



TOWN OF WESTFORD  
**COMMUNITY PRESERVATION COMMITTEE**

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

**DATE:** February 4, 2026

**TIME:** 7:00 p.m.

**PLACE:** Virtual Meeting

**PRESENT:** Marilyn Frank, Michael Furman, Robert Stafford, Chris MacMillan, Diane Holmes, Robert Jefferies & Jaime Holmes

**ABSENT:** Dylan O'Connor

**GUESTS:** Ellen Rainville, Kyle Fox, Matthew Riegert, Lindsay Dee, Jeff Goodwin, Mike Edwards, Diane Wood

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

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**Call to Order:**

Jefferies called the meeting to order at 7:01 p.m.

**New Business**

**FY26 CPA Application Discussion**

**JV Fletcher Library Skylight**

Ellen Rainville discussed the history of the skylight and that it was eventually boarded up. Furman asked if the project was not approved would the skylight be restored using other funds. Ellen said if the project is not approved by the CPC they would plan to use bond funds from the library restoration.

### **Graniteville Ball Field Safety Improvements**

Kyle Fox discussed the need for safety improvements at the Graniteville Ball fields since players and spectators in adjacent fields are at risk of being struck by foul balls. Fox said the goal would be to complete the design/study this summer and bring the project before capital and potentially CPC next application cycle. Matt Riegert (President of Westford Youth Baseball & Softball League) & Lindsay Dee (secretary for WYBSL) discussed how this is the highest priority for the league and how the league has contributed some funds to this safety improvements. Jefferies asked if this would include dugout improvements, and Fox said its for spectators and players in adjacent fields. Diane Wood (audience member) asked how much the project would cost since this application is only for design. Fox said they won't know until the design/study is completed but anticipate it to be a smaller amount since it addresses a specific issue.

### **Jack Walsh Parking Improvements**

Fox discussed how during the pedestrian safety improvement project they inadvertently created a bottleneck issue with the new parking lot entrance/exit. Fox said during busy times there is often traffic at the entrance/exit and it is presenting an issue for emergency services too. Furman asked if this was approved when would the work be completed. Fox said the plan would be to complete the work this summer. Stafford asked if the Westford Youth Soccer Association contributed any funds for this. Fox is not aware of any contributions.

### **Roudenbush Tennis Courts**

Kyle Fox discussed how the tennis courts at the Roudenbush need a full reconstruction. Fox said the new courts would have upgraded ADA access and be lined for both tennis and pickleball allowing the Westford Recreation Department to run a pickleball program that could bring in some revenue to the revolving fund. Frank asked if the courts have ever been reconstructed. Fox said he is not aware of any prior restoration projects. Jefferies asked if there are any plans for sound control for the pickleball. Fox said there are sheets that can be placed around the court that reduce the noise, but that would be an extra cost. MacMillan asked out of the three projects Kyle presented which is the highest priority. Fox said the Tennis courts, ball field safety improvements, and then the parking improvements. Fox mentioned that when this project was presented 3 years ago it was estimated to be 510k, but now with rising costs its increased to 603k.

### **Town Hall Roof & Cupola Restoration**

Jeff Goodwin discussed how the Town Hall roof is currently leaking in several spots and the project would replace the slate roof and restore the cupola. Goodwin said he would work with an architect to replace the roof with a natural slate. Furman asked about the 20% contingency in the application and if that's a normal percentage for a project like this. Goodwin said that's normal for a roofing project and mentioned how there is a part of the roof above the building department that is sagging and needs structural repair and that contingency should cover any other unexpected issues and any unused funds would be returned to the CPC. Jefferies asked about the name of slate to be used. Goodwin said he doesn't have a slate picked yet, but he would work with the architect to identify the best slate to use for this project. Goodwin said there are synthetic slate options that are \$300k cheaper but the material is untested and unsure of longevity of the product. The work would begin during the summer of 2027 if approved.

### **Westford Museum Accessibility Upgrades & Exterior Restoration Design**

Jeff Goodwin discussed how the quote they received to install an elevator in the Museum would be \$2-2.5 million and the addition onto the Museum for the elevator would be too close to the property line, so for now they will proceed with the first-floor bathroom and look into other ADA options. Mike Edwards discussed they are exploring various alternatives to an elevator like a LULA (limited use limited application) or use of technology to provide a virtual experience of the second floor. Furman asked if the \$290k requested is a normal amount for only design for a project like this. Goodwin said that is the quote the architects (Tecton Architects) who completed the feasibility study came up with. MacMillan asked when the design work would start if approved. Goodwin said this spring/summer with the goal to come back in the fall with an estimated project cost. Stafford asked if there are any other funding sources. Mike Edwards discussed there are historic and ADA grants that are available and could apply for once construction begins.

### **Old Business**

#### **Approval of Minutes:**

Furman made a motion to approve the minutes of January 20, 2026. Frank seconded the motion, which was approved 7-0

**Future Meetings**

The CPC discussed the upcoming FY26 meeting schedule.

Tuesday February 10, 2026 – Applicant Presentations, Make Recommendations

Tuesday February 17, 2026 – (if needed)

**Adjourn:**

Frank made a motion to adjourn; Stafford seconded the motion. The meeting was adjourned at 8:01pm.

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Submitted by Jeremy Healy, CPC Administrator