

<b>CIP</b>
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<b>Date</b>	21SEP10
<b>Co-Chairs</b>	
<b>Attendees in bold are present:</b>	<b>Paul Anderson, Janice Tremblay, Chris Adams, Alan Rosenberg and Tad Putney</b>

**Meeting minutes for Master Planning Board Meeting # 2**

- 1.) Introduction
- 2.) Meeting with Department Heads.
- 3.)

**A. Topics / Minutes:**

Agenda Topic	Discussion Summary / Minutes
1. First CIP meeting	<p><b>22SEP10</b>            Paul started off meeting with introduction and a simple mission statement. Janice discussed last years procedures and notes.</p>
2. Department Head meetings	<p><b>22 SEP10</b>            A date needs to be set for interviews with department heads to discuss future plan.</p> <p>We should send current plan to heads with a request that they be available for a meeting in the first two weeks of October. We may be a little late starting but we will get.</p> <p>We will send out packet via email if possible containing:            Introductory letter            Project worksheet instructions.            Attachment A: Capital Improvement Plan project worksheet.            Attachment B: Project requests summary sheet.            We will heads to return in two weeks.</p> <p><b>Suggested Meeting Dates:</b>            19 and 26 Of OCT with the heads picking their particular date.</p>
3.	
4.	

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Agenda Topic	Discussion Summary / Minutes
5.	
6.	
7.	
8.	

**B. Open / Pending Action Items ( )**

AI#	Description	Status	AI Owner	Comments
2-1	Forms for Department Heads	Open 22SEP10	Paul	Will coordinate with Valerie to make sure that the forms are sent out.

**C. Closed Issues and Action Items**

Closed issues and action items are archived for your reference. Cut and paste the link below into your browser to view the closed issues and actions log.