

ADOPTED

City of Keene
New Hampshire

COLLEGE CITY COMMITTEE
MEETING MINUTES

Monday, March 27, 2017

4:00 PM

Second Floor Conference Room

Members Present:

Bart Sapeta, Co-Chair, Councilor
Darryl Masterson, Co-Chair
Robin Picard
Bettina Chadbourne, Councilor
Chris Hrynowski
Marcia Kayser
Dottie Morris
Kelly Ricaurte
Dick Berry
Paula Jessup
Joshua Jarvis, Alternate

Staff Present:

Tara Kessler, Planner
Kim Schmidl-Gagne, KSC Liaison

Members Not Present:

Dean Eaton
Phil Jones, City Councilor
Hannah Elliott
Chris Cusack
Andy Robinson

1) **Call to Order**

Co-Chair Sapeta called the meeting to order at 4:03 PM and roll call was conducted.

2) **Approval of Minutes – February 27, 2017**

Ms. Picard stated that she did not attend the last College City Committee (CCC) meeting and should be added to the not present list.

Ms. Ricaurte stated that she did not attend the last CCC meeting and should be added to the not present list.

Ms. Kayser made a motion to approve the minutes of February 27, 2017 as amended. The motion was seconded by Co-Chair Masterson, which carried unanimously.

3) **Adopt Rules of Procedure**

Ms. Kessler presented the Committee with a draft of the CCC Rules of Procedure for the Committee to review. She explained that the document outlined the procedures for which the Committee conduct each meeting. Ms. Kessler continued to explain that the document identified when the Committee would meet, how minutes are taken, a quorum, presiding officers, right of floor, meeting agenda, communications, order of business, reports, tie vote, conflict of interest,

non-public sessions and how to amend rules. She noted that the Committee was able to change these procedures in order to meet the needs of the Committee.

Ms. Kessler continued to review the Rules of Procedure with the Committee. She stated that a quorum was made up of eight Committee members. Ms. Kessler stated that the presiding officers are the Mayor and the President of Keene State College and that each shall appoint a Chairperson to represent the City and College. She continued to explain that there will be two Co-Chairs that will alternate facilitation of the meeting. In the absence of either Co-Chair, if a quorum is present, the Commission shall proceed to elect a Commission member to preside over the meeting as a temporary Chair.

Ms. Kessler stated that the right of floor meant that the Co-Chairs presiding over the meeting, controlled the meeting by running the agenda and all questions are directed through the presiding Co-Chair.

She continued to explain that the meeting agenda would be prepared by the Steering Committee two weeks in advance of a meeting. In addition, any items to be placed on the agenda must be received by the staff liaison at a minimum of six business days prior to the scheduled meeting. She noted that no matter that is not listed on the agenda should be discussed at the meeting.

Ms. Kessler stated that if the Commission decides to a written memorandum to City Council, it shall be directed to the staff liaison to draft the memorandum for review and have approval by the Co-Chairs prior to submission to the City Council.

Ms. Kessler stated that the presiding Co-Chair may permit any item of business to be taken out of the regular order as set by the agenda, unless there is an objection by a Commission member.

She continued to explain that reports, when required, shall be issued as “Informational” or as a recommendation to the City Council based on the findings of the Commission.

Ms. Kessler stated that in the case of a tie vote on any recommendation, the said recommendation shall be deemed defeated.

She continued to explain that if a conflict of interest were to exist, the member having the conflict shall be prohibited from participating in the discussion.

She stated that in the case of a non-public session, the City Attorney stated at the prior CCC meeting that he would like to be present at the meeting.

Ms. Kessler explained that to amend rules or to have new rules adopted there must be a two-thirds (2/3) vote of all members of the Committee.

Councilor Chadbourne asked if Co-Chairs were trained on the *Roberts Rules of Order*. Ms. Kessler replied that the Co-Chairs would be provided training that covered general meeting procedures.

The Committee agreed on the following edits/corrections to the Rules of Procedures:

- The Committee requested Ms. Kessler seek clarification to the sentence listed under the Right of Floor, “A motion to call the question shall require a two-thirds (2/3) vote and is not debatable”.
- Co-Chair should be changed to Co-Chairs throughout the document.

- The order of numbers on the document should be corrected to the associated numbers.
- The Quorum section should state that there is a minimum of 8 members with three members from the College side and three members from the City side.

Co-Chair Sapeta asked the Committee to review the Rules of Procedure for any additional edits or suggestions for the next meeting to review for a vote for next meeting.

4.) Update on the Keene Fall Festival Committee 2017

Ms. Kessler reported that Kemal Atkins, a member of the Fall Festival Committee had expressed an interested in collaborating with the Commission. Co-Chair Sapeta stated that he had been unsuccessful in trying to reach Mr. Atkins.

Ms. Kessler reported that she spoke with Helen Mattson and was informed that there was a non-public body that was meeting to discuss planning the upcoming Fall Festival. She stated that the date of the Fall Festival is set for Saturday, September 30, 2017, and the timeframe would be approximately 10am to 8pm. She reported that the festival would be similar to last year's with vendors and bands set-up along Main Street. Ms. Kessler stated that the group was not sure if the car show would be happening along Gilbo Avenue.

Co-Chair Sapeta asked the Committee to prepare some questions in advance for Mr. Atkins, who is a member of the Committee. The Committee had discussed inquiring how the theme of diversity would be incorporated into the festival. He asked the Committee to email their questions for Mr. Atkins to Ms. Kessler or Ms. Schmidl-Gagne.

Ms. Schmidl-Gagne stated that she would contact Mr. Atkins to inform him that the she will share questions from the Committee with him in advance of the next CCC meeting.

5.) Neighborhood Revitalization Working Group Update

Ms. Picard reported that five people from the Subcommittee attended the meeting. The Subcommittee discussed the need to set the focus and goals for the group. Ms. Picard stated that based on the discussion, the three major topics discussed were policies, programming and projects. The projects discussed were on a larger scale such as purchasing housing to bring families back in to the neighborhoods. Ms. Picard stated that their next meeting would be held on April 6th at 4:00 PM at the KSC Student Center in Room 307. She stated that the focus of the meeting was to have a firm foundation to understand what is happening on the KSC campus and then have that foundation to look at off campus.

Co-Chair Masterson asked Ms. Picard if she would be able to share information from the Off Campus Survey. Ms. Picard replied that she would be able to assist the group with a synthesized report of the survey and would provide a copy of the report to the Subcommittee members. Co-Chair Masterson asked Ms. Picard if she would also be able to provide a copy of the updated police reports. Ms. Picard replied that she would need to seek permission before providing the report.

Co-Chair Masterson stated that one thing discussed was getting an idea of the current conditions of the dormitories at KSC. He asked if some of the reasons why students want to move off campus needed to be addressed. Ms. Picard stated that the Subcommittee discussed inviting the KSC Dean of Student Life, Kent Drake-Deese to a meeting to discuss the issues students may have with living on campus. Co-Chair Masterson stated that it might be a possibility that the students think there is too much restriction with on-campus living. He continued to state that the Committee should know if that is the opinion of the students. Co-Chair Sapeta asked if some of

these questions could be answered from the Off Campus Survey. Ms. Picard replied that she would need to review the survey questions.

Co-Chair Masterson asked if the Subcommittee could create their own survey to address these questions. Ms. Picard replied that during this time of year, due to finals, a survey may overwhelm the students. Ms. Picard stated that Mr. Drake-Dreese would be able to answer the perception of the students. Ms. Hrynowski stated that there are a lot of factors that go into the decision for students to live off campus. Ms. Morris reported that first year students and sophomores were required to live on campus.

The Committee discussed the subject of possibly consolidating housing for fraternities and sororities on campus.

The Subcommittee agreed to invite Mr. Drake-Deese to their next meeting.

6) Inclusiveness

Ms. Kayser asked if the minutes from the Subcommittee meeting needed to be sent to the CCC and what should be recorded in the minutes. Ms. Kessler explained that the minutes from the subcommittee meetings should state who is present, the time of the meeting, location, an overview of the discussion and time of adjournment. She continued to explain that the minutes should also be sent to her to be kept on file in case they were requested.

Ms. Kayser reported that the Subcommittee discussed the details of the upcoming community diversity training event. She stated that they discussed the target audience, involving human resource departments, schools, larger businesses, shop keepers, medical centers and various citizens to help define the target audience. Ms. Kayser stated there was a suggestions that Helen Mattson was a good contact since she is the coordinator for the President's Court. She continued to explain that the President's Court is a group that meets with the Mayor on a regular basis and is composed of local business leaders. Ms. Kessler stated that she would contact Ms. Mattson for further information.

Ms. Kayser reported that the date of the event was scheduled for April 18th from 6PM to 8PM at the Blastos Room that is located at the Keene Ice Arena. Ms. Ricaurte suggested a brief description of the event should be created in order to help promote the event. Ms. Morris stated that she had created a brief description and would send the description to Ms. Ricaurte for feedback. Ms. Morris stated that the Subcommittee agreed that the title of the event would be "Keene is Keen on Diversity".

Ms. Kayser stated that Co-Chair Sapeta would coordinate refreshments for the event. Co-Chair Sapeta stated that he would contact the KSC President and the Mayor to see if there is a budget. Ms. Kayser stated that all of these final details would be discussed at the Subcommittee's next meeting that is scheduled for April 10th. Ms. Kessler stated that she will inquire about what amenities were available at the Blastos Room. The Subcommittee then agreed to change the title of the event to "Keene is Keen on Diversity Community Conversation Series."

Ms. Kayser stated that session one would deal with "Who am I?" "Who are You?" and "Who are We?"

Ms. Kayser continued to read a draft of the description of the event, "During the session community members will be invited to engage in reflection on their social identifies and how they have an impact on how they see themselves, others and the world around them. The community

members will also explore together the meaning of diversity, multiculturalism, and equity and how these concepts are demonstrated in Keene and how we would like to see in them in Keene. There will be an opportunity to examine the potential difficulties and benefits of diversity, multiculturalism and equity”.

Ms. Ricaurte stated that she would reach out to Dr. Huot and the Mayor to get a joint letter to be put in the newspaper, inviting the community. Ms. Kessler asked that the information for the event be completed by April 5th in order to get the word out to the community.

Co-Chair Sapeta moved the discussion to the draft of “Building an Inclusive Community”. He asked the Committee to take a brief break and read through the document to discuss.

Co-Chair Sapeta suggested formatting the document with subheadings such as an Introduction, Concerns, Benefits, Barriers, Resources and Recommendations. He explained how this would help organize the document.

Councilor Chadbourne suggested in terms of a survey to contact the Chamber of Commerce due to the level of information they may have available. The Committee agreed this was a good idea.

Co-Chair Sapeta suggested updating the name of the safe space training on the draft. Mr. Jarvis stated that he recently became involved in the Step Up Program at KSC, that was about finding your way to insert yourself as a bystander in certain situations. Ms. Kayser stated that the Subcommittee was hoping to do something similar to this program in the fall. Ms. Ricaurte stated that the Subcommittee discussed how the training would be useful and how people could walk away using the training in their daily lives. Co-Chair Sapeta recommended having handouts pamphlets available for distribution. Ms. Jessup suggested contacting Healthy Monadnock to help promote the event. Ms. Schmidl-Gage stated that she would contact the Director, Rudy Fredrizzi at Healthy Monadnock.

Ms. Ricaurte asked Ms. Kessler if there was a place on the City Website to help promote the event. Ms. Kessler replied that there was a City homepage and once the notice of the event was available, the event could be posted on the homepage as well as on the Facebook page of other departments in the City. Ms. Kessler asked who the target audience is for the event. Ms. Ricaurte replied that it was the general public. Ms. Hrynowski asked the capacity of the Blastos Room. Ms. Kessler replied that she was unsure but would confirm with the Keene Ice Arena. It can easily fit as 40 to 50 people, she noted. Councilor Chadbourne suggested contacting the Monadnock Center for Violence Prevention to help promote the event.

Ms. Jessup asked how long before the group would get materials to help promote the event. Ms. Ricaurte replied that the information could be completed by April 7th and that a link would also be available for the group to share through social media.

Ms. Picard suggested directly asking people to attend the event and that this method was essential.

Co-Chair Sapeta asked if the Mayor could announce the event at the next City Council meeting. Ms. Kessler replied that she would ask the City Manager.

8.) **Next Meeting**

Ms. Schmidl-Gagne stated that the next meeting would be held on April 24, 2017 at the Madison Lounge located on the first floor at KSC.

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Ms. Jessup asked if the Committee knew if there was interest in building additional parking garages within the City. She continued to ask if the parking garages could be paid for by another organization. Ms. Jessup asked if the College was still interested in building in the area of Gilbo Avenue. Co-Chair Sapeta recommended placing this item on the agenda for the next meeting under new business.

9) Adjournment

Hearing no further business, Co-Chair Sapeta adjourned the meeting at 5:40 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker

Reviewed and edited by,
Tara Kessler, Planner