



City of Keene
New Hampshire

**PLANNING, LICENSES AND
DEVELOPMENT COMMITTEE
AGENDA
Council Chambers A
September 7, 2016
7:00 PM**

David C. Richards
Philip M. Jones
Bettina A Chadbourne
George S. Hansel
Robert B. Sutherland

-
1. Peg Bruce/Keene Kiwanis Club - Request to Use City Property - 350/400 Marlboro Street
 2. Carol Laughner/Monadnock Humane Society - Request to Use City Property - Walk for Animals
 3. Charles Redfern/Pathways for Keene - Request to Use City Property - 4 on the 4th Road Race
 4. Kevin Dremel/Keene Music Festival - Event Date Change to Coincide with the Monadnock Fall Festival
 5. Request to Use City Property- Monadnock Fall Festival - Mayor Lane
 6. Mark Fraser/Eversource - Use of City Property - 16 Church Street - Pad Mounted Transformer
 7. 2016 Fire Prevention Parade Permit - Fire Department
 8. Rescission of Resolution R-2012-06-A - Parks, Recreation and Facilities Department

MORE TIME ITEMS:

- A. Ordinance O-2016-01: Creation of Residential Preservation District, a Business Growth District and Re-Use District
- B. Ordinance O-2016-02: Zone Change - Marlboro Street Project Area
- C. Ordinances O-2016-13, O-2016-14, and O-2016-15: Relating to the Establishment of the Main Street Historic Overlay District

Non Public Session
Adjournment



City of Keene, N.H.
Transmittal Form

July 27, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: 1.

SUBJECT: Peg Bruce/Keene Kiwanis Club - Request to Use City Property - 350/400 Marlboro Street

COUNCIL ACTION:

In City Council August 4, 2016.
More time granted.

RECOMMENDATION:

On a vote of 3-0, the Planning, Licenses and Development Committee recommends the request from the Kiwanis Club be placed on more time to provide staff an opportunity to identify some options.

BACKGROUND:

Vice Chair Jones introduced the request by noting the issue with this request is the Police Department is using much of this space for training and lost-bicycle storage. He noted staff would like the opportunity to speak with the Police Department to see if anything can be done so the Kiwanis Club could use this space for storage.

City Manager, Medard Kopczynski stated another issue with is the Kiwanis Club is looking for a yearly approval and the City has always done short term approvals. The other issue is the restructuring for Keene Ice and there are concerns about security at the back of the site. He noted the bigger issue is the security to make sure the Police Department is comfortable with the arrangement.

Peg Bruce 15 Winter Court stated the Kiwanis Club currently pays for two storage units to store their supplies and they would like to remove supplies that pertain to tree lighting from these units. They currently pay \$660 yearly for these units. She noted these items are used for tree lighting and hence the reason for the request. Ms. Bruce stated she didn't quite understand the security issue. Vice Chair Jones explained individuals from the Kiwanis Club will be going into areas where the Police Department has items stored.

Councilor Sutherland asked whether there wasn't another space between Keene Ice and Public Works. Mr. Kopczynski stated this is why staff is asking for additional time for conversation.

Councilor Hansel made the following motion which was seconded by Councilor Sutherland.

On a vote of 3-0, the Planning, Licenses and Development Committee recommend the Kiwanis Club request be placed on more time to provide staff an opportunity to identify some options.



Transmittal Form

August 29, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 2.

SUBJECT: Carol Laughner/Monadnock Humane Society - Request to Use City Property - Walk for Animals

COUNCIL ACTION:

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication - Laughner

BACKGROUND:

The Monadnock Humane Society is requesting the use of City property at the Dillant-Hopkins Airport to hold the 29th Annual Walk for Animals on June 17, 2017.



101 West Swanzev Road, Swanzev, NH 03446
P - 603.352.9011, F - 603.358.6095

www.monadnockhumane.org, *The best shelter is...a compassionate community*

8/19/16 - sent via email to
Terri Hood

August 19, 2016

Keene Mayor and City Council
Planning, Licenses and Development Committee
3 Washington Street
Keene, NH 03431

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development
Committee.

City Clerk

To Whom It May Concern:

This proposal is being written on behalf of Monadnock Humane Society's 29th Annual Walk for Animals to propose the use of the Access Road to the Wastewater Treatment Plant, the Dillant-Hopkins Airport terminal building (for volunteer headquarters) the surrounding field area and main parking lot for this event, held on Saturday, June 17, 2017 (with set up the day before - June 16th).

Timeline and Description of Proposed Event

The Walk for Animals is an annual fundraising event for Monadnock Humane Society that raises funds necessary to operate. MHS is a private, non-profit 501 (c) 3 humane organization that provides quality care to more than 1400 animals each year and hosts a variety of community services and programs. MHS receives no federal or state funding - it depends solely on the generosity of the community for its funding. This past year, The Walk raised over \$41,000. The Walk for Animals event brought in approximately 200 members of the community (including our volunteers and staff), and we estimate that number will increase at next year's event.

The 28th Annual Walk for Animals was held at this facility on June 18, 2016. Overall, the event went off without incident. There were several vendors with tables and displays, and Monadnock Humane Society had several of their adoptable dogs who participated in the Walk. The DJ kept the crowd motivated and made announcements during the event to promote the programs and services we provide to the community. A group of volunteer dog trainers led a demonstration that involved tricks and dancing moves. It was a wonderful event that each person who attended enjoyed and is already looking forward to the 2017 event. Additionally, everyone enjoys this venue and feels it is the perfect location for this event.

