

City of Keene
New Hampshire

MUNICIPAL SERVICES, FACILITIES AND INFRASTRUCTURE COMMITTEE
MEETING MINUTES

Wednesday, March 27, 2019

6:00 PM

Council Chambers

Members Present:

Janis O. Manwaring, Chair
Randy L. Filiault, Vice-Chair
Stephen L. Hooper
Gary P. Lamoureux
Robert B. Sutherland

Other Councilors Present:

George S. Hansel
Terry M. Clark
Bettina A. Chadbourne

Staff Present:

Elizabeth A. Dragon, City Manager
Thomas P. Mullins, City Attorney
Beth Fox, HR Director /Assistant City Manager
Kurt Blomquist, Public Works
Director/Emergency Management Director
Andy Bohannon, Director of Parks, Recreation
& Facilities
Med Kopczynski, Director of Economic
Development Initiatives and Special Projects
Steve Russo, Police Chief
Wendy Walker, Parking Operations Manager
Rhett Lamb, Community Development
Director/Assistant City Manager
Don Lussier, City Engineer
Brett Rusnock, Engineer

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

1) Dorrie Masten-Requesting a Discussion About Downtown Parking Options

Chair Manwaring recognized Dorrie Masten of 326 Matthews Road Swanzey, NH and Jared Goodell of 14 Skyview Circle, Keene. Mr. Goodell stated that he was representing several businesses owned and operated by Ms. Masten. He stated the businesses are Pedraza's, The Pour House and Keene Apartments. Mr. Goodell explained this discussion is in regards to the continued discussion concerning the parking kiosks installed on the west side of Central Square. He stated that Ms. Masten would like to extend appreciation to the Committee for their prompt attention to this matter.

Mr. Goodell stated in 2017 the Parking Department took a bold step in installing a parking kiosk on the west side of Central Square. He noted that with any new technology there is a learning curve and some growing pains. However, he stated the pains caused by the Central Square parking kiosk have had a lasting impact on at least two businesses

that include Pedraza's and The Pour House. Mr. Goodell stated that it is worth noting the parking kiosks in Keene have never provided a positive impact to Keene, its residents, visitors or businesses. He stated dating back to 2012, when the Parking Department ran a 90 day trial of parking kiosks that serviced the northern most parking spots on Main Street, Police Chief Kenneth Meola suspended the trial run just after 40 days. Mr. Goodell quoted that Chief Meola cited "*numerous mechanical difficulties, users found the technology difficult to operate, unfriendly to customers of downtown businesses; constant complaints were reported by downtown business owners about kiosks and a downturn in business.*"

Mr. Goodell stated that it appears the past has repeated itself. He stated the kiosks installed on the west side of Central Square have caused a persistent negative impact to Keene's downtown. The businesses he represents tonight have seen a significant decline in sales as a result of the parking kiosks. In addition, he stated that complaints about the kiosks have also increased tenfold. Mr. Goodell explained the decrease in business could have a negative implication for the City as a whole. He noted this includes the loss of these two locally owned businesses that collectively employ 26 local residents. Mr. Goodell added that it not difficult to find stories of residents and visitors that come to Keene that have had negative interactions with the kiosks. In addition, Ms. Masten and her employees hear complaints regularly. Mr. Goodell noted the numerous letters written to the editor of the Keene Sentinel and the negative comments about the kiosks mentioned on the Dan Mitchell radio show on WKBK.

Mr. Goodell explained that unlike traditional parking meters that are placed in front of a specific parking spot, the parking kiosks are sometimes located a significant distance from the parking spot it services. He noted this forces people to walk a distance just to pay for parking. Mr. Goodell continued explaining that when users reach the kiosk they are forced to enter their license plate on the screen. He stated that a common complaint is that people forget their license plate number. Mr. Goodell stated that users are then forced to walk back to their vehicle to get their license plate number. In addition, he noted the screen on the kiosk that is required for its operation is difficult to see due to the glare from the sun.

Mr. Goodell stated that Keene's downtown is seen as a barometer for the region's economy. He noted that many storefronts have recently sat empty for extended periods of time. Mr. Goodell stated that while advancing the City's operation with technology should be encouraged, the timing of such implementations is important. He stated the current kiosk has been shown to deter customers from visiting businesses on the west side of Central Square thus negatively impacting two businesses operations. He stated any further negative impact could cause a business to shutter. In addition, he stated that a loss of just one more store on Main Street may send a negative message throughout the area. He stated the results are clear that now is not the right time for Keene to have parking kiosks like the one installed on Central Square. Over the past week Ms. Masten has circulated a petition to downtown merchants, their employees and others experiencing a negative impact due to the kiosks. Mr. Goodell stated the petition respectfully asks that the City Council remove the kiosk and reinstall the previous parking meters.

Mr. Goodell reported that Ms. Masten will be submitting this petition to the City Clerk later this week. In the meantime, Mr. Goodell stated they are asking the Committee to be a champion for locally owned small business. He asked the Committee to recommend to full Council that the kiosks on Central Square be promptly removed and the previous meters be reinstalled.

Chair Manwaring asked how many people signed the petition. Mr. Goodell responded that over 50 people signed the petition and the majority are local business owners and employees.

Councilor Sutherland asked if the request is to have the old parking meters reinstalled or for the City to have a broader based strategy put in place. Mr. Goodell responded that time is of the essence, especially with what Ms. Masten and other businesses have endured for something that was supposed to be a trial period. He stated there needs to be a better strategy such as placing a trial run meters in a location that does not see as much traffic as Central Square.

Chair Manwaring asked for comment from Ms. Masten. Ms. Masten stated that as with everything the City of Keene does, in order to get a smart meter a Committee would have to decide which meter is best. In addition, she noted that it would then need to go before the Finance Department and would be another years' worth of time. She stated that her business is suffering and is the reason why she is asking for a quick answer tonight. Ms. Masten requested the City put back the coin meters until the best solution is determined.

With no further comment, Chair Manwaring opened the meeting for other public comments.

Philip Hitchcock of Hancock Street, Keene stated that he used to be the volunteer chef at the Keene Community Kitchen for five years. He stated that he is present to speak about a restaurant on Roxbury Street that has been there for 31 years. Mr. Hitchcock explained that many people are not aware of this restaurant because there are only roughly five parking spaces on the left hand side of where the restaurant is located. He noted there is no parking on the other side of the street and people drive by without ever knowing the location of the restaurant. Mr. Hitchcock reported the City has issued tickets for two minutes of the meter running out. He stated that parking in the City of Keene is tough. Mr. Hitchcock stated that he attended school in New York City and that Keene does not have its act together like New York City.

Mr. Hitchcock stated in that the City of Keene there are certain meters on certain streets and certain kiosks that work one way. He stated there are people who have never been to Keene that do not understand how to use the kiosks. In addition, he noted that people will not want to come back to Keene if they get a ticket. Mr. Hitchcock stated that Keene has a big situation with parking and is something that should be looked at in a timely manner.

Councilor George Hansel stated that any decision made involving parking is not going to make everyone happy. He stated that what really needs to be looked is how the City can make things equitable for all merchants, be transparent and clear. Councilor Hansel stated that he does not think the City has those things as it stands today. In addition, he noted that the City has not made the decision to go to smart meters yet. Councilor Hansel stated that this is not placing blame on anyone and is just a conversation that needs to take place.

Councilor Hansel stated that he does not think there is an equitable situation for all the merchants on Main Street. He explained that if he was Ms. Masten he would be making the same complaint. Councilor Hansel added that he thinks if people are going around Central Square and are used to putting coins in the meter they will go to next area where a coin meter is located because they are used to those meters.

Councilor Hansel stated that he is not opposed to something the City could do to in order to make it equitable for everyone, while figuring out the grand parking master plan.

Peggy Schauffler of 15 Roxbury Street, Keene stated that she is the owner of Country Life and is a supporter of small businesses. She stated that when moved to Keene she went downtown, got a twice ticket and the ticket turned into \$30 because she forget about the ticket. Ms. Schauffler explained that her answer was not to shop downtown and has not done so for 20 years. However, now that she owns a business downtown and is on the other side of the issue. She noted the main topic of discussion when people come into the restaurant is trying to find parking. Ms. Schauffler stated the answer for quite a few customers is for them not to come. She reported that 5 of her customers have been towed and numerous customers have received tickets. Ms. Schauffler reiterated that her customers answer is not to come. She explained that when she goes on vacation, a number of cities that do not have meters are warm and friendly towns. She asked if the meters are for businesses or the City and how it is equitable. Ms. Schauffler understands there are a lot of issues but she also understands that her business suffers. In addition, she noted that other businesses suffer because she does not spend money downtown due to her concern about getting a ticket.

Chair Manwaring noted the conversation is not about the big parking holistic approach and is in regards looking at the kiosk on Central Square. She comments be addressed to experience with the kiosk on Central Square or other kiosks.

Councilor Terry Clark stated the history of the kiosk located at Central Square was asked for by a merchant. He understands not addressing the whole parking conversation but cannot avoid doing so. Councilor Clark referred to the comments made by Councilor Hansel about making things equitable and Ms. Schauffler's comments about her experience with other cities. Councilor Clark asked if the parking is about the merchant or really about the customer. He asked if the City wants to have parking that is convenient for the merchants or for the people that visit downtown. Councilor Clark noted that businesses are going to do better if it is easier for customers to come downtown. He stated that he has been saying for years the answer is to tear down the

parking meters and have a tax district support whatever money is needed to pay for parking spots. Councilor Clark explained this would be paid for by the people that benefit from it and would make things easier for customers to come downtown. Councilor Clark noted this is done at the malls by folding this expense into rent which seems to work.

Councilor Clark stated the kiosk being placed at Central Square should have never happened and should have been part of a bigger plan. He stated that Ms. Masten wanted the kiosk there and has now changed her mind. Councilor Clark stated that he spoke with Ms. Masten and she admitted she was wrong. He noted when thinking about a decision to think about the customers and how the City needs to be friendly to people. Councilor Clark recommended not doing anything with the kiosk on Central Square until there is a bigger plan.

Councilor Bettina Chadbourne stated there is a larger discussion to be had about parking. She stated the issue at hand is simple and referred to the comment Councilor Hansel made regarding a level playing field. Councilor Chadbourne noted there is not level playing field right now. She reported that that she has received phone calls from people complaining about the kiosks. Councilor Chadbourne stated that she encouraged them to attend this meeting to speak or to write letters. She noted that neither has occurred. Councilor Chadbourne reported that one of the complaints was from a woman that went into Amidon's to complain about the kiosk. The woman now parks down the street if she has to do business in order to avoid the kiosk. Councilor Chadbourne stated that until a bigger conversation takes place, the request to return the meters makes sense.

The City Manager thanked Ms. Masten for attending the meeting and understands her concerns. She stated the City needs a larger plan for parking and this was discussed a little bit during the CIP process. The City Manager explained that in the Capital Plan there is some money currently planned for fiscal 2024 for smart meters. She continued explaining they have been discussing whether this makes sense and where the kiosks make sense. She stated that she does understand when the kiosk was installed on Central Square it began at a request for some additional outside dining. She noted there was also some drainage issues in that area that needed to be addressed on the City side. The City Manager stated she thinks the request to treat Central Square as equitable makes sense. However, she has heard from other businesses around Central Square that are interested in having a kiosk installed in order to have additional space for outdoor eating. The City Manager added that before any money be expended or before the City tears up sidewalks there should be a larger conversation with all property owners and merchants around Central Square. She explained that her plan was to schedule a meeting and invite everyone in, and those that cannot attend could submit their recommendations by email. The City Manager stated that her recommendation is for the communication to be accepted as informational and that the City proceed along as intended with a meeting with downtown merchants and property owners and come back with a plan for Central Square. The next step thereafter would be to come back with a plan for all of the parking in the City of Keene.

The City Manager stated that one of things they have been struggling with is smart technology. She stated that no matter the solution it will not be perfect for everyone. In addition, she noted there are technology issues that need to address because the smart meters are using a service that is not a great cellular service here in Keene. The City Manager reported there are lots of things they are looking at in order to address concerns. She reiterated that her recommendation is to accept this as information and allow them to continue to on the plan they are proposing.

Councilor Sutherland responded to the City Manager that it seems like a reasonable solution but thinks that it eliminates the signatures that Ms. Masten has gathered. He reported that as he was driving down Gilbo Avenue yesterday he saw six people huddled around the kiosk. Councilor Sutherland noted this is an issue and is problematic. He stated the City needs to think about the bigger picture and address this as soon as possible in a short amount of time. Councilor Sutherland stated he does think part of the issue is the larger strategy and where to put the kiosks. He added that to his knowledge there are a number of different types of kiosks in the City and one kiosk that only covers four parking spaces. Councilor Sutherland stated that he would like to see a bigger strategy down the road but thinks there is a need address this issue as soon as possible.

Councilor Hooper concurred with Councilor Sutherland adding that it is a two prong approach in his opinion. He stated that he is glad to hear the City discussing this and coming up with consistency to make sure everything around town is consistent. He stated that he thinks it is important to be consistent with the owners but that it also goes back to the constituents in Keene. He noted that older people are having a difficult time getting used to the situation and in cold weather it is tough for them to go back to their car to a get license number. Councilor Hooper has also viewed people huddled around the kiosks trying to figure things out. He stated he would like to see a short term solution for business owners having problems with people parking near their establishments. Councilor Hooper stated that he is not satisfied fully with the long term solution discussions and would like to see something done short term.

Councilor Lamoureux noted that statistical information is kept on parking. He asked if there is statistical information available on parking prior to the kiosks and what it is today. Police Chief Steve Russo reported they do have these statistics but do not have them tonight. He stated they have the hand counts and with the technology they can gather some through the kiosks to get the hand counts. Parking Operations Manager Wendy Walker added that they have coin use and the credit card use verses the mobile payment, which is a convenient feature with the kiosks. She noted that this is important to share because different kiosks have a higher percentage of credit card transactions.

Councilor Filiault asked the City Manager if the replacement meters are at Public Works. The City Manager responded that the meters are there but does not know how many or the condition of the meters.

Councilor Filiault referred to the City Manager's comment about tearing things up. He stated that he does not think digging up a few holes for parking meters is going to tear up

too much. He stated that as someone who has lived downtown for the last five years the three things he hears complaints about daily is the dog poop on sidewalks, pan handlers and by far the greatest number of complaints is in regards to the kiosk on Central Square. He stated that kiosk is a public relations disaster for the City of Keene.

Councilor Filiault noted that Councilor Hansel's comment about people avoiding that area is correct. He noted that in area of Luca's and the Stage parking is at full capacity including on the side of Winter Street.

Councilor Filiault stated there are three issues in front of the City that need to be addressed. He stated the first is the unfair system because there is a kiosk in an area where no one wants to park. Councilor Filiault stated the first thing that needs to be done is to put everyone on a level playing field. He explained this is not going to cost much money because the meters are already in stock. He stated that it will require Public Works drilling a few holes and getting the kiosks out of that location and installing the old meters. Councilor Filiault stated when everyone is on the same playing field that is the time to look at big picture. He added that they cannot start to look at the bigger picture until taking care of the small picture. Councilor Filiault stated the problem he has always had with his time on the City Council is that they are always looking years down the road and the small issues are never handled in front of the City Council. He added that he is just as guilty because he is one of the 15 City Councilors.

