



Lynnfield
MASSACHUSETTS

Presentation for MTG

DRAFT.2

**Strategic Planning Committee Meeting
February 27th 2020**



Lynnfield
MASSACHUSETTS

Lynnfield

Pearl of the North



Strategic Planning Committee Agenda

27 February 2020 AGENDA

- Begin formulation of a presentation to the town, for early spring, on the competing priorities, and what the town leadership wants to move forward on as priorities and is willing to spend on new projects.
 - ☐ Schools
 - ☐ Library (Timing from the State)
 - ☐ Fire and Police, Public Safety Office
 - ☐ Old Library (relevance to current needs / technology, future use of), repurposed to administrative offices
 - ☐ Town Hall
 - ☐ Recreation Proposal
 - ☐ Other additions?
- Review of Past Items
- Set Agenda for next meeting
- Review of Milestones and Future Meeting Dates.
 - Next Meeting, proposed for, March 26th, 2020
- Next Steps / Homework / Items for Next Meeting.
- Public Comment
 - Rec Center
- Adjournment

Strategic Planning Committee

Strategic Planning Committee

Where to find us; Lynnfield Home Page

1. Lynnfield Home Page
 2. Boards and Commissions
 3. Strategic Planning Committee
 - a. Meeting Schedule (Example: Every Other Month, Third Thursday of the Month)
 - b. Meeting Agenda and Minutes
 - c. Slides Presentations
 - d. Working Projects





Strategic Planning Committee Process Breakdown

Project Kickoff:

- Establish project objectives
- Elect officers
- Discuss Town's strengths, challenges, achievements and pressures
- Agree major milestones and timetable

Develop the plan:

- series of 2-3 Town Hall Meetings to –
- Determine measurable goals
 - Identify key actions
 - Obtain relevant baseline data to support goals/targets

Create implementation framework:

- Identify goal/action owners
- "tasks" to Achieve this Goal
- Create reporting calendar, process
- Agree with town leaders, present

FINAL
STRATEGIC
PLAN
INCLUDES
ALL
THESE
ELEMENTS

**Prepare Briefing that includes
Priorities established for
Town Leadership**

- Potential Library Timeline
- School situation
- Fire/Police Building Situation
- Other Committee's Concerns/Projects



Strategic Guidance for Strategic Planning Committee to Plan Against

Lynnfield Board of Selectmen Guidance for 3-5 years for Planning

Develop Priorities and Plan For the Following

- ☐ Age Groups
 - ☐ 1 thru 18 Age Group
 - ☐ 19 thru 30 Age Group
 - ☐ 30 thru 65 Age Group
 - ☐ 65 and Older Age Group
- ☐ Safety of the Town
- ☐ The Town's natural Resources and Open Space
- ☐ Historical Buildings
- ☐ School System
- ☐ Recreational Activities and Facilities
- ☐ Water System
- ☐ Business Partnership and Development
- ☐ Future infrastructure improvements (new and renovations)
- ☐ Future Revenue

These developmental priorities are briefed to the Town Planner and Selectmen, for the Strategic Planning Committee to Plan/make decisions against.

- Gives the Strategic Planning Committee issues to begin planning against.
- Formulate priorities, and submit to the town leadership for decisions
- Citizens of the Town have a vote

About The Strategic Planning Committee and Lynnfield's future

The Strategic Planning Committee's (SPC) planning goals and critical actions, is in consultation with Lynnfield's Boards, Commissions, Departments and invites public feedback on each. We will continually receive public input, and the SPC will determine whether any further changes to the Plan are needed. This Plan should be considered a living document. The SPC will remain constituted to track and monitor progress in delivering this Plan and will develop a means of reporting on that progress regularly to the residents of Lynnfield. We also recognize that priorities for the Town will no doubt change, and therefore this Plan, while providing a blueprint for action, that is flexible and will be regularly updated to reflect evolving priorities. The Town's Citizens, Boards, Commissions, Departments and Board Members will and can provide feedback in our open forum meetings as well as provided feedback by sending an email to LynnfieldSPC@Lynnfield.ma.org. A public input session with members of the SPC will also be scheduled regularly and will be listed in numerous public media sources well in advance.

Lynnfield Strategic Planning Committee members:

Joseph Connell	Dave Basile	Richard O'Neil	John Scenna
Lauren George	Kate Connell (Secretary)		

Working in conjunction with the following Boards:

School Committee	Planning Board	Board of Public Works	Public Library
Building Department	Council on Aging	Fire Department	Police Department
Town Clerk	Town Administrator	Emergency Management	Lynnfield Center Water District
Lynnfield Media Studios	Recreation Commission	Building Department	Conservation Committee
Treasurer / Collector	Veterans Services	Town Treasurer	Lynnfield Public Schools

Seven Strategic Goals for Lynnfield

In developing this Strategic Plan, the Lynnfield Strategic Planning Committee considered the Town's current strengths and recent achievements alongside the ongoing challenges and expected pressures the Town would face in the years to come. The Board noted the progress the Town had made in recent years: realizing the full value of the town and its natural appeal; making improvements to the Village Center; its public safety; its school system; and maintaining its strong fiscal position. The Board also noted a number of pressures facing the Town, including threats to its open spaces, lake/marshes-natural resources, challenges in maintaining a prosperous business community; the deterioration of vital public infrastructure; new revenue base for the future now that M-Street is completed; public services that require high-levels of volunteerism to sustain and afford; high housing costs for the elderly; and a civic life that lacks broad participation and does not cultivate enough new leaders.

The Seven goals below were chosen to build on Lynnfield's strengths and address the challenges it faces now and will confront in coming years. They are to:

- 1) Renew and finance critical Town infrastructure by building a new public safety facility (Police and Fire), Town Hall improvements, updating the High School and renovating the Elementary Schools as needed (student growth), replacing old water system components (complaints about the water system and its reliability); build a new Library/youth center
- 2) Increase participation in Town government
- 3) Maintain and develop a strong business community
- 4) Maintain or Increase the amount of Protected Land in Lynnfield; Improve the health of and access to Lynnfield's natural beauty (A and B)
- 5) Expand the range of recreational opportunities and assets, particularly for young people
- 6) Cemeteries
- 7) Out-Sourcing Services

As we stated from our Inaugural Meeting, September 25th, 2018, we adjusted as needed, from nine to seven priorities, after the first meeting, and continued to refine.

Time-Lines

September 2018

Between now and 2020, the Lynnfield Strategic Planning Committee, the Town Board's, Commissions, Departments, Town employees and its citizens will be working to achieve these goals, refine them, and set the priorities for Phase 1. The following priorities address in this report briefly describe the rationale behind each goal and list some of the actions the Town will take to bring them to fruition.

Establishing Priorities [Approved by Town Administrator]

Lynnfield Strategic Plan Goals

Goal #	Description	Priority		
		1	2	3
1.	Renew and finance critical town infrastructure (A thru F)	x		
2.	Increase Participation in Town Government			x
3.	Maintain and develop a strong business community		x	
4.	Improve the health of and access to Lynnfield Natural Beauty and Resources; Increase the amount of protected land in Lynnfield (A and B)		x	
5.	Expand the range of recreational opportunities and assets		x	
6.	Cemeteries Plans to meet the towns needs for the next 40 years	x		
7.	Out-Sourcing			x

The Committee has followed this well, and have had committed support from the Town Planner

Goal #1 Renew and Finance Critical Town Infrastructure

Priority 1

- ☐ **Public Safety Building**
- ☐ **Education System Infrastructure**
- ☐ Lynnfield Water District
- ☐ Town Hall Improvements
- ☐ **Build a new Library**

Repurpose Old Library as own Town Administration Offices, or School Admirative Offices

From Our Current List (Priorities 2 and 3)

- | | |
|--|---|
| <input type="checkbox"/> Increase Participation in Town Government | 3 |
| <input type="checkbox"/> Maintain and develop a strong business community | 2 |
| <input type="checkbox"/> Improve the health of and access to Lynnfield Natural Beauty and Resources;
Increase the amount of protected land in Lynnfield | 2 |
| <input type="checkbox"/> Expand the range of recreational opportunities and assets | 2 |
| <input type="checkbox"/> Cemeteries Plans to meet the towns needs for the next 40 years | 1 |
| <input type="checkbox"/> Out-Sourcing | 3 |

New Issues Identified from Inaugural Meeting

- ☐ Repair / Build new Sidewalks
- ☐ Roadway infrastructure (Summer Street, in conjunction with new water pipe-line). Transportation Improvement Program, 7-9 years
- ☐ Future of Sagamore Golf Course

Phase II will have Priorities 2 and 3 addressed as well as new emerging issues

Recent Town Activities and Votes

Recent Town votes that could have an affect on Strategic Planning Committee's recommendations

(from meeting minutes) Committees asking for more money – Rail Trail and Jordan Park. Dave question from planning board do we have plans for the money. People see there's cash and go after it. Rob - \$2.8 million capital budget, 1.4 mil Real estate, \$700K dedicated to Golf club house, \$561K left in overlay. Land that was part of golf course – modular down at other course King Rail, rent for \$3500/mo. Phil and others want to build a clubhouse – est \$750k (money from Real Estate piece). Paving about \$300k alone due to protected land. Dave thinks should give them the \$700K and they can do what they can with that project. Want permanent structure. Rob, keep what they have do a few updates and put money in the paving. Rob will do an RFP on that and will present. Charlie Richter, town engineer will do. Have them present to committee and go from there

- Begin formulation of a presentation to the town, for early spring, on the competing priorities, and what the town is willing to spend on new projects.
 - Schools
 - Library (Timing from the State)
 - Fire and Police - Public Safety Building
 - Old Library (relevance to current needs / technology, future use of)
 - Town hall
 - Rec Center
- Informational meeting prior to town meeting. Need a plan that we can present. "Committee has sat down and discussed with all the committees looking for projects. We have absorbed all the data and the presentations and believe that the Public Safety building is top priority."

Collaboration

Committees that The Strategic Planning Committee have collaborated with so far:

- ☐ Library Committee
 - ☐ Location
 - ☐ Added value with conf space (town's needs)
 - ☐ Plans for old Library
- ☐ Recreation Committee
 - ☐ Location
 - ☐ need
 - ☐ Combined a new Library with a Recreation center on proposed Ready Meadow Gold Course
 - ☐ Mutually support infrastructure (water, power, etc)
- ☐ Public Safety Building (Fire and Police Chiefs)
 - ☐ Main Station Infrastructure
 - ☐ South Fire Station
- ☐ School Superintendent, Education System Infrastructure
 - ☐ Increase in student population
 - ☐ New Classrooms (type)
- ☐ Town Administrator, Town Hall Improvements
 - ☐ Internal with Town Administrators
- ☐ Superintendent, Lynnfield Water District
 - ☐ MWA water need in future (plan for what future is beginning to look like – decline in current scenario)

Future Projects of Discussion that will need future meetings for:

- ☐ Repair / Build new Sidewalks
- ☐ Roadway infrastructure (Summer Street, in conjunction with new water pipeline MWA line potentially). Transportation Improvement Program, 7-9 years

Goal #1 Renew and Finance Critical Town Infrastructure

Priority 1

- ❑ **Public Safety Building (A)** - The Town's Selectmen are concerned over the Police and Fire Headquarters and whether a public safety building should be built to combine the two. The Committee has narrowed down the question of where to site the new facility to three possible options. One option could cost upwards of (a guess, \$14M) and would require fire and police to relocate while the existing building is torn down and a new, larger building is put in its place. Another option would be appreciably less costly and would renovate the existing building for police use only, with a new, fire-only building being constructed between the existing building and the Town Hall. A third, more recent option is to acquire new property for a new Fire Station and Police Department. The Committee is in the process of vetting the options and working toward consensus for one plan or the other with the Board of Selectmen, the Board of Public Works, the Finance Committee, the Historical Commission, the Fire Department, and the Police Department. The Annual Town Meeting approved (a guess, \$10,000) in funding for the production of visual renderings to compare what the options at the two main sites will look like. The Committee worked with an architect to formulate the necessary photo renderings and a public forum was held on (a date). The rendering are available on the Building Committee webpage. An Article for the design, construction, and oversight of the chosen scenario will come before the Town Selectmen Meeting on (a date). The cost of a new facility is estimated between (a guess, \$14 million and \$17 million). An RFP is out to bid.



