

**ADOPTED**

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

**COLLEGE/CITY COMMISSION**

**Monday, August 31, 2015**

**5:00 PM**

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

**Members Present:**

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

**Staff Present:**

Andy Robinson, KSC Liaison  
Tara Germond, Planner

**Others Present:**

**Members Not Present:**

Ted McGreer  
Caitlin Licence  
Chris Cusack  
Philip Jones, Councilor  
Kelly Ricaurte

**Mayor Kendall Lane**

**1. Call to order-**

Co-Chair Hague called the meeting to order at 5:01 PM, and welcomed the new City Planner, Tara Germond.

**2. Review Minutes – July 20 2015**

Co-Chair Welsh made a motion to accept the minutes of July 20, 2015 as submitted. Ms. Kayser seconded the motion which carried unanimously.

**3) Discussion and Revision of Draft Report and Recommendations –**

As copies of the draft document were distributed Co-Chair Hague explained why the document wasn't emailed to Commission members prior to the meeting. She recommended taking a few minutes to review the draft and then discuss it section by section. Commission members reviewed the draft prior to discussion.

Co-Chair Hague reported that Co-Chair Welsh put together the Introduction. She noted the intent of this section was to lay-out what the Commission has done thus far, and to illustrate the process the Commission went through with NH Listens. Co-Chair Welsh added he also wanted members of the public who attended meetings to see where their contributions fit into the process.

Co-Chair Hague noted the recommendations for Section II. Communication and Relationships is not included because not all members of the Sub-Commission have had a chance to review them. Mr. Berry reported the group will be meeting next Wednesday, and the recommendations should be ready for the September 8<sup>th</sup> meeting.

Discussion began with the Background Section on Page 1. Commission members were in favor of the Background as presented. Mike Welsh noted that he intends to insert September 20, 2015 to the last sentence of the fourth paragraph. This is the tentative date for release of the NH Listens report along with the Commission's report. Mike Welsh also suggested inserting additional references to the NH Listens Report, and to include excerpts of this Report in each section of the document.

Suggested edits and comments shared by Commission members concerning the Housing Section, which starts on page 3 of the draft document, are described below.

1. Co-Chair Welsh noted he would turn the notes at the bottom of Page 3 into proper footnotes for the next meeting. He noted he included inserts from the NH Listens report at the start of this section and recommends this be done with the other sections as well.
2. Co-Chair Hague suggested including timeframes for what the Commission means by short, medium, and long-term recommendations. The timeframes agreed upon by the group are as follows: short-term = 0-6 month; medium-term = 6 months to 1 year; long-term 1 year or longer.
3. From Section B. Medium Term Recommendations 1<sup>st</sup> bullet move "*The commission specifically recommends that the College's Coordinator of Student and Community Relations position, formerly occupied by Allison Riley, be expanded to full-time and quickly refilled.*" to section A. Short Term Recommendations. Make note that the City is in the process of filling the two inspector positions. Co-Chair Welsh will develop this language.
4. In Section B. Medium Term Recommendations 2<sup>nd</sup> bullet first sentence delete "Continue to explore an ordinance or other active..." and insert "Assess feasible approaches and determine the best..."
5. In Section B. Medium Term Recommendations 2<sup>nd</sup> bullet fifth sentence change "whether" to "how."
6. In Section B. Medium Term Recommendations 3<sup>rd</sup> bullet, Co-Chair Hague will forward these to Regina Wright, Greenwald Realty, and Tim Zinn.

7. Mr. Sapeta pointed out that the 3<sup>rd</sup> bullet in Section B. Medium Term Recommendations is duplicated in III. Norms/Expectations and Alcohol & Substance Abuse, under Section A. Short Term Recommendations, 2<sup>nd</sup> bullet. He asked where do the group wants this recommendation to be located. He suggested moving sharing the lease information (this is different than the Landlord Association) from this section to III. Norms/Expectations and Alcohol & Substance Abuse, under Section A. Short Term Recommendations, 2<sup>nd</sup> bullet. Co-Chair Hague clarified that the distinction is being made between making lease language available and requiring landlords to use it if they are going to list their rentals on the college website. Co-Chair Welsh suggested moving this bullet over to I. Housing under Short Term Recommendations. No objections were presented.
8. In section B. Medium Term Recommendations 3<sup>rd</sup> bullet first sentence change “Establish” to “Facilitate”.
9. Section B. Medium Term Recommendations, 4<sup>th</sup> bullet (top of Page 5) change this to make two recommendations. During this discussion Co-Chair Welsh clarified that the purpose of this recommendation is to make it clear for students which rules follow them off-campus; and make it clear to the landlords/college what the difference is between this living space and the Residence Halls. Co-Chair Hague clarified the two recommendations might be:
  - a. To make it clear what rules of the College follow students to off-campus housing. (Add to short-term recommendations)
  - b. Encourage the College to pre-approve off-campus housing. (Co-Chair Welsh suggested the long-term recommendation might be for the college to explore the possibility of college approval of domiciles.)
10. Discussion continued and Co-Chair Hague summarized what was discussed regarding the medium term recommendations and the addition of the above mentioned long-term recommendation. She noted that wordsmithing would be done and the revised language would be presented at the next meeting. Mr. Robinson pointed out he would like to see the landlords communicate with the College even if they’re not in the Landlords Association. Mr. Robinson suggested a short-term recommendation that the College coordinate with off-campus landlords, particularly the larger facilities. The Commission’s final decision on this recommendation is:
  - a. Recommendation as written remains in Medium Term Recommendations.
  - b. Add to Short Term Recommendations: Encourage the College to coordinate with off-campus institutions and landlords.
  - c. Add to Long Term Recommendations exploring the possibility of approval of off-campus housing by the College.

