



**Town of Lincoln**  
**Facilities Coordinating Committee**  
Summary Report  
July 2010

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# Charge

## **Board of Selectmen's Committee Charge Facilities Coordinating Committee**

### *Purpose*

The Committee is requested to develop an inventory – a Town-wide view of users of public spaces and suppliers of public spaces. This broad assessment will allow the school and Town office building projects to better contemplate where and what types of additional flex space is needed, as well as identify types of space that are in oversupply.

Specific deliverables are listed below. It is anticipated that this committee could do its work and present it to the Selectmen in 90 days – with a delivery date of July 1, 2010.

Scope has been intentionally narrow to support these tight timelines; if the committee (some or all of it) wish to work beyond the initial term, additional projects/deliverables may be contemplated.

### *Details*

This committee is charged by the BOS to evaluate the supply and demand of various spaces (both indoor and outdoor) available in the Town of Lincoln. By taking a holistic, Town-wide survey of supply and demand, the Town will be better prepared to make decisions regarding the size and scope of immediate projects (Town Office feasibility study & school building feasibility study) as well as more distant ones (community center, Bemis, Pierce House and Hartwell pods). Many of our existing facilities were developed in classic “stovepipe” fashion and may not represent the best mix for the needs of the Town in 2010 and beyond.

### *Deliverables*

Here is a list of specific deliverables the committee needs to generate. Ideally, the final report would be in the 5-10 page range:

- 1) Develop a list of consumers and suppliers of resources
  - a. Consumers = user groups or other programming functions (ranging from Lincoln Youth Soccer to Selectman meetings to COA Lincoln University events)
  - b. Suppliers = infrastructure (buildings, playing fields, etc) and their “owning” organizations (Town, Schools, Library)

- 2) Create a detailed breakdown and description of resources (and relevant attributes) at each facility available for public use (in both tabular and geographical format).
  - a. For example: Hartwell Building -> multipurpose room -> 40' x 40'; 50 person meeting capacity; A/V equipped; internet equipped; adequate parking after school hours
- 3) Map resources to consumers
  - a. Identify areas of excess capacity
  - b. Identify areas of limited capacity
- 4) Identify priority gaps between needs and facilities.
- 5) Develop a list of the five top most utilized spaces (or needs) and the five least utilized spaces (or types).

#### *Membership*

The Committee will have 7 members comprised of representatives of the following groups and organizations:

- 1 representative of the Board of Selectmen
- 1 representative of the School Committee
- 1 representative of the Council on Aging
- The Recreation Director
- 3 At Large members
- 1 representative of the Planning Board (likely to have liaison but not full member)
- 1 representative of the Finance Committee (likely to have liaison but not full member)

#### *Open Meeting Law & Public Records*

The Committee shall undertake its work in an open and accessible manner. The Committee is a formal subcommittee of the Board of Selectmen and is therefore subject to the requirements of the Open Meeting Law and Public Records Law. All meetings of the Committee shall be posted at least 48 hours in advance. The Committee shall create and post minutes of its meetings and make available any reports and materials requested by the public that are not otherwise exempt from release under the law.

**Issued by the Board of Selectmen: April 12, 2010**

## **Executive Summary**

The FCC has assembled a comprehensive list of available public spaces in Lincoln, and compiled sizes and other key data in an accessible spreadsheet. It has surveyed 54 Town organizations—public and private— with 85 different types of uses, to document their use of Town and other spaces.

The primary aim has been to determine whether the current inventory of Town spaces is adequate for the needs of Town organizations. One important conclusion is that existing public spaces do meet most of the Town's needs most of the time. Where issues are perceived, many may be resolved with improved/integrated scheduling, increased public awareness of options, and minor facility improvements.

In a few specific cases, there is a fairly serious disjunction of needs and space. One notable case is the Council on Aging, for whom the available spaces in Bemis Hall pose meaningful constraints on the Council's activities. Another is the Hartwell Pods, which are used by a wide variety of Town organizations, but with significant inefficiencies and not always to maximum collective value. There may be significant opportunity costs to leaving Bemis Hall and the pods at their current levels of use and physical condition.

