



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

**TOWN REPORT COMMITTEE MINUTES  
November 8, 2021**

**Call to Order:** The meeting was called to order at 5:08 PM.

**ATTENDING:** Greg Taillon, *Board of Selectmen Representative, absent*  
Darrell Britton, *Board of Selectmen Representative*  
Christina Cruz, *Budget Committee Representative*  
Dee Voss, *Town Report Coordinator*

**Review/Approval of Minutes**

Minutes of December 14, 2021

None of the members present at this meeting were part of the committee in December 2021. The minutes will be posted as a draft.

**Selection of Theme**

The committee was provided with a list of past Town Report Themes. A number of suggestions were made:

- Overcoming
- Change
- Perseverance
- Together We Rise
- Remembrance

There was a brief discussion on all the suggestions.

***C. Cruz moved, second by D. Britton, that the theme for the 2021 Town Report will be "Rising Together." There was no discussion on the motion. The vote was 2-0-0 U/A.***

**Selection of Covers**

D. Voss noted that the way the previous covers had been decided was to have a significant event of that year on the front and a "coming attractions" picture on the back cover. She noted that Dean Zanello had taken make pictures from the 20<sup>th</sup> anniversary of the 9-11 attacks that would be well suited for the front cover. She suggested the back cover to be the East Road Pumpstation.

***D. Britton moved, second by C. Cruz, to have a 9-11 commemorative photo on the front cover and the East Road Pumpstation on the back. There was no discussion on the motion. The vote was 2-0-0 U/A.***

**Dedication**

The committee was provided with a list of past dedications. There were four (4) candidates discussed to dedicate the 2021 Town Report to. Since it is supposed to be a surprise for that person, it will not be revealed in these minutes.

**C. Cruz moved, second by D. Britton to dedicate the 2021 Town Report to \*\*\*\*\*.  
There was no discussion on the motion. The vote was 2-0-0 U/A.**

Review

a. Tracking Spreadsheet

The committee reviewed the list of current reports that are submitted.

These reports were dropped:

- Town Report Committee
- Employees Earnings List

It was suggested that departments and committees with more than one report, that could be logically combined into a single report be given the opportunity to do so.

C. Cruz suggested that less copies be ordered.

It was noted that 550 copies were ordered last year, and there were no copies left. It was consensus to stay with 550 copies.

It was questioned why there was a report from the Carl G. Davis Post, the answer was not known. It was noted that there may be issues with getting a submission. The consensus was to offer them the opportunity to submit, but not pursue a submittal if one is not forthcoming.

It was suggested that the Water Department Report come from Underwood Engineers.

It was also suggested that the Employee Spotlight be returned. D. Voss to discuss with Interim Town Manager Greg Colby.

b. Draft BOS memo

It was noted that the Board of Selectmen memo that was used in previous years had been updated with the deadlines for this year's report. No objections.

c. Preparation Tip Sheet

The same Preparation Tip Sheet from previous years will be shared with departments, boards and committees this year. No objections.

There was no additional business before the committee and the meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Dee Voss  
Town Report Coordinator