

## **Campus Master Planning Committee (CMPC) Meeting**

Meeting Minutes  
Donaldson Room  
August 24, 2015

Present: Carole Kasper (Chair), Vin Cannistraro (Vice Chair), Ken Bassett, Paula Cobb, Patty Donahue, Renel Fredericksen, Jennifer Glass, Peter Von Mertens, and Bryce Wolf

Also present: Carolyn Bottom (COA), Buckner Creel (LPS), Becky McFall (LPS), and Dan Pereira (P&R)

Present Representing LLB: Greg Smolley, Patrick Torborg

Absent: Tim Christenfeld, Dilla Tingley, Tim Higgins

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CMPC Chair Carole Kasper called the meeting to order at 7:07 pm.

The Committee reviewed the minutes from the August 13<sup>th</sup> meeting, submitted by Renel Fredericksen. Bryce Wolf moved that the minutes be accepted with edits, Jennifer Glass seconded the motion, and the minutes were approved, as amended, unanimously.

### Status Review & Update

Carole Kasper proceeded to level set the committee by providing a status update.

- The CMPC, at its August 13<sup>th</sup> meeting, discussed that there is a funding shortfall due to the lack of traffic data that had been presumed to be included as part of the previous MSBA study and work.
- CMPC and LBB agreed to move forward with the current contract, understanding that Buck Creel and LLB would work on determining the funding shortfall.
- Both School Committee and the Town Selectman will be meeting on August 27<sup>th</sup> and September 14<sup>th</sup>, respectively, to discuss and vote on whether or not to fund the gap.

Greg Smolley reported that LLB continues to actively review the materials and information from the previous work that was done (SIM study, MSBA, etc.) and is “knee deep” in their understanding of the campus and that what’s becoming clear is that no matter the study, the same issues remain relative to traffic, septic, etc. In addition, he reported that:

- LLB is creating a google earth map that will serve as a “base map” – a visual that depicts our current understanding of the campus, complete with buildings, wetlands, restrictions, etc.
- LLB continues to analyze and gather data from COA, Conservation, Parks and Rec, Public Safety, etc. re: campus use patterns – who, when, where, and why.
- HSH is working on traffic studies and expects to have an initial examination of this data for the October 1<sup>st</sup> CMPC meeting.

Ken Bassett and Carole Kasper kick-started an in-depth discussion regarding what assumptions the committee needs to make so that it can further think about the campus

and continue moving forward with the committee’s work. Greg Smolley noted that the Ballfield Road campus was developed via an iterative versus a deliberate plan that looked at needs – and that this project represents a unique opportunity for the town to look at the campus with a fresh eye.

The CMPC discussed ways in which the committee can have a conversation with the Lincoln community that examines current/future needs and helps define a vision for the Ballfield Road campus taking into consideration:

- what people want for the campus,
- how we, as a town, define what the spirit of the campus is, and
- how the Town can maintain that spirit while developing a vision and a plan that achieves that vision within the limitations of the campus’s “envelope.”

Greg Smolley discussed how examining and understanding the programming needs of the campus, commonalities, and cross-utilizations will help define what’s needed vis a vis space, parking, walkways, etc.

The committee then discussed establishing a meeting/outreach schedule in order to finalize the report ahead of the December holidays and the following dates were confirmed:

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
Thursday, Sept 3 <sup>rd</sup>	7 pm	Second floor hearing room, Town Offices	Committee Meeting
Thursday, Sept 10 <sup>th</sup>	5:30 pm	Green playground, Lincoln School	Lincoln PTO Picnic – community outreach
Wed, Sept 16 <sup>th</sup>	8:15 am	Hartwell Multipurpose Room	Committee Meeting
Thursday, Oct 1 <sup>st</sup>	7 pm		
Wed, Oct 7 <sup>th</sup>	8:15 am		
Thurs, Oct 15 <sup>th</sup>	7 pm	Location TBD	CMPC Public Forum
Mon, Oct 26 <sup>th</sup>	7 pm	Hartwell Multipurpose Room	Committee Meeting
Fri, Oct 30 <sup>th</sup>	8:15 am	TBD	Lincoln PTO Mtg – community outreach
	1 pm	Bemis Hall, 2 <sup>nd</sup> floor	Lincoln COA Mtg – community outreach
Mon, Nov 9 <sup>th</sup>	7 pm	Hartwell Multipurpose Room	Committee Meeting
Fri, Nov 13 <sup>th</sup>	8:15 am	Location TBD	SOTT Run-thru
Sat, Nov 14 <sup>th</sup>	9 am	Donaldson Auditorium, Lincoln School	State of the Town Meeting
Fri, Nov 20 <sup>th</sup>	8:15 am	Hartwell Multipurpose Room	Committee Meeting
Mon, Nov 30 <sup>th</sup>	7 pm		
Thurs, Dec 10 <sup>th</sup>	7 pm		
Fri, Dec 18 <sup>th</sup>	8:15 am		Committee Mtg – Public presentation of Report
Mon, Dec 21			Committee Meeting
			CMPC Submits Final Report

The CMPC discussed how best to communicate the meeting dates and agreed that:

- Renel Fredericksen would publish the dates on the CMPC web site,
- Carole Kasper would share with the Lincoln PTO,
- Patty Donahue would share the information with the Lincoln Journal and the Lincoln Squirrel, and
- Lincoln organization liaisons would share with the following organizations:
  - Historic Commission – Renel Fredericksen
  - Green Energy – Jennifer Glass
  - LFA – Paula Cobb
  - LYS – Patty Donahue and Vin Cannistraro
  - Magic Garden – Patty Donahue

Jennifer Glass also raised the question of whether or not we should have three large public forums, as we had originally outlined three but only discussed two during the evening's discussions. The committee agreed that it would work hard to market the final committee meeting – to be held on Friday, December 18<sup>th</sup> at 8:15 am – as LLB would be do a public presentation of the draft final report.

The next meeting is scheduled for Thursday, September 3<sup>rd</sup> at 7 pm in the Hartwell Multipurpose Room.

At 9:18 pm, Jennifer Glass made a motion, which was seconded by Renel Fredericksen, to adjourn. The motion was approved unanimously.