

Meeting Notice

The 35 Town Farm Road Task Force will meet **in person**

Monday, March 7th, 2022 at 7 p.m.
Cameron Senior Center, 20 Pleasant Street

Masks are no longer required per Westford Board of Health guidelines for Town buildings but those attending are asked to bring a mask in case any of the attendees is more comfortable with Task Force members wearing masks.

Agenda:

New Business

1. Accept the TFTF secretary's minutes of the January 4th meeting (attached)
2. Funding for the Fire Training Facility at 60 Forge Village Road - report on votes and discussion by the Select Board and the Capital Planning Committee (see Scott Hazelton Jan 27 email attached) and reply email from David Hedison of CHOICE on 35 Town Farm Road project (attached)
3. Report form Fire Captain David O'Keefe on his visit to the Auburn MA regional fire training facility and ongoing work with Asst Town Manager Eric Heideman for release of the RFP for the two containers for Westford's proposed facility.

Selectmen's Charge for the Task Force as voted November 12, 2019:

To continue to work with stakeholders through the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry. The stakeholders will include but will not be limited to the Council on Aging, Westford Food Pantry, Affordable Housing Committee, Fire Department, Historical Commission, Historical Society and the Economic Development Committee.

From: Scott Hazelton <SHazelton@westfordma.gov>

Date: Thursday, January 27, 2022 at 3:32 AM

To: David Hedison <David@chelmsfordha.com>

Cc: "Nancy Cook (personal)" <noakescook01886@yahoo.com>, "Ellen Harde (Personal)" <39mainstreet@gmail.com>

Subject: Westford Select Board Fire Training Facility vote

David,

On Tuesday evening, the Westford Select Board took two votes regarding relocating the fire training facility. The first was to use \$237K of ARPA funds for that purpose, which passed 4-1. The second was to put the remaining \$580K on the warrant for Town Meeting approval, which passed 5-0. The Town's Capital Committee has also voted in favor of the project.

The one dissenting vote on the ARPA funding is not opposed to the project. It appears that the concern was using ARPA funds for that purpose.

So, on to Town Meeting!

Best regards,
Scott

Hi Scott

What wonderful news. I am incredibly anxious to begin the zoning for Town Farm. We are in a holding pattern as we need to start the closing of Helena Crocker development --- and been awaiting the award letter since the end of December. Once this is in hand ---we can start that closing and look towards construction ----- and then start full steam ahead with the zoning for Town Farm.

So many positive things are happening. And so incredibly thankful for Westford and the work all three of you have done!

Best
David

DRAFT #2

35 Town Farm Road Task Force Meeting Minutes Jan. 4, 2022

Virtual meeting

Attendees: Dan Britko, Lynn Cohen, Nancy Cook, Marilyn Day, Mike Denehy, Ellen Harde, Scott Hazelton, Diane Hendriks, Pat Louch, George Murray, Bob Waskiewicz
Tech support: Mike Wells

1. Call to Order.

Ellen Harde called the meeting to order at 7 p.m.

2. Approve minutes of May 10, 2021 and Nov. 8, 2021 meetings

Motion made by Nancy Cook and seconded by Scott Hazelton to accept minutes of the May 10, 2021 and Nov. 8, 2021 meetings. Ellen asked if, in the Nov. 8th minutes, the reference to SCG/CHOICE starting its permitting process in fall 2024 was correct. She believes that the goal is for them to start the process in fall 2022. Lynn Cohen confirmed that her notes show that 2024 was the date discussed at the meeting. Motion carried unanimously. It was confirmed that Dan Britko will continue as a member of the Task Force.

3. Consider draft memo to the Select Board requesting the use of ARPA funds for the balance of construction costs related to the proposed Fire Training Facility (see p. 3)

Scott Hazelton explained that Jodi Ross organized a meeting with him, Eric Heideman, Fire Chief Targ, Deputy Fire Chief Denehy, Paul Starratt and Jeremy Downs from Engineering, Jeff Morrisette of the Planning Department, Finance Director Dan O'Donnell, and Steve Cronin of the DPW the previous Thursday, Dec. 30, to review the timeline for the construction of the new fire training facility and to discuss how to fund it. Jeremy will be taking a tour of a similar facility that's being built in Auburn, MA. He also contacted the vendors to confirm the pricing in the conceptual costs document (see p. 4); some of the item estimates have changed but the total costs remains the same. Scott said that those at the Dec. 30th meeting agreed that though the conceptual costs document shows Option A and Option B, only Option B will be presented to the Select Board for their consideration. However, Jeff Morrisette suggested that the Planning Board be asked to approve both options so that if the Fire Department wants to add a third unit in the future, they will be able to without having to go through the process again.

Ellen asked for discussion of the draft motion and memo (see p. 3), which was a revision of the motion and memo that Eric Heideman had drafted for the Task Force's consideration.

Nancy asked why Eric's proposed motion had been changed from the more general request for "supplemental funding for the construction of a new Fire Training Facility" to the more limiting "supplemental funding for the engineering, permitting and construction of a new Fire Training Facility." She said the revised wording could be interpreted to not cover costs such as consultants, testing and reports. Ellen explained that she took the wording from the third paragraph in Eric's draft memo.

Motion made by Nancy Cook and seconded by Bob Waskiewicz to strike "the engineering, permitting and" from the draft motion. Dan expressed his support of the revised wording. Motion carried unanimously.

George said he has a minor concern that the documents the Task Force were approving will commit the town to almost \$1,000,000 for a new training facility and if the developer folds his tent, the town is left with nothing but the training facility. He isn't proposing anything be done about it but he wanted to express his concern. Ellen responded that the Task Force had that discussion at its previous meeting and had agreed to go ahead with supporting the construction of the training facility in 2022. Nancy added that the Task Force is just supporting the idea of building the facility in 2022 but Town Meeting will make the decision whether to build the facility now or wait until the money from the developer is in hand in 2024. Scott pointed out that the cost will go up with every year the project is delayed.

Motion made by Nancy and seconded by Bob to accept the motion as presented in the document as amended. Motion carried unanimously.

4. Review and approve the revised draft timeline for the construction of the proposed new Fire Training Facility at 60 Forge Village Road (see p. 5)

Ellen said she thought town staff's changes to the timeline are helpful, clarifying who's responsible for what. She emailed Eric asking who "we" refers to in the fourth bullet of the first item and he responded that it refers to town staff. She will ask him to change that in the timeline so it's clear.

Motion made by Nancy and seconded by Bob to accept the staff-revised version of the timeline, so it will become the Task Force's timeline. Nancy and Bob agreed to George's friendly amendment to change "accept" to "endorse."

Motion as amended carried unanimously.

It was agreed the Task Force will continue to meet as needed.

Ellen and Scott will represent the Task Force at the Select Board's January 11th meeting.

Mike said he can't be at the meeting to represent the Fire Department but Chief Targ will be there, and Dan said he'll be there too .

5. Adjournment

Motion made by Nancy and seconded by Bob to adjourn at 7:24 p.m.

Motion carried unanimously.