

**Dover Town Report Committee  
Meeting of January 22, 2015, 9:00 a.m.  
MINUTES (approved 2-12-15)**

**Present:** Dee Douglas, Jill French, Mary Kalamaras, Kathy Weld

- 1. Approval of minutes:** The Committee approved the minutes of October 29, 2014, as presented.
- 2. Printer quote:** The Committee approved the quote from Courier of \$5,263 for 240 pages, 2,400 copies.
- 3. Reports received:** A majority of the reports have been received and are still coming in. Mary will provide another status report soon, at which point reminders will be sent out.
- 4. Photos – final print quality:** As part of our ongoing efforts to improve the quality of the Town Report, Mary has spoken with both the layout designer and the printer about how best to preserve the quality of the photos we submit for the report as they go through the design and printing process. Mary will ask the designer to provide us with the PDF of one page with photo and text as prepared for the printer; she will send this to the printer, along with the original image file that we submitted to the designer, for comparison.
- 5. Photos – initial selection:** Committee members viewed the photos that Dee had collected from various photographers and gave feedback. All agreed we have a great collection from which to choose. In preparation for final selection at our next meeting, Dee will pre-select photos that would be most appropriate choices for cover and section headers. She will gather the other possibilities in a general pool for selection and use throughout the report. Mary will take a photo of the sundial at the library, per citizen request; Jill will try to procure a photo of the Draper house.
- 6. Next meeting:** Thursday, February 12, 2015, at Mary's house.
- 7. Adjournment:** The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Kathy Weld