

TOWN OF LINCOLN

LINCOLN TOWN OFFICES
16 LINCOLN ROAD
LINCOLN, MA 01773
781/259-2601



Community Center Building Committee Wednesday, January 18, 2022 – 7:00 p.m.

Virtual Meeting Format

This meeting of the Community Center Building Committee will be conducted as a virtual meeting, providing the public with the option of participating remotely.

Meeting Agenda

I. Welcome & Introductions

II. Assign Minute taker

III. CCBC Administration

- **Decision:** Approve Minutes (Nov 14; Dec 14)
 - Tk: Minutes for Nov 21 from Zoom recording
- CCBC meeting schedule, frequency after architect chosen: Results of Doodle poll for Mar 8, 22; Apr 12, 26; May 17, 31; Jun 14, 28
- CCBC meeting location/hybrid
- **Decision:** Approve Annual Town Report

IV. Project Schedule

- Project timeline

V. Consultants

- **Design/Engineering/Management topics**
 - Architect RFQ – Published Jan 11
 - Bids due Feb 9; meet Mon, Feb 13 to select finalists (expect 3-4)
 - Interviews: 1 hr. each, plus 15 mins afterward; during business hours; Wed-Fri, Feb 15-17; subcommittee to discuss, select after last interview
 - Recommendation to CCBC Feb 22; recommendation to Selects Feb 27
- **Decision:** Choose 2-3 members to be on architect subcommittee

VI. Research

- **Square Footage Analysis:** Existing Program Ranking Matrix/Programming Analysis
- **Existing Program Location Analysis**

VII. Local Community or Senior Centers:

- Tours: Winchester and Weston

VIII. CCBC Outreach

- **Communications Strategy:** Confirm communications strategies and techniques
 - Media used for community outreach (online outlets, print options)
- **Values/needs/wants research:** Community survey topics, schedule (see Community Survey conducted before 2020 as a start)

IX. Stakeholder Boards and Organizations:

- Hartwell Site Stakeholders (School, LEAP, Magic Garden)

X. Discussion with School Admin re Hartwell campus options

- Stakeholder boards and organizations requirements/needs/wants: Schedule series of sessions for them to attend CCBC and share thoughts
 - Order of boards/organizations: School, Water, Conservation, then ...

XI. Community events:

- [To be determined]

XII. Communications Subcommittee:

- Summary of tasks: Statement of gratitude to town
- Next Meetings:

XIII. Open Committee Comment

- Fundraising report: definition of conflict of interest

XIV. Next Meetings

- Feb. 22 hybrid, [location?]
- Results of Doodle poll for twice-monthly meetings once designer onboard: Mar 8, 22?; Apr 12, 26?; May 17, 31?; Jun 14, 28?

Meeting Adjourned

Remote Participation Protocols

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, as further extended on July 16, 2022 with the Governor's signing of Chapter 107 of the Acts of 2022 ,this meeting of the Community Center Building Committee will be conducted remotely, no in-person participation will be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/88568397168?pwd=QStkUEZad0JTNmFSaVNPQS85cGtJdz09>

Meeting ID: 885 6839 7168

Passcode: 579905