



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

**TOWN REPORT COMMITTEE MINUTES
November 18, 2019**

Call to Order: The meeting was called to order at 4:40 PM.

ATTENDING: Francine Hart, *Board of Selectmen Representative (Chair)*
Julian Kiszka, *Board of Selectmen Representative, Absent*
Katie Ingalls, *Budget Committee Representative, Excused*
Maxann Dobson, *Alternate Budget Committee Representative*
Dee Voss, *Town Report Coordinator*

★ M. Dobson was appointed as a voting member.

Review/Approval of Minutes

Minutes of August 26, 2019

★ *F. Hart moved, second by M. Dobson, to approve the minutes of the August 26, 2019 meeting. There was no discussion on the motion. The vote was 1-0-1 (Dobson abstaining).*

Dedication

The Committee decided on who the 2019 Town Report will be dedicated to. The name will be confidential in order to surprise the recipient.

F. Hart and D. Voss will work together on contacting family members and composing the dedication. The date for the dedication is still to be determined, but will most likely be the last Board of Selectmen meeting in February.

Proofreading

M. Dobson can proof as her schedule allows. The process for proofreading was discussed. It was noted that it is important not to lose the “voice” of each report’s author. Others that were mentioned for proofreading were Lisa Lambert, Martha Fowler and Martha Sumner. D. Voss will contact the others and check for their availability.

Employee Salary Report

There was discussion regarding the way the employee salaries are reported in the book. Suggestions were made as to how to include information about what each employee’s job title is. It was decided that the way the current report is display is acceptable and to add another column would require that the page be shifted to landscape orientation, which would increase the length of the report.

M. Dobson questioned if employees are listed on the Town’s website. It was noted that most employee names are listed on their department’s webpage. It’s not known if Police and Fire personnel are listed that way. M. Dobson to check with Selectman Greg Taillon, who is working on website improvements, about listing Police and Fire personnel.

Covers

D. Voss offered that the Westville Road Bridge Reconstruction project be the front cover. The back cover will be of the Atkinson Water Tank as a "coming attractions" for the potable water. Atkinson's tank will be used because there is no infrastructure for Plaistow yet.

There was also discussion about eliminating the "Drinking Water Resource Map" that is currently on the inside of the back cover, and replacing it with the Landfill Schedule. There was discussion about putting the Recycling Calendar on the back cover where it could be larger, but since most people are used to where it is currently located, on the front inside cover, it was decided to leave it where it is.

There was no additional business before the Committee and the meeting was adjourned at 5:08PM.

Respectfully Submitted,

Dee Voss
Town Report Coordinator