



City Center Initiative Committee
Tuesday, October 21, 2014 at 5:15 p.m.
The Visitor Center, 14 North Street

MINUTES
Approved 11/20/2014

Present: David Putnam, James Feleen, Roselyn Caplan, Angela Biggs, Timothy Frisch, Melissa Richmond, Thomas Rock, Marty Davis, Catherine LaCasce, William Carpenter

Absent: Kelly LeBlanc, David Messier

Staff: Nancy Merrill, Zachary Williams, Tom Woodley

Agenda

Motion: To accept the agenda as complete

Made by: Mr. Carpenter **Second:** Mr. Rock **Vote:** Unanimous in favor

I. Meeting Minutes

- September 16, 2014

Motion: To accept the minutes of the September 16, 2014 meeting as presented.

Made by: Mr. Carpenter **Second:** Ms. LaCasce **Vote:** Unanimous in favor

II. Old Business

- Overview – August 31, 2014 Summary

Ms. Merrill stated that Don Derrick is working with the National Habitat program to refine the survey. He expects to meet with the subcommittee during the last week in October or the first week in November.

There was some discussion regarding the size of chosen projects, coordination of resources, budget constraints, ensuring project follow-through and completion, and defining “success”.

III. New Business

- **Transportation**

- **Walnut Street – Department of Public Works update**

Tom Woodley, DPW Director, said:

- Sufficient funding is in place to proceed with improvements to Walnut Street.
- There are some water and sewer issues at the intersection of Walnut and Trinity that will have to be addressed before the road repairs can be made.
- Walnut Street needs to be widened to provide more on-street parking. Removing the sidewalk from one side of the road may provide the extra width.
- Design work is needed in areas where the sidewalk is considerably higher than the road.
- Some utility poles will have to be moved before the road work can begin.
- Input from the committee is very helpful in DPW planning.
- Not all of the infrastructure on Walnut needs replacement.

- Funding sources include the water and sewer enterprise funds and the general fund.
- Signage and enforcement of parking ordinances are needed to control parking issues.

There was much discussion regarding the role of street improvements in defining future project areas. Mr. Williams reminded the committee that DPW works are not the only form of public investment. He also emphasized the power of recommendations from public boards such as this in applying for grants or influencing budget decisions.

- **City Center Business**

- **Signage**

The committee received copies of the city of Keene (NH) and town of Woodstock (VT) sign ordinances and photographs of various signs from each community. The committee discussed points of each they liked and disliked. The consensus of the committee was to use the Woodstock ordinance as a template and build on it with parts of the Keene ordinance and local preferences.

- **Parking Audit**

The committee received copies of a map showing the area of the parking audit to be performed. Ms. Merrill asked for volunteers from the committee to help with the audit. She is reaching out to businesses to help as well. Parking counts will be taken at discrete times of the day in specified areas (lots and on-street). An inventory of parking signs will be taken as well.

Bill Carpenter, Roz Caplan, Angela Biggs, Tom Rock, Jim Feleen, Tim Frisch and Cat Lacasce volunteered to help with the parking audit.

The audit is being paid for by the National Association of Development Organizations.

IV. Other

Mr. Feleen asked about the possibility of creating a fence ordinance for the downtown.

V. Adjourn

Motion: to adjourn the meeting

Made By: Mr. Feleen **Second:** Mr. Carpenter **Vote:** Unanimous in favor

The meeting adjourned at 6:58 PM.

Respectfully Submitted by,
deForest Bearse