### **Key Recommendations:**

- ☑ Create 2 more handicapped-accessible medium sized (12-15 person) conference rooms in Town Offices, preferably on the ground or first floors.
- ☑ Recapture/refurbish 1-2 underutilized spaces at the Hartwell Pods on the Lincoln School campus, and create additional multi-purpose spaces.
- ☑ Designate “booking coordinators” for space on the school campus and at Town Offices. Publish and make available simple policies and procedures for reserving meeting space, as well as lists of alternative spaces around Town. Educate user groups about the process.
- ☑ Encourage boards and committees to lead by example in choosing under-used spaces (Library vault room, Public Safety training room, Pierce House) for meetings.

## **Introduction**

Use and access to public space is always a hot issue in Lincoln. For a small Town, there is a surprising depth and variety of uses, ranging from youth sports, after-school programs and school groups to Town boards and committees, Council on Aging, clubs and other organizations.

At the same time, the Town owns and operates many different types of public spaces, from the historic (Bemis Hall, Pierce House and Town Offices) to schools (Smith, Brooks) to mixed-use (library, Hartwell, Hartwell pods) and public safety (fire and police station). These facilities supply almost all of the meeting, event and flex spaces used by organizations around Town.

The goal of this committee was to develop a broad view of the users and suppliers of publicly available space in Town. From there we would assemble a clear picture both of diverse needs, and of the availability (over- or under-supply) of spaces to meet these needs.. This information could be used directly in the early-stage planning underway for a refurbishment of Town Offices (via the Town Offices Study Committee) and school building needs study (via the School Building Committee).

To the best of our knowledge, no one has ever attempted to survey all users of Town space here. Nor has anyone ever endeavored to inventory all publicly-usable spaces around Town. We began by doing both.

## Process

The Committee's first task was to assemble an inventory of Lincoln public spaces that are suitable and available for meetings, gatherings and other uses of all kinds. That inventory is included in the attachments at the end of this document.

We looked at four key variables in categorizing the available spaces:

- The size of the room;
- Whether the room has fixed seating or allows for flexible set-ups;
- Whether the space is always available for Town organizations, or if there is limited access; and
- Amenities (most importantly handicapped accessibility; also kitchen and/or AV equipment).

The second task was to assemble the roster of users of Town space. That roster is included in the attachments at the end of this document. We assembled a list of 54 Town boards and community organizations, representing 85 different types of usage. We then conducted a comprehensive survey of those organizations to gather information about what Town spaces they use and for what functions, about their intensity of use, and about any space needs that are not met by the current configuration of available spaces. A Summary of the survey results is also included at the end of this document.

The third task was to map users to spaces in such a way that we could draw meaningful conclusions about the possible under-supply or over-supply of appropriate facilities for all the Town organizations. Some analysis and graphical summaries of the matching of users and spaces are included at the very end of the document.

By developing an inventory of public spaces in Lincoln and of the uses of those spaces, the FCC wants to raise awareness of use patterns in the three spaces in Lincoln that are most in demand by Town organizations for meetings, recurring activities, and special events: The Donaldson Room in the Town Office Building, the Multi-Purpose Room in the Hartwell Building, and Bemis Hall.

### 1. The Donaldson Room

The Donaldson Room receives heavy use on Monday through Thursday evenings and light use at all other times. During the daytime hours, the Donaldson Room is booked for only about 10% of the available time on Mondays (the lowest daytime use), and 30% of the available time on Tuesdays (the highest daytime use).

Other than on Fridays, when there are no evening meetings scheduled in the Donaldson Room, there are meetings scheduled in the room on almost every

weekday evening September through May. In addition, there are often concurrent meetings in the Large Conference Room (on the lower floor) and occasionally in the Selectmen's Office. For instance, in November, 2009, the period of most intensive use in our survey, there was a meeting in the Donaldson Room on 13 of the 14 available (non-Friday) weekday evenings, an additional 5 meetings in the Large Conference Room, and 1 meeting in the Selectmen's Office.

## 2. The Hartwell Multi-Purpose Room

There is a variety of school and pre-school uses of the Hartwell Multi-Purpose Room during the school day. The Lincoln Pre-school uses the room for one block every morning (for P.E.), and Magic Garden uses the room two periods a week for movement classes. The room is also used regularly for curriculum meetings, PTA meetings, parent coffees, and faculty meetings. Since the installation of AV equipment and new carpeting in the room, some of the pre-school activities have moved to Hartwell Pods A and B.

March is the month in which the room receives the most intensive daytime use. In March, 2010, the room was booked for 42 of the 69 available daytime blocks (61%). 38 of the 42 blocks were Lincoln School and Pre-school uses. The only other daytime users of the room in that month, and indeed during the whole school year, were Magic Garden and the PTA.

During the 2009-2010 school year, the Hartwell Multi-Purpose Room was available for booking by community and school groups on 180 evenings. It was used on 40 of the available evenings. 19 of the 40 evening meetings were the Lincoln School Committee, and 6 were for other school functions. Other occasional users include Lincoln Youth Soccer (2 meetings in the fall, 3 in the spring), the Lincoln School Foundation, the Lincoln-Sudbury Parent Organization, Magic Garden, the Recreation Department, the PTA and the Finance Committee.

This review of the schedule suggests that the community use of the Hartwell Multi-Purpose Room is nowhere near capacity. It would not be easy or practical for additional community groups to use the room during school mornings, but in afternoons and evenings the room is empty much more than it is in use.

## 3. Bemis Hall

The Council on Aging uses the Great Hall in Bemis 4 times each week for fitness programs, once each week for educational presentations, and an additional once per month for cultural presentations. In addition, the space is used 10 times per year by the Lincoln Minutemen, 6 times per year by the Lincoln Garden Club, and twice per week by the Recreation Department. Other Town organizations, including the Bemis Lectures and the Green Tech committee, use the space about 18 times per year in total.

Our survey suggests that the Great Hall is booked by Town organizations for only about 20% of the available daytime hours, and for only 22 evenings per year in total.

**Large, Complex Users:**

As we began our work, it became clear that there were three large, complex users who offered daily programming but also largely controlled their own space.

These users were:

- The K-8 public schools
- The Recreation Department
- The Council on Aging

The Committee elected to consider these three large and vital groups as special cases; including them in the overall listing would have skewed all the other usage data. The COA, for example, offers year-long, daily programming at Bemis Hall. They also largely control the lower floor of Bemis, and do not compete with other groups for those spaces during the week. On the other hand, COA uses the upstairs Great Hall only a few evenings per year—a time when other groups are also using the Great Hall. So our usage data reflects the COA programming of the Great Hall, but not of the lower spaces in Bemis.

Similarly, the Schools use the Brooks and Smith Gyms on a daily basis. However, there is limited night time use of the gyms. Therefore we have only captured evening gym usage, better reflecting the “community access” portion of the day.

It is our belief that if/when these three important groups encounter space and programming challenges, a separate detailed study should be undertaken. The COA has already begun this process and we expect members of this committee to participate.

## **1) Conclusions**

The current inventory of Town spaces is largely adequate to meet the Town's needs. There is limited evidence of activities being curtailed by lack of suitable spaces at desired times.

### **Recommendations:**

- ☑ **Create 2 more handicapped-accessible medium sized (12-15 person) conference rooms in Town Offices, preferably on the ground or first floors. This will relieve much of the pressure on the Donaldson Room.**
- ☑ **Recapture/refurbish 1-2 underutilized spaces at the Hartwell Pods on the Lincoln School campus, and create additional multi-purpose spaces.**
- ☑ **Designate “booking coordinators” for space on the school campus and at Town Offices. Publish and make available simple policies and procedures for reserving meeting space, as well as lists of alternative spaces around Town. Educate user groups about the process.**
- ☑ **Encourage boards and committees to lead by example in choosing under-used spaces (Library vault room, Public Safety training room, Pierce House) for meetings.**

### *General observations:*

#### **1. Most-popular spaces displace others**

The most heavily used spaces—the Donaldson Room, the Hartwell Multi-Purpose Room, and Bemis Hall—are within capacity when viewed globally. However, there are generally predictable stress points in their schedules, especially Monday-Thursday 7-10PM. In addition, because the Donaldson room is perceived as being especially convenient or desirable, demand tends to pile up there.

#### **2. Acute/Specific space needs**

The broadest current need is handicapped access for both Town (where it is legally required) and most private meetings. Lack of key amenities—especially certified food preparation areas—is often an inconvenience, sometimes a serious limitation. Many organizations cite a pressing need for dedicated/secure storage space close to their main meeting areas.

#### **3. All meeting types tend to use scarcest rooms**

A few rooms, most notably the Donaldson Room, have become “magnet” spaces for meetings that might better be held elsewhere in Town Hall or other buildings. Flexible-use large spaces (with movable furniture) are at a premium.

**4. Other adequate spaces are ignored**

There is a large pool of under-used space, *e.g.* Pierce House, the Hartwell pods, Town Offices, the library and school conference rooms. Making better use of these valuable resources will require shifts in awareness and priorities, and in some cases relatively modest decoration/maintenance work.

**5. Town Office rehab provides a great opportunity**

A rehabilitation of Town Hall, already under consideration for other reasons, would yield an efficient cluster of accessible, flexible meeting spaces with good amenities. Refurbishing and/or repurposing sections of the Hartwell pods would likewise generate valuable flexible-use space in an area with close and abundant parking.

**6. Several Town organizations cite an acute need for storage space**

In responding to our survey, several Town organizations specifically cited a need for storage space in Town facilities. In general, these organizations conduct regular meetings or events in Town spaces, for which they use their own materials (such as tables, coffee machines, banners, whiteboards). With no place in the Town buildings to store these materials safely, all must be moved to and from private homes for every event. Could storage in Town facilities be provided, then the space needs of these organizations would be fully satisfied.

**7. Little change expected over next 5 years**

There is no current indication of major 5-year trends in activities by Town organizations. The emergence or passing of various organizations (*e.g.* League of Women Voters, Green Tech) can be accommodated as things stand. Occasional Town-wide programs that hold many large meetings (*e.g.* decadal long-range planning, highway renovations) can strain meeting-room capacity.

*Notes on specific facilities:*

**Town Office Building**

- With no small conference rooms available on the (handicapped-accessible) first floor, ***small meetings occur in valuable large spaces.***
- This tendency is exacerbated by the isolation of basement rooms, which are also used for temporary storage and are sometimes unfit for meeting use. ***Spaces need to be more comfortable and feel better-connected to remove perceptions that there are “good” and “bad” places to meet.***
- Meeting spaces are not visible from the street, or from each other. So the Town’s main activities are physically hidden from the public,

instead of inviting participation. ***Any redesign of the interior should include efforts to make meeting rooms and work spaces more visible and welcoming.***

- Food preparation/service capabilities are important, and only partly available. Refurbishment should include an adequate commercially certified kitchen.
- A defined schedule/booking “owner” and information/guidelines are needed.

### **Elementary Schools**

- Flex space is critical to multiple activities. The Hartwell Pods, in their current condition, are poorly suited to any group’s needs.
- More explicit long range planning for pre-school and after-school programs is needed:
  - These programs support a diverse population in Town
  - They currently exist on somewhat “borrowed” space with little long range control or assurance of continuity

### **Bemis Hall**

- This historically important facility is imperfectly suited for any of its main tenants:
  - Safe access from parking across the street or down the hill is a major issue for seniors and the handicapped, a difficult problem to remedy
  - The sound system is inadequate for most purposes

### **Pierce House**

- This prominent, historical and convenient building could serve many more Town activities.
- Low public usage is due to under-defined priorities for the facility; aligning the intentions of various stakeholders could improve both the value created by this building, and the cost-effectiveness of maintaining it.

## Next Steps

With this report we address the immediate mission of compiling an inventory of Town spaces and Town organizations' needs, primarily to inform the efforts of the Town Office Study Committee and the School Building Committee.

The scope of this FCC effort was intentionally limited to enable delivery of this report in a timely fashion to both of the committees mentioned above.

