

Official

**TOWN OF HOOKSETT
Community Profile Committee
Town Hall, Council Chambers
Tuesday, December 9, 2014, 6:00 pm**

MEETING CALLED TO ORDER AT 6:01 P.M.

WELCOME AND PLEDGE OF ALLEGIANCE

PRESENT: Marc Miville (Chairman), Joan McDonald, Joanne McHugh, Maura Ouellette, Todd Rainier, Charlene Baxter (UNH Cooperative Extension) (via telephone), Sharon Cowen (UNH Cooperative Extension), Mike Horne, Matt Barrett, Maura Ouellette, Sarah White, and Ashley Houde.

EXCUSED: T. Rainier

STAFF: JoAnn Duffy (Town Planner) and Carolyn Cronin (Assistant Planner)

APPROVAL OF MINUTES

T. Young motioned to postpone the approval of the October 23, 2014 and November 6, 2014 regular meeting minutes until the next meeting. Seconded by M. Horne. Motion carried unanimously.

M. Miville: It has been a month and I am not sure what the status is of the action groups. There has been one meeting of the community center group last night which included 5 or 6 people. It was an engaging meeting that talked about plans for moving forward. The meeting was led by Steve Couture, and the goal was to establish a charge for the committee. Their idea was to establish a plan to go to the Town Council to adopt the action committee's plan. They called it "ASK", in reference to what they are going to ask the Town Council to do, what the needs are, and what the town can do for its citizens. We need to get on the agenda, possibly the first week of January, to see if the Town Council will approve what we would like to do.

T. Young: Is that the most important priority out of this group of meetings?

M. Miville: That is why I am bringing it up. They thought it was important to move forward to Town Council.

M. Horne: It looked like we were going to have a discussion of next steps and what that might deal with.

C. Baxter: I sent in a copy of the final report and I am regarding that as a final draft. I saw some things that are minor that need to be corrected, such as wrong numbers and names. Please review and let me

know if you find anything. We are going to make the corrections. I hope you enjoy the photos we selected that give a pictorial summary of this event. Inside of the cover is a table of contents that shows what is included in the 50 pages. We told all of the participants, at the Friday night event, that we work hard to capture all of the discussions. You had a lot of local businesses supporting this event and that was impressive. The report includes an executive summary and the voting results. I wrote up the publicity and marketing section. You should all be proud of how much you did for that portion. The facilitation is a process piece giving people an idea of the process. On page 10 is the summary of the 11 components and the outcome of the discussion groups. Pages 11-33 is all of the 11 sub-groups that met, and who was the facilitator and recorder of each. The first page of each of the discussions is what came from the National Civic League. This is the information we gave to each of the small group facilitators. We tried to capture everything that was discussed. I have to give extra credit to the staff at UNH. I think we got all of the names of places in your town properly spelled, but if not let us know. You will also see the results of each of the group. There were 54 ideas that we looked at on Saturday morning and we came up with 6 key themes which are on page 36. We got 6 recorders and 6 facilitators back in small groups. People got to choose which group they wanted to be in for discussion and brainstorming. After the groups met, they came back in and each brought back up to 3 projects or solutions they proposed. Those were discussed by the spokesperson from each group. They are all on page 45. Then all of the participants voted. On page 47 you will see the same list that is on page 5, of what got the most to the least votes. On Saturday around 12:00, it was determined there would be 6 action groups. People had a chance to go into small groups and do some work. I am not sure there is future action being taken in the multi-action transportation. The report is a comprehensive report of the event and the events leading up to it.

M. Miville: Will this go on the website?

J. McHugh: With regard to the donations that were made, I think we should send a thank you note to the merchants that reached out to this committee. I was impressed. Todd did a great job and I think the businesses in the community should receive a thank you letter.

C. Cronin: Todd sent thank you letters to all of the food vendors. For the merchants that donated gift cards, I think now would be a good time to send them a thank you letter.

