

**WESTFORD NEW CENTER BUILDING
WORKING GROUP MEETING #06**

17 May 2019
Meeting Notes

Attendees:	Jodi Ross (JR)	Town Manager
	Eric Heideman (EH)	Assistant Town Manager
	Tom Mahanna (TM)	Chair, PTBC
	Nancy Cook (NK)	PTBC
	Tim Whitcomb (TW)	Police Department, Director of Communications
	Matt Emanouil (ME)	Town Systems Administrator
	Paul Fox (PF)	Town Facilities Director
	Ryan Cobleigh (RC)	Town Veteran's Agent
	Jeff Shaw (JS)	Context Architecture
	Chris Logan (CL)	Context Architecture

Distribution:	Jodi Ross	Town Manager
	Eric Heideman	Assistant Town Manager
	Tom Mahanna	Chair, PTBC
	Kirk Ware	Vice-Chair, PTBC
	Nancy Cook	PTBC
	Tim Whitcomb	Police Department, Director of Communications
	Matt Emanouil	Town Systems Administrator
	Paul Fox	Town Facilities Director
	Ryan Cobleigh	Town Veteran's Agent
	Jeff Shaw	Context Architecture
	Chris Logan	Context Architecture
	Miry Lopez	Context Architecture
	PF 1712.00, 02, 2.2	

1. Overview of Concept Design:

T. Mahanna provided a summary of the project including the Value Engineering Study and the design study after the Town purchased the 63 main Street property. In March 2019, the Board of Selectmen voted to proceed with the Center Building design per the concept design produced by CTX in March 2018. The Town is anticipating going to Spring 2020 Town Meeting for Construction funding.

2. Program:

Town GIS shall be moved to the Center Building. It is part of the IT Department but needs its own office. The office designated as "future" can become the GIS office.
(GIS Dept. is one person - presently)

The Energy Committee (EC) and Green Energy Committee (GEC) have asked to be involved with the project. The EC/GEC will be invited to present their ideas at a future Working Group Meeting. TM stated the Working Group will not be requiring LEED Certification but wants to incorporate energy conservation measures. Solar panels have



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been discussed. CTX stated solar panels are challenging as they require a lot of surface area to generate sufficient energy to make their installation of any value to the operating costs of a building. Furthermore, the Center Building roof form and its orientation are not conducive to solar panel layout. CTX commented this is the project, and its prominent location, may not be well suited for solar panels. CTX stated they have added provisions for PV (photovoltaic) on several municipal buildings and will present this and other green energy measures that can be pursued for the Center Building. J. Ross agreed that solar panels are not well suited for the Center Building.

There is a Town and School Safety task Force who has hired a company to review safety measures in all Town buildings. CTX to email building plans to Jodi Ross for review by this committee. Jodi Ross asked that an exterior exit door be placed in the Meeting Room for emergency exiting behind the presenters table.

3. Design Phase:

CTX stated they feel strongly about performing a quick revisit of the concept design at the beginning of this phase. The intent is to make sure the footprint and the massing of the New Center Building is appropriate on the Town Hall Campus, special interest is making sure it complements the Town Hall but does not overwhelm it with its massing. CTX will also be planning the connection of the Center Building to the Police Generator Building and Communication Antenna.

CTX presented a progress massing model of the Town Hall Campus. This is a great design tool to study the new Center Building mass in comparison to the Town Hall, Police Station and Generator Building. Town would prefer to see all the buildings in grey tones. CTX will proceed with this direction.

Category 4 Building: CTX stated that a building is classified as Category 4 when it contains public safety functions. Communication equipment and the Tower fall into this definition and therefore the Generator Building will need to be upgraded to a category 4 structure building and since the Center Building is contiguous to it, the Center Building will need to be a Category 4 structure as well. (Since the Center Building will contain the Town IT Department, it might have to be Category 4 structure anyway) CTX to provide the Town with an estimate for upgrading the Generator Building and Tower to Category 4 structure CTX to estimate what the added cost might be for making the Center Building a Category 4 structure.

Memorial Courtyard: CTX to work closely with the Landscape Architect (CBA) and Nancy Cook on the memorial courtyard and the arrangement of the memorial plaques, the 911 Memorial, and the memorial benches. CTX to schedule a meeting to begin this process.

IT requested a larger than 36" wide exterior door at the back of the building to allow for ease of delivery of large boxes of equipment.

4. Strategic Planning Retreat: (June 13th)

Town will display the Center Building Plans and the model at the Strategic Retreat. CTX to provide the presentation material sand handouts for the Strategic Planning Retreat. CTX will coordinate the presentation materials with the Working Group the week of June 3rd.



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5. Regulatory Process:

CTX to commence the process with informal meetings beginning in August 2019.
Site Plan Review process to commence in September 2019.

6. Schedule:

CTX to revise schedule and distribute to WG members.

7. Next Meeting: TBD

Respectfully submitted,



C. Christopher Logan, AIA
Context Architecture

Attachments: Revised 2019.05.17 Schedule



**WESTFORD NEW CENTER BUILDING
PROJECT SCHEDULE - DRAFT**

26 April 2019

Revised 17 May 2019

17 May	Resume Center Building Schematic Design Phase Meet with Working Group to review design and goals for SD phase Set expectations for Strategic Planning Retreat presentation Confirm project schedule including regulatory process Confirm needed services: Survey of Property
7 June	Working Group Meeting @ 10:00AM Landscape Architect to discuss landscaping of courtyard and existing memorials
13 June	Presentation Materials to Working Group for Strategic Retreat CTX to provide Model and Pamphlet
21 June	Comments to CTX from Strategic Retreat
27 June	Working Group Meeting Present SD documents for SD Cost Estimate release
19 July	Working Group Meeting Present SD Cost Estimate – Authorization to proceed to DD Phase MEP&FP Engineers to present possible HVAC systems for facility
2 August	Working Group Meeting Review PB Application Drawings
23 August	Working Group Meeting Review DD Cost Estimate set – set to cost estimator on August 26 th Informal meeting with Planning Dept. for Site Plan Approval submission Discuss second Public Meeting
20 Sept	Submit Site Plan Application to Planning Board
30 Sept (week of)	Working Group Meeting Present DD Cost Estimate
4 October	DD Phase Complete CTX to produce report – complete DD Phase
21 October	Town Meeting CD funding approval
21 October	Planning Board Hearing
March 2020	Town Meeting – Construction Funding approval

