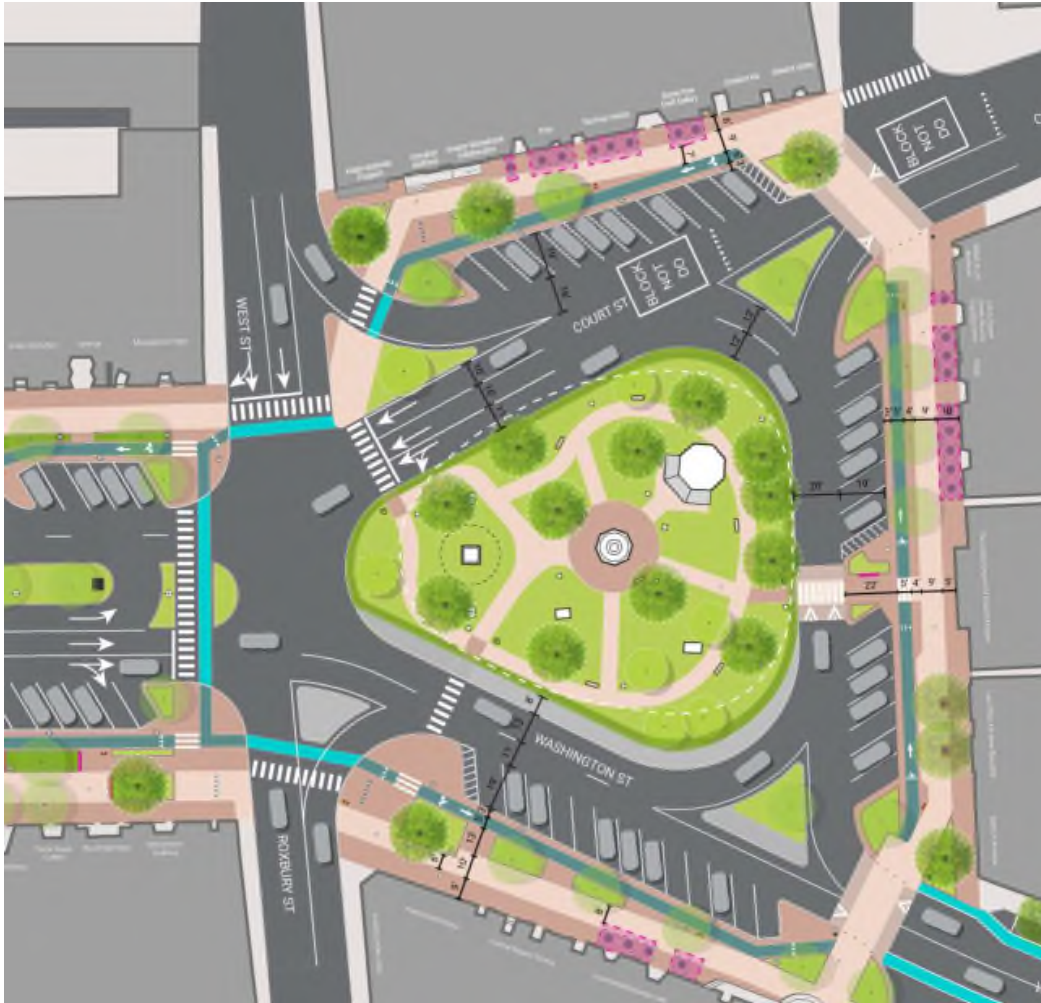
To: Mayor Kahn And Keene City Council
From: City Councilor Randy L. Filiault
Subject: Downtown infrastructure project traffic lanes

As I mentioned at the September 23rd meeting of the MSFI committee, I'm requesting the city council reconsider the current plan of one traffic lane around the North section of the common in Central Square. I realize this decision, when made, was a "compromise", among others, in order to get the project proceeding. However I still feel this "compromise", of having only one travel lane around the common, rather than two travel lanes, based on traffic patterns and congestion during peak travel hours, will prove to be an unwise decision and should be changed before implementation. This change will not require any additional cost to taxpayers nor any construction changes. I look forward to further discussion on this matter./

