



Town of Tisbury
Office of the Town Administrator
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(Tel. 508-696-4203)

TOWN ADMINISTRATOR REPORT

January 25, 2023

RESERVE FUND TRANSFER REQUEST

I reached to the owner of the Educomp Building at 4 State Road as to available office space. The owner has finished office space available on the upper level. The cost for up to three offices is \$1,200.00 per month, not including utilities.

The Offices of the Town Administrator, Select Board, Human Resources would be relocated to 4 State Road. This would relieve the overcrowded conditions at Tisbury Town Hall substantially and allow community and meeting space to be re-opened. There are Thirteen employees plus two vacant positions that cannot be accommodated in the lower level of Tisbury Town Hall.

A reserve fund request is drafted and in your packet. The requested amount covers the relocation and monthly expenses for the remainder of this fiscal year which is conservatively anticipated to not exceed \$12,000, and assumes an occupancy commencing on February 15, 2023. Occupancy through Labor Day at a minimum. Utilities are estimated at less than \$1,000.00 a month. Other expenses for phones, internet, and server less than \$2,000.00.

The recommendation is to approve and send the reserve fund transfer to the Finance and Advisory Committee for review and finding that it is "necessary." If the Finance and Advisory Committee support the proposal, a license agreement will be brought back to the Select Board on February 8, 2023, for review and approval.

Building and Fire inspections have been completed and no significant issues were found that would prevent occupancy. Martha's Vineyard Commission was notified also.

Dimensions.

Office One: 17' X 16'

Office Two: 21' X 14'

Office Three: 18.5' X 13'

Photographs.







WARRANT ARTICLES RELATED TO MUNICIPAL TOWN HALL OFFICES.

I have drafted two warrant articles. The first warrant article was submitted for the space and feasibility studies and for the planning and design related to the development of municipal office space, which is detailed out as follows.

ARTICLE 14 TO FUND PROFESSIONAL SERVICES FOR TISBURY MUNICIPAL OFFICES.

To see if the Town will vote to appropriate and transfer the remaining balance, in the amount of Sixty Thousand Dollars (\$60,000), of the sum appropriated under Article 39 of the warrant for the 2016 Annual Town Meeting; to appropriate and transfer the remaining balance, in the amount of Six Thousand Dollars (\$6,000), of the sum appropriated under Article 10 of the warrant for the 2018 Annual Town Meeting; and further, raise and appropriate from Unreserved Fund Balance in Fiscal Year 2024 One Hundred Twenty-Nine Thousand Dollars (\$129,000), for the total sum of One Hundred Ninety-Five Thousand Dollars (\$195,000), to fund professional services for space needs and feasibility studies, architectural design, engineering, cost estimating, bidding, owner's project manager, construction administration and other related services as may be required under M.G.L. c. 149 and/or M.G.L. c. 7C and/or M.G.L. c.30B for identifying, creating, constructing and utilizing buildings, offices and/or office space for municipal and town hall purposes, or take any action relative thereto.

Submitted: Select Board

The Finance and Advisory Committee Recommends Passage of This Article. (0-0-0)

The second warrant article to be submitted is to locate interim municipal office space to lease longer term or purchase a modular office unit to be placed on town owned land.

ARTICLE - TO FUND MUNICIPAL OFFICE SPACE

To see if the Town will vote to appropriate and transfer from Unreserved Fund Balance the sum of Three Hundred Thousand Dollars (\$300,000) to fund expenses related to the lease of existing office space or purchase of modular office units for municipal offices; or take any action thereto.

