

School Committee Meeting

May 11, 2017

Re: Community Center Planning & Preliminary Design Committee (PPDC) Charge

&

Coordination w/ School Building Committee

ATTACHMENTS

- 1) Selectmen's Charge to the PPDC**
- 2) Campus Coordination Group Proposal**
- 3) PPDC Call for Volunteers**
- 4) School Committee's Charge to Building Committee**

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.
 - 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.
 - 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.
 - 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:
 - 1 representative of the Board of Selectmen
 - 1 representative of the Council on Aging
 - 1 representative of the Parks and Recreation Committee
 - 1 representative of the Planning Board
 - 1 representative of the Finance Committee
 - 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.
 - 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 CCPPDC.

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: _____

TOWN OF LINCOLN

LINCOLN TOWN OFFICES
16 Lincoln Road
LINCOLN, MA 01773
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BOARD OF SELECTMEN

James Craig, Chairman
Jonathan Dwyer
Jennifer Glass

To: Members, Board of Selectmen
Members, Lincoln School Committee
Tim Higgins, Town Administrator
Becky McFall, Superintendent
From: Jennifer Glass, Board of Selectmen
Re: Campus Coordination Group Proposal
Date: May 8, 2017

With the appointment of a School Building Committee (SBC) by the School Committee, and a Community Center Planning and Preliminary Design Committee (CCPPDC) by the Board of Selectmen, the Town is launching an intense study of the Ballfield Road campus. Between the two committees, this work will take a comprehensive look at both the current and desired functions of the campus, and will require thoughtful, extensive, and inclusive communication. Both the Board of Selectmen (BOS) and the School Committee have stated emphatically that they expect a high level of collaboration and coordination between the two groups throughout the process.

Given this expectation, it is necessary to formalize the planning process for collaboration. Jonathan Dwyer, BOS, provided our board with a number of well-considered models for how this might be accomplished. After considerable thought about and discussion of his proposals, the BOS voted to propose to the School Committee a coordination model that would acknowledge the fact that our administrators and committee chairs will need time together outside of SBC or CCPPDC meetings to plan an over-arching timeline that ensures the two committees are meeting shared milestones and providing clear communication to the Town. For clarity and transparency, the BOS believes it is important to establish the group's membership and responsibilities up front. To that end, we propose an integrated Campus Coordination Group with the following membership and responsibilities:

Membership: Six (6) Total

- Town Administrator
- Superintendent of Schools
- Chair (or designee) of the SBC
- Chair (or designee) of the CCPPDC
- Up to one (1) other member of each committee, with a preference for someone who was chosen as an "at large" member.

Responsibilities

- Administrative coordination to ensure an open line of communication between the two committees;
- Looking at the important milestones for each committee, determine when, and for what purpose, there should be joint meetings and public outreach sessions;

- Coordinate communication to the wider community;
- Prepare for major Town decision points.

All meetings would be posted and open to the public in accordance with Massachusetts Open Meeting Law.

Community Center Planning & Preliminary Design Committee (PPDC)

Call for Volunteers

May, 2017

At the March 25, 2017 Town Meeting, Article 35, which asked the Town to approve \$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, was passed by substantial margin by Lincoln voters. The proposal also received the necessary vote at the ballot so that the funds would be provided through a one-time exclusion from Proposition 2 ½. In accordance with the vote, the Board of Selectmen will establish a Community Center Planning and Preliminary Design Committee (PPDC). The Board is now looking for volunteers to serve on this committee, which will manage the feasibility study for a community center project and which will work in collaboration with a School Building Committee (SBC) to address the Town's long-term needs on the Ballfield Road campus.

The Board is seeking four community members to serve on the PPDC, with experience in fields that are relevant to the committee's work, such as architecture, planning or design, project management, or community engagement. **Interested members of the community should send letters of interest, mentioning relevant experience, to the Board of Selectmen at ElderP@lincolntown.org. The deadline for submissions is June 2nd.** The Board will appoint members of the committee at its meeting on June 12th. The committee will hold its introductory meeting the following week, and then will continue regular meetings until the presentation of a high-level design and cost estimate to Town Meeting, in conjunction with SBC project presentations to enable holistic campus decision making, possibly in the autumn of 2018. As its long name implies, the PPDC has limited scope. If and when the Town chooses to move forward with a community center project, the PPDC Committee's preliminary design and cost estimate would be developed by a community center building committee.

Membership on the PPDC will entail many hours, hard work, and complicated conversations. It also offers a unique and exciting opportunity to participate in the creation of a central piece of the community and the future of our town. The Board encourages interested community members who would like to discuss the responsibilities and expectations of committee membership to contact us before the submission deadline at the same e-mail address above.

School Building Committee, April, 2017

At the March 25, 2017 Town Meeting, Article 33, which asked the Town to approve the use of previously appropriated funds to begin planning a Lincoln School building project, was passed unanimously by Lincoln voters. In accordance with the vote, the Lincoln School Committee will establish a School Building Committee.

