

Town Report Committee
Meeting Minutes – January 17, 2011 – 9:00 a.m.

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

1. Minutes of 10/25/11 were approved as presented.
2. Printer selected: Courier. Three quotes were solicited, including Courier, lowest bidder. King Printing Company in Lowell, MA was the second lowest, the third was more than double the other two.
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 first on January 18th to boards & committees that have not yet sent their reports. If necessary, a second reminder will be sent later with a “cc” to the selectmen.
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 will be posted at Dover Market, Dover Deli, Town House, Caryll 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, Dover Historical Society, Park & Rec., Dover librarian, Felicia in Barry Clough’s office, & Benjamin Paulin at the Dover/Sherborn Patch.
 - d. The Town Report Committee may run a photo contest for the front cover photo.
5. Working Timeline for the Town Report Committee for 2011-2012:

10/25/11:	TRC Meeting: review/edit memo & guidelines: assign non-editing tasks
11/9/11	Selectmen meet to announce commencement of this Town report process and decide due date for town reports
11/14/11:	Greer email memo to all boards/committees/Town offices and provide copy of list of email recipients to TRC to communicate/chase as needed. At the same time, TRC will mail final 2010 file and guidelines for writing reports to the same distribution list
Jan:	Greer will get P.O. box/rural route count for TRC so they can determine # of copies of report to be printed, to include some for Town Clerk
1/13/12:	Reports due from departments, boards, and committees
1/17/12:	TRC meeting - assign reports for editing: begin selection of photos
Jan-Feb:	Editing: send edited files to MK for final edit, then to Pat Dacey as they are finished
2/7/12:	TRC meeting – photo selection; discussion of editing issues if needed
3/16/12:	Town reports to printer by this date

3/16/12: One report weighed at post office to calculate total postage due
3/20/12: Postage check vouchered in BOS office (G40) (date to be checked if O.K.)
3/29/12: Selectmen sign payables warrant before meeting if not signed previously
3/30/12: Check available
4/11/12: Town to report to P.O. from printer, then mailed to Dover residents (must be at least two weeks before Town Meeting)
5/7/12: Town Meeting

6. Other: The committee discussed in what order committee members should be listed in individual reports. Kathy will make an effort to come up with a formula so that all reports will be consistent.
7. Next meeting: Tuesday 2/7/12 @ 9 a.m.
8. Meeting adjourned at 11:00 a.m.

Respectfully submitted,

Jeannette Reynolds