

**Dover Town Report Committee
Meeting of January 28, 2021
MINUTES-approved**

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

The meeting was convened at 1:30 p.m., via Zoom call.

Approval of minutes: The minutes of October 22, 2020, were approved unanimously as amended.

Review Report Status: A fairly significant number of reports are still outstanding two weeks after the deadline. Kathy will reach out to committees to request that reports be submitted as soon as possible. In addition, we are seeing a greater number of sloppy submissions, including a disregard for following report-writing instructions, such as submitting reports as PDFs, text (.txt) files, through Google Docs, or embedded in e-mails instead of Word documents.

Historical Focus Update: Hadley suggested reporting on what happened in Dover during the 1918 Spanish Flu epidemic. He will contact the Historical Society for any relevant pictures and documents. Mary will contact Town Clerk Felicia Hoffman about any information to be found in the Town House for the period 1918 to 1920. Kathy will ask Karen Hayett at the Board of Health if she has any records from that time.

Photo Viewing/Selection: Dee and Mary presented, for the Committee's review, photographs submitted to date for consideration in the report. Dee reported an increase in the number of photographs received this year, perhaps due in part to the ongoing pandemic. Of the categories covered, nature and animal scenes are plentiful. However, we are lacking in performing arts images, given event cancellations due to COVID-19. We also received several dramatic drone shots. The Committee reviewed the images for their relevance and suitability for print. Mary will work with these first-round picks, optimizing their quality and converting them to black and white and will then post them in a shared Dropbox folder for the Committee's follow-up review. Where applicable, Dee will reach out to photographers to request original or higher-resolution files. She will also suggest possible section openers and a cover for the Committee's consideration.

Next Meeting: We will meet, via Zoom, on Thursday, February 11th at 9:00 a.m.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Jill French