



# OFFICE OF PROJECT EXCELLENCE

Office of Project Excellence (OPE) Steering Committee Meeting  
 MINUTES - December 16, 2015 - 11:00 A.M.  
 Caucus Room – 3<sup>rd</sup> Floor, City hall

*Call to Order:* The meeting was called to order at 11:06AM

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

## *Minutes*

A motion for approval of the minutes was made by Les Pinter and seconded by Sharon Calitro. The minutes of the previous meeting held on November 18<sup>th</sup>, 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            | 1/30/2016            | Pilot Program                            | 2/28/2016           | 7/1/2016               |
| Outsource IT                 | Finalize contract            | 2/16/2016            | Negotiate implementation of RFP timeline | 4/16/2016           | 7/1/2016               |
| Communications Website       | Mock up website              | 1/15/2016            | Meet with Stake holders                  | 2/15/2016           | 7/1/2016               |
| Stability with New Hires     | Revision of Implementation   | 2/1/2016             | 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           | 1/8/2016             | 1st initiative                           | 2/1/2016            | ongoing program        |
| Restaurant Week              | Formulate budget             | 1/15/2016            | Host event                               | 2/22-28/2016        | 2/28/2016              |
| City Hall Security           | Determine Long term Strategy | 1/15/2016            | Deploy temporary measures                | 2/28/2016           | 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             | 1/8/2016             | Audit of lights                          | 3/8/2016            | 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 Dean Esposito and seconded by Sharon Calitro. The motion was approved unanimously. The meeting ended at 12:18PM.