

TOWN OF LINCOLN

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Minutes

Community Center Building Committee

May 17, 2023, 7:00 pm

Hybrid Format: Donaldson Room, Town Hall; Zoom

Attendees

Board Representatives (voting members)

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

At-large Members (voting members)

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

Ex-Officio Members

Jessica Downing, Brandon Kelly, Dan Pereira

Liaisons

Indrani Kharbanda, Wendy Kusik, Peter Von Mertens, Lynn DeLisi, Craig Nicholson, Andrew Glass, Susan Taylor, Kate Cramb, Roy Harvey, Steve Gladstone

ICON Architects

Ned Collier, Ana Cheng

Minutes Taker

Edwin Tam

Others

Dennis Picker, Lynne Smith, Sara Mattes, Laura Crosby, David Cuetos, Connie Lewis, Ed Lang, Penny Perez, Elizabeth Coolis, Pris Kern, Moha Desai, Peter B

The meeting started at 7:02 pm.

I. Welcome & Introductions

Sarah C welcomed everyone and reviewed the agenda. For the Open Comments, she asked that when persons are called they identify themselves and speak for up to two minutes. Once all who wish to speak have been called, then those who have follow-up questions or comments will be called again.

2. Architect's Report / Review of Project Schedule (ICON)

ICON gave an update on the status. ICON showed and discussed the Building Program Analysis, p. 1 [posted at <https://lincolncommunitycenter.com/wp-content/uploads/2023/05/2023-05-17-Programming-Material.pdf>]

- So far everything is still on schedule
- Based on the inputs from Abby and Jessica on programs and spaces needed, the goal was to target 60-70% space utilization. The target for the conference rooms was 40-60% utilization. From an efficiency standpoint, 60-70% is an appropriate target. This % allows flexibility and harmony for multi-use over time. In general, 40-60% is typical for business operations; for higher education, the number is 70% or higher. Time needs to be allowed for shifting of furniture and materials to meet the needs of the next activity to use the space.

- The utilization design was based on program needs and community inputs.
- 8,000 sq ft was removed from the 2018 design, which had been around 24,000 sq ft (plus 5,000 sq ft for LEAP in C Pod and 2,000 sq ft for LPS Maintenance currently in B Pod). Now it is 15,600 sq ft for PRD and COA, plus the 5,000 sq ft for LEAP and 2,000 for Maintenance. This reduction of space and the programming it represents approximates the 75% option.

Krystal: Can LEAP expand?

Dan: This would be a question for School.

Alison: What about storage for maintenance?

ICON: Storage was built into this number.

Peter V: Maintenance uses 2,000 sq ft of the B pod.

ICON: The rest of B Pod is swing space for all of the programs.

3. Review of Building Programs

ICON showed and discussed the Building Program Analysis, page 2 [posted at <https://lincolncommunitycenter.com/wp-content/uploads/2023/05/2023-05-17-Programming-Material.pdf>]

ICON: Once the programs and site development inputs are complete in June, then ICON will focus on designing the 3 options in July and August.

Dilla: Why is preschool music and gymnastics included in Pods?

Jessica: This is currently run for preschool ages by PRD.

Peter V: What about meals-on-wheels?

ICON: CC will use the kitchen for it every morning, will have kitchen space for it and other COA programs.

Rob: The CC should be available for usage from 7 am to 8 pm. So % utilization rate may be misleading, probably not 90%.

ICON: We calculated the percentages for a 40-hour work week because those are the office hours of PRD and COA. We can tweak the number again. Many of the rooms are

Chat question: Why are we building new space for Magic Garden since there are two extra classrooms in Hartwell?

Brandon/Dan/Jessica: Those spaces have been used by MG on a daily basis. Other uses are for training and by PRD. MG benefited from the space.

Dilla: Why isn't LPS preschool using the new gyms?

Jessica: A Pod is used by LPS for gymnastics, programs run by PRD.

Dennis: If Hartwell space was used by LEAP and MG, then it cannot be used by the school or teachers.

