

WESTFORD NEW CENTER BUILDING

Veterans Services

27 June 2019

Meeting Notes

Attendees:	Ryan Cobleigh (RC) Chris Logan (CL)	Town Veterans Service Officer Context Architecture
Distribution:	Jodi Ross Eric Heideman Tom Mahanna Kirk Ware Nancy Cook David Christiana Thomas McEnaney Tim Whitcomb Mike Wells Matt Emanouil Paul Fox Ryan Cobleigh Jeff Shaw Chris Logan Miry Lopez PF 1712.00, 02, 2.2	Town Manager Assistant Town Manager Chair, PTBC Vice-Chair, PTBC PTBC WFD, Artist WPD, Police Chief Police Department, Director of Communications Town IT Director Town Systems Administrator Town Facilities Director Town Veterans Service Officer Context Architecture Context Architecture Context Architecture

The purpose of this meeting is to determine the square footage of the present Veterans Services Office versus the square footage of the Center Building's Veterans Services Office, and to make sure the new space can accommodate the required furnishings and storage to allow for current and future operations.

The existing Veterans Services Office: 340 SF

Center Building Veterans Services Office: 557 SF

The new space shall accommodate the following:

Waiting Area:

- (1) L shaped desk with two-drawer lateral file below return and shelving above
- (3) Side chairs
- (1) Bookcase, 6'-0"Wx2'-6"Hx10"D for pamphlets
- (1) Flag stand for three flags
- (1) Work counter with cabinets below, 6'-0"Wx2'-6"Hx1'-6"D, for coffee maker and multi-function printer/copier

Office:

- (1) U shaped desk with two-drawer lateral file below return and shelving above and space for a multi-function printer
- (1) 3'-0" dia. table with three chairs
- (2) 42" wide 2-drawer lockable lateral files



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- (1) Bookcase 3'-0"Wx2'-6"Hx10"D
- (1) Wardrobe cabinet 2'-0"Wx6'-0"Hx1'-8"D

Storage Room:

- (2) 2-drawer vertical file cabinets, 15"Wx29"Hx27"D
- (3) 4-drawer vertical file cabinets, 15"Wx52"Hx25"D
- (1) 3-drawer lateral file cabinet, 36"Wx37"Hx17"D
- (2) 36"Wx72"Hx18"D 2 door cabinet (second cabinet for expansion)
- (1) Podium on wheels, approx. 2' square footprint

CTX noted the new office layout can accommodate all the existing and future furniture and equipment. CTX recommends replacing existing file cabinets with more efficient taller lateral file cabinets.

R. Cobleigh stated the new office layout meets the needs of the Veterans Services Office. R. Cobleigh is fine keeping the existing file cabinets as many of them will be placed in the Storage Room which will be out of sight.

Respectfully submitted,



C. Christopher Logan, AIA
Context Architecture