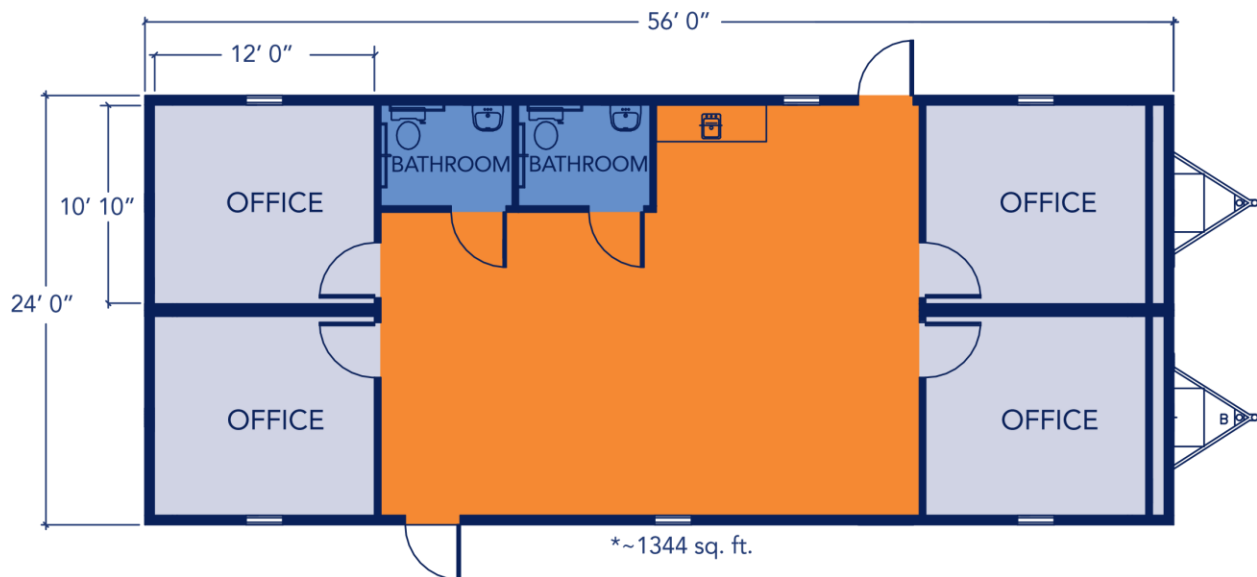
Submitted: Select Board

The Finance and Advisory Committee Recommends Passage of This Article. (0-0-0)

The options are: 1. To lease existing office space, 2. to lease modular office units, 3. To purchase modular office units, or 4. to purchase some of the existing modular classrooms from the school project. I am recommending 1. and 3. as the options to pursue, which mitigate increased costs to the Town and occupy soonest. Below are the pricing for the above options.

(1) 24x56 Office – Purchase Price – NEW Building

- New Building, Barge, Delivery, and Install - \$294,000.00 Lump Sum (Includes steps and ramps)
 - 1-yr Manufacturer's warranty



(1) 24x56 Office – 24 Month Lease – NEW Building

- 24 Month Lease - \$6,400.00 per month (Includes steps and ramps rental)
- Delivery, Barge, and Install - \$130,000.00 Lump Sum
- Dismantle, Barge, and Return - \$104,000 Lump Sum
 - 1-yr Manufacturer's warranty

(1) 24x56 Office – 36 Month Lease – NEW Building

- 36 Month Lease - \$4,900.00 per month (Includes steps and ramps rental)
- Delivery, Barge, and Install - \$130,000.00 Lump Sum
- Dismantle, Barge, and Return - \$104,000 Lump Sum
 - 1-yr Manufacturer's warranty

(1) 70x60 Classroom

- "As-Is, Where-Is" Purchase Price - \$739,286.00
 - Lump Sum, at end of 20-month term in March 2024
 - Any warranties implied will be passed on to Town of Tisbury

(1) 124x60 Classroom

- "As-Is, Where-Is" Purchase Price - \$1,307,857.00
 - Lump Sum, at end of 20-month term in March 2024
 - Any warranties implied will be passed on to Town of Tisbury

Please also be aware that following the April 2023 Town Meeting, a town hall building committee will be formed to evaluate the options, feasibility, and longer-term solution for town office space needs.

BLACK DOG CAFE, 509 STATE ROAD, TEMPORARY CLOSURE

The Café will be closed from January 15th to April 15th for needed maintenance and repair. The written request is in your meeting packet. A license holder prior to closing or ceasing to sell alcohol must first notify the Select Board in writing and state the reason, in accordance with the Tisbury All Alcohol Regulations. This agenda item acknowledges receipt of this notification. No further action is required.