

TOWN OF LINCOLN

LINCOLN TOWN OFFICES
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Minutes

Community Center Building Committee

March 1, 2023, 6:30 pm

Hybrid Meeting: Donaldson Room, Town Hall; 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, Margaret Olson, Wendy Kusik, Owen Beenhouwer, Peter Von Mertens, Evan Gorman

Others

Edwin Tam (Minutes)

The meeting started at 6:31 pm.

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

2. Consultants

2.1 Designer

Decision: Vote to approve selection; recommend to Select Board for their approval

- Jonathan and Dan described the selection team's process in their recommendation for the architectural firm:
 - Six design firms applied initially for the contract, and the selection team chose four to interview. On February 17 and 21, the team conducted the interviews for around 1 hour each, via zoom. The firms gave a 10-minute slide presentation on their proposed design team, their qualifications, and what made the company distinctive.
 - Each addressed the same questions:
 - Why they are a good fit for this project? What is their relevant experience? What is their expectation of the town staff and the town? How do they engage the community? How do they take into account the current campus and integrate it into the Community Center? What specific projects can they refer to?
- The staff made numerous calls to check their references.
- Tim H said all 4 firms are capable of doing this project based on their excellent work in the past. It was a difficult decision based on a 1½ hour discussion. In the end, the team recommends ICON for the next stage of the project.

- Sarah thanked the selection team for their hard work. She believed that ICON is going to help the CCBC and the town to create viable designs that meet program needs at the designated budget levels and to gain the confidence of Town Meeting.
- Margit asked about the confidence level with this firm to have a final design selected in the November Town Meeting.
- Jonathan said the team made their recommendations based on a number of factors: their project manager and management team, their subject matter expertise, feedback from their clients, the size of the firm, their ability to listen. ICON was high in their evaluation and won the support of the whole selection team.
- Tim H said ICON had a strongly written proposal, attention to detail, extensive portfolios with municipalities and projects like this, their ability to navigate municipal budgets, and over 12 years of experience working with municipalities.
- Ellen wanted to know who is ICON? Dan walked quickly through ICON's PowerPoint presentation from the interview.
- Jonathan pointed out November is only 8 months away, and we need a firm that can deliver the project to the Town for a vote. If we are not ready or the Town votes no, then we need to come back next year, probably on the same budget even though the cost will have gone up. ICON has a good sub-contractor group on structural and civil engineering, cost estimation, and so on to deliver the project in a timely manner.
- Tim H had good conversations with the town managers who had worked with ICON on similar projects, such as for Orleans, and all of them gave ICON's principal a rave review.
- Dan said this firm has a clear model of engagement, subject knowledge, net zero processes, and knows how to distinguish wants versus needs. They also seem to understand project/process control in getting consensus, especially with the municipality, and what we are looking for. This firm did good work on engagement, flexibility, and listening to the community's wants and needs.
- Dilla asked if CCBC is walking away from the previous design. Dan said this was a difficult decision, with lots of vetting and discussion among the selection committee. In the end, the feedback we received for ICON, their track record, and the size of the firm made them come out on top.
- Tim H. said that similar to the 2018 Committee, the selection team came in with an open mind and listened to the tradeoffs.
- Dilla wanted to know whether the Sudbury construction project [that ICON did the conceptual work for] is completed. Dan said it was mid-way through.
- Andrew said this showed their thoughtfulness in bringing consensus, which is vital for this Town.
- Abby said she was impressed with how they handled town meetings in the past to make sure everyone in the room understood the complex issue.
- Dilla wanted to know the size and scope of the Sudbury project. Dan said Sudbury recovered from 2 failed Town votes. ICON started with their base needs, listened to the community's feedback, rolled out the concept, and did the cost estimate. They were very conscious of cost, responded to questions, and adjusted the design per feedback. Dan said ICON got the Sudbury project through the feasibility study, but in the end, Sudbury chose to change firms for the construction phase.
- Both Dilla and Alison are concerned about using the words "design" and "programming" interchangeably, since at this stage, we are talking about looking at the programs, getting feedback, and scoping the site. This is the feasibility study, not the fully fleshed out final design for construction.
- Margit said Sudbury Community Center is 42,000 sq ft, and cost \$28M.
- Alison said once this stage is over and approved by the Town, MaryAnn Thompson can come back.
- Tim H. said the once this feasibility stage is complete, and if the Town votes to proceed to construction, then the CCBC has the option of extending the contract with ICON or going through the process of choosing an architect to take the project through construction. It would be unusual to change firms. Some of the work ICON did with other towns, for instance on a town hall and on renovating a historical fire station to a community space, are well done.

