

TOWN OF LINCOLN

LINCOLN TOWN OFFICES
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Minutes

Community Center Building Committee

January 18, 2023, 7:00 PM

Remote Meeting held via Zoom

Attendees

Board Representatives (voting members)

Jonathan Dwyer (Co-Chair), Susan Taylor, Ellen Meyer Shorb, Dilla Tingley, Margit Griffith

At-large Members (voting members)

Sarah Chester (Chair), Tim Christenfeld, Krystal Wood, Alison Taunton-Rigby

Ex-Officio Members

Tim Higgins, Abigail Butt, Jessica Downing, Brandon Kelly, Dan Pereira

Liaisons

Dave Levington, Indrani Kharbanda, Steve Gladstone, Roy Harvey, Andrew Glass, Lynn DeLisi, Wendy Kusik, Owen Beenhouwer, Peter Von Mertens, Evan Gorman

Others

Edwin Tam (Minutes)

The meeting started at 7:06 pm

1. **Welcome & Introductions:** Sarah welcomed everyone and went over the meeting agenda.

2. CCBC Administration

2.1 Decision: Approve Minutes (Nov 14; Dec 14)

- Minutes for the Nov. 14 and Dec. 14 meetings approved pending any minor last-minute edits.
- To come: Minutes for Nov 21 from Zoom recording

2.2 CCBC meeting schedule, frequency after the architect has chosen

- Results of Doodle poll: Mar 8, Mar 22; Apr 12, Apr 26; May 17, May 31; Jun 14, Jun 28.
- Meeting location is Donaldson Room. They will either be hybrid meeting or in-person.

2.3 Decision: Approve Annual Town Report

Two-page Town Report unanimously approved as presented to the Committee

2.4 Amended Motion at Special Town Meeting

Jonathan mentioned the date for the approved motion at the Special Town Meeting should be March 2024, not March 2025. Tim H. said that can be corrected on an amended motion at the next Town Meeting.

3. Project Schedule

Preliminary project timeline prepared, to be fleshed out when Designer is on board

3.1 Consultants

Design/Engineering/Management topics [Dan as procurement person]

3.1.1 Architect RFQ – Published Jan 11. Two firms have expressed interest so far. There will be a bidders' information meeting Jan. 25.

3.1.2 Bids — Due Feb 10. Selection will be a two-step process: Dan will screen proposals to ensure the applications are complete and will supply the proposals and scoring criteria to the selection committee; then the selection committee will meet on Mon, Feb 13, to review applications and select 3-4 finalists.

3.1.3 Interviews —To be conducted by selection committee, approx. 1 hr. each, plus 15 mins afterward; during business hours, Fri, Feb 17, and Tues, Feb 21; subcommittee to discuss, select after the last interview. Also, the committee will check references and present recommended Designer to full CCBC on Feb 22 and, if approved by CCBC, will present recommended Designer to Select Board on Feb 27.

3.1.4 Several comments as follows:

- No reason we cannot do it quickly; bidders need to know the interview schedule. 5 days seems reasonable.
- We can let them know we don't expect a full-blown presentation. Tim H. said it is more important to know who they are and their experience.
- Margit said it is important to know how well they know who we are, the community, the town, and the project.
- Susan said it is important to meet the people who do the work, not their boss.
- Dan mentioned it may be tight to check references before the next Committee meeting.

3.1.5 Decision: Chose members to be on the architect subcommittee: Dan, Tim H, Sarah, JD, Abby, Jessica, Alison, Susan, Andrew, Owen