There is always room for improvement/changes to the program and schedule but none will require any significant alterations to the original proposed plan. We will be happy to discuss any proposed changes to the plan below prior to the event.

The proposed timeline of the event is as follows:

- Friday, June 16th:
 - 8am - 5pm: Pre-event set up by Committee Members and Volunteers (tent set up, etc.) Note that we would like to be able to park a rental truck with all supplies in the parking lot. This saved us a great deal of work and eliminated the need to store supplies in the terminal the night before.
- Saturday, June 17th:
 - 7 am: Set up by Committee Members and Volunteers
 - 9am - 10:00 am - Registration for Walkers in main tent (leaving access road clear for any WWTP traffic). The DJ begins with announcements and music and continues throughout the duration of the event.
 - 10:00am: Parade/Walk Begins
 - 11:30 am: Award Ceremony
 - Noon: Picnic Lunch
 - 1pm: Event ends/Walkers depart
 - 1pm until completion: Clean-up by Committee members and Volunteers

(continued)

Set Up and Event Format

We will set up a large tent (40' x 60') which will be placed towards the far-side of the parking lot (same spot as last year), and this will be set up at least one day in advance. Tables and chairs will be placed under this tent along with the DJ and his equipment. There will be a 20 x 20' tent and two gas grills for serving lunch, and any other space will be available for walkers to rest and get water during the event.

Several tents will be set up for registration and tee shirt distribution. Port-o-Potties will be set up near the terminal as well as at the end of the Walk route on the Access Road. The "Parade" will kick off the Walk at 10:00am and is traditionally led by two oxen from the Swanzey Open Space organization. Walkers and their dogs will be sponsored by donations they have collected previous to the event and will have the option of walking the entire road or a portion of it.

There will be four stations along the Walk route with drinking water for the dogs and people, a pool of water for dogs to cool off, and snacks. At the end of the road, we will have a smaller tent where Walkers may rest before returning to the main event area. As the Walkers return to the main event area, a picnic lunch will be served along with music and an awards ceremony. The entire event is anticipated to go no longer than 2pm, after which the committee members and volunteers will commence clean-up.

Safety and Clean-Up/Maintenance

Dogs will be leashed at all times and no use of public roadways is requested or will be allowed. Dogs will not be permitted to wade into bodies of water along the access road as a safety and environmental precaution. All Walkers will be given plastic baggies to use to clean up after their dogs and trash receptacles will be placed intermittently along the pathway to ensure that no waste will be left behind. A clean-up crew of approximately 20 committee members and volunteers will walk the access road and surrounding areas to be sure that the area is thoroughly cleaned. Several volunteers will direct traffic for parking in an orderly fashion. The gas grills used for cooking will be a safe distance from the large tent where guests will be gathered. A fire extinguisher will be available. All committee members will have cell phones available, and there will be a car parked at the far end of the Walk route in case someone needs a ride back to the main building.

Monadnock Humane Society will meet any/all standard insurance/liability requirements requested by the City of Keene and the Town of Swanzey. We understand that we will need to submit a Certificate of Liability Insurance along with any appropriate endorsements showing additional insured status on policy and compliance. We will work with the Keene City Clerk on this and any other necessary details. All permits will be fulfilled for both Keene and Swanzey.

City Support Requested

Support by the City is requested in the form of access to electricity for the DJ and for the sound system and for access to a water source for the dogs to drink and cleanup. We would also very much appreciate the use of the chairs and tables currently stored in the terminal as well as the restrooms for use by the volunteers and committee members. If the City would prefer a police officer to be present the committee would be happy to comply. Monadnock Humane Society would like to emphasize that although great care has been taken to plan and organize this event; the committee is very flexible with any wishes or preferences of the City. The committee feels that the airport, access road, and surrounding area continues to be the ideal location for this event and therefore will do everything requested to obtain approval.

Monadnock Humane Society and the Committee for the 29th Annual Walk for Animals thank the Keene City Council for its consideration of this proposal. This fundraising event has a long standing tradition in the community and Monadnock Humane Society looks forward to hosting yet another successful event that will bring the local businesses and individuals together for a good cause.

Respectfully Submitted,



Carol Laughner, Director of Marketing and Development for Monadnock Humane Society



Transmittal Form

August 23, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 3.

SUBJECT: Charles Redfern/Pathways for Keene - Request to Use City Property - 4 on the 4th Road Race

COUNCIL ACTION:

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication - Redfern

BACKGROUND:

Pathways for Keene is requesting use of City property for their 16th annual "4 on the 4th" run/walk race on July 4, 2017. Because this use of City property is a designated community event, City Council permission is required.



VIBRANT • ACTIVE • COMMUNITY
PATHWAYSFORKEENE.ORG
P.O. BOX 226, KEENE, NH 03431

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development Committee.

City Clerk

August 8, 2016

Mayor Kendall Lane and Keene City Council
City of Keene
3 Washington Street
Keene, NH 03431

Dear Mayor Lane and Keene City Council:

Pathways for Keene, Inc. ("PFK"), plans to present the 16th Annual "4 on the 4th" Run/Walk Race on July 4, 2017, and request a permit that will allow us to proceed with race preparations.

