

FLANSBURGH ASSOCIATES

December 1, 2002

Ms. Christine Lynch
Massachusetts Department of Education
School Building Assistance
350 Main Street
Malden, MA 02148

RE: Reading Memorial High School
Renovation / Addition
Reading, Massachusetts
FAI Project No. 2204.00

Dear Christine:

We are pleased to present, on behalf of the Town of Reading, this submittal for preliminary prioritization of the Reading Memorial High School project. The Town of Reading intends to submit this project for a Capital Grant on June 1, 2003. This submittal includes the following items.

1. Long Range Plan
2. Rationale for Capital Construction
3. Inventory of Existing High School Space
4. Enrollment Projections (12 years)
5. Existing Conditions Report
6. Project Options & Cost Estimates

This section includes the option chosen by the School Building Committee for schematic development.

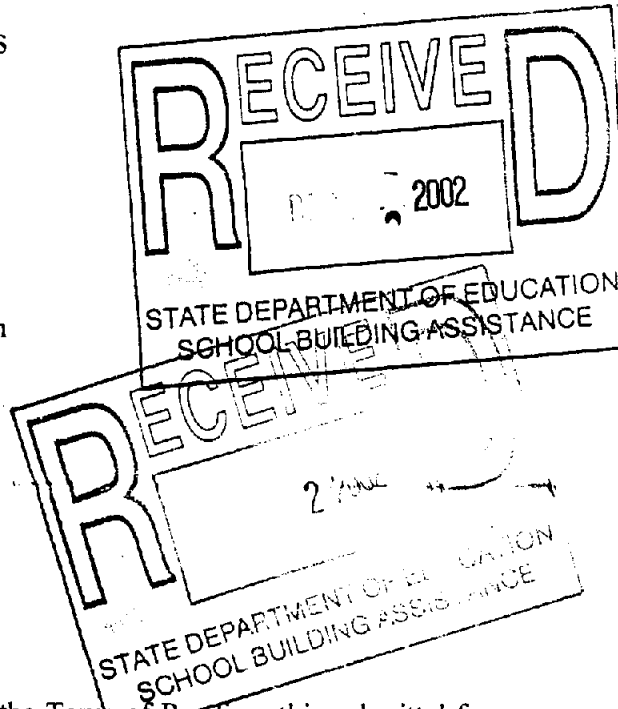
After an extensive review, which included several public information presentations, the School Building Committee has voted to proceed with Option 3. Flansburgh Associates has been asked to develop schematic design and cost estimates for that option. It is anticipated that the project will be brought to the voters in February, 2004.

Based upon our October meeting, and the SBA memo of August 26, 2002, it is our understanding that that this completes the current submittal requirements for this project. However, if there are any questions, or if further information is required, please do not hesitate to call.

Sincerely,



Robert E. Peirce, AIA
Associate
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