

WESTFORD NEW CENTER BUILDING STUDY
Working Group Meeting #03 – 11.30.2017

Attendees: Eric Heideman (EH) Assistant Town Manager
Kirk Ware (KW) PTBC
Karen Cavanagh (KC) PTBC
Matt Emanouil (ME) Technology Department
Terry Stader (TS) Veteran's Service Officer
Jeff Shaw Context Architecture (CTX)
Chris Logan Context Architecture (CTX)
Elizabeth Apeldoorn Context Architecture (CTX)

Distribution: All above, plus:
Jodi Ross Town Manager
Tom Mahanna Chair PTBC
Nancy Cook PTBC
Mike Wells Director of Technology
File: 1712: 02.2.2

1. **Programming** – the second draft of the space needs was presented and discussed

-Male/Female Toilet Rooms: CTX noted that the fixture count shown is more than is required by code. CTX recommends the fixture count shown due to the nature/use of the Public Meeting Room. All present agreed with this approach.

-Copy Room: ME noted that space for a plotter is desirable. EH noted that there is not a need for a large amount of counter space in the Copy Room. CTX to provide space for plotter in the Copy Room or the IT Training Room.

-CTX to revise second draft and issue Final Space Needs Document.

2. **Building Layout**

-KW presented a building layout, noting that intent was to show an option with two equal sized floors that fits within the existing FS building footprint.

-CTX presented two building layouts (attached) which represent different ways to treat the massing of the building. Option A breaks the building down into smaller components to avoid competing with Town Hall while Option B shows a one single mass option. Building massing will be further explored.

-CTX noted that the occupancy count on the second floor would allow for a one stair option, which would save costs.

-Veterans Services: Locating Veterans Services on the second floor was discussed. TS is concerned about visibility and accessibility. CTX noted that locating Veterans on the second would mean all departments would be located on the same floor and would aid in wayfinding. All agreed second floor is acceptable if close to elevator door and appropriate signage is provided.



-Public Meeting Room: KC suggested locating meeting room on second floor to allow all departments to be located on the first floor. CTX stated that this would require a second stair and there would be concern with security and the inability of locking down the first floor after business hours.

-Technology Department: CTX asked if any spaces could be located on the basement level. ME noted that the Workshop/Storage and Server rooms could be located in the basement if needed.

3. **Site Layout**

-The following observations were noted:

- Maintaining existing FS building setback from Main Street is desired
- New Center Building will be taller than existing FS building
- Eave line of the Town Hall will be an important datum line; New Center Building should not dwarf Town Hall

-Current parking was discussed. CTX noted that a study of the existing parking needs has not been done. CTX requested current staffing information for the Town Hall and Police Department, including shift information and impound requirements, EH to provide.

4. **Cost Estimate**

-CTX asked if cost estimate should include worst case scenario for ledge/high water table issues or if additional geotechnical work should be done during this study in order to get a more accurate cost estimate. CTX noted that although probing would typically be undertaken, it would be undesirable due to the number of holes that would occur in the current concrete apparatus slab. It was suggested that borings in the apparatus slab and around the exterior of the FS building be done. KW instructed CTX to proceed with getting geotechnical proposals after more concept site layouts are studied.

-Cost of partial vs. full basement was discussed. CTX stated that cost would depend on site conditions and amount of ledge present.

5. **PTBC Meeting** – KW suggested CTX present to the committee at the 12/18 meeting in lieu of the 12/4 meeting, all present agreed.

