



OFFICE OF PROJECT EXCELLENCE

Office of Project Excellence (OPE) Steering Committee Meeting

MINUTES

October 28, 2015

10:00 A.M.

Caucus Room

3rd Floor, City hall

Call to Order: The meeting was called to order at 11:04AM

Members present: Mayor Mark Boughton, Sharon Calitro, Lambert Shell, Frank Gentile, Les Pinter, Wayne Shepperd, Virginia Werner, David St. Hilaire & Stephen Nocera.

Minutes

A motion for approval of the minutes was made by Les Pinter and seconded by Frank Gentile. The minutes of the previous meeting held on September 23, 2015 were approved as amended unanimously.

Updates on Existing Projects

Projects updates were provided.

Review New Project Requests, discuss and vote

Building Security, Restaurant week and the City wellness program were moved to the prioritized project list.

A brief discussion took place regarding the need for personnel to handle mail delivery in the wake of a few vacancies.

Adjournment

- A motion to adjourn was made by Virginia Werner and seconded by David St. Hilaire. The motion was approved unanimously. The meeting ended at 11:04PM.