Public Safety

Meeting Minute Notes

1. Fire and Police - RFP has been established. Charlie Richter is lead. South Lynnfield is the best location to tear down and redo. Need to define the scope of work. Would also have to renovate the building on Summer Street. The town has the need for two stations because of property on the other side of Route 1 and answering calls on Route 1.
2. If the Architect comes in and says we have lots wrong with public safety, this could side rail the library. Rich – believes Public Safety must be done – too many code violations and OSHA violations. Schools can be handled in other ways (modular, redistrict). Identify the priorities and the rest will fall into place.

Public Safety; Police

Chief David Breen –

Deficiencies briefed by Chief Breen–

- not ADA compliant, No elevator.
- no public restrooms (waiting to bail out) Clerks aren't local may take an hour -person bailing out has no restroom to use. (currently use Town Hall (after house, time delay)
- Take Back (drugs) no place to do.
- No juvenile lock up area, no female lock-up area. Females, if Friday or holiday have for whole weekend. If male prisoner in cell, have to move him to Essex in order to free up cell for woman.
- No juvenile lock up, even for a short period of time. You cannot lock up adults with juveniles as well.
- No gun range – have to go to Bedford, only there maybe 10-3 due to travel time to Bedford.

Interview area also where training is done – have to stop training in order to interview a suspect.

- Dispatch area small only 2 stations – The newly installed, 160 cameras in schools, will need an area to view the camera feeds – currently limited wall space. Already have 2 monitors and 2 workstations for dispatchers. Will need 2 monitors with split screens to view 160 cameras and will need monitor for cameras to be installed in department.
- The female restroom not close to dispatch, must have someone cover so can use bathroom.
- Heat/AC inadequate – must put one room up to 85 in order to get heat in other room. Updated in late 60's. HVAC system is inadequate, and work arounds are used to control climate.
- When bringing in a prisoner, through the garage entrance, prisoner in have to go upstairs, can't go right to lockup

Public Safety; Police

Chief David Breen –

Deficiencies briefed by Chief Breen– (Cont.)

- Don't meet standards for accreditation. New mandates put on by state, they don't fund, and they have to come up with creative ways to fund.
- The State does not provide any Grants for Public Safety.
- Current response time from initial call to on the scene is 5 minutes.
- It is recommended the Committee do a walk through within the next thirty days.
- Storage area drugs/evidence near full capacity. Room secured with keys kept by Chief and evidence officer. Better to have a drop box. Have money to get cameras in there – custodial staff has access. Evidence storage is beyond capacity, and is in violation of State mandates, and accreditations.

Per Town Planner, Rob Dolan - Zero dollars available for public safety buildings (there are for schools/libraries)

Public Safety; Police



Office Area



Detective, SGT's Area

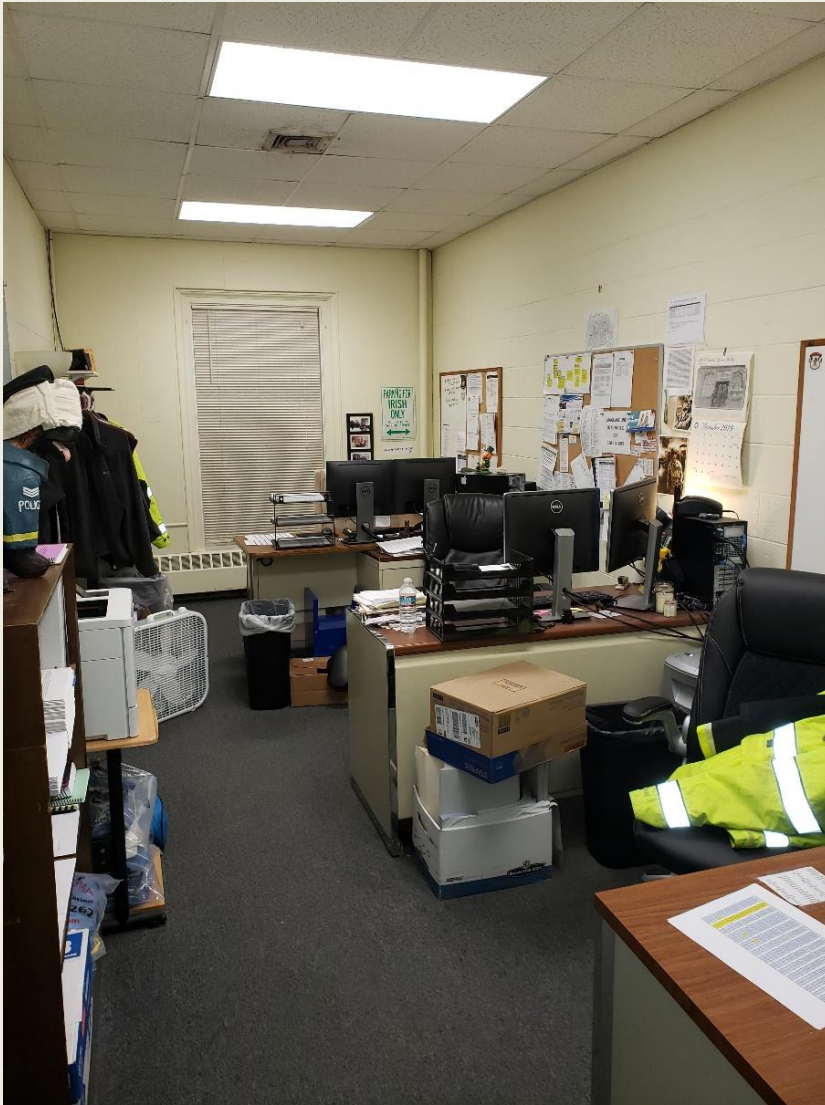
Public Safety; Police



Dispatch Area



Public Safety; Police



SGT's Area



Drug Drop Off Box, inside Hallway of Police Station

Public Safety; Police



In processing Area Area



Initial Holding Area

Public Safety; Police



Firing Range



Firing Range

Public Safety; Police



Four Car Garage Parking Area

Public Safety; Police



Entrance from Garage Area
Those arrested come through this door



Stairwell Police must escort
those arrested up into the Police Station

Public Safety; Police



Male Holding Cells



Female Holding Cells

Public Safety; Police

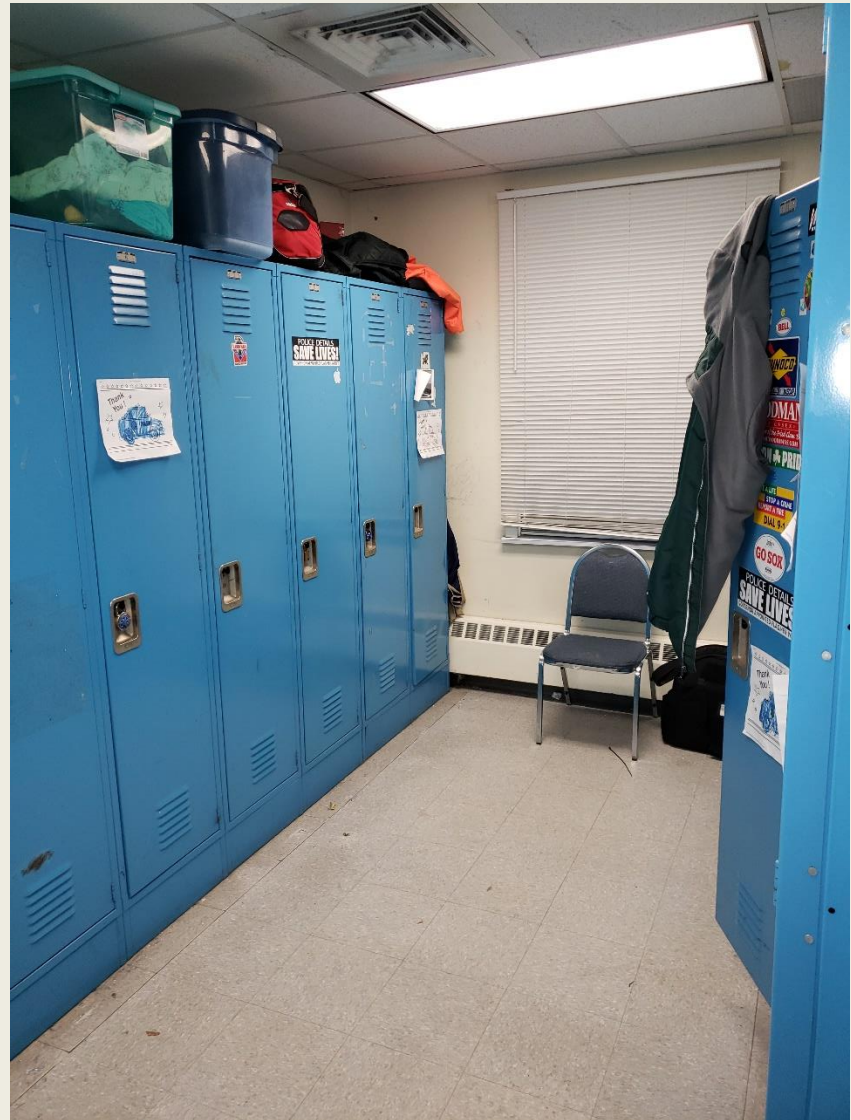


Only Bathroom in Police Station

Public Safety; Police



Male and Female Locker Room



No Benches or Bathroom in Locker Room Area

Public Safety; Police

Kitchen



Office Area

Public Safety; Fire

Chief Glenn Davis–

Deficiencies briefed by Chief Davis–

- dispatch (civilian) separate area in fire not updated since 60's.
- Old equipment/counters. Radio system old, buildings old.
- Main Street and South Station (only 1 bathroom, not ADA compliant, no male/female)
- Main Street – used janitor closet into ladies' bath stall.
- Not secure station, no security cameras to monitor.
- No true training facilities – do on apparatus floor – not safe/clean place to set up chairs. Need to be able to train onsite for things done daily Its more space needed to train Try to regionalize training/equipment as much as possible.
- No clean area to put equipment/gear. One extractor to wash gear. After a fire, it is required to air out equipment that has hazardous chemicals attached to the equipment. Currently, there is no area in the current fire department, and hazardous chemicals are now contaminating the fire house.
- Sleeping quarters (one person on duty for 24 hours) – converted one small area, one twin bed.
- IT is lacking, can't connect with South station.

No separate day area for guys to be in – if having lunch, it's in same area the public come in to.

- A new roof is needed in the South Station, due to leaks.
- Documented leaks throughout police/fire dept. have ductless units for heat/ac.

Hazardous materials – no area to put so common are with where they put their gear, where they eat.

- No custodial services on fire side – guys do.

Last year was the town's year ever, 66% of all calls are EMS related at this point.

Public Safety; Fire

Chief Glenn Davis–

Deficiencies briefed by Chief Davis– (Cont.)

- Have 3 ambulances housed there. The Town moved away from Cataldo, its better to have inhouse service due to revenue generated. Revenue generated thru EMS is beneficial – transport via ambulance is paid well through insurance. so not feasible to put private vehicle (company). Offset costs through enterprise fund from EMS – demographic mix 5 to 5 ½ minute daytime response, 9-minute night
- Mutual aid – surrounding towns. For major aid, not day to day calls cost the town. With the agreement with surrounding towns, it's a requirement.
- Core infrastructure – health and safety of workers most important.

The Questions was raised: What is obligation for police/fire with Market Street? Per Rob, build it for what we need in 10 years. Public safety growing, not shrinking, costs will only go up. If we move ahead with study have to put an RFP in, can't just hire D&W.

Public Safety; Fire

The Questions was raised: What is obligation for Police/Fire with Market Street? Per Rob, build it for what we need in 10 years. Public safety growing, not shrinking, costs will only go up. If we move ahead with study have to put an RFP in, can't just hire D&W.

In attendance and spoke about their company's capabilities and services they have provided throughout the state.

Don and Jason (Dore and Whittier) hire to do feasibility study for new public safety building. Hard for community to see what is needed. 3-4 prong approach. 1) assess facilities – what is going on there physically. Jason puts together questionnaires to all personnel to see what are the needs in the buildings. From this they tell you what size of building needed. Look at renovation and additions to address physical needs. They give a dollar amount.

Prioritize spaces, future needs, etc. Show public you are diligent in analyzing all options. Want to get to a building that gives optimal response time, without spending too much money

Fix as is, renovations and additions, new. 3 options with costs. See what makes the most sense.

Involve community along the way – would probably end in vote. 6-month timeframe for process of study. Then 2 years design/bidding.

Their approach – put everything in there, put high/med/low priority - then weed out and get what is important. Do design that you could expand if you can't do all now. They bring their knowledge, will do what police/fire need and want.

Public Safety; Fire

Top of Stairwell that both
Police and Fire share coming
from the Garage and Storage
area below each station



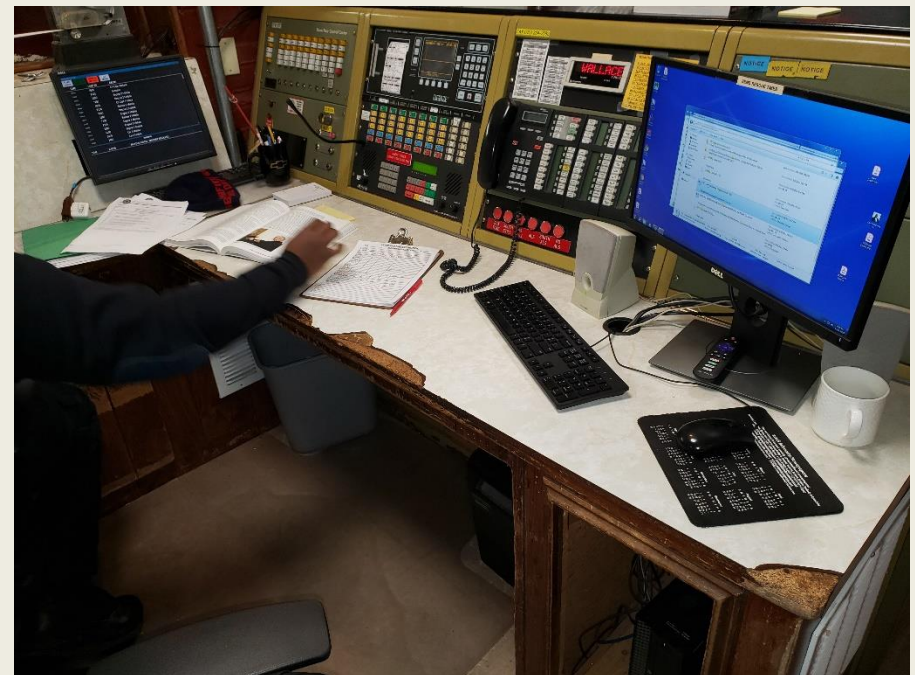
Public Safety; Fire



Dispatch Office
1970/80 Switch Board



Sleep room off Distich Office



Public Safety; Fire

Dispatch Office Pull Box Alarm Integration

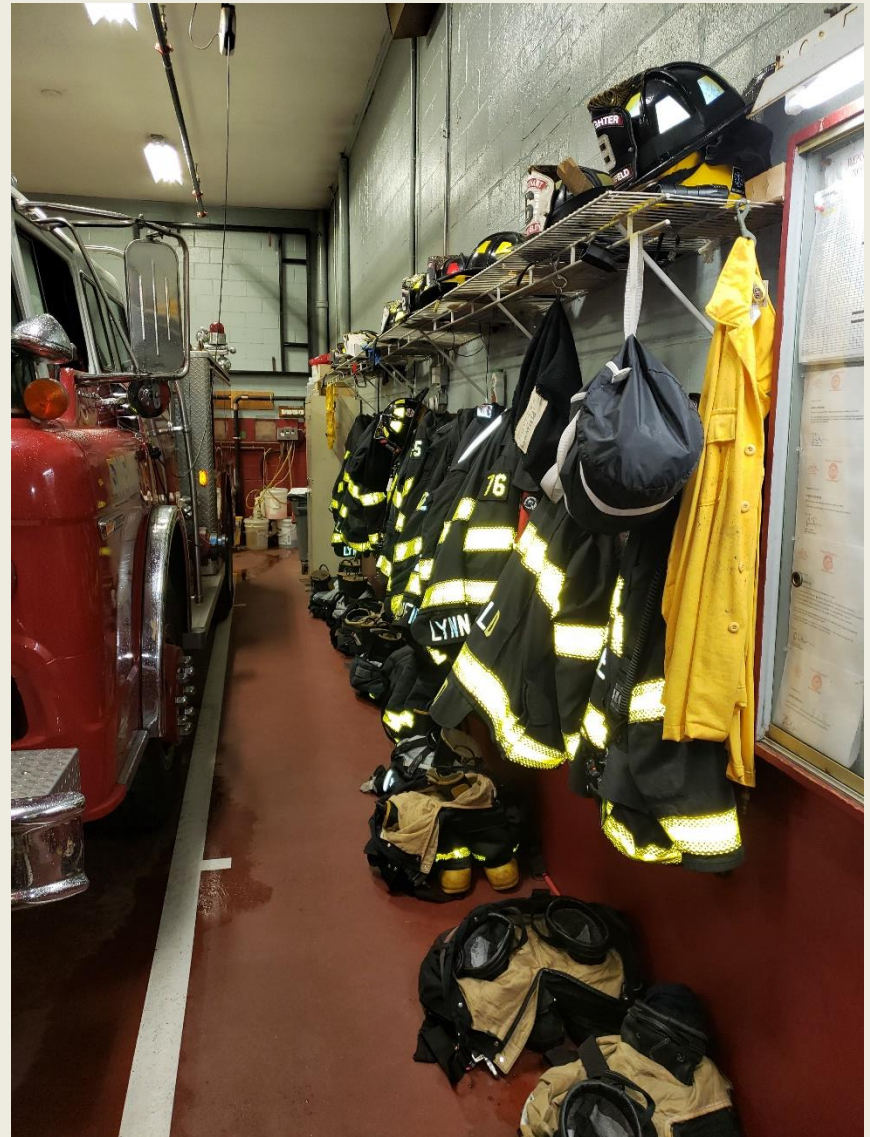


Dispatch Office
1970/80 Switch Board

Public Safety; Fire



Truck Area

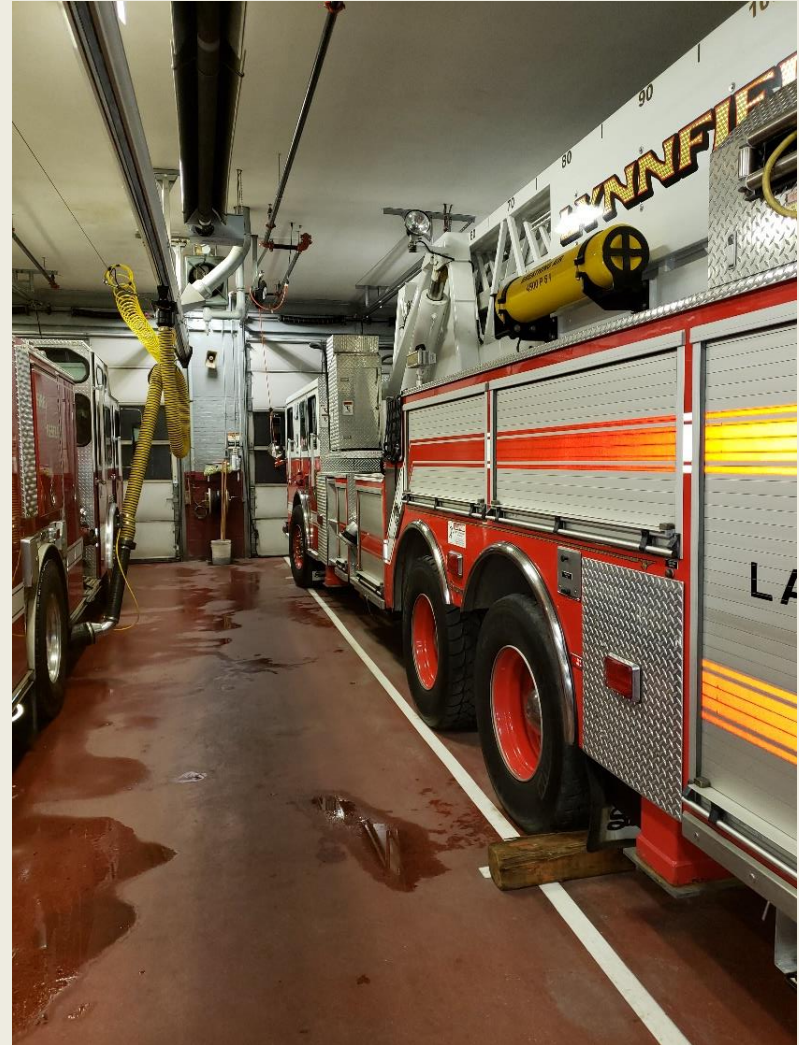


Personal Equipment Area

Public Safety; Fire



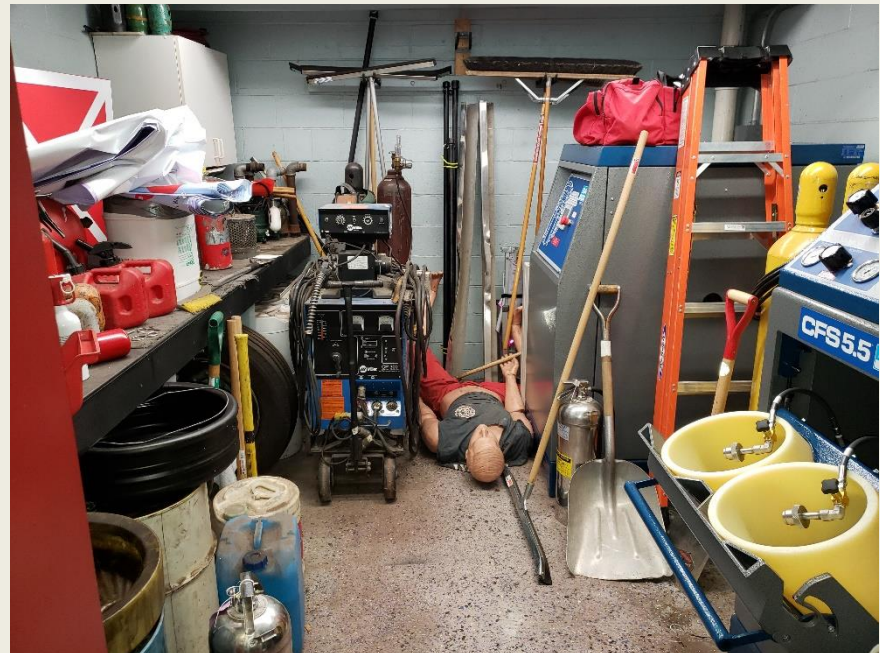
Personal Equipment Area



Truck Area

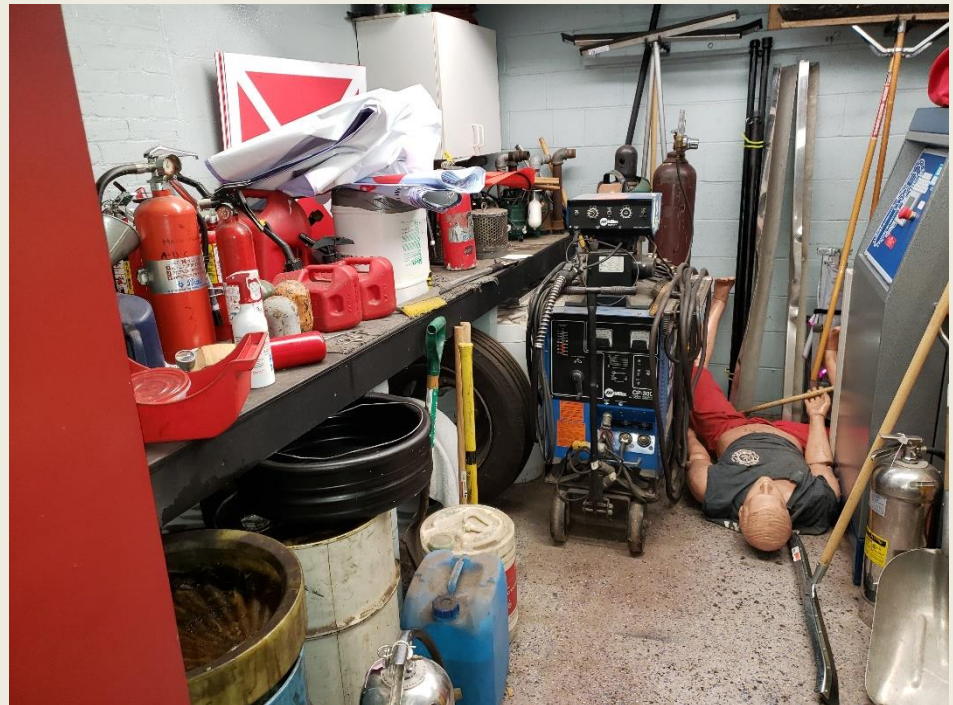
Public Safety; Fire

One Small Room for Equipment Maintenance



Public Safety; Fire

One Small Room for Equipment Maintenance (Cont.)



