



**Town of Plaistow, NH**  
**Town Report Committee**  
**145 Main Street, Plaistow, NH 03865**

**TOWN REPORT COMMITTEE MINUTES**

**June 13, 2017**

**Call to Order:** The meeting was called to order at 4:30PM

**ROLL CALL:** John Sherman, *Board of Selectmen Representative (Chair)*  
Lisa Lambert, *Budget Committee Representative (Vice Chair)*  
Peter Bracci, *Board of Selectmen Representative*  
Dee Voss, *Town Report Coordinator*

**Discussion of Draft Charter and Selection of Officers**

The draft chart for the Town Report Committee (TRC) was reviewed. There was discussion regarding the positions of Chair and Vice Chair, noted in the draft charter to be the Selectmen's Representatives to the TRC. It was decided that it didn't matter that the positions be held exclusively by Board of Selectmen (BOS) representatives. It was decided that J. Sherman would be the Chair and L. Lambert would be the Vice Chair.

There was another proposed change to the draft charter. The word "*secretary*" in the line "*The Town Report Coordinator will function as the Committee Secretary...*" should be changed to "*Administrative Assistant.*"

D. Voss will get a page established for the TRC on the Town's website so that agendas and minutes can be posted. (Action Item)

J. Sherman will ask that an announcement be made at a future Department Head Meeting once a theme has been decided (Action Item)

**Schedule**

The proposed schedule was reviewed.

The next meeting will be August 21, 2017 and the theme, cover and dedication will be decided at that meeting. There will be additional discussion about format, pictures and how individual reports will be formatted.

A letter will be sent to all departments, committees, elected officials, etc. in September that will notify them of the theme and deadlines for submission. Reports will be broken down into batches with different deadlines for each. What information is in each batch will be determined by when all information will be available to the reporter. Those who will need to report year-end financial information will be in later batches than those who will just be giving a narrative of their year. Pictures can be submitted at any time. It will be requested that the date, event, and names of those in the picture be included with the submission.

All materials will be sent to D. Voss.

L. Lambert will be given batches to proofread as they come in.

**Production**

There was a discussion about where cuts in the number of pages might be possible. It was noted that it costs \$0.13/page to produce the Town Report. There was discussion as to whether or not

*Town Report Committee*  
*June 13, 2017*

it was mandatory to have the entire financial audit (40+/-) pages included or if a summary could be used. P. Bracci will look into this question. (Action Item)

P. Bracci suggested that a list of vendors the Town uses and employee payroll be included.

There was discussion as to whether or not listing vendors would be seen as an endorsement of those vendors.

There was also discussion regarding posting employee payroll. It was noted that many employees have more than one job responsibility which might not be accurately depicted in a table of salaries. It was also noted that salary lines are included in the individual department budgets. All budgets are posted on the Town's website.

It was requested that when future calendar items are sent to the Committee that they have at least at one (1) day reminder included. (Action Item)

There was no additional business before the Committee and the meeting was adjourned at 5:58PM.

Respectfully Submitted,

Dee Voss  
Town Report Coordinator