

CITY OF KEENE
PLANNING, LICENSES, AND DEVELOPMENT COMMITTEE
MEETING MINUTES

Wednesday, October 21, 2015

7:00 PM

Council Chambers A

Members Present:

David Richards, Chair
David R. Meader, Vice-Chair
Emily P. Hague
Bettina Chadbourne
Carl B. Jacobs

Staff Present:

Med Kopczynski, Acting City Manager

Members Not Present:

Others:

Councilors Present:

Chair Richards called the meeting to order at 7:00 PM.

1. COMMUNICATION: Kiwanis Club of Keene – Request to Use City Property and Decorate Trees in Median

Chair Richards commented this is the third year of the lighting, and asked the applicant to review the changes proposed for this year.

Peg Bruce, of 15-L Windsor Court introduced Dave Ganio, of 14 Eastview Road. Mr. Ganio reported although the tree lighting ceremony would be the same on Central Square; this year the Kiwanis are requesting to decorate the 27 lamp posts in the center island down Main Street from the flag pole to the roundabout on Marlborough/Winchester Streets. Ms. Bruce displayed a stand of the white LED lights to be used. She noted only one strand would be used per pole. Mr. Ganio also reported Chief Howard will provide volunteers to assist with the bucket truck if City Council approves the request.

Chair Richards asked for questions from the Committee.

Councilor Chadbourne commented she likes the idea and it will be festive. Ms. Bruce noted comments Mr. Ganio received last year regarding the lights on the gazebo and how nice it look. Ms. Bruce further explained the LED lights will utilize the same timer as the lights on the lampposts.

Chair Richards asked if all City requirements had been met. Mr. Kopczynski reported the protocol meetings went well; both the Public Works Department and the Fire Department are in agreement with what is going on. Continuing, Mr. Kopczynski noted the bucket truck would be used during the week so no overtime would be incurred.

Councilor Hague asked how long the lights would be up. Ms. Bruce replied they would come down at the end of January or the beginning of February (weather dependent).

Councilor Jacobs asked if they would be using City power. Ms. Bruce replied in the affirmative. Mr. Kopczynski noted the LED lights use 20% of what a normal incandescent light would use.

Ms. Bruce also reported she and Mr. Ganio met with Phil Suter of the Chamber of Commerce. The Chamber will be installing wreaths along the merchant's side of the sidewalk.

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

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

The Planning, Licenses and Development Committee recommends that the City Council grant permission to the Keene Kiwanis Club to use downtown City rights-of-way on November 27, 2015 for the Tree Lighting Festival conditional upon the customary licensing requirements of the City Council, and that the petitioner complies with any recommendations of City staff. In addition, the petitioner is granted permission to decorate the City light poles in the center median from the flag pole to the roundabout with LED lights. The Fire Department will assist the petitioner in decorating the light poles, with the specific date to be coordinated with City staff.

Councilor Jacobs asked if an end date needed to be included in the motion. Ms. Bruce commented the lights would be put up on November 6th, decorating the tree on November 14th, and the actual event is on November 27, 2015. Councilor Jacobs asked if he should change the motion to November 6th. Discussion continued with Mr. Kopczynski suggesting the motion be reduced to just the permission as the information will be in the background notes. Councilor Hague asked if there needed to be a distinction between the activity of the festival and the use of City property. Mr. Kopczynski replied from his point of view they are the same.

Councilor Hague made an amendment to strike the phrase "on November 27, 2015" from the motion. Councilor Chadbourne seconded the amendment which carried on a vote of 5-0.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to the Keene Kiwanis Club to use downtown City rights-of-way for the Tree Lighting Festival conditional upon the customary licensing requirements of the City Council, and that the petitioner complies with any recommendations of City staff. In addition, the petitioner is granted permission to decorate the City light poles in the center median from the flag pole to the roundabout with LED lights. The Fire Department will assist the petitioner in decorating the light poles, with the specific date to be coordinated with City staff.

Chair Richards advised this would go to City Council on November 5, 2015.

There being no further business Chair Richards adjourned the meeting at 7:10 PM.

Respectfully submitted by:
Mary Lou Sheats-Hall, Minute-taker
October 22, 2015