

## Meeting Notice

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

Monday, November 6, 2023 at 7:30 p.m.  
Cameron Senior Center, 20 Pleasant Street

### **Agenda:**

#### Old Business:

Accept the TFTF minutes for March 7, 2022

#### New Business

Discuss the hearing that was opened on October 18 by the Westford Zoning Board of Appeals to consider the application of CHOICE to create affordable senior housing at 35 Town Farm Road; and draft a statement from the Task Force to be read at the November 15 continued ZBA hearing.

#### **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.

D R A F T

Town Farm Road Task Force  
Meeting Minutes  
March 7, 2022  
Cameron Senior Center

Attendees: Dan Britko, Lynn Cohen, Marilyn Day, Ellen Harde, Scott Hazelton, George Murray, Fire Capt. David O'Keefe, Bob Waskiewicz

**1. Call to Order.**

Ellen Harde called the meeting to order at 7:03 p.m.

**2. Approve minutes of Jan. 4th meeting**

Ellen pointed out that the minutes should be corrected to show that, under #3, the Auburn, MA fire training facility has been built, not that it's being built.

Motion made by George Murray and seconded by Bob Waskiewicz to accept the minutes of the Jan. 4, 2022 meeting as amended.

Motion carried unanimously.

**3. 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<sup>th</sup> email attached, p. 3) and reply email from David Hedison of CHOICE on 35 Town Farm Road project (attached, p. 3)**

Scott reported that the Select Board voted, at its Jan. 25<sup>th</sup> meeting, to allocate \$237,000 in ARPA funds for the Fire Training Facility and to support an article on the Annual Town Meeting warrant seeking

\$580,000 for the engineering and construction of the facility. He also said that at a meeting of the Select Board and Finance Committee on March 3, the Fire Training Facility was on the list of projects recommended by the Capital Planning Committee for inclusion on the ATM warrant; there was no discussion of the project at that meeting.

**4. Report from 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.**

Capt. O'Keefe reported on his visit to the Auburn regional facility, describing it as the "Taj Mahal" of fire training facilities. With about 12 containers, construction was funded by a grant. The containers aren't from the same manufacturer as the two being considered for Westford.

Scott said that Eric Heideman told him the town will be releasing two RFPs for the facility: one for the containers and the second for the site work. It was agreed to update the Timeline (attached, p. 4) to reflect that there will be two RFPs. Scott will talk with Eric during the week of March 14 to confirm if there will be two permits and whether one or both RFPs should be issued in March. A reminder that in order to comply with the Memorandum of Agreement with the Water Commissioners, the specs must show that the containers will be mobile, and the question was raised whether a stormwater retention system must also be included.

Jeremy Downs in the Engineering Dept. has completed the preliminary site plans. Dan Britko will contact Jeremy and Town Engineer Paul Starratt to find out when the site plans will be ready to be submitted to the Planning Board, and ask for a date for when they will be on the Board's agenda in March 2022. He will also contact Building Commissioner Henry Fontaine to ask about zoning and permitting requirements **5. Other business**

Ellen thanked Marilyn Day for organizing volunteers to keep tabs on the Town Farm building.

Task members agreed to meet before the June 11<sup>th</sup> Annual Town Meeting to review a presentation that Ellen will draft in support of the \$580,000 appropriation for the Fire Training Facility. Ellen mentioned she has a conflicting event scheduled on June 11.

## **6. Reviewing the timeline**

*Empty the School Storage Shed:* Ellen will contact Facilities Director Paul Fox to remind him that the school storage shed should be emptied by this summer. There was discussion about reaching out to let others know the shed might be torn down and if there's any interest in having it moved. The question was asked, if the property line is drawn through the building, is the town or CHOICE/SCG responsible for it?

*35 Town Farm septic:* George will contact Health Director Rae Dick, copying DPW Director Steve Cronin, Water Superintendent Mark Warren, Paul Fox and Jeremy Downs, about the possible plans to tie the Town Farm project into the Day/Blanchard wastewater treatment plant. Task Force members were unsure whether CHOICE/SCG's response to the RFP required a tie-in. Lynn will email George CHOICE/SCG's response to the RFP for his reference.

*Write the Historical Preservation Restriction:* Marilyn will contact David Gutbrod about drafting the Historical Preservation Restriction.

## **7. Adjournment**

Motion made by Scott and seconded by Marilyn to adjourn at 7:45 p.m.

Motion carried unanimously.