



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

**TOWN REPORT COMMITTEE MINUTES**  
**December 11, 2017**

**Call to Order:** The meeting was called to order at 4:34 PM

**ATTENDING:** John Sherman, *Board of Selectmen Representative (Chair)*  
Lisa Lambert, *Budget Committee Representative (Vice Chair)*  
Peter Bracci, *Board of Selectmen Representative*  
Mark Pearson, *Town Manager*  
Dee Voss, *Town Report Coordinator*

**Review/Approval of Minutes**

The minutes were not available for review at this meeting.

**Dedication**

It was decided not to go into non-public session to discuss the dedication, but to just refer to the candidates by a letter. There is Candidate "Q" and "P."

The Committee discussed each candidate, citing the contributions each had made to the Town of Plaistow. After discussion it was decided to go with Candidate Q. J. Sherman will start collecting information for the dedication.

**Wages & Vendors**

L. Lambert noted that she had spoken with 15-16 residents regarding if they felt having employee wage and vendor information in the Town Report was important. She noted that most expressed that it would help them understand where their tax dollars are being spent.

J. Sherman offered that he was still opposed to the idea. He questioned if the listed would be by name or by job title.

There was discussion regarding how the information would appear in the Town Report. It was discussed that the Timberlane School District's payroll information would not be included in the Town Report. If the intent was for transparency and showing where tax dollars are being spent it should also be reminded that the Town portion is only 25% of any tax bill.

P. Bracci noted a number of towns who publish the employee salary information in their town reports.

M. Pearson offered that posting employee salary information just throws employees under the bus with the Town portion only being 25% of the tax rate.

There was additional discussion as to how the information would appear in the Town Report. It was noted that it would be confusing to put it by employee name without there being some explanation about what the salary represents as far as the number of different job responsibilities. It was questioned if there would be a distinction between base and overtime pay.

P. Bracci suggested that it be listed by name with the amount that would appear in Box 1 of the W-2 form next to the name.

*Town Report Committee*  
*December 11, 2017*

L. Lambert added that a foot note be added to denote that the number is total compensation and what that compensation includes.

M. Pearson noted that having the information in a ready format may not be possible in the current financial software system.

P. Bracci reiterated that it could be as simple and Box 1 from the W-2.

L. Lambert suggested that the compensation be listed by job title for this first time and then re-evaluate it for the next year's report.

J. Sherman offered that job title would be the better way to go and it will still show the transparency that was being sought.

**★ P. Bracci moved to list employee names with gross adjusted wages in the Town Report. There was no second for the motion.**

**★ P. Bracci moved, second by L. Lambert to list all job titles, with payrate, including salary, overtime and total compensation. There is to also be an asterisk (\*) to describe the overtime, special project details and stipends.**

It was noted that pay-out for not taking insurance and sick-leave buy-backs could be representing in a gross number. Concern was expressed if doing so would be a violation of HIPAA (Health Insurance Portability and Accountability) laws.

**There was no additional discussion on the motion. The vote was 2-1-0 (Sherman dissenting).**

The payroll listing will be added to the spreadsheet and assigned to Finance Director/Assistant Town Manager, Greg Colby.

### **New Business**

The next meeting of the Committee will be Monday, January 8, 2018 at 4:30 PM.

There was no additional business before the Committee and the meeting was adjourned at 5:28 PM.

Respectfully Submitted,

Dee Voss  
Town Report Coordinator