

Community Design
Charrette Steering Committee
March 17, 2016

In Attendance:

Deb Powers
Ernie Landry
Glenn Coppelman
Virginia Morse
Bob Bean
Marghi Bean
George Korn
Dustin Ramey
Stanley Shalott
Stacey Smoyer

Members Absent: Lynn Gainty, Ruth Albert, Ellie Alessio, Ellen Faulconer.

Ms. Powers called the meeting to order at 7PM and stated the meeting had been posted. The minutes from the previous meeting were reviewed and approved.

Ms. Powers thanked the steering committee members that stood by the Envision Kingston II poster on Election Day and collected names of interested residents.

Ms. Morse discussed the walking tour.

ACTION ITEM: Mr. Ramey will confirm that a member of the school staff will be on hand to open and help with the tour of the Seminary Bldg.

Ms. Morse shared the various activities that she has undergone for the meal planning portion of the event planning. She explained several options that are available including: donations from local grocery stores and restaurants. She also thought we might get a local restaurant to donate the team lunches and suggested box lunches could be served at the community supper. During this discussion it was determined that the main portion of the event (community supper and public listening sessions) might be held at the high school because of Town Hall size and resource limitations. The team and stakeholder meetings would be held at the Town Hall as would breakfast and lunch.

ACTION ITEM: Ms. Morse will coordinate with Ms. Gainty fundraising for the event.

ACTION ITEM: Mr. Ramey will discuss event with School Board and set up a meeting with the Sanborn High School principal, Brian Stack to discuss potential uses of the high school building. Including: equipment (video equipment, easels, flip charts, tables, chairs, use of kitchen, etc.), services available, clean up, how to have high school students participate in the event and times of availability.

Mr. Landry and/or Ms. Powers will accompany Mr. Ramey to this meeting.

Ms. Powers shared a draft budget with the steering committee – suggestions were made to change the draft and the final budget was approx. \$6,000. About ½ of this budget is expected to be donations of food. This budget did not include the amount paid to Plan NH for the event (\$5k split with School Board).

Mr. Coppelman, as chairman of the Planning Board, sent a request to Glen Greenwood (Kingston's Regional Planner) asking him to participate in the town leader meeting section of the event.

ACTION ITEM: Ms. Powers will attend BOS meeting to update the Kingston BOS on steering committee's progress, present the budget, request stair repair, request video assistance and request town employee participate (including municipal employee support in set up for event).

Advertising the event was discussed and Glenn Coppelman collected the listing of specific individuals, residents of HDI and HDII, organizations and local business to directly contact. A discussion of how to contact Kingston and Newton residents via an informational post card was held. The advertising subcommittee will meet to discuss various options once Ms. Alessio is available – expected after the first of April.

ACTION ITEM: Mr. Ramey will discuss posting on the event on School social media and various other locations with the School Board at the next Board meeting. Once School Board is updated, Ms. Powers will approach the Newton Board of Selectmen to answer any questions on the event.

ACTION ITEM: Bob and Marghi Bean would contact the post office for pricing on blanket mailings and information on other mailing options.

ACTION ITEM: Ms. Powers will prepare a draft planning chart for the next meeting.

Nest meeting to be held on Thursday, March 31, 2016 at the Town Hall, 7PM.

MM&S to adjourn at 9:00. (Motion by Mr. Coppelman, second by Mr. Landry) **PUNA**