

**TOWN OF LINCOLN**  
LINCOLN TOWN OFFICES  
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## Minutes

**Community Center Building Committee**  
**March 22, 2023; 7:00 pm**  
**Hybrid Meeting: Donaldson Room, Town Hall; Zoom**

### Attendees:

#### Board Representatives (voting members)

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

#### At-large Members (voting members)

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

#### Ex-Officio Members

Abigail Butt, Jessica Downing, Brandon Kelly, Dan Pereira

#### Liaisons

Indrani Kharbanda, Andrew Glass, Wendy Kusik, Owen Beenhouwer, Peter Von Mertens, Steve Gladstone, Roy Harvey, Neil Feinberg

#### Others

Ned Collier (ICON Architecture), Collette Sizer (Minutes)

**Members of the public:** Ed Lang, Lynne Smith, Dennis Picker, Sara Mattes, Joe Robbat, Patty Mostue, Don Milan, Laura Koller, Pris Kern, Sue Stason, Charles Sizer

**The meeting started at 7:05.**

### I. Welcome & Introductions

Chester called the meeting to order, reviewed the agenda, and passed the floor to Collier for the Architect's report.

### II. Architect's Report/Project Schedule Review

Collier projected a working Gantt chart on the screen that outlined the week-by-week schedule for the duration of the project.

- He explained what had been accomplished since the last meeting and upcoming meetings scheduled.
  - ICON started meeting with stakeholders the past two weeks for introductory meetings. They established a standing reserved time with the Town, and conducted a programming kickoff. The kickoff expanded on the ground rules for engagement. ICON visited and had a conversation about the school grounds.
  - Upcoming meetings include COA, PRD, and the School and related parties. Collier explained that

these meetings are for the education of the architects. They are not re-creating the program. They are exploring what the stakeholder needs are.

- ICON will consolidate the information from the first few conversations and reflect the findings back to the stakeholders to gather input, corrections, and recommendations for next steps.
- Collier recommended a community survey focused on daily needs that looks at pre and post COVID needs. He explained that the current focus is to hear input on program specifics and the goals of the community. He anticipated a meeting on April 25 for follow-up.
  - He encouraged the group to continue to think of the three tiers as three equally successful opportunities. The committee should focus on what they believe the community will benefit from most and then do the number crunching. What offers the highest value? Then quantify it.
  - The community meeting, the major milestone, following April 25 will be the week of June 19.
- Collier asked for comments on the schedule.
  - School lets out the week of June 19. Collier suggested moving the meeting back.
  - Chester clarified. ICON is currently having specific interviews with primary stakeholders to understand exactly their needs. ICON will come back and communicate the feedback and make recommendations.
  - Collier expanded his explanation. The programming schedule they are developing is quite granular. Their questions will be about detail, i.e., how will the space be used (e.g., part time for art, part time for exercise)? ICON will then make recommendations regarding the size the space needs to be.
  - Taylor asked ICON to send prompts to stakeholders prior to conversations so the stakeholders are prepared.
  - ICON will put all information previously gathered into a spreadsheet to be shared. They will build on existing information and intend to be transparent.
- The list of primary stakeholders was clarified, COA, PRD, the School, the Town, LEAP, Magic Garden. The committee suggested that ICON get input from the greater group of stakeholders. Meeting with the liaisons could provide useful input. Collier agreed that they need good input before the June meeting. ICON will not have design solutions for this meeting but will provide feedback to the community.
  - Pereira clarified that some conversations are program conversations and others are regulatory, i.e., the site analysis and the regulations surrounding it. Collier added that site work will be done in parallel, but the cost model/estimates will be separate. They are laying the groundwork now so they can explain to the community what they will get for the estimated cost. Information will be shared as the project develops.
  - Collier put up a diagram with green scribbles and arrows and explained that this was his diagram of people movement on the site. Movement of different age groups, where they intersect, and where they intersect with vehicles is critical. Walking and bicycle paths across the back of the site seem important. As part of exterior space programming, ICON will want to account for this. The paths may not influence the plan, but it helps them understand connectivity. His diagram will be cleaned up and sent back to the stakeholders for feedback.
- The committee members focused on the survey to be sent out and asked for the list of questions that was used for the 2018 survey.
  - The timing is tight to get the survey out and to have the results back before April 25. Surveys will need to go out by April 4 and back by April 21. COA&HS will help reach residents that need services and typically don't participate in surveys, e.g., people who do not speak English well. Chester and Butt will connect to get the correct list of questions.
  - The 2018 survey reflects the town values at that time. How have they changed? Good survey questions are necessary to generate good data. Butt advised that using the same or similar