M. Miville: All of the businesses got the letter and the ones that donated got one with the tax id number. At the time I thanked them in person, but I think we should send them a formal thank you with a copy of the agenda.

C. Baxter: Let's wait a couple of days until we can put it on the website, so we can put a link to the website.

M. Horne: It looks like our participation on Saturday was in the 30's?

C. Baxter: A lot of people did not go into groups on Saturday, and not everyone was there at the end. I

believe I counted 53 on Saturday and that included our facilitators.

M. Miville: I see the committee is noticing some edits. Do you want them now?

C. Baxter: Can you email them to me?

M. Miville: We will give them to Carolyn and she can forward them to you.

C. Cronin: I can email them to you.

M. Horne: Do we have an idea of the demographics.

C. Baxter: Yes, from those that responded.

M. Horne: That was just from the people that responded. In the future, maybe a quick questionnaire could be provided. I don't think you get that back in your evaluation.

C. Baxter: We got 35 completed evaluations back and I was happy with that.

M. Horne: It seemed like a lot of senior citizens participated, with a few other demographics.

C. Baxter: There was some representation from the younger people, but 85% of the participants were 55 and older. Every time we do this we work hard to let everyone know about it. I found it interesting that half of the evaluations I received were male and half female.

M. Horne: I was thinking, going forward, you might want to have a survey to show the demographics.

C. Baxter: That is a good idea. We learned that 80% said the event went well or very well, and 15% said somewhat well. The results of how people heard about the community profile event were: 1) word of mouth 2) newspaper 3) road signs, town website, Old Home Day 4) Others included guest speakers and the Hooksett-ites.

M. Miville: Hearing the response of “word of mouth” is great.

C. Baxter: It is, but most that attended were probably invited by someone. Do you plan on getting involved in the action groups? We need to reach out because not a lot said they would.

M. Miville: We could do another letter to the editor. We shouldn't have the perception that we dropped the ball.

M. Horne: Maybe this is a way to tie it to the Master Plan and capitalize on that.

M. Miville: That is why we need to report back to the Town Council and Planning Board.

C. Baxter: When asked if the Community Profile met expectations, there were comments made with regard to the Master Plan.

J. McHugh: There was a participant that talked about Hooksett and where she lived. She took it upon herself to contact the Building Department. She is not going to wait for a Master Plan and is on their case.

T. Young: If we have a meeting to finalize this, I would think the next step would be for this committee to present to the Town Council instead of the sub-committees. If the Steering Committee supports it and moves it forward, I think it would have better impact on the Town Council and have better support for the sub-committees.

J. McHugh: I think that may be a good idea, but some things get into CIP, and once they look at overall tax impact some of these things don't get accomplished or things take longer than planned.

T. Young: That is where priorities come into play.

C. Baxter: It is a linear progression, and on an every 6 month basis there could be an update. Maybe have a flag on your town website. Remember that people brought things up from 2001. That is why we tried to bring up things that were proposed back then. That would keep the momentum going. When asked if people have been involved in community activities before, 47% said they had not, which was great to have them involved.

T. Young: My suggestion is to move forward to Town Council as a Steering Committee.

M. Miville: We talked about that at the community center meeting last night. I told them it should not come from me, it should come from the action groups.

T. Young: It is up to us to move this.

M. Miville: I was concerned we were not overseeing these action groups.

C. Baxter: I sent emails to all of the contact people and I heard back from a few of them. Steve Korzyniowski is facilitating economic development, Steve Couture is willing to facilitate community center activities, and Mike Horne is facilitating recreational assets.

M. Horne: We have a meeting scheduled for Thursday.

C. Baxter: I did not hear anything from communication or transportation.

T. Young: If we have one more meeting for the Steering Committee, who is sanctioning after that?

M. Miville: We were thinking the Town Council.

T. Young: So we would recommend these other groups?

M. Miville: That is why I was thinking it was up to us to oversee these action groups.

M. Horne: When I got on this committee, I saw a beginning and an end.

M. Miville: I will be interested in at least attending community center, communications, and economic development action groups.

