

**Memorandum**

**To:** Mayor and Council

**From:** Tom Baker, Town Administrator

**Date:** May 21, 2013

**Re:** **Request: Authorize Mayor to Sign Contracts for FMLD Work**

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**Purpose:** The purpose of this item is to request that Council authorize the Mayor to sign contracts for our pavement management work, which is being funded by FMLD and the Town's 2013 Budget.

**Discussion:** Staff has solicited bids for our pavement management projects. Due to the need to process the documents with FMLD and the Town, the timing of starting work is often delayed due to the meeting schedule of Town Council. In order to maximize our construction season, staff is requesting that Council authorize the Mayor to sign these contracts once Public Works staff, the Town Administrator and Town Attorney have reviewed and approved.

**Request:** Council authorizes the Mayor to sign these contracts once Public Works staff, the Town Administrator and Town Attorney have reviewed and approved.