

Community Center Planning & Preliminary Design Committee

(PPDC)

Charge

At the March, 25, 2017 Town Meeting, under Article #35, the Board of Selectmen (BOS) asked the voters to appropriate \$150,000 for the purpose of funding a feasibility study and preliminary design development plans for a community center to be located within the Hartwell Complex of the Ballfield Road campus. The proposal was approved by a substantial margin, and received the necessary vote at the ballot so that the funds would be provided through a one-time exclusion from Proposition 2 ½.

To carry out the study, the BOS will convene the Community Center Planning & Preliminary Design Committee (PPDC). The purpose of the PPDC, which will work under the guidance of the Board of Selectmen and in collaboration with the School Building Committee, is to advance the planning of a Community Center to the next stage. This will include further definition of the program, and the development of a range of site plans, preliminary design development, and more refined cost estimates. In the process, the PPDC will be building on the work of the 2012, 2015 and 2016 planning committees whose work is summarized below. It will also collaborate with the School Building Committee to ensure the appropriate alignment of decision points and milestones, so that any proposals are considered within the context of a Lincoln School project and the Ballfield Road campus.

Background:

In 2012, the Board appointed a Community Center Feasibility Committee to evaluate existing and future space needs of the Council on Aging (COA) and the Parks & Recreation Department (PRD). The Committee concluded that Bemis was not well-suited for use as a senior center, and that the Hartwell Pods, home to PRD, were long past their life expectancy. The Committee recommended that the Selectmen lead a public process to assess the Town's interest in a new community center and to study potential sites.

In 2015, the Board appointed a Community Center Study Committee to determine the Town's desire for a community center and to examine sites. The Committee concluded that COA's needs are acute and immediate, and that PRD's needs are significant. After extensive and multiple opportunities for public participation and input were provided, the "overwhelming" choice for location, among five site alternatives, was the Hartwell Campus.

In 2016, the Selectmen and School Committee jointly appointed a Campus Master Planning Committee to determine whether the Ballfield Road Campus has the capacity to absorb additional uses, including a community center. The Committee concluded that there is no engineering or regulatory reason precluding a community center on the Ballfield Road campus.

Tasks

The tasks of the PPDC will include, but not be limited to, the following:

- 1) Review and become familiar with previous plans and existing materials;
- 2) Create a plan for gathering stakeholder input, and for regular communication with, and input from relevant Town boards, committees, and the community. As appropriate, this will require collaboration with the School Building Committee;
- 3) Develop a Request for Proposals (RFP) for a design firm;

- 4) Interview firms, and select one consistent with the requirements of the State's Designer Selection Law, to assist the Committee in finalizing the program and scope of the project, developing preliminary design plans, and providing more detailed and reliable cost estimates.
 - o The Selectmen and the School Committee hold out the possibility that one firm could be hired to support both the school building project and the community center process;
- 5) Develop a detailed program of COA, PRD and other community activities that would take place in a new community center;
- 6) Develop a detailed assessment of space requirements and optimal adjacencies for the program;
- 7) Evaluate several previously identified conceptual community center building locations within the Hartwell area, and any others that may be identified, and develop a preferred building location and supporting Hartwell Campus site plan.
 - o This effort will require close coordination with the School Building Committee, particularly with respect to such issues as future plans for the after school program, the school's shop area, any changes in use at Hartwell Main, if any, parking demands, any reorientation of the Ballfield Road roadway network, any reorientation of playing fields, the possible use of the Pods as swing space during construction of the school building project, potential shared space opportunities, and other potential synergies.
 - o Options for the Community Center must pair logically with options for the Lincoln School project to ensure all current and desired functions of the campus are included in the overarching plan for the campus.
- 8) Develop a set of criteria by which the Community Center Planning and Preliminary Design Committee and the Town can evaluate preliminary design alternatives;
- 9) Developing a 15% design plan and cost estimates.
- 10) The Committee shall submit its report to the Board of Selectmen which will, in consultation with key stakeholder boards, determine when the Town will be asked to vote on funds for final design and construction.

Membership:

- The Committee shall be made up of 9 members, all appointed by the Board of Selectmen comprised of the following:
 - o 1 representative of the Board of Selectmen
 - o 1 representative of the Council on Aging
 - o 1 representative of the Parks and Recreation Committee
 - o 1 representative of the Planning Board
 - o 1 representative of the Finance Committee
 - o 4 at-large members from the community, preferably with background in architecture, design, planning, project management and community engagement. The Board will attempt to recruit at large members who represent key stakeholder groups such as families who use our recreational programs, and seniors who participate in our COA programs.
 - o The Town Administrator and Directors of COA and PRD will serve as a nonvoting ex-officio members
- In addition to the appointed members, the BOS encourages Town Boards and Committees, such as the Conservation Commission, Green Energy Committee, Historical Commission, parent organizations (Lincoln PTO, Lincoln Family Association, etc.), and the Disabilities Commission, to appoint liaisons who will stay in close and consistent contact with the work of the CAPPDC.

Timetable:

In order for the residents of Lincoln to make an informed decision regarding the Lincoln School building project proposal that will eventually be presented by the School Committee for a vote, it is critical that plans for the Community Center be sufficiently developed to allow the voters to understand the overall plan for the campus. Toward this end, the Committee shall provide regular updates to the Board of Selectmen, will identify elements of its work that need to be completed in parallel with the School Building Committee and plan and schedule accordingly, and will be prepared to engage in various public discussions and forums along the way. Key target milestones will include the fall State of the Town Meeting and the March, 2018 Annual Town Meeting.

Open Meeting Law & Public Records

The PPDC is a sub-committee of the Board of Selectmen and is therefore subject to the requirements of the Open Meeting Law (e.g., advance notice of meetings, agendas, minutes, production of documents when requested, etc.). Further, any subcommittees of the PPDC, charged with carrying out specific tasks of the PPDC are also subject to the Open Meeting and Public Records Laws.

Committee Support & Resources

The ex-officio members will attend committee meetings and provide support in organizing meetings and following-up as required.

Issued By the Board:

James Craig, Chair

Jonathan Dwyer

Jennifer Glass

Date: _____