

City of Keene
New Hampshire

COLLEGE CITY COMMISSION
MEETING MINUTES

Monday, January 28, 2019

4:00 PM

Hale House, Keene State College

Members Present:

Steve Fortier, Co-Chair
Phil Jones, City Councilor
Marcia Kayser, Co-Chair
Dr. Chris Cusack
Victoria Bergstrom
Dottie Morris
Robin Picard
Dick Berry
Kelly Ricaurte (late)

Staff Present:

Rhett Lamb, ACM/Community Development Director

Others Present:

Tim Zinn, Neighborhood Revitalization Group
Sarah Franklin, Neighborhood Revitalization Group
Nancy Weststrate, Neighborhood Revitalization Group

Members Not Present:

Davis Bernstein
Kim Schmidl-Gagne

1.) Call to Order

Co-Chair Fortier called the meeting to order at 4:06 PM and roll call was conducted. Guests, Sarah Franklin, Tim Zinn and Nancy Weststrate introduced themselves as members of the Gates Street Neighborhood Group.

2.) Approval of Minutes – December 17, 2018

Ms. Kayser noted the following corrections:

- Page 3, last paragraph, add an apostrophe to the word “students”
- Page 4, fourth paragraph, insert the word “she” after the word “that”.
- Page 5, last paragraph, change the start time of the meeting to 4:00 PM.

Ms. Picard noted the following corrections:

- Page 3, fifth paragraph, “Ms. Ricaurte” corrected to “Ms. Picard”.
- Page 2, fifth paragraph, “Ms. Morris asked if the CCC would be responsible for the process on to form..” to “Ms. Morris asked if the CCC would be responsible for the process on how to form....”

Mr. Berry made a motion to approve the minutes for December 17, 2018 as amended. The motion was seconded by Dr. Cusack, which carried unanimously.

3.) Review Charge and Develop Outcome Objectives

Co-Chair Fortier began by stating that the CCC agenda is set-up a few weeks prior to the meeting. The agenda is set-up by Co-Chair Fortier, Mr. Lamb, Co-Chair Kayser and Ms. Schmidl-Gagne. He asked the Committee to contact them a week and a half before a meeting in order to have an item added to the agenda.

Co-Chair Fortier asked with the charge just released, if are there any changes the CCC would like to keep doing, stop doing or start doing. Co-Chair Fortier stated the goal is to have the Committee leave today with a commitment to support the new charge. He noted the same two subcommittees will remain. The Committee could also decide if based on the new charge if there is a need for a new subcommittee. In addition, Co-Chair Fortier stated they would be looking for commitment from CCC members to remain or join one of the subcommittees. He noted the subcommittees could include non-commission members. Co-Chair Fortier stated the goal is for the subcommittees to hold a first meeting and then dig deeper into how the charge translates to the work of the Committee. The subcommittees would then report back at the February meeting.

Ms. Kayser referred to the first item in the new charge "*Review and inform Keene State College's 2018-2019 Bridge Strategic Plan and Capital Plan to advance the mutual needs and interests of the City and College*". She stated that she felt this is beyond the purview of the CCC. Co-Chair Fortier explained that President Treadwell will look to the CCC as the City's input into KSC's Capital Improvement Plan.

Councilor Jones referred to a prior presentation by Gordon Laversee that discussed future projects at the College. He stated that it would be good idea to follow up on this presentation. Co-Chair Fortier asked if these are fiscal plans. Councilor Jones replied in the affirmative. In addition, he stated there are other issues that were discussed such as how the City and College do not communicate when it comes to flood drainage into the river. He suggested the CCC hear from the Winchester Street Reconstruction Steering Committee in order to have an update on what is going to happen on Winchester Street. Councilor Jones stated that he thought by looking into Winchester Street it could have a domino effect and the CCC could work toward other problems. Co-Chair Fortier stated that President Treadwell will attend a CCC meeting to talk about the KSC Capital Plan in the next few months.

Mr. Berry asked if the KSC Capital Plan is a ten year plan. Co-Chair Fortier responded that in this case the answer was no. He explained the Governor is using a one-time surplus fund. He explained that the Governor's proposal is to provide the University system with 24 million of which, KSC will get 9 million. Mr. Berry asked if there was another CIP. Mr. Lamb stated that based on his experience having been through two campus master plans, is that it is done roughly on a ten year basis. He stated the last one was done in 2012 or 2013 and he was not aware if it was adopted as the Capital Plan for the college. Based on his understanding, Mr. Lamb stated that President Treadwell is talking about the Bridge Strategic Plan. He explained this is something slightly different and KSC is making some adjustment to what would have been the normal ten year planning cycle. A draft of KSC's Bridge Strategic Plan will be distributed to the Committee at the end of the meeting.

Councilor Jones noted that the Capital Plan and what Mr. Laversee presented are not the same. He explained that Mr. Laversee's presentation was more of a vision.

Co-Chair Fortier asked what in the charge suggests what the Committee should keep doing. Ms. Morris referred to item #2 "*Advise the College and City with regard to planning activities that advance our mutual interests and the region*". She suggested defining what the planning activities are and mutual interests. Ms. Kayser noted that the Diversity and Inclusion projects fit into this as well as attracting workforce. Co-Chair Fortier stated that he will clarify *planning activities* and *our mutual interests* with President Treadwell.

Co-Chair Fortier asked what activities the CCC will require in order to successfully support what the CCC has been asked to do. Mr. Berry asked the CCC to define the product. Ms. Kasyer responded that her understanding is that the CCC is to create friendly collaboration between the College and the City. Mr. Lamb explained that the planning activities are those things that decide where the priorities are and what actions should be pursued. He explained in some cases this may be a written product, a series of events and in others cases a presentation to City Council. He stated that effectively the CCC is advising the Mayor and the College President with respect to this charge. Mr. Lamb stated that the Committee needs to know the end point. Ms. Morris stated that she thinks the group needs to back up and define

what the CCC is going to do. She stated the one thing the CCC needs to continue with the subcommittees. She explained that within those subcommittees they can help define some of the mutual interests. Ms. Morris suggested starting another committee to try to figure out the CIP. Mr. Berry suggested the CCC first define the goals of the Committee. Co-Chair Kayser responded that the reports that have been created are the goals. Mr. Berry added the goal is to advance the mutual interests of the College and the City.

Co-Chair Fortier explained that the subcommittee needs to do the work first and then build the structure to support these outcomes. Ms. Picard referred to the short term and long term goals and completed goals that were on an Excel spreadsheet created by Ms. Kessler. She suggested revisiting the last two reports to see what has been done and to see if there are other possible recommendations. In addition, she stated there is a need to share this information with the neighborhoods that are involved so they can access things such as the strategic plan and goals.

Dr. Cusack stated that he was concerned with developing a subcommittee for workforce development or the Bridge Strategic Plan. He noted there will be very few people in the subcommittees. Co-Chair Fortier added that the subcommittees are a great opportunity to have community involvement.

Dr. Cusack then referred to the previous minutes where Mayor Lane spoke of the charge for this commission to have students feel more connected to downtown. He noted that he does not see this listed in the charge.

Ms. Ricaurte recommended the CCC maintain a checklist that is kept up to date.

Mr. Berry stated that he reviewed the minutes from the last meeting and that it sounded like the City wants to redesign Main Street. In addition, he stated there was a suggestion that downtown would go to Baker Street and that President Treadwell discussed remodeling Elliott Hall. He suggested the CCC look further into these projects. Mr. Fortier stated that it is his understanding that for the City or College these are not a 2019 or a 2020 project. Mr. Lamb added that the City's CIP cycle, which is a six year cycle, does include a downtown revitalization project. He said there is primarily an underground utility upgrade which involves tearing up a lot of Main Street. Mr. Lamb stated the question that will be in front of City Council in the future years is will it be put back the way it is or will Main Street have a different look. He explained the other area of discussion is Baker Street which is an ongoing project with the Planning Board and the City Council. He stated that to some degree the question is how does this connect the campus to the downtown. He noted that the physical changes to the City are 5-6 years away. The planning process for the regulations is going on right now and Mr. Lamb will provide the subcommittees with updates if needed.

Councilor Jones stated he does not see a lot of progress with either subcommittee moving on. He stated that the Inclusiveness Committee that he was on did a lot of great things. However, he does not know how far the Committee can go with changing society. Ms. Morris stated the other questions is how to take the recommendation that has already been created and then come up with a plan to implement.

4.) Subcommittee Assignments

Chair Fortier asked if there is value in continuing the subcommittees the CCC already has created and if there is a need for new committees. Ms. Picard stated that she thinks about work at the College and how all of them do the same work all the time. She explained this was because there are always new students coming forward. Ms. Picard stated she has some concern with ending the Diversity and Inclusiveness Subcommittee because the work is ongoing. She explained the goal is to reinvent the vision, process and strategy. She noted the Mayor and President Treadwell zeroed in on those two topics because those were things that were important to them and also have a lot of tentacles. Ms. Picard stated that she thinks it is essential those two committees continue. Mr. Berry stated that he would agree and did not think the CCC is anywhere near done with the neighborhoods.

Ms. Ricaurte stated that she would also agree. She stated that she feels the subcommittees need to be bigger in terms of numbers of people in order to have more momentum.

Co-Chair Fortier stated they will hold the subcommittees to developing concrete goals.

Ms. Kayser noted membership on the City side was down to 3 people.

Co-Chair Fortier asked the Committee what they thought the word revitalization means in relation to the charge.