6. **Next working group meeting is scheduled for Thursday December 14, 2017 at 11:00 AM.**

Agenda:

- Review revised building layout options
- Review initial concept site options
- Review staffing/parking needs

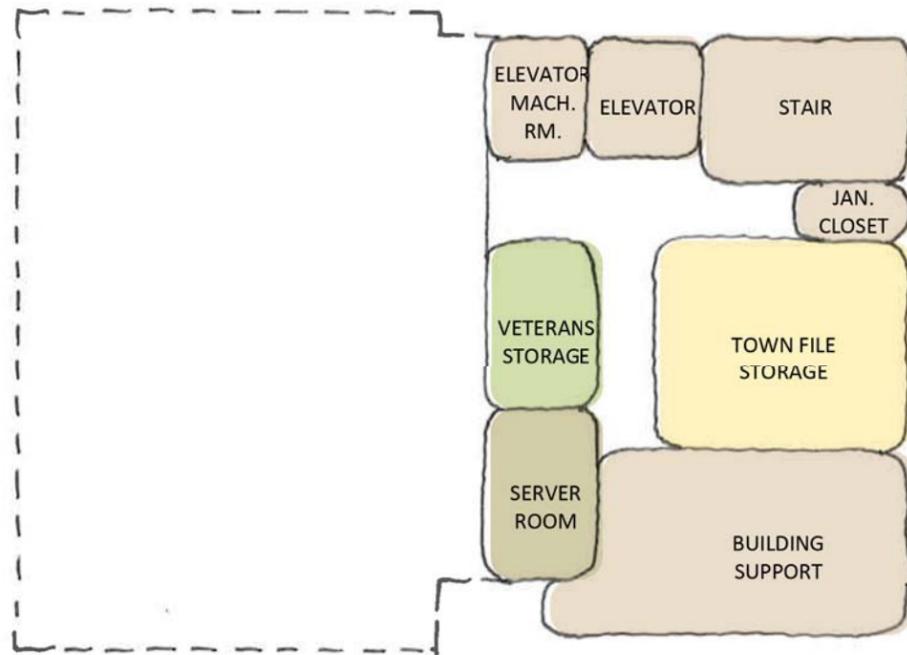
7. **Attachments**

-Building Layout Options handout (dated 11/30)

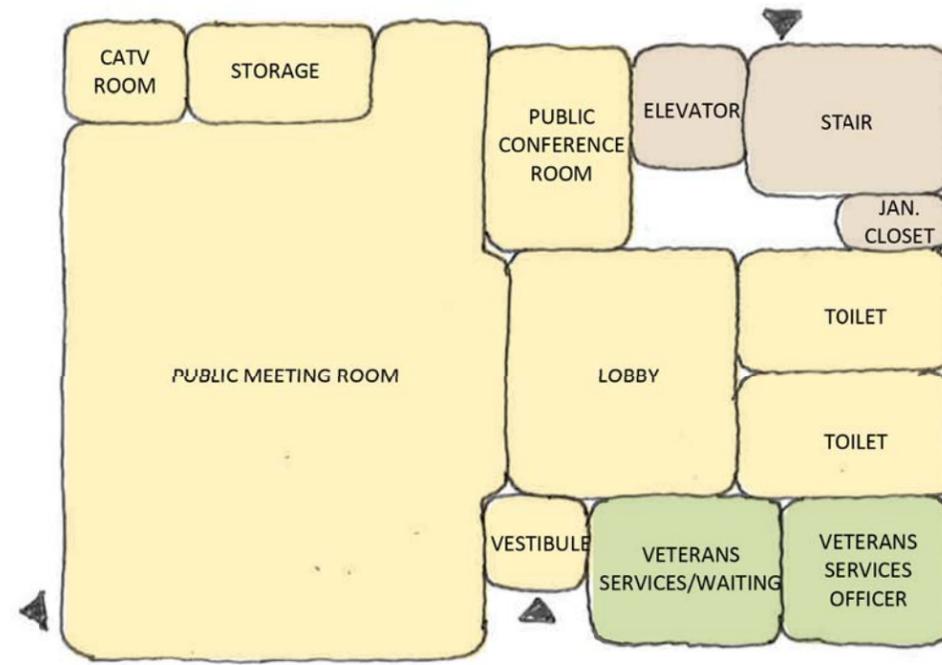
These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Respectfully submitted,
Elizabeth Apeldoorn
Context Architecture