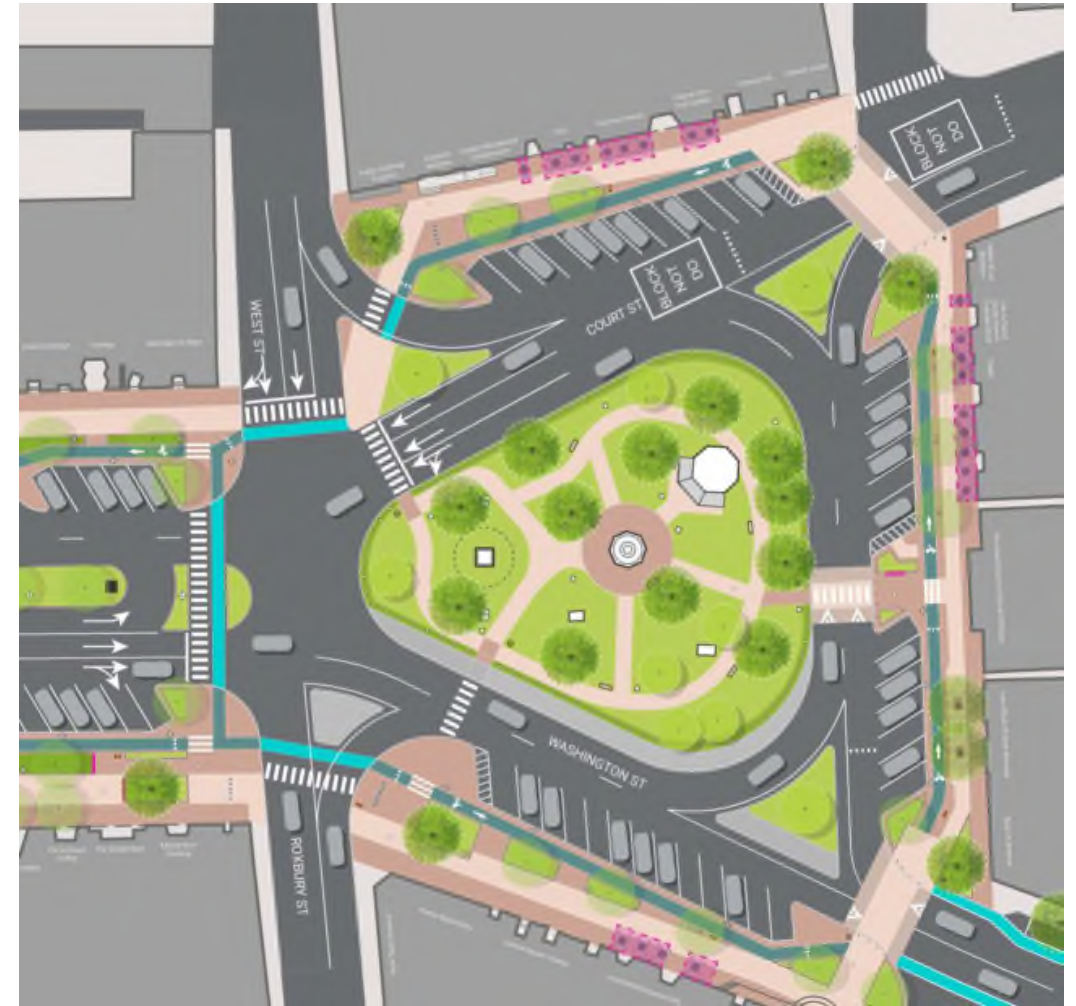


y L. Filiault

NORTH OF CENTRAL SQUARE - OPTIONS

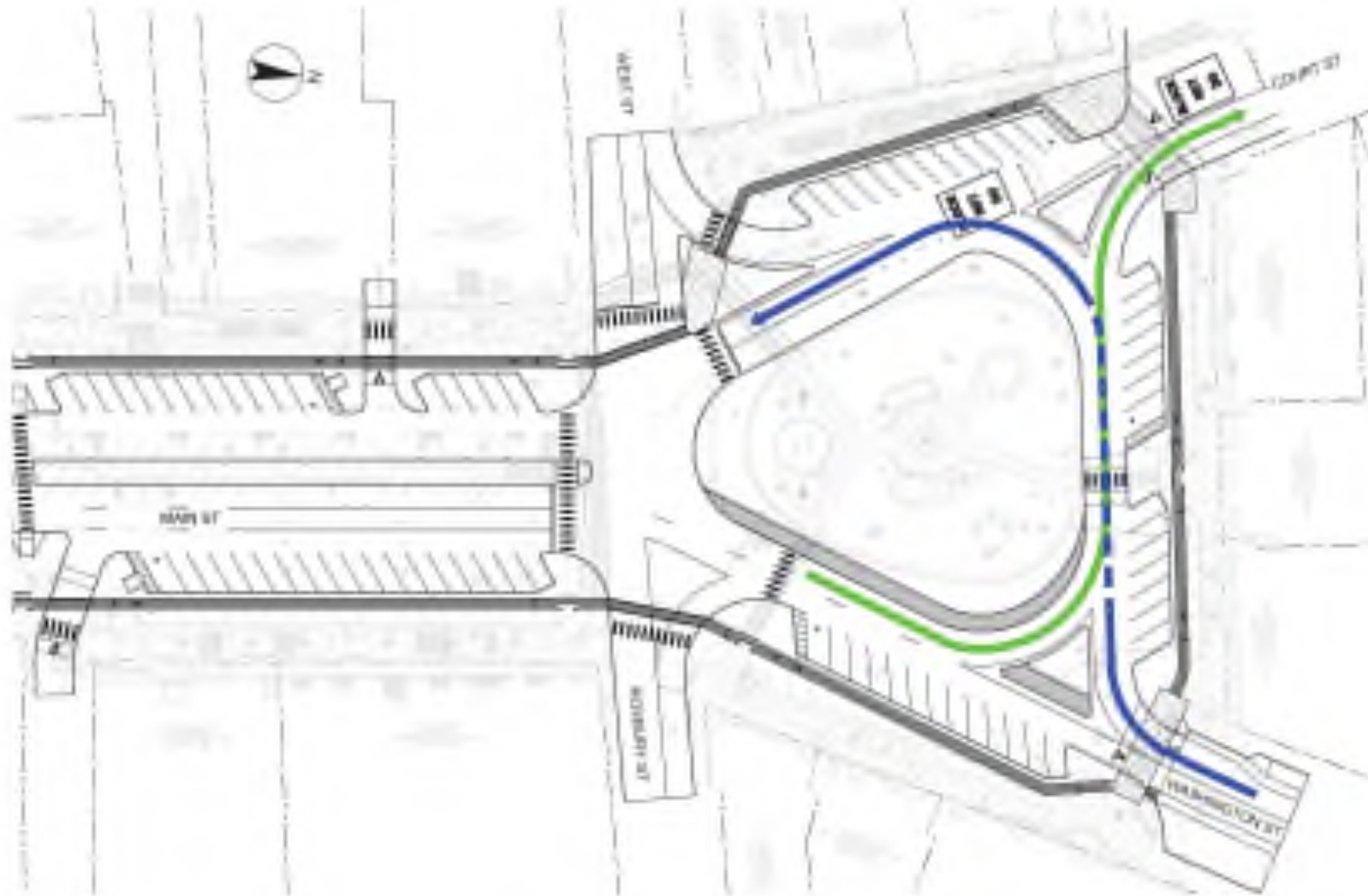