- Andrew said they have demonstrated their design capabilities for all age groups, taken advantage of the site, great use of natural light and space, using interesting design principles.

Motion: Dilla moved to recommend ICON to the Select Board, and Ellen seconded.

Aye votes: Jonathan Dwyer, Dilla Tingley, Susan Taylor, Ellen Meyer Shorb, Sarah Chester, Tim Christenfeld, Krystal Wood, Alison Taunton-Rigby, Margit Griffith.

Concurs Votes: Tim Higgins, Abigail Butt, Jessica Downing, Brandon Kelly, Dan Pereira, Dave Levington, Indrani Kharbanda, Steve Gladstone, Roy Harvey, Margaret Olson, Wendy Kusik, Owen Beenhouwer, Peter Von Mertens, Evan Gorman, Andrew Glass,

Abstain votes: None.

Motion passed.

2.2 Project Schedule

- Tim H: We will present our recommendation to the Select Board on Monday night, March 6, and we anticipate their full support.
- Once ICON is approved by the Select Board and a contract signed, we will invite ICON to introduce themselves to this Committee, and will give them a site visit.
- The next Meeting is March 8, 7 pm, a hybrid meeting.

3. CCBC Outreach

Community events: Town Meeting Presentation (Mar 25)

- Sarah said that CCBC will not be presenting at Town Meeting but will have a table with materials that announce ICON, show samples of their work, discuss CCBC's actions to date, and show a schedule for Committee, ICON, and community participation activities through the spring
- Members discussed ways to get feedback from Town Meeting participants.
- The Committee needs volunteers to staff the table; not sure about ICON's availability to attend in person.

4. Stakeholder Boards and Organizations

- Meetings with stakeholder boards and organizations will be scheduled immediately once ICON is under contract.

5. Communications Subcommittee

- The subcommittee has some basic means to communicate like Lincoln Talk, the *Squirrel*, and email. The number of residents who have signed up for the mailing list is now 75 people, and the subcommittee will continue to build up the mailing list.
- Sarah: Also communicate using COA&HS monthly Newsletter and PRD programming announcements.
- Susan said Instagram may also be a preferred way for younger residents.
- Website: Request for funds to build out site: \$242 annual fee, \$59 one-time fee. Krystal said the fee will allow us to upgrade to a premium account, making it a fully functional laptop site (similar to the School Committee website), instead of the current linear smart phone function.
- Sarah asked if the CCBC needed to vote on this request for funds. Tim H said Krystal can work with Dan on this and they will take care of it. There is no need for a vote.
- Next Communications Subcommittee meeting: March 8, 2:30 pm

6. Research

6.1 Mapping of programs by location

- Abby and Jessica created an inventory of current programs (COA&HS, PRD), locations, and sizes of spaces. They showed an Excel Spreadsheet on current programs, their locations, size of the space, whether each program can stay where it is now, and if not, why not.
- Some of the programs were gone due to COVID, such as Zumba, Spanish.

- With the space provided by a Community Center, some of the programs can become year-round, such as stretch & flex, line dancing, active aging, and so on.
- The salon will continue to be offsite at Minuteman Tech.
- Shredding currently in the First Parish Church parking lot is a problem due to traffic flow.
- Senior dining and vaccine clinics are in First Parish Church, which location is not ideal because the staff has to make several trips across the street to transport everything, set up, and tear down.
- Jessica said basketball and pickleball will remain in the school. Most of them would not need to move out.
- Tim H. said this was great work done by Abby and Jessica. Great information for conversation with the Town on programs/activities, locations, Hartwell Campus, and how we are already using the space in Town.
- Alison asked how many seniors attend the weekly lunches. Abby said it was about the same number of people now versus when it was held at St. Anne's pre-COVID, around 27 people including takeouts. At St. Anne's, it was held once a month, but now Senior lunch is held every week. Compared to some other towns, this was considered a good turnout.

6.2 Community survey

- Per earlier discussion, CCBC will wait for ICON to indicate what they need for a community survey.

7. Open Comment

- Margit suggested that CCBC begin ways to engage the Town in person.
- Ellen suggested events like potlucks, social gatherings, coffee, drinks, one-to-one in person.
- Others are Lincoln Talk and Lincoln Squirrel.
- Sarah said we need to continue to educate residents on all of the COA&HS and Parks & Recreation programs.
- Margit cautioned on programs that were missing or left out from the list.
- Abby commented we didn't want to come out like a Christmas list. We need to balance needs, wellness, and programs.
- Doug Crosby said we are hiring the architect for mapping out the programs, which needs to be communicated clearly before going to the design stage.
- Tim H. said we are doing programming and concept studies.
- Doug Crosby said this needs to be communicated clearly.
- Alison said we are not really discussing what the building looks like. This is site work, location, program needs, and design will follow.
- Jonathan said we need a consistent message about what CCBC and ICON will accomplish through June, then tasks for the summer, narrowing and shaping of designs in the fall, and what to expect in the upcoming November Special Town Meeting.

8. CCBC Administration

Decision: Approve minutes for November 21, 2022, and January 18, 2023, meetings

- Sarah recommended preliminary approval of minutes for both meetings, with any changes to be sent to her by March 3, 5:00 pm.

Motion: Dilla moved and Susan seconded to give preliminary approval of minutes for November 21, 2022, subject to minor changes that would be sent to Sarah by 5:00 pm on March 3.

Aye votes: Jonathan Dwyer, Susan Taylor, Ellen Meyer Shorb, Sarah Chester, Tim Christenfeld, Dilla Tingley, Margit Griffith, Krystal Wood, Alison Taunton-Rigby.

Concurs Votes: Tim Higgins, Abigail Butt, Jessica Downing, Brandon Kelly, Dan Pereira, Dave Levington, Andrew Glass, Indrani Kharbanda, Steve Gladstone, Roy Harvey, Margaret Olson, Wendy Kusik, Owen Beenhouwer, Peter Von Mertens, Evan Gorman.

Motion passed.

Motion: Susan moved and Dilla seconded to give preliminary approval of minutes for January 18, 2023, subject to minor changes that would be sent to Sarah by 5:00 pm on March 3.

Aye votes: Jonathan Dwyer, Susan Taylor, Ellen Meyer Shorb, Sarah Chester, Tim Christenfeld, Krystal Wood, Alison Taunton-Rigby.

Concurs Votes: Tim Higgins, Abigail Butt, Jessica Downing, Brandon Kelly, Dan Pereira, Dave Levington, Indrani Kharbanda, Steve Gladstone, Roy Harvey, Margaret Olson, Wendy Kusik, Owen Beenhouwer, Peter Von Mertens, Evan Gorman.

Abstain votes: Andrew Glass, Dilla Tingley, Margit Griffith.

Motion passed.

9. Next Meetings

- Sarah said that CCBC meetings will be held twice-monthly now that ICON will be on board.
- Schedule: March 8 and 22; April 12 and 26; May 17 and 31; June 14 (and maybe Jun 28)
- Unless otherwise announced, all meetings will be in a hybrid format, held at 7:00 pm in the Donaldson Room, Town Hall, and via Zoom. The published agenda will contain the Zoom link.

10. Motion to Adjourn: Ellen moved and Krystal seconded.

Motion passed unanimously.

The meeting adjourned at 8:08 pm.