



Lynnfield
MASSACHUSETTS

Strategic Planning Committee Meeting
January 30th 2020



AGENDA

Strategic Planning Committee Agenda

At 7pm, meet at the main desk just inside the main doors of the Library. Walk through of the Library with the Librarian.

- Look at current conditions of the Library
- Issue or concerns that the Committee members want to address with the Librarian.

Relocate to the Maney Room, inside the Town Hall

- Discussion of current Library and potential new Library and costs.
- Fire and Police
 - Re-cap and review of walk thru of both Police and Fire Stations by the committee and Chiefs
 - Discussion of main concerns and issues
 - Set main point for presentation to Town Administrator and Selectmen.
- Review Education System Infrastructure
 - Discussion of the need for school expansion at both Elementary Schools.
 - Increase in student population
 - New Classrooms (type)
 - ❖ Debt exclusion
- Assessment/Survey of building infrastructure (roofs, mechanical systems)
- If new Library is built, impact on School Administrative offices relocation, recommendations.
- 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 Office
 - Old Library (relevance to current needs / technology, future use of), repurposed to administrative offices
 - Town hall
- Review of Past Items
- Set Agenda for next meeting
- Review of Milestones and Future Meeting Dates.
 - Next Meeting, proposed for, February 20th, 2020
- Next Steps / Homework / Items for Next Meeting.
- Public Comment
 - Rec Center
- Adjournment



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

Act quicker because of emerging priorities

- Library Timeline
- School situation
- Fire/Police Building Situation
- Other Committee’s requesting large scale money

Guidance for the 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

I believe the Committee
Followed this well

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	Richard O’Neil	John Scenna
Lauren George	David Basile	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, after the first meeting, and continued to refine.

Time Lines

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. 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.

I think we will hit our goal for timeline, and now need to proceed on a finalized plan for phase 1.

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		2	
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

I believe the Committee 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

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

As time went on, we adjusted, just as we said in our Mission Statement

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).



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

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 (cont)

Priority 1

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



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

Library Walk Thru Notes.



Putting the presentation together.



Committee Member Notes Page

