

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Relocation of Town Staff to Space Outside of Town Hall

DATE: February 25, 2013

Background: During the previous meeting the Board authorized the Town Manager to make a recommendation regarding space to house the Town Planner, the Parks Planner and the Town Engineer, once that position is hired. The Board also asked Staff to examine the Blair Hotel space for the same purpose.

Staff toured the Blair Hotel and found its space historic, well located and certainly affordable, but the interior needs some work and there is no elevator to navigate the stairs. As a result, I am recommending that you consider the house at 41 Fayetteville Street.

Attached please find a proposed Lease Agreement for the house located at 41 Fayetteville Street. As discussed on February 11, 2013, the building is well-suited to accommodate the Town Planners and Engineer – as well as offer barrier free access to the public and provide meeting space when required. The monthly rent would total \$1,476.25. The annual rent would total \$17,715. Both figures are well within the annual \$22,000 figure that the Board discussed approximately one (1) year ago. The Town would be responsible for utilities and basic upkeep of the grounds surrounding the property. The Lease is currently written to reflect a three (3) year term, so it does not currently address the flexibility that I would recommend. I would recommend a one (1) year lease that is annually renewable in the event the overall Town Hall Relocation issue advances quickly.

Action Requested: Authorize the Town Manager to execute the Lease Agreement for 41 Fayetteville Street, with the recommended changes regarding lease term.