More work can be done in a number of areas:

- A similar inventory of the various private spaces available for public uses in Lincoln
- Utilization of high-quality Town-owned spaces at other facilities, *e.g.* the Highway Department, the Public Safety Building, the Water Department, *etc.*
- Detailed study of the evolving needs of the COA, the Schools and the Recreation Department
- Detailed planning for renovation of the Hartwell Pods and Town Offices
- Other relevant plans, *e.g.* the recent proposal for further development at Wells Road that could accommodate COA and other key public needs.

When this report is published, other user and space-owners may want to come forward to enrich the mix.

This ad-hoc project was done to inform planning for major capital projects now under discussion. **Building new space incurs a high total cost of ownership** (construction, maintenance and staffing, heating/cooling, *etc.*). **We believe that the Town's best opportunity is to improve quality, accessibility and awareness of existing spaces. Town Hall and the Hartwell Pods offer the most cost-effective opportunities to create excellent space where it is needed most.**

Another high-leverage path is to improve the usability of existing rooms, with amenities (food preparation, audio-visual, *etc.*) and decoration (patching, painting, lighting).

Knowledge of available spaces needs to be improved, *e.g.* by publishing an inventory with information on location, size, access, amenities and booking. Scheduling can be partly centralized, and each schedule-holder can also offer suggestions for alternative spaces. Users need to understand that civic duty is served by spreading the load and using the most appropriate spaces (not just the habitual ones) for each group, meeting or activity.

Town of Lincoln  
**Facilities Coordinating Committee**  
 Town Building Inventory

21-May-10

Building	Office Name	Location Within Building			Physical Characteristics				Parking # Spaces	Hours of Availability				Seasonal Availability				Ease of Use		
		Basement	1st FL	2nd FL	Sq. Ft.	Dimensions	Capacity	ADA Access		Morning	Afternoon	Evening	24 Hrs.	spring	summer	fall	winter	Requires Escort	Safe Entrance	Ease of Booking
Town Offices	Donaldson Conference Room		X		720	24' x 30'	72	Yes	40	X	X	X	X	X	X	X	X	No	Yes	Yes
	Lower Conference Room A	X			528	22" x 24"	52	Yes	40	X	X	X	X	X	X	X	X	No	Yes	Yes
	Lower Conference Room B	X			144	12' x 12'	15	Yes	40	X	X	X	X	X	X	X	X	No	Yes	Yes
	Conservation Meeting Room			X	420	35' x 12'	49	No	40	X	X	X		X	X	X	X	Yes	Yes	Yes
	Building Dept Meeting Room			X	720	24' x 30'	72	No	40	X	X	X		X	X	X	X	Yes	Yes	Yes
	Selectmen's Meeting Room		X		144	12' x 12'	15	Yes	40		X	X		X	X	X	X	Yes	Yes	Yes
	Lower Level Workshop Space	X			144	24' x 22"	15	No	40										No	No
	RLF Office		X		100	10' x 10'	10	Yes	40										Yes	No
Library	Tarbell Room			X	600	20 x 30	50	Y	30	Tues-Sat.	Y	Mon & Wed	N	Y	Y	Y	Y	N	Y	Y
	Magazine Room			X	728	26 x 28	20	Y	30	Tues-Sat.	Y	Mon & Wed	N	Y	Y	Y	Y	N	Y	Y
	Lincoln Historical Room		X		198	11 x 18	8	Y	30	Tues-Sat.	Y	Mon & Wed	N	Y	Y	Y	Y	N	Y	Y
Bemis Hall	Entrance Hall		X		400	17 x 23.5	25	partially	9	COA	COA	renters	N	Y	Y	Y	Y	N	N	Y
	Map Room		X		405	16.25 x 25	25	partially	9	COA	COA	renters	N	Y	Y	Y	Y	N	N	Y
	Parlor		X		290	14.5 x 20	10	partially	9	COA	COA	N	N	Y	Y	Y	Y	N	N	N/A
	Great Hall			X	1920	44.5 x 43	200 seated	partially	9	COA	COA	renters	N	Y	Y	Y	Y	N	N	Y
Public Safety Building	Training Room	No	Yes	No	423	18 X 23.5	25 People	Yes	3 marked 1 HP	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes, Call L
Pierce House	Library		x		230	13 x 18	20	1 step entrance	unlimited	yes	yes	til 11pm		Yes	Yes	Yes	Yes	No	Yes	Very easy
	Piano Room		x		250	14 x 18	25-30	1 step entrance	unlimited	yes	yes	til 11pm		Yes	Yes	Yes	Yes	No	Yes	Very easy
	Den		x		230	13 x 18	20	1 step entrance	unlimited	yes	yes	til 11pm		Yes	Yes	Yes	Yes	No	Yes	Very easy
	Dining Room		x		250	14 x 18	25-30	1 step entrance	unlimited	yes	yes	til 11pm		Yes	Yes	Yes	Yes	No	Yes	Very easy
	Brides Room			x	250-	14 x 18	10	none	unlimited	yes	yes	til 11pm		Yes	Yes	Yes	Yes	No	Yes	Very easy
	Historical Society Room	This is the same room as the bride's																		
	Caretaker's Apartment			x	700	Lg room 14 x	6	none	unlimited	by appt only									Yes	
Highway Garage	Employee Break Room	N	Y	N	175.75	18.5 X 9.5	12	Y	10	7:30	3:30	N	N	Y	Y	Y	N	N	Y	Y
Water Department	Pump House Meeting Room		XXX		195	15x13	6	Yes	6	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	High
	Filtration Plant Meeting Room		XXX		330	15x22	8	Yes	5	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	High
Codman Farm	Milkhouse/Office																			
Muster Barn	Main Storage Area																			
Other	Public Safety Aparatus Bays																			
	DPW Vehicle Bays																			
	Bemis Hall Basement																			

