



**Lee Sustainability Advisory Committee Meeting**  
**Minutes – May 3, 2022; 7 PM**  
1st floor Meeting Room, Lee Public Safety Complex  
George Bennett Road, Lee, NH

**Members Present:** Paul Gasowski, Chuck Cox, Jennifer Messeder

**Members Absent:** Dean Rubine (Chair)

**Officials Present:** N/A

**Public Present:** Sandi Jenkins

**I. Call to Order: 7:03**

Introductions, guests: Welcome back again, Sandi!

**II. Public Comments: N/A**

**III. Preliminary Actions**

**A. Approval of Agenda**

Agenda approved by consensus.

**B. Correspondence**

Items related to the Made in Lee Artisan Fair are included in the agenda below.  
Other items to be addressed at the June meeting.

**C. Other: N/A**

**IV. Updates on Old Business**

**A. Paul/Sandi – Made in Lee Artisan Fair; Sat May 7, 11-3 (setup 9-4) Mast Way**

Sandi provided a final list of artisans. We stand at 20. We have approval to begin set up at 9:00, with artisans to arrive beginning at 9:30. The Library has some sandwich boards we can use for on-street advertisement.

Sandi and Paul have been corresponding about the number of tables needed. So far, 9 tables are needed. Tables will be set up in two concentric squares.

We have one person who is hearing impaired who will need to be on the outer ring of tables.

Bunny Colletti will help set up and will manage the Food Pantry donations. She will also deliver the donations to the Church.

The Church is fine with people using their lot for overflow parking if needed.

As vendors arrive at the front of the school to unload, Sandi will direct them to park at the back of the school lot and make them aware of the option to park at the Church.

Paul handed out Volunteer Log forms. Sandi will collect information from the vendors. Paul will collect information from LSC members and Library staff.

Sandi said someone asked if we were going to have name tags for vendors and committee members. The LSC advised her that if she wants to provide them, she can submit receipts for reimbursement.

Sandi has a first aid kit that she'll bring just in case.

The ORCSD is mask optional at this point. Paul will arrange for a box of masks for those who want one.

The ad will run in the E-Crier again, but we'd like it to be more prominent given that this will be the last one before the event.

Dean had drafted a different version of an ad with a picture of a pillow made by Kris Ringman. We could use this in the E-Crier if Sandi likes it and has time to get Kris's permission to use a picture of her work. We're also not sure what software Dean used to create the draft. If we need revisions, we might not have time to get that done.

#### ACTIONS:

- Paul to submit final table and chair requests to the school.
- Paul to obtain a box of masks.
- Sandi to review Dean's version of the ad and let us know if she'd like us to pursue using it in this week's E-Crier.
- Jen to work with Denise Duval on the final ad for the E-Crier.

## **B. Certificate of Liability Insurance for the Lee Church**

The certificate has been sent to the Church. They are all set.

## **C. Sandi - gift card drawing for Artisan Fair participants**

Sandi is not sure if the door prize drawing will go smoothly, requiring people to be present to win. We'd have to do the drawings early in the event.

Paul provided some information about how similar awards have been organized in the past, but drawing names in the moment adds some layers of complexity.

Additional discussion explored other possible ways to make the door prize work smoothly. All options have complexities that we're not prepared to solve at this time.

An idea that we might consider for a future event would be to put together a couple of gift baskets containing items from vendors who want to participate. Tickets would be the entrant's name and phone number so the entrant would not have to be present to win.

DECIDED: We will not pursue a door prize at this event.

### **ACTIONS:**

- Jen to let Dean know about this decision (door prizes are currently listed on his version of the ad).
- Jen to send the current draft of Dean's ad to Sandi.
- Sandi to ask Kris Ringman for permission to use the image of her pillow.
- Jen, Sandi and Dean to determine if we can get the new ad revised and submitted for this week's E-Crier.

## **D. All – Artisan Directory**

Paul brought hard copies of the latest cover letter and application. The LSC has been working on this via Google Drive.

Suggested changes:

- On the letter, instead of the LSC “writing on behalf of the LSC...” we should just say “we are writing to...” This suggestion was approved by consensus.
- Remove the “keywords” part? The keywords are to help us build the directory without having to glean keywords from the artisans’ longer descriptions. We’d like to keep this on the application.
- Do we need to collect Private Contact Information? Decision is to strike the Private section, move the Public section up and add “What’s the best way for us to reach you?” right under the Public section.

ACTIONS:

- Paul to revise the letter and application and work with Andy Robertson to review and approve them.
- Sandi to send another communication to the vendors on 5/4 as a last touch base. She’ll include the latest draft letter and application. She’ll include Dean’s suggestions to thank the LSC and co-sponsors.

#### **E. LSC Table at the Artisan Fair**

Chuck suggested the following: Backyard Farming Initiative brochure and information that might help us attract more members.

We discussed the idea of a slide show (PowerPoint) on a computer on a loop showing things we’ve done in the past.

We can have a copy of the One Bin at a Time book in hard copy. Denise Duval can print that for us.

ACTIONS:

- Paul to put together a PPT slide show.
- Jen to ask Denise to print a copy of the One Bin book.

#### **V. Public Comments: N/A**

#### **VI. Closing Actions**

**A. Future Meeting Dates:** June 14, July 12, August 9

**B. Agenda Planning for Next Meeting** (including COVID status)

As above

**VII. Adjournment:**

Chuck moved to adjourn. Paul seconded. Approved 3-0.

Meeting adjourned at 8:08 pm

**Respectfully submitted, Jen Messeder**

Please email [sustain@leenh.org](mailto:sustain@leenh.org) if you have suggestions, comments or questions.