

04-16-18

Tam, Kirk, Jodi
Cl, JB, EA.

- Ellen Harde
- CTX to formulate scope including comments from Tam Mtg. & Ellen's comments

Ellen's main objection is the large mtg. room in the center of town.

Need to have adequate CTX to bring a traffic engineer on board. Town Hall has a plan

- Strategic Planning Retreat June 21st. (possibly a presentation for boards.)

- 6:30 4/21 PTBC Mtg. CTX does NOT need to attend

- Industry standards for # of parking spaces for mtg. rooms.

• Budget

- OTM fee in budget.
- geo tech testing.

to add 9 more spaces to the town hall parking.

Need to get determination on septic capacity for new center building.

Let library ~~trustees~~ ^{trustees} comment on parking.

4.17.18

WESTFORD NCB:

- OBJECTION IS LARGE MTB. RM + PARKING
- REVIEW PARKING
 - ↳ HIRE PARKING CONSULTANT
 - TOWN CAN ADD (9) SPOTS TO TH SIDE
 - TOWN MAY BUY ADJACENT PROPERTY FOR MORE PARKING
 - REVIEW PD REQUIREMENTS AGAIN
- SEPTIC
 - ↳ REVIEW W/ TOWN TO CONFIRM CURRENT LOADS (TOM)

- JUNE 21ST STRATEGIC PLANNING RETREAT

- FIND OCCUPANCY OF EXISTING MTB RM?

- TOWN TO SEND TRAFFIC/PARKING STUDY

- GET STARTED ON GEOTECH

- REPURPOSE EXISTING MTB. RM ? NO