



**MUNICIPAL SERVICES,
FACILITIES AND
INFRASTRUCTURE COMMITTEE
AGENDA**

Council Chambers B
May 25, 2016
6:00 PM

City of Keene
New Hampshire

Janis O. Manwaring
Randy L. Filiault
Robert J. O'Connor
Stephen L. Hooper
Gary P. Lamoureux

- | | |
|---------------------------------|---|
| 1. PRESENTATION &
MEMORANDUM | City Engineer - Water Asset Management Plan |
| 2. COMMUNICATION | Walter Lacey – Renaming of the “North Bridge”
to the “Vietnam Veterans Bridge” |
| 3. MEMORANDUM | Planning Director - Driveway Code Review |
| 4. ORAL UPDATE | Street Lighting – Ralston Street |
| 5. ORAL UPDATE | Removal of Granite Curbing – West Side of
Central Square |

MORE TIME ITEMS:

- A. Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects - Council Policy
- B. Councilor Lamoureux – Lighting Project – Commercial Street Parking Lot

Possible Non-Public Session

CITY OF KEENE
NEW HAMPSHIRE

Public Works Department

Date: May 23, 2016

To: Municipal Services, Facilities and Infrastructure

Through: Medard Kopczynski, City Manager
Kürt Blomquist, P.E., Public Works Director

From: Donald R. Lussier, P.E., City Engineer

Subject: Water Asset Management Plan

Recommendation:

Accept as Informational

Background:

In May of 2015 the City accepted a Grant from the New Hampshire Department of Environmental Services (NHDES) for the preparation of a Water Asset Management Plan focused on the distribution water mains. The grant was for an amount up to \$15,000. The City's required 50% match was to be provided in the form of staff labor time expended in the preparation of the plan.

The City selected Underwood Engineers to assist us in the preparation of the Asset Management Plan. The following work has been completed:

- Preparation of a draft "Level of Service" statement
- Development of a Life Cycle Cost analysis and financial plan
- Creation of an educational brochure for our utility customers
- Preparation of a draft Plan

A condition of the grant requires staff to present the Draft Asset Management Plan to the system owners' representatives (i.e., City Council), and to provide the council with an introduction to asset management principles. Staff believes that this introduction, along with an overview of the draft plan, would be most appropriately presented to the Municipal Services, Facilities and Infrastructure Committee.

While we are very pleased with work that has been done by our staff and our consultants, it is important to note that this plan is but one piece of the overall Asset Management puzzle for the City's water infrastructure. Additional discussion on this plan will occur as specific projects are advanced through the Capital Improvement planning process.

3 May 2016

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Mayor and City Council
City of Keene, NH

Dear Sirs/Madams:

The construction of a second pedestrian bridge connecting trails to the south is a reminder of some unfinished business.

Almost four years ago the first bridge, to the west across Rtes. 9/10/12, was soon to be erected. The planning and construction name had been "North Bridge" but most agreed a more appropriate name was needed. I, and others who knew him, suggested remembering Peter Morrison, a son of Keene who was killed in Vietnam in 1967. Pete had grown up a stone's throw from the new bridge. Quite simply, this had been Pete's neighborhood and the opportunity to honor him and his sacrifice in that neighborhood seemed very fitting. Later, a formal naming process evolved and the City invited nominations. The process became confusing and controversial and eventually the City Council decided to retain "North Bridge" until a more appropriate name could be agreed on in the future.

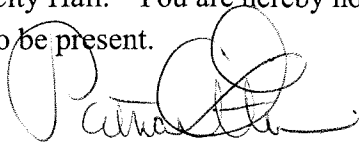
My thoughts on naming the bridge have evolved and I propose expanding the tribute to honor all those who served in Vietnam. I am not aware of any such recognition existing in Keene. The bridge on lower Main Street (Rte. 12), over the Branch River, is named for Maj. Richard Ganley USAF, a Vietnam casualty, but no public honor exists for the men and women who simply served in that conflict. The Vietnam War took a huge toll of lives and the physical and emotional well-being of those who served. Sadly we often only learn of this service, sacrifice and in many instances extensive suffering when we read their obituaries.

In naming the bridge for Vietnam Veterans we have the opportunity to recognize and honor the service and sacrifice of all involved. Attaching highly visible Vietnam Service Ribbons, for those passing under or over the bridge to see, would be a very apt display of this recognition.

