

**Economic Development Committee**  
**Hooksett Business Retention and Expansion Program**  
**Meeting Minutes**  
**Tuesday, August 18, 2015**

**Call to Order:** The meeting was called to order at 5:00 pm.

**Present:** Andre Garron (UNH Cooperative Extension), Matt Barrett, Muamer Durakovic, Denise Grafton, Ivan Gult, Marc Miville, David Scarpetti, Paul Scarpetti, Jo Ann Duffy (Town Planner), Carolyn Cronin (Assistant Town Planner).

**Discussion**

The group reviewed the business list and updated contact information. The business list should be completed and all contact information updated by September 8<sup>th</sup>.

Visitor Training Session

Currently, there are 27 volunteers. Everyone will have a partner. The press release will be posted on the town website, facebook and local newspapers.

Volunteers' time will be limited to 1-2 hours for training and 1 hour per business visitation.

Training sessions are scheduled for September 16<sup>th</sup> at 10 am and 6 pm.

A. Garron presented a sample of training session packets to be given to all volunteers. The packet consists of copies of the agenda, news release, letter to business owners, letter to visitor team member, tips for visitations, survey/questionnaire and the business list. An e-mail will be sent to all volunteers inviting them to the training sessions. Letters to businesses along with a copy of the survey will be sent prior to the training session (around September 14<sup>th</sup>). A few days later, the volunteers will then call businesses to schedule the visitation.

The group reviewed the survey/questionnaire. Q36 will be deleted. Q37a will be changed from negative to positive, same as others.

After the last data is collected, a meeting will be scheduled to address the "red flag" issues. The group will then come up with 3-5 projects the Town could work on based on the results and discussions. Final report will be presented to the Town.

Next meeting is scheduled for September 16<sup>th</sup> at 10 am, first day of training.

Meeting adjourned at 6:45 pm.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant