



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

**TOWN REPORT COMMITTEE MINUTES
December 14, 2020**

Call to Order: The meeting was called to order at 4:35 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, Absent*
Dee Voss, *Town Report Coordinator*

Review/Approval of Minutes

Minutes of September 14, 2020

G. Taillon moved, second by F. Hart to approve the minutes of September 14, 2020. There was no discussion on the motion. The vote was 2-0-0 U/A.

Update on Reports

D. Voss noted that approximately 75% of narrative reports, including a report from Governor Sununu, have been received and are in process of being formatted and proofread. Cathy Willis is proofreading again this year.

Financial reports are not due until mid-January. The goal is to have all reports, covers and supplemental information ready before the financial reports are due.

Discussion of Report Content

F. Hart stated for the record that the Town Report is a summary of activities performed in the current year by Boards and Committees. It is not a soap box, it is not a bully pulpit to express personal grievances.

F. Hart moved, second by G. Taillon, to remove all language, in any report, that is not an objective discussion of a Department, Board, or Committee's activities. There was no discussion on the motion. The vote was 2-0-0 U/A.

There was discussion of a text box insert that would be included on the pages of the Elected Town Auditor that will note the audit review of the Town's finances by an Independent CPA Company. G. Taillon to provide the language for the insert.

Any report that is amended as not being compliant with the intent of the Town Report will be sent back to the author. Any comments, concerns or objections by the author will be directed to F. Hart as chair of the Town Report Committee.

Discussion of Number of Copies

The Committee was presented with quotes for 650 copies, 550 copies and 450 copies. The past two years the Town has received 650 copies.

It was noted that early 2021 will still likely be impacted by COVID-19, which could decrease the number of copies that are picked up by residents. It was offered that the big rush is just before March vote, and after that Staff encourages new residents to take a copy for reference to Town services.

Dedication of the Town Report will be at the Board of Selectmen meeting on Monday, March 1, 2021

There was discussion that since COVID-19 was still a consideration this year will still be an anomaly for the number of copies needed. Consensus was to drop to 550 for the coming year, without fear that there won't be enough for those wanting hard copies.

F. Hart moved, second by G. Taillon, that 550 copies of the 2020 Town Report will be ordered. There was no discussion on the motion. The vote was 2-0-0 U/A.

Covers

The Committee previewed and after a color change approved the front cover for the Town Report.

There was no additional business before the Committee and the meeting was adjourned at 4:55 PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator