



TOWN OF WESTFORD  
**COMMUNITY PRESERVATION COMMITTEE**

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

**DATE:** February 10, 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

**ABSENT:**

**GUESTS:** Tom Delaney, Joan Croteau, & Jeff Morrissette

**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.

**FY26 CPA Application Discussion**

**4-H Horse Arena Accessibility**

Tom Delaney discussed how the hillside next to the horse arena is currently used as a viewing area, but it is in need of stabilizing and accessibility improvements. Delaney discussed how the project would use precast blocks to create tiered walls with a mix of grass viewing areas on the tiered levels and compacted stone dust at the top for anybody with mobility issues. Delaney said future maintenance would be covered by 4-H groups and the vendor they plan to use has already agreed to donate some of the precast blocks. Delaney said if approved the project would start after the fair in August with the goal to complete before winter. Stafford asked if the Parks & Recreation Committee was

approached or made aware of this project. Delaney said since the Parks & Recreation doesn't really use the facilities they were not approached for this project.

### **Affordable Housing Trust Allocation**

Joan Croteau discussed how some of the funds would be used for down payment assistance program for qualifying individuals to help with buying affordable units. Joan said that if the units were sold the assistance funds would be returned from the proceeds of sale. Joan said some of the funds could also be used to purchase land and work with a developer to build affordable units if a suitable parcel came on the market. Stafford discussed concerns about allocating funds without a specific parcel of land already identified. Joan discussed once a parcel comes on the market the Affordable Housing Trust (AHT) is interested in the AHT could notify the CPC to make them aware of what they intend to purchase. CPC discussed how funds are allocated to the Conservation Trust for a similar purpose so if a parcel comes on the market the Conservation Trust has the ability to act quickly. Furman asked when the properties that received down payment assistance are sold where are the funds returned to and the CPC discussed having the funds go back to the AHT to continue the program.

### **Affordable Housing Trust Rental Assistance**

Joan Croteau discussed how the \$50k of CPC fundings from last application cycle for the WRAP and WERAP will be fully expended soon, and this application would allow the programs to continue. Joan said these programs have helped families with rent and have helped prevent eviction. CPC had no questions.

### **Housing Production Plan**

Jeff Morrissette discussed how the housing production plan helps the Town create a roadmap for developing more diverse and affordable housing options. Jeff said the total cost of the plan is \$45k but they have secured \$30k of funding through Northern Middlesex County of Governments (NMCOG) and the plan is good for five years once completed. Furman asked when the current plan is set to expire. Jeff said the plan takes about 12 months to complete and the current plan will expire in October 2027.

### **Historical Records Preservation Project**

Jeff Morrissette discussed how the prior CPC project for historical document preservation has been used for the past 15 years and that allocation will be fully expended by July 2026. Jeff said this application would continue this work of preserving documents and improving accessibility to them for the public. Jefferies asked if any of the documents are

on public display or at the Westford Museum. Jeff said the public has the ability to make the request to review them, but many are fragile and some are climate sensitive so they are not publicly displayed.

### **Old Business**

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

Frank made a motion to approve the minutes of January 27, 2026, as amended. Furman seconded the motion, which was approved 8-0

Frank made a motion to approve the minutes of February 4, 2026, as amended. O'Connor seconded the motion, which was approved 8-0

### **New Business**

Beyer provided a financial overview of the CPC fund balance, and said how there is about \$3.6 million of available funds for this application cycle and if every project was approved there would be about \$100k of funds remaining which would be a five year low. CPC discussed reviewing applications that include multiple phases and potentially only approve the first phase this cycle. CPC agreed to meet next week to vote on the applications.

### **Future Meetings**

The CPC discussed the upcoming FY26 meeting schedule.

Thursday February 19, 2026 – Make Recommendations

Saturday March 28, 2026 – Annual Town Meeting

### **Adjourn:**

Frank made a motion to adjourn; MacMillan seconded the motion. The meeting was adjourned at 8:06pm.

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Submitted by Jeremy Healy, CPC Administrator