

From "Mary Kalamaras" <mkalamaras@doverma.gov>
To "Mary Kalamaras" <mary.kalamaras@gmail.com>
Date 2024-03-20 14:20:13+00:00
Subject Fwd: On posting a town announcement for the 2020 Dover Town Report
Attachments 2020-Dover-Town-Report-Cover.jpg; Dover-Town-Report-Notice-text-4-16-21.docx; Dover-Town-Report-2020-ALL-PAGES.pdf; 1-Introduction-2020-DTR.pdf; 2-Information-for-Citizens-2020-DTR.pdf; 5-Health-Reports-2020-DTR.pdf; 4-School-Reports-2020-DTR.pdf; 3-Town-Government-Reports-2020-DTR.pdf; 7-Other-Town-Reports-2020-DTR.pdf; 6-Land-Use-Reports-2020-DTR.pdf; Removal-of-extra-link-on-DTR-page.pdf

Hi, Felicia

Attached are all the files that I believe are needed to update the Dover Town Report page with the latest report, as well as language and an image for a home page notice. I will err on the side of overkill here!

Included:

- * The text of the notice
- * The cover image
- * A PDF of the entire 2020 report
- * Seven PDF breakdowns of the report by category
- * A PDF showing where there's an extra PDF file that should be deleted on the 2019 page

Don't hesitate to call me with any questions. I'm at 301-535-4566.

Thanks so much!

Mary

On Tue, Apr 13, 2021 at 3:07 PM Katelyn O'Brien <kobrien@doverma.gov> wrote:

Hi Mary,

Thanks for reaching out and explaining the chain of events. When I get the final PDF files from you, we will submit them to be posted on the website and archive the 2019 report files. Once that is up, we can put the announcement up on the front page news and send out an alert. Please send me the language and cover image and I can add the hyperlink and we can make sure it stays on the front page news until after the Town Meeting.

Let me know if you have any more questions. I'll wait for the final PDF files from you and we can go from there.

Thank you for all your hard work on this!

Best,
Kate

On Tue, Apr 13, 2021 at 2:52 PM Mary Kalamaras <mkalamaras@doverma.gov> wrote:
Hi, Kate.

I hope this note finds you well. Yesterday I spoke with Dave Sullivan about arranging to upload PDFs of the 2020 Dover Town Report, as well as posting an announcement on the town's website home page that the report is available for download or pick-up. He suggested that I reach out to you for this coordination.

We are mandated to make the report available to all Dover citizens two weeks prior to the Annual Town Meeting.

This is the chain of events:

1. Felicia will be getting a call from King Printing in the next couple of days to arrange for the receipt of hardbound report copies (500) at the Town House.
2. The final PDF files of the report and the cover will need to be uploaded to our ["current town report" page](#). The 2019 report files would then need to be archived in the ["past town reports" page](#). I have a request to our graphic designer for the final files that she sent to the printer to ensure that we have the latest version. I should hear back from her today or tomorrow.
3. Once the hardbound copies are delivered and the report is uploaded and available for electronic download, we would then have to post an official announcement of the report's availability to Dover citizens on the town's homepage. I'd like to talk with someone about the best way of announcing the report within the context of the website. I have the language and an image of the cover ready to go, but I would imagine it would make the most sense to include a hyperlink that will take the viewer right to the "current town report" page. The announcement should also be prominent until at least the day after the Annual Town Meeting to ensure that people are aware of the report's availability.

Please let me know what else I need to do or whom I need to contact to make sure the PDFs are uploaded and to provide an announcement that works well in the context of the homepage. .

Feel free to call me at 301-535-4566 if that's easier.

Thanks!

Mary