

Town Report Committee
Meeting of February 10, 2022 – 11:00 a.m. via Zoom
MINUTES – approved

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

Approval of Minutes: The minutes of January 19, 2022, were approved as amended.

Photo Selection: The Committee viewed and culled from 100 photos that had been submitted by various photographers and transferred to black-and-white by Mary. Dee had over 100 additional photos which we did not have time to view and which will be made available for review in a different format such as DropBox.

Historical Focus: Hadley reported his progress to date on the chosen topic, which is the Norfolk Hunt Club, located in Dover and celebrating its centennial. He has done the research, created his outline, and expects to complete the narrative in the coming week. There was discussion about possible photos to accompany his report, including one for the front cover.

Status of Report Submissions and Editing: Overall, we appear to be doing well, with many reports already edited and sent off to our graphic designer. However, there are a few large reports still outstanding, e.g., Treasurer, Accounting, P&R Revolving Fund, and Highway, along with several smaller ones. Kathy will contact those departments that have not yet submitted their reports. In addition, there are several other reports, e.g., BOS, Planning Board, Middle School, and COA, that are in the midst of major editing and communications between editors and writers to clarify issues.

Next steps: Our date-to-printer is March 14. Between now and then, we need to finish the editing by the end of February; provide Dee with a full PDF of the report so she can recommend placement of the photos selected and have a markup ready for us to approve at a meeting the first week in March; proofread the final report and make last minute edits; and submit everything to the graphic designer by March 11 to finalize and send to the printer.

Adjournment: The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Kathy Weld