

## **Memorandum**

To: Members of the Business & Economic Development Committee  
From: Stephen A. Bolduc, Executive Manager  
Date: September 2, 2014  
Subject: Extension of Lease Agreement with Vicki L. Trundy, LCSW

### **Issue**

Vicki L. Trundy, LCSW wishes to extend a lease of a single office at 39 Florida Ave., Bangor for operation of a counseling business. Hannaford Bros. occupies the remainder of the office building. Ms. Trundy has leased the office since 2006 and has accepted the terms of this proposed agreement.

### **Premises:**

- a) Office J at 39 Florida Ave. 155 sq. ft.
- b) Shared use of the building's common areas with the other tenant.
- c) Right to use the driveway, use of one (1) parking space and use of the parking area in the rear of 39 Florida Ave.

**Term:** One (1) year, from September 1, 2014 to August 31, 2015.

**Rate:** \$176.75 per month

**Use:** The premises will be used as a business office and for no other purposes without the consent of the City of Bangor.

**Utilities:** The City of Bangor will provide utilities furnished to the premises as listed: electricity, fuel oil, natural gas, storm water fees and water and sewer user fees.

**Maintenance:** The City of Bangor will be responsible for all maintenance of interior and exterior portions of the building. Hannaford Bros. Co. will be responsible for the cleaning of the common areas. The tenant is responsible for cleaning the rented office.

**Taxes:** Property taxes are the responsibility of the City of Bangor.

**Insurance:** The tenant will provide public and property damage liability insurance.

### **Recommendation**

Staff recommends approval of this lease agreement under the terms and conditions outlined above.