Public Safety; Fire

Male and Female Locker Area (one room)
One Shower



Public Safety; Fire

Male and Female Shower Area
One Shower



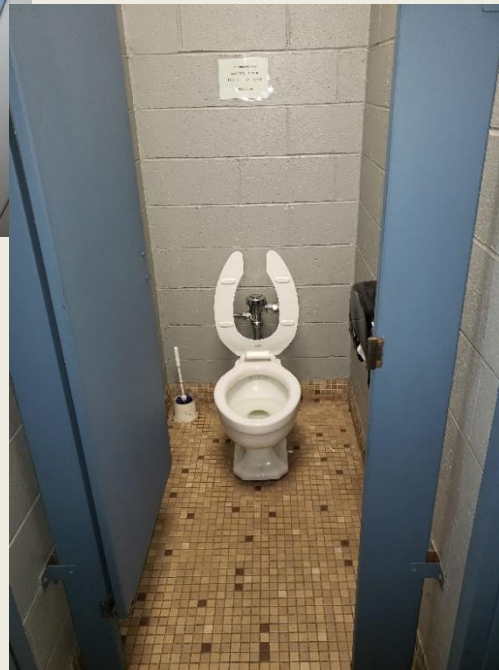
Public Safety; Fire



Female Bathroom Area



Laundry Room
Male Bathroom



Public Safety; Fire



Kitchen

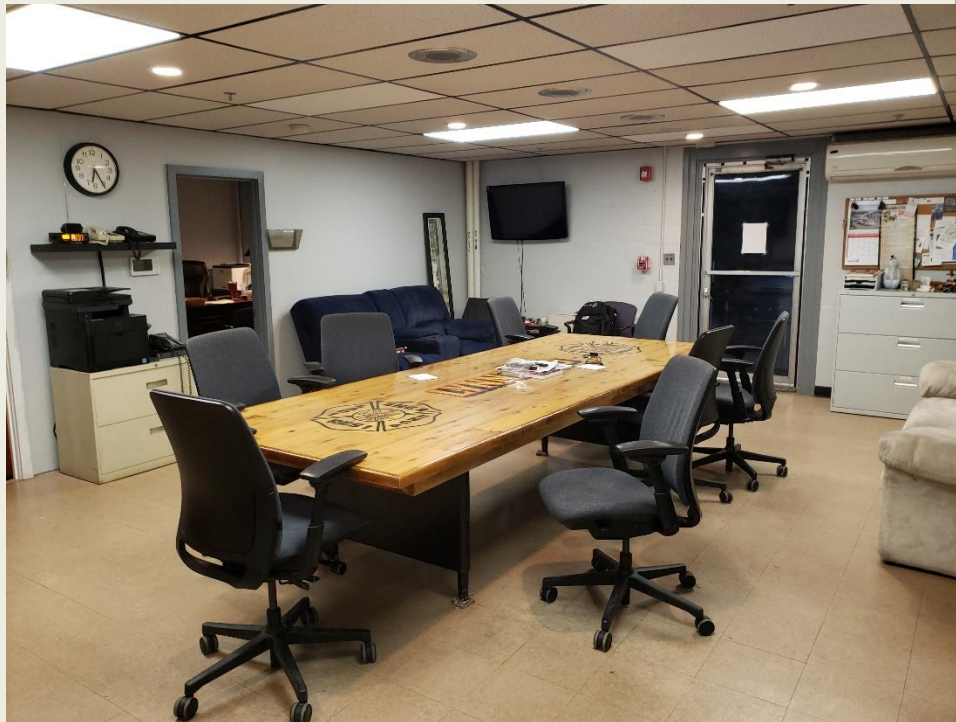
Public Safety; Fire



Two Storage Rooms in Basement

Public Safety; Fire

Conference Room
Break Area
Reports Desk
(same Room)



Public Safety; Fire and Police

Member discussion – feel there is a need for new police/fire safety building.

Need company to run – needs high level of scrutiny. Public safety building committee would be formed – need a strong townsperson to run.

\$40,000 in budget for feasibility studies. Rob feels s/b spent on schools and public safety building and that \$40K is enough.

Schools – what can be done on the site of schools for expansion potential.

Between now and 2028 all debt falls off – secured and unsecured. Golf course and schools under debt exclusions these fall off – taxes go down. Example - \$250 per house goes down when golf course debt goes away – put forth keep the \$250 and put towards new.

Rec dept/library project. Prioritize – Public Safety first

Does this group want to be the group that oversees public safety board – yes from Lauren and Dave.

John Scenna point on school so SPC should be heading public safety

Goal #1 Renew and Finance Critical Town Infrastructure

Priority 1

☐ Education System Infrastructure (B)

Renovations at the High School, Middle School and Elementary Schools as needed to maintain the Town's State rating as a school system. Expand the buildings capability/capacity to meet the needs for 2021

- ☐ Do we need to add more classrooms for an increase of students that are identified at the early primary school level (looks to be yes)



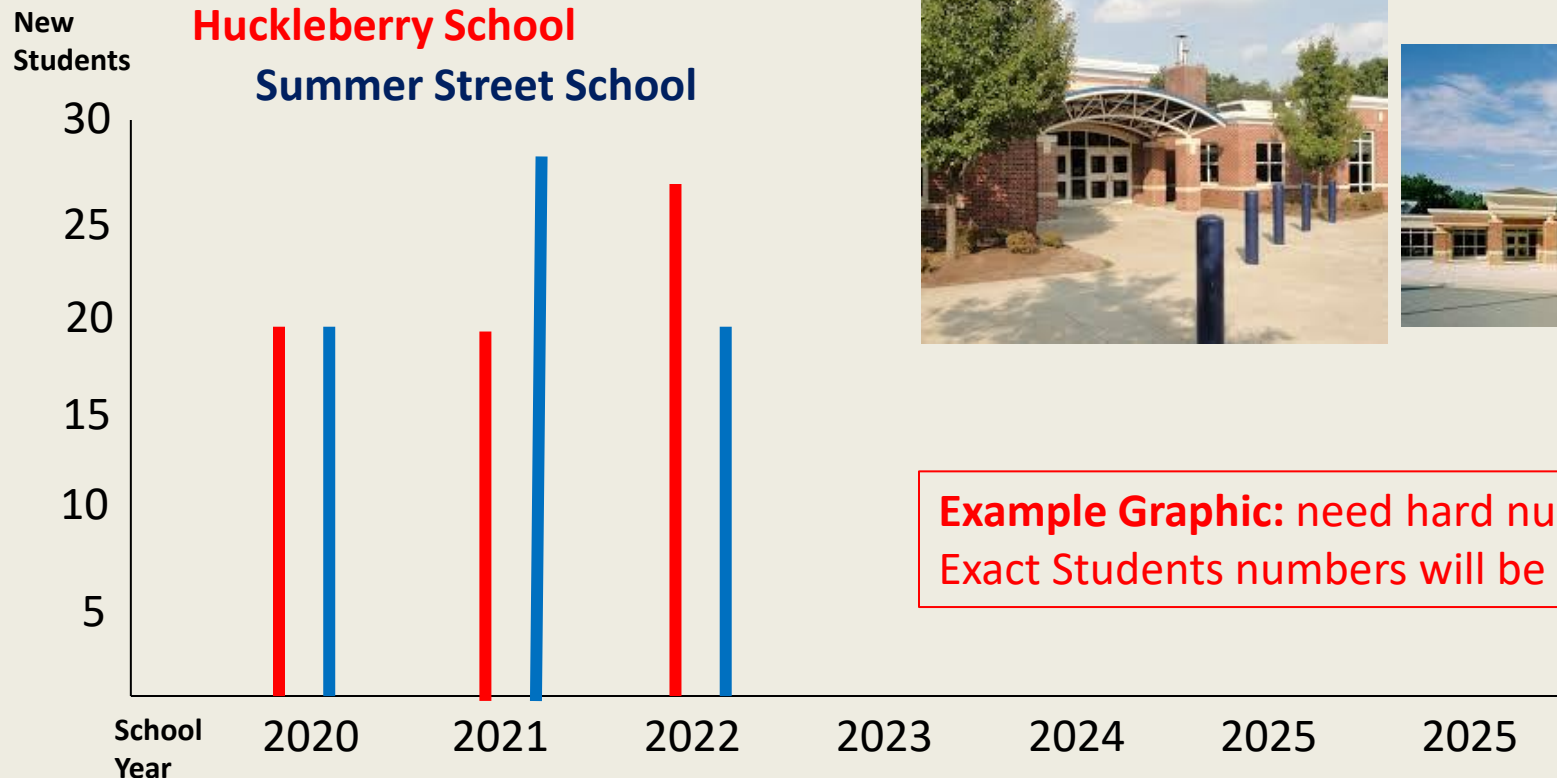
Goal #1 Renew and Finance Critical Town Infrastructure

Priority 1

☐ Education System Infrastructure (B)

Renovations at the High School, Middle School and Elementary Schools as needed to maintain the Town's State rating as a school system. Expand the buildings capability/capacity to meet the needs for 2021

- ☐ Do we need to add more classrooms for an increase of students that are identified at the early primary school level (looks to be yes)
- ☐ How many Modular Classrooms are needed for both Summer Street and Huckleberry Schools



Example Graphic: need hard numbers
Exact Students numbers will be added



Summer Street School

Strategic Planning Committee

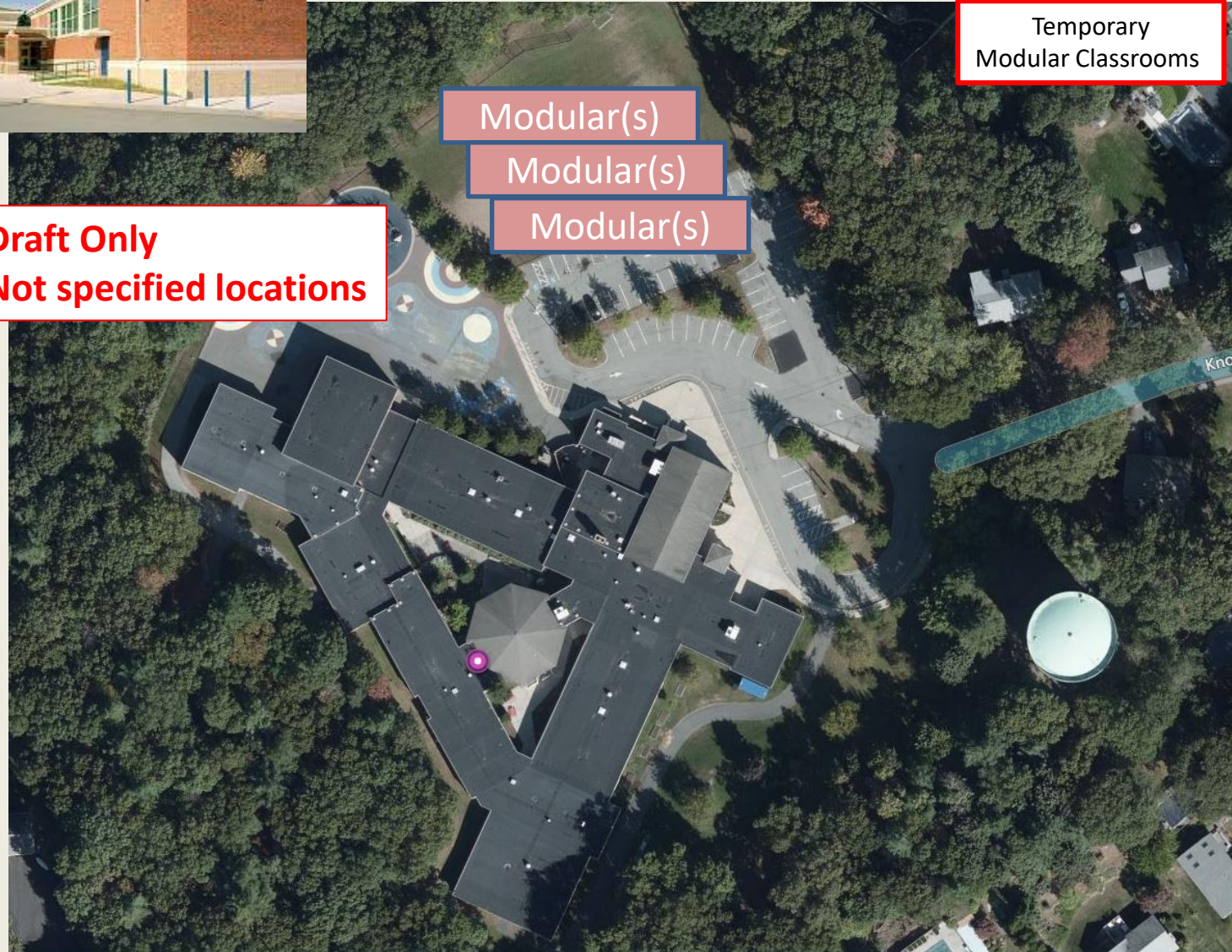


Draft Only
Not specified locations



Huckleberry School

Strategic Planning Committee



Draft Only
Not specified locations

Modular(s)

Modular(s)

Modular(s)

Temporary
Modular Classrooms

Superintendent's Office Administration Office

Strategic Planning Committee

School Administrative Office
Potential move to Present Library

Draft Only

School Administrative Office

Potential
Future All Lynnfield
Kindergarten Classrooms



Schools

Review Education System Infrastructure

- Increase in student population John is not confident that there is an issue with the schools. New study for next 8 years for demographics. RFP out to look at summer St and Huckleberry – look at capacity (enrollment and the building) Will do over winter and will have any idea by March. Will compare to last years demographics and see how they compare. SPC will have a roll in the decision if it's tight. Other options, Art in a Cart, redistrict. Huckleberry could have the issue with size. Has to be modular. Elementary schools are the problem middle and high school are okay.
- New classrooms, modular
- Current School administration office, repurposed as town's Kindergartens
 - If new Library is built, Old Library becomes school administration offices

Schools

Review Education System Infrastructure

- a. Discussion of the need for school expansion at both Elementary Schools.
 - i. Increase in student population
 - ii. New Classrooms (type)
 - 1. Debt exclusion
- ☐ Assessment/Survey of building infrastructure (roofs, mechanical systems)
- ☐ If new Library is built, impact on School Administrative offices relocation, recommendations.

Notes: Met with Rob – large increase in K level. Superintendent felt could be managed.

Rob speaking - young families moving in, Jane saw these bubbles and they usually readjust themselves. This happened a couple years. However this past year there was an explosion at Huckleberry – 5 K's not a single available space. Summer St. school, not affected. This made them reevaluate the theory NEAS – education consulting firm that looks at developments, elderly, young families – it stated in 2021-2022 that we would be without space. Predict in Sept 2020 no space available at all in schools. Feasibility study – is there any space that could be reused as classrooms? Do we need modular? The third is expansion at both schools. Feb 12th at Merritt Center John will present NEAS findings, Jane (School Superintendent) will present and head the feasibility study will present. Rob believes they should recommend new space needed and that a Standing Building Committee should be established. School board will have educational recommendations. Can we redistrict (just delays the problem 1-2 years)? Can increased class size solve the problem? Art in a cart? Move preschool out of summer street – put back where admin/senior center is. If go with build – plan before town probably in Oct.

Millions of dollars (up to 10-11 M, as low as 5-6) will mean a debt exclusion. Nobody saw this coming, Selectman made proactive step to hire company to do feasibility study, puts us ahead of curve. Will not qualify for any SBA funding – we are not ranked. Will go through process, but not sure we could count on. Modulares are a good option when need something quick/small. Used to be cheaper but not anymore. New building is probably better option.

Middle school and high school feel comfortable that there is space within these schools to expand classes if needed.

Schools

Review Education System Infrastructure

Increase class size, redistrict, art in a cart – Rob does not feel in the long run these will solve the problems.

- Bali Hai – Rob does not feel town will win the case. Residential – can increase class sizes.
- Sagamore – family can build up to 84 homes, 4-5 Beds – would create an explosion of families and schools. Question is if the homes are expensive do these families have K-1 or would they be more apt to have middle school aged kids.

Study projects out 10 years, they have confidence in the first 5 years. Shows up 200 over the next 5 years K-12. Study shows student/dwelling ratio is significantly higher than across the state and more of those students are staying at LHS, vs going to private high schools.

Dave – does new construction of schools typically bring an influx of families to enroll in these new schools. Demographic shift – 170 homes turned over this year. If we build a school to peak load, what happens when the peak settles and the space isn't needed. By the time we build, are we on the downside of bubble?

Rob – consistent class size currently (23-24). School choice? Wouldn't work if the space doesn't exist to accommodate the class size. We can push the guidelines to class size, but would the town put up with this?

John – Tappey Architect looking at infrastructure of school. All 49 schools at both elementary schools are being used and are full. More are coming in. School Committee has choice of if we want to increase class size.

Feels school buildings are top priority, energy efficiency at schools is something to look at. Repairs needed – town addressed weight room. There are other areas that need improvements (auditorium)

Schools have now become an urgent priority. Deficiencies in public safety building – put out RFP, have an architect doing a feasibility study that will be ready in fall 2020 so will have a better idea. Town is owed options/costs/priorities.

Goal #1 Renew and Finance Critical Town Infrastructure (Library)

Priority 1

- ❑ Build a new Library (**F**) that incorporates with the Library; with potentially a Youth Center, and Conference Center for all the Town's Citizens. Old Library repurposed.



Library

Review building of a new Library

Rob, slightly minimal confidence that library number is good. Need to bring in architect and challenge him. Don't want to pitch to town with the wrong number and then go looking for more. Estimate is dated, the 5% per year increase is not enough. Contribution from state is capped. Bring firm back in before us and have them update their costs.

- a. Location
- b. Added value with conf space (town's needs)
- c. Plans for old Library

Library

Library Walk Thru Notes.

Discussion of current Library and potential new Library and costs.

Notes:

Committee did a walk through of library prior to meeting. Lynnfield will be up on list between 2022-2025. Current design they have is through 2020, will need to go before the town for money to have a newer, final design done. Started in basement, Fiction area. There is a sump pump in the closet, had been flooded downstairs before, affected by sewer. It is not staffed downstairs, there is no way to communicate if something were to happen. The boiler room is used by a DPW worker, and through his office space is an area that the Friends use to organize books. There are low pipes and not by any means an efficient space for them to use. The room right below the children's section has a dirt floor and rat traps.

There is no meeting space in current library. They are not able to provide AARP Tax Prep as there is no meeting space with doors. When kids' events are scheduled, they have to use the adult area, and need to move tables, etc. to make space to accommodate the event.

They will be getting mobile shelving for the kid's room. Are looking to order tables to replace the existing high tops. There is no way to separate the kids' space and be able to have both teen and smaller children's events going on at the same time. While touring, there was a father doing a drop-in Lego program with teens, and there were smaller kids trying to do other things at the same time – no way to deal with the noise.

Library

Library Walk Thru Notes.

Staff workroom is not too bad. There are 5 employees in there, all had desks, the head librarian's office did not have a door. They keep media equipment in there

Green Room – they hold staff meetings, Trustee Meetings, Friends of Library. Staff also use as a break room; the Historic Library binders are kept in there as well. There is no fire egress. They are looking in to getting a ladder to throw out the window if needed.

Staff and patrons of library share the same bathroom
Discussion of current Library and potential new Library and costs.

Circulation office, behind the main desk. They not only work in this space but also use as an additional meeting space as well as the mail room.

Genealogy Room – Essex Society works here on Wednesday's, working with people looking to research their ancestry. The collection is one of the best in the state, they are trying to get the information digitized This room is also used for students/tutors as this is the only spot in the library that is quiet.

While touring, there was a seminar going on, they have to set up on top floor, use screens to block off area to give some privacy, but the sound travels, so anyone upstairs looking for quiet time is not going to have it. If having an adult program with more than 20 people, have to rent the Meeting House across the street. This results in having to pay a fee, and also transport items needed for meeting.

Library

Library Walk Thru Notes.

There was a new window installed in front of building recently. Aside from that the last work done was in 1991 when Handicap Ramp was added.

The new proposal is for a single-story library with lots of storage in basement as well as meeting rooms
Need to establish a plan, present to town

Dave – surprised with Rat infestation – basement – stone wall, dirt floor, under children's section. Lack of space to function as a community space.

Library



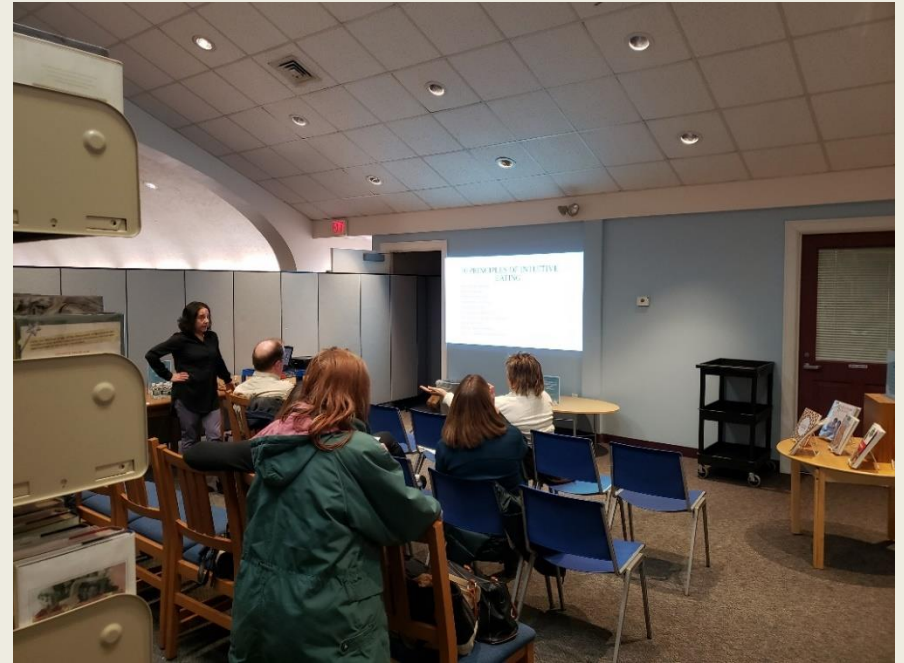
Underneath Former School portion of current Library, This is below Children's portion of Library

Library



Stairwell leading from below Children's portion of the Library. On stairs is rat traps. There has been rats in the basement, some have made it upstairs