As with the last 4 years, PFK hopes to again utilize a combination of the Cheshire Rail Trail, Railroad Square Park, City streets, and private property for this two miles out and two miles back course. This plan route is identical to the route used in 2013 through 2016, and it lays out as follows:

- Start/Finish Railroad Street
- East on Railroad Street
- Right onto Community Way
- Left onto Cheshire Rail Trail
- Straight across Water Street
- Bear Right onto Eastern Avenue
- Straight through Intersection and bear left onto Marlboro Street
- Right Turn onto Optical Avenue Extension
- Right Turn onto EVS grass (just passed EVS driveway)
- Left towards Optical Avenue
- Two-mile marker almost at Optical Avenue
- Left onto Optical Avenue
- Left onto Optical Avenue Extension
- Left onto Marlboro Street
- Cross intersection onto Eastern Avenue using as straight a tack as possible
- Bear left onto Cheshire Rail Trail (Industrial Heritage segment)
- Straight across Water Street
- Right on Community Way
- Left on Railroad Street
- Straight up Railroad Street to Finish line

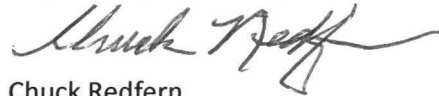
We request that the City of Keene mark Railroad Street as a No Parking area from 6am to 11am. This was done in the last several years to solve a problem encountered in 2011 with a flatbed truck parked in this start/finish line area for the duration of the event.

The 7pm registration and 8am/8:30 starts (walkers and runners, respectively), should keep the race out of peak holiday traffic, as we will be completely done at 11am.

We hope to be able to work closely again with the City of Keene to ensure a safe event.

We also look forward to providing many out of town runner and walkers (along with their "support"), a positive experience that shows downtown Keene at its very best.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chuck Redfern", with a stylized flourish extending to the right.

Chuck Redfern
Treasurer

Enclosures:

Application for Use of Public Ways
Course Map
Certificate of Insurance for 2017 pending in September of 2016
Check for \$ 25 for permit fee

Copies:

PFK Board of Directors



City of Keene, N.H.
Transmittal Form

August 25, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 4.

SUBJECT: Kevin Dremel/Keene Music Festival - Event Date Change to Coincide with the Monadnock Fall Festival

COUNCIL ACTION:

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication - Dremel

BACKGROUND:

Kevin Dremel, the Executive Director of the Keene Music Festival, is requesting to change the date of their event to coincide with the Monadnock Fall Festival, which is scheduled for October 1, 2016. City staff have been holding protocol meetings for the past several months to work out the logistics of combining these two events.

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development Committee.



City Clerk



63 Emerald Street

#363

Keene, NH 03431

<http://www.keenemusicfestival.org>

August 25, 2016

The Honorable Mayor and City Council
Keene City Hall
3 Washington Street
Keene, NH 03431

Re: 16th Annual Keene Music Festival Schedule and Event Change Request.

The Keene Music Festival had previously requested to sponsor the 16th Annual Keene Music Festival on Saturday, September 3, 2016. The scheduled hours for performances and other activities were to be 9:00 AM until 10:30 AM. At this point, we are respectfully requesting to reschedule our event to Saturday, October 1, 2016 to coincide with the proposed Monadnock Fall Festival. This event will be scheduled to occur from 8:00 AM until 8:00 PM. Keene Music Festival shall remain the primary producer of this new event.

As with the thirteen previous events, we are seeking permission to use the common area and bandstand in Central Square, Railroad Square and those sections of the following sidewalks that are located within the Downtown area: Main Street, Washington Street, and Gilbo Avenue. Musicians, merchants and city permitted restaurants will use the sidewalks. In no instance will a sidewalk be blocked in a manner that restricts pedestrian traffic. In addition to these locations, City Tire Company (124 Main Street), Lindy's Diner, Heberton Hall, as well as other possible downtown businesses, will also be designated as performance venues. We would like to request and reserve the use of parking metered spaces #'s 164, 166, 168, 170, 172, and 174 on Main Street in front of the City Tire Company. The Main Street metered spaces are being requested to serve as a staging area to allow the sound crew to prepare equipment to be set up in the City Tire Company parking lot; and could be opened for use later in the day. We are also

requesting permission to set up an additional pop up tent on Central Square for vendors if needed.

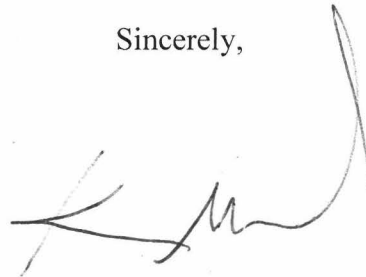
While we do not request that Railroad Street, from Main Street to the parking garage, be officially closed, we are asking that the Public Works Department please provide us with adequate barriers for that eventuality. If the Keene Police Department determines that there is a safety issue, we will close the street with the barricades. We are also requesting to place a stage at Lamson Street; in the area between Main Street and the sidewalk. We would request access to portable safety barriers to place at the entrance to Lamson Street to serve as a buffer between Main Street and the performers. The performance area would be designed to fit within the area between Main Street and the sidewalk adjacent to Lamson Street.