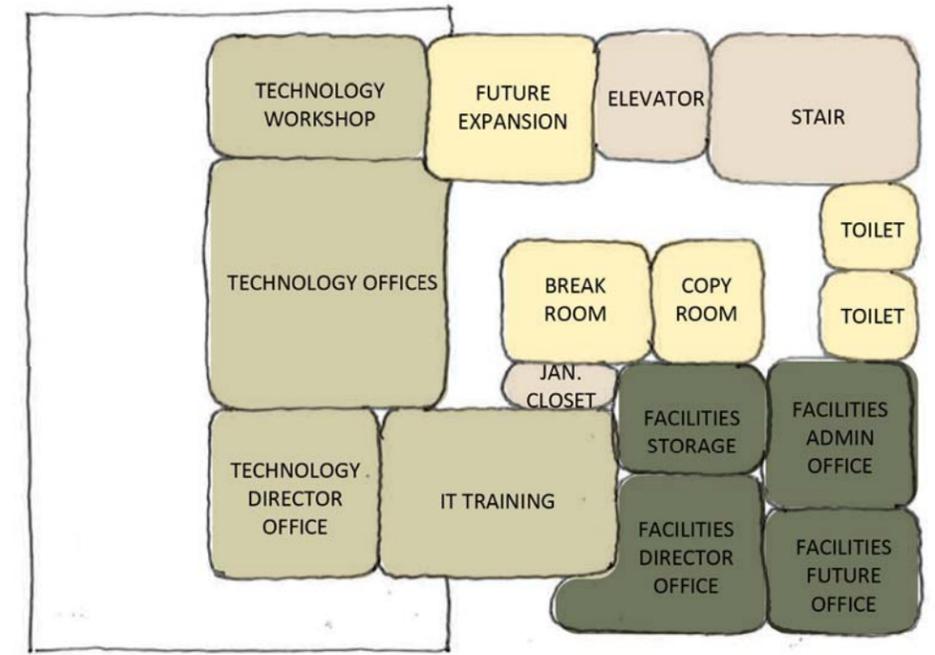
WESTFORD NEW CENTER BUILDING OPTION A



BASEMENT

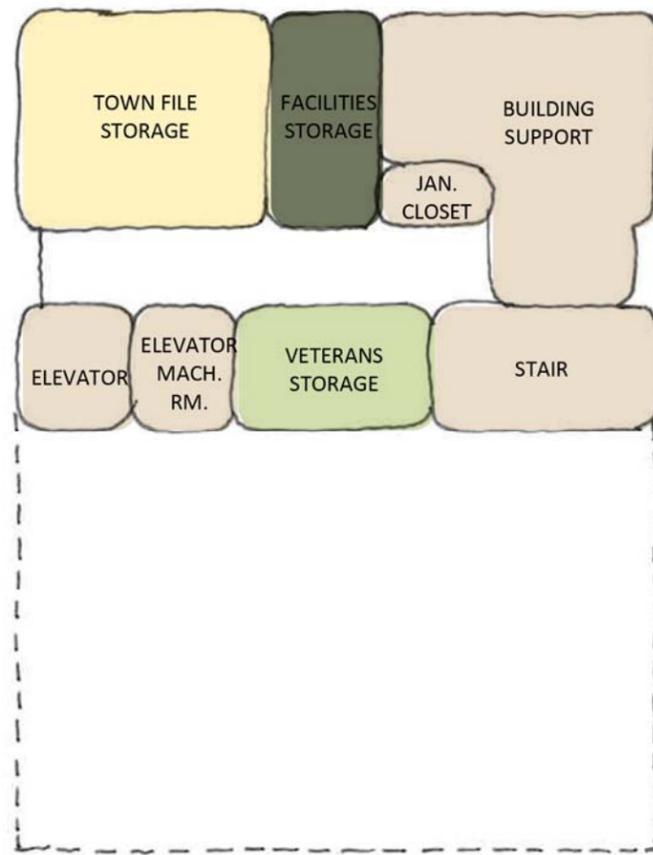


FIRST FLOOR

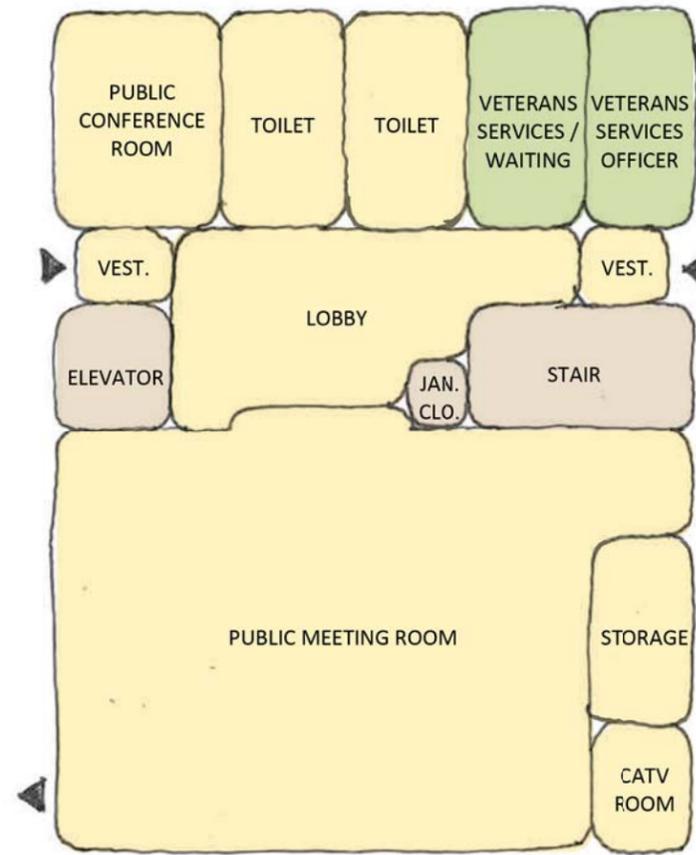


SECOND FLOOR

