

Official

**TOWN OF HOOKSETT
Community Profile Committee
Town Hall, Council Chambers
Thursday, November 6, 2014, 6:00 pm**

MEETING CALLED TO ORDER AT 6:06 P.M.

WELCOME AND PLEDGE OF ALLEGIANCE

PRESENT: Marc Miville (Chairman), Joan McDonald, Todd Rainier, Mike Horne, Maura Ouellette, Sarah White, Ashley Houde, Tom Young, Charlene Baxter (UNH Cooperative Extension), and Sharon Cowen (UNH Cooperative Extension).

EXCUSED: Joanne McHugh and Matt Barrett

STAFF: Carolyn Cronin (Assistant Planner)

APPROVAL OF MINUTES

October 23, 2014 Regular Meeting – *T. Young motioned to defer the approval of the minutes to the next meeting. Seconded by M. Horne. Motion carried unanimously.*

M. Miville: This is a wrap up meeting and our last before our event.

C. Cronin: 200 programs are printed. I brought some samples. They are the agenda for Friday and Saturday and include the sponsors, as well as the names of the people on the Steering Committee.

T. Rainier: Carolyn, I don't see your name on there.

C. Cronin: We did not include staff or UNH.

C. Baxter: We can mention the staff and UNH at the event.

C. Cronin: We have 93 RSVP's for Friday and 30 for Saturday, but anticipate some of the ones that come on Friday will come back on Saturday.

M. Miville: We will have some walk-in's as well.

C. Baxter: I think 200 programs is fine.

M. Horne: We can post one at the restrooms for people to view.

C. Baxter: They will have plenty of questions about what is where. They will get a packet as well.

T. Rainier: I am excited about the food. I picked up centerpieces from Agway. They hollowed out pumpkins and there is a potted plant inside. There are 10 of them. LaValley's donated pumpkins, Indian corn, and gourds. We can raffle them off on Saturday. For Friday night, we have garden salad, steak tips, sandwiches, penne pasta, bruchetta, brownie bites, bottled water, chicken alfredo, chicken tenders, pizza, soda, snack items, pork fried rice, general tsaos chicken, American chop suey, and garlic bread. I have a team assigned to pick everything up. I talked to the manager at Shaws and asked if he could donate the paper goods. He offered to do that as well as a sheet cake, with the image that is on the postcards, scanned on it. For Saturday, Sodexo is donating coffee, tea, cocoa, and 125 cookies and danish. Tuckers is donating bottled orange and cranberry juice as well as parfait and muffins. Ray at Market Basket is getting a fresh fruit tray for us. At the close, with significant help from Carolyn, everyone will get a certificate saying they were there and contributed and they will have their choice of a coupon good for that day for either the Tap House for 10% off, Giovanni's for 10% off, or USA subs for 10% off and free chips. Dr. Shankle signed each one of them himself. We have plenty of water and soda. I don't have any coffee for Friday night. If I have time, I am going to go to Dunkin Donuts to see if they can donate a couple of boxes of coffee. There are a couple of places that did not make it onto the program. The owner of Bavaria gave us a \$30 gift card and Merrimack Valley Dry Cleaners gave us a check for \$30 for the event to offset expenses. BJ's donated a \$25 gift card and I bought plates and napkins with that. We are borrowing serving items from the library. Hannaford was not able to give anything for this event, however, they did donate for Old Home Day and they do contribute to the town.

M. Miville: For Friday night, Tom Walsh will have 150-200 cookies for us. That is being provided by the town, but he will have them ready for us.

T. Rainier: On the certificates, we have plenty printed up. Giovanni's and USA Subs said to print as many as we wanted, so we did 50 for each of those businesses and 40 for the Tap House.

C. Baxter: Have we heard anything about clean up and recycling?

T. Rainier: They will have that at the school and there will be a janitor on duty. As far as the services at the school, they go over and above.

M. Miville: What help is needed for registration and school set up?

M. Ouellette: I feel as if JoAnn and I are all set. I read lightning fast for the door prizes. What does that mean?

M. Miville: My idea was to have the welcome, and Charlie French and Brian Bear will speak. After the welcome I will pick out the tickets, write the ticket numbers on the board, and have them visible. On the wall will be the certificates showing the sponsors and what they have provided. We have 70 door prizes. Everyone who is attending will know what is available at the table and a paper will show all of the raffle numbers on it. They can get their prize before the break-out groups or at 9:00pm.

C. Baxter: My colleagues have given great feedback at the amount of door prizes you got. I did get feedback about the prizes. The suggestion was to divide them between Friday and Saturday, and pick the 10 most valuable. At 6:10pm, just before the welcome, draw 10 tickets and at 7:45pm do the 10 big ones. At 8:25am and 9:40am Saturday morning we will do more door prizes, and more big ones at 12:55pm on Saturday. The other suggestion was, because you have so many, you could do 10 at each of those times. Some could be on the table and people could put a ticket into the one they want. I liked the idea of the times that was suggested.

M. Miville: I liked the idea of the numbers so there was no confusion.

T. Young: I think the idea of having multiple is great, but I've had experience of calling out numbers and it drags on. Instead of taking the number itself, take the side of the ticket that the person's name is on, and then you call the name. That is more personal.

