

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

**COLLEGE/CITY COMMISSION**

**Monday, June 1, 2015**

**5:00 PM**

**2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Michael Welsh, Co-Chair  
Emily Hague, Councilor/Co-Chair  
Cynthia Georgina  
Bart Sapeta  
Dick Berry  
Dottie Morris  
Marcia Kayser  
Ted McGreer

**Members Not Present:**

Paula Jessup  
Margaret Rice  
Chris Hrynowski  
Philip Jones, Councilor  
Caitlin Licence

**Staff Present:**

Rhett Lamb, Planning Director  
Andy Robinson, KSC Liaison

**Others Present:**

**1) Call to order-**

Co-Chair Hague called the meeting to order at 5:00 pm.

**2) Minutes Approval – March 2, 2015 and April 6, 2015-**

Co-Chair Welsh made a motion to accept the minutes of April 6, 2015 as submitted. Ms. Georgina seconded the motion which carried unanimously.

The March 2, 2015 minutes were adopted at the April 6, 2015 meeting.

**3) April 2015 Community Conversation Report – Draft**

- a. Questions
  - Any surprises?
  - Anything missing?
  - Suggested edits or corrections?

Co-Chair Hague referred to the draft Community Conversation Report, dated April 14, 2015 prepared by New Hampshire Listens; she noted the intent of the report is to summarize the conversations and provide some recommendations. These are the recommendations the Commission will be working on throughout the summer. Bruce Mallory, of New Hampshire Listens joined the meeting via phonecon. Co-Chair Hague pointed out the report touched on two areas of the Commission's mission; citizenship and neighborhoods. Co-Chair Hague referred to the questions listed above in 3. (a) and asked for Commission members input. The following is a list of suggestions and recommended edits.

1. Providing a mechanism for the community to come together for healing after a crisis. This was discussed at the Stakeholder's meeting (healing conversations). This could be a potential recommendation.

2. Ensure the language is inclusive of the community, and does not set up an “us and them” appearance. General edits are:
  - a. On the first page and throughout the document change “City/College Commission” to “College/City Commission”.
  - b. On Page 3, under Location, change “Keene State College” to “Heberton Hall”.
  - c. On Page 5, under The Community Conversation, second line. As this hits two of the priorities (neighborhoods and citizenship) change some of the language to say something like “all or part of two of the four priorities identified” instead of “one of the four priorities identified”.
  - d. On Page 5, under The Community Conversation, third line. Add “and neighborhoods” after “-citizenship”.
  - e. On Page 5, under Focus Questions, expand on the first sentence to include the Stakeholder Meeting and reference documents used. This could provide a little more background so those reading will understand the depth of what went into designing this conversation.
  - f. Page 8, under Norms and Expectations; 4<sup>th</sup> paragraph second line add “and community members” after the word housing.
  - g. Page 8, under Norms and Expectations; 4<sup>th</sup> paragraph 5<sup>th</sup> line change “their” communities to “our” community.
  - h. Page 10, under Participant Attendance and Evaluation Summary, include from the registration list only the affiliations of those who attended; as an attachment.
3. List all four of the focus areas instead of just the two; noting the two the Commission will address in the future.
4. Make the website link apparent.

Referring to Page 8, under Norms and Expectations Mr. Berry asked if “norms” had been defined and if the Commission was going to discuss this as part of their Charge. Explanations were offered by Mr. Mallory, and Mr. Lamb. Co-Chair Hague indicated there were no definitions as of yet, and this could be discussed under the next agenda item. Co-Chair Welsh also clarified this report is information the Commission can use when we go through the Charge process. Co-Chair Welsh also suggested the report may strengthen any recommendations made by this Commission.

There being no further questions/comments, Mr. Mallory agreed to send the registration list to Commission members. Mr. Lamb will get all the suggested edits to Mr. Mallory. Mr. Mallory indicated the finalized changes could be ready within a week.

#### **4) Linking Report to Commission Recommendations -**

Co-Chair Hague reiterated the plan to make recommendations on the first two areas of the Charge first; then come up with a plan and structure on how to make recommendations on the other two areas of the Charge. She suggested today’s focus be on neighborhoods and citizenship; asking for input from other Commission members. Co-Chair Welsh clarified the Commission’s objective is to have a report to the Mayor and KSC President on these two issues by August, and to have a plan either underway or ready to go on the next ones. Substance abuse was a topic suggested for developing specific preventative objectives. Mr. Robinson pointed out the college’s efforts in this arena. Additional topics included communication, trust between the

college and the City, behavioral issues, housing and the lack of a Master Plan in conjunction with the City.

Addressing the process to be followed Mr. Mallory suggested the Commission could identify 2-4 of the most important findings from the conversation; then establish small working groups that include Commission members and others from the community who have expertise in those areas. These groups would come back to the Commission with a few concrete action steps that could possibly be launched in the fall. Discussion ensued regarding the feasibility of the August report date. Commission members were in favor of establishing small groups to work on each area, and that topic experts should be included in these groups. Topic experts included the Police Department, Med Kopczynski from Code Enforcement, landlords, and people from the college such as Allison Riley. Mr. Lamb made note there are many ideas on paper already that can be utilized, refined, and help the Commission get to the heart of the issue quickly. Commission members discussed the possibility of developing short-term, medium-range, and long-term recommendations. Co-Chair Hague suggested the Commission meet more frequently after the July 6<sup>th</sup> meeting; perhaps every two weeks.

Co-Chair Hague returned to the report (Summary Findings on Page 4), and suggested the Commission could choose a couple of topics to delve into as groups. There were six findings noted: communication, building relationships, traditions and celebrations, alcohol and substance abuse, norms/expectations, and housing.

Commission members agreed housing was an important finding to spend time on. Co-Chair Welsh, Ms. Kayser, Mr. Sapeta will compile the resources for this topic. This group and other groups formed will forward the information gathered to Mr. Lamb for compilation and discussion by the Commission; they will also create a set of questions for the outside experts to react to. Either Co-Chair Welsh or Mr. Sapeta will obtain the information on the College's Master Plan. Mr. Robinson will obtain a summary of the meeting that was held simultaneously with the Conversation on April 14<sup>th</sup>. Ms. Kayser agreed to provide Co-Chair Hague the information covered during Orientation at the college. It was noted that housing quality/appearance is not mentioned in the findings (devaluation of the neighborhoods). Co-Chair Hague noted she would send the updated Code/Law Enforcement Report to Commission members. The suggested outside experts for this group included Code Enforcement, KPD, landlords, Allison Riley, and Susie Thielen. Commission members agreed Housing would be the topic of discussion at the July 6, 2015 meeting, and arrangements would be made to ensure the outside experts are available to attend.

Co-Chair Hague suggested perhaps Norms/Expectations along with Alcohol and Substance Abuse could be handled together as they both relate to behavior. Commission members agreed with this suggestion. Co-Chair Hague noted her willingness to work in this group; as did Ms. Georgina. Matt Salter, of KSC was suggested as an outside expert for this subject.

Ms. Kayser suggested combining Communication and Building Relationships as well, Traditions and Celebrations was also added to this group. Commission members posed no objections. Mr. Berry, Mr. McGreer, and Ms. Morris will work on these topics. Patty Farmer was suggested as an outside expert for this group.

Co-Chair Welsh suggested Mr. Robinson be present when the group working on Alcohol and Substance Abuse gets together.

Mr. Lamb referred to the Summary Findings and recommended taking the one and two sentence statements, be a little more specific and present it to the outside experts when they come to the meeting. He continued you could then ask them for their thoughts; what they think you are missing. Co-Chair Hague suggested the importance of revisiting the baseline documents and straining out ideas. Mr. Lamb will do a summary email of all documents. Mr. Robinson will see if he can get the KSC Alcohol and Drug Task Force document. Co-Chair Hague will share the updated Proactive Report; this is currently available under the last PLD meeting packet on the City website. Co-Chair Welsh noted he would also like to see the link to the UMass Amherst Study. Referring to Traditions and Celebrations, Mr. McGreer suggested reviewing minutes from the 1960's and 70's. Co-Chair Hague agreed to check on their availability.

**5) Other or New Business –**

a. Next meeting of the Commission- Commission members developed and agreed upon the following schedule and agenda topics for the summer months.

July 6<sup>th</sup> – Report out from Housing group, and discussion of Proactive Report.

July 20<sup>th</sup> – Report out from Substance Abuse group.

August 3<sup>rd</sup> – Report out from Communications group.

August 17<sup>th</sup> – Begin discussion on large report (recommendations).

August 31<sup>st</sup> - Continue discussion on large report if needed.

**6) Public Comment**- None at this time.

**7) Adjourn**-

Co-Chair Hague adjourned the meeting at 6:55 PM.

Respectfully submitted,  
Mary Lou Sheats-Hall, Minute-taker  
June 3, 2015  
Edits, Lee Langella