As with prior years, and in a manner consistent with community event protocol, we ask that the City please give due consideration to absorbing any additional cost of Police Officers and Fire Department Medical Personnel for the day. We are requesting that Police and Fire Department Personnel be detailed to the event between the hours of 8:00 AM and 7:30 PM.

As required, we will provide a \$1Milion certificate of insurance to the City, and work closely with City staff to ensure that this is a safe and enjoyable event. There is much excitement among a number of organizations regarding the possibility of creating an event that showcases all of the things that make our area special.

Our previous Music Festivals have always been a great success. There have been no public issues; the performances have been amazing, and the crowds' orderly. We will be working with local businesses and non-profits to showcase our town and the area with displays and demonstrations. Events such as this add to the vibrancy of our Downtown area and the City in general and help Keene to be the exceptional place that it is. We thank you in advance for your continued consideration and support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin M. Dremel', with a long, sweeping flourish extending upwards and to the right.

Kevin M. Dremel
Music Festival Director



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Planning, Licenses and Development Committee

FROM: Patricia A. Little, City Clerk

ITEM: 5.

SUBJECT: Request to Use City Property- Monadnock Fall Festival - Mayor Lane

RECOMMENDATION:

Move to recommend that the request from The Keene Music Festival to combine their event with the Monadnock Fall Festival, to be held on October 1, 2016 from 8:00 AM to 8:00 PM, be granted. Said permission to include a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the music festival portion of the event. In addition, the applicant is permitted to coordinate a car show with the Keene Kiwanis Club to be held on Gilbo Avenue, including the Gilbo East and West Parking Lots, from 8:00 AM to 3:00 PM, and to coordinate a one-mile Road Race with Ted's Shoe and Sport to be held from 7:00 AM to 9:30 AM. A comprehensive barrier plan has been drafted by City staff to include the following street closures: Gilbo Avenue from Main Street to School Street; Lamson Street from Main Street to Federal Street; Saint James Street from West Street to Gilbo Avenue; Railroad Street from Main Street to Wells Street; and, Railroad Street from Main Street to 93rd Street (during the road race portion of the Festival only). This permission is granted subject to the customary licensing requirements of the City Council, submittal of signed letters of permission from City Tire and NGM for use of their respective properties, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The cost of any City services provided shall be paid using the City funding allocated to the Keene Music Festival in the FY 17 Community Events Budget, along with funds allocated in the Mayor and City Council's unclassified account in support of the Monadnock Fall Festival.

ATTACHMENTS:

Description

PLD More time report - Fall Festival

BACKGROUND:

City staff has had several protocol meetings with representatives of the Monadnock Fall Festival and the Keene Kiwanis Club, which will be hosting an antique car show during the event. City staff have identified the following streets for closure during the event:

Gilbo Avenue from Main Street to School Street

Lamson Street from Main Street to Federal Street

Saint James Street from West Street to Gilbo Avenue

Railroad Street from Main Street to Wells Street (During Festival)

Railroad Street from Main Street to 93rd Street (Only during the Road Race portion of the Festival)

In City Council June 16, 2016.

More time granted.

3D2


Patricia C. Castle
City Clerk

City of Keene
NEW HAMPSHIRE

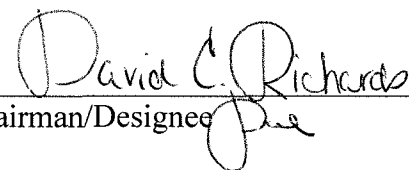
June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Mayor Lane – Request to Use City Property – Fall Festival**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request from the Fall Festival Committee to use downtown City rights-of-way for the 2016 Fall Festival be placed on more time to allow City staff to hold a series of protocol meetings.


Chairman/Designee

Background:

Mayor Lane introduced Councilor Carl Jacobs, a member of the Fall Festival Committee, before addressing the request. In the spring of 2015, the City Council approved the idea of holding a Fall Festival in Keene. A committee was assigned to identify the parameters for holding the festival. Over the last several months, committee members have been working to put together a community event to celebrate all that makes the Monadnock area special. This event, entitled *The Monadnock Fall Festival; A Celebration of Community and Culture*, will include music, theater, art, poetry, agriculture, small businesses, education, and all of the other things that make our area unique. It is being designed to showcase the things that make our area a place to be proud of. Keene State College is collaborating with this event to have it occur during their Parents' Weekend. The Festival is being designed as a way for all of us to celebrate ourselves,

and to get to know all of the interesting resources that are located within the Monadnock area. The Committee has selected the date of Saturday, October 1, 2016. The scheduled hours for activities are 10:00 AM until 4:00 PM. We are seeking permission to use Main Street and Gilbo Avenue. Sections of sidewalks will be utilized for displays ensuring that pedestrian traffic is not in any way restricted. They will be requesting that Gilbo Avenue be closed and the use of Police and Fire Department Personnel be used to detail the event.

Mayor Lane reported that although the protocol meetings will begin this Thursday, June 16, 2016; discussions actually began two weeks ago at the Finance Committee meeting where Councilor Jacobs' motion to add funds to the Community Events budget was approved for this event. Mayor Lane noted at this time he is asking the Committee to put the Fall Festival on "more time" as the protocol meetings are just beginning. The Mayor commented Councilor Manwaring and Councilor Jacobs have been involved in many of the discussions as representatives of the City Council. Councilor Jacobs stated this is a very exciting opportunity for the City; he added Kevin Dremel is taking the same approach with this event as he does with the Music Festival and that no national entities are being encouraged to participate. Councilor Jacobs said the focus is on the Keene/Monadnock region; he also noted the Farmer's Market is an important part of the Festival. Mayor Lane reiterated Keene State College's involvement along with the nine visiting delegates from Keene's sister city Einbeck, Germany.

