

TOWN OF HARTLAND
POLICY ON LEASES OF TOWN PROPERTY AND BUILDINGS
September 13, 2002

I. In the event that all or a portion of a building or property owned by the town will become or is believed likely to become vacant, the Town Manager will take the following actions:

- a) Post notices of the expected vacancy in public places in the villages of Three Corners, Four Corners, and North Hartland, requesting interested parties to communicate their interest in writing to the Town Manager.
- b) Notify in writing any party who has previously expressed in writing to the Town Manager an interest in leasing such property that it may become available.

II. If more than one party expresses in writing an interest in renting a town property, the Town Manager shall evaluate the prospective leaseholders, taking into account the following:

- a) Suitability of the proposed use for the property or building in question.
- b) Benefit to the Town of the proposed use of the property or building.
- c) Likely ability of the prospective leaseholder to make timely payments of rent over the life of the lease.
- d) Likely ability of the prospective leaseholder to protect the value of the property or building over the life of the lease.
- e) Past experience, including financial and/or other relationships, between the prospective leaseholder and the Town.
- f) Whether the proposed leaseholder is also the current leaseholder and wishes to renew the lease at the time of its expiration. (Ordinarily, leaseholders in good standing who have upheld their financial and other obligations under the lease will be given strong consideration when a lease is due for renewal.)
- g) Any other factors which in the judgment of the Town Manager should reasonably be considered.

III. Following this evaluation, the Town Manager shall make a recommendation to the Board and convey this recommendation in writing to the interested parties; any party who wishes to appeal this recommendation may, within 10 days, address the Board either in writing or in person at a regularly scheduled meeting of the Board. At the end of this process, the Board shall determine the party to whom the lease will be awarded.