



REACH• 50 Depot Road, Falmouth, Maine 04105 • (207) 781-8881 Fax 781-8855

November 10, 2010

Nathan A. Poore, Town Manager
Town of Falmouth
271 Falmouth Road
Falmouth Maine 04105

Dear Mr. Poore,

I am writing on behalf of the Child Development Services/Reach (CDS) Board of Directors to express our interest in pursuing a lease agreement with the Town of Falmouth for the Lunt School. On November 4th, Theo Holtwijk and Topper West were kind enough to provide a tour of both the Lunt School and the Plummer-Motz School for our management team and Board Chair, Barbara Dee. After careful consideration and review of the floor plans and engineering reports from both buildings, our team feels that the Lunt School would best meet the needs of our children, families and staff.

Child Development Services is a quasi state agency responsible for the identification, service coordination and service provision for young children with disabilities and developmental delays, age birth to school age five, and their families. We have enjoyed a long standing, collaborative partnership with Falmouth Schools in supporting Falmouth children and transition planning for entrance to public school. CDS/REACH provides services to children in Cumberland County and also includes RSU 75, the Topsham area. Our staff consists of administrative staff, case managers, special education teachers and therapists who work from our Depot Road location. We provide services to children in their homes and community preschool programs and also oversee a specialized preschool in South Portland.

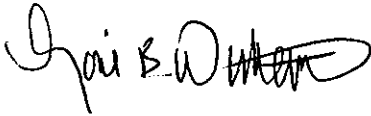
The goal of the Board of Director's is to relocate our current office in Falmouth and our specialized preschool program in South Portland to one location no later than November 1st, 2011, when our current leases expire. Our agency has grown significantly during the nine years in our current locations. Since our office in Falmouth is central to our catchment area, we hope to lease new space in the Portland/Falmouth/Yarmouth area.

Our new space will be used for case management, therapy and administrative offices as well as six to eight preschool special education classrooms. The Lunt School provides an ideal opportunity for us to access a school building that will require only minor renovations.

I am aware that the town council has many options to consider related to the future use of the Lunt School. If the counsel determines that leasing the space is appropriate at this time, I strongly believe we would be an ideal tenant. The Lunt School could continue to be used as a school to support young Falmouth children as well as children from surrounding communities.

If the counsel would be willing to explore this option, I would be happy to attend a meeting to further discuss the mission of our agency, our facility needs and our exemplary history in leasing commercial space in Falmouth. I would appreciate hearing whether the counsel feels that this proposal can be pursued as soon as possible, since I will need to begin exploring other options by February 1st, 2011.

I look forward to hearing from you,

A handwritten signature in black ink, appearing to read "Lori Whittemore". The signature is fluid and cursive, with a large initial "L" and "W".

Lori Whittemore, M.Ed.
Site Director

Addendum to CDS letter of November 10, 2010

November 19, 2010

Below are additional clarifications from Lori Whittemore, M.Ed., Site Director, CDS/Reach:

Plummer School: CDS is most interested in Lunt School as it has concerns with age of Plummer building and believes the Lunt building is better set up for younger children. The Plummer building could be considered, however.

Motz wing: CDS likes the Motz wing, but feels that portion of the building does not have enough space. It is unsure what amount of useable space the Mason would add to the Motz wing.

Space Needs: The Lunt building would meet space needs, but that building also has some unusable/unassignable space, such as lobby and two ramps. CDS would need the use of all 13 classrooms in the Lunt building.

Lease Term: CDS needs 5 year min. lease term, but could do 10 years. (Current CDS lease in Falmouth is 10 years. Current CDS lease in South Portland is 5 years + 5 year renewal option).

Utilities: Utilities could be paid separately by CDS.

Level of Fix-Up Required/Repairs: If the Town would like to take the CDS interest further, CDS suggests scheduling a walk-through with the Office of the State Fire Marshal. This would identify what improvements would be required to make the building suitable for use by CDS. No other fix-up has been identified by CDS at this time. It would propose to place temporary partitions in some of the classrooms to create smaller work areas.

CDS assumes that the Town would address any repairs that may be needed prior to occupancy by CDS as there are suggested repairs to the buildings listed in the engineering reports the town obtained. Any space that CDS leased would need to be repaired so the space was safe (radon, lead paint) for young children and compliant with child care licensing requirements.

The only license available for preschool special education programs is through child care licensing through the Department of Health and Human Services. CDS does not anticipate that many renovations will be required for licensing in a school building, but this would be determined by the Office of the State Fire Marshal.

CDS would also need assurance that any major repairs that needed to occur during the length of the lease would be the responsibility of the Town, i.e, roof, boiler, electrical systems. Currently CDS leases include ground maintenance (lawn care and snow/ice removal) CDS would want this to continue in a new space.

CDS has limited funding for capital improvements. If it would be possible for the renovations that CDS would request, such as building temporary partitions in some classrooms for office and treatment space, to be completed and built into the first year or two of the lease, that would be ideal. If that is not possible, CDS could address this with the Department of Education.

Timing of occupancy: CDS understands the narrow window between Town access to the schools (TBD, Sept 1, 2011?) and desired occupancy by CDS (Nov 1, 2011). One solution would be for CDS to request a lease extension from current landlords to make sure enough time is allotted to ready the space to be leased from the Town.

Lease rate: CDS has a not to exceed amount of funds available for a lease. If the Town desires a per square foot lease amount, it should take into account any unusable/unassignable space. Alternatively, the Town may desire to set a lease rate for the entire building (regardless of how many square feet is contained in that building).

Other: CDS states that is a “wonderful tenant.” Rent is paid by the CDS State office in a timely manner. CDS states it has dedicated professionals passionate about supporting young children with disabilities and their families.

Notes by Theo Holtwijk, November 19, 2010