Library



Balcony area were classes are given. Use of a temporary wall is used to block sound for those down below

Library



View of Main Floor. Looking up into the second floor Balcony Area

Library



View of Main Floor. Looking up into the second floor Balcony Area

Library

Office Area



Teen Area



Balcony Area looking down onto Main Floor Area

Library

Young Children's Area



Young Children's Area



Classroom, Meeting Area,
Second Floor



Library

Genealogy Room



Library

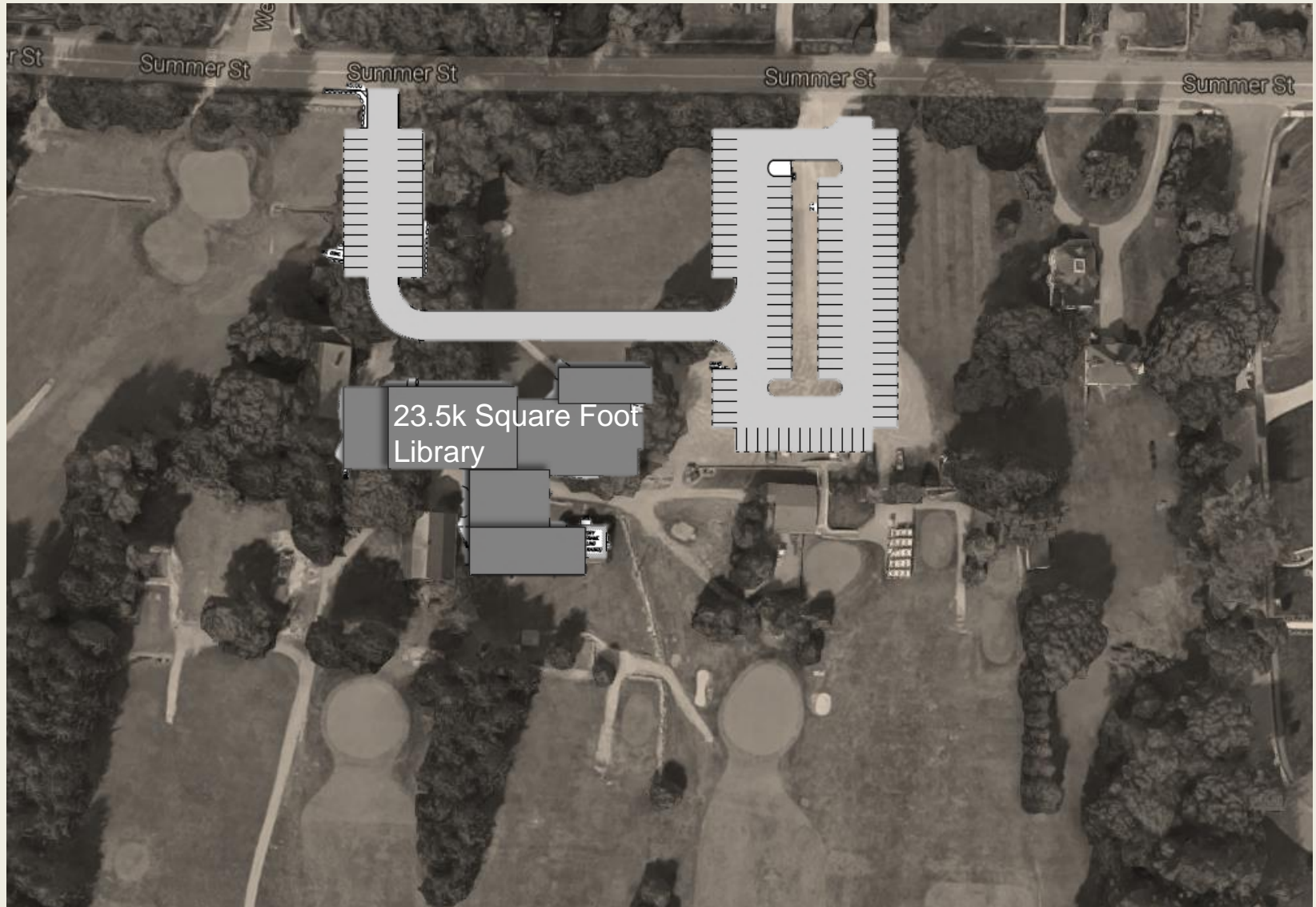
Basement Book Area



Library



Proposed Site New Library



Recreation

GOAL FIVE: Maintain and Expand the range of recreational opportunities and assets, particularly for young people

Nature has provided Lynnfield with many of its most precious assets, but beyond our rivers, lakes and woods there are recreational and cultural resources requiring our attention. The Town has invested in recreational infrastructure in recent years, including new turf fields at the High School as well s grass field at the Middle School. The Town has met the recreational needs of residents in terms of space, but further attention should be spent on improving, maintaining and possibly extending available facilities. The Town does not have a Youth Commission, although it has a Recreation Department, and there have been a number of proposals made for improving recreational facilities. Delivering on this goal means exploring these options. In recent years, the town has looked at the feasibility of a walking trail, dog park, and Ice-Skating Rink. These additional recreational facilities should be pursued as far as necessities for our citizens



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To achieve this goal, the Lynnfield's SPC recommends the Town take the following actions:

- a) Use future/additional CPA funds to support recreational priorities.
- b) Examine whether a Lynnfield Youth Commission (EYC) should be established by creating an exploratory committee, which should examine interest and consider whether a part-time director can be hired, and a partnership with the Recreational Department, or use the Recreational Department as the Lynnfield Youth Commission for expansion of recreational facilities.
- c) Assess the current stock of recreational facilities to quantify existing maintenance costs and capacity for additional facility and grounds.
 - a) Explore who is responsible for maintaining the recreational facilities and fields. Does it need to be out sourced using field usage fees collected by the Recreational Department.
- d) Build maintenance costs for any new or refurbished recreational facilities into capital plan.
- e) Consider Park improvements, and maintenance costs (out sourcing if needed).
- f) Use zoning to preserve recreational resources.

New REC CENTER

Overview & Vision



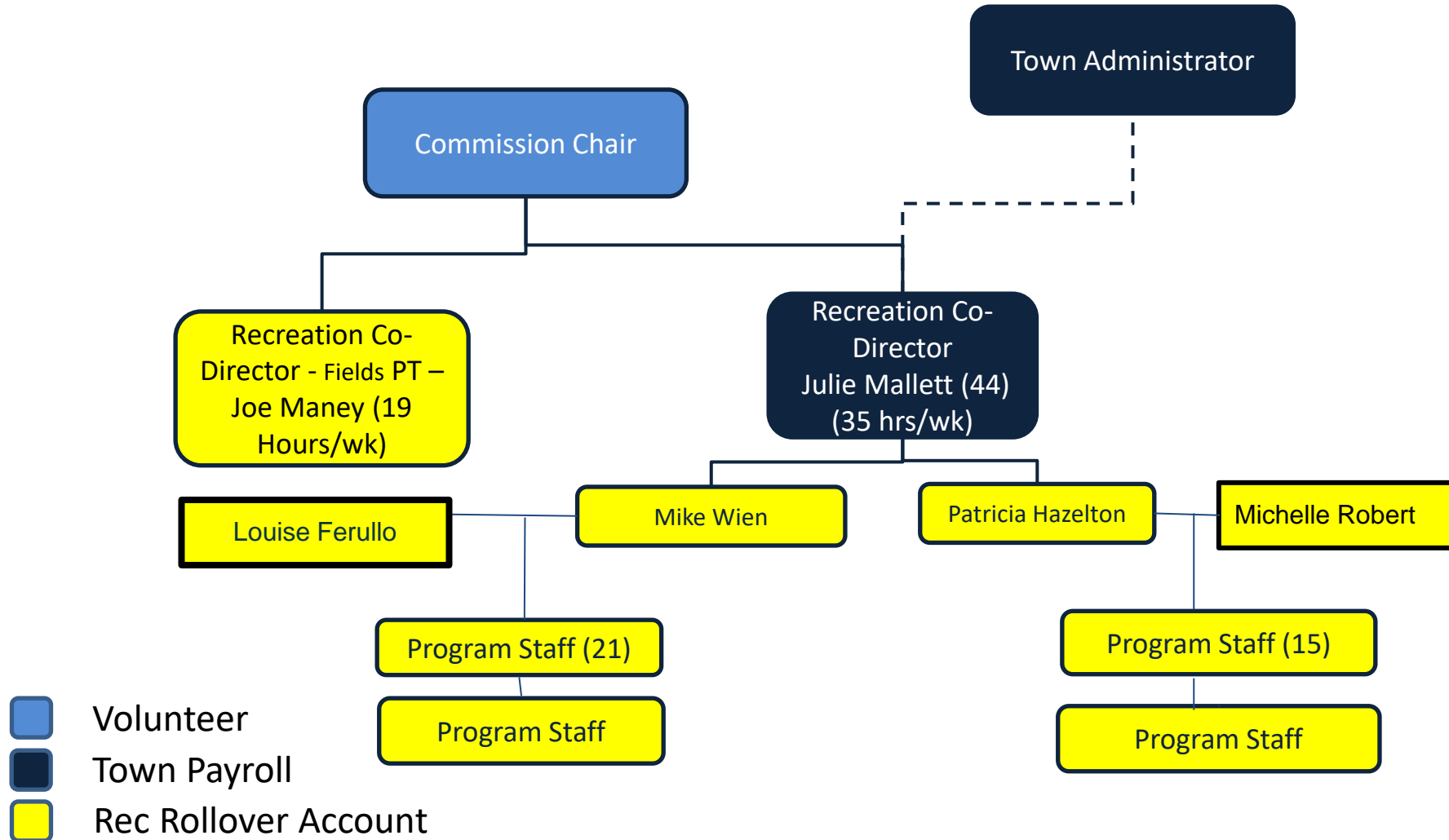
February 2019

Recreation Commission Vision



Enrich lives of Lynnfield residents through abundant quality programs, events, fields and facilities.

Lynnfield Rec Department Org Chart



Lynnfield Rec Commission Board



Rich Sjoberg – Chairman

Michael Cuddy – Program Chair

Patrick Mazzola – Fields Chair

Frank Morelli – Treasurer

Terri Farrell – Secretary

Bob Relihan – Board Member

Matt Monkiewicz – Board Member

Rec Highlights



Father/Daughter Dance



Summer Excursions



Tree Lighting



Mother Son Bowling



Early Release Day Trips



2018/19 Programs & Events



PROGRAMS

- Recreation Station (353 kids)
- Summer Excursions (1308 kids)
- Recreation Station Jr (expanded length and number of kids from 50-60)
- Flag Football (Spring/Fall)
- Learn to Skate
- Running Club
- Ski Club (up from 100 to 151)
- LMS Early Release Trips (up from 35 to 35 kids/month)
- Friday Night Trips (up from 35 to 45 kids/month)
- Summer Golf Lessons
- Boys LAX Skills
- Girls LAX Skills
- Summer Flag Football
- Summer Excursions
- Elementary & Middle School Track
- Tabatha Bootcamp
- Indoor Street Hockey
- Movie Nights
- NEW! Women's Basketball
- NEW! Kids Can Run – For children of all abilities (40 participants)

*see appendix for more detail

EVENTS

- Tree Lighting (Continuing to grow)
- Light Up Lynnfield Trolley Tours (500 guests)
- LMS Track Grand Opening Ceremony
- Gingerbread House Contest
- Father Daughter Dance(466 guests)
- Horribles Parade
- Mother Son Bowling (up from 140 to 194)
- Lion King
- Kimball Farms
- 5 Wits Gillette
- CoCo Keys
- Market Street Partner Events
 - Easter Tea Party (250 guests)
 - Monster Mash Halloween Party (250 guests)
 - Character Ice Skating (New for 2019)

Rec Center Vision



Construct an operationally self-sustaining facility that supports recreation activities and programs with high-functioning indoor and outdoor space that provides a valuable amenity and engenders a sense of community for Lynnfield residents of all ages.