Councilor Filiault stated that tonight there is a small issue in front of the Committee that can be handled. He stated that if those parking meters are in stock his first motion is that this can be handled in a couple of hours by removal of the kiosk meters and replaced with the old meters. Councilor Filiault stated after that is the time to have a meeting with the downtown merchants. He added that he is not looking at couple years down the road and is looking at tomorrow. Councilor Filiault stated that this can be resolved tomorrow and will not cost a lot of money. He stated that if everyone in the City had the same kiosk downtown it would be different because everyone would be on the same playing field. Councilor Filiault stated there is an inconsistency on one block in the City that needs to be changed and his recommendation is to do it tomorrow.

The City Manager stated that her only concern with Councilor Filiault's suggestions is what if the City meets with people that want kiosks speak with their customers and the majority of the people want the kiosks installed. She noted that this will cause an inconsistent system again and is the only reason why she is requesting to get more information before replacing the kiosk.

Councilor Filiault responded that what he has learned over the years is not to start anything off with "what if" because "what if" starts with every possible scenario imaginable. He stated that if this was a major expense he would understand stepping back to avoid major financial issues. Councilor Filiault noted that Public Works knows how to install the same meters that all over downtown. He stated that in all due respect to the City Manager the "what if" is too small to worry about when this can be handled with an inexpensive solution.

Councilor Sutherland added that the lowest risk is putting the old meters back which are already familiar to everyone. He stated the “what if” problems opens risk when someone says they do want a kiosk and then say it was a huge mistake. Councilor Sutherland recommended resolving what is front of them today and the “what if’s” can be part of the larger plan on how to address a strategy across the City. He noted the strategy needs to take the users, business owners and tax payers into consideration.

Councilor Chadbourne pointed out that there is a 0.45 cent charge to use credit cards to use the kiosk, which is another reason it makes this an uneven playing field. In addition, she pointed out to the City Manager that Ms. Masten has a petition that was signed by over 50 people that are business owners, employees and customers. Councilor Chadbourne recommended taking care of this issue first and then talk about the big picture.

Philip Hitchcock of Hancock Street, stated he listens to the Dan Mitchell morning show and one of topics about the kiosk was the concern about the technology. He explained there are fears of fraud relative to the use of credit cards at self-service kiosks. Mr. Hitchcock stated that one of things he does not like about Keene is that they already want people to come to Keene to pay to use a credit card and then pay to park to patronage a business. He asked how the City of Keene is going to protect everyone from fraud on credit cards because of the kiosks.

Jared Goodell of 14 Skyview Circle, Keene and Dorrie Masten of 326 Matthews Road, Swanzey approached the Commission for further comment. Mr. Goodell stated that Ms. Masten would like to clear the record that she was not the one that asked for the parking kiosk and she was approached by City staff. He explained that Ms. Masten was asked by City staff of her opinion and was supportive. Mr. Goodell noted that things have since changed and wanted to clear up that issue.

Mr. Goodell stated that he agrees with the comments made by Councilor Sutherland, Council Hansel and others. He stated the easiest and lowest risk fix is to remove the kiosk and reinstall the old meters tomorrow as Councilor Filiault stated. Mr. Goodell added that waiting 6 months is unacceptable and that businesses are struggling to bring people in as direct result of the parking kiosk. He noted that waiting is not an option when pay checks are dependent on customers coming through the door.

Mr. Goodell then read the list of some of the businesses that signed Ms. Masten’s petition as follows; Lucas, Miranda’s on Main, Rock Paper Scissors, Timoelon’s, Land for Good, Corner News, Mon Amie, Miller Brothers, Ted Shoe and Sport, Kings Garden, Local Burger, Monadnock Imaging, Winchendon Furniture, The Stage, Creative Ink, and others.

Mr. Goodell stated the results are in and Ms. Masten would agree that parking needs to be updated in Keene but not at expense of businesses.

Ms. Masten stated the businesses named off on the petition are not here because they are all working. She stated that by her being here and walking around Keene to get these signatures takes time. Ms. Masten noted that what she really needs to be doing is working at her restaurant making money. She explained with the kiosk people pay 0.45 cents for Parkmobile and pay more money to add additional time. Ms. Masten stated then noted Parkmobile will take money all day long. She noted there is a 2 hour parking limit and the meters expire at 5 PM. In addition, she noted that people do not have to pay the meters on a holiday. Ms. Masten stated that Parkmobile and the City of Keene will continue to take people's money during that time. She stated City is getting that money and is not fair to her, her customers and the citizens.

Peggy Schaffler of 15 Roxbury Street, Keene approached the Committee again stating for years she has heard about the parking and has tried to find out where and when the meetings are held. The City Manager responded they have been attempting to collect email and contact information for all of the businesses. She stated that she and Mr. Kopczynski have been visiting the businesses, noting they did visit Country Life. The City Manager explained they are collecting contact information to notify businesses when meetings are held, to get input, discuss changes in parking or a change in an ordinance. She noted this is not a perfect system and they are attempting to collect this information through the Parking Department in order to know what the issues are and how to fix them.

Councilor Filiault moved that the City Council recommend that the City remove the kiosk on the western side of Central Square, and replace it with meters that are still in stock by the City; and, that the whole issue of parking be followed up by the City Manager with a report back to City Council. The motion was seconded by Councilor Sutherland.

Councilor Lamoureux commented that the City has jumped through hoops for downtown merchant and does not want anyone to think otherwise. He stated there is a project that was done over in front of the stores over in that area that the Councilor originally voted not to do anything. He explained it was then discovered there was drainage and at that point the kiosk was installed. Councilor Lamoureux stated that he does not have enough information to move forward and he would like to see more statistical information. He stated that he would rather put this on more time in order to have all the information rather than acting too quickly.

Chair Manwaring asked if this information be ready for next cycle. The City Manager could get those statistics; have information about the old meters and what would have to happen for removal. The City Manager stated they could have this information for the next cycle.

Councilor Lamoureux stated that one of the reasons the City of Keene was going to kiosks were the huge savings in having the staff collect the money out of each individual meter. He stated that he believes it takes two people almost an entire day to empty every individual meter. Councilor Lamoureux stated the other issue is the money that is open

that has ability to become missing. He noted that he was not stating that staff would do that but there is a process and the kiosks took care of that solution. In addition, he noted the kiosks have huge savings such as the time and money spent plowing each meter during winter time. Councilor Lamoureux asked that he would like to see measured is how the kiosk is actually making the businesses lose money.

Councilor Sutherland stated that what needs to be done is to strike a balance between what is right for consumer, the businesses and the City. He stated the consumer and tax payers are paying for this either way and the City should be looking at what is the most reasonable and actionable issue for short term and then address the long term issue.

Councilor Hooper reported that he has spoken to the Chamber of Commerce and they are seeing a problem with the kiosks. In addition, the Chamber is having people come in to complain about the kiosk. Councilor Hooper stated the Chamber of Commerce's main job is to say "welcome to Keene". Councilor Hooper stated that people complaining to the Chamber about the kiosk does not sound too good. He stated that he is not going to support holding this off and recommends moving ahead quickly to make a change.

On a vote of 4-1 the Municipal Services, Facilities and Infrastructure move that the City Council recommend that the City remove the kiosk on the western side of Central Square, and replace it with meters that are still in stock by the City; and, that the whole issue of parking be followed up by the City Manager with a report back to City Council. Councilor Lamoureux voted in opposition.

2) Notification of Drawdown-Goose Pond Dam Improvements Project-Public Works Department

Chair Manwaring recognized Brett Rusnock, Civil Engineer with the Public Works Department. Mr. Rusnock is before the Committee to perform a required notification to a public body for the required drawdown at the Goose Pond Dam. The project is scheduled to be under construction this summer.

Mr. Rusnock reported they received the permit to reconstruct the dam in January of this year and put the project out to bid. He reported the City recently awarded the construction contract to Kingsbury Companies of Waitsfield, Vermont. He stated they anticipate that Kingsbury will begin the drawdown work in early May. The condition of the reconstruction permit requires they perform notification to the public body at least 30 days in advance of drawdown. In addition, they have concurred with the Dam Bureau this will meet the requirements of that condition.

He presented a graphic to the Committee indicating the outer larger dark blue shape is the normal water elevation of Goose Pond that is at 634.02 feet. He noted this is based on the hydraulic flow coming into pond and the rate leaving the pond. In addition, this also corresponds with the spillway elevations. The smaller shape on the graphic is projected to be the shape of the water surface after a four foot drawdown at the pond. Mr. Rusnock

disclosed they do not know the exact contours of Goose Pond. The dam was built in 1868 and they do not have many records of construction at that time. Mr. stated the estimated contours at the bottom of the pond are based on adjacent factors such as the contours of the land above and the assumed volume of the reservoir.

Mr. Rusnock welcomed questions from the Committee.

Chair Manwaring asked about the wildlife underneath the water. Mr. Rusnock responded the wetlands permit they have for project requires the drawdown happens at a maximum of 6 inches per day. He explained there is a special condition of the permit that requires them to notify New Hampshire Fish and Game of any turtle species when the drawdown occurs.

Chair Manwaring asked how long it will take to fix the dam. Mr. Rusnock responded the drawdown per the permit condition and the reservoirs brought back up by the end of September. He noted this date can be changed if conditions require. Mr. Rusnock stated they have given the contractor 150 days to complete a substantial portion of the project. In addition, he noted the contractor is contractually obligated to finish the project in that time period or will face liquidated damages. The contractor is also the same contractor that rebuilt the Babbidge Reservoir Dam last year.

Chair Manwaring opened the public meeting and welcomed comment.

Councilor Clark asked how this will affect public use of the facility during the construction period and what areas will be of use.

Mr. Rusnock referred to a plan indicating the area of the pond, the concrete spillway, the dam that is facing north and the East Surry Road. He explained the plan is a trail diversion and traffic control plan and there will be a signed detour plan for pedestrian and trail users during construction. He stated the contract documents require the majority of the earth work happen at the dam first and at that time close off the dam to trail uses access. Mr. Rusnock explained the signed detour will come down a path across the trail that leads to the dyke area and then detoured up to the loop trail. He stated at the dyke area and drawdown area they plan to install a temporary boardwalk. The boardwalk will cross the drawdown area and people will continue to cross while the work is being done. Mr. Rusnock noted there is Phase I of the project that is the dam embankment and Phase II is the dyke embankment.

Councilor Chadbourne noted there are beaver dams at Goose Pond and asked about the plans to relocate the beavers. Mr. Rusnock asked where the beaver dams are located. Ms. Chadbourne stated the area was heading in the direction of the main parking for the pond on the left side. Mr. Rusnock responded the wetlands permitting process was lengthy and did focus on species of concern. He noted the beavers were not raised as items of concern. Mr. Rusnock stated one particular area were the vernal pools that are located in the revised dyke area. The plan had to be revised several times in order to avoid the vernal pools.

Councilor Sutherland asked during which phase parking will be worked on and completed. Mr. Rusnock responded they expect the excavation and clearing for the new parking area to be very early on in the project. He explained this is because it is serving two purposes. First it will become a construction materials, equipment and staging area. Secondly, it will permanently be converted to additional parking. He noted the parking area near East Surry Road will have trees cleared and the soil excavated and level. Mr. Rusnock anticipates this would be toward the end of project when the gravel will be brought in and graded smooth for the parking.

Councilor Sutherland asked if other parking area be closed or if there will be two parking areas. Mr. Rusnock responded the intent to leave the original parking area open and to provide increased capacity.

With no further comment, Chair Manwaring asked for motion.

Councilor Sutherland made the following motion, which Councilor Filiault seconded.

On a vote of 5-0 the Municipal Services, Facilities and Infrastructure move to accept the report as informational.

3) Adjournment

Hearing no further business, Chair Manwaring adjourned the meeting at 7:08 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker

Additional Edits by,
Terri M. Hood
Assistant City Clerk