

Town Report Committee
Minutes
10/25/11 - 9:00 a.m.

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

1. Minutes for the February 15, 2011 committee meeting were approved as written.
2. Kathy Weld was appointed Chairman and Jeannette Reynolds was appointed secretary of The Dover Town Report Committee for the 2011-2012 year.
3. The "Town Report Instructions" to Dover town officials were reviewed. Greer will distribute the instructions to town officials, via email, on November 10. The "Guidelines For Preparing Electronic Text Files," was edited by Mary and approved by the committee. These guidelines, along with a brief cover letter from Lauren, (requesting, among other things, an immediate "reply" that they received the email,) will accompany the individual 2010 report templates, and be sent, by the TRC, to each town official on November 17th. Instead of sending these documents from Lauren's email address, files will be mailed from townreport@doverma.org. in order to minimize confusion on where to return new files.
4. Members discussed issues with specific departments regarding sending reports in a timely manner and/or not writing the reports following TRC guidelines. To help, Lauren will check with Town Hall for correct or changed email addresses of officials, to make sure files are sent to the correct place. 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 2010 report and the guideline letter. Reminder calls will be made for late responses. We conceded that for some department heads, following our "Guidelines For Preparing Electronic Text Files" just seems too difficult.
5. Requests for bids for the printing job will be collected before Thanksgiving. Mary will contact Fran at Courier (past printer) to review the changes promised last year. Last year Courier revised their billing to \$2,500, more than half off our original invoice total because of margin, paper and inking mistakes made in the 2010 Dover Town Report. They promised for 2011, they would (1) send us stock paper samples, (2) have the plant manager oversee the printing job to watch for inking issues, and (3) arrange for the bindery manager be present at the bindery during set-up to ensure that proper margins are maintained. She will request quotes for 240 pages, with an additional half-signature option in case we run into trouble. And should the report run shorter than 240, we would be billed a lesser amount in the final invoice. Lauren will send out requests to two other printers with the above requests.
6. Mary contacted Pat Dacey to see if she will, once again, give us a quote for her job of Layout Professional. She agreed to do so.
7. In Memoriam will be researched by Jeannette.
8. Lauren will approve invoices for payment.
9. 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.
 - * Contacting the Trustees of Reservations for photos.
 - * Posting notices around town, asking for photos of town events or scenes from citizensContacting photography or art teachers at DS High School for possible student's work.
 - * Contacting individuals; Betty Brady, Dave Stapleton, Paul Keleher and Jess Cooney from Park & Rec., and local photographer friends.
 - * Contacting the library for renovation photos.

The next meeting will be 1/17/12 at 9:00 a.m.
The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Jeannette Reynolds