Rec Center Project Goals & objectives



1. Expand user-base for the Reedy Meadow property from limited number of Lynnfield golfers to a wider cross-section of residents that year for more amenities and green space.
2. Provide a much needed space to serve the recreation needs of the community to include:

Indoor Spaces		
<ul style="list-style-type: none">• Gymnasium(s)• Fitness Center• Fitness Studio• Meeting Rooms• Snack Bar	<ul style="list-style-type: none">• Rock wall• Music Studio• Art Studio• Function Rooms• Performing Arts Space	<ul style="list-style-type: none">• Meeting/Training Rooms• Gaming/Computer• Function Rooms• Art Studio• Rec Room/Teen Lounge
Outdoor Spaces		
<ul style="list-style-type: none">• Basketball court(s)• Street Hockey/outdoor ice rink• Tether ball/four square courts• Baseball Field	<ul style="list-style-type: none">• Multi-purpose unscheduled sports field• Playground• Shuffleboard• Swimming Pool (possibly)	<ul style="list-style-type: none">• Dog Park• Walking Trails• Deck• Skate Park

3. Create a fee system that makes the operation self-sustaining.
4. Utilize Friends of Lynnfield Recreation to supplement needs of the Rec Center and related programming.

Development & Design



1. Development

- Evaluate entire Reedy Meadow Property and develop potential engineering layouts
- Consider selling of part of the property for development to help fund construction costs for rec center and outdoor spaces.
- Incorporate Library into site plan alternatives
- Tie in to potential rail trail to connect LMS and LHS to the site

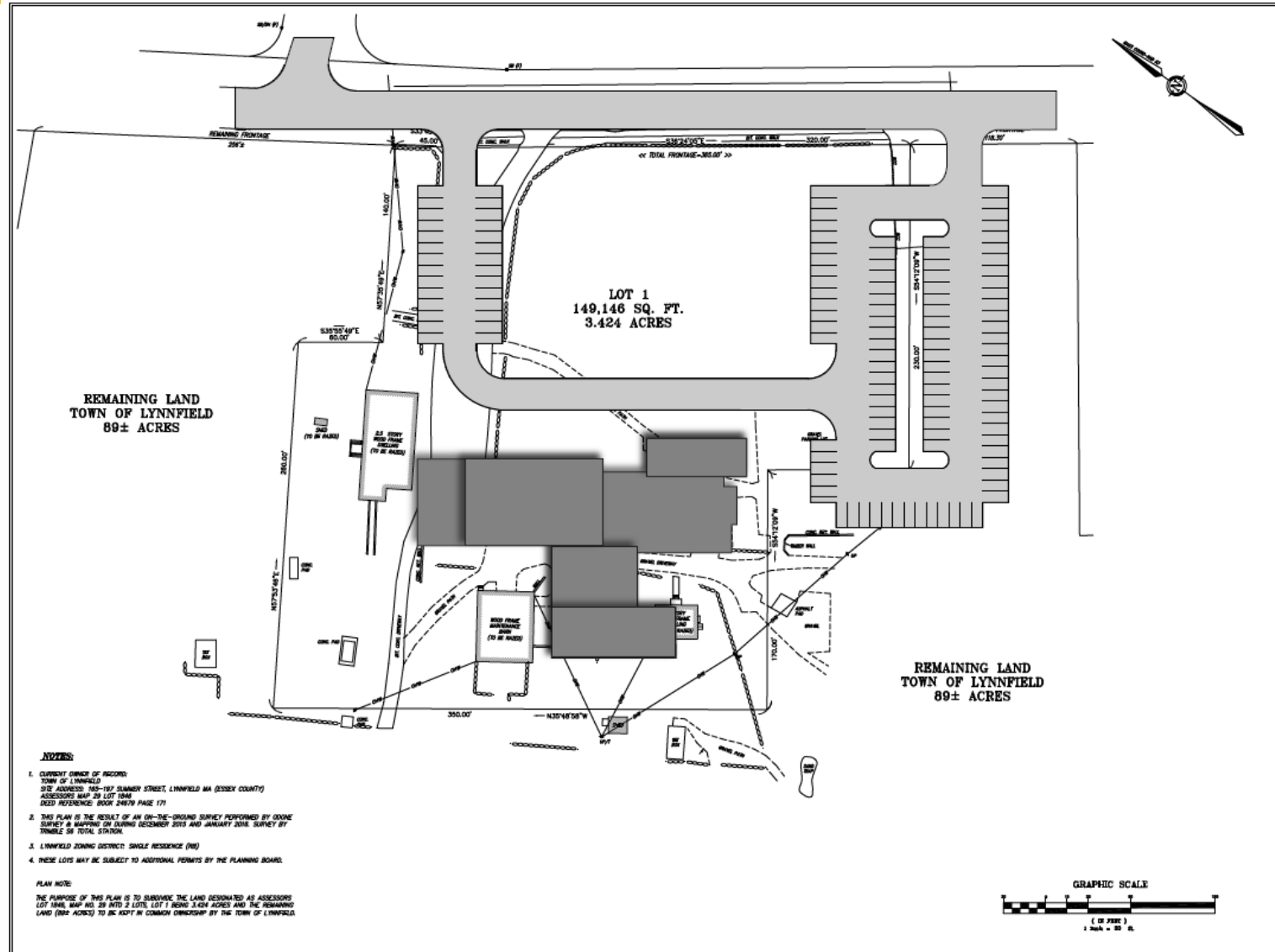
2. Design Goals:

- Develop a Bring the outside in with the use of natural light and inside/out flexible space. Leverage open space by providing views from inside and outside spaces.
- Incorporate the existing on-site barn as visual anchor, to be primarily used as a function space (weddings, birthdays/anniversaries/showers, fundraisers, golf outings), with potential flex use for recreation programming (movie nights, stage performances, Rec Station rainy days)
- Include fully-functioning commercial kitchen for use in functions, concession stand and coffee shop, and cooking lessons/training
- Create 'Town Village' look and feel from the street/parking lot by incorporating the look & feel that exists in the town today.

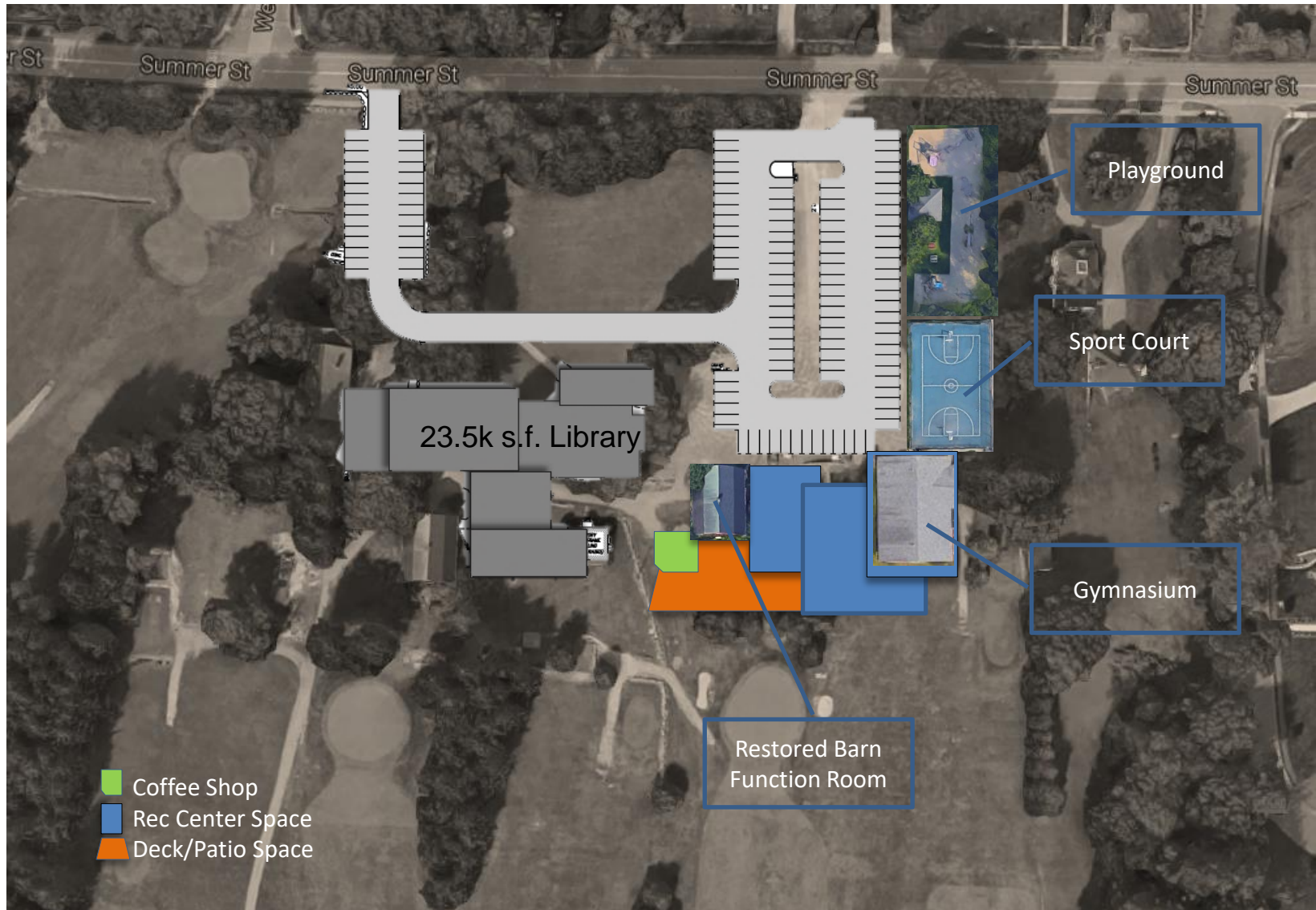
Proposed site (existing conditions)



Proposed Library site



Proposed site w/Library/rec center option



Next Steps



1. Learn what we have and what is possible
 1. Engage a Survey & Engineering firm to create an initial property survey of the Reedy Meadow Golf Course Lot (approximate property lines and topography) and develop conceptual layouts for redevelopment that conform with Town of Lynnfield regulations and meet the goals included in this presentation.
 - Approx. \$7,500* (plus 20% contingency)
2. Create a vision
 1. Engage an architect to do a rough layout and elevation for illustration purposes to help communicate vision to town organizations, leaders and residents.
 - Approx. \$2,900* (plus 20% contingency)

*Based on proposals received.

Goal #4 Health of Lynnfield Natural Resources; Protected Land in Lynnfield Priority 2

- ☐ Maintaining Lynnfield's mystic, beauty, and open spaces
- ☐ Develop Stronger Relationships with Local Conservation Groups - MECT collaboration with SPC/ Open Space Committee
- ☐ Increase Protected Land in Lynnfield - The Town coordinated on the acquisition Sagamore Golf Course. The Town approved CPA funds to help with the acquisition.
- ☐ Increase Protected Land in Lynnfield - The Board of Selectmen, Board of Assessors, Open Space Committee, and Conservation Committee are presently working to
 - a) better manage Town property that is already in conservation status (perhaps with help from a local management organization)
 - b) possibly put other tax-tile parcels into a conservation status under the Selectmen, again, with management assistance from a local land management organization. Work cannot begin in earnest until the Board of Assessors completes adjustments to parcel ownership, locations, and boundaries.



