

Town Report Committee (TRC) Meeting Minutes

April 23, 2014 9:00 a.m.

Members present: Kathy Weld, Mary Kalamaras, Jill French, Hadley Reynolds, Dee Douglas.

1. Minutes of February 10, 2014 were approved as amended.
2. 2013 Town Report wrap-up and feedback:
 - a) No complaints have been received from town departments or citizens.
 - b) Distribution: copies were distributed to all department mailboxes; electronic copy was sent by graphic designer Pat Dacey to Town IT coordinator Bill Clark. Mary will ask Pat for an extra CD for DTRC files.
 - c) Members expressed concern expressed regarding the quality of photo images in final report and discussed where the issues may have arisen.
3. Suggestions for next year's report:
 - a) Photo images: Have Pat send the printer her Indesign photo files; discuss this year's "pre-flight report" with Pat and the printer. Mary will pursue this matter.
 - b) Photo storage in the Town's First Class communications system: Dee Douglas will work with Bill Clark on the best way to handle this, including ensuring restriction of the use of the photos to the report only.
 - c) Discrepancy in the terminology used for Park(s) and Recreation throughout the report: Kathy will discuss solutions with the Town Administrator.
 - d) Tree Warden report: Mary will pursue the possibility of getting a more comprehensive report in the future, especially since trees are a major asset and concern for the Town.
4. Approval of minutes of April 23, 2014: The minutes of this meeting were approved before adjournment.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Dee Douglas