



Wisdom to make a difference.

## **College-City Commission**

### **AGENDA**

**August 28, 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 June 26, 2017 & August 2, 2017**
4. **Discussion with Keene State College President Dr. Melinda Treadwell**
5. **Subcommittee Updates:**
  - a. Neighborhood Revitalization
  - b. Inclusiveness & Diversity
6. **New and Other Business**
7. **Next Meeting – Monday, September 25<sup>th</sup> in the 2<sup>nd</sup> Floor Conference Room of City Hall**
8. **Public Comment**
9. **Adjourn**

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

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

**Monday, June 26, 2017**

**4:00 PM**

**Madison Lounge, KSC**

**Members Present:**

Darryl Masterson, Co-Chair  
Bart Sapeta, Co-Chair, City Councilor  
Paula Jessup  
Chris Cusack  
Joshua Jarvis, Alternate  
Robin Picard  
Chris Hrynowski  
Marcia Kayser  
Dottie Morris (via telephone)

**Staff Present:**

Tara Kessler, Planner  
Kim Schmidl-Gage  
Lieutenant John Bates, Fire Prevention Officer

**Members Not Present:**

Bettina Chadbourne, Councilor  
Phil Jones, Councilor  
Dick Berry  
Kelly Ricaurte

1) **Call to Order**

Co-Chair Masterson called the meeting to order at 4: 10 PM.

2) **Approval of Minutes – May 22, 2017**

Ms. Kayser made a motion to approve the minutes of May 22, 2017, which was seconded by Ms. Hrynowski and carried unanimously.

3) **City of Keene Staff Presentations**

**a.) Frank Richter, Housing Inspector**

Mr. Richter was unable to attend the meeting due to personal reasons.

**b.) Lieutenant John Bates, Fire Prevention Officer**

Ms. Kessler introduced Fire Prevention Officer, Lieutenant John Bates. Lieutenant Bates stated that he took over as the Fire Prevention Officer in early 2015. He reported that the working relationship between Code Enforcement and the Keene Fire Department has improved significantly since that time. Lieutenant Bates said that Code Enforcement and the Keene Fire Department have developed a strong working relationship where Code Enforcement will immediately notify him of any compliance issues. He said that due to this strong working relationship the standard of housing has come up to a good minimum standard. He noted that the Keene Fire Department and Code Enforcement are both still looking to improve this standard on a greater scale.

Lieutenant Bates reported that the City has started a city wide inspection program for all rental properties and businesses. He said that the department planned to conduct fire inspections in more than 1,600 buildings throughout the City. Lieutenant Bates said that this was to prevent fires before they occur. Councilor Sapeta asked if the inspections were mandatory. Lieutenant Bates replied that the Citywide inspection program is mandatory and that based on the RSA's, the Keene Fire Chief Mark Howard has the authority to conduct inspections. He noted that it would take approximately four years to complete all of the inspections. Lieutenant Bates said that the department is currently focusing on the city's larger apartment buildings.

Co-Chair Masterson asked if the facilities at KSC were part of the inspection program. Lieutenant Bates replied in the affirmative.

Ms. Xanthopoulos asked how the inspections with the fire department differed from the inspections from the City. Lieutenant Bates replied the inspections of the Fire Department were focused on access and egress. Mr. Cusack asked if Lieutenant Bates noted any trends in any of the neighborhoods in the City where certain problems seemed to exist. Lieutenant Bates replied that the issues he has seen have been spread out throughout the City. He said that the issues he has seen include hoarding, disabling smoke alarms, cleanliness and other issues. He noted that the most common occurrence was the disabling of a smoke alarms.

Ms. Picard reported that Lieutenant Bates was brought into the orientation for students living off campus this past year. She noted that this orientation was mandatory for students to attend and students would face a fine if they did not attend. She said that Lieutenant Bates held a presentation on fire safety at the orientation. In addition, Ms. Picard said that there is a monthly meeting held at KSC with herself, Lieutenant Bates, Code Enforcement, the Director of Student Conduct, the Keene Police Department and Campus Safety to take preventative measures before issues occurred. Co-Chair Sapeta asked if the meeting could be expanded to include other members of the community. Ms. Picard said that she would like to see KSC students participate in the monthly meetings.

Ms. Picard said that when there are issues, she will work with the landlords and the tenants to resolve them and decide if disciplinary action is necessary. She noted that students living off campus are subject to the same code of conduct as those who live on campus.

Ms. Hrynowski asked Lieutenant Bates if the City would be interested in having an intern from KSC. She noted that there were many students at KSC that were looking for internships with occupational safety. Lieutenant Bates replied that he is always open to the idea of student internships.

Lieutenant Bates reported that the State of New Hampshire received a grant for free smoke and carbon monoxide detectors. The City was one of the towns that signed up for the free smoke and carbon monoxide detectors. He explained that if anyone owned a home or resided in an owner occupied rental property they would receive a free installation of smoke alarm and carbon monoxide detectors. Lieutenant Bates reported that these installations would take place in 2017 and that there was enough money from the grant to cover the owner occupied homes in the City.

The Committee thanked John for his time and the helpful information he presented.

**4) Subcommittee Reports**

**a) Neighborhood Revitalization**

Co-Chair Sapeta reported that the Subcommittee had a great meeting with Housing Inspector, Frank Richter. He said that between Ms. Picard and Mr. Richter there was a good combination of explaining the work of Mr. Richter's department and KSC. Co-Chair Sapeta said that Mr. Richter provided a list of how many inspections were conducted last year, the number of violations and a list of properties that needed additional work completed. He reported that Ms. Picard would create a draft that contained all of this information for the next CCC meeting. Ms. Picard said that Mr. Richter reported that he saw a lot of fire safety issues and that the volunteer inspections were helpful in order to upgrade the housing. She said that people in the beginning were skeptical of the volunteer inspections but in the end people were welcoming the inspections. Ms. Picard said that Mr. Richter also discussed the best practices in Keene and having open communication. Mr. Cusack said that it was clearly evident that Mr. Richter's goal was to have safe housing for everyone.

**b) Inclusiveness**

Ms. Kayser reported that the Subcommittee met on June 12<sup>th</sup> and guest speaker Denise Burchsted was present for the meeting. She stated that Ms. Burchsted spoke to the Subcommittee about how to raise awareness of how people should treat indigenous people. Ms. Kayser reported that Ms. Burchsted declared a proclamation that October 12<sup>th</sup> was Indigenous People Restoration Day in Brattleboro, Vermont. Ms. Kayser said that the Subcommittee did discuss having this group present to the Subcommittee.

Ms. Kayser reported that the Subcommittee would hold a presentation on people of color for the Fall Festival. She said that the next Subcommittee would be held on July 10<sup>th</sup> at 4pm. The CCC decided to review the draft of Building an Inclusive Community at the next meeting.

**5) City of Keene Boards and Committee Survey**

Ms. Kessler provided the CCC with the Board Member Survey, which was created by the City Manager. She explained that the purpose of the survey was to assess city services provided to boards and commissions in order to ensure that the City is utilizing staff in the most efficient manner. Ms. Kessler asked the members of the CCC to fill out the survey and to turn in their responses to the minute taker.

**6) New and Other Business**

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

Ms. Kim Schmidl-Gagne reported staff from Keene State College would be presenting at the next meeting.

**7.) Next Meeting**

The next meeting will be held on July 24, 2017 at 4:00 PM in the 2<sup>nd</sup> Floor Conference Room of the City Hall.

Ms. Jessup stated that she was concerned that enrollment with KSC was down and wondered if there was a way that the City or the CCC could help improve the campus. She stated that Keene would not be what it is today without KSC. The Committee discussed the concern in the decrease of student enrollment.

**9.) Adjourn**

Hearing no further business, Co-Chair adjourned the meeting at 6:05 PM.

CCC Meeting Minutes  
June 26, 2017

Respectfully submitted by,  
Jennifer Clark, Minute Taker

Reviewed and edited by,  
Tara Kessler, Planner

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

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

**Monday, August 2, 2017**

**4:00 PM**

**Young Student Center Café, KSC**

**Members Present:**

Bart Sapeta, Co-Chair, City Councilor  
Darryl Masterson, Co-Chair  
Robin Picard  
Marcia Keyser  
Bettina Chadbourne  
Kelly Ricaurte  
Josh Jarvis, Alternate  
Dottie Morris

**Staff Present:**

Tara Kessler, Planner

**Members Not Present:**

Phil Jones, Councilor  
Dick Berry  
Chris Hrynowski  
Paula Jessup  
Dick Berry  
Dean Eaton  
Chris Cusack

1) **Call to Order**

Co-Chair Sapeta called the meeting to order at 4:07 PM. Roll call was conducted with introductions.

2) **Co-sponsorship request for Beloved Community Event**

Co-Chair Sapeta introduced guest speaker Vicky Pittman, the Director of Education and Community Engagement at the Colonial Theater. He explained that the CCC would be voting on the co-sponsorship request for the Beloved Community Event.

Ms. Pittman explained that the Beloved Community Event was held last year at the Fall Festival. She said this was an event that the Colonial Theater would like to hold every year in order to bring attention to the diversity that exists in the community. Ms. Pittman said that this year the Colonial Theater would be showing a film called Shadows Fall North. She explained that the film focuses on the efforts of two historic preservationists and activists, Valerie Cunningham and JerriAnne Boggis to tell the stories of NH's history with slavery from individuals laid to rest at the African Burying Ground in Portsmouth to the novelist Harriet Wilson of Milford to the twenty slaves who petitioned the state legislature for their freedom in 1779.

CCC Meeting Minutes  
August 2, 2017

Ms. Pittman said that there would be a presentation by JerriAnne Boggis. Ms. Morris explained that the film and presentation by Ms. Boggis would show how a community could come together over something that was contentious. She noted that event was also about inclusion and learning how to deal with the past.

Ms. Kayser said that Inclusiveness Subcommittee was looking to have the support of the CCC for this event. Ms. Morris noted that the event would be free and open to the public and that there would be no cost to the CCC.

Ms. Kayser reported that that the event would be held at The Colonial on September 17<sup>th</sup> at 2 PM.

The CCC discussed the best way to advertise the event was on The City of Keene's Website, social media, email blasts, posters, letters to the SAU 29 School District, Chamber of Commerce, KSC, The Keene Sentinel and Cheshire TV.

Co-Chair Masterson made a motion to support the Beloved Community Event schedule for September 17, 2017 by the CCC. The CCC requests the use of the City of Keene's seal for advertising materials to be used by the organizer. The motion was seconded by Ms. Chadbourne, which carried unanimously.

9.) Adjourn

Hearing no further business, Co-Chair adjourned the meeting at 4:31 PM.

Respectfully submitted by,  
Jennifer Clark, Minute Taker

Reviewed and edited by,  
Tara Kessler, Planner