Goal #6

Town Cemetery Expansion

Priority 1

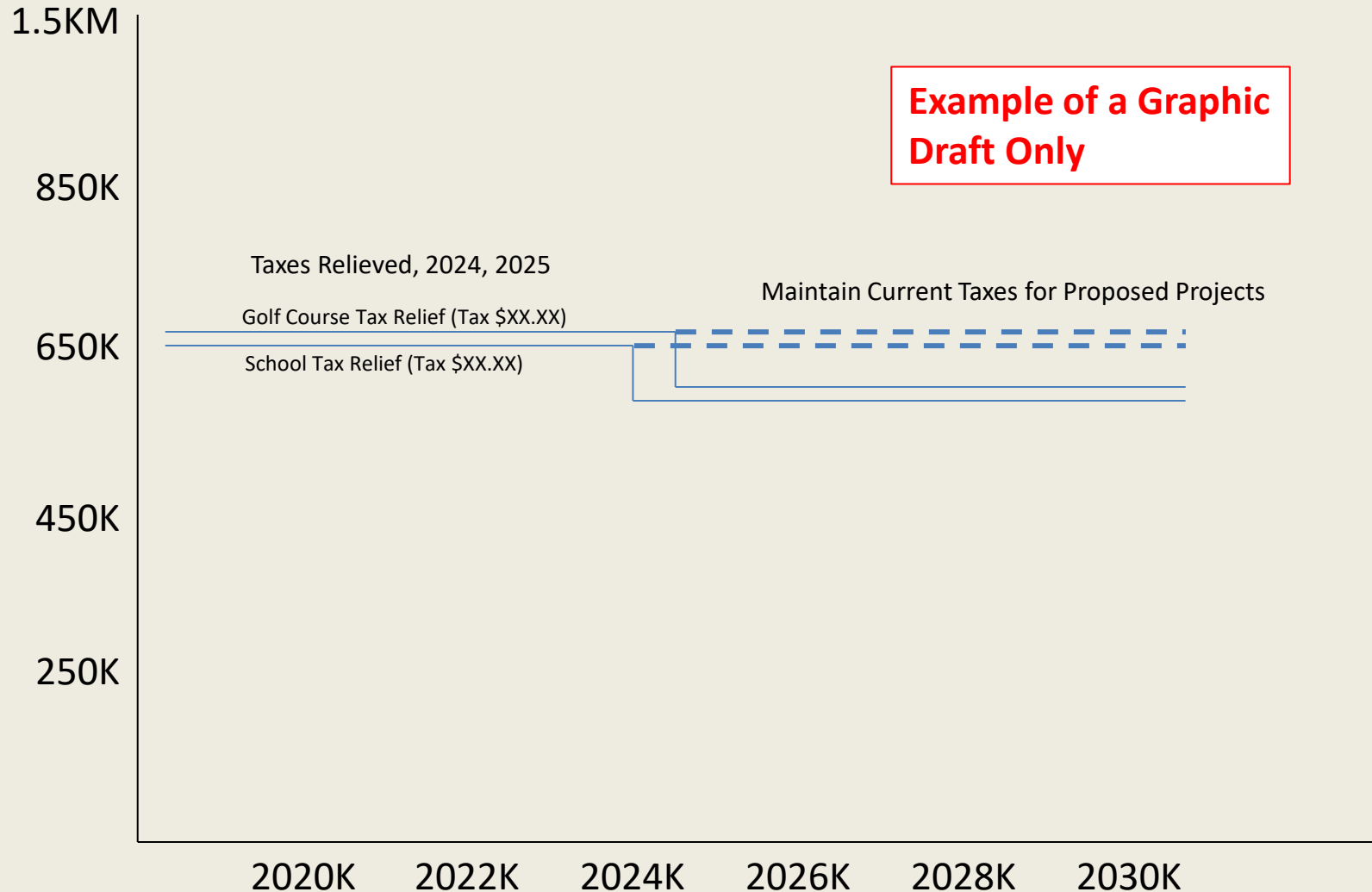
Add over all narrative of the issue

- ☐ Currently, the Town's cemeteries are almost out of space, and there is no set regulations as to obtaining burial plots.
- ☐ Plots can be purchased at any time, not just at time of death, and can be purchased by residence not from Lynnfield.
- ☐ What obligations do we owe residence of Lynnfield to ensure they will have a burial location when needed.

This would be an example of a priority, that may not be the top three, but would still be tracked, and work done, by the committee

I think as this first presentation is done, Spring 2020, then the Committee meets on a quarterly, or Semi-Annual basis. The Chair, will maintain monthly contact with the Town Administrator, and other Boards/Committees, and keep the Committee Updated as needed

Impact of new Building Proposal in Relation to Debt Exclusion after 2025, by Median House



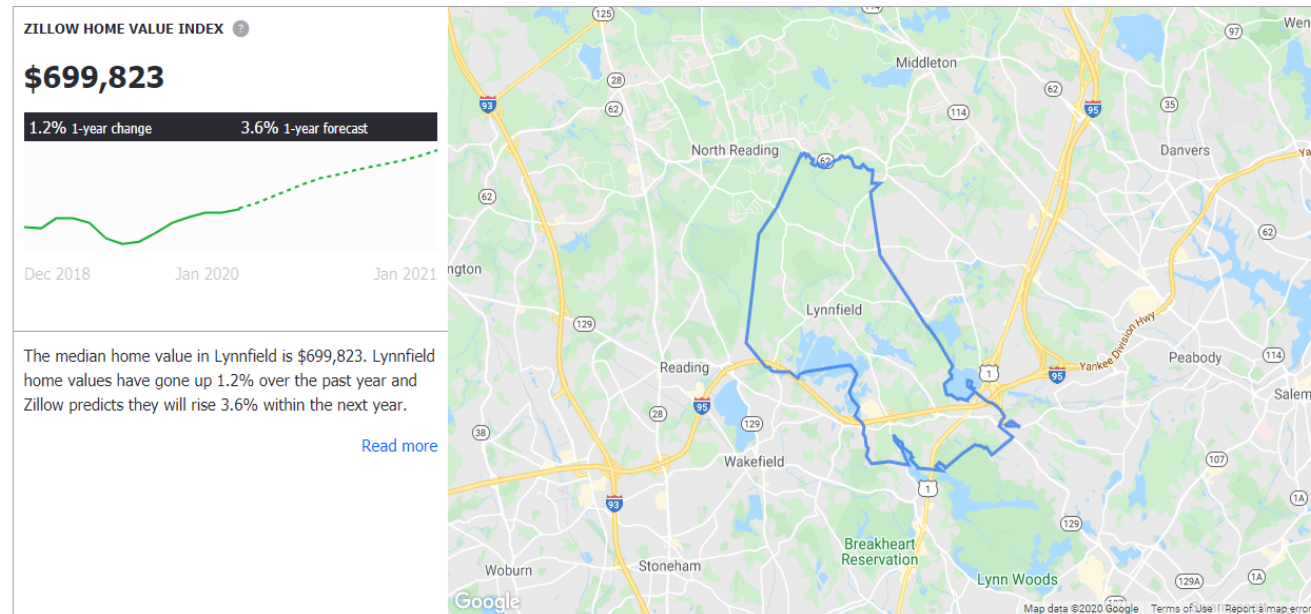
Average Home Price, Lynnfield, 2-26-2020 - Zillow

According to Zillow's "Home Value Index"/ Lynnfield, MA Home Values, the average home in Lynnfield, Massachusetts is worth \$665,200. Over the past year:

- 0.4% 1-year change
- 0.9% 1-year forecast

According to Zillow: "Lynnfield home values have declined -0.4% over the past year and Zillow predicts they will fall -0.9% within the next year. The median list price per square foot in Lynnfield is \$298, which is higher than the [Boston-Cambridge-Newton Metro](#) average of \$296. The median price of homes currently listed in Lynnfield is \$699,450.

Lynnfield Home Prices & Values



Lynnfield Market Overview

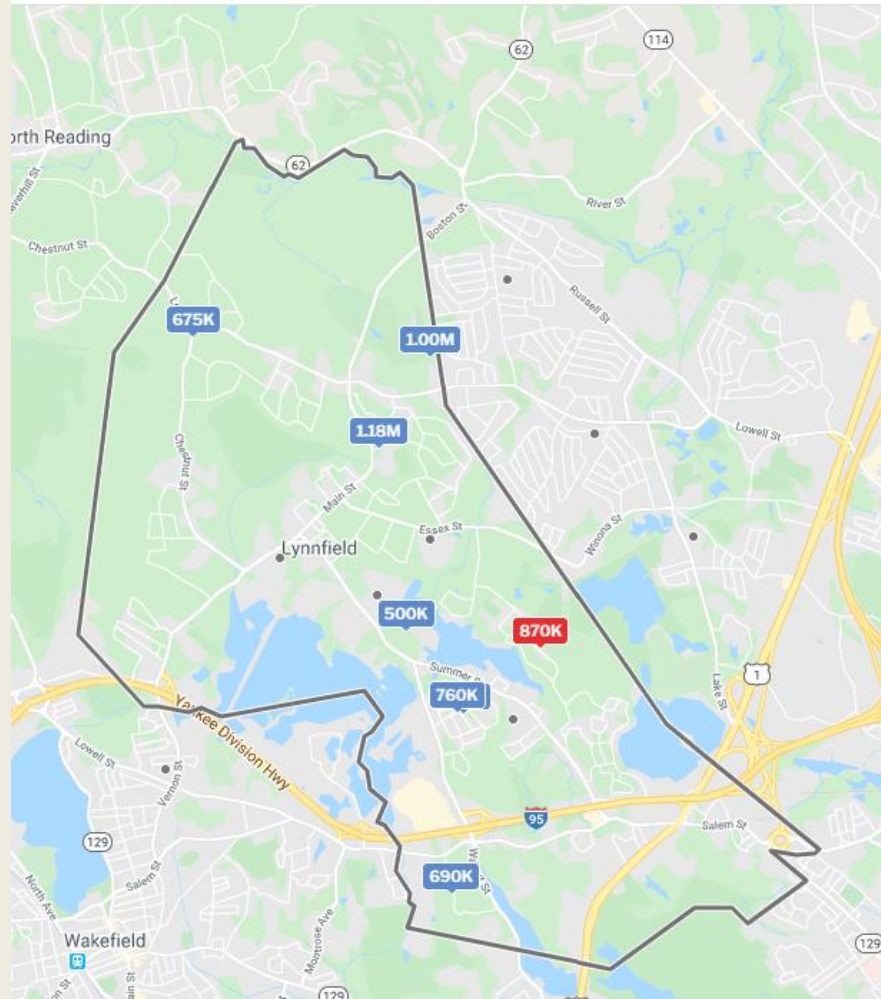
Data through Jan 31, 2020

\$699,823 ZHVI

Zillow Home Value Index All homes 1-yr 5-yr **Max**

Jan 2021 — Lynnfield \$724K

Average Home Price, Lynnfield, 2-26-2020 - Redfin



Lynnfield Housing Market

[Listings](#) **Market Insights**

Market Trends in Lynnfield

Calculated over the last 3 months

84 Very Competitive
Redfin Compete Score™



- Many homes get multiple offers, some with waived contingencies.
- Homes sell for around list price and go pending in around 22 days.
- Hot Homes can sell for about 5% above list price and go pending in around 15 days.

Home Prices in Lynnfield

Average over the last month

\$650K

Sale Price

-4.2%
since last year

\$270

Sale \$/Sq. Ft.

+6.9%
since last year

0.1%

Under List Price

21.5

Days on Market

20.0%

Down Payment

5

Total Homes Sold

[Compare to US housing market trends](#)

Review of Impact on Debt Exclusion after 2025

- Review impact of Dept after year 2025, impact on future Strategic Goal
- Discussion on both the Recreation Department Proposal and the New Library Proposal Land Survey Requirement
- Recommendations to the Town Planner of Feasibility Studies

Vote approved for Feasibility study by committee. Dave proposed a motion to spend the \$40,000 in budget for feasibility studies to be spent on schools and Public Safety building, Lauren seconded.

Review of Impact on Debt Exclusion after 2025

- Show a Graphic here depicting the taxes on a \$700,000.00 House, and the debt exclusion ends in 2025 for both the Gold Course and the Middle School loans.
- ❖ Address how if we maintain te same taxes, what can be built with no increases in taxes
- ❖ Address what can be build with an additional Tax Exclusion.

Goal #4

Future of Sagamore Golf Course

Priority: ?

- ☐ Development of the Sagamore Golf Course (possible)
 - ☐ New Housing Development
 - ☐ Housing, elderly
 - ☐ Business
 - ☐ Conservation land
- ☐ Affects on School System, Water, Roadway



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Goal #1 Renew and Finance Critical Town Infrastructure (Town Hall)

Priority 1

- ☐ Town Hall Improvements **(D)**. Build a new Town Hall or make renovations that are needed to meet the needs of a Town Staff and Offices.



Notes Page: