

Town Report Committee
Minutes
1/22/09 - 9:00 a.m.
Kathy Weld's House

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

Minutes from the previous meeting on 11/6/08 were accepted as written.

1. Lauren will contact Needham Printers and Nancy will contact Jay & R Graphics in Hanover as well as Courier to obtain quotes on signature costs and/or cost per report based on last year's report and/or on a bulk of 2,400 copies. Also, Lauren and Nancy will enquire about time needed from receiving material to the actual printing.

2. Mary reviewed with the committee reports received and not received to date. She will parcel out reports to the committee for editing. For the reports not in, Lauren will send out an email reminder. Nancy will follow up on the contact for "Total Gross Wages," Sharon Grant for "Long Range Planning," and "Dover Housing Partnership." Kathy will contact Diane Fielding for "Board of Health," Caroline for "The Warrant Committee," Susan Hall for "The Planning Board," Karen MacTavish for "The Board of Assessors," and "The Selectmen," to obtain their reports.

3. The committee identified reports that need extra work.

a) The School Committee report needs revamping. A complete revamping should occur in 2010. The Superintendent will be contacted in the spring, to be given help in revamping the report. For this year, Lauren will scan last year's report for areas that tables could be used. Mary & Nancy will cut heavily the verbiage. Jeannette will research what Sherborn used in their Town Report for The School Committee report.

b) The Board of Assessor's report is confusing. Lauren will look into reformatting and implementing different headings.

c) Charts containing money figures need the dollar sign to be consistent. Mary & Lauren will decide this matter.

d) Kathy will help clarify the word "liaison" appearing in "Appointed Officials" by identifying the committee represented.

4. The committee discussed the usefulness of starting a database in Dover of all elected and appointed positions in the town that would be updated every year. In addition, it was discussed that entering past years' data may be a fun project for the Historical Society to spearhead, perhaps involving High School students or volunteers.

The next meeting will be 2/5/09 at 9:00 a.m. at Mary Kalamaras' house.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Jeannette Reynolds

TOWN OF DOVER
RECEIVED
2009 FEB -9 P 12:10
BARRIE H. CLOUGH
TOWN CLERK