

**ADOPTED**

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

**COLLEGE CITY COMMISSION**  
**MEETING MINUTES**

**Monday, March 26, 2018**

**4:00 PM**

**City Hall, Second Floor Conference  
Room**

**Members Present:**

Bart Sapeta, Co-Chair, City Councilor  
Phil Jones, City Councilor  
Bettina Chadbourne, City Councilor (left early)  
Robin Picard  
Kelly Ricaurte (left early)  
Marcia Kayser  
Chris Cusack  
Paula Jessup  
Davis Bernstein  
Victoria Bergstrom  
Kim Schmidl-Gagne (left early)  
Dottie Morris

**Staff Present:**

Tara Kessler, Planner  
Kim Schmidl-Gagne, KSC Liaison (left early)

**Members Not Present:**

Darryl Masterson, Co-Chair  
Dick Berry  
Bryanna Weigl

**1.) Call to Order**

Co-Chair Sapeta called the meeting to order at 4:07 PM and roll call was conducted.

**2.) Approval of Minutes – February 26, 2018**

Ms. Kayser noted a correction on page 3, fourth paragraph, should read “Ms. Kayser reported that she will contact...”

In addition, Ms. Kayser noted on page 5, first paragraph, the word “suite” should be changed to “suit”.

Councilor Jones made a motion to approve the minutes of February 26, 2018 as amended. The motion was seconded by Councilor Chadbourne and carried unanimously.

**3) Subcommittee Updates:**

**a) Neighborhood Revitalization**

Co-Chair Sapeta reported the subcommittee did not meet last month.

**b) Inclusiveness & Diversity**

Ms. Kayser reported the subcommittee also did not meet last month. She informed the Commission that she made contact with Sarah Sherman, editor of The Keene Sentinel ELF publication, and Ms. Sherman said information about upcoming events can be emailed directly to her or online at [www.sentinelsource.com](http://www.sentinelsource.com).

#### **4.) Approval of Inclusiveness & Diversity Report**

The Commission agreed to review the Inclusiveness & Diversity Report and proceed with a vote to approve the report at the meeting. Co-Chair Sapeta stated the Commission would also review the Neighborhood Revitalization Report at this meeting and vote on approval at the next meeting. The final report would be ready at the next meeting and then submitted to the Mayor and the KSC President for review. Co-Chair Sapeta stated the goal was to have the report presented to the City Council in May.

The CCC reviewed the draft Inclusiveness & Diversity Report and approved the following edits:

#### **Acknowledgements**

- Insert a paragraph stating, “The following individuals marked with an asterisk (\*) contributed to the development of this report but is not longer a current member of the CCC”.
- Add Chris Hrynowski and Josh Jarvis and an asterisk next to their names.
- Add “New Members” section with the addition of Mr. Bernstein and Ms. Bergstrom.

#### **Appendix**

- Change the paragraph, “The list below provides a number...” to the following, “This is a non-exhaustive list of community resources that provide information and services for various issues and topics”.

Ms. Kayser made a motion to approve the Inclusiveness & Diversity Report as amended. The motion was seconded by Councilor Jones and carried unanimously.

#### **5.) Review of Neighborhood Revitalization Report**

The CCC reviewed the draft Neighborhood Revitalization Report for the first review. After much discussion, Commission members suggested the following edits:

#### **Opening Paragraph**

- “President Ann Huot” needs to be corrected to “former Keene State College President Anne Huot”

#### **Benefits**

- First paragraph, the word “benefit” should be corrected to “benefits” and the word “follows” to “follow”. In addition, under the same paragraph, “...to initiate a dialogue and an ongoing exchange...” should be changed to, “...to initiate an ongoing dialogue and exchange...”

#### **Barriers**

- Second bullet, insert a comma after “College”
- Third bullet, “increasing pressures” should be corrected to “increased pressure”
- Fourth bullet, insert a comma after “laws”

### **Resources**

- First bullet, “College City Commission” should be corrected to “College-City Commission”.

### **College Engagement**

- Under the first paragraph, third line, change “landlords” to “property owners”.
- The sentence, “We recommend that the College continues engaging...” should be changed to “We recommend that the College continues to engage ...”
- Under Student Housing-Assessment, the word “enrolment” should be corrected to “enrollment”.
- Last bullet, the words “campus cohort” should be changed to “on-campus living”.
- The second bullet, under Student Housing-Planning needs to be changed to “Identify opportunities to share information among the College, City of Keene and rental property owners to investigate changes to the on-campus and off-campus housing markets.”
- Last bullet, under Student Housing-Planning, add a comma after “lenders”, and “faculty”. In addition, Ms. Picard will work on editing this bullet for the next meeting.
- Under Student Housing-Communication and Education, third bullet from the bottom, “Create a mandatory on-line course for off-campus students before they move out” be changed to “Transition the Off-Campus Orientation course to an on-line version for campus students before they move off campus”.
- Under Student Housing Communication and Education, fourth bullet, “Employ Peer-to-Peer...” changed to “Employ Off-Campus Ambassador education...”
- Under Student Housing Communication and Education, second bullet, “Establish a regular reporting mechanism...” change to “Provide an annual report from the Coordinator of Student and Community Relations to the Planning, Licensing and Development Committee”.

### **Student Engagement**

- The bullet “Encourage KSC faculty to incorporate event content into their syllabi” needs to be changed to “Encourage KSC faculty to incorporate event content into their classes”.
- Third bullet, change “Live Well KSC app” to “Hooties Rewards App”.

### **Parent Engagement**

- The second sentence, “Typically, parent engagement is much high...” should be corrected to “Typically, parent engagement is higher...”
- The third bullet, remove “video seminars”.

### **Resident Engagement**

- The Commission agreed to brainstorm ideas on editing the last bullet “Extend resources from the City of Keene Police Department to train...” Chair Sapeta asked the Commission to bring their ideas to the next meeting for a discussion.

### **Landlord Engagement**

- First bullet, “Encourage an establishment...” corrected to “Encourage establishment...”
- Third bullet, change “Landlord Development Program” changed to “Landlord 101”
- The fourth and fifth bullet will be combined.
- In the sixth bullet, the word “work force” changed to “workforce”.
- The word “best” changed to “incentivize” in the sixth bullet.

**Rental Properties-Economic Development**

- The CCC will research correct grammar for the words “not for profit” or “nonprofit”.

Ms. Kessler will email the CCC an updated version of the report prior to the next CCC meeting and asked the CCC to prepare a list of additional edits or comments.

Chair Sapeta thanked the CCC for the effort and dedication put into the report. He stated one of the goals of the report is to provoke a conversation and does not want to abandon any ideas due to the concern of backlash. Chair Sapeta reminded the CCC they would be voting on approval for the Neighborhood Revitalization Report at the next meeting.

**10.) New and Other Business**

None at this time.

**11.) Next Meeting-** April 23, 2018, Keene State College

**9.) Adjourn**

Hearing no further business, Co-Chair Sapeta adjourned the meeting at 6:00 PM.

Respectfully submitted by,  
Jennifer Clark, Minute Taker

Reviewed and edited by,  
Tara Kessler, Planner