ONE LANE

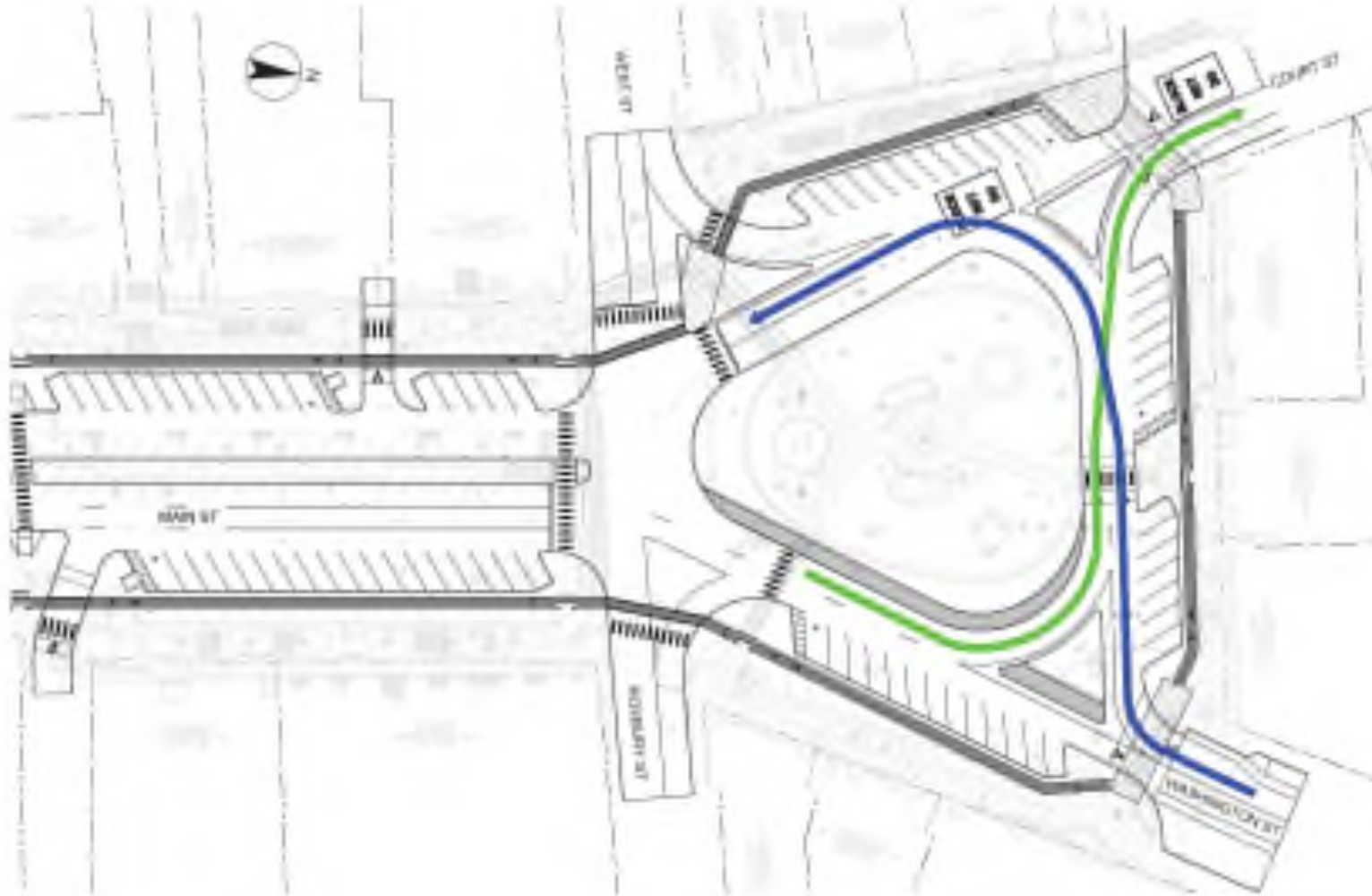


TWO LANES

NORTH OF CENTRAL SQUARE – ONE LANE