J. Duffy: The Town Council approved funding and gave approval to go forward.

T. Young: So the Town Council gave permission for a beginning and an end?

J. Duffy: The Town Council gave it to Dr. Shankle, and he gave it to us. It is Community Profile, but under the Town Council.

J. McHugh: Why wouldn't this go to the Planning Board?

J. Duffy: It is sanctioned by Town Council.

M. Miville: Dr. Shankle is the administrator and the Town Council is the administrative body.

T. Young: He approved this committee and this committee has mushroomed into 6 sub-committees.

C. Baxter: They are ad hoc committees that can present things to the Town Council. They are not official committees under the town.

M. Miville: According to the right-to-know, any advisory board is subject to the right-to-know.

J. Duffy: They are sub-committees.

J. McHugh: They only have notes, no approval process.

C. Cronin: It depends on if they want to be sanctioned or if it is a group of citizens having discussions.

M. Miville: Steve wanted their charge to be approved by Town Council.

C. Baxter: Each committee decides how they want to be sanctioned. I will do some research and ask Charlie French.

J. Duffy: When I spoke with Dr. Shankle, his reply was that these are independent groups of residents who are not town sanctioned committees.

C. Baxter: The citizens will not commit their time and momentum to something that doesn't have legs and meaning for the town. There needs to be a discussion with Dr. Shankle, JoAnn, and Carolyn as well as Sharon and Molly. I will set that up. Each of the people who wants to commit their time needs to know the answer to this.

T. Young: Is the CIP done?

J. Duffy: Yes.

T. Young: That would have been one way for Steve's committee for ask for monies, and they would

have been given guidance.

M. Miville: That may have been premature.

C. Baxter: I am also aware of your need to adjourn soon. I will send the corrected report to Carolyn and the list of the people who want to be on the action groups.

M. Miville: You can send those to the whole committee. In addition to taking minutes and right-to-know, another question was if there is going to be staff available. I said that we would have to take our own minutes and send them to someone on staff to have them posted. It was the opinion that we don't need staff. I don't think the staff we have now should spend time on 6 groups.

J. McDonald: Who does the Master Plan?

C. Cronin: The Planning Board.

J. McDonald: I equate it to the people who come and vote, and the people who have to do the planning. Even with a community center, that is fine, but our community over-looks what we do. A big community center may not be in the master plan. It is a great goal, but is it realistic?

C. Baxter: I have seen people make a community center happen. It took a while and a lot of resources, but it has happened. It won't happen unless there is glue holding it together. Cooperative extension can guide you to resources. Without the seed of an idea it won't happen.

T. Young: With the trails, Kiwanis took it over. We needed a library, and by knowing it was in the Master Plan, the Planning Board was able to help that happen. We also got a new town hall.

J. McHugh: It is the whole town working towards it, and people realizing there is value in it.

M. Miville: There are already facilities in town that act as a community center. For now we have several buildings that have access.

T. Young: If you have the idea, you put it in writing. These are the priorities, and if I was a Planning Board I would look at the items that are written down. It is well organized. When can you get on the Town Council schedule?

M. Miville: I am looking into that.

T. Young: I think this report should go to the Town Council before the community center.

M. Miville: They schedule their agendas two weeks in advance.

T. Young: Are you going to try to get on?

M. Miville: I am looking to get on the agenda for January 7. I can find out what their agenda looks like.

T. Young: Please let us know. Can we send an email to anyone who wants to be part of a sub-committee and an email stating when we will be making a presentation to the Town Council.

There was a consensus to have the next meeting of the Community Profile Steering Committee on January 6, 2015 with the action groups.

C. Cronin: If anyone has any corrections, please email them to me by Thursday of this week.

*J. McHugh motioned to adjourn. Seconded by Mike Horne. **Motion carried unanimously.***

Meeting adjourned at 7:12 pm.

Respectfully submitted by,

AnnMarie White
Recording Clerk