

**Economic Development Committee**  
**Hooksett Business Retention and Expansion Program**

**Meeting Minutes**

**Tuesday, January 19, 2016**

Call to Order: The meeting was called to order at 6:00 pm.

Present: Andre Garron (UNH Cooperative Extension), Jo Ann Duffy (Town Planner), Carolyn Cronin (Assistant Town Planner), Muamer Durakovic, Ivan Gult, Marc Miville, David Scarpetti, Paul Scarpetti, Dan Lagueux

Discussion: Members discussed the challenges in getting the interviews done: “dropping the ball”, businesses not responding, businesses not wanting to participate, and scheduling issues.

Members went through the business list to update which ones to remove, which info needed updating, which ones to reassign and which ones to try again. Members present took on some of the “try again” and reassignments. Volunteers who are already trained will be contacted to take on either the visits not completed or new reassigned visits.

The visit protocol will be: 1. Businesses on the current list will be re-contacted and, if interested in being interviewed, will be sent a survey by either email or mail. 2. If warranted, a new intro letter will be mailed or emailed to the business to remind them of the program and, if agreed to be visited, will be sent a survey. 3. If several attempts made to secure a visit with a currently listed business prove unsuccessful, then the business will be taken off the list and either a “reassigned” business or a “reserve list” business will be assigned to the visitor.