NORTH OF CENTRAL SQUARE – TWO LANES



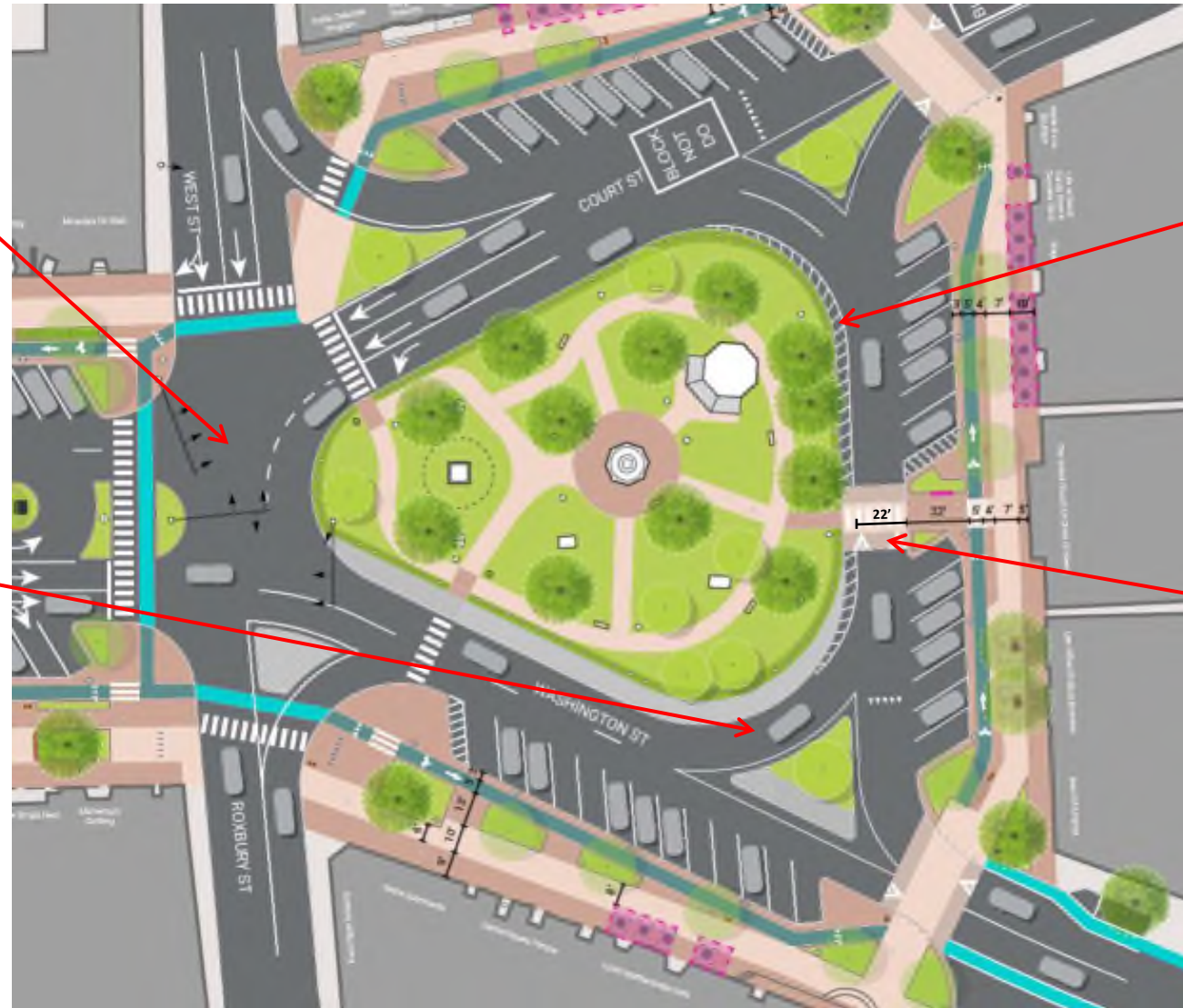
NORTH OF CENTRAL SQUARE – COUNCIL REQUEST

