

City of Keene
New Hampshire

COLLEGE/CITY COMMISSION

Wednesday, February 18, 2015

5:00 PM

2nd Floor Conference Room

Members Present:

Co-Chair, Emily Hague
Co-Chair, Dr. Michael Welsh
Ted McGreer
Chris Hrynoski
Marcia Kayser
Bart Sapeta
Paula Jessup
Margaret Rice
Richard Berry

Staff Support Present:

Andy Robinson, Keene State College
Karen Purinton, City Planner
Rhett Lamb, Planning Director

1. Call to Order

Co-Chair Hague called the meeting to order at 5:05PM. Those in attendance introduced themselves in turn.

2. Review Baseline Documents

Co-Chair Welsh mentioned the baseline documents that were shared with members by email and that he is hoping to locate a few additional documents that he would share with the Committee members. Ms. Purinton identified each of the documents as the following:

1. A report titled "*Proactive Law/Code Enforcement*" prepared jointly by the Keene Police Chief and Code Enforcement Director in 2002
2. A report titled "*Our Neighborhoods, One Year After*" prepared by City Staff to summarize neighborhood forums held in 2010 and changes implemented as a result
3. A report titled "*Keene State College's Economic Impact on the City of Keene and Cheshire County*" prepared by the Director of Institutional Research for Keene State College in 2013
4. A report summarizing a Community Forum held at Heberton Hall in March of 2014
5. A report summarizing a Community Forum held in the Mabel Brown Room on the Keene State College Campus in December of 2014
6. A handout that was circulated at the December 2014 Community Forum

Co-Chair Welsh mentioned that it is a large amount of information to review and that the intent tonight is to make sure everyone has access to the documents and that he asks members to review them prior to the next meeting.

3. Review Membership List & Structure

Co-Chair Hague mentioned that we are still exploring the structure of the committee's membership, but that regardless of whether the group is required to comply with public meeting laws (seen in State RSA 91-A), they will. She reiterated that this involves publicly noticing all committee meetings, recognizing members of the public who attend and might want to contribute

during committee meetings, and keeping meeting minutes. Members agreed this is important for transparency and also because the public has a right to know.

Mr. Robinson went on to introduce Maggie Rice, a Keene State College student, as the newest member of the Committee. He mentioned that the President was in the process of appointing another student, so that there will be two students in total appointed to the Committee. The other student was unable to attend tonight but would be kept in the loop as far as upcoming meetings.

4. Discussion of Stakeholder Meeting

a. Attendees

Co-Chair Hague turned the group's attention toward the March 10 Stakeholder Meeting and asked if members wanted to start determining what community representation is important to have at that event. The group created the following list of community groups they agreed needed to be represented and invited to the Stakeholder Meeting:

Wheelock School	KSC Alumni
St. Joseph's	Senator Molly Kelly
Antioch University New England	Parking Enforcement Officers
River Valley Community College	Code Enforcement Officers
Landlords	Community Service Organizations
Bar Owner	Neighborhood Groups
Off-campus students	Mental Health Professional
Police and Emergency Responders	Substance Abuse Professional
Campus Safety	Financial Representatives from City & College
Students in Greek life	KSC Community Relations & Code of Conduct Staff
Chamber of Commerce	Campus Master Planning Staff
St. Bernard's	Other Student groups

b. Invitations: Who's Inviting Who?

Ms. Purinton asked if there were group members who might have existing relationship with some of the groups listed and whether they'd be willing to invite them to the March 10 meeting. Group members discussed when the invitations would be sent out and what the RSVP information would be. Co-Chair Welsh then distributed a copy of the draft invitation that had been created by NH Listens for the event for committee members to review. Each group member offered to contact a few people on the list and asked about when the invitation would be ready.

5. Review NH Listens Involvement

Co-Chair Welsh stated that it was a good time to discuss the NH Listens draft invitation and their contract with the committee, stating that there was a final report that would be completed by NH Listens included. Committee members expressed interest in learning about NH Listens involvement in the Stakeholder meeting. Co-Chair Welsh indicated he thought it would be a good idea if NH Listens facilitated the March 10 meeting, because their staff would be facilitating the broader community conversation to be held in April 2015. He indicated that as busy as March 10 will be, it makes sense to have a quick discussion with the NH Listens Staff before the meeting about their expectations. Committee members also felt it was important to hear from NH Listens about the final report structure, whether they would be involved in the report drafting process, and who would be the recipients of the final report.

6. Discuss Draft Invitation from NH Listens

Group members turned back to the invitation distributed by Co-Chair Welsh. The group clarified the date of the Stakeholder Event to be March 10 from 6:30PM to 8:30PM and it will be held in the Madison Street Lounge of the Student Center on the Keene State College Center. Ms. Purinton noted the incorrect location identified in the draft and offered to make the small changes needed to make the invitation reflect the correct date and time. Mr. Robinson offered to have the RSVP recipient be a member of the President's Office Staff and indicated he would confirm that with her. The group agreed that a March 5 RSVP deadline was enough time for invitation recipients to respond. There was discussion about whether e-mail or paper mail was the preferred communication choice. Group members agreed that "snail mail" was important to make sure that the same message was being expressed to each recipient, but that e-mail might be a way to initially make contact about the event.

7. Other or New Business

Co-Chair Hague asked about setting a regular meeting date and time, and offered to contact Councilor Jones to see what works for his schedule. Group members agreed that Mondays from 5-7PM work for most people most of the time. The first and third Mondays of the month were identified as dates not interfering with the established City meetings calendar. Group members agreed that the next meeting would be held on March 2 from 5-7PM in the same room, the 2nd floor conference room of City Hall. They would discuss then whether a March 16th meeting is necessary.

8. Public Comment

Co-Chair Hague then asked if members of the public would like to comment. Seeing none, Co-Chair Hague asked if there were any other items of business to address before they meet on March 2. She reiterated that the revised invitation would be e-mail to members by Friday, February 20, 2015.

9. Adjourn

Co-Chair Hague repeated that their next meeting would take place in the 2nd Floor Conference Room of City Hall on March 2 at 5PM, then adjourned the meeting at 6:35PM.

Upcoming Dates of Interest:

- March 2, 2015 – 5PM, City/College Committee Meeting, 2nd Floor Conference Room of City Hall
- March 5, 2015 – RSVPs due for Stakeholder Meeting
- March 10, 2015 – 5:30PM Pre-Meeting for City/College Committee Members with NH Listens – 6:30PM Stakeholder Meeting, Madison Street Lounge in the Student Center on the KSC Campus
- April 14, 2015 – Community-wide Public Event, Location TBD