Brandon: The Hartwell building space is also used by the school for training during school time, including Hanscom school. The training is ongoing.

Dennis: Are all the classrooms used every day?

Brandon: Yes, during the day.

David: The numbers seem to be high from a statistics standpoint. How do you get to 25 people?

Rob: This is a representative week.

Jessica: Yes, up to 25.

Rob: Because of Covid, we have wait lists, so we need space.

David: We need the actual number.

Dan: What is the threshold number we should use?

Jessica: We use data from pre-Covid and current class growing numbers; we are clearly seeing numbers rising back toward the pre-Covid attendance.

Alison: We should have pre-Covid and post-Covid numbers, so we can make a judgment call.

Dilla: That is what they have done.

Rob: PRD adult fitness number decreased because immediately post-Covid no one wants to be squeezed into the pod because of the condition of the building.

Dan: We can follow up on this.

Chat question: Is there a list of activities and the number of times they are held at the COA? Both COA and non-COA activities?

Elizabeth: So many people of all ages use Bemis Hall at all hours. Is there a master schedule for all COA and non-COA activities?

Dan: Most of the COA activities will move to the CC, while some community organizations will presumably stay in Bemis Hall.

Elizabeth: We need to upgrade Bemis Hall.

Dan : Down the road.

Peter B: Instead of building new space, relocating LEAP to school saves more space. All grades have 4 sections, and only 3 used at the same time, so there is space for LEAP. This is cheaper to move to School than building new spaces.

Dan: That is something up to the School.

ICON: How we can reach a level of agreement that is important for the architect's design? There is a significant reduction from the previous design, 8,000 sq ft. Is this the number we can work with?

Rob: We need to ask Jessica and Abby for their opinions on these.

Alison: 25 people to do fitness for 2,000 sq ft seems to be bigger than what they need.

ICON: We only occupy half the space.

Alison: You mean not fully occupied?

ICON: It can be divided.

Alison: if we only need 1,000 sq ft, why build 2,000 sq ft for fitness?

ICON: Exercise used as a second space.

Alison: Can we look into it? Something is not connected here? 1,800 sq ft for storage.

Dan: 2,000 sq ft for maintenance including storage space.

Jessica: We have taken into consideration other activities.

Peter V: There is a difference between "high activities" and multi-purpose rooms.

ICON: The fitness class needs a bigger space. Multi-purpose rooms are for these activities. We probably need each room's narrative, desire, and intended purpose and rationale.

David: Last meeting, I requested benchmarking. Why do we need a CC bigger than Wayland?

Sarah C: Wayland has other spaces they can use other than CC, so it is not an apples-to-apples comparison.

Susan: What process do you (ICON) need for us?

ICON: For some of the questions brought out tonight, we need to have a narrative for the rooms, maybe a spreadsheet. The question of LEAP needs to be addressed by LPS. Other questions related to activities in Bemis Hall, the town need to address. We will look into other metrics and get you feedback. Abby, Jessica, and LPS all have needs. These are not exaggerated. How do we get a consensus?

Alison: We need numbers on pre-covid and post-covid to address these questions on the rooms.

Dan: We will have these questions addressed by the end of the month (May 31).

ICON: We need the numbers so we can do the cost estimates.

Dennis: Are you trying to seal the deal tonight?

ICON: No, we are not trying to seal the deal tonight.

Sara M: At the Special Town Meeting we have requested to come up with options for 75% of the \$25M and 50% of the \$25M, not the sq ft.

ICON: We need sq ft to do the cost estimate, and need consensus to do modeling. We understand our goal is to come up with 75% and 50% of \$25M, but we need a consensus. Also, 50% will be very difficult. If we streamline the programs, we can come up with 75%, but we will take a crack at it.

Peter V.: Take off the LEAP 7,500 sq ft, it will fit the 75% model.

ICON: Assume yes but with the significant renovation of the pod. We are pushing for consensus with programs.

Rob: If Jessica and Abby are good with the size, then I am good.