Amenities								Comments	Building
Mikes/ Audio	White Board	Projector	Internet	Video Recording	Tables & Chairs	Phone	Kithen Drink and/or Food		
									Town Offices
Yes	Yes	Yes	Yes	Yes	Yes	No	Yes		
No	Yes	Yes	Yes	No	Yes	No	Yes		
No	No	No	Yes	No	Yes	No	Yes		
No	No	No	Yes	No	Yes	Yes	Yes		
No	No	No	Yes	No	Yes	Yes	Yes		
No	No	No	No	No	No	No	No		
No	No	No	Yes	No	No	Yes	No		
									Library
Y	N	Y	Y	N	Y	N	Y		
Y	N	Y	Y	N	Y	N	N		
									Bemis Hall
N	N	N	N	N	N	N	Y	Notes: No. of parking spaces are those in	
N	N	N	N	N	Y	N	Y	front of the building. People also do park	
N	Y	N	N	N	Y	N	Y	across the street, which can make entering	
N	N	N	N	N	Y	N	Y	Bemis dangerous due to traffic.	Public Safety Building
No	Yes	No	Yes	Yes	Yes	Yes	No		
None	None	None	wireless or	None	comments	free pay ph	wonderful kitchen	29 mismatched chairs and 6-6' rectangular tables	
None	None	None	wireless or	None	comments	free pay ph	wonderful kitchen	cell reception very poor	
None	None	None	wireless or	None	comments	free pay ph	wonderful kitchen	Drink and/or food is BYO. \$150 cleaning charge applies if	
None	None	None	wireless or	None	comments	free pay ph	wonderful kitchen	food and/or drink served. Alcohol must be poured by insured bartender	
None	None	None	wireless or	None	comments	free pay ph	wonderful kitchen	Brides room has couch and easy chairs, cable hookup	
									Pierce House
ossible									
N	Y	N	Y	N	Y	N	Y		Highway Garage
									Water Department
No	No	No	No	No	Yes	Yes	Yes	Business hours only, escort required	
No	Yes	No	Yes	No	Yes	Yes	Yes	Business hours only, escort required	Codman Farm
									Muster Barn
									Other



## FACILITIES USE QUESTIONNAIRE - FOR ALL LINCOLN COMMUNITY GROUPS

The Selectmen are working to ensure both public and private groups in Lincoln have access to suitable space for their activities. Optimizing use of existing rooms - via improvements in awareness, access, quality and scheduling - not only serves our citizens directly, but also helps to guide capital expenditures. This is your chance to help the Town support your group by telling us what you do, and what kind of spaces you need and want.

