

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
MEETING MINUTES

Wednesday, May 10, 2017

6:00 PM

Council Chambers

Members Present:

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

Staff Present:

Don Lussier, City Engineer
Rhett Lamb, Planning Director, Assistant City
Manager
Kürt Blomquist, Public Works Director
Patty Little, City Clerk
Andy Bohannon, Parks, Recreation & Facilities
Director

Members Not Present:

Chair Manwaring called the meeting to order at 6:00 PM, explained the rules of procedure, and welcomed the public.

**1) Reagen Messer/MoCo Arts MoCo Arts Arts – Request to Relocate Stairs –
City Hall Parking Garage**

Chair Manwaring welcomed Katie Sutherland of KCS Architects, 310 Marlboro Street. Ms. Sutherland stated she is the architect for the new MoCo Arts building proposed at 38 Roxbury Street. She continued in December 2016, stairs were removed from the parking deck behind City Hall on the north end by the former YMCA. Ms. Sutherland showed drawings of the site plan approved by the Planning Board, which shows the preexisting condition and where the stairs were removed because of disrepair. In the Planning Board approved site plan, the stairs will be moved to the back corner of the parking deck, further away from traffic. Better lighting will be added to the stairs and striping will be added to show the direction to the sidewalk and building. She hopes that after 5:00 PM, when the public can use the parking deck, parents can park there and use the stairs to the MoCo Arts building. Ms. Sutherland showed drawings of the parking deck plan, new stair location, and indicated the stairs will be shorter than the previous and matching concrete will be used. She indicated the hope is that MoCo Arts will pay for construction of the stairs and the City will maintain them, as in the past. This presentation is to initiate discussion for that agreement.

The City Engineer said this plan to relocate the stairs was previously discussed and approved by the Planning Board. He said this proposal is not unknown to the City and he has no hesitation about the ability to reach an agreement. At this time, the City Engineer does not know what the content of that agreement for stair relocation will be. He indicated two options for the Committee at this time:

- Make a motion to allow the City Manager to negotiate and execute an agreement for relocation of the stairs, MoCo Art's use of the garage, and maintenance details.
- If the committee still has questions or concerns about the details of the agreement, the Committee can make a motion to approve the negotiation with the stipulation that the agreement will come back before this Committee for review.

Councilor Lamoureux noted there is already an opening on the north end of the parking deck, for snow plows, and asked if there will be structural concerns cutting another section. The City Engineer replied no, the existing opening will be repaired with rebar to ensure structural soundness; he ensured that due diligence will be performed to negate structural concerns. Ms. Sutherland added her team reviewed the original 1983 structural drawings of the parking deck with a structural engineer and they feel confident about the project.

Councilor Lamoureux made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the City Manager be to negotiate and execute an agreement with MoCo Arts for the purposes of relocating the City Hall parking deck stairwell.

2) Jan Manwaring/Keene Serenity Center – Request to Temporarily Close a Section of Carpenter Street

Chair Manwaring recused herself to speak on this matter, and Councilor Filiault acted as Chair. Councilor Manwaring stated that she is the Secretary of the Board of Directors for Keene Serenity Center and Co-Chair of Fundraising Committee. The Serenity Center has its annual fundraiser on June 10 at Carpenter Field, across the street from the Center at 36 Carpenter Street. The intention is to have music at the event, but there is no electricity at Carpenter Field. Councilor Manwaring stated they are requesting to close Carpenter Street for 100 feet in front of the Center to run electricity from the building to the field. She indicated there would be many options for people to detour around this closure (Church Street and Kingsbury Street). She anticipates only needing 10 traffic cones to stop cars from driving over the electrical cords. Councilor Lamoureux said, from dealing with emergency services in the past, it would be advantageous to have a formal detour with signs posted; the public can become frustrated when there is no indication of which direction they need to go. The Public Works Director and Emergency Management Director Kurt Blomquist said it is unfortunate that staff was not able to discuss this with

the applicant before it came before the Committee so he has no recommendation at this point; it is not a large event at this point so the committee has two options:

- Place this matter in more time and review it in more detail at another meeting.
- Motion to authorize closure of Carpenter Street in an area to be determined by staff and the applicant must comply with the staff recommendations.

Chair Filiault recognized Councilor Carl Jacobs who is a member of the Keene Serenity Center in long-term recovery. He said last year it was awkward to have the electric wires running across the street and traffic coming through. Still, building access is important for restrooms and electricity. Councilor Jacobs said he supports the request for a temporary closure of Carpenter Street as this event benefits the community.

Chair Filiault said he believes this matter can be left to the discretion of staff. Councilor Hooper agreed but echoed Councilor Lamoureux's suggestion of a formal, marked detour.

Councilor O'Connor made a motion, which was seconded by Councilor Hooper.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends authorizing the closure of Carpenter Street on June 10 at the discretion of City staff contingent upon the applicant following the rules of that closure.

3) Jessica Karp – Request for Stop Sign – Darling Road/Mountain View Road Intersection

Chair Manwaring returned to the Committee and noted Jessica Karp, the applicant, was unable to attend this meeting so this agenda item was added to more time. The consensus of the Committee was to put this item on more time.

4) Departmental Presentation – Cartegraph and YourGOV – Parks, Recreation & Facilities Department

Chair Manwaring welcomed Andy Bohannon, Parks, Recreation & Facilities Director. Mr. Bohannon recalled that in April he introduced the Committee to Cartegraph, which functions in conjunction with YourGOV, a smart phone, tablet, and computer app that allows the public to report problems in the city (e.g. downed tree, pot hole, etc.). Citizens can report these issues anonymously through the app or they can create a login; if YourGov is used anonymously, the reporting citizen will not be notified when the issue is resolved but citizens who create a login will be notified via email when the issue is resolved. Mr. Bohannon demonstrated for the Committee how the app works with the location services on a phone to pinpoint where the issue is a citizen is reporting, how citizens can choose a category (e.g. park issue), and share a picture of the problem. When a citizen submits this information using YourGov, a work request is automatically sent to the corresponding City Department via Cartegraph. Staff access a Cartegraph dashboard multiple times a day to check on tasks. Mr. Bohannon demonstrated the Cartegraph

dashboard for the Committee. Features of Cartegraph include:

- Work requests
- Maps of City assets (e.g. benches, ball fields)
- Average time to complete a task
- Cost associated with tasks

Mr. Bohannon explained his Department has been working with Cartegraph for approximately one month and various tasks have been sent to the department by the public. He said having City assets mapped in Cartegraph allows staff to know exactly where to go when an issue is reported. As tasks build in Cartegraph over time, the costs of labor and materials to complete that task are tracked for more accurate budget planning in the future.

The next step is to launch YourGOV marketing. When the redesigned City website goes live, there will be a link to YourGOV on the front page. Mr. Bohannon will put videos on the Parks and Recreation webpage and will advertise on social media. He hopes citizens will use this app when they see problems around the City so issues can be addressed in a timely manner and the City's assets are well cared for; the tagline of YourGOV is, "Putting Your Government to Work." IT will perform a soft launch of the new website with the link in late May/early June.

Councilor Manwaring asked how tourists can report a problem, on a trail for example, if they do not know where exactly they are. Mr. Bohannon explained that the app uses a phone's location services to pinpoint exactly where you are and sends that information to Cartegraph. Also, if someone mistakenly sends the report to the wrong department in YourGOV, the staff can easily forward that task to the appropriate department. Mr. Bohannon thanked the IT department for the great help; he added that in the Cartegraph software, users can easily access all their training webinars and videos. He said it is essential to launch this summer so they have a full season of information to adjust the budget where necessary next year.