4. Research

4.1 Square Footage Analysis: Existing Program Ranking Matrix/Programming Analysis

- Square Footage Analysis presented by Abby and Jessica
- Based on the current design and the needs, Abby and Jessica looked at room-by-room, with some assumptions, and the goal of what we can live with, reduce the square footage by 50% and by 75%.
- Here are some of the comments from the group:
 - Alison: Great progress: needs vs. nice to have. Activities need more discussion. This is the ultimate square footage versus cost.
 - Abby: There were no names for the room, no drawings or pictures, and the question on whether we can make some of the rooms multi-purpose. Do we have enough space? The architect needs to help determine that.
 - Tim C.: Extremely useful tool. As we move forward, this is something that should be in the public forum. A great discussion on what we need and the tradeoff.
 - Brandon: One thing to consider is occupant capacity: what is the number of maximum occupants in each room? How many bathrooms are needed?
 - Tim C.: Equally important is to map out all the space around town and functions of additional spaces.
 - Alison: Get the preliminary draft for discussion only.
 - Dan: We should date the document.
 - Jonathan: Others to consider: LEAP renovation and space needed, storage, custodial office, Pod A as building maintenance HQ.
 - Jessica: These are not reflected in this breakdown.
 - Susan: None of the school staff, LEAP, Magic Garden, or Maintenance are here to comment on this. We may need them to see this for comments.
 - Abby: School plays a key role in what's happening in the community; it is easy to read things, we need to help them to understand, and we may need to bring it to them repeatedly.
 - Susan: We may not need the 2018 blueprint.

- Alison: We should keep things separate. \$25 MM in the center, then separate it out to cover school building, school usage, and Pods plan, otherwise, it is too confusing.
- Abby: It will not be too hard to flesh it out for school, integrated community, LEAP, Magic Garden.
- Brandon: School currently has a maintenance shop, if there is no room for replacing them, it will be a problem. School maintenance, Magic Garden, LEAP, all need a place to go.
- Tim H.: Magic Garden and LEAP are essential programs, and these programs need to be accounted for. Several ways to meet their needs with cost tradeoffs. E.g., LEAP stays in POD C and is not incorporated into the building; we can consider these programs and the tradeoffs.
- Margit: Lots of overlays. We are serving Magic Garden and School. Whoever is utilizing the programs, this is not as easy to separate it out.
- Tim C.” Alison covers most of the points. Pod C, and LEAP are what remains for the designer to comment on; this is no longer a Community Center question. Other centers: Newton Center, 32,000 sq ft cost \$19MM for \$516/sq ft. Our plan, \$1,109/sq ft, is out of whack. The new school project building costs \$583-\$633/square ft.
- Abby: Cost should be \$405-\$600 sq ft. The total School project was \$683/sq ft.
- Ellen: Can we not do LEAP?
- Tim H: We can plan for phases, take some pieces off, like LEAP and storage, and spread out the funding.
- Ellen: Can we peel some off?
- Tm H: Different opinions on this. We should present a comprehensive project. I don't think we are locked in; if for some compelling reason, we can segment it. School projects were moving in pieces, Town expects us to pull it together and not leave things out like LEAP.
- Ellen: There may be a creative way to do this, like a renovation
- Sarah: This is a good starting point. We understand what is going on campus, and the need to balance needs and timing on all functions.

5. Local Community or Senior Centers

Peter gave an update on their tour to Winchester and Weston Senior Center as follows:

5.1 Winchester Senior Center

- Senior Center has a great deal to offer, space, programs, and participation (18,000 sq ft).
- Very vibrant, draws 100-125 people per day
- Large Asian community lives there.
- Large room 2500 sq ft, windows on three sides, can be divided into 3 spaces, 1 space is adjacent to the kitchen
- Split level with one long wing adjacent to the pond.
- Feels homey and just right

5.2 Weston Senior Center

Pros

- Best design in the cafe area
- Separate entrance on two different levels.

Cons

- Large open space that is not subdividable
- Most interior rooms have no windows
- Share with Park & Rec, so they don't have control of scheduling all the rooms, which may restrict the COA programs and activities.

Comments:

- Ellen suggested partnering with another town as we should aim to build a “bigger community.”

- Abby mentioned most COAs will not be able to do that due to funding; also most seniors don't want to drive too far from where they live.
- Most of the COA programs are open to others who do not live in their towns.
- Brandon said it would be difficult on maintenance as to who will be responsible for funding it. Also, it will be difficult to divide the asset as to who owns what.
- Finally, it will be very difficult to get a partner at this stage.

6. CCBC Outreach

6.1 Communications Strategy: Confirm communications strategies and techniques.

- Media used for community outreach (online outlets, print options)
- Sarah said Outreach should not be just online, but include print and other means; we may need to brainstorm on this so we can keep it moving.
- Abby said we can dedicate a portion of the COA&HS Monthly Newsletter to Outreach. The question is where the information is coming from. Who is writing it? Also, they need to receive the information on the first week of the month so they can put it out the following month. COA&HS can give CCBC a quarter of the page every month for this.
- Tim C. will follow up on this with Abby.
- Krystal said the CCBC website is being redesigned to be desktop and tablet friendly; it originally was designed for mobile use.
- Wendy said besides the website, we can go to Donelan's to promote this; she is willing to help. She will communicate with the Communication Committee offline.
- Peter said we can share information by getting kids involved in School, like school projects, and homework assignments.

6.2 Values/needs/wants research: Community survey topics

Sarah said there was a survey conducted around 2018/2019; we should repeat the survey to see whether or how much the Town preferences have changed its outlook.

7. Stakeholder Boards and Organizations:

7.1 Hartwell Campus Stakeholders (School, LEAP, Magic Garden)

- Discussion with School Admin re Hartwell campus options [Tim, JD, Dan]
- Tim H thanked his team and has started the conversation with the school. The goal is to have open communication; he did not want to assume anything. Tim will share with the group about this discussion re the School Department's Initial Input. He wanted to keep the line of communication open, not just with staff, but also School Committee. In the future, we may want to invite stakeholders as our guests for this meeting.
- Sarah said the School Committee will have some new members; we may need to give them a little time to settle in.
- We will need to consider for Hartwell Campus: Water Commission, Conservation, Board of Health for Septic System, Green Energy, Safety, etc.

7.2 Stakeholder boards and organizations' requirements/needs/wants:

- Schedule a series of sessions for them to attend CCBC and share thoughts [Tim H.]
- Possible order of boards/organizations: School, Water, Board of Health, Safety, Conservation...

8. Community events:

- To be determined once Designer is on board

9. Communications Subcommittee: [Tim C, Alison, Krystal, Wendy]

- Summary of tasks: Statement of gratitude to town

- Tim C drafted the statement of gratitude to the Town, for the approval of funding to hire a consultant to investigate the options for a smaller Community Center. There were a few minor tweaks: Dan suggested changing from the word “goal” to “gain approval”; Sarah suggested using the first person rather than the third person, to be less formal and emphasize that the CCBC is composed of community members. Tim C. will take the suggestions and plan to send the document out in the next couple of days.

10. Open Committee Comment

- Fundraising report: definition of conflict of interest, based on a meeting with town attorney, Tim H., Peter Von Mertens
- Peter gave a brief summary of the document, emphasizing that the conflict is a campaign finance concern, where no town resources can be used to solicit funds for a CC, especially once construction for the CC has been approved by the town.
 - Town Employees may attend fundraising meetings to provide technical information only, but cannot solicit funds
 - Other Committee members can raise funds as private citizens only, should meet in neutral or private locations (that is, not use town resources)
 - The Community Center Fundraising Group (CCFG) will work with the Friends of the COA to set up a separate gift account to solicit pledges that will come due only after TM and Selects approve the construction.
 - Private citizens are free to solicit as long as they obey the conflicts of interest guidelines.

11. Next Meetings

- Feb. 22 hybrid; location is Donaldson Room
- Reminder of upcoming twice-monthly meetings once designer onboard: Mar 8, 22; Apr 12, 26; May 17, 31; Jun 14 (and maybe Jun 28).

12. Motion to Adjourn

The committee voted to adjourn at 9:07 pm.