



TOWN OF WESTFORD  
**PERMANENT TOWN  
BUILDING COMMITTEE**  
TOWN HALL  
WESTFORD, MASSACHUSETTS 01886  
(978) 692-5500

**MEMORANDUM**

**To:** Jodi Ross, Town Manager  
**From:** Tom Mahanna, Chair  
**Subject:** New Center Building  
**Date:** April 5, 2018

As requested, we are providing the following information regarding the dates of all public meetings were held regarding the planning of the New Center Building and meetings held with the consultant (Context Architecture) during the completion of the Feasibility Study. The project was discussed at the following meetings:

January 21, 2015:	Public Information Meeting on Fire Station
January 27, 2015:	Presentation at BOS Meeting on Fire Station
March 2015:	Annual Town Meeting – Funding for Fire Station Construction
June 2015:	Annual Strategic Planning Retreat
June 2016:	Annual Strategic Planning Retreat
November 1, 2016:	BOS Meeting – Discussion on prioritization of large capital projects
March 2, 2017:	BOS/Finance Committee – Review of capital projects
March 2017:	Annual Town Meeting – Funding for Feasibility Study
April 25, 2017:	BOS Meeting – Discussion on RFP to be issued for Feasibility Study
September 26, 2017:	BOS Meeting – Approve \$60K contract for Context for study

In 2017, the Permanent Town Building Committee met **22 times** as a committee. All of our meetings are public meetings and our agendas are always posted. The New Center Building was regularly listed on our agenda beginning on April 12<sup>th</sup>, 2017. The consultant began the Feasibility Study in late fall 2017. Meetings were held during the study on the following dates:

November 2, 2017:	Kick-off Meeting
November 16, 2017:	Working Group Meeting
November 30, 2017:	Working Group Meeting
December 14, 2017:	Working Group Meeting
January 11, 2018:	Working Group Meeting

January 23, 2018: Presentation at BOS Meeting  
February 9, 2018: Presentation to Capital Planning Committee  
March 1, 2018: BOS/Finance Committee – Review Capital Article  
March 12, 2018: Public Information Meeting with Abutters  
March 24, 2018: Annual Town Meeting – Funding for A&E Fees  
March 27, 2018: BOS Meeting – Discussion on forming a citizen committee

We trust this information meets your requirements. Please let me know if you have any questions or require any additional information prior to the BOS meeting on April 10<sup>th</sup>, 2018.

Sincerely,



Thomas J. Mahanna, Chair  
Permanent Town Building Committee