

Project Description: (attach additional pages as necessary)

This projects intent is to replace the existing natural slate roof on the original portion of Town Hall (55 Main St.) while also restoring the Cupola, particularly where the siding and trim tie into the slate roof line. The slate roof is approximately 4,910 sq ft and has been prone to leaking, particularly around the base of the cupola as well as the area directly over the building department.

While there has been some difficulty identifying the exact age of the existing roof, a 2018 Roof Conditions Assessment identified the roof as being in poor condition, with 0-4 years of remaining useful life left. Failure to replace this roof soon could lead to further damage and deterioration of this historic building.

The proposed project budget includes the replacement of the existing Natural Slate Roof tiles as well as installing a new plywood underlayment. The project scope also includes a historic restoration of the cupola to stabilize, seal, and repair the entire cupola ensure that the new roof is properly flashed where it directly interacts with the cupola.

Project budget breakdown is below:

Natural Slate Roof Installation- \$650,000

Plywood Underlayment- \$60,000

Cupola Restoration- \$90,000

Project Contingency (20%) - \$160,000

Estimated Design /Bidding/ Project Closeout Services- \$96,000

Total Estimated Project Cost: \$1,056,000

4. Project Location and Ownership

Project Address: 55 Main St

Assessor Information (Map/Block/Lot ID): 059 0046 0000

Ownership/Care and Custody Information: Town of Westford

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: 100 %

Other Funding Sources (committed/applied/planned): NA

Anticipated Annual Income/Expenses: _____

Recurring Expenses (maintenance, etc.): _____

Taxpayer Impact: _____

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: Will be procured in accordance with MGL Chapter 149.

Project Timeline

Proposed Start Date: April 1, 2026

Expected Completion Date: November 1, 2026

Include key milestones or phases of the project if applicable: _____

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: P.T.B.C

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: _____ Date: _____

Printed Name: _____ Title: _____

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



November 26, 2025

Jeff Goodwin
Westford Facilities Dept

RE.: Westford Town Hall Roof Replacement

Gibson Roofs is pleased to provide the following proposal for work at the above referenced project for your review and consideration. We propose the following:

Scope of Work: New Slate Roof

- Set up staging around entire town hall for access to roof and overhead protection.
- Remove existing roof including existing slate, underlayment, gutters, flashings etc.
- Inspect existing sheathing at roof and flashings for rotting of wood. Price below includes 500 SF of sheathing replacement, see unit price below for cost if additional sheathing replacement is required.
- Furnish and install new ice & water shield across entire roof deck.
- Furnish and install new slate roof. Color to be chosen by owner based on manufacturer's stock colors.
- Flash all roof penetrations, hips, valleys, and ridges according to manufacturer details. All metal flashings to be copper.
- Fabricate and install new copper gutters and downspouts. Location to match existing.
- Breakdown staging and clean grounds of any debris.
- Supply all warranties to owner at completion of project.

Total Cost for Natural Slate.....\$650,000

Total Cost for Synthetic Slate.....\$315,000

Unit Prices:

- Additional plywood sheathing replacement (beyond 500 SF): **\$12/SF**

Notes

- All work is priced to be performed during normal business hours, Monday through Friday.
- Above price includes prevailing wages.
- Contractor will need laydown area for dumpster and materials onsite. Location to be coordinated with owner.
- Price above includes fees for building permit.

Thank you for the opportunity to submit this quotation. If you have any questions or require further information, please feel free to contact the office at 781-826-6344.

Sincerely,
GIBSON ROOFS, INC.

Alpine RRP Proposal

214727 | Westford, Town of - Town Hall Copula | 55 Main St, Westford, Ma 01886



Prepared for:

Town of Westford
Jeff Goodwin
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Westford, Ma 01886
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978-799-3892

Prepared by:

Alpine Environmental, Inc.
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Chelmsford, MA 01824
Todd Drew
tdrew@alpine-environmental.com
508-328-5741

12 / 19 / 2025



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Alpine RRP Proposal

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Our Story

Alpine's mission is to deliver superior customer service and provide peace of mind, while creating safe, healthy environments for our clients.

Whether you are a homeowner, general contractor, public institution or property manager, when you choose Alpine your project will be handled with utmost care. From our experienced client service reps to our licensed and fully insured crew members, we're prepared to handle any project. In addition to over 30 years' industry experience, we have also appeared on 13 episodes of This Old House as an environmental specialist and enjoy an ongoing relationship with them.

Our Services

Services We Offer:

- Asbestos Abatement
- Lead Paint Abatement
- Mold Remediation
- Historical Restoration

Areas We Service:

- Massachusetts
- New Hampshire
- Vermont
- Maine
- Rhode Island

Certifications & Memberships



Our Team



Theresa Hazelrigg
CEO



Ron Peik
President



Todd Drew
Client Services Representative



Jason Roy
Client Services Representative



Kevin Close
Client Services Coordinator



Nicholas Methot
Client Services Representative



Jesse Hettig
Client Services Representative



Erica Racine
Preconstruction Manager



Becky Greco
Accounting Manager



Keith Adams
Director of Training & Development



Chris Rowan
Director of Project Management



Joel Ruiz
Project Manager



Fabio Costantini
Project Manager



Steven Nguyen
Operations Administrator

Licenses

- MA Supplier Diversity Office Certified WBE/MBE (202040324)
- MA DCAMM Certified (4103)
- MA Deleading Contractor License (DC000663)
- MA Asbestos Contractor License (AC000959)
- MA Lead Safe Renovator (RRP) License (LR002199)
- MA Construction Supervisor License (CSL)
- MA Home Improvement Contractor (HIC)
- NH Lead Abatement Contractor (DC000510)
- NH Asbestos Abatement Entity License (AC-10021)
- ME Lead Abatement Contractor License (LC-0124)
- ME Asbestos Abatement Contractor License (CF-0229)
- VT Lead Abatement Company Target Housing (Lead-Co-TH-000014)
- VT Asbestos License – Corporate (Asb-Co-00038)
- VT Lead Abatement Company Superstructures (Lead-Co-Sup-000010)
- RI Lead Contractor License (LC00383)
- RI Lead Renovation Firm License (LRF01959)
- RI Asbestos Contractor License – Corporate (AC00351)
- EPA Lead-Safe Certified Firm (NAT-30498-3)
- ACAC Certified Mold Remediator (CMRS) Certified (1106004)

Work Standards

Alpine's work practices are compliant with and exceed the standards specified by current local, state and federal regulations. Quality and safety are of the highest importance, and Alpine employs a third-party firm to audit our sites regularly. Our licensed and fully trained professionals will environmentally isolate and decontaminate the work area, exhaust outside the work area using HEPA filters, and properly dispose of waste. All carpentry is performed by skilled carpenters, ensuring you a quality finished product.

Insurance

Alpine carries Pollution Liability, Professional Liability, and General Liability Insurance in addition to Workers Compensation Insurance. A certificate is available upon request.

Project Highlights



Barrett Farm | Save Our Heritage Foundation

Location: Concord, MA
Type: Lead Paint Abatement, Historic Restoration
Completed: 2011



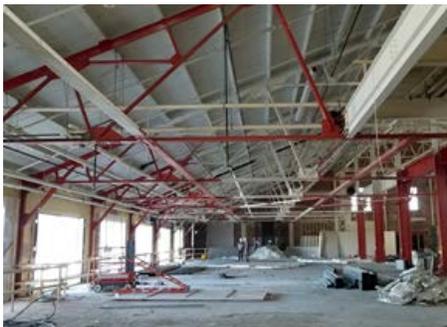
Residential Project | This Old House

Location: Manchester-by-the-Sea, MA
Type: Asbestos Abatement, RRP Demolition
Completed: 2019



Residential Project

Location: Bedford, MA
Type: Lead Paint Abatement, Window Replacement
Completed: 2014



Arsenal Mall | Cranshaw Builders

Location: Watertown, MA
Type: Lead Paint Abatement
Completed: 2019



Residential Project

Location: Groton, MA
Type: Mold Remediation
Completed: 2015

Warranties

- All work is certified with renovator performed, post-renovation cleaning verification and/or clearance tests according to 454 CMR 22.11, MA Lead Safe Renovation Regulations for Subject Properties in MA and 40 CFR part 745, the EPA RRP Rule for Subject Properties in other states.
- Doors, windows and associated hardware provided by and installed by Alpine are guaranteed for one (1) year from date of installation.

Scope of Work and Pricing

Project Price: \$ 78,965.00

This Proposal is valid for 15 days.