Tim Zinn, from the Gates Street Neighborhood Group stated that he thinks the Responsible Host Ordinance ties into revitalization and will help change the whole culture of the community. Ms. Westrate stated that she sees revitalization as a good word and means bringing life back into community and neighborhoods in the City. Ms. Franklin stated that it also implies care for our neighborhoods.

Chair Fortier asked if the charge suggests if new committees are needed. Ms. Kayser stated the first step is to gather the groups and see what needs to be done.

Councilor Jones suggested the CCC have closure by having a final report. He suggested the CCC check to see if the Mayor or President Treadwell needs to make additional changes to the report. Council Jones explained the CCC could then move on to creating new subcommittees. He noted that only a certain number of people can be added to a subcommittee because it could create a quorum. Mr. Lamb noted that subcommittees are supposed to keep minutes and provide feedback to this body to approve.

The CCC agreed to continue with the two subcommittees, review the report and determine the work that has to be done.

Mr. Berry stated that when the CCC talks about improving the integration of KSC with downtown that it would be helpful to determine how to improve the integration into the community physically and cooperatively. Ms. Bergstrom suggested defining the visibility of it to the rest of the community and that both ends need to meet.

Mr. Berry asked what would attract students to downtown. Ms. Bergstrom responded that students will visit downtown for the restaurants, shopping, music and events.

Councilor Jones suggested having a KSC student serve on special committees such as Energy and Climate Committee. Councilor Jones noted that Cheshire TV developed from of a marketing class at KSC.

Co-Chair Fortier reported they had the first of 3 interviews for the Director of Alumni Relations position. He stated that he will hopefully be back to his position as Director of External Relations. Councilor Jones reported that the Downtown Coordinator position has been posted.

Mr. Zinn stated that he is passionate about the Responsible Host Ordinance and asked if that would be a new subcommittee. Ms. Picard responded that she thought this topic would be a part of the neighborhood discussion.

Ms. Franklin referred to the word collaboration and noted the Moco Arts new building. She stated that all of the studios are empty during the day and does not understand why there cannot be a collaboration with the KSC dancers.

Ms. Picard suggested collaborating with Keene Ice to open the rink up for KSC students to skate at night.

Co-Chair Fortier asked the CCC if the same members would remain on the subcommittee. The CCC subcommittees are as follows:

Inclusiveness and Diversity Subcommittee: Co-Chair Kayser (Co-Chair of the Subcommittee), Ms. Morris (Co-Chair of the Subcommittee), Kaya, Councilor Jones, Ms. Bergstrom, Ms. Ricaurte

Neighborhood Revitalization Subcommittee: Ms. Picard (Co-Chair of the Subcommittee), Mr. Berry, Mr. Zinn, Ms. Westrate, Ms. Franklin,

Ms. Ricaurte suggested the CCC reach out to the Cheshire Medical Center for additional members to join the subcommittees. Ms. Kayser suggested contacting local business people.

5.) Staff Updates

Mr. Lamb announced there will be a City Council Presentation about the Winchester Street Reconstruction Project on January 29th at 6:00 PM in the Council Chambers.

Ms. Bergstrom reported the Bienvenue NH is French pro-tourism and is looking at Cheshire County right now as a cash cow for possible tourism from Canada. She explained this is part of Governor Sununu's initiative to bring a lot more money into New Hampshire. Mr. Bergstrom reported that this went into effect January 10th and was for all of New Hampshire.

Ms. Kayser reported that the Historical Society has had classes on French Canadian Immigration.

6.) New and Other Business

Co-Chair Fortier reminded the CCC members that if members need to step away from the Commission they must submit a signed written letter of resignation to the City Clerk.

Co-Chair Fortier distributed copies of the draft of KSC's Bridge Strategic Plan.

Mr. Zinn stated that a lot of research was done on the Responsible Host Ordinance and that the Ordinance was born out of the CCC's report. He said they were passionate about wanting neighborhoods to be better and that he wants everyone to succeed. Mr. Zinn reported their group contacted Eugene, Oregon which led to another community called San Marcos, Texas. He stated they found Lisa Dvorak, a Community Liaison for the City of San Markos. Mr. Zinn stated that she was the Police chief of that community and is a good resource for feedback. He stated that Ms. Dvorak provided them with a PowerPoint of their social host ordinance. Mr. Zinn noted that their ordinance had amazing success. In addition, he noted that Ms. Dvorak is more than willing to lend a hand and provide advice.

Co-Chair Fortier asked Mr. Zinn to provide him with a copy of the PowerPoint which will be distributed to the Commission prior to the next CCC meeting. This will be placed on the agenda for the CCC to discuss.

7.) Next Meeting

The next CCC meeting will be held on February 25, 2019 at the City Hall on the Second Floor Conference Room.

8.) Adjourn

Hearing no further business, Co-Chair Sapeta adjourned the meeting at 5:29 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker
Reviewed by Rhett Lamb, ACM/Community Dev. Director