



**City Center Project Steering Committee**  
Tuesday, November 29, 2011 at 5:00 p.m.  
The Visitor's Center  
14 North Street, Claremont, NH

**Draft Minutes**

**I. Roll Call**

**Present:** Marty Davis, Jason Farrell, Tom Rock, David Putnam, Robert Tatro, David Messier, Gary Trottier

**Absent:** Kristin Kenniston, William Greenrose, Victor Bergeron, Keith Raymond

**Staff:** Nancy Merrill, Tracey Thibault, Katrina Spaulding, Kelly LeBlanc

**Motion:** to approve the agenda as amended: to include resignation of member and new applicants

**Made By:** Mr. Messier      **Second:** Mr. Trottier      **Vote:** Unanimous

**II. Meeting Minutes**

- Approve minutes of October 25, 2011

**Motion:** Approve the meeting minutes from October 25, 2011 as amended.

**Made By:** Mr. Rock      **Second:** Mr. Farrell      **Vote:** Unanimous

**III. Old Business**

- Streetscape Update

Tracey Thibault updated the committee about the Streetscape Surveys. There is less of a trend than expected regarding dilapidated buildings and unregistered vehicles. However, the comments section was key to gathering information about the streetscape.

- Draft Report from Realtors Focus Group

Nancy Merrill reported to the committee about the focus group. There are consistent trends between the Streetscape Survey and realtor focus group. Both gave constructive methods on how to move forward. One of the goals is to try to get a sense of zoning in the City Center area (e.g. setbacks, lots, etc.). Ms. Thibault stated there were areas where there could be improved public communications.

Mr. Messier asked if there was a question between marketing value and assessed value. Ms. Merrill reported that there was. Mr. Davis stated that he was intrigued that some people think Claremont is the most restrictive with process and codes when other cities he works in are the same. .

Mr. Tatro inquired about the summary and commended the work of Mike McCrory from the UVLSRPC.

Mr. Rock stated that the information was widespread but was there any specific comment to the downtown area and what would make the area viable for investment. Ms. Merrill stated it was more of a general idea of multi-families in the downtown area. There were no hard and fast rules due to the instability of the market. Single families next to multi-families are a generic problem according to comments from the forum.

Mr. Putnam stated that the committee will have to work on common threads and has asked that Ms. Thibault conduct this research. Ms. Merrill reported that there are consistencies on the open ended questions.

A total of 75 surveys total have come in. The committee would like the link to the website. Mr. Messier inquired about any differentiation of quality on a street by street basis. Ms. Thibault stated that most streets are ranking average, though a few are significantly lower or higher. Mr. Trottier asked if the surveys are being handed out at all of the public meeting. City staff will continue to bring surveys to boards and commissions meetings.

The committee discussed ADA code issues and concerns.

Mr. Folta would like to note there may be a difference between approval and acceptance of the draft Realtors forum minutes.

**Motion:** accept the board of realtors draft document with noted changes  
**Made By:** Mr. Messier      **Second:** Mr. Farrell      **Vote:** Unanimous

#### **IV. New Business**

##### **Committee Membership Changes**

Jennifer Brockett has submitted her letter of resignation from the steering committee.

**Motion:** to approve resignation  
**Made By:** Mr. Trottier      **Second:** Mr. Rock      **Vote:** Unanimous

A new application was received from Jim Feleen and will be heard at the December council meeting.

Dwayne S. Marsh, Senior Advisor for the U.S. Department of Housing and Urban Development, Office of Sustainable Housing and Communities, will be visiting Claremont on December 7, 2011. The office will put together an agenda and will email the committee with details.

Ms. Merrill reported that there will be a brainstorming session at the next meeting in an effort to gather creative input from the steering committee. Jan/Feb will start the advertising process for a zoning consultant.

A quorum has been confirmed for a December 27<sup>th</sup> meeting. An email reminder will be sent.

Mr. Folta would like to report that he is a commissioner to the UVLSRPC and that they will be doing a regional housing assessment. Bruce Mayberry is the hired consultant. The project should be finished by the end of 2011.

#### **V. Other**

- Timeline Check

The project is on track with the exception of the 3-D model. Mr. Putnam asked about the obligation for this model. Ms. Merrill stated that the zoning consultant will want it. Mr. Putnam advised that the 3-D model project should start at the beginning of a semester.

Mr. Farrell asked where individuals who visit the city are taken. Ms. Merrill reported that the routes which are avoided have road issues. The areas of focus might include but are not limited to the vocational tech school, River Valley Community College, Charlestown Road, and River Road. Different projects and visitor interests dictate specialized routes.

#### **VI. Adjourn**

**Motion:** To Adjourn

**Made By:** Mr. Rock    **Second:** Mr. Trottier    **Vote:** Unanimous

Meeting adjourned at 6:25 PM

Respectfully Submitted by, Kelly LeBlanc