



## Claremont City Center Project Steering Committee Meeting

Tuesday, May 24, 2011, 5:00PM

Visitor's Center, Claremont, NH

### Meeting Minutes

#### I. Roll Call

**Present:** William Greenrose, David Putnam, Steven Picano, Thomas Rock, Jason Farrell

**Absent:** Gary Trottier, Shelly Hudson, David Messier, Keith Raymond

**City Staff:** Nancy Merrill, Director of Planning and Development, Katrina Spaulding, Business Development; Tracey Thibault, City Planner, Kelly LeBlanc, Administrative Assistant, Mike McCrory, UVLSRPC

#### I. Introductions

- Committee Organization will be established at the June meeting.

#### II. Meeting Minutes

**Motion:** Approve the meeting minutes from April 26, 2011 as amended.

**Made By:** Mr. Rock

**Second:** Mr. Greenrose

**Vote:** Unanimous

#### III. Old Business

- Goals and Guiding Principles

The four (4) program goals delineated in the grant were discussed amongst the board and staff.

Mr. Putnam inquired about the desired community results from the project.

Ms. Merrill stated that we have 24 months to complete this project (starting from February 2011) and that data will be collected at each meeting.

Mr. Rock suggested having a register to collect this data per meeting. Also, it was suggested that a notice about the CCCP could be sent via Water-Sewer Bills to assure that property owners receive notification.

Mr. Greenrose, in response to Goal #4, inquired about the amount of available space on Pleasant Street. Ms. Merrill stated that the majority of available space on Pleasant Street was located on the second and third floors of the buildings.

Mr. Putnam commented that in-town versus out-of-town landlords might be a barrier hindering future development. It was suggested that in-town landlords will take more of an active interest.

Mr. Picano commented that the lack of downtown parking could become a larger issue if the second and third floor spaces were occupied.

The committee discussed the possibility of holding meetings in specific neighborhoods to increase public participation. Surveying the owners and their tenants would assist in more comprehensive data.

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

- Report by Dartmouth Rockefeller Center students survey parameters

The Dartmouth students made their presentation to the CCCP steering committee.

Incorporation of Google Earth as a data tool might be beneficial to get an overview of building exteriors in the area. This type of survey is 100% subjective but also allows for cross checking information provided by the owner/tenant.

The comprehensive surveys are more intrusive but increase accuracy. The interior-building survey would act as a back-up to the exterior survey while remaining less intrusive.

Analysis of water usage would allow for an estimation of the number of individuals living in a household.

The CCCP committee will need to decide the objectives of the survey. Zones could be prioritized with different survey methods (zones cannot be analyzed against each other if they are conducted under different methodology).

Mr. Folta asked who will be conducting the survey. The City will determine who will conduct the survey according to the goals of the committee.

Mr. Putnam inquired if a 20% response rate is high enough for a valid sampling and analysis. It was estimated that approx 6,000-7,000 individuals live in the City Center area. Approximately 2,000 respondents would account for 20% and this would be a fair sample. The bias of respondents will have to be determined.

Mr. McCrory reiterated that the committee establishes the basis for policy change but does NOT make the policy changes.

Mr. Picano commented that in the case of non-resident landlords they are looking at the bottom line versus quality of life. A combination of efforts will be needed to evaluate the property.

Transient population concerns could impact the survey data.

Mr. Rock suggested looking at the assessing data for physical building information (i.e. number of approved units). Mr. McCrory suggested using a hybrid of data, including water usage analysis to determine occupancy. The goal is to attain details without excessive intrusion.

Mr. Greenrose made the observation that the commercial businesses would generally be more detailed with their survey information than residential property owners.

- Timeframe projection to be distributed for the next meeting

**Motion:** to adjourn

**Made By:** Mr. Putnam

**Second:** Mr. Rock

**Vote:** Unanimous

Meeting Adjourned at 6:42 P.M.

Respectfully Submitted by,

Kelly Leblanc  
Administrative Assistant