

Dover Town Report Committee

**Meeting of November 17, 2025, 9 a.m.
at 86 Walpole Street, Dover, MA**

AGENDA

1. Discuss and approve minutes from the meeting of February 12, 2025.
2. Recap 2024–25 production cycle for the *2024 Dover Town Report*. Identify and resolve any issues regarding report assignments or the editing process in general. Determine report assignments for the 2025–26 production cycle.
3. Review, amend, and approve production schedule.
4. Approve draft of report instructions that will accompany templates sent to report writers.
5. Confirm budget. Discuss graphic designer, printer, and the number of bound reports to be printed and distributed.
6. Discuss photos collected to date for the 2025 DTR. Review plans for photo solicitation, including reaching out to the schools, P&R, and various departments, committees, and commissions. Discuss with Nicole ways in which to support her in her solicitation and photo management efforts.
7. Introduce and discuss ideas for *Historical Focus* feature.
8. Other
9. Adjournment