



Claremont City Center Project Steering Committee Meeting

June 28, 2011 at 5:00PM
Claremont Visitor's Center

Minutes *Approved 7/26/2011*

Present: Keith Raymond, Steven Picano, Marty Davis, Victor Bergeron, Jason Farrell, Robert Tatro, William Greenrose, Tom Rock, David Putnam, David Messier

Absent: Shelly Hudson, Gary Trottier

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

Consulting Staff UVLSRPC: Michael McCrory

Minutes: approval of the Minutes from May 26, 2011

Made By: William Greenrose

Second: Marty Davis

Vote: Unanimous

Committee Organization:

Motion: Nomination of David Putnam as Chair. Mr. Putnam Accepted.

Made By: Jason Farrell **Second:** Tom Rock **Vote:** Unanimous

Recommendation of two Vice Chairs

Motion: Nomination of Victor Bergeron as 1st Vice-Chair. Mr. Bergeron accepted.

Made By: David Messier **Second:** William Greenrose **Vote:** Unanimous

Motion: nomination of Marty Davis as 2nd Vice-Chair. Mr. Davis accepted.

Made By: David Putnam **Second:** Keith Raymond **Vote:** Unanimous

Old Business

The Steering Committee Functions worksheet can be edited through committee recommendation.

Mr. Davis asked for clarification of the fourth bullet regarding support. Ms. Thibault stated that examples would be donated time, non political support, and various resources (i.e. UK architects will support the CCCP with in-kind donated time)

Chair Putnam would like to wait until the next meeting to vote on the Committee Functions worksheet to allow new members to come up to speed and review the documents. The committee will vote on the Goals at the July meeting. Mr. Farrell agreed.

Chair Putnam asked how the Master Plan fits into the CCCP goals.

Ms. Merrill stated that the CCCP could in its final form become a new chapter of the Master Plan relating directly to the City Center.

Mr. Bergeron stated that it was too early to consider the Master Plan as this committee's product is completely different and should remain separated.

Mr. Rock stated that it might inhibit the group if it is prematurely tied in to the Master Plan.

Mr. Greenrose proposed keeping the Master Plan as an overall principal to keep in mind so the idea does not dissipate.

Mr. Davis suggested keeping the CCCP results separated from the Master Plan and re-evaluating the document at the end to see how it fits. Mr. Farrell agreed.

Mr. Tatro was not informed about the details of the Master Plan.

Mr. Raymond stated that the Master Plan is completed at this point but is a working document. The resulting CCCP document could be tied in at a later date.

The grant consists of four (4) goals which were coded highest in the City.

Mr. Bergeron confirmed that these would be future goals. Mr. Davis confirmed that these are goals upon completion. Mr. Greenrose stated they are steps in the process.

Chair Putnam confirmed that the committee will vote on the Steering Committee Functions at the next meeting. The governing principals are ready to be voted on at this meeting.

Motion: Approve governing principals as presented

Made By: Mr. Messier **Second:** Mr. Raymond

Vote: Unanimous

Dartmouth Rockefeller Presentation/Survey

Mr. Bergeron stated the proposed survey is too intrusive as it includes asking for monetary information and entering the home.

Chair Putnam reinforced that the presentation was intended to enlighten the committee of all possible survey options. He would like to recommend testing each option and analyzing a sample set of data.

Ms. Merrill stated that all survey options were requested from the students to meet grant requirements. The goal is to find the baseline of needs and review the information in five (5) years to see if it made a difference.

Mr. Rock reiterated the fact that these were options and the committee was not bound to any of the methods.

Mr. Putnam recommends the committee and staff form a survey task-force. Possible subcommittees would include (1) Community Outreach and (2) Survey Task-force.

Mr. Raymond stated that it might be helpful to ask which surveys were most effective in other communities. Mr. Rock stated we should pick and choose questions and methods.

City Manager Santagate suggested making the questions on the survey 'optional.'

Mr. Bergeron commented that presentation is key for gathering the information needed.

Chair Putnam inquired about what was needed by staff to put together the information needed for the survey. It is important to factor in demographics when deciding on the type of survey.

Mr. Messier stated that the inner-core of the City is deteriorating and we need to make decision to make the City more attractive.

Mr. Farrell suggested determining a slogan or mantra for the committee so that when people ask 'why' the committee will be on the same page.

Mr. Bergeron stated that the infrastructure is in place for the City and we need people to invest. Mr. Rock agreed that we need to encourage investment.

Chair Putnam asked the Committee how they would like to handle public comments for these meetings. Would we like to have a public comment section or allow the public to speak throughout the meeting when acknowledged by the chair. The Committee decided to allow the public to speak throughout the meeting when acknowledged by the Chair at this point. Should this become problematic, the committee will reassess the situation.

Bernie Folta, Ward III, stated the High School failing by a few votes is an example of how the citizens need to be involved in the community.

Mr. Davis stated that there should be plans and goals to keep motivation while not being pushy.

Mr. Bergeron asked if Mr. Folta was proposing the committee take the High School under its wing. Mr. Folta stated that this was not his intent.

Mr. Bergeron stated that the Code updates are a positive step forward.

Mr. Picano stated that the investment should equal an incentive while keeping in mind the feasibility.

Mr. Rock suggested explaining what the purpose of the Committee is via a letter to be inclosed with the water bill. This will directly go to the property owners. City staff can draft the letter.

City Manager Santagate stated we can work this in.

Mr. Messier asked about writing a mission statement and proposed outcome for the committee.

The Committee Goals document outlines objectives of the committee and mission statement as approved by HUD for the grant. The six (6) bullet points in the objectives can be condensed. Chair Putnam and Mr. Davis will meet with Ms. Thibault before the next meeting to draft a mission statement.

Mr. Messier asked how we will conduct the survey. Will we target occupants, tenants, landlords, owners, etc?

Mr. Rock suggested the property owners are the target. Chair Putnam suggested surveying the bill payers.

Keith Druhl, CCTV, will be contacted to run the CCCP messages.

Mr. Greenrose stated that the newspaper articles are also a benefit to the committee.

Chair Putnam confirmed that a draft mission statement and draft letter will be presented at the next meeting.

The committee members involved in the draft letter will be Mr. Bergeron and Mr. Rock in addition to Ms. Thibault.

New Business

Michael McCrory, UVLSRPC, gave a PowerPoint presentation on the Project Context. The next two CCCP meetings will involve PowerPoint presentations: Zoning & You and On the Ground.

Claremont Zoning was established in the 1970s.

Chair Putnam informed the committee that if they find ordinances out of sync with current demands then they can give feedback to the Planning Board and City Council to modify and change the Zoning Ordinance.

Mr. McCrory presented a list of commonly used words in Zoning and asked if there were any questions pertaining to definition.

Mr. Tatro asked for the definition of Infill. Mr. McCrory stated that infill, in an urban context, is the redevelopment of a site that was previously occupied with City services.

Mr. Davis asked about mass. Mr. McCrory stated that mass is the 3-D form of a building.

Streetscape is defined as what you view on private land and public space.

Community Forums

Ms. Merrill asked the Committee to define 2 or 3 potential areas for public forums in the downtown neighborhood areas.

Mr. Messier stated that he had had several tenants move to home ownership.

Discussion was held specifying the need to include owners and tenants. Inquiring about the quality of life is important as well as informing the City Center area residents about what the survey is about before it goes out.

1 meeting in each ward was suggested. Mr. Raymond suggested using a school in each Ward if possible.

Chair Putnam stated that to improve the quality of life Claremont must grow the middle class.

Mr. Bergeron also suggested that a few committee members visit the Senior Center to keep them informed.

The committee discussed how previously single-family homes have become multi-family housing (either assessed as such or under the radar).

Chair Putnam would like to discuss the next CCCP Agenda.

Currently the CCCP Committee is up to date with the projected time-line goals.

Data Needed: Assessing, UK Architects, and 3-D modeling

Mr. Bergeron suggested having a meeting where CCTV is present to explain to the community what the CCCP Committee is planning at the end of August.

Mr. Farrell requested a map segmenting the Wards of Claremont and one outlining the Historic District. Mr. Rock suggested a map depicting the existing Zones.

The City Planner of Dover offered to assist the committee as he went through a similar process. The committee asked if a copy of Dover's survey could be attained.

City Manager Santagate would like to commend the committee on its strong commitment to volunteerism, quality of people, experiences and critical thinking. This is a multi-talented group incorporating both community and industry. CVS, while a private developer, is renewing City property. The goal is to make Claremont a City with an environment that people want to work in, live in and invest in. This committee is assisting Claremont in Zoning and it is a golden opportunity to promote sustainability in these economic times. The City needs to grow and sustain itself without diminishing its beauty.

Ms. Merrill informed the Committee that the HUD grant will give us future points for projects relating to or based off of the current work.

Chair Putnam stated the need to keep the youth in Claremont or returning to Claremont after college. Partnerships with local businesses (i.e. The Common Man) present the unique opportunity for youth to train for the workplace after high school graduation.

Mr. Rock suggested that the Committee partner with the schools to get needed work done for no monetary costs as additional grants could be difficult to attain.

Motion: to adjourn

Made By: Mr. Rock

Second: Mr. Raymond

Vote: Unanimous

Meeting adjourned at 7:10PM

Respectfully Submitted by,

Kelly LeBlanc