

**WESTFORD NEW CENTER BUILDING**  
**PERMANENT TOWN BUILDING COMMITTEE MEETING**  
15 July 2019  
Meeting Notes

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Attendees	Tom Mahanna (TM) Kirk Ware (KW) Nancy Cook (NK) Jean Roberts (JR) Paul Davies (PD) Energy Committee Chris Logan (CL)	Chair, PTBC Vice Chair, PTBC PTBC PTBC PTBC Town of Westford Context Architecture
Distribution:	All present Jeff Shaw Miry Lopez PF 1712.00, 02, 2.2	Context Architecture Context Architecture

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**1. Energy Committee:**

Committee discussed their interest to be involved in Town projects to assist with system selections, energy efficiencies, water efficiency and usage, operating costs, and alternative energy systems. (solar)

Energy Committee will develop a check list of features buildings that they would encourage the Town to consider for all new Town buildings.

PTBC stated the Town has discussed the use of solar panels on the Center Building. Given its orientation roof form, and proximity to the Green, it was decided a solar panel installation is not suited for this building.

Energy Committee asked what energy efficiency systems were incorporated into the new Fire Headquarters. CTX will provide the Energy Committee and the PTBC a list of the energy and sustainable features incorporated into the Fire Headquarters.

CTX stated the following services have been specified and incorporated into buildings in other Towns/Cities that have adopted the Stretch Energy Code. (Westford is a Stretch Code Community)

1. Education signage within the building explaining the energy features.
2. Building Dashboard showing electricity usage
3. Water saving features
4. Lighting conservation – daylight and occupancy sensors
5. Use of low VOC products and products with recycled content.

**2. Scope:**

1. CTX presented updated building plans. CTX reported they met with all departments, again, to review the program developed in 2018. (Facilities now has a director and



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Veteran's has a new director.) IT review included a discussion with all members of the department as well as documenting the SF of their existing space and the size of each work station. (CTX meeting notes attached)

2. Emergency Generator: There needs to be a decision as to what needs to be on the emergency generator in the Center Building. Can the existing Police generator take on additional load?

Energy Committee stated they can assist with applying for funds for a "green" generator from the State.

3. Generator Building: Upgrades are needed to bring it to a Category IV structure. CTX has a proposal into the PTBC for surveying the building with their structural engineer and designing upgrades to the structure as well as recladding the building.
4. Relocation of Communication Antenna: CTX reported they met with the structural engineer for the Center Building and discussed what is involved with keeping the Antenna protected and in continual use during the demolition of the old fire station and the construction of the Center Building. Structural Engineer strongly recommends the Town consider placing a new antenna away from the new Center Building and relocating all the cabling to this antenna before demolition of the fire station commences. If this recommendation is not selected, then a separate, temporary structure will need to be built to support the existing antenna during the demolition and construction phases. The cost to construct a temporary structure, protect the antenna and cabling during demolition and construction operations will most likely exceed the cost to erect a new antenna and run all cabling to it. (CTX stated the Town obtained a price for a new antenna and cabling in February 2019.)

**3. Budget:**

PTBC asked CTX to prepare an updated Total Project Budget to include:

Estimated cost for Center Building  
Additional Service Fees for Center Building  
Antenna 2019 Proposal  
Contract Amendments processed to date.

PTBC stated they will be going to Fall 2019 Town Meeting to request funding for the demolition of the old fire station. PTBC to re-assess funding request given the sequence for demolishing the fire station.

Construct temporary structure for antenna or relocate antenna  
Demolish fire station  
Construct Center Building

**4. Schedule:**

CTX to revise schedule based upon the decision on the Courtyard Added Scope work.



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5. **Next Meeting:**

The Next Working Group Meeting will be scheduled for early August. PTBC will provide an update on the Center Building progress to the Board of Selectmen at the second meeting in August.

Respectfully submitted,

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C. Christopher Logan, AIA  
Context Architecture

Attachments: Center Building Department Meeting Notes



**WESTFORD NEW CENTER BUILDING**

Facilities Department

27 June 2019

Meeting Notes

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Attendees:	Paul Fox (PF) Chris Logan (CL)	Facilities Director Context Architecture
Distribution:	Jodi Ross Eric Heideman Tom Mahanna Kirk Ware Nancy Cook David Christiana Thomas McEnaney Tim Whitcomb Mike Wells Matt Emanouil Paul Fox Ryan Cobleigh Jeff Shaw Chris Logan Miry Lopez PF 1712.00, 02, 2.2	Town Manager Assistant Town Manager Chair, PTBC Vice-Chair, PTBC PTBC WFD, Artist WPD, Police Chief Police Department, Director of Communications Town IT Director Town Systems Administrator Town Facilities Director Town Veterans Service Officer Context Architecture Context Architecture Context Architecture

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The purpose of this meeting is to review the proposed layout for the Facilities Office including a space for projected growth.

The layout contains an open reception/office, an office for the Director, and a storage room. The total square footage is 667 SF.

CTX has incorporated comments from previous Working Group meetings and has enlarged the Director's Office to include a 42" diameter table with three side chairs. The office will contain a total of four side chairs and the desk chair. Other than this change, the furniture shown on the Space Needs sheets for the Director and Admin area are accurate.

The Facility Storage Room needs to contain file storage for projects from the last seven years. Taller lateral files (4-5 drawer high) are needed as well as two banks of two-high flat files.

An expansion office is needed for future growth. CTX recommends splitting the room labeled "Future Office" into two future offices – one for Facilities and one for IT.

