



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

**TOWN REPORT COMMITTEE MINUTES
December 17, 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*
Francine Hart, *Alternate Board of Selectmen Alternate, Excused*
Dee Voss, *Town Report Coordinator*

Review/Approval of Minutes

Minutes of August 20, 2018

**★ L. Lambert moved, second by P. Bracci to approve the minutes of August 20, 2018.
There was no discussion on the motion. The vote was 3-0-0 U/A.**

Report Status Update

The Committee reviewed the content tracking spreadsheet, noting that progress in receiving reports seems to be ahead of last year.

There was discussion on how best to nudge people for the few straggling reports.

It was noted that the new process that was implemented last year, staggering deadlines for different types of reports and reviewing and editing reports as they come in, is working well.

It was noted that the Historical Society is listed under the wrong category in the 2017 Report and that needs to be corrected this year.

There was a brief discussion about the number of Town Reports to be produced. It was noted that is a budgetary decision and beyond the purview of the Town Report Committee.

Discussion of Covers for the 2018 Town Report

At a previous meeting it had been decided to the Safe Routes to Schools Project (SRTS) for the front cover and the in-progress Department of Public Works (DPW) Garage for the back cover. Since the SRTS project was completed too late, the landscaping has not come in and will not make an attractive cover.

There was discussion about other possibilities for the front cover and it was decided to use pictures of the retiring Police and Fire Chiefs. D. Voss will work on obtaining a suitable picture.

The DPW Garage will still be the back-cover picture.

The following documents/topics were reviewed by the Committee:

Old Business

Dedication

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It was noted that the dedicatee will be unavailable for a formal dedication on the proposed February 25, 2019 date. A family member has agreed to accept on her behalf. There is also the possibility of doing a "soft dedication" in order to distribute the Town Reports on time and then invite Maryellen for a formal dedication when she returns.

Employee Compensation Report

It was noted that P. Bracci has made suggestions to add information to the Employee Compensation Report. It was noted that the information had previously been forwarded to Greg Colby, Assistant Town Manager/Finance Director and it will be up to him to include the information if possible.

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.

New Business

There was no new business brought before the Committee at this meeting.

There was no additional business before the Committee and the meeting was adjourned at 5:05PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator