



TOWN OF WESTFORD
COMMUNITY PRESERVATION COMMITTEE

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 399-2905 Fax (978) 399-2556

DATE: January 20, 2026

TIME: 7:00 p.m.

PLACE: Virtual Meeting

PRESENT: Dylan O'Connor, Marilyn Frank, Michael Furman, Robert Stafford, Chris MacMillan, Diane Holmes, Robert Jefferies & Jaime Holmes

TOWN STAFF: Jesse Beyer – CPC Administrator
Jeremy Healy – CPC Administrator

Call to Order:

Frank called the meeting to order at 7:05 p.m.

New Business

Jamie Holmes had talked to the Community Preservation Coalition, and they recommended voting officers every year. The Committee discussed when they would vote their officers and it was decided the Committee will vote at the beginning of next week's meeting. The Committee discussed meeting in September every year moving forward, to vote the officers for the next application cycle.

FY26 CPA Application Discussion

Graniteville Ball Fields Safety Improvements - \$34,000

The Committee had no comments on this application.

Jack Walsh Parking Improvements - \$40,000

The Committee had no comments on this application.

Roudenbush Tennis Courts - \$603,000

Jaime Holmes asked who requested that Kyle Fox submit this application? Furman said the Parks & Recreation Commission requested the project and Kyle presented it.

4-H Horse Arena Accessibility - \$150,000

The Committee had no comments on this application.

J.V. Fletcher Library Stain Glass Skylight - \$60,000

The Committee had no comments on this application.

WRAP/WERAP - \$50,000

The Committee had no comments on this application.

Affordable Housing Trust - \$400,000

Jefferies asked if the down payment assistance program would be a gift or a loan that would charge interest. The committee will ask the applicant for more details on the application next week.

Community Gardens Sun Shelter - \$23,751

The Committee had no comments on this application.

First Parish Church - \$1,041,291

Jefferies asked if there is an architect involved with the project to help preserve the historic architecture. The Committee discussed how generally when there are projects with multiple phases that the first phase is brought to the committee and once that is completed the next phase is brought back in a future year instead of providing all the funding upfront. The Committee would like a more detailed explanation of the phase I & phase II process since the application is for two phases. Stafford asked if the Town Counsel has reviewed this application and if there is a historic preservation in place. Committee will ask applicant for more details on the application next week.

Housing Production Plan - \$15,000

The Committee had no comments on this application.

Records Preservation Project - \$100,000

The Committee had no comments on this application.

Forge Pond Drawdown Improvement Study - \$20,000

The Committee had no comments on this application.

Forge Pond Herbicide Treatment - \$20,000

O'Connor discussed asking the applicant for a tracking log of any previous herbicide treatments that have been performed to ensure this is not a regular maintenance treatment and is eligible for CPC funding.

Freedom Park Improvements - \$100,000

The Committee had no comments on this application.

Vinebrook Footbridge Design - \$15,000

The Committee had no comments on this application.

Westford Town Hall Roof & Cupola Restoration - \$1,056,000

Jefferies asked what the cost per square foot would be, if there is an architect involved, and if it would be possible to reuse some of the slate to reduce the cost. Committee was wondering what the longevity of a new slate roof would be. Committee will ask applicant for more details on the application during the February 4th meeting.

Westford Museum Accessibility Upgrades & Exterior Restoration - \$290,000

The Committee had no comments on this application.

Old Business

Approval of Minutes:

Frank made a motion to approve the minutes of December 2, 2025. MacMillan seconded the motion, which was approved 8-0

Future Meetings

The CPC discussed the upcoming FY26 meeting schedule.

Tuesday January 27, 2026 – Applicant Presentations

Wednesday February 4, 2026 – Applicant Presentations

Tuesday February 10, 2026 – Applicant Presentations, Make Recommendations

Adjourn:

The meeting was adjourned at 7:57pm.

Submitted by Jeremy Healy, CPC Administrator