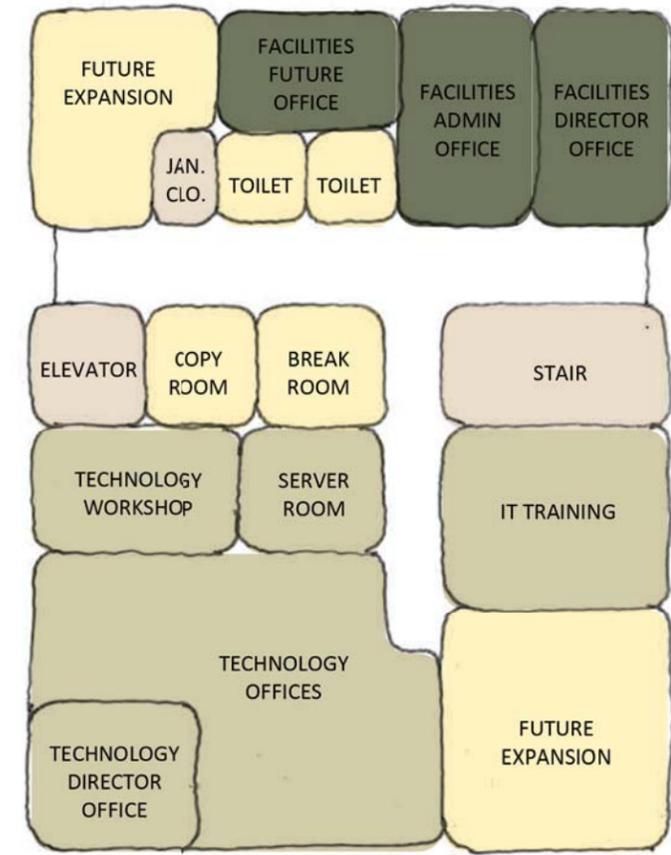
WESTFORD NEW CENTER BUILDING OPTION B



BASEMENT



FIRST FLOOR



SECOND FLOOR

- PUBLIC & SHARED SPACES
- TECHNOLOGY DEPARTMENT
- VETERANS SERVICES
- FACILITIES DEPARTMENT
- BUILDING SUPPORT