Please fill out this sheet if your organization sponsors (or hopes to sponsor) ONE type of activity. If your organization does (or would) conduct MORE THAN ONE type of activity, please continue your answer on the attached spreadsheet.

### A. WHO ARE YOU?

1. Name of group:

2. Primary activity or purpose:

3. Contact Name:

Phone:

Email:

### B. WHERE ARE YOU, AND WHEN?

4. Are you currently using Town facilities? *(Please circle one)*

Yes

No

If Yes, which buildings/rooms?

If No, why not? (E.g., have not found suitable space, scheduling or access issues, private home or other non-Town space is adequate)

5. How often? *(Please circle one)*

Daily

Weekly

Biweekly

Monthly

Annually

Other

6. Number of attendees for an average event:

Maximum number of attendees:

7. What time of day would you hold your activity? *(Please circle all that apply):*

7-10AM

10AM-5PM

5-10PM

8. If you currently use public space, does the space meet your needs?

Yes

No

If No, why not?

### C. WHAT SPACES MIGHT YOU NEED (AND/OR WANT)?

9. What is your group's minimum useful room size?

Ideal room size?

10. Room amenities - tables/chairs, AV, kitchen, etc.?

11. Special requirements for room layout, furniture, lighting, etc.?

12. Over the next five years, is your group's need for space likely to: *(Please circle one)*

Decrease

Stay about the same

Increase significantly

13. Anything else you want us to know about your group's possible current and/or future space needs? We encourage any additional information or attachments that may help us understand your space needs.

Please direct questions and return this form to:  
FCC, Selectmen's Office, 16 Lincoln Rd, Lincoln, MA 01773 (781) 259-2600

**Town of Lincoln Facilities Coordinating Committee**  
 Facilities Use Questionnaire, May 2010

	Activity	Frequency	Currently in Town space?	Number of participants:		Time of day	Special requirements:				
				Typical	Maximum		Tables	Chairs	A/V	Kitchen	
1											
2											
3											
4											
5											
6											
7											
8											
9											
#											
#											
#											

e.g.,  
 Daily  
 Weekly  
 Monthly

7-10AM  
 10AM-5PM  
 5-10PM

Name of organization:  
 Contact:  
 Phone number:  
 E-mail


Town of Lincoln  
**Facilities Coordinating Committee (FCC)**  
 User data snapshot - summary data  
 7/27/2010 FINAL

Room Type	Description
A	Small Conf Room (10-15)
B	Medium conf room (25)
C	Large conf room (>50)
D	Multipurpose room
E	Bemis Great Hall/Pierce house

