



Wisdom to make a difference.

## College-City Commission

### AGENDA

June 26, 2017

4:00 - 6:00 PM

***Madison Lounge of  
Keene State College Young Student Center***

1. **Call to Order**
2. **Introductions**
3. **Review Minutes from May 22, 2017**
4. **City of Keene Staff Presentations**
  - a. Frank Richter, *Housing Inspector*
  - b. Lieutenant John Bates, *Fire Prevention Officer*
5. **Subcommittee Updates:**
  - a. Neighborhood Revitalization
  - b. Inclusiveness
6. **City of Keene Boards and Committees Survey**
7. **New and Other Business**
8. **Next Meeting – Monday, July 24<sup>th</sup> in the 2<sup>nd</sup> Floor Conference Room of City Hall**
9. **Public Comment**
10. **Adjourn**

**DRAFT**

**City of Keene**  
**New Hampshire**

**COLLEGE CITY COMMITTEE**  
**MEETING MINUTES**

**Monday, May 22, 2017**

**4:00 PM**

**2<sup>nd</sup> Floor Conference Room,  
City Hall**

**Members Present:**

Bart Sapeta, Co-Chair, Councilor  
Bettina Chadbourne, Councilor  
Phil Jones, Councilor  
Darryl Masterson, Co-Chair  
Robin Picard  
Paula Jessup  
Chris Cusack  
Kelly Ricaurte  
Marcia Kayser  
Dick Berry  
Chris Hrynowski

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

Joshua Jarvis  
Dottie Morris  
Hannah Elliott

1) **Call to Order**

Co-Chair Sapeta called the meeting to order at 4:06 PM and roll call was conducted. Kelly Walsh, the Sustainability & Social Justice Coordinator at Antioch University and Kemal Atkins, the Vice President for Student Affairs and Enrollment Management at Keene State College attended the meeting as guests of the CCC.

2) **Approval of Minutes – April 24, 2017**

Mr. Berry made a motion to approve the minutes of April 24, 2017, which was seconded by Co-Chair Masterson and carried unanimously.

3) **Fall Festival Update and Discussion**

Co-Chair Sapeta introduced guest speaker, Kemal Atkins. Mr. Atkins said that the idea of the Fall Festival was to celebrate the community and culture in the Monadnock Region. He explained that the festival was also meant to reach out to all of the new faces in the community in terms of diversity and inclusion. Mr. Atkins said that the Fall Festival Committee discussed areas where the festival needed improvement. He said that there would be an increase in marketing the event and that there would be more activities focused on the children. In addition, he said that the festival would expand by connecting the downtown area with the KSC campus.

Mr. Atkins said that the Fall Festival Committee was also working towards identifying other organizations to connect with for the festival. He said that KSC would continue to connect with the

different departments on campus to be involved in programming and also to help identify potential venues on campus. Mr. Atkins reported that the festival would be held on September 30, 2017 and that it would coincide with The Parent/Family Weekend at KSC. He said that many of the local businesses in the downtown area last year had signs in their window saying, "Welcome Parents". Mr. Atkins noted that many of the parents/family of the students did attend the festival.

Co-Chair Sapeta asked if the KSC radio station was involved in advertising the event. Mr. Atkins replied that was a good suggestion and that he would add the KSC radio station to the communication plan along with the television station and The Equinox.

Co-Chair Sapeta asked if there was a theme for the festival. Mr. Atkins replied that the theme was a celebration of the community and culture that would be reflected through music, food and art.

Chris Hrynowski suggested signage be improved for the event to help direct people to all of the performances. In addition, she suggested designating people to help guide people throughout the festival and also to be available to help answer questions. Mr. Atkins said that signage would be improved this year. He noted that there would also be people designated as representatives of the festival.

Ms. Kayser asked if there was an opportunity available for smaller groups in the community to showcase their services. Mr. Atkins replied that there was an opportunity and that groups should contact Kevin Dremmel if they are interested.

Ms. Jessup suggested having advertisement material in advance to help promote the event. Mr. Atkins stated that pamphlets, posters and other advertising material would be provided in advance.

Councilor Jones clarified that nonprofit organizations may be permitted to showcase their Services, but vendors are not permitted. He said there was a letter sent to the City Council to restart The Pumpkin Festival and one of the questions asked was to incorporate The Pumpkin Festival with The Monadnock Fall Festival. Councilor Jones said that the answer was no because pumpkins are not available during that time of year.

Co-Chair Masterson asked if student bands would be able to perform at the festival. Mr. Atkins replied that student entertainment would also be added this year. The Committee discussed the possible venues available on campus to hold these concerts.

Ms. Picard stated that having a festival without food was tough because people like to connect over food. Councilor Chadbourne noted that the Keene Farmer's Market would be open the same day as the festival.

Councilor Chadbourne suggested reaching out to the other local colleges where small groups may exist that want additional exposure. Ms. Walsh said that she would get in touch with Helen Mattson and Kevin Dremmel to discuss Antioch's involvement in the festival.

Co-Chair Sapeta asked Mr. Atkins if there was a plan to educate students on appropriate behavior during the festival. Mr. Atkins replied that KSC continuously educates the on campus and off campus students on the expectations of KSC.

Mr. Atkins said that he would provide Ms. Schmidl-Gage with a written update on the next meeting of the Fall Festival Committee.

Co-Chair Sapeta asked if the festival was being advertised outside of the Keene area. Mr. Atkins replied that the goal was to keep it a community event.

The CCC thanked Mr. Atkins for providing an update on the festival. Mr. Atkins thanked the CCC for all of their efforts and hard work.

#### 4) **Subcommittee Reports**

##### **a) Neighborhood Revitalization-**

Ms. Picard reported that the Subcommittee met with Kent Drake Deese, the Associate Dean of Students and Director of Residential Life. She said that the Subcommittee wanted to learn more about student life on campus, which would help identify why students choose to live off campus. Ms. Picard reported that Mr. Drake Deese provided a general scope of the resident's life on campus, how they place students and some of the main issues KSC faces. Ms. Picard said that the Subcommittee came up with a few things to put forward as recommendations. She noted that these recommendations need to be formalized.

The Subcommittee suggested the following draft recommendations which will be submitted to the City College Commission for further review and discussion:

1. Develop laws, ordinances or policies to exercise more control over landlords such as a registration process, guidelines and consequences for property maintenance (city service calls, property upkeep).
2. Request and support KSC to become a four-year residential campus.
3. Initiate parent programs in the form of newsletters, webinars and video seminars located on the KSC Off-Campus web-page. An off-campus orientation could educate parents on the issues of leases, local laws and ordinances, student expectations and consequences.
4. Co-ordinate with the City of Keene to host a Resident Info Session to update residents on current policies and trends regarding off-campus housing.
5. Plan a local open house of off-campus housing on Move In Day to allow parents to visit local rentals and limit the ability of students to hold parties on their porches on Opening Day.
6. Explore options to keep students on-campus during the late evenings with interesting activities. Ideas suggested were a beer garden, venue for student musicians, karaoke, and local bands.
7. Encourage, support and train Neighborhood Associations to be politically active in promoting the quality of life in our City.

##### **b) Inclusiveness**

Ms. Kayser reported that the Subcommittee met on May 8<sup>th</sup> at the Hale House. She said that she invited guest Robin Christopherson to speak at the meeting about Green Dot. Ms. Kayser said that Green Dot was a prevention strategy to support our community in reducing power based personal violence, sexual violence, domestic violence, child abuse and stalking. She said that the community strategy focuses on mobilizing individuals and organizations in equipping them with the motivation, knowledge and skills necessary to play an active role in building a safer community. Ms. Kayser said that the bystander training program operated in Keene and Claremont as a grant funded initiative. She said that the center has compiled data from both cities and will return in the future for more. Ms. Kayser said that the program was generously funded to cover expenses such as rental of meeting rooms and handouts. She said that she experienced the five hour program and wanted to propose Green Dot as an alternative to Safe Space Training.

Ms. Kayser will send the contact information for Ms. Christopherson as well as the information on Green Dot to Co-Chair Sapeta and Co-Chair Masterson to meet with Mayor. Co-Chair Sapeta and Co-Chair Masterson will meet with the Mayor to discuss this further.

**5) New and Other Business**

**a) Presentations by City/College Staff at Future Meetings**

Ms. Kessler said as special commission the CCC had invited different staff people from KSC and the City to explain their role and their perspective on college/city relations. She said in speaking with the City's two housing inspectors recently, it was noted that they have observations about some changes over time in terms of inspections and challenges they have faced. Ms. Kessler said that the housing inspectors check homes and respond to violations. She reported that the home inspectors reported that this year compared to last year there have been less complaints and that the housing conditions seem to be improving. Ms. Kessler asked the CCC if they wanted to develop a list of speakers in order to start scheduling presentations/discussions with staff from both the City and College. Commission members agreed this was a good idea.

Ms. Kessler asked the CCC if they had an idea of who they would want as presenters. The Committee asked to hear from the two housing inspectors, the health inspector and Police Chief Russo. In addition, the CCC asked to hear from Kent Drake Deese, Brian Quigley, the Director of the Counseling Center and the President of the Student Assembly.

