

Town Report Committee  
Minutes  
11/9/10 - 9:00 a.m.

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

1. Kathy Weld was appointed Chairman and Jeannette Reynolds was appointed secretary of The Dover Town Report Committee for the 2010-2011 year.
2. The "Town Report Instructions" to Dover town officials were reviewed and edited. Greer will distribute these via email November 12. The "Guidelines For Preparing Electronic Text Files," is being edited by Mary Kalamaras and will accompany the individual 2009 report templates, which the TRC will send to each town official by November 19. In all written documents, the TRC will stress the importance of each official using the same format as it appeared in last year's Dover Town Report. This should make things easier for both report writers and TRC editors.
3. Members discussed issues with specific departments regarding sending reports in a timely manner and/or not writing the reports following TRC guidelines. Members of the committee were assigned to meet with these departments. In cases where reports have been tardy in the past, a personal call will be made to the department head if he does not confirm, via email, that he received his 2009 report and the guideline letter.
4. Quotes for the printing job will be collected before Thanksgiving from Courier (past printer), Boston Business Printing and Kinko's, by Lauren Doherty. Mary will call Courier for a copy of last year's Town Report working file for TRC records.
5. Pat Dacey will be contacted by Mary to see if she will, once again, give us a quote for her job of Layout Professional.
6. In Memoriam will be researched by Jeannette.
7. A request for photos for the report will be done by:
  - \* Contacting *Home Town Weekly* to ask for help announcing the need for town photos. (Mary)
  - \* Contacting the Trustees of Reservations for photos, as well as get permission to use one of their last year's photos for the cover of the Town Report. (Mary)
  - \* Posting notices around town, asking for photos of town events or scenes from citizens.(Mary)
  
  - \* Contacting photography or art teachers at DS High School about participating with students in helping to provide photos. (Kathy & Lauren)
8. Lauren will approve invoices for payment.

The next meeting will be 1/20/11 at 10:15 a.m.

The meeting was adjourned at 11 a.m.

Respectfully submitted,

Jeannette Reynolds