

Town Report Committee  
Minutes  
11/12/09 - 11:00 a.m.  
Kathy Weld's House

In attendance: Mary Kalamaras, Jeannette Reynolds and Kathy Weld

1. "Town Report Committee Responsibility/Job Description" document was reviewed 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 Instructions and Guidelines for writing and submitting department reports were reviewed and edited. Greer will distribute these to all boards and committees via both email and hard copy in mid-November. Kathy will ask Greer to add a cover email memo from the TRC asking recipients to:
  - a) respond to this email confirming that they are the correct person to receive this memo,
  - b) request they please read this important, time sensitive memo,
  - c) find out if the recipient has the electronic file of the final version of last year's report to work from, and,
  - d) contact the Town Report Committee via email if they are new to this procedure and have any questions.
3. Paul Keleher and Dee Douglas will be contacted for 2009 photographs. Mary will work on contacting citizens of Dover and asking for their Dover photos. She will look into putting in requests on the Dover web site and in the Hometown Weekly, Dover/Sherborn Press, and to posting notices at the D/S H.S., Dover Market, and Dover Deli.
4. Bids for the printing job will be collected before mid December from Courier (past printer), Needham Printers and J & R Graphics (Hanover, MA). (Nancy)
5. Pat Dacey will be contacted to see if she will, once again, be the Layout Professional. (Mary) Working on upgrading the layout of the report will be addressed at a later date.
6. Mary Crane will be contacted (Jeannette) about writing up a short report on the Trustees of Larrabee & Whiting Estates. The report should state the purpose, history and general activity of the committee.
7. Denise Lonergan will be contacted about writing the Dover-Sherborn High School Report in a different and shorter way that would reflect a PR piece for the school. Highlights of school activities, valued added aspects, and future visions for the school system should be addressed, as opposed to a detailed account of all school activities for the year. Charts and boxes used when possible. (Lauren)

The next meeting will be 1/21/10 at 11:00 a.m. at Jeannette's house.

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Jeannette Reynolds

