

# Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

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## 1. Basic Project Information

Submission Date: January 9, 2026

Project Name: Vine Brook Footbridge Design & Engineering

CPA Funds Requested: \$15,000.00

Applicant Information:

Name: Westford Conservation Commission (Margaret Wheeler, Chair)

Address: Town Hall, 55 Main Street, Westford, MA 01886

Phone: 978-692-5524

Email: [mwheeler@westfordma.gov](mailto:mwheeler@westfordma.gov)

Sponsoring Board/Committee(s): Conservation Commission

Additional Responsible Parties (if applicable): n/a

Project Manager/Contact Person: Matthew Salem, Conservation Resource Planner,  
[msalem@westfordma.gov](mailto:msalem@westfordma.gov)

## 2. Project Purpose

Select all that apply:

Open Space     Affordable Housing     Historic Preservation     Recreation

## 3. Project Description and Goals

Provide a comprehensive project summary using the space at the top of page two or attach additional pages as necessary. Include the following information:

- **Project Purpose and Scope:** Clearly describe the objectives and scope of the project.
- **Community Benefits:** Explain how the project will benefit the residents of Westford and how those outcomes will be measured.
- **Preservation Impact:** Describe how the project preserves the town's character and aligns with the goals of the Community Preservation Act.
- **Timing Considerations:** If submitting outside the standard funding cycle, provide an explanation (example Special Town Meeting vs Annual Town Meeting). If project could be completed in multiple phases, please describe.
- **Long Term Impact:** What are the long-term maintenance or stewardship plans.

**Project Description: (attach additional pages as necessary)**

The proposed project is to design and engineer a footbridge across Vine Brook on an Emmet Conservation Land parcel under the care and custody of the Conservation Commission. Anecdotally, the bridge was originally constructed by Bobby's Ranch, prior to the Town's acquisition and care and custody dedicating the land to the Conservation Commission (Annual Town Meeting 05/13/1997 Article 17). The footbridge crosses Vine Brook connecting the highly used former railroad trail with over hundreds of acres of conservation land south of Carlisle Road supporting the Town's Strategic Outcome Area of "Opportunities for Recreation and Preservation of Open Space".

Its present construction appears to be a wooden deck supported by metal I-beams. As shown in the included photos, due to recent beaver dam inundation, the accumulated, placed wooden pieces of the deck have deteriorated. The footbridge is of variable width, does not have railings, and is not ADA compliant.

Funds for this will be used to hire a firm to design and engineer an approximate 70' footbridge that will provide safe recreational access Vine Brook and to provide an approximate cost for a future CPA request. This is anticipated between May and November 2026.

Attached are GIS maps of the footbridge location, aerial imagery from April 2025, photos from March 2025.

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#### **4. Project Location and Ownership**

Project Address: n/a

Assessor Information (Map/Block/Lot ID): 002-0024-0000

Ownership/Care and Custody Information: Conservation Commission (1997 ATM Art. 17)

**Most CPA-funded projects require legal protections to ensure long-term preservation:**

**Open Space / Conservation:** Land or conservation restrictions must remain permanently protected (e.g., Conservation Restriction under M.G.L. Chapter 184).

**Historic Preservation:** Properties must include a preservation restriction or covenant to maintain historical integrity.

**Affordable Housing:** Long-term affordability must be secured through a restriction or covenant.

**Recreation:** Restrictions may be required if the project secures permanent public recreational access.

*Applicants should check all that apply and attach supporting documentation or proof of restriction. The Community Preservation Committee/Town of Westford may require deed restrictions or covenants to be obtained as a condition of funding, if not already in place.*

**Deed Restrictions Required (check all that apply):**

Conservation    Housing    Historic Preservation

## 5. Budget

Attach a complete project budget, including estimates or quotes as needed.

Percent of Total Budget Requested from CPA Funds: 50%

Other Funding Sources (committed/applied/planned): Committed: Conservation Commission Reserved Receipts

Anticipated Annual Income/Expenses: n/a

Recurring Expenses (maintenance, etc.): n/a

Taxpayer Impact: n/a

## 6. Procurement

Projects exceeding \$10,000 must comply with applicable public procurement laws.

- **Town Departments:** Follow MGL Chapter 30B procedures.
- **Non-Town Department applicants:** Describe your proposed compliance plan to ensure procurement procedures are followed. Applicants may be directed to the Town Manager's office for additional follow-up and guidance.

**Note:** Non-Town Department applicants must sign a grant agreement before CPA funds are released. The Town Manager's office will assist with this process as needed.

Procurement Plan: The procurement of services will comply with G.L. c.30B

## 7. Project Timeline

Proposed Start Date: May 2026

Expected Completion Date: November 2026

Include key milestones or phases of the project if applicable: n/a

## 8. Endorsements by Applicable Boards/Commissions

Check all that apply and attach letters of support to the application:

- Affordable Housing Committee and/or Housing Authority

- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other: \_\_\_\_\_

## 9. List of Attachments

Include all supporting materials relevant to your application:

- Site maps, photographs, or plans
- Cost estimates or contractor quotes
- Letters of support or endorsements
- Ownership documentation or legal agreements
- Deed restrictions

## 10. Applicant Signatures

Signature: Margaret Wheeler Date: 01/09/2026

Printed Name: Margaret Wheeler Title: Conservation Commission Chair

## For Community Preservation Committee Use Only

Date Received:

Year:

Is Sufficient Data/Detail Provided?

Is Timeliness an Issue?

Is Additional Information Required?

Project Interview Date:

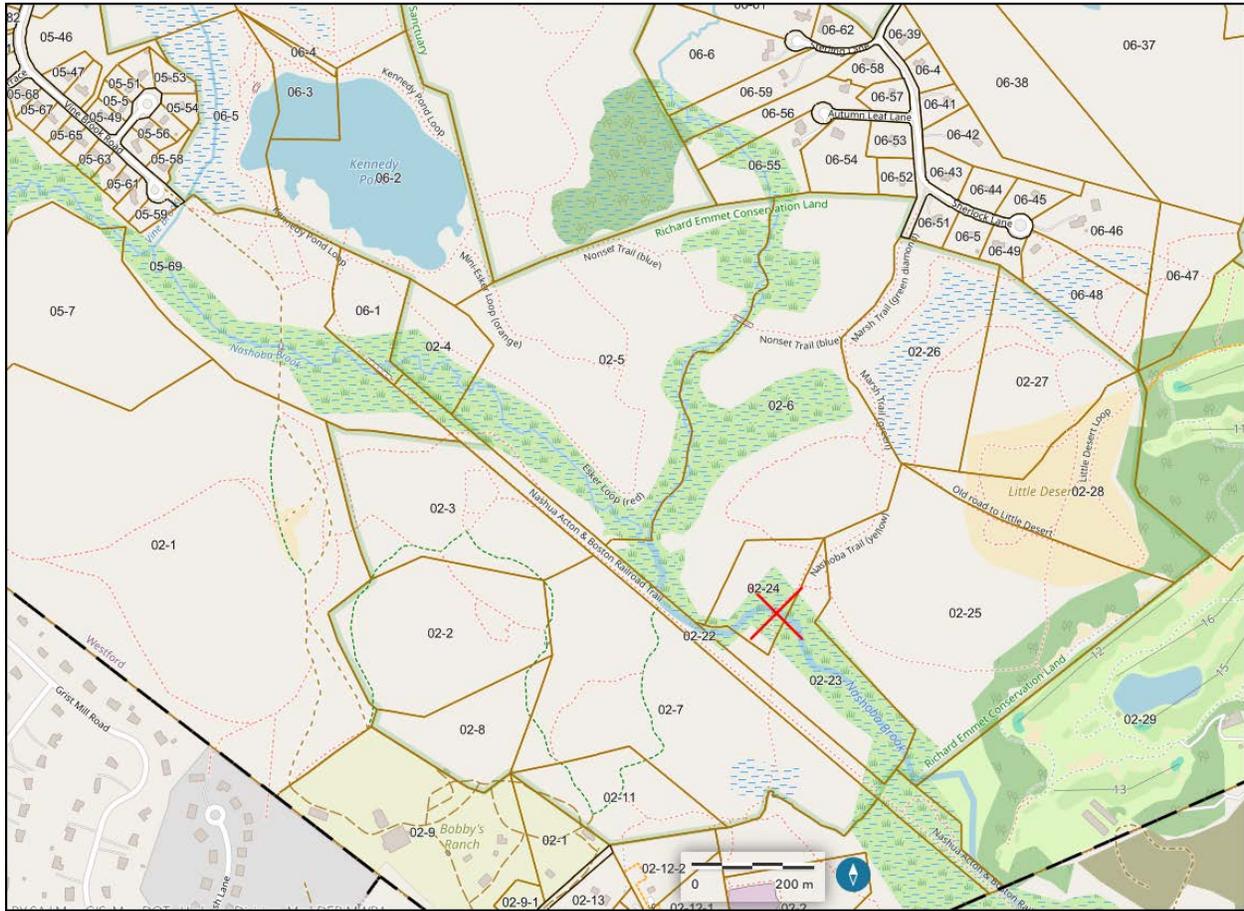
Public Hearing Date:

Committee Vote:  Yes  No  Abstain

Date:

Recommendation for Town Meeting Consideration:  Spring  Fall  Special

Approximate Location of Footbridge



April 2025 Aerial Imagery of Footbridge



CPA Request: Vine Brook Footbridge Design & Engineering  
Maps, Aerial Imagery, Photos – pg.3 of 3

March 2025

