



22 SEP 2022

## Memorandum

From: Rich Rainer, Town Administrator  
To: Portsmouth Town Council

SUBJ: GLEN MANOR HOUSE EXCLUSIVE CATERING AND MANAGEMENT AGREEMENT

Honorable Council,

The current full time manager of Glen Manor House (GMH) operations and caretaker will retire at the end of their current contract on December 31, 2022.

A working group consisting of staff, the Town Solicitor, hired legal counsel, the Chair of the GMH Authority, and the full time Manager of GMH Operations have negotiated a contract with Morin's Inc., d/b/a Russell Morin Catering & Events (RMCE) for your approval.

Duties and Responsibilities previously assigned to the GMH Authority as defined in their By Laws are addressed in detail by this contract between RMCE and the Town. The management role of the GMH Authority is obviated and no longer required. In agreement with the Chair of the GMH Authority, I recommend the GMH Authority be dissolved.

The goal of preserving the GMH for the enjoyment of current and future generations of Portsmouth residents is common to the Friends of the GMH non-profit organization (the Friends). Current voting members of the GMH Authority may continue their involvement and interest in the GMH through the Friends.

Very respectfully,

Rich Rainer