

**WESTFORD NEW CENTER BUILDING
MEMORIAL COURTYARD MEETING**

7 June 2019
Meeting Notes

Attendees:	Nancy Cook (NK)	PTBC
	David Christiana (DC)	Artist, WFD
	Thomas McEnaney	Police Chief
	Tim Whitcomb (TW)	Police Department, Director of Communications
	Paul Fox (PF)	Town Facilities Director
	Ryan Cobleigh (RC)	Town Veteran's Agent
	Chris Logan (CL)	Context Architecture
	Clara Batchelor (CB)	CBA Landscape Architects
	Kaila Bachman (KB)	CBA Landscape Architects

Distribution:	Jodi Ross	Town Manager
	Eric Heideman	Assistant Town Manager
	Tom Mahanna	Chair, PTBC
	Kirk Ware	Vice-Chair, PTBC
	Nancy Cook	PTBC
	David Christiana	Artist, WFD
	Tom McEnaney	Police Chief
	Tim Whitcomb	Police Department, Director of Communications
	Matt Emanouil	Town Systems Administrator
	Mike Wells	Town IT Director
	Paul Fox	Town Facilities Director
	Ryan Cobleigh	Town Veteran's Agent
	Jeff Shaw	Context Architecture
	Chris Logan	Context Architecture
	Miry Lopez	Context Architecture
	Clara Batchelor	CBA Landscape Architects, LCC
	Kaila Bachman	CBA Landscape Architects, LCC
	PF 1712.00, 02, 2.2	

1. Courtyard Memorials

N. Cook provided an overview of the importance of the memorials, the process that took place raising funds and designing the courtyard, and the 9-11 Memorial designed and fabricated by David Christiana. N. Cook is very attached to the present layout and expressed concern about making changes without consulting David Christiana.

CTX and CBA stated the concept design for the courtyard is not intended to remove or minimize the importance of the memorials. The intent is to make the courtyard more welcoming with the goal it will be used by more Town Hall, Police and future Center Building occupants as well as Town residents. Furthermore, the goal is to integrate the memorials into the overall design and make them more visible and an important part of the experience. CTX and CBA stated the 9-11 Memorial will remain intact, the Fire Fighter Memorial will be positioned off the path from Main Street to the courtyard, closer than it is



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now, so it will be prominent and will still will be part of Town celebrations, and the memorial paver plaques and benches will be incorporated into the courtyard design just as they are now.

D. Christiana echoed the importance of the memorials and making sure they remain an important and integral part of the design. D. Christiana is not opposed to changes and stated his vision for the courtyard has not been fully accomplished so is excited about a further development of the design. The addition of trees and seating areas would be nice and give some relief to what is now a very hot space during the summer months. The relocation of the paver plaques is fine as they were arranged in a radial pattern based on the curved granite wall. D. Christiana is fine with moving the dedication benches and if the circular base below the 9-11 Memorial needs to be lowered to be flush with the pavers that is fine too as long as the star pattern design is preserved. It would be nice to change to the top of the semi-circular wall on the Main Street side from modular concrete to granite.

2. Courtyard Redesign Comments:

- Police stated Dispatch should not be the focus of the courtyard. The radius granite wall can be changed to a straight granite wall, same height. The granite serves as a barrier to vehicles driving into Dispatch.
- Police Signage in the courtyard has been a problem since the addition to Town Hall filled in the passage to the Police Entry. Possibly adding signage for the Police Station at Main Street and above the pergola leading to the Police side entry might be a good solution. Moving the existing granite sign away from the center of Dispatch is preferable and possibly placing this sign in front of the planting bed by the Generator Building. There is presently no signage in the courtyard that acknowledges the Police Memorial Garden.
- Wayfinding is a big problem in the courtyard. This needs to be part of the Center Building scope.
- Police and Veterans would like to have flagpoles in the courtyard (lighted)
- Adding trees to the courtyard will be a nice
- The pavers have not weathered well – replacement should be discussed as reusing them may not be cost effective,
- The courtyard appears to have settled and there are low areas so not all surfaces pitch to the drain.
- Chief McEnaney stated snow and ice avalanche off the south slope of the Town Hall into the courtyard which is a public safety concern. An area of 6 or so feet from the face of the Town Hall should be designed with durable landscape to keep visitors away from the building and survive avalanches.
- Chief McEnaney expressed concern about the walkway to the side Police Entry. The grades slope to the entry door creating puddles in the warm weather and ice in the Winter. The paving is cracked and spalled. This is the access to the Police memorial Garden. The planting bed next to the walkway is overgrown and contains a few weed trees. CBA landscape Architects recommends removing the weed trees and planting a flowering tree in the center and keep the shrubbery at the perimeter. The taller plantings in this space makes the Police Memorial more tranquil.
- The corner of the PD Generator Building, and the pergola attaching it to the Dispatch Room, is in very poor condition and is an eyesore according to the Police. CTX explained that re-cladding the Generator Building is part of the Center Building scope.



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It would benefit the courtyard to include the pergola to the Center Building scope, so this corner of the courtyard looks designed.

- Communication Tower – what is happening to this? CTX stated presently the direction is to keep the tower attached to the Generator and Center Buildings. Police Chief would like to get a price to move it to the rear of the Police parking lot. (monopole)

3. Conclusion and Proposed Next Actions

N. Cook thanked everyone for their time and stated it was important to discuss the importance of the courtyard to the Town of Westford and the Police and Fire Departments. CTX stated much of what was discussed this morning is not in the Center Building scope but needs to be presented to the Working Group and the Permanent Town Building Committee for direction. Both CTX and CBA are excited about the possibility of integrating many of these design ideas in the courtyard and developing well designed and consistent signage and wayfinding. The courtyard has the possibility to become a well-used and beautiful space in the Center of Westford. D. Christiana stated he is very excited that the courtyard is being looked at again as his vision for it is not complete. D. Christiana also stated the FF Memorial is not complete (a bronze fireman's helmet and coat are to be added) but will be completed especially with the Fire Station being torn down.

If the Center Building scope is expanded to include additional courtyard and communication tower work, the following information will be needed.

- Compilation of existing survey data from Town Hall Addition and Police Station including all underground utilities.
- Obtain proposals from communication Tower Vendors for a monopole
- Obtain pricing from communication cabling vendors for connecting cable from the Generator Building to a new Monopole.

Respectfully submitted,



C. Christopher Logan, AIA
Context Architecture

Attachments: None

