

COMMUNITY CENTER BUILDING COMMITTEE

Meeting Minutes

June 22, 2022

Present: Sarah Chester, Tim Christenfeld, Jonathan Dwyer, Ellen Meyer Shorb, Allison Taunton-Rigby, Dilla Tingley, Krystal Wood

Ex-Officio:

Tim Higgins, Dan Pereira, Abigail Butt, Jessica Downing

Liaisons: Steve Gladstone, Andrew Glass, John LeGates, David Levington, Peter Von Mertens, Lynn DeLisi

Minute Taking Assignment: Abigail Butt will follow up with tax-write-off volunteer to see if she is willing. Dilla Tingley will do minutes for today's meeting.

Confirm Co-Chairs: Dilla moved that Sara Chester be Chair, not Co-Cochair. Allison seconded. The vote was unanimous. Jonathan volunteered to be Co-Chair.

Communications Subcommittee: Tim C said that a committee of three people was effective for the School Building Committee. Allison and Krystal volunteered to serve on the committee but not as chair. It was suggested that Margit Griffith, who was not in attendance, has the skills to do this job well. Dilla moved that Margit be appointed Chair of the Communications Subcommittee. Ellen seconded. The vote was unanimous

Staff Report on Lessons Learned: Abigail and Jessica got us started on this continuing conversation. Abby approached the COA Board and the Friends of the Lincoln COA (FLCOA) at their joint meeting and got volunteers who will call COA Directors in other communities who have new Community Centers to learn what they have learned and what they would do differently. Abby and Jessica will develop a list of question to be asked. Laura Crosby has volunteered to be the point person for this research. The COVID pandemic has raised many new concerns: air purification, larger spaces, indoor/outdoor spaces, wide hallways.

Lynn mentioned that Falmouth has a new center and volunteered to ask our questions there. Allison asked that they gather specific information about the air-handling systems (when built, what make?). She also raised the question about whether we will have windows that open. We will want to have very clear specifications for our design team.

Jessica will also pursue questions with the region group of Parks and Recreation Directors that meet once per month.

Input From Shareholder Groups: Tim C shared information from the SBC experience. Their process was very useful in identifying Community Concerns and Opportunities. We felt that it makes sense that the liaison representatives on our committee do the outreach to their boards. They will gather the concerns and ideas from their boards, meet and then report back to the CCBC at a fall meeting. All of us should be doing personal outreach as we move about Lincoln. Andrew mentioned that the SBC provided an

opportunity to look at the school project holistically and that they did a great job of disseminating what the project meant so that it got a good vetting in the community. If peoples' concerns are heard, they will feel vested the project.

Next Steps: All committee members felt they had enough knowledge of what prior committees had done.

Lincoln Campus Visit: Tim H suggested this could be done at start of September meeting (maybe 6:30). Dilla suggested it would be helpful to review the existing architectural plans as we toured since we will not be starting from scratch. Our contract with Maryann Thompson has expired but Tim H feels it would be appropriate, and that her firm would be willing, to lead this tour. We would consider it a review of work they have done for us.

Tours of Area Community Centers: Fall is the best time. Abby and Jessica will select dates and times and put out a schedule. People will choose the dates that work for them. It makes sense to choose nearby, similar communities - size-wise and funding-wise.

Budget for Professional Services/Drafts RFP's (OPM & Architect): Ma General Law requires we go out for bids. Well-prepared RFP's help to rank qualifications of bidders. The OPM is not just a construction manager but joins the team earlier. Dan and Tim H have compiled samples of previous RFPs. Buck Creel is helping with this. The school project was 4 times our project in size and complexity. He will help us gauge what this is likely to cost us.

The existing designs will provide a jumping off point. A hybrid of these (but not a radical departure) is possible. A variation such as a new building replacing (not just filling in) existing pods is one possibility for such a variation.

Communications Committee: As with the school project, a website, and eventually, weekly e-mail blasts made a difference.

The Minutes of the 6/1/22 Meeting with minor amendments, was approved unanimously.

Meeting Schedule: Wednesday evenings seem to work. We had trouble selecting a date in late July or early August. Tim H will do an on-line calendar availability request. Expect the agenda for our next meeting to be light.

A motion to adjourn was unanimously passed at 8:17pm. Great work Sarah Chester for keeping us in check.

Submitted by Dilla Tingly