

## MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

**SUBJECT: Set Special Meeting of the Town of Pittsboro Board of Commissioners for June 16, 2014**

DATE: June 9, 2014

**Background:** The purpose of this Memorandum is to request that the Town of Pittsboro Board of Commissioners set a Special Meeting for June 16, 2014 at 7pm at the Town of Pittsboro Town Hall Board Room. The purpose of the meeting is to hear a presentation and report from the Pittsboro Business Association (PBA) and Kimley-Horn regarding downtown visioning work that has been occurring in May/June. The other purpose is to conduct a FY 2014-2015 Budget Workshop in preparation of approving a final budget by the end of the month.

**Action Requested:** Set a Special Meeting of the Town Board of Commissioners for June 16, 2014 at 7pm at the Town of Pittsboro Town Hall Board Room to discuss the Downtown Vision and conduct a FY 2015-2015 Budget Workshop.