

# TOWN OF LINCOLN

LINCOLN TOWN OFFICES  
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## Minutes

### Community Center Building Committee January 21, 2026, 7:00 pm, Hybrid Format

#### Attendees

**Board Representatives and At-large Members (voting members):** Jonathan Dwyer (Co-Chair), Sarah Chester (Co-Chair), Dilla Tingley, Krystal Wood, Susan Taylor, Alison Taunton-Rigby, Rob Stringer, Todd Staples, Ellen Meyer Shorb

**Ex-Officio Members and Liaisons:** Dan Pereira, Abigail Butt, Brandon Kelly, Jessica Downing; Kim Bodnar, Kathryn Hawkins, Roy Harvey, Peter Von Mertens, Lori Leo, Jeff Chabot

**ICON:** Ned Collier, Sally Ferrell

**OPM (ACCENTURE):** Kseniya Slavsky, Jessy Lannon

**Minutes Taker:** Edwin Tam

**The meeting started at 7:01 pm.**

#### 1. Welcome & Introductions

Jonathan Dwyer welcomed everyone and reviewed the agenda.

#### 2. Open Comments

Peter Von Mertens reported on the FLCOA fund raising subcommittee for the Community Center.

- \$1,345,000 was raised before the 2024 Town Meeting vote and will be applied to the town bond.
- \$79,666 was received after the 2024 Town Meeting vote and is available to assist with the building expenses.
- \$50,739 has been pledged by the Von Mertens Family for the Rain Garden.
- Interest accrued is approximately \$21,000 and is unrestricted.

The committee expressed their deep gratitude to the town and the FLCOA for their support.

#### 3. OPM Status

**A. Construction Update.** Kseniya Slavsky reported that progress continues at the Community Center site.

- Crews are moving steadily through foundation work; waterproofing and insulation are now complete. Work continues with backfilling after piers are poured.
- Under-slab utility installation is ongoing, including underground electrical conduit.

- Winter weather prep remains active onsite, with heating and thawing in place to support backfilling, under-slab utilities, and concrete work. Hutter is keeping a close eye on the weather forecasts.
- Looking ahead, framing is expected to begin toward the end of February, marking a project milestone and the start of visible vertical progress.
- Site Tours for the CCBC will start monthly once the building is erected and the site is more stable and safe to walk around. Tours will be led by OPM staff to avoid disrupting or delaying the supervisory work of the General Contractor.

**B. Decision: Authorize Change Order and Increase in Payment for Door Hardware Finish.** To adhere to universal design principles, ICON needs to change the specs for the door handles and levers so they contrast better with the pale color finishes of the doors. Ned Collier explained that there was a miscommunication between the designer and hardware consultant. ICON wishes to change the current nickel finish to dark bronze.

**Discussion: Q:** Why is the dark bronze more expensive? **A:** ICON has been trying to get an answer for that, because part of the miscommunication was, as they presented with a range of finishes on the hardware at the meeting, it was never pointed out that there was a cost difference. Manufacturers tend to have a range of colors that are standard, but in this case, it may be a custom color, which tends to be a premium cost.

**Q:** Why it wasn't spec'd in dark bronze, if that's what the Designer wanted? **A:** ICON did not have an answer for this.

**Q:** If this is just restoring what was the original intent, why does this additional amount need to be approved? **A:** Because the hardware specification carried the nickel finish.

**Motion: Authorize the Town of Lincoln to execute a change order to Hutter Construction's contract for no more than \$2,327.00, to provide hollow metal and wood door hardware in a dark bronze finish, in lieu of the finish specified in the construction documents, based on the design team's recommendation. The design and OPM team shall complete review and negotiation to finalize the value, and will provide a final recommendation to the Town per this project's standard procedures.** Krystal Wood moved and Alison Taunton-Rigby seconded. An individual voice vote was taken among all members, ex-officio personnel, and liaisons. **Motion passed** with 1 no vote and 1 abstention.

#### 4. Communications Subcommittee

**A. Website Updates.** Alison Taunton-Rigby reported that monthly construction updates are posted on the website and fed out to the CCBC mailing list and to other electronic town outlets. The reports are based largely on Jessy Lannon's photos and notes. There was some concern that more frequent updates may feel repetitive because to this point the work has been less visible.

**B. Photos: Use, Approval, and Legal Risk.** Discussion turned to the regular posting of resident photographs that contain information that appears to come from the CCBC. OPM pointed out a major concern about publishing photos without vetting first that may create legal and liability risks. Even innocuous photos may give a false image or raise issues that might appear to show OSHA violations, unsafe practices, or raise privacy concerns. Industry best practice, Kseniya said, is not to publicly post unvetted construction-site photos. Private citizens can take photos

independently, but official channels must follow stricter rules. OPM will work with the resident photographer to document progress consistently over time.

**C. Communications Strategy.** Since the construction will become far more visible, with the steel structure going up soon, the CCBC agreed that publishing more frequent updates will become more important. Updates should be driven by meaningful visual or project milestones. Early stages (foundations → structure → enclosure → windows) are externally exciting. But later interior work is less visible, so creativity will be needed to keep the reports interesting. Suggestions included side-by-side renderings vs. current photos and consistent viewpoints to show progress over time. There was strong agreement that outreach should have a single unified, vetted message, thereby avoiding multiple uncoordinated messages or parallel updates with different content/photos.

**D. Subcommittee Coordination.** The subcommittee is currently small, only 3 people, and encourages more collaboration and volunteers. The intent is to share photos internally first, aligning on preferred angles and types of photos used for communication. They will coordinate with the OPM on content and approvals. The goal is collaboration and managing risk responsibly, not silencing enthusiasm.

**E. Opportunity for Engagement at Annual Town Meeting.** The CCBC is waiting to hear what the Select Board preferences are for outreach at the Annual Town Meeting on March 28. The CCBC will likely be asked to present the construction status. Posters at a table also probably will be needed. The CCBC meeting in February will discuss plans for the ATM.

## 5. CCBC Administration

**A. Decision: Approve minutes of meeting on December 17, 2025.** Sarah Chester requested a motion to approve the December 17, 2025, CCBC meeting minutes. Alison Taunton-Rigby moved and Krystal Wood seconded. **The motion was approved** unanimously by voice vote.

**B. Next meetings.** The next two meetings are scheduled for February 25 and March 18, 2026, both hybrid format.

## 6. Adjourn

Sarah Chester requested a motion to adjourn. **Motion:** Krystal Wood moved and Alison Taunton-Rigby seconded. **The motion was approved** unanimously by voice vote.

**The meeting adjourned at 8:01 pm.**