**Town of Pittsfield-Capital Improvement Planning Committee Meeting**

 **16 Sep 2020**

**Meeting Minutes**

**Meeting Called to order: 6:15pm**

**Meeting Adjourned: 7:20pm**

**Next CIP meeting is tentatively schedule for 30 Sep 2020.**

Participants**:**

Mr Arthur Ohara CIP Representative

Mr Bob Schiferle Vice Chairman CIP

Mr Ralph Odell CIP representative

Mr John Christakos Chairman of CIP/Secretary

1. Mr Christakos called meeting to order.
2. The CIP was told that Mr Cedric Dustin has been admitted to the CIP. Welcome aboard Mr. Dustin.
3. The committee disseminated project request forms to all department heads in order to update the town’s CIP plan. The chair disseminated the forms to all department heads with a two week turn around.
4. The CIP committee will update the CIP plan with sections ear marked for any state funding that is available to the town.
5. The goal is to finalize and sign the CIP Plan to the town selectmen in order to be submitted to the state.
6. The CIP chair will review the first impression documents and all town capital evaluation documents.