Town Report Committee
Minutes
11/6/08 - 9:00 a.m.
Kathy Weld's House

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

1. "Town Report Committee Responsibility/Job Description" document was reviewed and edited for current accuracy in how department reports are transmitted, and in the timetable to be followed in order for the Town Report to be published on time.

2. The memo, "To: Dover Town Officials" from Carol Lisbon was reviewed and edited. The "Guidelines For Preparing Electronic Text Files," that accompanies Carol's memo was also edited. Greer will distribute the edited memo via email in mid-November. A follow up email of last year's report, as it appeared in the 2007 Town Report, will be sent to each official by the TRC. In preparing this year's report, each official will edit last year's report as it appeared in The Dover Town Report.

3. Paul Keleher, Dave Stapleton and Dee Douglas will be contacted for 2008 photographs.

4. Bids for the printing job will be collected before Thanksgiving from Courier (past printer), Needham Printers and J & R Graphics (Hanover, MA).

5. Pat Dacey will be contacted to see if she will, once again, be the Layout Professional.

The next meeting will be 1/22/09 at 9:00 a.m. at Kathy Weld's house.

The meeting was adjourned at 11 a.m.

Respectfully submitted,

Jeannette Reynolds

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