



Item No. 11d

AGENDA ITEM MEMORADUM

Municipal Services

Department

Don Prince

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Dec 13, 2011	Dec 2 nd

*Subject to Change

- | | | | |
|---------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: **Appropriation of Funds for Mathews Work Authorization No.1- Preparation of Annual Construction Contract Bid Specifications**

EXPLANATION: At the November 29, 2011 meeting the Commission unanimously voted to authorize the Town Manager to execute work authorization No.1 with Mathews Consulting for the sum of \$26,105 to prepare bid specifications for annual construction contracts. We forgot to have the Commission appropriate funds for this work at that time. We recommended charging half of the cost of the Work Authorization to the Sewer Fund and the other half to the General Fund, as the projects covered under the annual contracts will be primarily drainage and sewer projects.

RECOMMENDED:

Appropriate \$13,052 from account # 001.519.000.500.315 and \$13,053 from account #103.535.000.500.497 for work order No. 1 with Mathews Consulting

Reviewed by Town Attorney

Yes No

Town Manager Initials CS