

**Envision Kingston II
Steering Committee
May 19, 2016**

Members present:

Deb Powers	Glenn Coppelman
Ernie Landry	Virginia Morse
Ellen Faulconer	

Ms. Powers called the meeting to order at 7:09 PM.

MM&S to approve the minutes of 5/12/2016 as presented. (Motion by Mr. Coppelman, second by Ms. Morse) **PUNA**

Ms. Powers updated the committee on items pertaining to the charette:

- 13 people coming from PlanNH
- No hotels are needed
- 15 students have volunteered
- Already 35 definites for food

Ms. Morse updated the committee on where she stood with “food”:

- Still waiting for confirmation from Carriage Town Bar and Grille for Saturday AM breakfast sandwiches; if they are unable to do this, she will ask for coffee from Dunkin’ Donuts and work out something else.
- Friday AM – simple, light fare since meeting after 10:00
- Friday noon/lunch – Bolton’s has graciously agreed to provide lunch; after discussion, the committee agreed that while preferring to go to Bolton’s, the lunch would be held at the Town Hall.
- Friday afternoon snack – granola bars or similar item; healthy-type snacks were reviewed.
- Friday dinner – Rick Korn will make the sandwiches; he will let Ms. Morse know how much to buy
- Saturday afternoon: Kingston Pizza for pizza
- Saturday snack: ice cream next door at What’s the Scoop
- Donations: Walmart - \$25; Hannafords - \$25; Rite-Aid - \$50 along with a 30% off coupon; Ms. Faulconer - \$20;

Logistics: will need to refrigerate the sandwiches; Rick Korn will transport them to the School; the baskets from the Human Services Department will be used to hold the bags of chips and snacks; 2-3 tables will be needed to hold the food.

- Will need high school students to help set up the tables
- Need to check with Rick Korn how many students he needs to help make the sandwiches
- Trash cans will be needed at the school
- Ms. Morse is resending the donation request letter to Market Basket

- Suggestion from Ms. Grant for photos of the event for the Town report.
- Put together a poster on an easel thanking the sponsors; Ms. Morse will email the list to Mr. Coppelman to work on this; he would like to use logos as possible.
- Ms. Powers will check with the BOS on the procedures for submitting expenses.
- Ms. Morse will ask for menus from the restaurants to leave out for people to take.
- Ms. Morse will contact other restaurants to see if they are interested in helping with sponsoring per donations so as to not leave them out of the event: Fremont Pizza, Josiah's, 1686 House, Gourmet Basket.

Advertising:

- Town sent email to departments re: attending the event
- Most of the letters mailed; the rest to be finished and sent shortly.
- Deb has sent letter to the editor
- BOS are sending a letter to be published next week.
- Need one other letter for Thursday the week of the event.
- Press release-last week
- This week's edition just came out – on first page.
- Workshop announcement sent and being published in next week's edition.
- Final announcement being send by Glenn as a "reminder" with the schedule.
- Brochures being handed out around town.

Ms. Faulconer suggested there should be an article about the 5 year plan presented by Ms. Morse and Ms. Powers regarding cooperation, after the event is over.

Communication:

Ms. Powers reviewed meetings:

- Peter Broderick is now the School Board liaison; S.B.Chair, Corey Mason, has been very helpful; they did not need to go to the S.B. meeting. She will meet with them on June 1st, before the event. Student volunteers from the Key Club and Honor Society will help with the event; they will be invited to participate in the event. They have also offered to help make, serve and clean up after the food part of the event. Ms. Powers will contact the school about the students.
- Met with Newton BOS – information was well-received; expressed concerns with wanting to be involved with the seminary issues but not the other issues pertinent to Kingston community; Deb spoke with Robin Leblanc, they will do what they can to speak about that early if they can. Two Newton BOS will be attending and were very positive about the meeting.
- Mr. St. Hilaire will bring a water bubbler into the Town Hall for use; Deb will ask him to set up like Town meeting; Thursday night will need a screen and projector and need to be taken down and reset for Friday. Deb will contact the Fire Department to see if they have a projector that can be borrowed for the event.

- The schedule was reviewed; will need tables to review maps with the Stakeholders on Friday. Deb will call Robin for set-up ideas. Saturday at the Town Hall can probably work with 50 chairs.
- Ernie has already requested the maps from RPC; Ms. Faulconer will confirm when Mr. Greenwood will be bringing them.
- The school will videotape the event.

Set-up (at the School by the School):

- 15 tables/10-12 chairs per table
- Easels
- 3 tables for food set-up
- Easel paper/markers (use Walmart donation if needed)
- Trash cans
- Baskets from Human Services (chips, etc.)
- School is paying/setting up the video person

Additional logistics were reviewed; the Committee agreed to meet at the Town Hall at 10:00 AM and will move to the School for the listening sessions. Deb will call Mr. Korn to see if Safeway Transportation can donate a small bus for use in case it rains on Friday.

Deb will see if Ms. Grant can email the letter to the Department Heads (not just Committee chairs).

The next meeting will be held at the Town Hall on WEDNESDAY, May 25 at 7:00 PM.

MM&S to adjourn at 8:45 PM. (Motion by Mr. Coppelman, second by Mr. Landry)
PUNA