

**Board of Selectmen & School Committee  
Joint Charge to  
Campus Master Plan Committee (CMPC)  
May 18, 2015**

Charge

The CMPC is being formed jointly by the Board of Selectmen and School Committee to help study the basic infrastructure and physical layout of the Ballfield Road campus to inform the planning for the contemplated school building and community center projects. The CMPC will have the data and analysis from several previous studies available as a resource and baseline.

A budget of \$75,000 was approved at the 2015 Annual Town Meeting, under Article #33. The budget will enable the Committee to retain architectural, engineering and other consulting support of various disciplines. The Committee will organize its work in a manner that provides multiple opportunities for input from a diversity of town boards and residents.

It will be left to the Committee to determine how best to structure its meetings, hearings and discussions with the Town, however, the Selectmen and School Committee seek to use the fall, 2015 State of the Town Meeting to provide a status report and to elicit the Town's input. The Committee's final report and recommendations will be submitted to the School Committee and Selectmen not later than December 31, 2015 to provide sufficient time for the Selectmen and School Committee to prepare their findings and any recommendation to the Town which will be presented during the March 2016 Annual Town Meeting.

Background

The School Committee has conducted extensive studies of the conditions of the Lincoln School. The 2012 Feasibility Study conducted by OMR included detailed information about campus infrastructure issues such as bus, automobile, and pedestrian traffic, parking, public safety, accessibility to the school and playing fields, drainage of the playing fields, wetlands boundaries, and the septic field. These issues were not explored in the context of additional usage of the campus, such as the addition of a community center. The School Committee charges the CMPC with a study of all of the aforementioned infrastructure considerations and a report about the viability of adding additional functions to the Ballfield Road campus.

The Board of Selectmen has conducted extensive studies of the space needs of the Council on Aging (COA), the Parks and Recreation Department (PRD) and other community groups. These efforts are well summarized within the Selectmen's Community Center Study Committee's (CCSC) 2015 report. The CCSC concluded that the need for a new or upgraded facility for the COA is immediate; that the facility needs of the PRD, although less critical than those of the COA, are still urgent; that there is very strong support in Lincoln for the concept of a community center; and, that the Hartwell complex is the heavily favored location for a community center. The Selectmen and School Committee believe it is essential that an assessment be made of the Ballfield Road School Campus' capacity to absorb this potential increase in use.

Tasks

- Develop the proposed consulting contract and oversee the bidding and interview process.
- Interview consultants and recommend a preferred individual or firm for contract award by the Board of Selectmen and School Committee.

- Oversee and manage the work of the consultant in support of the Committee's activities.
- Provide opportunities for input from a diversity of Town boards and residents, as determined appropriate by the Committee, which may include public meetings, workshops, other forums, surveys, and interviews. It is expected that the Committee will make an interim report at the fall 2015 State of the Town Meeting, and a final report to the Selectmen and School Committee not later than December 31, 2015.
- Prepare a detailed report that confirms the existing uses and demands for space on the campus, anticipates potential future uses, assesses the capacity of existing infrastructure to support existing and projected uses, provides recommendations as to needed infrastructure upgrades, and includes recommendations for the most efficient utilization of space throughout the campus.
- The scope of the Committee's report is expected to include:
  - An assessment of existing and potential buildings and recreational facilities to determine how they might be configured to make the most efficient and appropriate use of the land. This will require two levels of analysis:
    - First, assuming that the new school building is constructed in approximately the same general footprint and alignment as the existing school buildings, identify the building envelopes that might be available to accommodate the space needs of the contemplated new community center building.
    - Second, assuming that the campus were a blank canvas, identify the building envelopes that might be available to accommodate the space needs of a new school and a new community center.
  - An assessment of so-called boundary conditions such as zoning setbacks, wetlands and geotechnical conditions.
  - An assessment of basic campus infrastructure including its septic system, parking and roadway network. With regard to circulation throughout the campus, it is important that consideration be given to bus, automobile, and pedestrian traffic.
  - An assessment of public safety issues to include but not be limited to: the ability to safely evacuate citizens of all generations and levels of mobility from the campus in the event of a natural or man-made disaster, traffic and pedestrian pathways, parking, lighting, and accessibility .
  - An assessment of existing and potential buildings and recreational facilities to determine how they might be configured to make the most efficient and appropriate use of the land.
  - An assessment of the improvements needed to maintain, and as necessary enhance, playing fields and other recreational spaces.
  - An assessment of estimated site preparation costs, with and without the addition of a community center.

- Determine viable site locations to accommodate the potential need for modular classrooms/swing space during school and community center construction. Consider efficiencies of space needs and phasing.

### Membership

We have identified seven specific boards/committees that appear to be our primary stakeholders for this project. We shall invite their participation in whatever manner they deem appropriate, ranging from having a direct seat on the Committee to having their staff run alongside, to attending specific meetings that are of most relevance to the work of their respective board/committee. Given the complexities of the campus, it is preferred that each board/committee designate a member to have a direct seat on the Committee, but we understand that this may not be possible in all cases. If and when this is not the case, we will attempt to be as flexible as possible in seeking out their participation.

Our representatives of Town boards and committees will be joined by two at large Committee members to help ensure a broad cross section of participants.. The Committee will have up to nine members, all serving as joint appointees of both the Board of Selectmen and School Committee:

1. A Selectman
2. A member of the School Committee
3. A member of the Planning Board
4. A member of the Conservation Commission
5. A member of the Parks & Recreation Commission
6. A member of the Council on Aging Board
7. A member of the Roadway & Traffic Committee
8. Two (2) At-Large Members jointly appointed by the Selectmen and School Committee.

The Committee shall elect its own Chair.

### Supporting Resources

Several data collection efforts and preliminary studies have been completed and will inform the work of the Committee. In addition, \$75,000 was appropriated under Article #33 of the March 28, 2015 Annual Town Meeting, for the purpose of providing the necessary consulting support services to the Committee. The Town Administrator and School Superintendent, or their designees will support the Committee as ad hoc members.

It is expected that the Committee will seek input from the Schools, Parks & Recreation Director, Council on Aging Director, and Public Safety officials as appropriate.

### Timetable

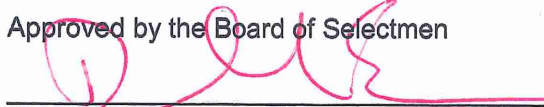
The Selectmen and School Committee intend to form the Committee in May; interview and retain consultants in June/July; carry out the work of the Committee, including multiple public input sessions, from June through December; receive the final report not later than December 31st, in time to inform decisions for the FY 17 budget and town meeting cycle. It is anticipated that an interim report will be presented during the State of the Town Meeting likely to be held in late-October/early-November.

### Open Meeting & Public Records Requirements

The Committee, acting as an advisory special committee to the Board of Selectmen, is subject to the requirements of the Open Meeting Law. The Committee shall conduct its affairs in an open and transparent manner, will post notice of its meetings (including an agenda), keep

minutes and maintain its records in accordance with the provisions of the Open Meeting and Public Records laws.

Approved by the Board of Selectmen

  
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D. Noah Eckhouse, Chairman

  
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Peter Braun

  
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Renel Fredriksen

Approved by the School Committee

  
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Jennifer Glass, Chairman

  
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Al Schmertzler

  
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Tim Christenfeld

  
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Jena Salon

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Peter Borden

Date: 05/18/15

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