

# FACILITIES ASSESSMENT & MASTERPLAN

IMAGINING POSSIBILITIES

COMMUNITY CONVERSATION #1



Westford  
Massachusetts

Tecton  
ARCHITECTS

01.15.2025

# AGENDA

- 1 Team Introduction
- 2 Process Overview
- 3 Work Completed To Date
- 3 Where We Are **Today**
- 4 Q & A

*Opportunities for discussion  
along the way!*

*This will include a few activities to  
ensure we are capturing your priorities.*

# INTRODUCTIONS



**JEFF MCELRAVY**  
AIA, NCARB

*Principal,  
Director of Public  
Safety Design  
Tecton Architects*



**REBECCA HOPKINS**  
AIA, NCARB, EDAC

*Project Manager  
Tecton Architects*



**MATT SALAD**  
AIA, NCARB, MCPPO

*Project Manager  
Tecton Architects*

# PROCESS OVERVIEW

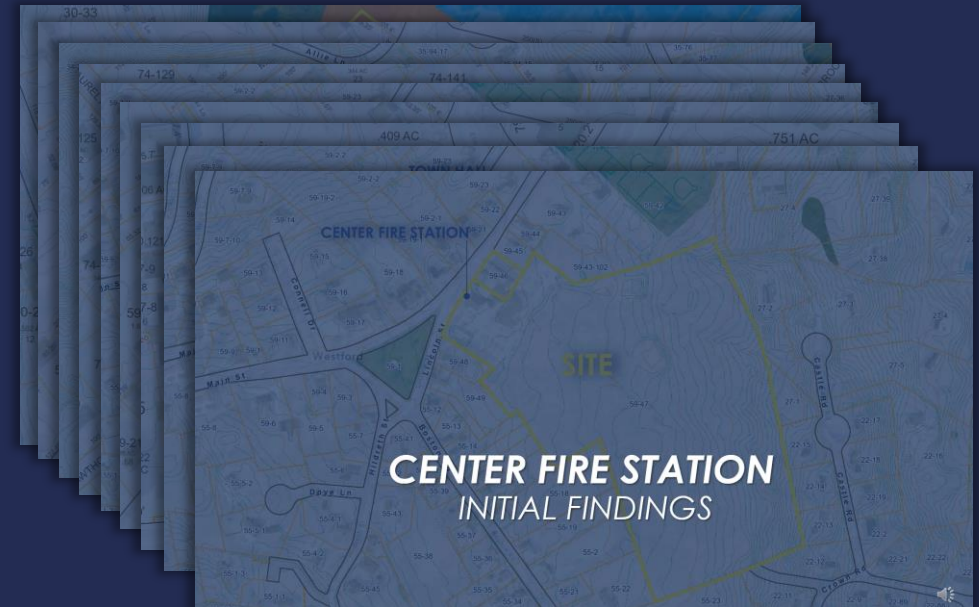
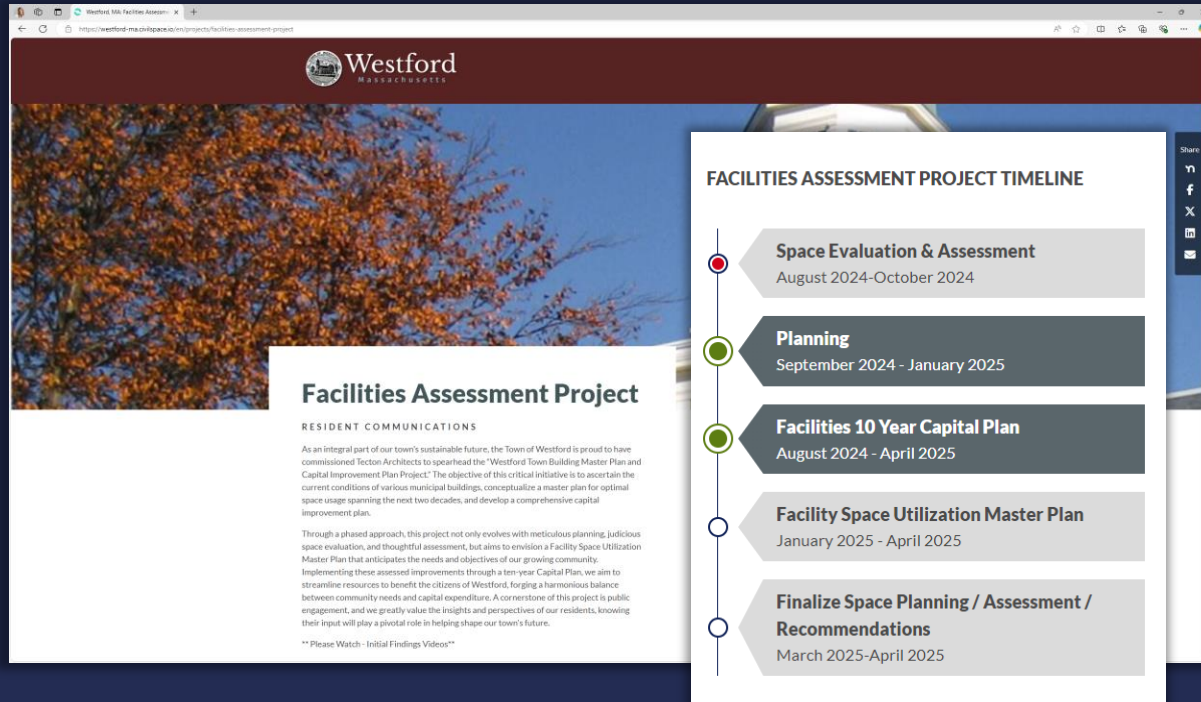


TECHNOLOGY		POLICE	
Room: Detail Description		Public Headquarters	
<b>Equipment</b>	<ul style="list-style-type: none"> <li>1. Computer</li> <li>2. Office furniture (seating)</li> <li>3. Chair</li> <li>4. Video/Recording</li> </ul>	<b>1. Department Administration</b>	<ul style="list-style-type: none"> <li>600 Police Administration Office</li> <li>602 File Storage/Accounting/Conv Room</li> <li>603 Court Records File Storage</li> </ul>
<b>2. Information Systems</b>	<ul style="list-style-type: none"> <li>1. IT Server Room</li> </ul>	<b>2. User Facilities</b>	<ul style="list-style-type: none"> <li>700 Male Restroom/Showers</li> <li>702 Male Locker Room</li> <li>704 Female Restroom/Showers</li> <li>706 Female Locker Room</li> <li>708 Office Worker/Police Officer/Prison Center</li> <li>709 Break Area</li> <li>710 Miscellaneous Locker</li> </ul>
<b>3. Fire Protection</b>	<ul style="list-style-type: none"> <li>1. Fire Alarm</li> <li>2. Fire Alarm Control Panel</li> <li>3. Fire Alarm Control Unit (FACU)</li> </ul>	<b>3. Property and Evidence</b>	<ul style="list-style-type: none"> <li>800 Evidence Storage</li> <li>802 Drug/Intoxication Storage</li> <li>804 Weapons Storage</li> <li>806 Bulk Evidence</li> <li>808 Evidence Processing / Laboratory</li> <li>810 Motor Vehicle Processing</li> <li>812 Board/Property Storage</li> </ul>
<b>4. Security</b>	<ul style="list-style-type: none"> <li>1. Security Access Control</li> <li>2. Security Access Control Panel</li> <li>3. Security Access Control Panel</li> </ul>	<b>4. Disposition and Program Support</b>	<ul style="list-style-type: none"> <li>900 Detention/Police/Prison/Inmate Area</li> </ul>
<b>5. Mechanical Room</b>	<ul style="list-style-type: none"> <li>1. Mechanical Room</li> </ul>	<b>5. Headquarters</b>	<ul style="list-style-type: none"> <li>1000 Police Headquarters</li> </ul>



# WHERE WE'VE BEEN

## Project Website



“Participate online in the Westford Facilities Assessment Project and **have a say in the future direction of our town's infrastructure**; your valuable input can influence every phase, from planning and space evaluation to a ten-year capital facilities plan, **ensuring Westford's civic buildings are optimally utilized for the next twenty years.**”



### WATCH THE INITIAL FINDING VIDEOS

3 to 5-minute narrated videos created for all 9 Buildings outlining initial findings on project website.

[www.westfordma.gov/facilitiesassessment](http://www.westfordma.gov/facilitiesassessment)

# WHERE WE'VE BEEN

## Existing Conditions Assessment

### MAJOR COMMON THEMES

**1** WELL-MAINTAINED, BUT AGING

2 AGING BUILDING SYSTEMS/END OF USEFUL LIFE

3 BUILDING COMPONENTS & ROOF/ENVELOPE

4 LACK OF STORAGE

5 OUTDATED FINISHES



Frost School



Police Department

# WHERE WE'VE BEEN

## Existing Conditions Assessment

### MAJOR COMMON THEMES

- 1 WELL-MAINTAINED, BUT AGING**
- 2 BUILDING SYSTEMS NEARING END OF USEFUL LIFE**
- 3 BUILDING COMPONENTS & ROOF/ENVELOPE
- 4 LACK OF STORAGE
- 5 OUTDATED FINISHES



# WHERE WE'VE BEEN

## Existing Conditions Assessment

### MAJOR COMMON THEMES

- 1 WELL-MAINTAINED, BUT AGING**
- 2 BUILDING SYSTEMS NEARING END OF USEFUL LIFE**
- 3 BUILDING COMPONENTS & ROOF/ENVELOPE**
- 4 LACK OF STORAGE
- 5 OUTDATED FINISHES



# WHERE WE'VE BEEN

## Existing Conditions Assessment

### MAJOR COMMON THEMES

- 1 WELL-MAINTAINED, BUT AGING
- 2 BUILDING SYSTEMS NEARING END OF USEFUL LIFE
- 3 BUILDING COMPONENTS & ROOF/ENVELOPE
- 4 LACK OF STORAGE
- 5 OUTDATED FINISHES



# WHERE WE'VE BEEN

## Existing Conditions Assessment

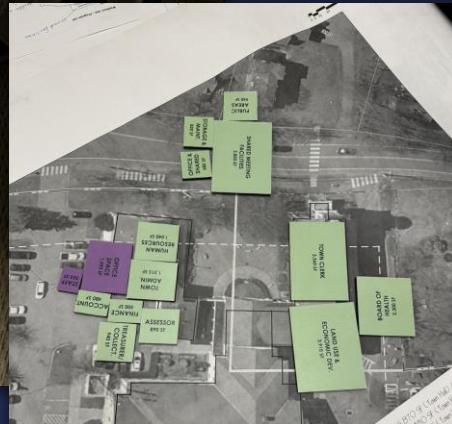
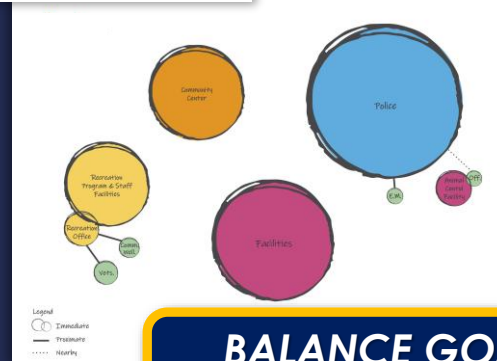
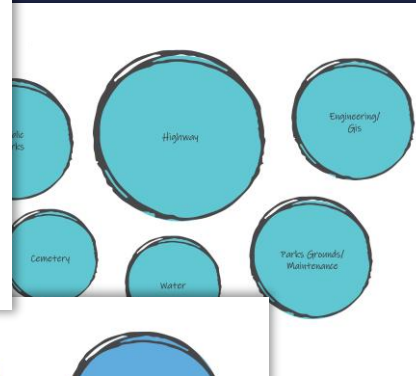
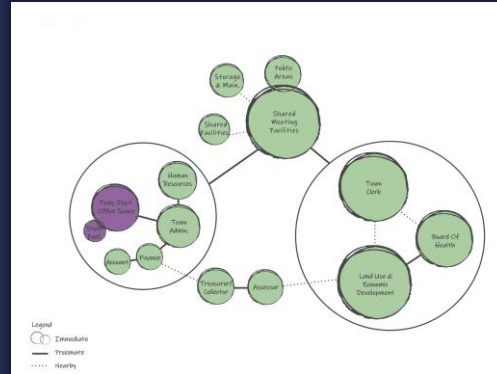
### MAJOR COMMON THEMES

- 1 WELL-MAINTAINED, BUT AGING
- 2 BUILDING SYSTEMS NEARING END OF USEFUL LIFE
- 3 BUILDING COMPONENTS & ROOF/ENVELOPE
- 4 LACK OF STORAGE
- 5 OUTDATED FINISHES



# WHERE WE'VE BEEN

# Programming & Space Needs



TECHNOLOGY	
Room Detail Description	
New Programmed Area Name	Program Area
<b>Technology Department</b>	
<b>Equipment</b>	<ul style="list-style-type: none"> <li>1 refrigerator</li> <li>1 microwave</li> <li>1 coffee machine (provision)</li> <li>1 tv monitor</li> <li>trash/recycling</li> </ul>
<b>Plumbing</b>	<ul style="list-style-type: none"> <li>1 double bowl sink</li> </ul>
<b>3. Building Services</b>	
<b>3.01 IT Server Room</b>	<b>240 s.f.</b>
<b>Casework and Built-ins</b>	4 lineal feet of open counter
<b>Equipment</b>	<ul style="list-style-type: none"> <li>3 electronic</li> <li>1 future elect</li> <li>20 lineal feet s</li> <li>1 telephone</li> <li>1 cable tray</li> </ul>
<b>Mechanical</b>	<ul style="list-style-type: none"> <li>dedicated</li> </ul>
<b>Electrical</b>	<ul style="list-style-type: none"> <li>all systems c</li> <li>future 4'cop</li> </ul>
<b>Fire Protection</b>	<ul style="list-style-type: none"> <li>chemical fi</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>proximity a</li> <li>2 hour fire r</li> </ul>
<b>Acoustics</b>	<ul style="list-style-type: none"> <li>partitions fo</li> <li>sound batt</li> <li>verify sound</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>proximity a</li> <li>confirm size</li> </ul>
<b>3.02 Mechanical Ra</b>	
<b>Security</b>	<ul style="list-style-type: none"> <li>standard a</li> </ul>

POLICE	
Space Summary	
New Programmed Area Name	Program Area
<b>Police Headquarters</b>	
<b>6. Department Administration</b>	
6.01 Administrative Assistant's Office	200 s.f.
6.02 File Storage/Accreditation/Copy Room	120 s.f.
6.03 Court Prosecutor File Storage	80 s.f.
	Subtotal: 400 s.f.
<b>7. Staff Facilities</b>	
7.01 Male Restroom/Shower	350 s.f.
7.02 Male Locker Room	1000 s.f.
7.03 Female Restroom/Shower	180 s.f.
7.04 Female Locker Room	100 s.f.
7.05 Officer Wellness/Physical Fitness Center	1000 s.f.
7.06 Break Area	420 s.f.
7.07 Miscellaneous Toilet	70 s.f.
	Subtotal: 3120 s.f.
<b>8. Property and Evidence</b>	
8.01 Evidence Storage	200 s.f.
8.02 Drugs/Valuables Storage	170 s.f.
8.03 Weapons Storage	170 s.f.
8.04 Bulk Evidence	320 s.f.
8.05 Evidence Processing / Laboratory	220 s.f.
8.06 Video Evidence Processing	240 s.f.
8.07 Found Property Storage	320 s.f.
	Subtotal: 1640 s.f.
<b>9. De-escalation and Firearms Training</b>	
9.01 Defense Tactics/Training Simulator Room	1000 s.f.
	Subtotal: 1000 s.f.
<b>10. Investigative</b>	
10.01 Defective Squad Room	720 s.f.
	Subtotal: 720 s.f.

**BALANCE GOALS + PROGRAM + BUDGET**



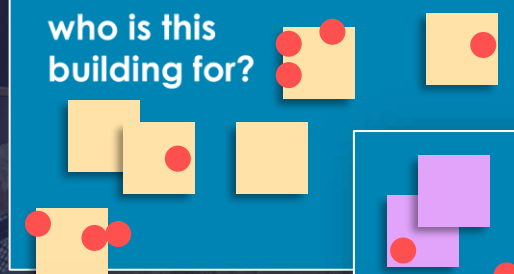
# WHERE WE'VE BEEN

## Think Tanks & Master Planning Workshops

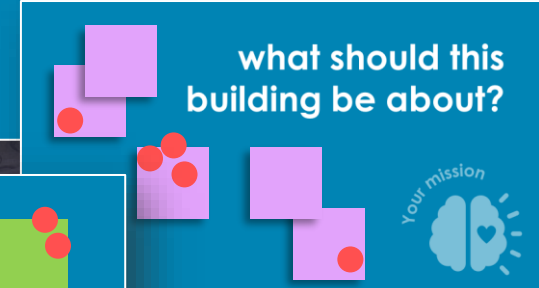


### ACTIVITY 1: "STICKY IDEAS"

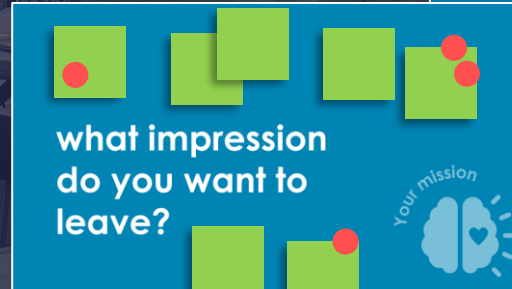
who is this building for?



what should this building be about?



what impression do you want to leave?



Brilliant + Plan!

Great Idea!



# WHERE WE'VE BEEN

*Think Tanks & Master  
Planning Workshops*



Consolidation of Service

**Prioritization of Needs**

Scalability

**Inclusive & Inviting Public Experience**

**Storage Resolution/Digitization**

**Customer Experience & Service**

**Quality & Equity of Space**

Collaboration & Flexibility

Clear Wayfinding

Future Growth

**Utilization Efficiency**

Proper Staff Amenities

**Shared/Variety of Meeting Spaces**

# WHERE WE'VE BEEN

## Think Tanks & Master Planning Workshops



### ACTIVITY 2: "BOLD GOALS"

*Prioritize the sticky ideas.*



*This is the same exercise you are going to do today!*

### INSTRUCTIONS

Go to

**WWW.MENTI.COM**

Enter the code

**4187 9109**



Or use QR code

## DEVELOP A CLEAR, ACTIONABLE PLAN/FRAMEWORK

1

Utilization  
Efficiency

2

Quality &  
Equity of  
Space

3

Customer  
Experience  
& Service

4

Collaboration  
& Flexibility/  
Adaptability

5

Growth/Plan  
to Future/  
Scalability

*“Shifting the mindset of how we work.”*

*Thinking differently about the space we have.*

# WHERE WE'RE TODAY

## Results Comparison

### TOWN STAFF

- 1 Prioritization of Needs
- 2 **Customer Experience & Service**
- 3 Inclusive & Inviting Public Experience
- 4 Quality & Equity of Space
- 5 Storage Resolution/Digitization
- 6 Shared/Variety of Meeting Spaces
- 7 Utilization Efficiency
- 8 Proper Staff Amenities
- 9 Scalability & Future Growth
- 10 Collaboration & Flexibility

Let's talk about this further!

### COMMUNITY

- 1 Utilization Efficiency
- 2 **Customer Experience & Service**
- 3 **Inclusive & Inviting Public Experience**
- 4 Collaboration & Flexibility
- 5 Scalability & Future Growth
- 6 Prioritization of Needs
- 7 Shared/Variety of Meeting Spaces
- 8 Quality & Equity of Space
- 9 Proper Staff Amenities
- 10 Consolidation of Service

# WHERE WE'RE TODAY

## Delivery of Service

### 1 POINT in Person



### MULTI-POINT in Person

What you have today



### ONLINE Fully Digital



### HYBRID In Person & Digital



### 1 POINT in Person



- [+] Efficient**
  - Improved accountability
  - Centralized knowledge base
  - Could reduce space needs
- [-] May lack information/ lead to duplication of efforts**
  - Can create bottlenecks due to limited availability

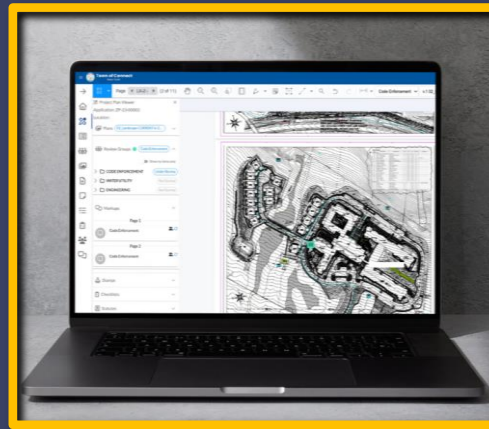
### MULTI-POINT in Person

What you have today



- [+] Diverse expertise**
  - Familiar experience
- [-] Increased complexity with multiple contact points**
  - Requires clear wayfinding
  - Increased service time due to visiting multiple departments

### ONLINE Fully Digital



- [+] Most efficient**
  - Could reduce cost and space needs
- [-] Loss of personalization**
  - Could be harder to resolve complex issues
  - May be harder for public to access and navigate

### HYBRID In Person & Digital



- [+] Gives public options , creating more efficiency**
- [-] Potential duplication of efforts**
  - Possible increase is cost to deliver service and system maintenance

Now, let's think about your preferred delivery of service:

If you could change  
ONE ASPECT, what  
would it be?



Now, let's think about your preferred delivery of service:

**What do you like, what  
do you not like?**



Now, let's think about your preferred delivery of service:

# What works well and what is inefficient?



# Activity 2: “Community Connections”

## INSTRUCTIONS

Go to

**WWW.MENTI.COM**

Enter the code

**3791 3789**



Or use QR code

## *Let's pause for discussion*



*Any Questions?*



*Additional Feedback?*



*Future Topics?*

# WHAT'S NEXT?

## Upcoming Events & How to Stay Connected

### Community Conversation #2

Join us at our next event!

Wed.  
**2/5**  
6-8 pm

Sat.  
**3/22**

Master Plan  
Materials Available  
@ Annual Town Meeting

Sat.  
**4/5**  
10 am

Community  
Conversation #3

- Theme -

What Ifs & Asset Utilization



Stay  
Connected



**Project Website**

[www.westfordma.gov/facilitiesassessment](http://www.westfordma.gov/facilitiesassessment)



**Project Email**

[tmaa@westfordma.gov](mailto:tmaa@westfordma.gov)

# FACILITIES ASSESSMENT & MASTERPLAN

IMAGINING POSSIBILITIES

COMMUNITY CONVERSATION #1



Westford  
Massachusetts

Tecton  
ARCHITECTS

Thank you!

01.15.2025