Improved signal coordination reduces backups

Single lane helps calm traffic and eliminates weaving traffic

White hatching continues to narrow the lane and promote a safer, single-file operation

22' lane width allows for large trucks and emergency vehicle bypass





CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: October 21, 2026
To: Municipal Services, Facilities and Infrastructure Committee
From: Dorrie Masten
Through: Terri Hood, City Clerk
Subject: **Direct Referral: Communication/Dorrie Masten - Concerns Related to Downtown Infrastructure Project**

Recommendation:

Attachments:

1. Masten Communications

Background:

Ms. Masten would like to see more communication with downtown business owners and residents about potential issues that may affect them relating to the downtown infrastructure project.

Letter to Keene City Council – Downtown Project Communication

October 5, 2026

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

Re: Lack of Communication and Safety Concerns During the Downtown Project

Dear Mayor and Members of the City Council,

I am writing on behalf of The Pour House at 44 Central Square to raise a serious concern about the City's lack of communication regarding the downtown project and the safety of the businesses, customers, and residents it affects.

On Thursday, October 1st, our building was without water for a significant period of time, and we received no notification from the City however our neighbors had hanging notices on their doors. Although we maintain our fire safety systems and keep them up to date, those systems rely on water, and without it they would have been inoperable in an emergency, putting our staff, our customers, and the tenants who live above us at risk. We should have been placed under fire watch and notified of the full ramifications of the water shutoff, including that we should not be operating our kitchen. No one from the City informed us of any of this.

This is not a criticism of the workers, management, or supervision of the downtown project. We only learned the water was off because the Supervisor of the Construction Crew told us, and he has been absolutely outstanding throughout this entire process. The incredible professionalism of the construction team only highlights the lack of effort on the City side in communicating what is happening, including within its own infrastructure.

We understand your need to update the utilities but it needs to be done without impacting the livelihoods of downtown merchants. This location is a heavily traveled and occupied part of the city, and safety during this time must be maintained.

The City has a person whose role it is to inform local business owners and residents of these matters, and that responsibility needs to be taken significantly more seriously. At a minimum, businesses and residents should receive advance notice of planned water shutoffs, immediate notice of unplanned ones, and clear direction on required precautions such as fire watch and kitchen restrictions. The city placed all of our tenants, customers and employees in extreme danger and this needs to be discussed with council and MSFI. There was a significant chance that we could've lived the Cobblestone horror all over again. We were also informed that KFD was not put on notice of this emergency and that needs to be addressed as well.

