

**WESTFORD NEW CENTER BUILDING STUDY**  
**Working Group Meeting #04 – 12.14.2017**

Attendees:	Jodi Ross (JR)	Town Manager
	Eric Heideman	Assistant Town Manager
	Kirk Ware (KW)	PTBC
	Mike Wells (MW)	Director of Technology
	Terry Stader (TS)	Veteran's Service Officer
	Jeff Shaw (JS)	Context Architecture (CTX)
	Chris Logan (CL)	Context Architecture (CTX)
	Elizabeth Apeldoorn	Context Architecture (CTX)
	Clara Batchelor	CBA Landscape Architects

Distribution:	All above, plus:	
	Tom Mahanna	Chair PTBC
	Karen Cavanagh	PTBC
	Nancy Cook	PTBC
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1. **Site Design**

-CBA presented three site layouts (attached) showing site concepts based on the location of the main entrance. Building footprints shown are approximately 4,000 SF. Option 2 was the preferred option.

-JR noted a landscape plan has been approved and funded by the Town for spring of 2018. JR to send plan to the design team for coordination.

-JR stated that the patio with seating shown in Option 2 next to the parking lot will most likely not be used and could be eliminated to save costs.

-JR questioned cost of courtyard work and if it should be included in this project. JS stated that it was important to keep the landscape in the courtyard consistent with the new work, as there will be a significant amount of change to the area.

-Connection to Town Hall: JR stated that the proposed entry points shown are not desired as they cause rearranging offices in Town Hall and the connection is an exterior one. An enclosed connection is preferred. JS stated that due to the likely high cost of making an interior connection between the Town Hall and the new building, any connection will be designed such that it is not integral to the functionality of the New Center Building, allowing it to be an optional component of the future project.

-Parking: parking is important and goal should be to maximize it. CTX stated that proposed parking required, including Town Hall and Police Department, is 203 spaces. Current parking count is approximately 135 spaces. KW noted that the 100 spaces for the 100-person meeting room may be reduced. CTX to review possible parking ratio for assembly type space. CBA to review if additional parking to the rear of the New Center Building is feasible. Added parking beyond wetlands was also discussed. It would be remote and would require filling at the wetlands. No further study at this time.

-Town monuments: TS listed the existing monuments. Site layout should identify monuments and any relocation should be reviewed. CTX to ask WFD about the three fire department monuments.



-Site signage: wayfinding is a concern, public should be able to clearly differentiate the Town Hall and the New Center Building as well as find departments with ease. How the building is perceived whether driving to or walking to should be considered. Design team to explore this further through the use of signage and other methods.

## 2. **Building Layout**

-CTX presented two building layouts (attached) which represent the different approaches to the building's entrance as shown in the site options. Option A shows the main entrance off of Main Street (site options 1 & 3) while Option B shows the two-entrance approach from the parking lot and courtyard sides (site option 2). Option B was the preferred option.

-MW noted that the layout of the Technology Department with regards to window locations works better in Option B.

-Future Expansion space shown in Option B was discussed. The location as shown makes the most sense and would be flexible for whichever Town department needs space.

-JS noted that the entrance into the Veterans Services office would be directly to the side when exiting the elevator.

## 3. **Existing Generator Building**

-JR questioned the intent of the existing generator building. CL gave a general inventory of the building and the factors limiting the relocation of the building.

-JS noted that the building could possibly be reduced. The initial approach would be to re clad the building and possibly rework the roof line to work with the New Center Building. Further study is needed.

## 4. **Geotechnical Work** - CTX to get pricing for two different testing approaches based on the building shape and location in site option 2.

## 5. **Next working group meeting is scheduled for Thursday January 11, 2018 at 11:00 AM.**

Agenda:

- Review progress building & site layout
- Review exterior appearance concepts
- Conceptual project budget
- Geotechnical update

## 6. **Attachments**

- Building & Site Options handout (dated 12/14)

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  
SITE OPTION 3