

Mayor's Task Force
Work Group Minutes - April 19, 2010
(at Tom's House)

Present: Tom Moore, Victor Liss, Steven Dyer and Bob Chaloux

Absent: Marc Ligas

Notes Taken:

1. All agreed to welcome and seek Marc Ligas' marketing direction, on as needed basis, given his current full time position and other commitments.
2. Discussed and modified our mission statement and deliverables to clarify objectives for Mayor's approval.
3. Steven will draft memo for Mayor's proposed memo to town employees and for use by Members as introduction memo with those to be interviewed.
4. Tom to request;
 - a. Memo from Town attorney, Tim Bishop, regarding guidelines for task force members to follow.
 - b. Town Organization chart
 - c. Human Resource Department level job descriptions and list of employees in current positions.
5. Bob to revise and circulate mission statement and deliverables, per discussion and recommendations.
6. Steven to research Institute of Project Management site for guidelines to be used by task force.

Next meeting scheduled for May 4th at 12:00 PM at Oronoque Country Club Grill Room.

Meeting adjourned.

Recorded by Robert Chaloux

cc: Carol Cabral on July 28, 2010