**b) Establishment of Metrics to Monitor Commission Progress**

Ms. Kessler reported that she was working with the housing inspectors to pull data out so that they could compare year to year how the City was doing from a code perspective. She said that it would be important to come up with other ways to track data to see how they were performing overall in respect to the Report that was adopted by the CCC in October of 2016. Ms. Kessler recommended choosing data sets that the City was already collecting and those that have multiple years of data available. She asked if there were members of the CCC that would like to volunteer to help City staff think about what types of data would be useful according in the report adopted by the CCC. Co-Chair Sapeta suggested the executive committee discuss the metrics and tracking data and bring their suggestions back to the CCC for a response.

**6) Public Comment**

Semela Xanthopoulos, Keene, NH stated that she was a landlord in Keene. She said that she owned a troubled house on Baker Street but the house was not a trouble to the City of Keene. Ms. Xanthopoulos stated that she also owns a house on Marlboro Street that has had a lot of violations with the City. She explained that this past year was the first year where she was proactive as far as talking with KSC and the City. Ms. Xanthopoulos explained that she did not think it was fair as a landlord to have to register to get a license as a landlord. She noted that she was already having to pay commercial prices for her insurance.

Ms. Xanthopoulos suggested having landlords attend the student orientation at KSC and to also include the parents. She said that as far as the inspections that the City has the landlords abide by in order to be able to advertise was great, but that there is no one helping the landlords keep the buildings up to code throughout the year except for the landlord. She said that it was not right for the landlords to be penalized for homes that were not kept up to code when it is the tenants who have caused the destruction. Ms. Xanthopoulos said there has to be a way for the City to talk to the landlords without being against them.

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May 22, 2017

Co-Chair Sapeta said that the CCC has been meeting since 2014 and has tried to reach out to landlords in order to work together. Ms. Xanthopoulos said that it would help if there was an email reminder about meetings for landlords. Co-Chair Sapeta explained that the schedule of all meetings is posted on the City website.

The CCC discussed how it would be beneficial to invite the Landlord Association to the meetings in order to work collaboratively. The Committee discussed how it would be beneficial to hear the side of the landlords and for the landlords to hear the side from the Committee.

The CCC thanked Ms. Xanthopoulos for attending the meeting and sharing her thoughts. The Committee asked for Ms. Xanthopoulos to let other landlords know that the CCC was interested in working collaboratively.

Ms. Walsh stated that Antioch was interested in working collaboratively with the City as well as KSC. Co-Chair Sapeta welcomed Ms. Walsh to continue working with the subcommittee group and to attend the CCC meetings as a member of the public.

7) **Next Meeting**

The next meeting will be held on June 26, 2017 at 4:00 PM in the Madison Lounge in the Young Student Center at Keene State College.

8) **Adjournment**

Hearing no further business, Co-Chair Sapeta adjourned the meeting at 6: 01PM.

Respectfully submitted by,  
Jennifer Clark, Minute Taker

Reviewed and edited by,  
Tara Kessler, Planner

**CITY OF KEENE**  
**NEW HAMPSHIRE**

DATE: June 8, 2017  
TO: College City Commission  
FROM: Tara Kessler, Planner  
SUBJECT: City of Keene Commission / Board Survey

Included in this packet is a Survey for you to review and complete in advance of the June 26<sup>th</sup> College City Commission meeting. This Survey has been provided to members of all Boards and Commissions in the City to help identify the level of staff support necessary for continued success and to ensure City staff and resources are being used as efficiently as possible.

Boards and Commissions have been an integral component of our City government, as they help to pursue the Community Goals and the Comprehensive Master Plan and provide citizens an opportunity to be engaged in their community's initiatives over several decades. The answers provided on the surveys will be used to assist in determining the resources currently required to support these efforts and identify if changes are needed, where efficiencies can be obtained or where alternative strategies recommended.

Thank you for your assistance as we look to provide the best possible services, input opportunities and amenities to our residents.

This survey will be reviewed and discussed at the June meeting.

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**CITY OF KEENE**  
**New Hampshire**

BOARD MEMBER SURVEY

Thank you for your service to the community through your membership on a City board. The purpose of the survey questions is to assess city services provided to boards and commissions to ensure we are utilizing staff time in the most efficient and effective manner possible.

1. Please identify the board or commission you are currently serving on for the city.

2. Does the committee membership work outside of the meetings? If so, doing what?

3. What is your average level of effort (in minutes/hours) to prepare for each meeting?

4. What are your expectations in terms of support by the city of the committee's efforts?

5. Could committee members take on more of a role in the process? Such as: agenda preparation, minutes review, speaker coordination, research, preparing formal recommendations and reports? Please comment.

6. Do you believe that a staff liaison's attendance is important to the committee's continued success, or do you believe the committee could organize your own efforts and have a staff liaison appear on a periodic basis?

7. What resources do you feel the committee would need to become more autonomous in your work?