



OFFICE OF PROJECT EXCELLENCE

Office of Project Excellence (OPE) Steering Committee Meeting
 MINUTES – February 24, 2016 - 11:00 A.M.
 Caucus Room – 3rd Floor, City hall

Call to Order: The meeting was called to order at 11:01AM

Members present: Mayor Mark Boughton, Sharon Calitro, Frank Gentile, Robin Edwards, Dean Esposito, Virginia Werner, David St. Hilaire & Stephen Nocera.

Minutes

A motion for approval of the minutes was made by Robin Edwards and seconded by Mayor Boughton. The minutes of the previous meeting held on December 16, 2015 were approved as amended unanimously.

Review of Existing Projects

Projects updates were provided.

A new format was introduced for the meeting involving a timeline system.

<u>Project title</u>	<u>Next step</u>	<u>Est. Due date</u>	<u>Follow up step</u>	<u>Est Due Date</u>	<u>Est. Completion</u>
VoIP	Finalize contract	3/15/16	Pilot Program	3/30/2016	7/1/2016
Outsource IT	Interim Contract	Complete	Negotiate implementation of RFP timeline	4/16/2016	7/1/2016
Communications Website	Mock up website	Complete	Meet with Stake holders	3/15/16	7/1/2016
Stability with New Hires	Revision of Implementation	Complete	Implementation	7/1/2016	7/1/2016
Dog Park	Spring Construction	3/21/2016	-	-	6/1/2016
Quick Hits	40% Complete	4/1/2016	70% Completion	5/1/2016	7/6/2016
Bid Threshold Review	Ad Hoc Meeting	3/30/2016	Completion	5/30/2016	5/30/2016
City Wellness Program	Meeting with Group	Complete	1st initiative	4/1/16	ongoing program
Restaurant Week	Formulate budget	Complete	Host event	Complete	Complete
City Hall Security	Determine Long term Strategy	Complete	Deploy temporary measures	Complete	7/30/2016
Hatter Statue	Ad Hoc Meeting	1/31/2016	Council approval	2/5/2016	8/30/2016
Streetlight Purchase & Wi-Fi	Letter of Intent	Complete	Audit of lights	7/1/16	7/1/2017
Octagon House	Issue RFP	3/31/2016	Grant Completion	9/31/2016	Spring 2017

Adjournment

- A motion to adjourn was made by Robin Edwards and seconded by Sharon Calitro. The motion was approved unanimously. The meeting ended at 11:15PM.