



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

TOWN REPORT COMMITTEE MINUTES

April 09, 2018

Call to Order: The meeting was called to order at 4:33 PM.

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

Minutes of January 29, 2018

★ P. Bracci moved, second by L. Lambert to approve the minutes of January 29, 2018. There was no discussion on the motion. The vote was 3-0-0 U/A.

After Action Review of Town Report

There was discussion regarding what went well and what needs improvement. Overall it was felt that the process to gather the information was sound.

A list was developed including these key points (not exhaustive):

- Positive feedback was received on the formatting of the pages as being more readable
- Proofing from printer needs more attention, (i.e. misspelling of "Mina" Colcord as "Nina" in heading of proof, page breaks in CIP materials)
- Double checking that all submissions are in the final draft from printer
- Should all submissions be required to be in a word document so that they can be formatted? Would this be problematic for some reports such as Corcoran Associates and the Legion?
- Double checking that all boards, committees and commissions are properly represented on the list
- Is there a better way to get submissions from the Governor and local representatives?
- Overall design and pictures received positive feedback
- Difference in font with financial reports and narrative reports and whether or not the difference matters
- Making sure there is a notation whether or not financial information has been audited

There was discussion regarding when to begin meeting again for the 2018 report. It was decided that the first meeting would be September 10, 2018.

There was no additional business before the Committee and the meeting was adjourned at 5:33PM PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator

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