

WESTFORD COMMUNITY BUILDING STUDY
Working Group Meeting #01 – 11.02.2017

Attendees:	Jodi Ross (JR)	Town Manager
	Eric Heideman (EH)	Assistant Town Manager
	Tom Mahanna (TM)	Chair PTBC
	Kirk Ware	PTBC
	Nancy Cook	PTBC
	Karen Cavanagh	PTBC
	Terry Stader	Veteran's Service Officer
	Mike Wells	Director of Technology
	Jeff Shaw	Context Architecture (CTX)
	Chris Logan	Context Architecture (CTX)
	Elizabeth Apeldoorn	Context Architecture (CTX)

Distribution: All above, plus:
File: 1712: 02.2.2

1. **Project Goals** – project goals were identified and discussed

-JR stated that the Community Building should include a 100-person meeting room with dedicated A/V and storage rooms, Technology, Veterans and Facilities departments.

-Community Building should stay as close as possible to existing fire station footprint as possible.

-Connection to Town Hall from Community Building is desired. Use of Police Station lobby as link was suggested, CTX to investigate feasibility.

-EH stated that Community Building should be contextual in setting and should compliment existing surrounding buildings. Memorial courtyard is important.

-More parking is desired, CTX to investigate possibly expanding parking into wetlands as well as assess current Police Station parking; Police may have more than is needed. Proximity of HC parking will be important for Veteran's services.

-JR stated that new spaces in Community Building should be similar in size and finish as Town Hall.

-Security is important. Community Building should be able to be locked down in the event of an emergency; CTX to work with PD. IT servers should be centrally located in the building.

-New infrastructure should not tax existing flow. Septic system is limited by flow from Town Center to Waste Treatment Facility, CTX to contact Steve Cronin, Water Superintendent.

2. **Project Schedule** – additional meetings were identified and are to be added to the schedule

-Monthly PTBC meetings, CTX to give project update.

-Board of Selectman meeting, January 23rd 2018, preliminary conceptual building plans to be presented.



-Town meeting, March 24th

-Day/time for working group meetings was discussed; Thursdays at 11am is tentative day/time. CTX to send out meeting request.

3. **Project Budget**

-JR stated that cost is important and that if possible, it is desired that project stay within the levy limit. A conceptual cost estimate in January is desired.

-A figure of \$3.2M was discussed but no formal budget has been set.

4. **Programming**

-IT space to be secure, limited public access, located on upper floor.

-Veterans to be close to and visible from main entry.

-A shared kitchenette is desired.

-A basement is highly desired, CTX to investigate feasibility; test boring reports from Police Station and Town hall projects to be reviewed.

-CTX to interview Technology and Veterans departments to review more specific space requirements/needs. EH to provide direction for Facilities Department. CTX to schedule interviews and tours of current facilities for week of 11/6.

5. **Needed Services** – additional services were discussed

-TM stated that LandTech Consultants Inc. has existing site plan, CTX to contact for more information.

-CTX stated that existing Fire Station environmental site assessment report done in 2014 did not include testing of asbestos, PCBs or lead testing. CTX to review study further and determine exact scope of additional services required.

6. **Next working group meeting is scheduled for Thursday November 16, 2017 at 11:00 AM.**

Agenda:

-Review first draft of program

-Review additional testing services required

7. **Attachments**

-Updated schedule, dated 11/3

These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Respectfully submitted,
Elizabeth Apeldoorn
Context Architecture

Westford Community Building Study

SCHEDULE

3 November 2017

2 November	Kickoff Meeting <ul style="list-style-type: none">- Confirm the goals of the project- Confirm the project schedule- Discuss budget- CTX begins programming- Confirm needed services:<ul style="list-style-type: none">o Surveyo Phase I assessment (revisit 2014 Phase I Report – testing was not done)o Hazmat testing (Phase I Reports only mentions PCB in fixtures)
6-10 November	Compile zoning & building code analysis Programming Interviews & facility tours
16 November	Working Group Meeting <ul style="list-style-type: none">- Review first draft of program
30 November	Working Group Meeting <ul style="list-style-type: none">- Review second draft of program, confirm final- Review results from engineers site visit and testing (if performed)- Review initial concept site options
4 December	PBC Meeting <ul style="list-style-type: none">- Present project status update
14 December	Working Group Meeting <ul style="list-style-type: none">- Review revised concept site options
11 January 2018	Working Group Meeting <ul style="list-style-type: none">- Review preliminary conceptual building plans- Exterior appearance concept- Conceptual project budget
15 January	PBC Meeting <ul style="list-style-type: none">- Present project status update
23 January	BOS Meeting <ul style="list-style-type: none">- Present project status update
25 January	Working Group Meeting <ul style="list-style-type: none">- Review progress site plan & building plans- Review progress exterior renderings- Review progress project budget
5 February	PBC Meeting <ul style="list-style-type: none">- Present project status update
15 February	Working Group Meeting <ul style="list-style-type: none">- Review final site plan & building plans- Review final exterior renderings- Review final budget & schedule
1 March	Final Report & Presentation <ul style="list-style-type: none">- Assist with presentation to Town Manager and BOS- Hard copy and digital copy of presentation provided
24 March	Town Meeting

