



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

TOWN REPORT COMMITTEE MINUTES

August 21, 2017

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

ATTENDING: 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*

Review/Approval of Minutes from June 13, 2017 Meeting

★ P. Bracci moved, second by L. Lambert to approve the minutes from the June 13, 2017 meeting. There was no discussion on the motion. The vote was 3-0-0 U/A.

Theme

L. Lambert offered that she had researched examples of themes from online and offered the following suggestions:

- "Innovation" - thinking outside the box and related to the potential acquisition of potable water
- "People for People"
- "People for Tomorrow"
- "Spinning the Wheel" (water resources)

P. Bracci suggested "Change" but it was noted to have been done.

Additional themes that were offered were: "Forecasting the Future," "Sustainability," "Resiliency," "Growth Mindset," and "Flowing Into The Future"

There was discussion about relating the theme to water and using the new Police Station as the front cover picture. It was suggested that the theme needed to be more generic so that it could be applicable to more departments and they can readily incorporate the theme into their reports.

It was decided to go with "Innovation" at least on a temporary basis; a final decision will be made before the request for submission letter goes out to the Department Heads.

Dedication

There was discussion of the dedication and what the criteria should be:

- Long term service to the community
- Try to avoid current employees and sitting elected/appointed officials

It was noted that when there is discussion regarding who to dedicate the Town Report to it should be done in non-public. A non-public session will be posted as part of the next agenda. (Action Item)

Request for Submissions Letter

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The Committee reviewed the draft request for submission letter. Suggestions were made for changes. D. Voss will update letter with the suggestions and email to J. Sherman for review. (Action Item)

Formatting of the submissions was discussed. Some suggestions were:

- Take out the Department/Committee (staff) pictures. It's too difficult to try and get every member of every committee included in the pictures.
- Submissions should be in portrait (vs. landscape) page orientation as much as possible. It was noted that portrait orientation might not be practical for some of the financial information.

Old Business - Action Items

Completed Items:

- The webpage has been established to post agendas and approved minutes
- When calendaring meetings (Outlook) set the reminder for at least one (1) day in advance
- Does the full audit have to be included in the Town Report?

P. Bracci noted that his research shows that other towns do not include their town reports.

J. Sherman added that past research has not provided a definitive answer.

It was suggested that the full audit did not have to be included in the Town Report as long as there was a notation as to where it is available (hard copy, website, etc.)

New Items:

- Schedule Non-Public on next meeting agenda (D. Voss)
- Update "Request for Submission" letter (D. Voss)
- Update Spreadsheet (D. Voss)
- Consult with Finance Director Greg Colby re: Financial Reports, specifically fixed accounts and fund balances (J. Sherman)

There was a discussion of the overall purpose of the Town Report, which was noted to be to report information to the residents about what the Town has done in the past year and what is planned going forward. It was also noted that it is a helpful guide for new residents. It was questioned if the Town Report fulfills any state reporting responsibilities, which it does not. It was suggested that the Town Report be simplified to make it more readable for the average resident. It was noted that the financial information is what it is and it would be difficult to make it more readable.

There was discussion regarding a suggestion that had been brought to the Committee to recognize the oldest person in Plaistow (Centurion). It was decided that there were better and more immediate ways to recognize that person.

P. Bracci proposed that vendors and employee wages be included in the Town Report.

D. Voss suggested the listing all vendors in the Town Report could be seen by some as a recommendation on the quality of the service. She added that a simple listing of employee wages may not be an accurate picture of the job responsibilities included in those wages as many employees have multiple responsibilities; some even across more than one department.

New Business

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The next meeting of the Committee will be Monday, September 18, 2017 at 4:30 PM.

There was no additional business before the Committee and the meeting was adjourned at 5:36PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator