

Community Center Building Committee Charge

(CCBC)

By near unanimous vote, the 2022 Annual Town Meeting voted to move the Community Center planning and building process forward. As a result, the Select Board is now appointing a Community Center Building Committee (CCBC) to oversee the remaining planning stages, engagement with residents, additional votes, and through design and construction -- assuming that Town Meeting supports the budget and funding required along the way.

Background:

In 2012, the Board appointed a Community Center Feasibility Committee to evaluate existing and future space needs of the Council on Aging & Human Services (COA&HS) 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 Select Board 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&HS'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 Select Board 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.

In 2018, the Community Center Preliminary Planning and Design Committee (CCPPDC), the most recent Community Center planning Committee, issued its report. CCPPDC advanced the process to the point that we now have two conceptual design options for a new Community Center in the Hartwell area of the Ballfield Road school campus. CCPPDC's contributions include: further definition of the program; development of a range of site plans; preliminary design development for two building concepts; and more refined cost estimates. CCPPDC's work culminated in a Special Town Meeting presentation on June 9, 2018. In the end, both CCPPDC and Town Meeting felt that both conceptual designs that were presented (i.e., a new building concept that was titled "Central Secondary Green", and a plan to repurpose the pods titled "Infill of Pods") were equally worthy of further consideration.

Tasks

The tasks of the CCBC 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 Committee and/or Building Committee.
- 3) Work with the Town Administrator to ensure that the process for contracting with an Owners' Project Manager (OPM) and project Architect are carried out in compliance with state law and with an emphasis on diversity.
- 4) Review the program again, taking care to consider how COVID experiences and lessons might inform programs, interior space layout, outdoor amenities, and design, and the role the new and renovated school spaces might play.
- 5) Review the two CCBC design concepts and schematics to identify opportunities for improvement, including potential cost savings that may be achieved through re-evaluating the project scope or by other means. Develop the schematic designs to the extent required to ensure reliable cost estimating.
- 6) Lead the public engagement process which will culminate in a Town Meeting vote to select a preferred design concept and budget.
- 7) Once funds are approved, oversee the process for finalizing the design, bidding, contract award and construction, including repaving of Ballfield Road and any new paths serving the Community Center. Lead public engagement process as necessary for input into value engineering.

Membership:

- The Committee shall be made up of 9 voting members, 4 ex-officio members, and a number of liaisons from other key stakeholder boards, as follows:
 - Voting Members:
 - 1 representative of the Select Board
 - 1 representative of the Council on Aging & Human Services
 - 1 representative of the Parks and Recreation Committee
 - 1 representative of the School Committee or Designee
 - 1 representative of the Finance Committee
 - 4 at-large members from the community, preferably with backgrounds in architecture, design, planning, project management, communication, 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.
 - Ex-Officio Members:
 - The Town Administrator, Directors of COA&HS and PRD, and Facilities Director or their designees will serve as non-voting ex-officio members.
 - Liaisons from Other Stakeholder Boards
 - In addition to the appointed members, the Select Board Town Boards and Committees, such as the Conservation Commission, Planning Board, Green Energy Committee, Historical Commission, parent organizations (Lincoln PTO,

Lincoln Family Association, etc.), Public Safety; Water Commission, and the Disabilities Commission, to appoint liaisons who will participate in the work of the CCBC.

Preliminary Timetable:

- April and May, 2022 – Recruit and organize CCBC.
- June – October, 2022 – Review prior reports and materials. Develop the funding proposal for OPM services and Schematic Design.
- November, 2022 – Special Town Meeting vote on the above funding proposal.
- December, 2022 – Hire Professionals & Develop Schematic Designs
- November, 2023 – Town Meeting Selects Preferred Option & Budget
- March, 2024 – Town Meeting Vote for Project Funds
- December, 2024 – Final Design and Construction Documents
- March, 2025 – Bidding & Award
- June, 2025- Begin Construction
- December, 2026- Complete Construction

Open Meeting Law & Public Records

The CCBC is a sub-committee of the Select Board 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 CCBC, charged with carrying out specific tasks of the CCBC 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.

Voted By the Select Board: April 25, 2022

Jennifer Glass, Chair

Jonathan Dwyer

Jim Hutchinson

Date: _____