

Town Report Committee
Meeting Minutes – January 20, 2011 – 9:30 a.m.

Present: Lauren Doherty, Mary Kalamaras, Hadley Reynolds, Jeannette Reynolds, Kathy Weld

1. Minutes of November 9, 2010 were approved as presented.
2. Printer selected: Courier. Three quotes were solicited, two were received, and Courier was lowest responsible bidder. (They have been our printer for many years.)
3. Editing assignments:
 - a. Members will edit the same reports as last year.
 - b. Mary will maintain the master spreadsheet showing reports received and assigned for editing, reports outstanding, and edited reports received back.
 - c. Reminders will be sent the week of January 24th to boards & committees that have not yet sent their reports.
4. Photos: Mary reported on her efforts to get new photos for the Town Report.
 - a. Notices were placed in newspapers (D/S Press & Hometown Weekly) and on the town's website.
 - b. Flyers have been posted at Dover Market, Dover Deli, Town House, Caryl Community Center, the Town Library, and Dover Church.
 - c. Photos have been, or will be, solicited from TTOR, Dover-Sherborn High School photography students, Paul Keleher, Dave Stapleton, Dee Douglas, Becky Gladstone, and Dover Historical Society.
 - d. In the future, the Town Report Committee hopes to run a photo contest for the front cover photo.
5. Details re various aspects of the Town Report:
 - a. Placement of COA report: it will be moved from "Health Reports" to "Other Town Reports".
 - b. Reporting of Total Gross Wages: In order clarify the reporting of total gross wages for town employees earning wages in multiple departments, the TRC will ask the Town Treasurer to list the employee's name and regular wages in the department where a majority of the wages are earned, and to include additional wages from other department(s) in the column marked "other/overtime."
 - c. Instructions for boards & committees in preparing reports: in order to facilitate the use of our file templates by committee chairmen, the TRC decided to create a link to the website with the instructions for preparing electronic copies, including the use of the file template sent to them in November and the email address to which final reports should be sent.
6. Next meeting: Tuesday, February 15, 2011 at 9:00 at Mary Kalamaras' house, for the purpose of selecting photos.
7. The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Kathy Weld