To that end, I respectfully ask that the Keene City Council consider re-naming the North Bridge, the Vietnam Veterans Bridge.

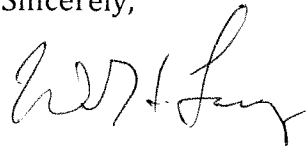
In City Council May 5, 2016.

Referred to the Municipal Services, Facilities and Infrastructure Committee which will meet Wednesday, May 11, 2016 at 6:00 PM in Council Chambers, Keene City Hall. You are hereby notified of the meeting and requested to be present.



City Clerk

Sincerely,



Walter Lacey
230 Daniels Hill Road
Keene, NH

City of Keene
New Hampshire

MEMORANDUM:

TO: Municipal Services, Facilities and Infrastructure Committee
FROM: Rhett Lamb, ACM/Planning Director 
THROUGH: Med Kopczynski, City Manager
DATE: May 23, 2016
SUBJECT: Driveway Code Review

Recommendation:

Accept as informational

Background:

At the City Council meeting of April 21, 2016, City Council voted to grant an exception to allow a second driveway at 27 Baker Street. This came before the Council as a result of an appeal of a Planning Board denial of the exception under the appeal process in City Code relating to driveways in Ch. 70-136. After the City Council approval, Mayor Lane identified concerns related to the existing process for exceptions to the Driveway Code and referred these issues to the PLD Committee for review and consideration and possible amendment.

In his referral, Mayor Lane identified the following issues: 1) lack of required notification to abutters prior to the Planning Board consideration of the exception request, and in connection with the appeal process; 2) absence of any specific procedural rules or guidelines relating to the quasi-judicial City Council appeal process; 3) whether the ordinance should contemplate temporary driveway permits, and 4) the driveway exception and appeal process generally.

The following possible options are submitted for consideration and discussion by the Committee. The submitted options are not preclusive of any other discussion or action that the Committee may propose:

1. Amendment of the City Code to require prior abutter notification by the applicant for an exception by the Planning Board to the driveway standards, and for any appeal of a Planning Board decision on an exception by any party aggrieved to the City Council. Abutter notification should be included in any process that the City Council may wish to adopt, even if no changes are otherwise proposed to the existing process.

2. Add procedural standards and guidelines for the City Council to follow in connection with its review of an appeal of the Planning Board decision. These would include, but necessarily be limited to: timelines, notifications, conduct of the appeal in connection with a quasi-judicial action, burden of proof, representation in connection with the Planning Board's decision, and engineering/code technical assistance.
3. Amend the driveway exception process to allow the City Engineer to review the application for an exception, to determine whether or not the standards for an exception are met, and to grant or deny the application for exception. Thereafter an appeal by any party aggrieved by the decision of the City Engineer would be to the Planning Board, and not to the City Council. The City Engineer would present his rationale for the decision to the Planning Board, which would also consider the position of the appellant, and any technical information to be provided by the appellant. The burden of persuasion would remain with the applicant. Any further appeal of the Planning Board decision would be to the Superior Court.

Sec. 70-136. - Driveway permit exceptions.

(a) Requests for exceptions shall be made in writing to the planning board which shall have authority to approve or disapprove a requested exception of the standards listed in section 70-135(c)1 through 13. In determining whether to approve or disapprove an exception request, the planning board shall evaluate the exception request using the following criteria.

(1) Issuance of the exception will not reduce the safety of pedestrians, bicyclists and vehicles using adjacent streets and intersections.

(2) Issuance of the exception does not adversely affect the efficiency and capacity of the street or intersection.

(3) There are unique characteristics of the land or property which present a physical hardship to the requestor.

(4) In no case shall financial hardship be used to justify the granting of the exception.

It shall be the responsibility of the requestor to demonstrate compliance with the criteria:

(b) After a finding that the all of the criteria in subsection (a) have been met, the planning board shall grant the requested exception.

(c) Appeals of planning board decisions made under subsections (a) and (b) shall be made in writing to the city council for de novo review of the exception as it was originally submitted to the planning board. City council shall have final jurisdiction over all such appeals.

(Code 1970, § 2708.20; Ord. No. O-2005-21A, 10-6-2005; Ord. No. O-2008-24, 10-2-2008)