



CAAO RESEARCH /HISTORIAN COMMITTEE

April 17, 2008

MINUTES OF THE APRIL MEETING

Charles Agli opened the meeting at 9:15 a.m. at the Old Saybrook Town Hall. Present: Charles Agli, Francis Callahan, Edward Dowling, Walter Kent, Paul Slattery and Al Standish.

Charlie opened the meeting by asking Paul if he had any luck in contacting former Glastonbury Assessor Dave MacArthur, who lives in Concord New Hampshire, to verify information for the publication. Paul verified the information on his employment as an assessor in Connecticut. Paul asked Dave if he would be interested in doing a write-up on his career as a Connecticut Assessor. He said he would. Paul sent Dave a sheet on "Guidelines for an oral interview" plus copies of two oral interviews.

Next order of business, Charlie stated that all "Permission Forms", have been completed and that each interviewee, except Francis Kirwin, has reviewed their interview write-up.

The next order of business, which took up the major part of the meeting, was to proof read the entire publication. The process of proof reading was done as follows: On April 3, 2007 the committee met at the Old Lyme Town Hall for the sole purpose of assigning an equal number of pages to committee members who would be responsible for proof reading a section of the publication. The committee would bring their proof read section to the April 17, 2007 meeting for review.

Proof reading was done page by page as each member went over their assigned section. Charlie made up-dates in a master copy, which in turn will be corrected on the computer.

Next, the committee reviewed the pictures that would be included in the publication. Charlie stated that Adkins Printing Company would work on the pictures to produce the highest quality printing. The publication of 600 copies, will be printed on 60 pound paper. Adkins will run a test copy prior to printing the entire set for our review.

A short discussion followed on the printing schedule and how we would go about distributing the publication once it was completed. A more in-depth discussion would be continued on this subject at the May meeting.

Paul handed to all committee members copies of the revised "Guidelines for an oral interview". The committee will discuss this information at the next meeting.

The last order of business, Charlie handed out copies of the July 9, 1948 and January 10, 1952 pages from the Hartford Times on information about George Kinsella. Mr. Kinsella was the first president of CAAO and the first single Assessor for the City of Hartford.

Meeting was adjourned at 11:45 a.m.

MEETING NOTICE

Next Meeting of the Research and Historian Committee will be

Thursday, May 15, 2008 at 9:15 a.m.

At the Old Saybrook Town Hall

Agenda for the May 15, 2008 meeting

Welcome and call to order

Minutes of the April 17, 2008 meeting – review and comment

Reports:

- **Research/Historian Committee Publication – continued discussion**
 - Report to the Spring Meeting of CAAO (Paul)**
 - Report of status with Adkins Printing**
 - File delivered for printing on May 1st**
 - Proof to be reviewed**
 - Expect delivery about May 30th**
 - Discussion on distribution of the publication**
 - Delivery of Publication – where? number of boxes?**
 - List of CAAO members (Regular, Life, Subscribing)**
 - 10 x 13 envelopes**
 - Labels (recipients & return address)**
 - Stuffing envelopes and putting on labels**
 - Distribution at Assessors School**
 - Distribution by mail**
 - Distribution at County meetings**
 - Distribution by Committee members delivering**
 - Storage of excess copies and future distribution (who? what charge?)**
- **Revised "Guidelines for Oral interview" - discussion**
- **Procedural Manual**
- **More documents to the Dodd Center**
- **Preliminary discussion about Volume 2**
- **Next meeting date and location**