



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

TOWN REPORT COMMITTEE MINUTES

August 26, 2019

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

ATTENDING: Francine Hart, *Board of Selectmen Representative (Chair)*
Julian Kiszka, *Board of Selectmen Representative*
Lisa Lambert, *Budget Committee Representative, Excused*
Dee Voss, *Town Report Coordinator*

Review/Approval of Minutes

Minutes of December 17, 2018

With the absence of L. Lambert and no other members from the previous meeting present at this meeting, the minutes were deferred.

Organization

F. Hart offered to chair the committee. There were no objections.

Document Review

a. Updated Spreadsheet

It was noted that not all "responsible person" names were properly updated on the spreadsheet. Email addresses were updated, but not all corresponding names were changed. There was discussion regarding the column for items that come out of next Deliberative Session. Those minutes are reported in the next year's Town Report and the column is not necessary. D. Voss will correct and update the spreadsheet.

There was also discussion about the Employee Payroll submission and if there was a way to call out payroll from taxes and payroll from outside sources (such as Police Detail). There was also discussion about breaking out employee responsibilities somehow so that those who have extra responsibilities (meetings, etc.) so that their salary line doesn't appear artificially inflated.

There was discussion regarding changing out the "water resources map" that has been on the last few Town Reports and replacing it with the landfill schedule once it has been determined.

J. Kiszka was uncertain about replacing the water resources map with the impending waterline installation.

F. Hart and D. Voss offered that with the impending waterline installation the water resources map would be obsolete and the average resident would find the landfill schedule more useful.

b. Updated Preparation Tips

The list of preparation tips was provided. No discussion.

c. Proposed Board of Selectmen Request for Submissions Letter

The letter that will be used to request submissions from Departments, Boards and Committees was reviewed. It was updated from last year's letter and no changes were made. The letter will be distributed on September 23, 2019.

d. Proposed Meeting Schedule

It was discussed that like last year's schedule, unless there was something that needed to be decided by the Committee as a whole, there would not be a meeting schedule. Meetings will be scheduled "as needed."

e. Decide Theme

F. Hart suggested the theme "Turning the Page" to represent the changes that have been recently to the old way of doing things for a new more efficient way. Turning to a new chapter in a new book for the Town.

J. Kiszka agreed with the description of the intent of the theme, but wanted time to think about a suggestion.

It was decided that unless there are other theme suggestions by Tuesday, September 3, "Turning the Page" will be the theme. If there are other suggestions, a meeting will have to be called by September 23 for the Committee to decide so the submission letters can go out on time.

Additions/Deletions to the Spreadsheet

Covered in previous discussion.

Review of "To Do" List

After action items from the previous year's Town Report were provided. Members will review and see if there are any additional items to be added.

Cover

D. Voss will work on pictures for the cover once the theme has been decided.

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