

<i>CIP</i>

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

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>22SEP10 Paul started off meeting with introduction and a simple mission statement. Janice discussed last years procedures and notes.</p>
2. Department Head meetings	<p>22 SEP10 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>Suggested Meeting Dates: 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.