



TOWN OF LINCOLN
MIDDLESEX COUNTY MASSACHUSETTS

LINCOLN TOWN OFFICES
16 Lincoln Road, P.O. Box 6353
Lincoln, MA 01773-6353
Phone: 781-259-2600
Fax: 781-259-1677

Timothy S. Higgins
Town Administrator

December 8, 2010

Jennifer Glass, Chairman
Lincoln School Committee
Lincoln Public Schools
Ballfield Road
Lincoln MA 01773

Re: Temporary relocation of Town Offices during the Construction Period

Dear Jennifer,

I am writing on behalf of the Selectmen and their Town Offices Study Committee to request the School Committee's approval of our proposal to utilize portions of the Hartwell Complex as temporary space for Town Offices while our project is under construction.

As you know, we will be bringing forward our request for final design and construction funds for consideration at the upcoming Town Meeting and Election. Assuming that the Town authorizes the funds, our schedule requires that we vacate Town Offices this summer. We have reviewed all potential options for temporary quarters, and have determined that the Hartwell Complex makes the most sense. As a result of preliminary meetings and discussions with Mickey and Buck, we believe the PODS can accommodate our needs without displacing or interfering with your core programs. With your approval, we would like to begin occupying the space sometime next summer after school ends. We would work over the summer to make whatever modifications are required to meet our basic needs – in anticipation of opening for business in September.

Based on the latest information provided to the Town Offices Study Committee, we are assuming a twelve month construction schedule that would have us taking up residence in the new Town Offices in September of 2012. We would be happy to discuss the precise start date of this as our plans mature. In addition we would be agreeable to making modifications to our existing 8:30am – 4:30pm+ hours of operation for town offices if you feel it would be help minimize traffic congestion at the start or end of your school day.

After having a preliminary discussion with Supt. Brandmeyer, we have reviewed the potential space available on the school campus. At this time we request your consideration of allowing our use of the following spaces (please see attached rough sketch):

- a) **Hartwell Building** - the rear room of the lower level (behind the multi-purpose room)
- b) **Hartwell Building** - it is also our desire to obtain permission to use the multipurpose room for various staff, board and committee meetings; with the full understanding that all sessions would need to be scheduled in advance, and that school activities have priority use of the space.
- c) **Pod A** - the end room nearest to Pod B
- d) **Pod B** - the middle and end sections of the building (those sections not being used by the maintenance staff)

We assume that there may be handicap access and other improvements needed to be made to the spaces. With Supt. Brandmeyer's permission we will work to evaluate the space and create a summary of what space improvements may be needed. Any proposed improvements, if approved by you, will be made at the expense of the town offices project. At the end of our term of occupancy, we would be prepared to either remove these, or will leave them in place if that would be beneficial for the schools use.

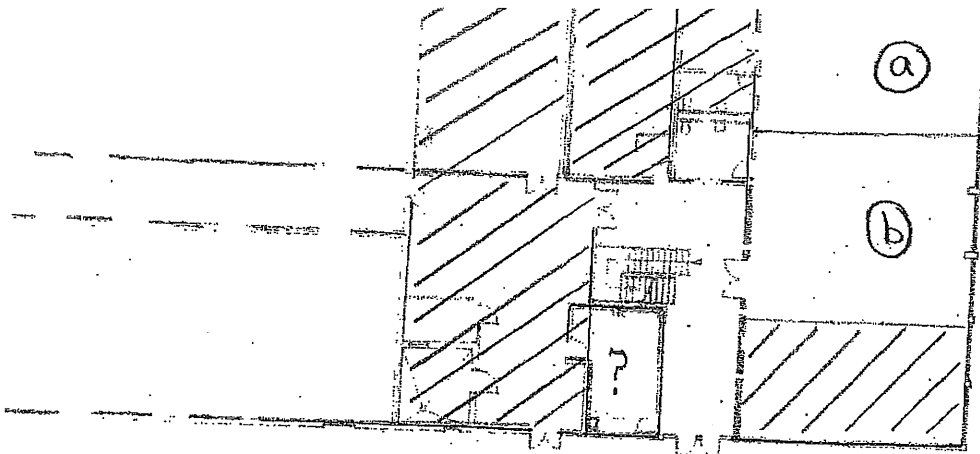
I will be happy to meet with the school committee to discuss this request in more detail. It is my understanding that the appropriate time would be at your December 16th meeting, and I will be prepared to provide at that time more detailed information regarding this request. Should you require additional information in advance of the meeting, please do not hesitate to contact me at 781-259-2603, or at scheipersa@lincolntown.org.

Very Truly Yours,

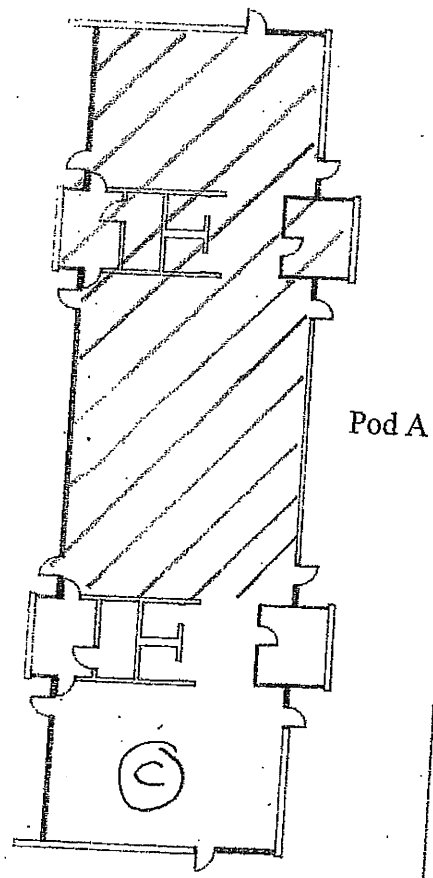


Anita M. Scheipers
Asst. Town Administrator

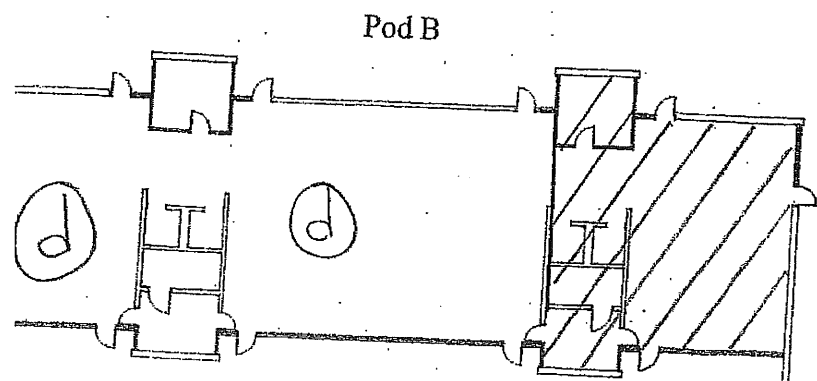
cc: Michael Brandmeyer, School Superintendent
Timothy S. Higgins, Town Administrator
file



Hartwell Building - entrance level



Pod A



Pod B