The purpose of the School Building Committee, which will work under the guidance of the School Committee, and in collaboration with the Community Center Feasibility Study Committee, is to bring the Town to consensus on, and secure funding for, a building project for the Lincoln School. Achieving this purpose will include all the work necessary to prepare the Town for two Town Meeting votes:

- 1) To choose a Preliminary Design and estimated budget;
- 2) To BOND the project.

The tasks in the preparation for the Town Meeting votes will include, but will not necessarily be limited to:

1. Hiring an Owner's Project Manager (OPM);
2. With the assistance of the OPM, hiring a design firm;
3. Reviewing existing materials, including but not limited to the Final Report (2012) of the School Building Committee, and the reports of both School Building Advisory Committees, the Community Center Study Committee, and the Campus Master Planning Committee;
4. Creating a plan for gathering stakeholder input, and for regular communication with, and input from, relevant Town boards, committees, and the community;
5. Completing a detailed academic program for the new building project, on the basis of the existing materials and with input from stakeholders;
6. Detailing the space requirements and optimal adjacencies for the educational program;
7. Detailing the systems needs of the school facilities;
8. Developing a set of criteria by which the SBC and the Town can evaluate design solutions;
9. Preparing at least three design solutions with cost estimates for review and VOTE by Town Meeting -- the chosen solution will become the Preliminary Design;
10. Developing a 20% Schematic Design and a specific cost estimate for the Preliminary Design selected by Town Meeting;
11. Presentation of the final design at public forums and for a BOND VOTE at Town Meeting.

All the meetings of the School Building Committee, or any subcommittees established by the School Building Committee, will be held in accordance with Open Meeting Law, according to a schedule set by the SBC itself. The School Committee expects the SBC to maximize public participation and to incorporate into the design process relevant feedback from Town residents and staff and from LPS faculty and staff.

The SBC will also work in concert with the Community Center Committee to create an integrated plan for the campus and to explore synergies between the two facilities. The topics on which the two committees collaborate may include the campus infrastructure, the road network and parking, the disposition of the Hartwell pods and the housing of the LEAP program, and potentially conflicting or overlapping needs.

The proposed composition of the School Building Committee is:

- The LPS Superintendent
- The LPS Administrator for Business and Finance
- The Lincoln Facilities Manager
- One LPS Principal
- 1 or 2 members of the Lincoln School Committee
- 1 member of the Lincoln Board of Selectmen
- 1 member of the Lincoln Finance Committee
- 4-5 community members with experience in relevant areas, such as architecture and design, planning, project management, and community engagement.

The School Committee wishes to maximize communication with Town boards and committees, and strongly encourages the establishment of liaisons to and from bodies such as the Planning Board, Parks & Recreation, Conservation Commission, Council on Aging, Historical Commission, Green Energy Committee, Lincoln School PTO, Public Safety, and the Commission on Disabilities. The School Committee expects the liaisons to play a continuous and structured role on the SBC, so that the liaisons can both supply their specific expertise as necessary and participate more broadly in the discussions of the SBC. The liaisons may cast non-binding votes on any motion before the SBC.

The maximum funds available for the completion of this work are \$750,000. All expenditures are subject to approval by the School Committee. The SBC will report to the School Committee as necessary.



LINCOLN PUBLIC SCHOOLS

BALLFIELD ROAD

LINCOLN, MASSACHUSETTS 01773

<http://www.lincnet.org/schoolcommittee/index.html>

School Committee

Tim Christenfeld
Chair

Peter Borden
Vice-Chair

Tara Mitchell

Jena Salon

Al Schmertzler

Laurel Wironen
(Hanscom liaison)

School Building Committee

Call for Volunteers

April, 2017

At the March 25, 2017 Town Meeting, Article 33, which asked the Town to approve the use of previously appropriated funds to begin planning a Lincoln School building project, was passed unanimously by Lincoln voters. In accordance with the vote, the Lincoln School Committee will establish a School Building Committee (SBC). The School Committee is now looking for volunteers to serve on the SBC, which will manage the feasibility study for a school building project and which will work in collaboration with a Community Center Committee to address the Town's long-term needs on the Ballfield Road campus.

The School Committee is seeking four or five community members to serve on the SBC, with experience in fields that are relevant to the committee's work, such as architecture, planning or design, project management, or community engagement. Interested members of the community should send letters of interest, mentioning relevant experience, to the School Committee at schoolcomm@lincnet.org. The deadline for submissions is April 24th.

The School Committee will appoint members of the SBC at its meeting on April 27th. The SBC will hold its introductory meeting the following week, and then will continue regular meetings until the presentation of a schematic design and detailed cost estimate to Town Meeting, possibly in the Autumn of 2018. If the Town approves the funding for the proposed project, then the work of the SBC would continue through final design and construction.

The School Committee promises that membership on the SBC will entail long hours, hard work, difficult conversations, no pay, and uncertain rewards. It also offers an opportunity to participate in the creation of a central piece of the community and the future of this town. The Committee encourages interested community members who would like to discuss the responsibilities and expectations of SBC membership to contact us before the submission deadline at the same e-mail address.

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