

COMMISSIONERS OF OXFORD

Special Meeting Minutes

June 8, 2023

The Commissioners held a Virtual Meeting on Thursday, June 8, 2023. Commission President Jimmy Jaramillo called the meeting to order at 5:00 p.m.

PRESENT

Attending the meeting were Commission President James Jaramillo, Commissioner Brian Wells, Commissioner Tom Costigan, Town Manager Cheryl Lewis, Town Attorney Lyndsey Ryan, and 2 citizens.

NEW BUSINESS

Town Manager Lewis explained to the Commissioners that the property the Post Office currently sits on was town owned property, which was leased to an individual in 1973. This individual constructed the existing building and leased it to the United States Post Service as was negotiated at that time. The 50 year old lease is now up for renewal and the individual who inherited this leased property approach the town on May 26, 2023, stating that he did not intend to renew the lease after June 30, 2023. As the lease states the improvements would become the property of the town should the lease cease, he recommended the town work directly with the USPS to preserve the location. Lewis explained to the Commissioners the urgency in addressing the issue due to the expiring lease and the ability of the town to continue the operations of the PO by executing a lease with the USPS prior to June 30, 2023. The USPS proposed a lease, originally for \$17,000 annually, with the town acquiring responsibility for the maintenance of the location and building, and paying for all utilities. After negotiations the lease, that was distributed prior to this meeting, is now for \$19,000 annually, with the town acquiring responsibility for the maintenance of the location and the building, and the USPS accepting responsibility for all utility cost, trash, mowing, and snow removal. Lewis presented a proforma, demonstrating the income and expenses for the 15 year lease, and which included potential capital improvement items, like repaving of the parking lot, painting of the interior, replacement of the hot water heater and HVAC when needed, roofing, and other items, within the budgeted income, and demonstrating a net income to the town in excess of the current income from the current lease.

It was noted the parking lot would need to be done sooner than later, but the funds would be recouped in the first two or three years of the lease. This specific improvement would benefit the community by improving the property appearance in general. Lewis stated she would inquire as to whether a statement regarding the condition of the parking lot could be included in the lease, but the assumption is that the town would look into doing the work in the next 12 months.

Following discussion, Commissioner Costigan motion to execute the proposed lease, Commissioner Wells seconded the motion, all were in favor, and the motion carried.

With no further business on the agenda, Commissioner Wells motion to adjourn the regular meeting, Commissioner Costigan seconded the motion, all were in favor, and the meeting was adjourned.

Respectfully submitted,

Cheryl Lewis, Town Manager