

# FINAL REPORT OF THE JOINT FACT FINDING WORKING GROUP

## School Representatives

Jennifer Glass, School Committee  
Buckner Creel, Administrator for  
Business & Finance

## Magic Garden Representatives

Timothy Christenfeld, President  
Sheila Webber, Parent

## Town Representatives

Sarah Cannon Holden, Chair, Board of Selectmen  
Timothy Higgins, Town Administrator

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On September 10, 2009 the Lincoln K-8 School Committee agreed to convene a small working group for the purpose of reviewing the July 2009 draft RFP for leasing of the Hartwell space currently leased by Magic Garden. The School Committee asked the Working Group to review the costs associated with the space and the methodologies used to arrive at them with the hope that mutual understandings could be reached. The School Committee asked that the Working Group make suggestions or recommendations to the School Committee in a timely manner so that the RFP process could be advanced in an efficient manner.

The Working Group met on five occasions this fall and engaged in open and constructive discussions the results of which we are pleased to share in this report. We agreed that these recommendations are to be viewed as suggested modifications of the July 1, 2009 RFP developed by the School Committee.

We have broken the components of our recommendations to the School Committee into four (4) parts: costs included in a base lease; services/costs excluded from the lease and borne by the lessee; services/costs where the lessee may opt in or out; and areas where further discussion is required.

### Costs included in the Base Lease

- o Heat
- o Water
- o Sewer
- o Routine Maintenance, maintenance supplies & services



School Committee's RFP. We do agree that there is a difference between maintenance and capital improvements. The RFP outlines the intended use of such capital improvement funds.

o Term of the Lease

- The current draft of the RFP stipulates a lease period of five (5) years. We discussed at some length the possibility of a longer-term lease (to the extent allowed by law) and feel that this subject merits further discussion by the School Committee, along with the possibility of including a renewal option in the RFP.

As we stated at the start of this report these recommendations and suggestions are to be viewed as modifications to the terms of the July 1, 2009 RFP.

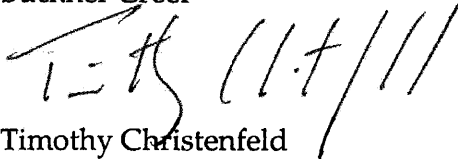
In conclusion we wish to report that the process undertaken by the Working Group has been informative and constructive. We trust that the School Committee will find these suggestions and recommendations useful as it goes forward with its conversations about the leasing of the space in the Hartwell building currently occupied by Magic Garden.



Jennifer Glass



Buckner Creel



Timothy Christenfeld



Sheila Webber

*Sarah Cannon Holden*  
Sarah Cannon Holden

*Timothy Higgins*  
Timothy Higgins

Date: December 21, 2009