



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307



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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

February 1, 1999

To The Honorable, The City Council:

In response to Awaiting Report Item No. 99-18, regarding a report on the status of Planning Board meetings being stenographically recorded, please be advised of the following:

The Community Development Department (CDD) is working with City's Purchasing Department to issue an RFP to obtain transcription services for all Planning Board meetings, from now until the end of the fiscal year. The CDD will require that a stenographer be present at all Planning Board meetings, and that a verbatim transcript be provided to the City within five (5) days of the meeting. Based on similar services performed for the License Commission and Board of Zoning Appeal, CDD is assuming a four-month budget of \$6,000 and hope to have a transcriber on board by March 1st.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec

Consent Agenda #14

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Relative to AR #99-18.
regarding a report on the status
Planning Board meetins being
stenographically recorded.

In City Council February 1, 1999

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