

Mayor's Task Force  
Work Group Minutes – May 4, 2010  
(at Oronoque CC Grill)

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

Absent: Marc Ligas

Notes Taken:

1. Finalized:

- a) Draft of memo for review by Mayor Harkin.
- b) Mission Statement, scope, deliverables, etc., for attachment to Mayor's memo.

2. Tom to request/schedule:

- a. Memo from Town attorney, Tim Bishop, regarding guidelines for task force members to follow.
- b. Meeting with Bruce Alessie and Ben Branyan

3. Bob to contact Mary Dean and schedule team meeting with her.

Open Item from previous meeting:

Steven to research Institute of Project Management site for guidelines to be used by task force.

Next meeting to be scheduled by Tom.

Meeting adjourned.

Recorded by Robert Chaloux

cc: Carol Cabral on July 28, 2010