



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

TOWN REPORT COMMITTEE MINUTES

August 20, 2018

Call to Order: The meeting was called to order at 4:32 PM.

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

Review/Approval of Minutes

Minutes of April 9, 2018

★ **L. Lambert moved, second by P. Bracci to approve the minutes of April 9, 2018. There was no discussion on the motion. The vote was 3-0-0 U/A.**

Organization

By acclamation J. Sherman will remain as committee chair and L. Lambert as vice chair.

Documents to Review

The following documents/topics were reviewed by the Committee:

Updated Excel Tracking Sheet

It was noted that the members of the Historical Society will no longer appear on the “appointed officials” list in the Town Report. Those members will now be listed in the Historical Society’s report. Same will be for the Library. In both cases these are not official appointments of the Town, but of the entity themselves.

Preparation Tips, included as part of the letter from the Board of Selectmen (BOS) Chair to Departments, Boards, Committees/Commissions, and has been updated

BOS Chair Memo to Departments, Boards, Committees/Commissions has been updated. It just needs have the theme to be sent out.

Theme

Proposed themes were:

- Plaistow Pride
- Proud of Plaistow
- Progress in Plaistow
- Poised for the Future
- Sustainability
- Moving Forward

“*Moving Forward*” was decided by consensus to be the theme for the 2018 Town Report

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D. Voss to submit to J. Kiszka for approval. Letters scheduled be distributed Monday, September 24, 2018. There was discussion about the BOS dedication, which is tentative for Monday, February 25, 2019.

Proposed Meeting Schedule

It was discussed that there was no need to schedule physical meetings as much of the work will now be collecting information and assembling the report. Updates can be handled through email. If the Committee feels it is beneficial to meet then a time will be scheduled.

Status of Action Items

It was noted that items on the list that can be updated, have been updated, and everything else is more cautionary and related to proofing of the next report.

Additional Items for Town Report

J. Sherman provided examples of additional items to consider for the Town Report.

- Emergency Preparedness Tips – Will be provided to new Emergency Management Director when hired
- Lead Paint Disposal Tips – Given to F. Hart if she would like to use it as part of the TRAC (Trash Recycling Advisory Committee)
- Recycling/Solid Waste Stats – Given to F. Hart
- Summary of Inventory – J. Sherman will discuss with Greg Colby, Finance Director/Assistant Town Manager for inclusion. It will be added to the spreadsheet

To Do List

It was noted that the “To Do List” has been completed.

Covers

The Committee decided to focus on the Safe Routes to Schools (SRTS) and Public Works Garage projects for the front and back covers. D. Voss will work on getting drone pictures of each project. If satisfactory photos are not obtainable the Committee will consider other options at that time.

Dedication

The dedication was decided. To keep the surprise the name has been omitted from

There was no additional business before the Committee and the meeting was adjourned at 5:12 PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator