

**Town of Hopkinton
Capital Improvements Committee
Meeting Notes
June 26, 2006**

Committee members in attendance: Mike Duffy, Dana Philbrook,
Ken Allor, Jim Gosselin, Dave Catone

Dept heads/Chairpersons/Representative in attendance: None

To prepare for the upcoming fiscal year, the committee discussed the preparation of a document laying out what the committee expects from the presenters.

Ideas discussed were:

Presentations submitted via email ahead of the meeting

Handouts brought to meeting for committee members

A definition of the content of the presentation- description, need/benefit, cost, supporting documents, etc.

Deadline for requests

Dana Philbrook took the action to draft the communication for review by the committee at the next meeting.

Ken Allor resigned from the committee effective June 30, 2006.

Minutes from the May 1, 2006 meeting were approved.

Respectfully Submitted,

Michael W Duffy

Capital Improvements Committee Chairman