



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

TOWN REPORT COMMITTEE MINUTES

September 14, 2020

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

ATTENDING: Francine Hart, *Board of Selectmen Representative*
Greg Taillon, *Board of Selectmen Representative*
Maxann Dobson, *Budget Committee Representative, Excused*
Peter Bracci, *Alternate Budget Committee Representative*
Dee Voss, *Town Report Coordinator*

Review/Approval of Minutes

Minutes of November 18, 2020

It was noted that F. Hart was the only member present from last year who is on this year's committee.

The vote to approve the minutes of November 18, 2020 was 1-0-2 (Taillon, Bracci abstaining).

Review of Documents

The following documents, updated to reflect the 2020 Town Report were reviewed:

- Letter from Board of Selectmen Chair requesting reports from Departments, Boards, Committees and Commission – No changes offered
- Preparation Tips – No Changes
- Tracking Spreadsheet

There were a few items that were changed from last year's spreadsheet to reflect submission that are no longer included such as the Employee Spotlight and the Highway Garage Building Committee. There are a few reports that authors will need to be tracked down for. It was also noted that due to COVID-19 that many committees have not met this year and they may not have any reports to submit. They will remain on the spreadsheet as place holders for future reports.

P. Bracci noted that there was no report from the Elected Town Auditor and offered that he will be submitting a report this year. It may or may not be a joint report with Bob Hamilton.

Theme

M. Dobson had submitted a suggestion of "In This Together" reflective of what the community has been through with the pandemic.

P. Bracci suggested "Better Roads, Better Future" to reflect the completion of the Public Works Garage Facility.

There was discussion regarding the theme and the dedication to fit together. Thoughts of the kindness, patience and charitable nature of the Town's residents during this time were expressed.

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The consensus was to go with the theme “In This Together.”

Dedication

The Committee decided on who the 2020 Town Report will be dedicated to. The name will be confidential in order to surprise the recipient.

Covers

There was discussion about trying and get pictures of people in Town “getting through it together” for the front cover. D. Voss will get photos of the presidential elections and the voters in November for the cover. The back cover will be pictures of the new Public Works Garage and the Salt Shed once completed.

There was discussion about featuring the Water Project heavily in the 2021 Town Report as that is when much of the work will be completed.

There was discussion about additional pictures. Any other pictures that are submitted can be used to fill in blank spots throughout the report. D. Voss offered to reach out on Facebook to ask people to submit pictures for this year’s report.

Proofreading

Catherine Willis has agreed to help with proofreading this year. There was discussion about doing the final proofing differently, such as each committee member getting a hard copy to review and mark up and then getting comments to D. Voss to submit back to the printer.

Printing Company

D. Voss noted that it was intended that an RFP be published for the printing. Not because Evans isn’t doing a great job, but to make sure that the Town is getting the best value. It was suggested that be put off until next year.

F. Hart asked for counts of how many copies of the Town Reports have leftover each year.

D. Voss will ask for counts.

It was also noted that should we run out of printed copies the Town Reports are all now available online.

Next Meeting

There will be a next meeting scheduled on an as-needed basis.

There was no additional business before the Committee and the meeting was adjourned at 4:57 PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator