

City of Keene
New Hampshire

COLLEGE/CITY COMMISSION
MEETING MINUTES

Monday, September 14, 2015 **5:00 PM** **2nd Floor Conference Room**

Members Present:

Michael Welsh, Co-Chair Hague
Emily Hague, Councilor/Co-Chair Hague
Marcia Kayser
Cynthia Georgina
Bart Sapeta
Chris Cusack
Paula Jessup
Dottie Morris
Chris Hrynowski
Ted McGreer

Staff Present:

Andy Robinson, KSC Liaison
Tara Germond, Planner

Others Present:

Members Not Present:

Caitlin Licence
Kelly Ricaurte
Philip Jones, Councilor
Margaret Rice
Dick Berry

1) Call to order-

Co-Chair Hague called the meeting to order at 5:06 PM. Roll call was conducted and Chris Cusack was introduced to those in attendance.

2) Review Minutes – September 8, 2015

Ms. Georgina made a motion to adopt the minutes of September 8, 2015 with the following correction; add Dottie Morris to the Members Present. Ms. Kayser seconded the motion which carried unanimously.

3) Discussion and Vote on Draft Report and Recommendations –

Co-Chair Hague reported the current draft has all the edits from last week; she also noted discussions were held with area experts who have had a chance to read the draft. Input was received from Chief Costa and Med Kopczynski that was also included. Mentioning a few of the highlights, Co-Chair Hague said the recommendation asking the College to explore having a full Police Department with sworn officers was removed. Co-Chair Hague explained the rationale for this edit and noted that Chief Costa is in favor of having an additional College Liaison Officer. She suggested that perhaps the Commission could emphasize this recommendation instead. Co-Chair Hague also noted an addition on Page 8 regarding the Fall Festival Committee (they have met and decided on a topic for the Fall Festival).

Other edits and or fine tuning points.

1. Page 4, Short Term Recommendations third full bullet, last sentence insert “especially” after landlords.
2. Page 4, Short Term Recommendations seventh full bullet, second line change “at” to “for”.
3. Page 4, Medium Term Recommendations second sentence add a period after programs. Delete “including adequate” and insert “These include”.
4. Page 4, Medium Term Recommendations second sentence, change “ordinance options have” “an ordinance has”.
5. Page 5, Medium Term Recommendations second full bullet move the first statement to last position, and third statement up to first position.
6. Page 6, II. Communications, Relationships and Celebrations first sentence change “area” to “areas”.
7. Page 6, II. Communications, Relationships and Celebrations second paragraph, last sentence change “excepts” to “excerpts”.

Discussion continued and Co-Chair Hague reported the next step will be a discussion with the Sentinel regarding some of the highlights. She also suggested the report would be posted on both the City and College websites. Co-Chair Welsh noted the report would be presented to the Mayor and President Huot. Co-Chair Hague outlined the process that City Council will follow after the report is presented.

Ms. Georgina motioned to approve the report as presented with changes. Mr. McGreer seconded the motion which carried unanimously.

4) Other or New Business –

a. Co-Chair Hague began the discussion of the structure of the Commission moving forward. She pointed out that Co-Chair Welsh and Ms. Georgina would be rotating out sometime during the fall. Co-Chair Hague reported that Bart Sapeta would be stepping up as Co-Chair when Co-Chair Welsh leaves. Co-Chair Hague will also be leaving the Commission in December.

Through discussion Commission members reached the following conclusions.

- The Commission will continue to meet once a month on Mondays. The next meeting will be held on October 5, 2015. The meeting time has changed from 5:00 PM to 4:00 PM - 6:00 PM. Location for the meetings to be determined (2nd floor Conference Room).
- Commission members agreed the Co-Chair model works well. Members leaving will be replaced. The Commission should think about how to get student members to attend.
- Other issues regarding membership to be discussed included terms of membership, electing/selecting Chairs, meeting place, and having 10 members each from the City and college.
- To continue with their Charter the next topics will be parking/infrastructure. Mr. Sapeta suggested tackling taxes at this time also. Reference was made to the Parking Analysis completed four years ago, and since updated. Ms. Germond will work with the Co-Chairs to come up with an appropriate City member to present at the next meeting. Co-Chair Hague also recommended looking at the KSC Campus Master Plan to see where it overlaps with the City’s analysis.

- The Commission should review/assess how well tasks from prior work are being accomplished/or not on a regular basis. The Proactive Code Enforcement plan was cited as an example.

Discussion ensued with regards to the process to be followed. Co-Chair Hague recommended the Commission begin the debrief process now. The following are suggestions, statements, and recommendations made by Commission members.

- Do we continue with NH Listens or do the work ourselves? Will the funding be approved to hire NH Listens? The college does have trained facilitators that are from this area. Ask NH Listens if the next topic is something they have worked on before/would they be interested.
- Better explain the Commission's charge to the public.
- Don't let the report sit on a shelf. The report should identify who the responsible parties are for implementing recommendations.
- How do we discuss progress on the recommendations with the Mayor and the President?
- Be mindful of summer schedules when setting deadlines.
- The Commission should discuss whether it wants to have a public forum for each charge.
- Emphasize the process and accessibility of the public meetings. Ms. Germond will contact the IT Department with regards to setting up a MindMixer page for the Commission.

Addressing the draft document Co-Chair Hague indicated discussions will be held with staff regarding the distribution of the report to the stakeholders and others who attended the forum; she also suggested we can encourage them to distribute the report to their organizations. The following are additional suggestions/recommendations regarding the report.

- Publicize Commission member names.
- The report should be accompanied by the Commission's charge, membership list, NH Listens report, and a cover page (letter). Co-Chair Welsh will compose the letter. The Co-Chairs will check with the Mayor and President Huot to verify how they would like to see this presented when the report is published.
- Commission members agreed the document should be left open-ended so that it can be revised over time. This should be included in the beginning of the report; also add a review of the document in six months (providing structure for the Commission).

b. Mr. Cusack invited Commission members to attend the Southeast Keene Neighborhood Group meeting on October 13, 2015. He noted the meeting will be held from 6:30 PM to 7:30 PM, and that President Huot will be speaking.

c. Commission members raised various issues relative to parking/infrastructure that could be discussed. Mr. McGreer also recommended an update be provided on the Gilbo Ave Expo Center. Mr. Sapeta recommended a site visit around the campus before the next meeting (homework).

5) Public Comment- None at this time.

6) Adjourn – Next meeting October 5, 2015, at 4:00 PM in the 2nd floor Conference Room.

Agenda topics: Debrief of the process so far, and digest the material presented and relate it to the Commission's charge. Ms. Germond will check on Mr. Lamb's availability to attend the next meeting. Ms. Germond will also have the Zoning map to review at the next meeting. Co-Chair Hague will research appropriate information regarding the tax issue for the Commission to review. Mr. Robinson suggested a discussion at the next meeting of what can/can't be done, and what the rules are. Mr. Robinson also suggested the Director of Campus Safety as an example of a selected guest. Documents for the next meeting: Parking Analysis, KSC Master Plan, Zoning Map, and tax information. Ms. Germond and Co-Chair Hague will work to get the packet out early to allow time to digest the material before the meeting.

Co-Chair Hague and the Commission members thanked Co-Chair Welsh for his service.

Co-Chair Hague adjourned the meeting at 6:11 PM.

Respectfully submitted,
Mary Lou Sheats-Hall, Minute-taker
September 16, 2015

Edited by Tara Germond, Planner
September 22, 2015