M. Miville: I was thinking of a way to do this fast. Having people write their name can take time.

C. Baxter: People write their own name.

M. Miville: Having me write the name on the paper would take more time.

C. Baxter: You are the Chairman and I want you to be a part of it.

M. Ouellette: I think we are better off calling names.

M. Miville: I want the participants to choose their own door prize. I am trying to match prizes with people who want the prize. If someone gets a prize they don't want they won't use it, and we want to promote the businesses as well. I feel strongly that people get a door prize they want to have. There may be some that don't get what they want, but for the most people I want them to be happy with what they have.

J. McDonald: I think we should let Marc do what he wants with the door prizes.

M. Miville: I was asked where we want the camera and I said to put it toward the front like we do for school board meetings. I was asked if we need a podium or microphone.

M. Ouellette: We don't need a podium or microphone.

C. Baxter: He will need a table .

M. Ouellette: When I talked to the school they have a backup.

C. Baxter: We have one and a back up as well.

M. Miville: It will be pointed toward where we have the deliberative session.

M. Ouellette: We chose the side so people are not walking into it.

C. Baxter: Is the wall satisfactory to show the slides or should we bring a screen?

M. Miville: Bring a screen. I was thinking of posting the gift certificates on the windows. I listed every business and explained what is available We will probably put the door prize table there and work underneath it.

M. Ouellette: I was thinking more towards the registration tables. I was going to bring a bin that we could put them in alphabetically, and have them at the table so someone is watching them.

M. Miville: Kathie Northrup has asked if she could bring some Hooksett merchandise and have it for sale. She wants to be in the room so she can hear things. She will also have some Robie's Country Store items.

T. Young: Can others do that?

M. Miville: This is a Hooksett event.

T. Young: I didn't know if the Girl Scouts or Boy Scouts could sell things.

M. Miville: If someone buys something it will go to Hooksett Preservation.

C. Cronin: I emailed Maura and Joanne McHugh the excel files and can go over them with you for registration.

M. Ouellette: Do you want me to print something up as to what will be in each room?

C. Baxter: No. When we are in the cafeteria, each person will have a number and group they are in. They will go to the group leader who has the sign with the same number and walk with them to the room. They will have signs and we have room signs.

M. Ouellette: If anyone needs to use wifi, they do have a code.

C. Baxter: My thought is to not announce that. Community partners from Dartmouth Hitchcock wants to insert some health concepts. There are two people from Dunbarton coming because they want to plan a community profile.

M. Miville: At registration, people will write down email addresses?

C. Baxter: Yes, for the purpose of evaluations.

M. Miville: As part of my welcome, we will need to mention the twitter account.

C. Baxter: I will introduce Sarah to Jill. The two of you can create a hash tag if you want to.

S. Cowen: Sarah you come find me and I will introduce you and then Charlene doesn't have to worry about it.

M. Miville: Is the town website link set up?

C. Cronin: I will do that tomorrow.

M. Miville: What about the facilitators and scribes?

C. Baxter: That is solid. I randomly was going to assign the 11 components to the 11 teams. I was wondering if someone is so passionate they should not be involved in a certain group to say neutral.

M. Horne: Please don't put me in recreation or transportation.

T. Young: Steve Couture should not be in conservation.

M. Miville: JoAnn Duffy and Carolyn Cronin should not be in conservation, land, or planning department things either.

J. McDonald: I am assigned to Dick Marshall so whatever he should not be on neither should I.

C. Baxter: We could put Dick Marshall on Sense of Community. He does a lot of things in town.

M. Miville: I sent Charlene and Sharon pictures of signs.

C. Baxter: You have all done an amazing job with publicity. You pulled out all the stops. I was asked to put together a notebook of the samples of publicity.

J. McDonald: When you asked about different committees, one of the items is life-long learning and I was wondering if the education issue that we have in Hooksett might be a hot topic, and if there is someone who stands out that might lead that.

C. Baxter: I was thinking that someone outside of Hooksett who is practiced should lead that one.

S. White: Did anyone sign up for child care?

C. Cronin: No one requested it but there are a lot of people coming. You may want to announce it at the beginning.

S. White: I spoke at Key Club yesterday and they asked if anyone had signed up for child care. I told them we had not had a meeting so I was not sure, but I would ask today. I told them I would like a few people to come each night just in case anyone did show up. Approximately 20 people signed up.

C. Baxter: I would say 2 or 3 caregivers for each shift. If children come and child care is an option, we should encourage it, as opposed to having them in the groups with their moms or dads.

S. White: We have the shifts all set.

T. Young: Maura will you need any assistance with registration?

M. Ouellette: We should be all set.

T Young: We could use some of the people who signed up for babysitting help out with registration. There is also set up and clean up as the people from Key Club are looking for volunteer hours.

M. Miville: We can have some of them join the groups.

S. White: Only a couple of people from Hooksett signed up. A lot of them are from Manchester.

A. Houde: Maybe we could have 6 people for Friday night and that leaves some for child care and some for helping out with other things.

C. Baxter: Do you need supplies?

S. White: I think combined, Ashley and I have enough supplies.

C. Baxter: There are some games there.

T. Rainier: For the December 9 meeting, I will look for a location.

C. Baxter: The final meeting will be on December 9 at 6:00pm.

T. Rainier motioned to adjourn. Seconded by T. Young. Motion carried unanimously.

Meeting adjourned at 7:00 pm.

Respectfully submitted by,

**AnnMarie White
Recording Clerk**