



**City Center Project Steering Committee**  
Tuesday, September 27, 2011 at 4:30 p.m.  
The Visitor's Center  
14 North Street, Claremont, NH

**Minutes**  
**Approved 10/25/11**

**I. Roll Call**

**Present:** Marty Davis, Jason Farrell, William Greenrose, Tom Rock, David Putnam, Keith Raymond, Gary Trottier, Robert Tatro, Victor Bergeron, Kristin Kenniston

**Absent:** David Messier, Jennifer Brockett

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

**II. Old Business**

- Approval of Phase II Survey

Handout was distributed for the Chili Fest – overview of what the City Center Project is about.

Survey was reviewed and comments were made regarding small changes to the wording of the survey. Bill Greenrose asked if the phrase “potential impediments” would be understood by most or wondered if perhaps examples shouldn't be listed. It was agreed the wording would be changed to “road blocks” for clarification.

Victor Bergeron felt that the map should be made available on a separate page to provide for ease of reference.

**Motion:** Approve with proposed changes

**Made by:** Mr. William Greenrose      **Second:** Mr. Tom Rock      **Vote:** Unanimous

Introductions were made for newly appointed board member Kristin Kenniston.

Chili cook off will be upcoming Saturday on October 1<sup>st</sup>. David Putnam would like to see two (2) people at a time to be there in one (1) hour time slots. The bulk of the crowd would be expected between 10:30 and 2:30 therefore making this the most critical time for coverage. David will be there between 8-8:30 for initial set-up.

Victor 9-11:00 AM      Tom 11-12:00 PM

Kristin 11-1:00 PM      Bill 1-2:00 PM

There will be a volunteer sign-up sheet for street scapes survey. There will be a form for everyone that volunteers to sign with an agreement.

There will be an interactive map, as well as the informational brochure available on the table as well.

David Putnam said he has been approaching the school for volunteers and would like to have an assessment available of what the work load would be for those that do volunteer. He also felt he would have some high school students available to help with the logic model by November.

October 25<sup>th</sup> is the Board of Realtor's Meeting Focus Group. Meeting will be held at noon.

### III. New Business

- Meeting with Deborah Maes, UNH cooperative Extension, to discuss October 21, 2011 Public Forum

The following is a proposed agenda for the City Center Discussion:

Agenda October 21, Claremont Middle School Multi-purpose Room

City Center Discussion

5-5:30 Registration, Light Refreshments, Networking

5:30-5:45 Welcome David  
Ice Breaker: Visual Preference Survey Nancy & Tracey  
(showing pictures A or B for preference)  
5:45-6 Explain process for break-out group discussions  
Topics:

#### ***Parking***

- *Needs*

#### ***Enforcement and Fire and City Services***

- *Zoning, Building and Property Maintenance Codes*
- *Process for Permitting*
- *Public Works, Police, Fire*

#### ***Non-Conformities***

- *Land and Building*
- *Legal nonconformities are situations that existed prior to the adoption of the ordinance that do not meet the current standard of the ordinance, such as a porch that does not meet the setback from a road or a lot that was established prior to the minimum lot size requirement.*

#### ***Sense of Place***

- *What brings you to the City Center?*
- *When do you visit the City Center?*
- *Why do you enjoy the City Center?*

### ***Infrastructure***

- *Streets*
- *Sidewalks*
- *Open Space*

- 6-7            Group divided in five smaller groups (counting off or color coded name tags) With a group facilitator (Extension staff). Each group looks at one of the issues for 15 minutes (will need flip charts, markers, masking tape) Perhaps using SWOT as a starting point. Then group moves to the next topic. At the end of an hour, everyone in the room will have a chance to talk about each subject.
- 7-7:30        Small groups meet back in the original issue and condense the info from each mini-session discussion into 3-5 key issues
- 7:30-7:50    Back into large group format. Each mini-session then reports the results of the small group discussion back to the larger group. (5 minutes each group)
- 7:50-8        Steering Committee thanks people for participating and talks about next steps

David Putnam feels attendance is very important and more importantly to have a good cross section of the city. Need to include working groups, people that live here, newspaper coverage etc. There should be posters circulated around the City to be hung up. He offered to make a 24" x 35" poster and have it weather proofed as well.

Other places for posters are: Community Service Bulletin Board, Gary Trottier (vacant space), Chamber Newsletter, E-Ticker News, Newspaper, "E" Bulletin from the City of Claremont, have each committee member target 15 people each to mention.

The advertisement for the meeting needs to demonstrate 2-3 hot button issues to convince people they should be present on 10/21.

There will be 4-5 breakout groups and looking for suggestion for heading. The following were discussed:

**Parking**  
**Enforcement and City Services**  
**Non-Conformities**  
**Sense of Place**  
**Infrastructure**

Bill Greenrose mentioned it would be important to think about all four seasons when discussing needs and interests to keep the perspective open.

There will be a sign in sheet with the option for adding email. Marty Davis felt it was important to have a visual with some before and after pictures of the City Center. This would create a larger impact.

**Adjourn**

**Motion:** to adjourn.

**Made By:** Mr. Greenrose

**Second:** Mr. Rock

**Vote:** Unanimous

Meeting adjourned at 5:55 PM

Respectfully Submitted by, Katrina Spaulding