The plotter will be a multi-functional plotter, copier, scanner and will reside in the Copy Room. Second plotter space is not needed and can be changed to another work counter.

CTX will incorporate these changes for the next Working Group meeting.



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Facilities Department

27 June, 2019

Meeting Notes

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Respectfully submitted,

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C. Christopher Logan, AIA  
Context Architecture



## WESTFORD NEW CENTER BUILDING

IT Department

27 June 2019

Meeting Notes

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Attendees:	Mike Wells (MW) Chris Logan (CL)	IT Director Context Architecture
Distribution:	Jodi Ross Eric Heideman Tom Mahanna Kirk Ware Nancy Cook David Christiana Thomas McEnaney Tim Whitcomb Mike Wells Matt Emanouil Paul Fox Ryan Cobleigh Jeff Shaw Chris Logan Miry Lopez PF 1712.00, 02, 2.2	Town Manager Assistant Town Manager Chair, PTBC Vice-Chair, PTBC PTBC WFD, Artist WPD, Police Chief Police Department, Director of Communications Town IT Director Town Systems Administrator Town Facilities Director Town Veterans Service Officer Context Architecture Context Architecture Context Architecture

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The purpose of this meeting is to review the proposed layout for the IT Department in the new Center Building. M. Wells expressed the need to plan for expansion space as his department will be expanding due to the Town's IT needs and IT security concerns. The current design is a 1,501 SF suite which is approximately +200 SF more than the existing IT offices.

The following needs to be accommodated in the IT Department layout:

1. The IT Training Room only needs to accommodate 4-6 work stations and only needs to be accessible from the public corridor.
2. IT prefers one UPS for all server racks unlike what they presently have.
3. IT requested one data/power device at each staff work station tied back to the main UPS.
4. Open IT office area needs to accommodate 6 work spaces. (8'x11' min. cubicles)
5. IT needs a shipment drop area next to their office door. Area should be 4'x8' min.
6. Location of DMARC panel in Storage Room next to elevator is good.
7. IT workshop should be increased in size. Workbench needs shelving and lighting over it. There should be open shelf units for storage of equipment and lockable lateral files. There should be an area, near the workbench, where shipments can be stockpiled.
8. The Server Room shall be accessed from IT side only. Room needs to accommodate 3-4 3'x3' racks. Possibly flip IT Training Room and Server Room.
9. The space labelled "future office", next to the workshop, can be split between IT and Facilities thus allowing growth for both departments.



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CTX will re-work the IT Department layout to accommodate the items listed above and present the revised design at next Working Group Meeting.

Respectfully submitted,

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C. Christopher Logan, AIA  
Context Architecture



**WESTFORD NEW CENTER BUILDING**

Veterans Services

27 June 2019

Meeting Notes

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Attendees:	Ryan Cobleigh (RC) Chris Logan (CL)	Town Veterans Service Officer Context Architecture
Distribution:	Jodi Ross Eric Heideman Tom Mahanna Kirk Ware Nancy Cook David Christiana Thomas McEnaney Tim Whitcomb Mike Wells Matt Emanouil Paul Fox Ryan Cobleigh Jeff Shaw Chris Logan Miry Lopez PF 1712.00, 02, 2.2	Town Manager Assistant Town Manager Chair, PTBC Vice-Chair, PTBC PTBC WFD, Artist WPD, Police Chief Police Department, Director of Communications Town IT Director Town Systems Administrator Town Facilities Director Town Veterans Service Officer Context Architecture Context Architecture Context Architecture

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The purpose of this meeting is to determine the square footage of the present Veterans Services Office versus the square footage of the Center Building's Veterans Services Office, and to make sure the new space can accommodate the required furnishings and storage to allow for current and future operations.

The existing Veterans Services Office: 340 SF

Center Building Veterans Services Office: 557 SF

The new space shall accommodate the following:

**Waiting Area:**

- (1) L shaped desk with two-drawer lateral file below return and shelving above
- (3) Side chairs
- (1) Bookcase, 6'-0"Wx2'-6"Hx10"D for pamphlets
- (1) Flag stand for three flags
- (1) Work counter with cabinets below, 6'-0"Wx2'-6"Hx1'-6"D, for coffee maker and multi-function printer/copier

**Office:**

- (1) U shaped desk with two-drawer lateral file below return and shelving above and space for a multi-function printer
- (1) 3'-0" dia. table with three chairs
- (2) 42" wide 2-drawer lockable lateral files



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- (1) Bookcase 3'-0"Wx2'-6"Hx10"D
- (1) Wardrobe cabinet 2'-0"Wx6'-0"Hx1'-8"D

### Storage Room:

- (2) 2-drawer vertical file cabinets, 15"Wx29"Hx27"D
- (3) 4-drawer vertical file cabinets, 15"Wx52"Hx25"D
- (1) 3-drawer lateral file cabinet, 36"Wx37"Hx17"D
- (2) 36"Wx72"Hx18"D 2 door cabinet (second cabinet for expansion)
- (1) Podium on wheels, approx. 2' square footprint

CTX noted the new office layout can accommodate all the existing and future furniture and equipment. CTX recommends replacing existing file cabinets with more efficient taller lateral file cabinets.

R. Cobleigh stated the new office layout meets the needs of the Veterans Services Office. R. Cobleigh is fine keeping the existing file cabinets as many of them will be placed in the Storage Room which will be out of sight.

Respectfully submitted,



C. Christopher Logan, AIA  
Context Architecture