Jessica: I am happy with what we have put forth so far,

Sara M: Again, we need to understand our charge, we need to stay with the 75% and 50%, we need a plan to

compare the two, not stretching it. Also, need operating costs and staff requirements.
ICON: Do you think we are not clear on these charges?

4. Review of responses from the Community Organization Survey

Dan: The survey went to around 50 organizations, about 15 responded, and 14 came back with good thoughts. We have met with 8 to 9 and they liked what we are doing. Some of them ask permission to meet with the architect via Zoom. We would like to have these discussions completed by June.

Sarah C: Any concerns?

Dan: They wrote on the survey that they like to meet the Architect. Based on what I read, this is more curiosity than concern.

Sarah C: Have the regulatory organizations responded yet? We need to know any concerns soon.

5. Communications Subcommittee Report

Krystal: The website is up and running, and about 200 people have signed up for the email list. We continue to post updated reports and resources.

6. CCBC Administration

6.1 Decision: Approve minutes for April 25 Forum, and April 26 CCBC meeting.

Sarah C: The committee has received the minutes for the April 25 Forum and April 26 CCBC meeting. Please send any edits to Sarah C by this Friday, May 19, 5 pm. Asked for a motion.

Motion: Susan moved to accept the minutes for the 4/25 and 4/26 meetings as presented, including any edits provided to Sarah Chester by May 19, 5:00 pm.

Second: Alison.

Voice vote: All agreed.

Motion passed.

6.2 Next regular meetings: Wednesdays, May 31; June 14, (maybe June 28)

Sarah C reminded all of the schedule:

May 31 & June 14 – Regular CCBC meeting, hybrid, Donaldson Room.

- May 31 we will be discussing the programs and site strategies and encourage public feedback.
- June 14 we will be discussing the information presented at the previous evening's forum.

June 28 – Date held in case the committee needs to hold a regular CCBC meeting.

6.3 Next forums: Tuesdays, May 23 and June 13, at Hartwell Multipurpose Room and via Zoom

Sarah C reminded all of the schedule:

May 23 & June 13 – CCBC Public Forum, hybrid, Hartwell Building.

- May 23 ICON will be showing us site strategies, such as where the wetland setbacks are, the topography, the locations of the buildings on the site, parking, and pedestrian/bike and vehicular traffic.
- June 13 ICON will connect the dots with cost models for the program and the site.

7. Open Public Comment

Sarah C: A reminder to everyone: when asked to speak, please identify and limit yourself to 2 minutes each.

Lynne: Based on the responses, we need to perform value, location, and tax impact, we also need architect responses on the 50% target.

Dennis: Based on the sq ft, is this a 2-story building or 1 story building? What sq ft will be a 1-story building?

ICON: 2-Story building; 12,000 sq ft will be a 1-story building.

Rob S: Is fixing the Pods and Bemis part of this charge?

Jonathan: We need to table on the Bemis Hall for now.

David: What do Yes and No mean on the Program location matrix? Does No for a program mean keep it where

it is?

Jessica: Many programs can stay in their current place. *No* means it must move to the CC because its present location is not viable; it does not mean discontinuing.

David: CC is a “want”.

ICON: “Need” is essential to be successful.

Jonathan: Convenience to serve multiple needs and have it done all at the same time is important.

Susan: Privacy is a concern for many COA&HS programs. We need to provide the service; the status quo will not hold.

Sara M: Special Town Meeting asked us to move forward to consider alternate sites on some of the programs; we need to honor that charge. The lack of aggressive pursuit to alternate spaces like Pierce House, and the building behind St Joseph Church is a concern. Has anyone talked to them?

Dan: We can only address Town owned buildings like Pierce House and Bemis Hall. We will not explore leasing buildings.

Peter V: The friends of COA has drafted a letter for private fundraising. He wanted to know if any lawyers here can review it.

Dan: I will work with you on this.

8. Adjourn

Sarah C asked if there were any more questions, and there were not. She asked for a motion to adjourn. Alison moved to adjourn the meeting, and Rob seconded. Sarah C requested a show of hands for all in favor. The vote was unanimously passed.

Meeting adjourned at 8:58 pm.