

## Meeting Notice

The 35 Town Farm Road Task Force will meet **in person**

Monday, November 8, 2021 at 7 p.m.  
Cameron Senior Center, 20 Pleasant Street

All attendees at the Cameron are required to wear masks per Westford Board of Health guidelines for Town buildings.

### **Agenda:**

#### Old Business:

Accept the TFTF secretary's report of the October 21 meeting for the abutters to 35 Town Farm Road hosted by CHOICE

#### New Business

Discuss and vote on the Draft Timeline for the Town Farm Task Force's role in the Town Farm project between November 2021 and the Annual Town Meeting 2022. The Timeline is included as part of this Meeting Notice

### **Selectmen's Charge for the Task Force as voted November 12, 2019:**

To continue to work with stakeholders through the RFP process and the renovations to transform the Town Farm to affordable senior housing and a new home for the food pantry. The stakeholders will include but will not be limited to the Council on Aging, Westford Food Pantry, Affordable Housing Committee, Fire Department, Historical Commission, Historical Society and the Economic Development Committee.

**DRAFT Town Farm Task Force To Do List  
Fall and Winter 2021-22**

<b>Task</b>	<b>Start date</b>	<b>Who</b>
<b>RFP for Fire Training Facility module(s)</b>	<b>Fall 2021</b>	<b>Dan Britko (or ?)</b>
<ul style="list-style-type: none"> <li>• Work with Chief Targ and with Jeremy Downs and Paul Starratt in Engineering to finalize the specifications and plan.</li> <li>• Work with Eric Heideman to issue the RFP in the Spring of 2022.</li> <li>• Work with Nancy Cook and Scott Hazelton as liaisons to the Permanent Town Building Committee.</li> <li>• Keep DPW head Steve Cronin in the loop.</li> </ul>		
<b>Funding for Fire Training Facility</b>	<b>Fall 2021</b>	<b>Scott Hazelton</b>
<ul style="list-style-type: none"> <li>• Work with the Select Board, Jodi Ross, Dan O'Donnell, FinComm and the Capital Planning Committee to appropriate construction funds on the warrant for the March 2022 Annual Town Meeting.</li> <li>• Background: 2021 ATM Town Meeting voted its intention to appropriate the \$580,000 that the Town will receive from CHOICE for the purchase of 35 Town Farm Road for the construction of the Fire Training Facility. Approximately \$275,00 more will be needed. The Town Manager supports this \$275,000 appropriation per a summer conversation with Ellen, TTF chair.</li> </ul> <p>Construction of the fire training facility was on the list of <i>possible</i> uses of Westford's portion of the federal ARPA (America Relief Protection Act) funding that Jodi presented to the Select Board on Oct. 5, as a high priority of the Town Manager, at \$237,000.</p>		
<b>Permitting for Fire Training Facility</b>	<b>Winter 2022</b>	<b>Task Force member?</b>
<ul style="list-style-type: none"> <li>• See Jeff Morrisett's emails to Jodi, below.</li> <li>• As soon as Engineering finalizes the plans that will go with the RFP, contact Jeff Morrisette for a preconstruction meeting to start the permitting process. Goal: have permits in hand sooner rather than later &amp; not wait as outlined in Jeff's memo. Permits must be in place for CHOICE by fall 2024.</li> </ul>		
<b>Coordinating with the Water Department</b>	<b>Fall 2021</b>	<b>George Murray &amp; Marilyn Day</b>
<ul style="list-style-type: none"> <li>• Assure that Water Commissioners and Water Supt. are in the loop every step of the way.</li> </ul>		
<b>Emptying the School storage shed</b>	<b>Fall 2021</b>	<b>Task Force member?</b>
<ul style="list-style-type: none"> <li>• Contact Facilities Manager Paul Fox &amp; Supt. of Schools Chris Chew to: <ul style="list-style-type: none"> <li>- have the contents of the storage shed removed</li> <li>- decide if the building will be left for CHOICE to raze, or to move it, perhaps to 30 Beacon Street.</li> </ul> </li> <li>• If the decision is to move the building, get all permits and site preparation at the building's new home in place by the end of 2023.</li> </ul>		

<b>Working with Dee Bus</b>	<b>Fall 2021</b>	<b>Task Force member?</b>
<ul style="list-style-type: none"> <li>Dee Bus drivers currently park their cars at 35 Town Farm Road. Notify Dee that this will be ending and work with them to find parking elsewhere. Mill Works? St. Catherines?</li> </ul>		
<b>Other?</b>		

**From:** Jeffrey Morrissette    Wednesday, September 22, 2021 6:48 PM  
**To:** Jodi Ross  
**Subject:** RE: Town Farm and need to reschedule meeting from September 29<sup>th</sup>

Hi Jodi:  
You asked me to provide you with some guidance about when the permitting process for the proposed Fire Tower Training Facility (FTTF) should commence in order to accommodate the estimated October 2024 construction start date for the 35 Town Farm Road project. In my opinion, the permitting process for the proposed FTTF should be completed (i.e. decisions issued) not later than October 2023. This would hopefully allow enough time for the usual related processes to be completed over the wintertime and a contract awarded prior to the 2024 construction season. To accomplish this, I recommend that the Town take the necessary steps to **secure the appropriate consultants** (if different than the Tower company) by **March of 2023** to handle the design and permitting processes.

**From:** Jeffrey Morrissette    Thursday, September 23, 2021 8:17 AM  
**To:** Jodi Ross  
**Subject:** RE: Town Farm and need to reschedule meeting from September 29<sup>th</sup>

Starting now is fine and most approvals are good for 3 years.

Jeff