Frequency = # meetings/year

Today					
Organization	FCC Liaison	Room Type	Frequency	Description/Amenities needed	
Lincoln Family Association	Tim C	C	52	drop in play	
		B	12	planning meeting	
		B	20	parent coffee/pot-luck	
Lincoln School PTA	Tim C	B	10	monthly meetings	
		D	10	special events	
Hanscom School PTA	Tim C	0	0	n/a	
Lincoln's integrated pre-school	Tim C	0	0	nothing outside of school day	
Lincoln Youth Soccer	Dan	B	10	monthly meetings	
		E	1	annual meeting	
		A	10	Committee Meetings	
Lincoln Recreation	Dan	C	250	Adult Fitness	
		B	50	Adult Painting Studio	
		B	175	Toddler Classes	
		B	175	School Age Classes	
		B	50	Adult Education Classes	
		0	175	Youth Sports	
		E	10	Special Events	
		B	10	Subcommittee Meetings	
		LEAP	Tim C	E	1
Lincoln Nursery School	Doug	0	0	no needs	
St. Anne's Nursery School	Doug	0	0	no needs	
Magic Garden	Doug	E	1	annual event - pierce house	
Lincoln Youth Baseball	Dan	0	0	use private homes	
Boy Scouts	Bob	C	46	Tables, Chairs, Kitchen, Storage Space	
Boy Scouts	Bob	D	6	Tables, Chairs	
Boy Scouts	Bob	A	12	Tables, Chairs	
Cub Scouts	Bob	D	10	Tables, Chairs	
Cub Scouts	Bob	E	1	Tables, Chairs	
Girl Scouts	Bob	D	40	Tables, Chairs	
Brownies	Bob	Included with Girl Scouts			
Lincoln/Sudbury PTO	Doug	B	1		
Lincoln School Foundation	Doug	A	3	March & April grant reviews	
METCO coordinating Committee	Doug	D	2	Most meetings within school footprint - 2x in Multipurpose room	
Green Tech Committee	Alaric	B	6	bi-monthly meetings	
		E	2	town-wide forums	
Lincoln Historical Society	Bob	A	12	Table, Chairs	
Codman Community Farm Inc.	Bob	Farm bldgs.	365	Farm bldgs.	
Codman Community Farm Inc.	Bob	E	1		
Lincoln Library	Bob	All within existing footprint			
Friends of Lincoln Library	Bob	D	365	Tables	
Friends of Lincoln Library	Bob	D	12	Tables	
Friends of Lincoln Library	Bob	C	24	Chairs	
Friends of Lincoln Library	Bob	E	2	Chairs	
Lincoln Garden Club	Alaric	C	14	Kitchen	
		B	2		
The Food Project	Steve	all on the land			
Lincoln Minutemen	Steve	A	48	weekly meeting/practice	
		D	6	muster	
		B	10	monthly meeting	
Lincoln Land Conservation Trust	Steve	C	4	large "issue" meeting	
		A	30	weekly meeting	
Rural Land Foundation	Steve	B	10	monthly meeting	
		A		? Daily meeting	
Lincoln Review	Alaric	no answer - assume zero			
Lincoln Scholarship Committee	Noah	A	4	Spring meetings to make grants	
Republican Town Committee	Noah	A	7	Monthly meetings	
Democratic Town Committee	Noah	A	6	Monthly small committee meetings	
		C	1	Larger annual meeting	
Lincoln Players	Alaric	C	6		
Codman Trustees	Noah	A	1	One annual meeting in town	
Friends of Lincoln Council on Aging	Bob	Space requirements included with COA submission			
Lincoln COA	Bob	All within existing footprint			
Agricultural Commission	Tim H	A	10	Monthly meetings	
Assessors	Tim H	A	25	Bi-weekly meetings	
Comm Preservation Comm	Tim H	A	6	Bi-monthly meetings	
Cap Planning	Tim H	A	6	Bi-monthly meetings	
Conservation	Tim H	B	25	biweekly meetings	
		B	10	Conservation coffees	
		C	2	Special Events	
Disabilities	Tim H	A	10		
Fincom.	Tim H	A	25	biweekly meetings	
		C	4	Budget planning sessions	
		D	2	Meetings with Schools	
Board of Health	Tim H	A	10	Monthly meetings	
Historic District Comm/LHC	Tim H	A	10		
Housing Comm/Trust	Tim H	A	25	includes both	
L-S School Com	Tim H	A	2	Typically around TM /budget season	
Pierce House Committee	Tim H	A	10	Monthly meetings	
Personnel Board	Tim H	A	10		
Selectmen	Tim H	C	40	Weekly meeting	
		A	150	Other subcommittees (total)	
Water Board	Tim H	A	10	Monthly meetings	
ZBA	Tim H	B	10	Monthly meetings	
Planning Board	Tim H	A	36	Bi-weekly meetings	
	Tim H	B	1	Annual larger format meeting	
Commissioners of Trust Funds	Tim H	A	4		
Cemetary Commission	Tim H	A	12		
Town Clerk	Tim H	B	6	Election Staff	

## Town Space Utilization Analysis - One Approach

Room Type	# Groups	# usages	# available	Utilization	Comment
Room A: Small Conf Room (10-15)	27	494	264	187%	4 nights/week + 2 mornings/week: for (Basement conf room)
Room B: Medium conf room (25)	19	593	460	69%	4 nights/week + 3 mornings/week + 5 afternoons/week: for (Pod B and Multipurpose Room)
Room C: Large conf room (>50)	11	443	250	56%	Adult fitness (Rec), 40 = selects
Room D: Multipurpose room	9	453	365	52%	FOLL book sale
Room E: Bemis Great Hall/Pierce house	8	19	10	12%	Recreation special events