11. Section B. Medium Term Recommendations move the 6<sup>th</sup> bullet recommending that students be required to report their local address to Short Term Recommendations. It will also be helpful to clarify why the data is needed and how it is to be used.
12. Section B. Medium Term Recommendations 8<sup>th</sup> bullet, add the recommendation that the City also become a member of the International Town Gown Association. Discussion ensued regarding Ms. Riley's position and Mr. Robinson pointed out the College is probably already a member. The group agreed to move this recommendation to Short Term Recommendations.
13. Regarding Section C. Long Term Recommendations – Co-Chair Hague, in response to Ms. Jessup, pointed out that Mr. Kopczynski wasn't sure whether we needed more capacity or different enforcement and better code. She suggested if the Commission were to make a recommendation they would need to touch on these two facets. The Commission's final recommendations were:
  - a. Note in Short Term Recommendations that the inspector positions have been filled.
  - b. Add to Medium Term Recommendations: Explore the review and update of existing codes.
14. Not addressing the draft Report directly, Ms. Jessup raised the issue of the City allowing buildings such as Arcadia Apartments to be built, understanding their proximity to the college and who target audience it for these units. Co-Chair Hague noted this as more of a Master Plan level consideration; Co-Chair Welsh added that this is a question of zoning as well. Co-Chair Hague suggested changing the recommendation to one that speaks to planning considerations and asked if it would fall under where we talk about the campus housing plan interfacing more with the City's Master Plan (bullet #2). Co-Chair Hague agreed to wordsmith the 2<sup>nd</sup> bullet to suggest where future student housing would be best located. Commission members were in favor of this recommendation.
15. In Section C. Long Term Recommendations, bullet #3, add the following language before the first sentence: "proactively plan for the possibility that the demand for off-campus student housing may lessen in some of the neighborhoods where it is currently high."

Discussion on the draft report continued. The comments and suggested edits below were shared by group members for the recommendations included in the Communication and Relationships Section of the document. Co-Chair Hague asked if the Background provided sufficient information, and if anyone had any ideas or suggestions. The recommendations for this area will be provided at the next meeting.

1. It was suggested to expand the title of this section to Community Relationships and Celebrations.
2. After the first paragraph and in the succeeding paragraphs add summary language (excerpts) from the NH Listens report. Co-Chair Welsh will compile the excerpts for the

Sub-committee.

3. Short Term Recommendations: Following the format used in the other sections (short, medium, and long term recommendations) add in the Short Term Recommendation section the identification of existing programs (Clap-In and Freshmen Community Service are some examples). List some of the positive programs and activities that are currently happening related to this category.

The comments and suggested edits below were shared by group members for the recommendations included in the Norms/Expectations and Alcohol & Substance Abuse Section of the draft report.

1. Co-Chair Welsh offered to compile, edit, and insert excerpts from the NH Listens report into the introduction of this section of the report.
2. It was suggested to include a list of existing actions such as the hiring of a new Substance Abuse Coordinator, also the College is now enforcing conduct issues off-campus, and the College is now more prepared to use existing video monitoring. It was also suggested to include more background from the Blarney Blowout Report (UMass). Co-Chair Welsh will prepare the recommendations for the next meeting.
3. Add to Section B. Medium Term/Long Term Recommendations: Explore and come to a decision about sworn/not sworn officers on campus. Have the College and KPD evaluate whether or not this would be an enhancement of enforcement capacity.
4. Mr. Sapeta suggested adding renegotiation of the City/College agreement if some of the recommendations are accepted (what impact will these recommendations have on the agreement). Commission members agreed this should be added to Short Term Recommendations. Co-Chair Hague will look into why the Police Chief preferred another Liaison Officer over sworn officers on campus.

Due to the time, discussion of the draft document concluded. Discussion will resume at the next meeting beginning with C. Long Term Recommendations (Page 7).

**4) Other or New Business –**

**a. Next meetings of Commission**

- Tuesday, September 8, 2015 at 5:00 PM, in the Trustee's Room (2<sup>nd</sup> Floor Library)
- Monday, September 14, 2015 at 5:00 PM- To be determined

Co-Chair Hague and Co-Chair Welsh will work on the revisions and email them prior to the meeting if possible.

**5) Public Comment- Nothing at this time.**

**6) Adjourn –**

Co-Chair Hague adjourned the meeting at 7:03 PM.

Respectfully submitted,  
Mary Lou Sheats-Hall, Minute-taker  
September 1, 2015