

Town Report Committee
Minutes
2/12/09 - 9:00 a.m.
Jeannette Reynolds' House

In attendance: Lauren Doherty, Nancy Dowd, Mary Kalamaras, Jeannette Reynolds and Kathy Weld

Minutes from the previous meeting on 2/5/09 were accepted as written.

1. Mary passed out an updated Dover Town Report Schedule, which shows reports that have been sent in, edited three times, and thus made ready to send to Pat Dacey. Two pages of the Town Report still need to be written; "Acknowledgments" will be written by Lauren and "In Memoriam" by Jeannette. A few reports still need to be edited: Selectmen appointees will be edited by Kathy; Historical Commission will be edited by Lauren; Animal Control Officer will be edited by Mary. Lauren will research and edit appointees for The Planning Board, Board of Health and Warrant Committee. Pat Dacey has the majority of the reports. This step of the preparation for printing is nearly done.
2. Pat will run the financial reports vertically, to cut down on the length of the entire report. To cut costs, it would be preferable to have a goal of 224 total pages. Due to the addition of new reports this year, 232 pages is most likely our new goal. We will edit reports further to avoid "widows" and to keep the Town Report to no more than 232 pages.
3. Photographs were studied and selected for use in the Town Report. Three photo options were selected for the front cover. We will ask Pat to send us color PDF files of these photos inserted onto our cover so that we may see which looks best. Each picture would require a different color lettering of "Dover Town Report 2008." We will specify for Pat which color we would like for each photo. Then we will select the cover photo. Other photos were selected for placement near various departments and some photos were selected for placement where there are blank spaces. Pat will use her judgment in placing random Dover photos into blank spaces.

Our next meeting is not scheduled. It will be scheduled as needed.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Jeannette Reynolds