



Conor Baldwin
Chief Financial Officer

Heather Varney
Deputy CFO

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer

DATE: October 1, 2018

SUBJECT: Relocation Specialist for the taking of 75 Arcand Drive

As requested by City Councilors, this memorandum addresses the contract between the City of Lowell and Peter Sleeper, which was executed on March 19, 2018. The not to exceed total of the contract is ninety seven thousand twenty one (\$97,021) dollars, of which seventy seven thousand twenty one (\$77,021) dollars are for Mr. Sleepers relocation fees and twenty thousand (\$20,000) dollars are for so-called “special relocation costs, if needed.

The termination date of the contract is October 31, 2018. An amendment request has been made to the law department to extend the contract for an additional six (6) month period. A purchase order is open (PO# 18006189) to fund payments associated with the contract. To date, the city has issued six payments to Mr. Sleeper, totaling \$36,540. A balance of \$60,481 remains open in the purchase order.

Please let me know if there are any questions.