# FINAL REPORT OF THE JOINT FACT FINDING WORKING GROUP

School Representatives

Magic Garden Representatives

Jennifer Glass, School Committee Buckner Creel, Administrator for Business & Finance Timothy Christenfeld, President Sheila Webber, Parent

#### Town Representatives

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

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
- Sewer
- Routine Maintenance, maintenance supplies & services

We recommend that the Base Lease amount be \$10,000 with a 3% per year escalator. We believe that this amount should satisfy the School Committee's stated goal and commitment to achieving cost recovery for the leased space.

#### Services/Costs Excluded from the Base Lease

- Electricity
  - The School Committee will make arrangements to install at its expense an electric meter for the leased space. The Lessee will assume responsibility for the charges to that meter.
- o Custodial Services both Day and Night (see next section)
- Telephone/telecommunications/internet

#### Opt In/Out Services/Costs

 Custodial Services/Costs if the Lessee OPTS IN to the service provided by the Schools

Night-time custodial service \$27,591
& custodial supplies

Day-time custodial service \$ 8,722

We discussed at some length the possibility of the Lessee using the day-time custodian for emergencies only. If the use of the custodian were to be limited in this way, the Lessee would be responsible for gathering its own mail and transporting water dispenser bottles to the leased space. In addition, the Lessee would be responsible for the thorough summertime cleaning that is customarily done by the day-time custodian. Some downward adjustment would, therefore, be made to the above cost associated with the day-time custodian.

## More Discussion and/or Legal Opinion Needed

- Capital Improvement Allowance
  - We did not agree on what this amount would be though we did discuss an amount of \$5,000 which we also understand to be the amount contemplated in the current draft of the

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

Date: December 21, 2009