

## MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Status of Capital Projects and Other Updates

DATE: December 10, 2012

**Background:** The Board normally receives a report every meeting that provides an excellent overview of Town capital projects. Over time, this report has become overly large, with multiple pages of information that is already familiar to most (or all) of you.

Moving forward, I would like to provide an update of current projects – Capital Projects, as well as other pieces of information and feedback to Board questions from earlier meetings. If you prefer another method of updating, please let me know and I would be happy to develop something that works for all of us. The ‘current’ edition is attached to this memo. This list is not exhaustive of everything that we are working on and I might briefly provide information on other topics during Board meetings, if appropriate. As I get more involved and familiar with our projects, this list will grow a bit, but I will try to keep things readable. Please ask questions about this report or other topics as you see fit.

**Action Requested:** Receive the update and let me know if you need different or additional information.