- survey will help when comparing results. She offered her assistance.
  - To accommodate the tight timing, the first survey will be simpler, and a more detailed survey will follow later.
  - Collier pressed for an answer to how the small/medium/large proposals should differ. Is there a way of thinking of the three proposals as value statements? For example, the large proposal represents traditional community values. It has all the things a resident would want to see in a Community Center building. What community values should be captured in the small and medium schemes? Each proposal (small/medium/large) represents a different set of value propositions. ICON will need to put forward three ideas that are all exciting. The community will pick one based on the values they want. The survey provides useful information.
  - Christenfeld clarified Collier's question. What we are pushing for is a list of possible things that the Community Center will fulfill, i.e., integration of seniors into the community, sustainability, fiscal responsibility, historical integrity, intergenerational synergy, accordance with town planning goals, proximity to services. What do people value?
  - Collier agreed. The committee will end up with 4-5 things that are most important and a list of things that are less important. The community will understand what they are spending money on when the plans are presented. People must feel there is good value at each price point.
  - The Communications sub-committee will meet to draw up and finalize the survey. Taylor and Butt will participate.
- Chester asked for public comment on the survey.
  - Don Milan noted that a good Community Center is a central place that will create a sense of community and asked that ICON and the Committee consider broad range of usefulness.
  - Mattes suggested that it is critical to define how we are going to host intergenerational programming since the bulk of COA activities are during the week when no children are around.
  - Robbat suggested that open ended questions might deliver better answers.
  - Smith offered that if the questions directed residents toward the small/medium/large options, they might get better answers. She suggested that assigning cost guides might provide more detail for the discussion on April 25.
- The committee debated the schedule for getting direct input from the community and from the broader stakeholder group.
  - The survey will go out by April 1 and will be back by the 25<sup>th</sup>. This will provide data for ICON to plan for the interactive meeting on April 25<sup>th</sup>.
  - On April 12<sup>th</sup>, ICON will report back to the Committee.
- Pereira will put together a questionnaire for the broader stakeholder group (~30 organizations) asking a list of questions including their mission and how they will use the facility. Some groups may want to speak on April 25<sup>th</sup>. Time slots would be limited to 2 minutes.
  - Chester will meet with Pereira to discuss prioritizing stakeholder groups. Some are more site focused and others more program focused. It is key to hear from some groups ahead of the April 25 meeting, i.e., Lincoln Family Association, PTO, Minuteman Senior Services, GEC, Historic Commission, Planning Board, Disabilities Commission, and Public Safety.
  - Chester suggested that time might be created at the scheduled CCBC meetings for groups that want to provide direct feedback.

### **III. Communications Subcommittee Report**

- Wood stated that the website is up: [www.lincolncommunitycenter.com](http://www.lincolncommunitycenter.com).
- She asked members to sign up for the CCBC table at the Town Meeting on March 25. There will be hand-outs at the table and people to answer questions. People can sign up for notifications. Wendy Kusik made posters.

#### IV. CCBC Administration

- Reminder of STM motion. The approved warrant:

That the Town vote to transfer the sum of \$325,000 from the Town's Stabilization Fund for the purpose of hiring relevant consultant support services, to potentially include project management, design, engineering and other technical reviews to assist the Community Center Building Committee in developing a range of Community Center design choices and budgets, **including options not to exceed 75% and 50% of the current project estimated cost of \$25 million** for the Hartwell Complex **supplemented or not with existing available town space** with the intention of presenting said choices at a fall, 2023 Special Town Meeting for a vote on a preferred option; and provided further, that it is anticipated that the preferred option selected by the Town will be presented for a funding vote in March of 2025 [sic]. *—Amendments in boldface*
- Pereira noted that there will be three program levels, small/medium/large. He wanted to make sure people understand this and are comfortable. He further clarified that all locations will be evaluated for off-site programming, but the building site identified will be Hartwell.
- Approval of minutes for March 1 and March 8 CCBC meetings: Chester asked that Committee members review the minutes and submit any minor corrections or changes to her by Friday, March 24, at 5:00 p.m. The changes will be incorporated into the minutes, and they will be considered approved.
- Chester asked the Committee to approve this proposal. Taunton-Rigby moved approval of the minutes pending changes; Shorb seconded the motion. The motion passed unanimously with a show of hands.

#### V. Open Comments

- Picker stated that he was confused about the Town moving forward with a \$25M option. He noted that Jonathan Dwyer said at the Town meeting that the \$25M option was off the table. Dwyer confirmed that he said something to that effect. His thought was that the process would require flexibility to get a 2/3 approval vote. The warrant language was clarified on the spot before the public. Pereira read a recap of that segment of the meeting and clarified that the Town will not be putting forward the 2018 program again.
- Mattes stated that she wants the Community Center to be approved and worries that the Town has a PR issue. People voted to move forward because they believed that the \$25M option was off the table. She noted that there is a lack of trust. Secondly, it is critical that all the plans have equivalent green components. She commented further on the use of other spaces, that it is alienating when blanket statements are made that they don't work. Last, she felt that the Town has an adequate number of kitchen spaces, and the Community Center does not need to add another.
- Dwyer commented that he hoped people would vote for what they like and what meets needs rather than being fixated on the 50% price. People should keep an open mind.
- Beenhouwer noted that any cost cutting will take something out of the program. He added that the Finance committee generated the \$25M number by adding four years of inflation (4.5%/year) to the 2018 numbers. The figures are unreliable. The issue is to decide on the programs the community needs.
- Robbat told CCBC to have courage. Embrace the values and the Town will get the programming needed. This is a Town exercise, and he hopes the planning board will be a central voice providing leadership in the process.
- Von Mertens commented that the reason for adding a kitchen is to have it together with the dining. Butt confirmed this and stated that the kitchen does not need to be large. Nutrition is at the core of the COA&HS mission. Mattes warned the committee not to overreach.

- Smith asked to see more data. How does this all fit together?
- Mostue felt that the survey results will show what is needed. The Town should build what is needed.

## **VI. Adjourn**

Chester reminded the committee of the schedule for the next CCBC meetings: April 12, 26; May 17, 31; June 14, (maybe 28).

Chester asked for adjournment: Wood moved that the Committee meeting adjourn; Taunton-Rigby seconded the motion. The motion passed unanimously.

**The meeting adjourned at 9:10 p.m.**