

BOARD OF ALDERMEN

*City of Newton
Massachusetts*

MEMORANDUM

TO: Board of Aldermen
FROM: Ald. Verne Vance
DATE: February 25, 2005
RE: Long Range Planning Committee Meeting

A meeting of the Long Range Planning Committee is scheduled for Wednesday, March 2, 2005 at 7:30 p.m. in Room 222. The Committee will focus on the following:

1. Meeting with representatives of the municipal benchmarking organization for a presentation of the municipal benchmark program.
2. Finalizing the job description for the City Clerk/Clerk of the Board.