

**WESTFORD NEW CENTER BUILDING STUDY**  
**Working Group Meeting #05 – 01.11.2018**

Attendees:	Jodi Ross (JR)	Town Manager
	Eric Heideman	Assistant Town Manager
	Tom Mahanna	Chair PTBC
	Karen Cavanagh	PTBC
	Nancy Cook	PTBC
	Mike Wells	Director of Technology
	Terry Stader	Veteran's Service Officer
	Jeff Shaw (JS)	Context Architecture (CTX)
	Chris Logan (CL)	Context Architecture (CTX)
	Elizabeth Apeldoorn	Context Architecture (CTX)
Distribution:	All above, plus:	
	Kirk Ware	PTBC
	File: 1712: 02.2.2	

---

1. **Building Layout**

-CTX presented a revised layout of the preferred Option B. Major changes: layout has been mirrored to allow for easier access for contractors from parking area. All present agreed with building layout as shown.

-Public Meeting Room: CL noted that room as shown accommodates 103 audience seating. CTX to determine if third exit door from room is required by code.

-Basement: Town requested CTX provide a second building layout option with no basement.

2. **Building Design**

-CTX presented three building massing options showing different approaches to roof form and Main Street facades:

- Option 1: barn-style, Main Street façade not emphasized, roof slopes to Main Street.
- Option 2: prominent Main Street façade with architectural features similar to Town Hall.
- Option 3: prominent Main Street façade, single roof approach.

-JR stated that roof designs in Options 1 & 3 were not preferred. All present agreed that Option 2 was the preferred option. CTX to explore building access from Main Street and space for Town artifact and or local art display.

3. **Geotechnical Investigation** - CTX provided estimates prior to meeting, Town deferred to be done in phase 2 after Town meeting.

4. **Board of Selectman Meeting**

-Town requested the following be provided for presentation:

- Building floor plans
- Site plan
- Renderings (CTX to send on 1/18 for review)
- Pricing (ballpark figure)



5. **Next working group meeting is TBD.**
6. **Attachments**  
-Building layout and Massing Options handout (dated 1/11)

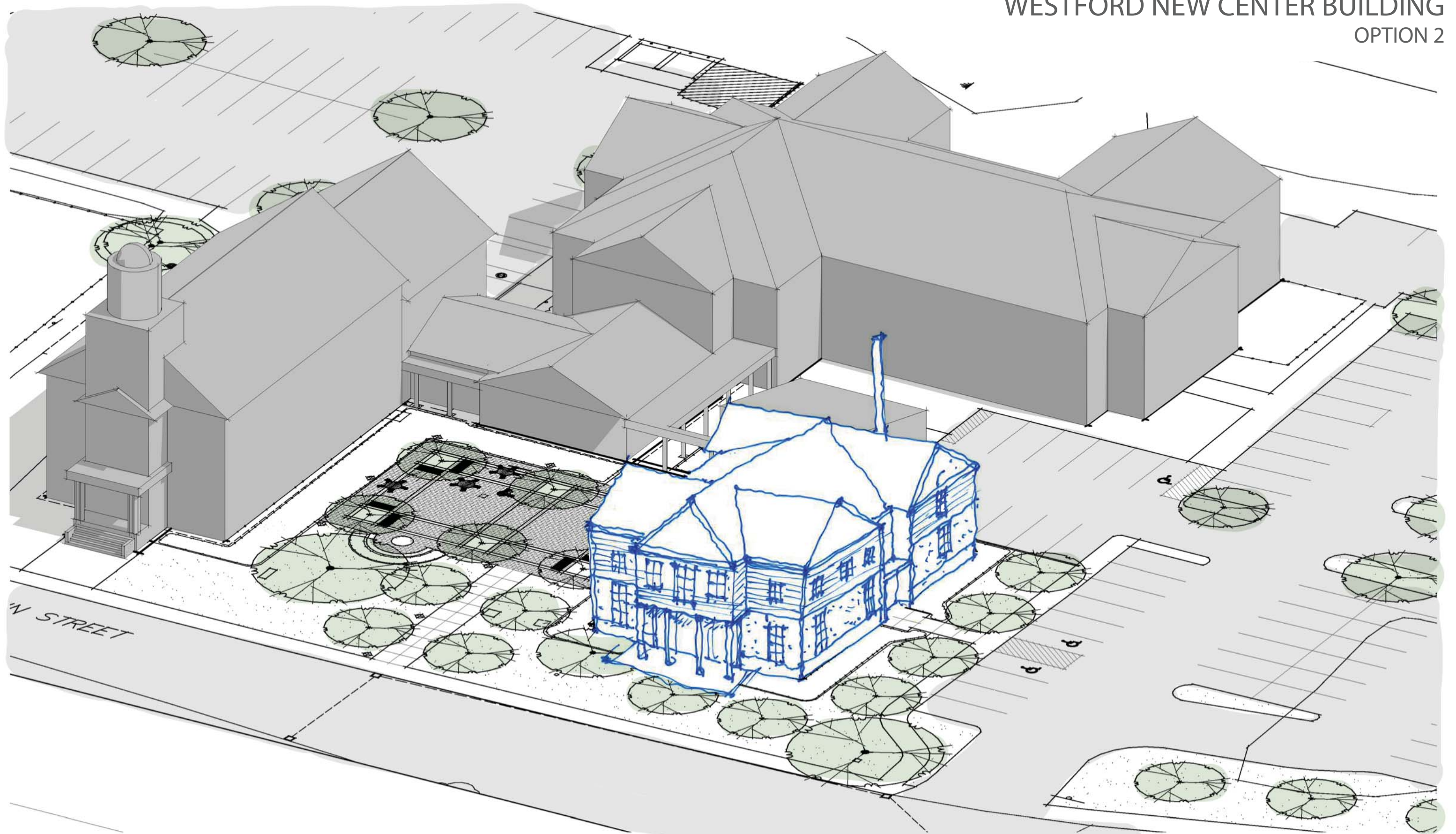
These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Respectfully submitted,  
**Elizabeth Apeldoorn**  
Context Architecture

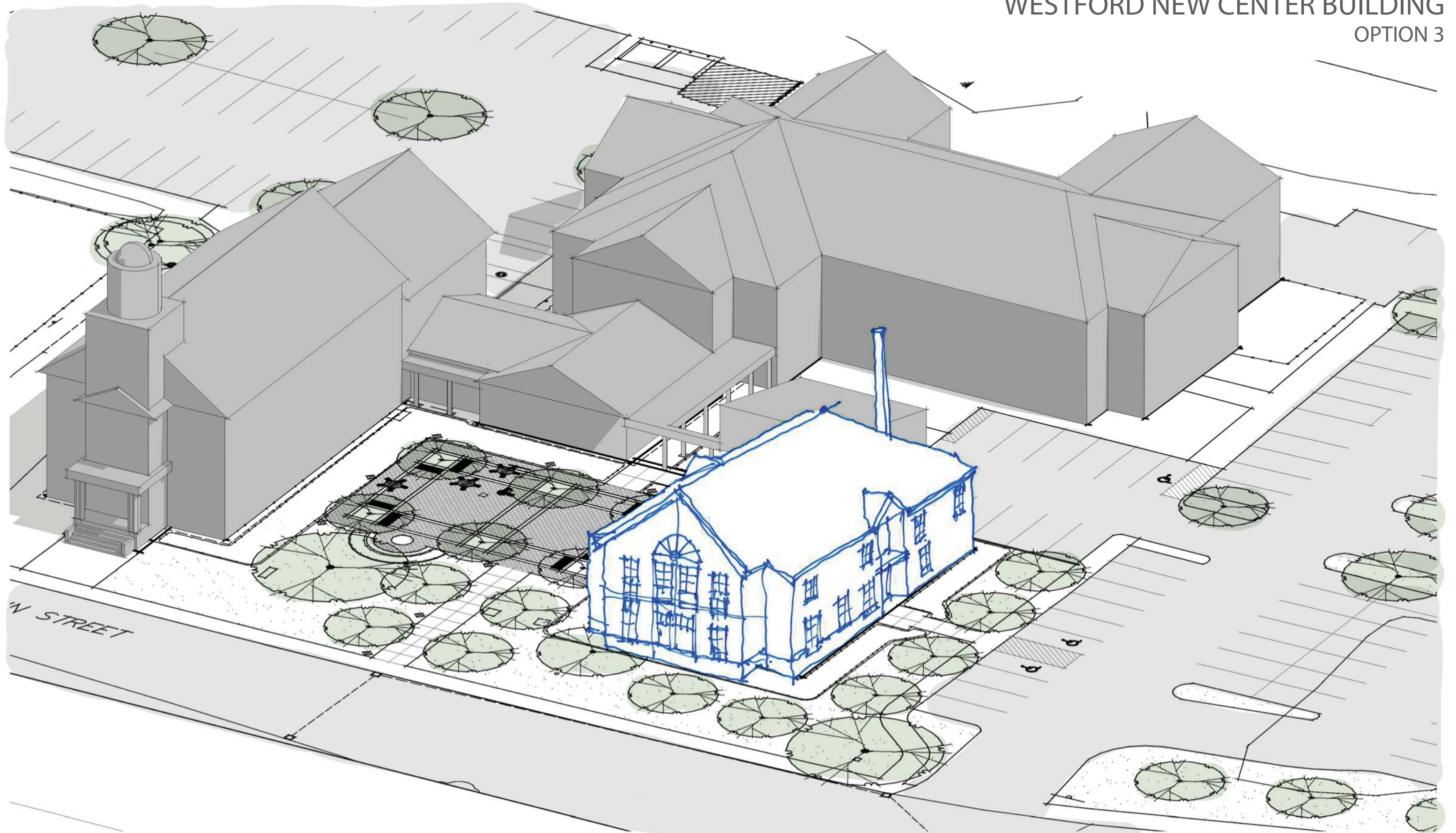


WESTFORD NEW CENTER BUILDING  
OPTION 1

# WESTFORD NEW CENTER BUILDING OPTION 2



WESTFORD NEW CENTER BUILDING  
OPTION 3

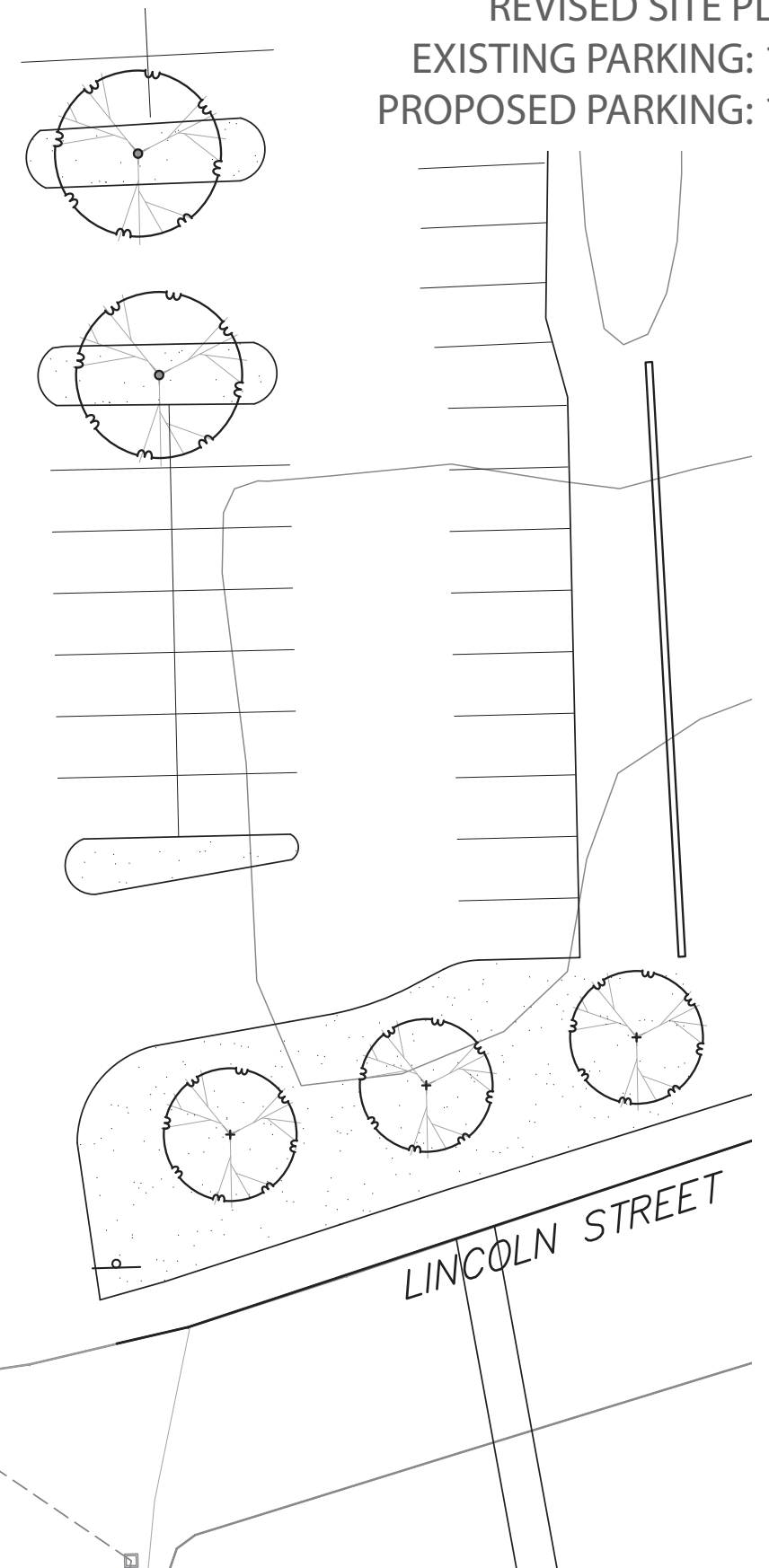
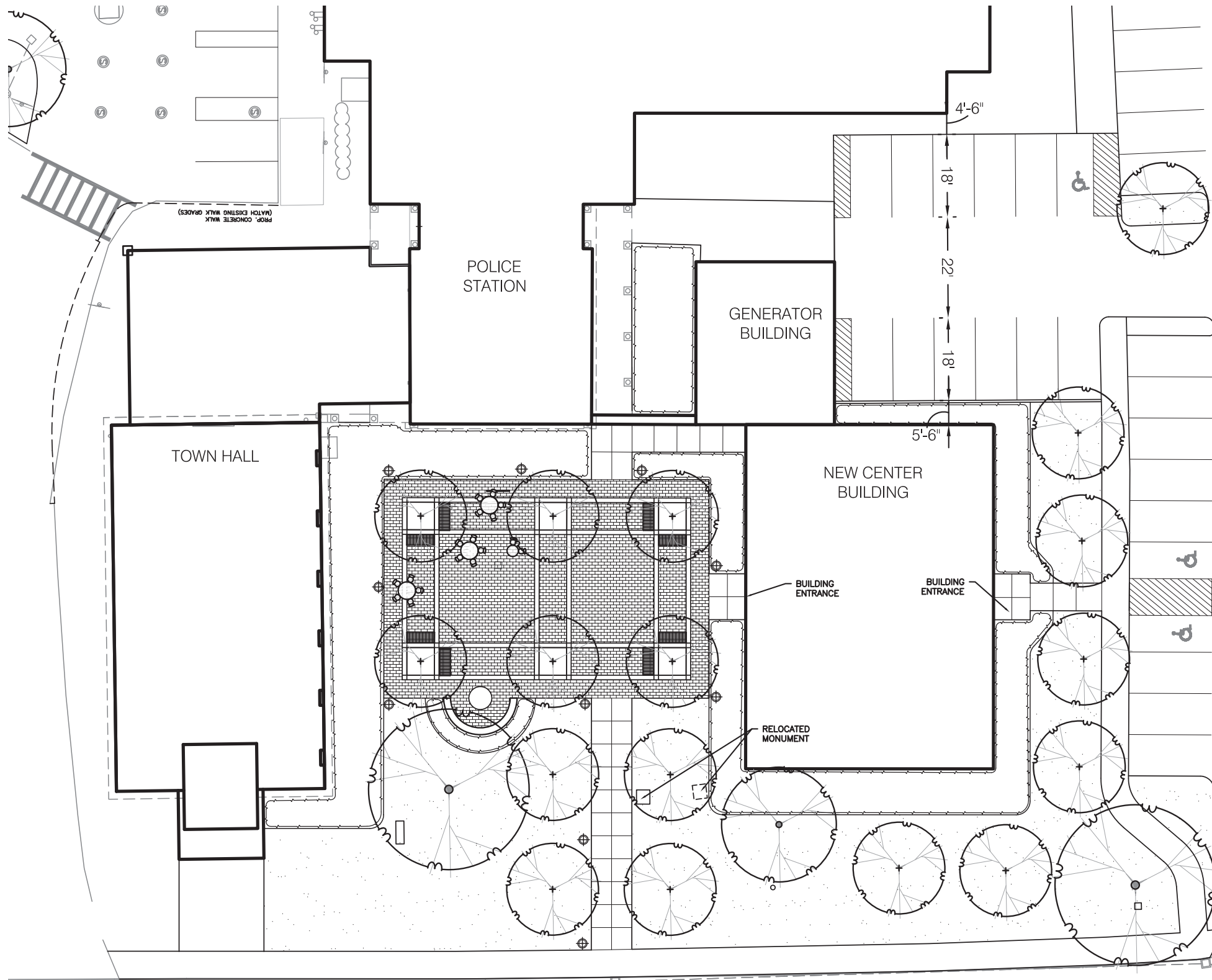


# WESTFORD NEW CENTER BUILDING

REVISED SITE PLAN

EXISTING PARKING: 135

PROPOSED PARKING: 147



MAIN STREET