Chair Manwaring recognized Councilor Carl Jacobs who asked if he will see the many task dots/work orders on the map in the app as demonstrated in the slideshow. Mr. Bohannon replied no, he will only see tasks he has submitted; he will also receive an email telling him when the task is complete. Chair Manwaring asked what happens when multiple people report the same problem. Mr. Bohannon said the system and/or staff will recognize that and address it. Chair Manwaring also asked if this app should be used if the reporter is unsure if it is an emergency. Mr. Bohannon said if it is a possible emergency, call 911; The Public Works Director noted his Department has been using YourGOV and Cartegraph for several months now and the automated responses include a text about not using the app in an emergency.

Councilor Hooper made the following motion, which was seconded by Councilor Lamouroux.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends accepting the Cartegraph presentation by the Parks, Recreation & Facilities Department as informational.

5) Petition for the Absolute Discontinuance of a Portion of Castle Street

- a. **Resolution R-2017-01**
- b. **Resolution R-2017-02**
- c. **Resolution R-2017-03**

Councilor Filiault recused himself from this petition because he did not attend the site visit. The City Engineer noted the site visit was the previous week and the public hearing has concluded, with little feedback. The Council had one question last week about access to the Jonathan Daniels Trail. As of today, there is no public access to the trail on the Keene Housing Authority property but Council was interested in considering that option. The City Engineer stated he has spoken with the City Attorney and Keene Housing Authority representatives who expressed significant legal concerns with opening formal public access through private property to a City trail. First, it would have to be legally defined in the form of an easement to record that agreement on the land records. Second, it is difficult to define public access and ensure that access will not transfer to other parts of the private property. Third, in terms of liability, the municipality has certain protection under State regulations for things that happen in the right of way but private properties do not have the same protections; so, there would be legal liability for Keene Housing Authority. Finally, there is question of the long-term maintenance of the public access. Staff recommended that Castle Street be discontinued because the road only serves one property owner but the City is paying for maintenance. If this petition is accepted, the owner will be responsible for long-term maintenance of the public access. Some were also concerned by the parking situation at the end of Castle Street if formal access to the trail network is created there; this will attract people onto private property. The City Engineer said both staff and Keene Housing Authority are not in favor of public access through the property at this point.

Councilor Hooper asked if Keene Housing would put private property signage at the head of the trail to discourage use. The City Engineer replied there is currently no signage or fencing as a part of the project. Chair Manwaring said because there was no public feedback, the Committee is just voting on these three resolutions and asked the City Engineer to briefly explain them.

- Resolution R-2017-01: the absolute discontinuation of a portion of Castle Street allowing the City to give up that portion of the street as a public way; contingent on the Monadnock Affordable Housing Corporation relieving the City from damages.
- Resolution R-2017-02: relates to a deed for the discontinued portion. The City Engineer explained there are two ways the City can have legal interest in a right of way, 1) by owning the land underlying the public way or 2) an easement across someone property for highway purposes; these give the public at large the right to pass and repass over someone else's land. The City has a deed to the land

- underlying the right of way on Castle Street. It is recommended that the City Manager sign the deed back over the Keene Housing Authority.
- Resolution R-2017-03: will release the old drainage easement and acceptance of a deed from the releasing of old drainage easements. It is essentially cleaning up land records as part of the work toward preparing documents that will lead to discontinuation of the street. The surveyor found two existing easements that are not currently on the public land records. This resolution also ends those easements and authorizes the City Manager to accept a deed from Keene Housing Authority to the City to lay, maintain, and continue where there is drainage.

Chair Manwaring asked if all resolutions can be included in one motion and the Assistant City Manager replied yes.

Councilor Lamoureux made the following motion, which was seconded Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommends the adoption of Resolution R-2017-01 for absolute discontinuation of a portion of Castle Street, Resolution R-2017-02 related to a deed for the discontinued portion of Castle Street, and Resolution R-2017-03 relating to release of drainage easements and acceptance of a deed.

- 6) Non-Public Session**
- 7) Adjournment**

Hearing no further business, Chair Manwaring adjourned the meeting at 6:50 PM.

Respectfully submitted by,
Katie Kibler, Minute Taker

Additional Edits by,
Terri M. Hood, Assistant City Clerk