Chair Richards asked for Committee comments or questions.

Councilor Hansel commented he was a bit skeptical at first, but now commends all those involved for the work done to date. Mayor Lane thanked Councilor Hansel noting one of the strengths of this community is that it does tend to come together for significant celebrations. Councilor Jones agreed with Councilor Hansel's comments.

Councilor Chadbourne asked if there were any consideration given to somehow incorporating pumpkins into the discussions. Mayor Lane commented he thinks it is important to remember the Festival is being developed from the bottom up rather than the top down. He continued by saying they are asking organizations to put programs together and so far nobody has asked to put pumpkins in the Festival. Councilor Jacobs said pumpkins are an aspect of food and agriculture, but they do not want to limit the Festival to just pumpkins.

Councilor Sutherland said he looks forward to hearing more of the details; he pointed out a lot of comparisons will obviously be made between this and other festivals. Councilor Sutherland also asked if there will be booths by the non-profits. Mayor Lane replied in the affirmative, adding there will be opportunities for the non-profits to have booths and sell food for fundraising.

Chair Richards asked for public comments or questions.

Carol Sorterup of the Keene Senior Center Coalition asked what is happening for kids in this festival. Mayor Lane replied they will be announcing the specific events later on in the summer; but he mentioned the involvement of MoCo Arts, the Children's Museum, and the local schools in the planning of the event.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request from the Fall Festival Committee to use downtown City rights-of-way for the 2016 Fall Festival be placed on more time to allow City staff to hold a series of protocol meetings.



Transmittal Form

August 30, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: 6.

SUBJECT: Mark Fraser/Eversource - Use of City Property - 16 Church Street - Pad Mounted Transformer

COUNCIL ACTION:

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

ATTACHMENTS:

Description

Communication - Eversource

BACKGROUND:

Eversource Energy is requesting permission to use City-owned property for the placement of a pad mounted transformer in the vicinity of 16 Church Street which would replace an existing sector cabinet in the same location. This is in keeping with the MOU between Eversource and the City of Keene, and seeks to improve electrical service to the Central Business District.

In City Council September 1, 2016.

Referred to the Planning, Licenses and Development
Committee.

August 30, 2016



City Clerk

Mayor Kendal W. Lane and
Keene City Council
City of Keene
3 Washington Street
Keene, NH 03431

Re: Permission to Use City-Owned Property / Eversource Investments in Electric Distribution
System in Keene's Central Business District

Dear Mayor Lane and Councilors,

In order to increase reliability, minimize outages, and improve outage response and restoration, Eversource is making significant investments to its electric transmission and distribution system in the City of Keene's Central Business District. The \$4 million, multi-year investment involves the replacement of obsolete underground transformers with new, strategically located pad-mounted transformers.

Identified by Eversource as a priority in 2012, the project was included in a 2015 Memorandum of Understanding between Eversource and the City of Keene. Since that time, Eversource has worked with an advisory committee established by the City Manager, city officials, and downtown business and property owners in order to design system improvements and strategically site equipment. As a result of working closely with several key property owners, Eversource has plans to enhance the distribution system in the Central Business District by upgrading from 4kV to 12kV, extending 12kV from Washington Street to Roxbury Street and filling an existing gap in the system.

As part of this reliability improvement project, Eversource respectfully requests permission to use of city-owned property adjacent to 16 Church Street for the installation of a new 150KVA pad mounted transformer and the necessary underground conduit and conductors. Eversource understands that installation of the proposed above grade, pad mounted transformer will also require approval by the Historic District Commission.

The proposed transformer will replace an existing sector cabinet currently on city owned property adjacent to 16 Church Street. A photo of the existing sector cabinet at the site and a photo depiction of the proposed installation, in addition to a map and preliminary drawing of the proposed installation and equipment specifications showing dimensions are enclosed. The installation of a transformer at this location will allow Eversource to serve nearby customers currently served by obsolete underground equipment located below Main Street. Should this

Mayor Kendall Lane
August 29, 2016
Page 2

request be granted, Eversource will install conduit during the parking lot resurfacing project scheduled to be completed this fall.

The replacement of the sector cabinet with a pad-mounted transformer adjacent to Church Street is an important phase in a comprehensive plan to improve the safety and reliability of the electric infrastructure in the Central Business District by replacing obsolete underground equipment. Additionally, the replacement of underground equipment will eliminate the environmental and safety risks associated with the operation of oil-filled equipment in a highly corrosive and often submerged environment.

Thank you for your consideration of this request. Please contact me at 357-7309 ext 555 5750 or mark.fraser@eversource.com if you need additional information.

Sincerely,

A handwritten signature in blue ink, reading "Mark Fraser", with a long horizontal flourish extending to the right.

Mark F. Fraser
Manager, Field Engineering & Design, Western Region

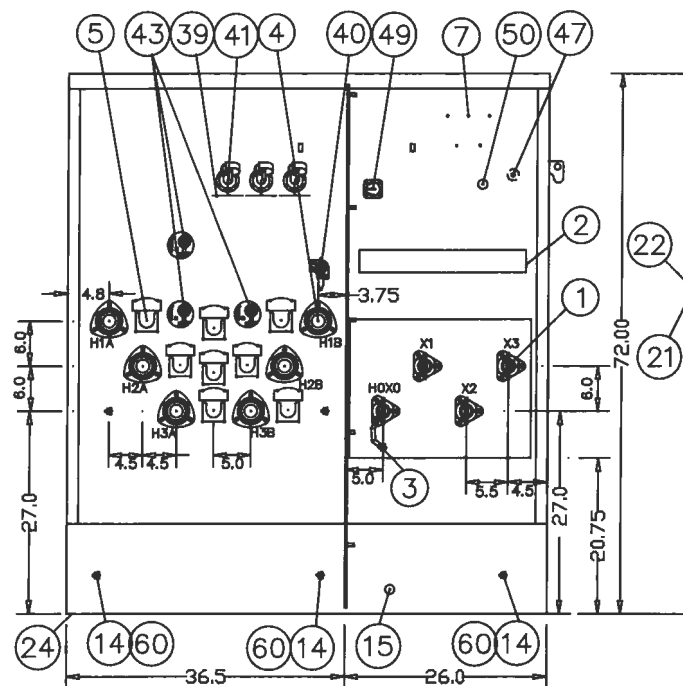
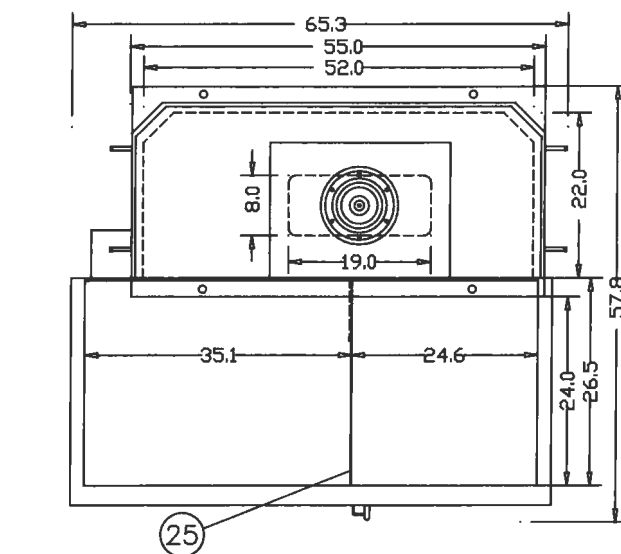
Enclosures







DESCRIPTION	
1	LV BUSHING & 6-HOLE SPADE
2	LV SPADE SUPPORT
3	1/2-13 GROUND PAD & STRAP
4	HV LB INSERT UNIV. 95 BIL
5	3.95" LOADBREAK PARKING STAND
7	NAMEPLATE ON TANK & DOOR
8	TANK
10	HANDHOLE & SECURITY COVER
12	LIFTING LUGS
13	JACKING PROVISIONS
14	1/2-13 GROUND PAD
15	1 IN PIPE PLUG - VIBRA SEAL
21	PADLOCKABLE DOOR HANDLE
22	3 PT LATCH PENTA SEC BOLT
24	12 IN REMOVABLE SILL
25	METAL LV-HV BARRIER
39	CLIP ON DRIP SHIELD
40	S/M SWITCH HANDLE
41	BAYONET FUSE HOLDER (FLAPPER)
43	2 POSITION LOADBREAK SWITCH
46	PRD/Q 208-60
47	PRESSURE RELIEF VALVE
49	2" MAGNETIC LL GAUGE
50	OIL LEVEL PLUG
60	HJ ENT AS-1203-001
SPECIAL NOTES	
A BAY-O-NET FUSE	
CPS 4038108C12 50 AMP. 4.16KV	
CPS 4038108C06 12 AMP. 12.47KV	
B CURRENT LIMITING FUSE	
HI-TECH HTSS132030 12.47KV	
HI-TECH HTSS232125 4.16KV	
C	
D	
E STOCK NUMBER: 00004634660	
CAT NO	9550435628024
DWG BY: KD	DATE: 03/29/16
APP BY: JB	CC. 745



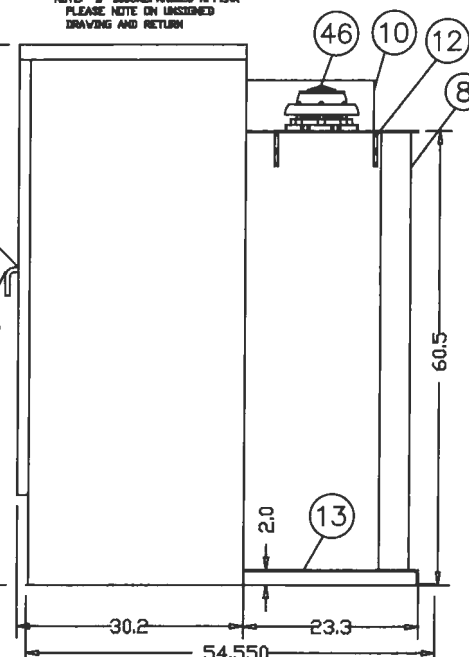
DWG NO.		0073085001.707	
HOWARD		INDUSTRIES INC.	
LAUREL, MISS. USA 39440			
THREE PHASE PAD DISTRIBUTION TRANSFORMERS			
CUSTOMER : NORTHEAST UTILITIES, CT			
SPEC. T-781		DATED 11/02/15	
KVA 150.0 BIL 95 TAPS NONE			
HIGH VOLTAGE 4.16GY/2.4X12.47GY/7.20			
LOW VOLTAGE 208Y/120			
APPROX. CORE AND COIL WEIGHT			1340
APPROX. TANK AND ACCESS. WEIGHT			965
GAL. OF OIL 246 , APPROX. WEIGHT			1846
APPROX. TOTAL WEIGHT			4151
REV.	DATE	DESCRIPTION	BY APP
A			

APPROVAL DRAWING
PLEASE INDICATE BY SIGNING
APPROVED _____ DATE _____

THIS DRAWING REPRESENTS THE
TRANSFORMER COVERED BY
YOUR SPECIFICATION

NO. _____ DATED _____
PLEASE RETURN TO HOWARD
INDUSTRIES.

NOTE: IF DISCREPANCIES APPEAR
PLEASE NOTE ON UNSIGNED
DRAWING AND RETURN



NO. 61830068.874

THREE PHASE TRANSFORMER
DOE COMPLIANT

HOWARD INDUSTRIES LAUREL MS 39440 USA

READ INSTRUCTION HI 105 BEFORE OPERATING MFG

KVA 150

HV 4.16GY/2.4X12.47GY/7.20

WT LB TANK 965 C&C 1340

BIL HV 95 LV 30 KV 3.6 %IMP

LV 208Y/120 AMPS 416

TYPE II 1846 LBS
OIL 246 GAL TOTAL 4151 LBS

CONT 65 °C RISE CLASS ONAN 60HZ
TANK DESIGNED FOR +7 PSIG

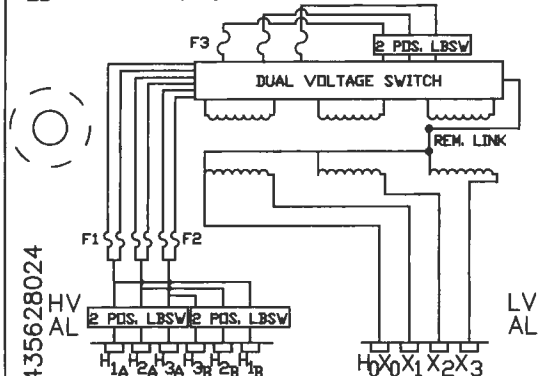
F1 CLF PARTIAL RANGE HTSS232125

F2 CLF PARTIAL RANGE HTSS132030

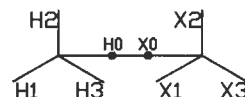
F3 BAYONET FUSE

WHEN MANUFACTURED THIS
TRANSFORMER CONTAINED LESS
THAN 1 PPM OF PCB

PART II, DOE-10-CFR PART 431 COMPLIANT



PDS	VOLTAGE
1	4160
2	12470



SER. NO. BAR CODE

CAT. NO. BAR CODE

SER. NO.

APPROVAL DRAWING

PLEASE INDICATE BY SIGNING

APPROVED _____ DATE _____

THIS DRAWING REPRESENTS THE
TRANSFORMER COVERED BY
YOUR SPECIFICATION

NO. _____ DATED _____

PLEASE RETURN TO HOWARD
INDUSTRIES.

NOTE: IF DISCREPANCIES APPEAR
PLEASE NOTE ON UNSIGNED
DRAWING AND RETURN

BLACK ANNODIZED ALUMINUM

REV	DATE	REVISION	BY	APP

HOWARD INDUSTRIES INC.

LAUREL, MISS. USA 39440
MFG. OF DISTRIBUTION TRANSFORMERS

NAME: LASER NAME PLATE CC 857

DESCR: LF/NT/2FUSE/2PLB/ SM/Y-Y

ID 3DCM4836 P.N. 0061830068.874

SCALE 1.000 DWG BY KD CHK BY JB DATE 03/29/16

STREET

ROXBURY

HANDICAPPED
PARKING

45

43

39



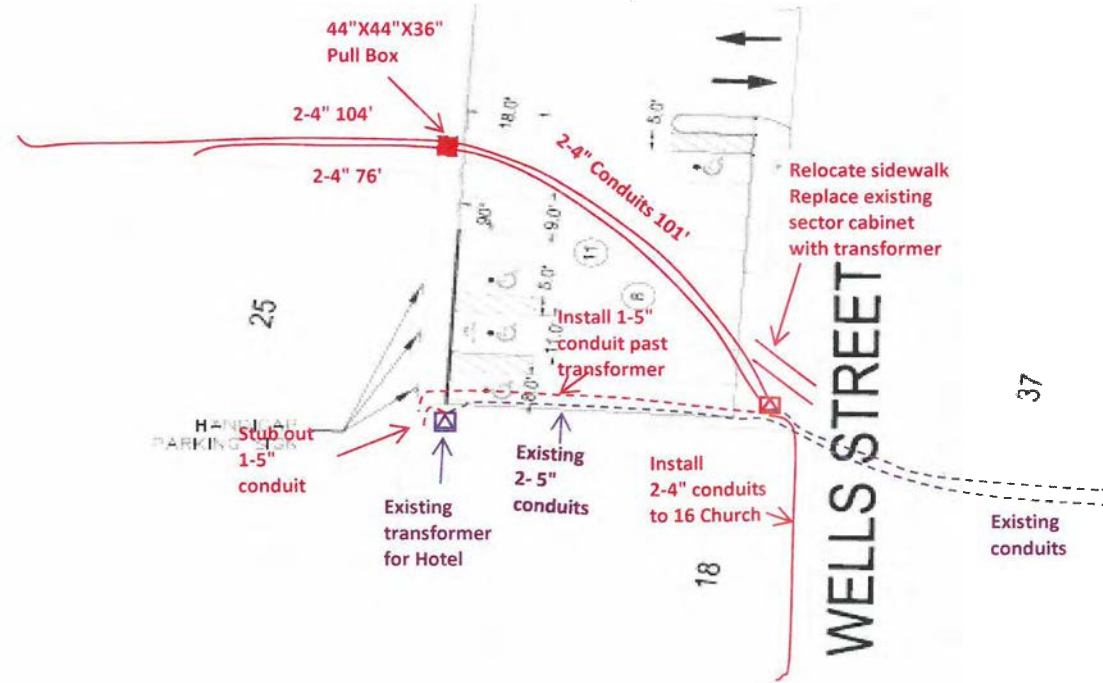
13

WELLS PARKING GARAGE



STREET

37



25

HANDICAPPED
PARKING

18

37

39

35



City of Keene, N.H.
Transmittal Form

8/24/2016

TO: Planning, Licenses and Development Committee

FROM: Mark Howard, Fire Chief

THROUGH: Medard Kopczynski, City Manager

ITEM: 7.

SUBJECT: 2016 Fire Prevention Parade Permit - Fire Department

RECOMMENDATION:

Move that the Planning, Licenses and Development Committee recommend that the Fire Department be granted permission to use City property for the 2016 Annual Fire Prevention Parade to be held on Sunday October 9, 2016.

BACKGROUND:

Annually, the fire department requests permission for use of City property and City streets for the Fire Prevention Parade, which kicks off Fire Prevention Week activities. This year the use of the front parking area at the Public Works Department, located at 350 Marlboro Street, is needed to stage for parade line-up. The parade will begin at 1:00 pm at 350 Marlboro Street and will proceed westerly along Marlboro Street to Main Street, then north on Main Street to Central Square, then north on Washington Street to Vernon Street where the parade will disperse. Following the parade there will be an awards ceremony at the Central Station on Vernon Street. This parade will be held rain or shine.



City of Keene, N.H.
Transmittal Form

September 2, 2016

TO: Planning, Licenses and Development Committee

FROM: Andy Bohannon, Parks, Recreation & Facilities Director

THROUGH: Medard Kopczynski, City Manager

ITEM: 8.

SUBJECT: Rescission of Resolution R-2012-06-A - Parks, Recreation and Facilities Department

RECOMMENDATION:

That the Planning, Licenses and Development Committee rescind Resolution R-2012-06-A, which allows the public to utilize vacant space at 400 Marlboro Street.

ATTACHMENTS:

Description

Resolution R-2012-06-A

BACKGROUND:

In 2012, the City created Resolution 2012-6-A for the purposes of allowing groups needing storage space for brief periods of time to use the area behind the Police Department. Since the construction of the Keene ICE and the Michael E. J. Blastos Community Room, access to the space has been secured. Allowing access to the area creates safety issue for various City departments and it is recommended discontinuing the use of the space for this reason.

Twelve

COUNCIL POLICY: RELATING TO USE OF VACANT SPACE AT 350/400 MARLBORO STREET

- WHEREAS: There continues to be more and varied interest in the vacant areas of 350/400 Marlboro Street; and
- WHEREAS: There needs to be some determinations on the best way to accommodate these requests; and
- WHEREAS: The 8,000 square feet of vacant and undesignated space is identified as warehouse storage in the State Fire Code, the State Building Code and the Zoning Code; and
- WHEREAS: if any of this area is changed to uses other than warehouse storage, then that use has to be examined to see if it requires changes to accommodate the use such as ratings of walls, heat/air systems, electrical systems, lighting, egress and access considerations; and
- WHEREAS: The codes address temporary uses as less than six months and those uses that do not increase the life safety requirements of the building; and
- WHEREAS: The current practice of warehouse type activities should remain as the primary source of utilization based on the safety codes, bathroom facilities and limited populations in and out of the building.
- WHEREAS: The space should not be rented for any extended period of time beyond 60 days with an option for 30 days and a final request for an additional 15 days. After the 105 days is complete; the organization would need to vacate the property for 30 days, after which the organization could return with another reservation application; and
- WHEREAS: The Director of the Parks, Recreation and Cemeteries Director does have the discretion to allow utilization of a space for up to six months if there is no pending request; and
- WHEREAS: Organizations utilizing the space would be responsible for a nominal rental fee to help generate revenue for future improvements and maintenance. All organizations would be required to complete a facility use agreement and provide insurance through the Parks, Recreation and Cemeteries Department; and
- WHEREAS: Only non-profits could utilize the storage areas.

NOW THERFORE BE IT RESOLVED that the following fee schedule shall be used for those non-profit organizations utilizing vacant space at 350/400 Marlboro Street:

Maintenance Fee – if needed	\$75.00
Electricity	\$15.00

Kendall W. Lane, Mayor