See below Scope of Work for the Price Breakdown.

Alpine Environmental is certified as a Women Business Enterprise (WBE) and Minority Business Enterprise (MBE) by the Commonwealth of Massachusetts Supplier Diversity Office (SDO) and as a Women-Owned Small Business (WOSB) by the US Small Business Administration (SBA).

- Alpine will file all required permits. Project start is dependent on procurement of permits.
- All work areas will be contained and isolated with 6 mil fire retardant polyethylene sheeting, duct tape, and HEPA filtered negative air machines.
- All work will be performed in accordance with 454 CMR 22.11, MA Lead Safe Renovation Regulations for Subject Properties in MA and 40 CFR part 745, the EPA RRP Rule for Subject Properties in other states.
- All workers will be trained and medically cleared for respirator use and medically monitored for blood lead levels in accordance with CFR 1926.62 Lead in Construction Standard.
- For areas that will be primed, primer color will not match existing color but will be tinted to similar shade.
- All debris will be disposed of in accordance with Federal, State, and Local regulations. Container may be on site.

Scope of Work continued on next page(s)

Area	Full Description	Qty	Unit of Meas
NOTES:	Town to provide adequate water and power sources for the duration of the project at no cost.		
	Town to provide off street space for equipment and vehicles for the duration of the project at no cost.		
	Town to provide Police details, sidewalk and/or street permits as needed for equipment to access work areas at no cost.		
	Town to make safe all utilities within the work area prior to work beginning at no cost.		
	Exterior		
Copula and Limited front Gable Area	Seal off exterior work area per regulations.	1	EA
	Provide lift equipment to access work areas for the duration of the project.	1	EA
	Scrape loose and flaking lead paint from exterior of building. Leave ready for priming and repainting by others.	1	EA
	Apply spot primer to areas where loose and flaking paint was scraped. Primer color will not match existing color but will be tinted to similar a shade.	1	EA
	Remove rotted and damage wood areas within the limited work area and replace with matching profile mahogany and/or Western Cedar materials. Prime all new materials with oil primer. A 24hr and \$1000 material allowance is including in this proposal.	1	EA
	Apply 2 coats of premium latex finish paint to all affected surfaces within the work areas. Colors and sheens to be provided by the Town.	1	EA
	Clean work areas of all generated debris.	1	EA

Total Price	\$ 78,965
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TOWN OF WESTFORD

TOWN HALL
55 Main Street

WESTFORD, MA 01886

Telephone (978) 692-5501

January 8, 2026

Jeff Goodwin
Facilities Director
55 Main Street
Westford, MA 01886

RE: Town Hall Roof Replacement

Dear Mr. Goodwin,

In light of your presentation to the Historical Commission on January 7, 2026 regarding the need to replace the existing roof of the Town Hall building, Historic Commission Chair, David Gutbrod, made a motion to support the use of traditional natural slate material for the replacement roof rather than a synthetic material. David's motion was seconded by Brian Alcorn, and passed 5-0.

Please accept this letter is that Historic Commission's support and recommendation for natural slate roofing material rather than synthetic roofing material.

Respectfully,

A handwritten signature in black ink, appearing to read "Brian Alcorn", with a long horizontal line extending to the right.

Brian Alcorn, Secretary
Westford Historic Commission

TOWN OF WESTFORD
PERMANENT TOWN BUILDING COMMITTEE
MEMORANDUM

DATE: January 13, 2026
FROM: Chris Karpinsky, Clerk
TO: Jeff Goodwin, Director of Facilities
RE: Committee support for Westford Museum and Town Hall CPC Grant Applications

Dear Mr. Goodwin,

At the Permanent Town Building Committee (PTBC) meeting on January 12, 2026, you asked for our support of the Town's CPC applications for both the Westford Museum and Town Hall restoration projects. The PTBC is eager to see the historical exterior details of both of these buildings preserved in a sensitive manner by knowledgeable design professionals and skilled craftsmen. The details you shared of the \$290,000 request for the Westford Museum effort and the \$1,056,000 request for the Town Hall effort have convinced the PTBC to support your two requests to achieve our shared preservation goals for these two buildings.

At this meeting, the PTBC moved and approved 5-0-0 to support these two applications. We continue to support the efforts of the Town in preserving these important historical buildings in our Town center.

Chris Karpinsky
Clerk, Permanent Town Building Committee