

**Dover Town Report Committee**  
**Meeting of Wednesday, January 19, 2022 – 9:00 a.m. via Zoom**  
**MINUTES – approved**

**Present:** Dee Douglas, Mary Kalamaras, Hadley Reynolds, and Kathy Weld.

**Approval of minutes:** The minutes of November 8, 2021, were approved as presented.

**Report submission status:** Additions were made to the tracking sheet provided by Mary. Many reports have been submitted early or on time, more so than in previous years. However, several large reports have not been submitted yet (Health, Schools, COA, and Parks and Recreation), and with no advance notice of tardiness having been given. Kathy will send reminders to all those whose reports have not been received by Friday, January 21, 2022.

Regarding In Memoriam, the Committee agreed to amend the description of this commemorative page to be able to include deceased residents who have served the Town in ways other than just service on Town boards or committees, and to make decisions about the listing on a case-by-case basis.

**Photos:** Dee reported that she has received over 100 photos, with more still coming in. Most are of kids, sports, activities around town; very few are of historic or Town buildings. Many are very small files coming even from photographers who know we need larger files. Mary noted that she has been experimenting with Gigapixel to expand pixel size on very small files; results have been positive and their quality approved by our graphic designer.

We have some possible photos for the report cover, including a map of Dover center in 1922, as well as photos from the Norfolk Hunt Club's centennial celebration. It was suggested that we create a general photos folder for use when or as needed for current or future town reports.

In preparation for the next meeting, which will focus on photo selection, Dee and Mary will create a Dropbox folder for members to view in advance and for Dee to screen-share as we make final decisions at the meeting itself.

**Historical focus:** The Committee agreed on the Norfolk Hunt Club as being this year's "Historical Focus." Hadley will research and create a draft based on the 100-year volume, *History of the Hunt*, that now-deceased Dover resident David Lewis put together.

**Other:** Mary, Dee, and Kathy reported on their recent meeting with the Town's project manager, Dave Sullivan, to help us streamline how we receive photo submissions from the DTRC's Web page on doverma.gov. It was agreed that he would use Google Forms to have submitter photos and contact info sent directly to [townreport@doverma.gov](mailto:townreport@doverma.gov) instead of to the Town's internal CivicPlus system, thus making the photo-collection process more manageable. Dave also updated our DTRC folder on Google Drive, which the Committee will use at its discretion. Plans are to eventually archive key *Dover Town Report* files from prior years into this Town-owned folder.

**Next meeting:** February 10, 2022, at 11:00 a.m. via Zoom.

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

Respectfully submitted,            Kathy Weld