



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

TOWN REPORT COMMITTEE MINUTES

September 18, 2017

Call to Order: The meeting was called to order at 4:39PM

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 August 21, 2017 Meeting

★ P. Bracci moved, second by L. Lambert to approve the minutes from the August 21, 2017 meeting. There was no discussion on the motion. The vote was 3-0-0 U/A.

Theme

There was additional discussion from the previous meeting regarding the theme for the Town Report. The tentative theme of "Innovation" seemed to be lacking in direction. There was discussion regarding a more focused theme, especially considering the upcoming 2018 projects such as the Safe Routes to Schools, Westville Road Bridge and the potable water project.

It was noted that all these projects represent planning and the future, so the theme was changed from "Innovation" to "Planning for the Future."

Dedication

There was discussion about whether discussion about whom to dedicate the Town Report to had to be in non-public session. It was expressed that would help to keep it a surprise.

The dedication will be discussed at the next meeting. A notice to go into non-public will be on the agenda in case that is the route the Committee chooses for the discussion.

Request for Submissions Letter

The final draft of the Request for Submission Letter was reviewed, including the change in the theme as discussed earlier. It was decided to change the first deadline for non-financial submissions to December 01, 2017.

Spreadsheet Review

The Committee reviewed the spreadsheet with some changes that had been made for additional reports.

There was discussion regarding how the individual reports would be signed and how the title block would appear. It was decided that all reports will have a signature block to recognize who is making the submission. They will all be standardized as part of the final proofreading.

New Business

P. Bracci again suggested that there be reports of all vendors and employee payroll in the Town Report. He offered that it would be in the interest of transparency.

J. Sherman recalled that it was decided not to include these at an earlier meeting as the information taken at face value could be confusing.

★ P. Bracci moved, second by L. Lambert to include employee payroll and vendor information in the Town Report.

J. Sherman offered that it would be a big mistake and there is no gain to do so.

P. Bracci offered to research what other similar towns were doing in their Town Reports for vendors and payroll.

The motion and the second were withdrawn.

It was suggested that there be pictures of the progression of the building of the new Police Station in the Town Report.

The next meeting of the Committee will be Monday, December 11, 2017 at 4:30 PM.

There was no additional business before the Committee and the meeting was adjourned at 5:32 PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator