



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

TOWN REPORT COMMITTEE MINUTES

January 8, 2018

Call to Order: The meeting was called to order at 4:35 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 September 19, 2017

★ P. Bracci moved, second by L. Lambert to approve the minutes of September 19, 2017. There was no discussion on the motion. The vote was 3-0-0 U/A.

Minutes of December 11, 2017

★ L. Lambert moved, second by P. Bracci to approve the minutes of December 11, 2017. There was no discussion on the motion. The vote was 3-0-0 U/A.

There was a brief discussion about protocol for making motions. It was questioned why some chairs on committees do not make motions, and some do. It was noted that it's mostly for tradition and to allow other members to participate in a meeting. It was also noted that there is nothing wrong with a committee chair making or offering a second to a motion to move a meeting along.

Submissions

D. Voss reported that submissions are coming in and being sent to L. Lambert for proofreading. There are some departments who have not yet submitted. D. Voss noted that she has been in touch with specific Department Heads to remind them that the deadline has passed.

It was noted that there has not been a response from the Governor's Office or Senator Morse's Office.

J. Sherman will follow up with Jim Peck to see if he has decided to submit his "A Tribute to Our Past" article.

D. Voss offered that she would try to have the spreadsheet up to date by the end of the week and email it out to the Committee.

Old Business

Wages/Salaries

P. Bracci offered that he had reconsidered the motion from the last meeting regarding how wages would be included in the Town Report. He added that he had tried to come up with a chart and was unable to do so. He presented examples from the Hampstead and Pelham Town Reports.

The Pelham report listed by employee name, base salary, and other compensation. The Hampstead example lists each employee's name, position(s) and the compensation for each.

P. Bracci noted that he preferred the Pelham example. He suggested that there would be three (3) columns after each employee's name. The columns would be base salary; other, which would include any overtime, stipends, detail or special project compensation; and a total column. There would be no positions listed.

★ P. Bracci moved, second by L. Lambert to add to the 2017 Town Report a listing of all town employees by name, giving their 2017 regular wages, other wages or compensation and their total wages.

Discussion:

J. Sherman offered that this matter had already been settled at a previous meeting and he was opposed to changing it this late in the process. He also noted that the Pelham example left out a lot of the important details.

There was discussion about each of the presented examples. The column for "other" would lump together all compensation beyond the base salary, for each employee.

P. Bracci offered that the Hampstead example was too involved and he preferred the simpler version of the Pelham example.

J. Sherman stated that it was still different than what the Committee had decided at a previous meeting with the Town Manager present. He added that personnel time had already been expended to start compiling information based on the Committee's first decision and he didn't know if there would be time available to change to something different at this point.

P. Bracci offered that the formerly agreed upon format was not the transparency he envisioned.

D. Voss noted that the Pelham example didn't offer as much transparency as what the Committee had previously decided to use. She added that it didn't offer any explanation as to where the tax dollar is being spent.

P. Bracci offered that information was available in the Operating Budget.

L. Lambert added that of the two formats she preferred the Hampstead example.

J. Sherman noted that there was more information to be learned by listing the positions to show where the money is being spent than by listing the name to show who it is being paid to.

There was additional review of the Hampstead example.

J. Sherman stated that he was still opposed to deviating from the original decision. He reminded that the decision was to try it for a year and see if it worked out. He added that he could speak to how long it would take to prepare as Finance Director Greg Colby was already working on the original directive. He suggested to go with the original decision and if changes are needed make them for next year.

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

Action Items

There as discussion about the number of Town Reports left over in previous years and how many should be ordered going forward. It was noted that the number of copies had been reduced based on previous year's totals.

Distribution

There was discussion regarding if the Town Report could be distributed at the polls on Town Meeting day. It was decided that there needed to be discussion with the Town Moderator to see if that would be possible.

Voter's Notes/Guide

There was discussion about the possibility of including the Voter's Notes/Guide in the Town Report, either as part of the book itself or as a separate insert. This too will have to be discussed with the Moderator.

Formatting

An example of formatting for the reports was present to the Committee. The sample was the draft of the Department of Building Safety report. All agreed that the format was clear and readable, except for the included graph. It was noted that similar shades of colors were difficult to distinguish when in black and white. Patterns will be preferred for charts and graphs.

New Business

The next meeting of the Committee will be Monday, January 22, 2018 at 4:30 PM.

There was no additional business before the Committee and the meeting was adjourned at 5:25 PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator