



City of Keene
New Hampshire

**MUNICIPAL SERVICES,
FACILITIES AND INFRASTRUCTURE
COMMITTEE
AGENDA
Council Chambers B
December 7, 2016
6:00 PM**

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

-
1. Presentation on Winter Snowplowing Operations - Public Works Department
 2. Kathryn Blair/United Church of Christ - Request to Remove Trees in Front of the United Church of Christ
 3. Roxbury Street Crosswalk - Public Works Department
 4. Safety Concern – Intersection of West Street and Bradford Road - Public Works Department
 5. Speeding on Jordan Road – Request for Speed Humps - Public Works Department
 6. No Parking - Spring Street; South Side - Police Department
 7. Two-hour parking, Washington Street North of Vernon Street - Police Department

MORE TIME ITEMS:

- A. Driveway Code Review
- B. Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects - Council Policy

Non Public Session
Adjournment



Transmittal Form

November 28, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: Kathryn Blair/United Church of Christ - Request to Remove Trees in Front of the United Church of Christ

COUNCIL ACTION:

In City Council December 1, 2016.

Referred to the Municipal Services, Facilities and Infrastructure Committee.

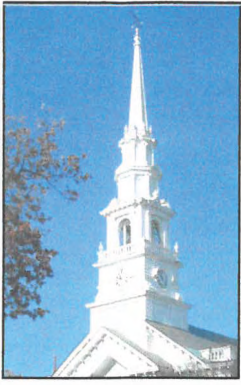
ATTACHMENTS:

Description

Blair Communication

BACKGROUND:

The United Church of Christ in Keene (UCC) is requesting permission to remove two trees which are located on the sidewalk directly in front of their church building. The Church is planning a major rehabilitation of the steeple during the summer of 2017 to include a complete painting of the façade and steeple. Scaffolding will be set up over the sidewalk to allow access to the steeple.



THE UNITED CHURCH OF CHRIST IN KEENE

"The Heart of the City at the Head of the Square"

www.ucckeeene.org

603-352-4136

Rev. Cynthia Bagley
Senior Minister

Christopher Cornell
Assistant Minister

Beverly Caldon
Director of Music

Diantha Dorman
Handbell Director

Julie White
Church Administrator



In City Council December 1,
2016. Referred to the
Municipal Services, Facilities
and Infrastructure Committee.

Patricia Castle
City Clerk

TO: The Honorable Mayor and Members of the City Council

FROM: Kathryn Blair, Chair, Church Council
The United Church of Christ in Keene

RE: Requesting permission to remove two trees in front of church

DATE: November 28, 2016

On behalf of The United Church of Christ in Keene (UCC), I am requesting that the City Council grant permission to allow the UCC to remove the two trees which are located on the sidewalk directly in front of the church building.

Background. The UCC is planning a major rehabilitation of the steeple during the summer of 2017 to include a complete painting of the façade and steeple. We anticipate that this will begin in April and last about four months. During the entire time, scaffolding will be set up over the sidewalk to allow access to the steeple. Along with our steeplejack, church representatives have met with the Public Works Department to discuss the project and tree removal. Branches from the two trees have grown over the sidewalk and now touch the front façade. It is clearly impossible to do any work on the front of the building unless the trees are removed or severely cut back.

Request. Working with the Public Works Director and City Engineer, we have developed the following proposal: (1) The UCC seeks permission from the City to remove the two trees at its own cost. If granted permission, it would hire a contractor to remove the trees, grind the stumps, and fill the hole with gravel. (2) In lieu of replacing the trees, the UCC would make a contribution to the City's tree fund in an amount to be calculated by the Public Works Director and designed to cover "replacement in kind". Following that payment, the UCC would have no further obligation to the City regarding the trees.

Schedule. If possible, the UCC would have the trees removed in December.

UCC representatives. The UCC will be represented at City Council meetings by two members, Linda Mangones and Wayne Woolridge, and also by Dale Pregent, the chair of the community capital campaign for the steeple rehabilitation.



City of Keene, N.H.
Transmittal Form

December 2, 2016

TO: Municipal Services, Facilities and Infrastructure Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 3.

SUBJECT: Roxbury Street Crosswalk - Public Works Department

RECOMMENDATION:

Move that the Municipal Services, Facilities and Infrastructure Committee recommend that the City Manager be authorized to do all things necessary to implement the improved pedestrian crosswalk as presented by the City Engineer in the vicinity of 32 Roxbury Street and abandon the existing crosswalks in the vicinity of 21 Roxbury Street and 37 Roxbury Street. Further, that funding of the proposed improvements be referred to the Finance, Organization, and Personnel Committee.

BACKGROUND:

The Municipal Services, Facilities and Infrastructure Committee at its October 26, 2016 meeting, reviewed alternatives for improving the existing crosswalk in the vicinity of 21 Roxbury Street. The discussion during that meeting centered on two “preferred” options. At the request of the Committee, the Engineering Division has completed additional research with respect to “Option 4”.

Under Option 4, the Engineer Division staff evaluated the feasibility of moving the crossing to the western side of the City Hall Parking Facility/MOCO Arts driveway. Staffs' review indicates that this location has several benefits over the existing crosswalk location and it is recommended that the crosswalk be shifted to the westerly location. It is also recommended that the new crosswalk location include pedestrian activated signals. The estimated cost of the recommended improvements, including signals is \$34,000.



City of Keene, N.H.
Transmittal Form

December 1, 2016

TO: Municipal Services, Facilities and Infrastructure Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 4.

SUBJECT: Safety Concern – Intersection of West Street and Bradford Road - Public Works Department

RECOMMENDATION:

Accept as Informational

BACKGROUND:

On October 26, 2016, the Municipal Services, Facilities and Infrastructure Committee heard testimony from Mrs. Sabrina Lee regarding safety concerns at the the Bradford Road / West Street intersection. The Committee placed the item on more time in order for City staff to investigate the issue.

The Engineering Division has investigated the concerns raised by Mrs. Lee. We concur that the position of the Bradford Road sign is obscured from view due to vegetation and the nearby utility pole. Public Works staff will relocate this sign to the South side of West Street, opposite the Bradford Road intersection. In addition, an "Intersection Ahead" warning sign will be installed approximately 200 feet west of the intersection. The Public Works Highway Division staff will also trim vegetation within the right-of-way to improve visibility. These corrective measures will be completed under the existing authority of the Public Works Director. No Council action is required.

We have also reviewed traffic speed and volume data for this area. The average vehicle speed in both was measured to be below the posted speed limit. The 85th percentile speed along West Street was measured at 34 miles per hour. The average daily traffic volume on west street is approximately 2,500 vehicles per day. Finally, staff reviewed Keene Police Department accident records for the West Street / Bradford Road intersection. During the three-year period ending October 25, 2016, Keene Police Department recorded a single accident at this location.

Based upon the speed, volume and accident data described above, this intersection does not meet the Manual on Uniform Traffic Control Devices (MUTCD) criteria for a multi-way stop or reduction in posted speed limit. The Engineering Division does not recommend additional traffic controls for this location.



City of Keene, N.H.
Transmittal Form

December 2, 2016

TO: Municipal Services, Facilities and Infrastructure Committee

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

THROUGH: Medard Kopczynski, City Manager

ITEM: 5.

SUBJECT: Speeding on Jordan Road – Request for Speed Humps - Public Works Department

RECOMMENDATION:

Accept as Informational

BACKGROUND:

On October 12, 2016, the Municipal Services, Facilities and Infrastructure Committee heard testimony from Mrs. Liberty Ebright regarding speeding on Jordan Road. The Committee placed the item on More Time in order for City staff to investigate the issue.

The Engineering Division measured vehicle speeds on Jordan Road over a three week period. Measurements were recorded at two separate locations, and in both directions of travel. Average vehicle speed was between 26 and 32 miles per hour. The 85th percentile speed was between 31 and 36 miles per hour. A small number of “outlier” vehicles were recorded with speeds in excess of 40 mph.

The Federal Highway Administration and several State Departments of Transportation have adopted criteria for the installation of traffic calming measures. For example, the South Carolina Department of Transportation includes as a criteria for speed humps that “the average speed exceeds posted limit by 5 mph or more, or the 85th percentile speed exceeds posted limit by 10 mph or more.” Speed data for Jordan Road does not meet these typical criteria and the Engineering Division does not recommend a speed hump for this location.

Public Works staff reviewed the data with the Keene Police Department. The Keene Police Department has been performing “Targeted Patrols” along Jordan Road for speed enforcement at the request of a neighborhood resident. These will continue as manpower is available. In addition, the Public Works Department will be installing additional speed limit signs along Jordan Road to remind motorists of the existing speed limit. No Council action is required for these corrective measures.

Jordan Road is currently scheduled for rehabilitation in FY 2018. When that construction takes place, we recommend that the road be striped with a center line and edge markings. The road has no pavement markings today and the addition of formal lane markings tends to channelize and slow vehicles. These additional markings will increase the Highway Division’s annual operating budget for pavement markings by approximately \$1,500 per year.



City of Keene, N.H.
Transmittal Form

November 30, 2016

TO: Municipal Services, Facilities and Infrastructure Committee

FROM: Steven Russo, Police Captain

THROUGH: Brian Costa, Police Chief, Medard Kopczynski, City Manager

ITEM: 6.

SUBJECT: No Parking - Spring Street; South Side - Police Department

RECOMMENDATION:

Move that the Municipal Services, Facilities, and Infrastructure Committee recommend that staff be instructed to introduce an ordinance that would prohibit parking on the south side of Spring Street from Franklin Street to Washington Street.

BACKGROUND:

During the Planning Board's meetings this year, approval was granted to a builder to construct an apartment building on Spring Street. One of their requirements was that the builder petition the City Council requesting the southeast end of Spring Street be designated no parking. Their letter came before the Municipal Services, Facilities, and Infrastructure Committee in October, 2016 and was placed on more time.

Since that meeting city staff has met, reviewed past parking history of the area, and walked the location in question. As a result of these meetings it is recommended that the south side of Spring Street be designated as no parking.

This recommendation is based primarily on safety, due to the width of Spring Street. The recommendation is also supported by the Keene Fire Department, which have safety concerns based on street design.



City of Keene, N.H.
Transmittal Form

November 30, 2016

TO: Municipal Services, Facilities and Infrastructure Committee

FROM: Steven Russo, Police Captain

THROUGH: Brian Costa, Police Chief; Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: Two-hour parking, Washington Street North of Vernon Street - Police Department

RECOMMENDATION:

Move that the Municipal Services, Facilities, and Infrastructure Committee recommend that staff be instructed to introduce an Ordinance for first reading which would provide for a two hour parking zone on the west side of Washington Street from Central Square to a point north of Vernon Street, except where otherwise posted.

BACKGROUND:

During the October 26th, 2016 MFSI meeting the Committee reviewed a request from Attorney Mary Louise Caffrey/Bradley & Faulkner, PC, requesting the implementation of a two-hour parking limit in front of their office at 50 Washington Street. This request was placed on more time.

Subsequent City staff review leads us to recommend that their request be granted and that the above recommendation be adopted, and parking meters be placed in the first two parking spaces on the West side of Washington Street, just North of Vernon Street to further this request.

This recommendation is made while further review of parking in the area is conducted. Staff feels that a reasonable request such as this should not wait until such overall review is completed, when granting this in the interim will give immediate relief to the requestor, with minimal overall effect on the community.

Prior to 2010 Washington Street, North of Vernon Street, was regulated up to Mechanic Street. During the construction of the new Keene Fire Department many parking changes were made to accommodate loss of spaces in the Elm Street lot. The change to regulating spaces on Washington Street, North of Vernon Street, was made at that time.