

Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

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1. Basic Project Information

Submission Date: January 8, 2026

Project Name: First Parish Church United Meetinghouse Historic Preservation

CPA Funds Requested: \$1,041,291 (Phase one \$590,891 and phase two \$450,400)

Applicant Information:

Name: First Parish Church United

Address: 48 Main Street, Westford, MA 01886

Phone: 978-692-8350 (Church Office) 978-760-4622 (Martha Kennedy) 978-621-8369 (Mary Lyman)

Email: office@firstparishwestford.org; martha@taylor-kennedy.com; marylyman@gmail.com

Sponsoring Board/Committee(s): First Parish Church United Prudential Committee

Additional Responsible Parties (if applicable): _____

Project Manager/Contact Person: Martha Kennedy/Mary Lyman

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)

Purpose and Scope: To restore and preserve the First Parish Church United 1794 meetinghouse by addressing the most urgent structural needs and those pertaining to life safety concerns. This restoration would adhere to the recommendations of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Following a yes vote at Town Meeting in April 2024, our request for CPA funds allowed us to contract with the Spencer Preservation Group (SPG) to conduct a full conditions assessment. The assessment commenced in the summer of 2024, was completed by year's end, and we received a detailed and comprehensive report prepared by SPG. The final report was shared with First Parish Church United on May 29, 2025. Ahead of the final draft, SPG presented key findings to the congregation on March 30, 2025, and provided an opportunity for review and comments. FPCU extended invitations to town officials and shared the recording of the presentation. SPG solicited feedback from the congregation, incorporating them into the final report which we shared with the Westford Town Manager's Office on June 12, 2025.

Community Benefits: First Parish Church was the first town building and served as the political, social, and religious center of the community beginning in 1725. The third and present meetinghouse was built with town funds, held town meetings until 1868 and Westford Academy graduations until 1907. FPCU continues to serve the Westford community in numerous capacities and is open to the public for weekly services, weddings, funerals, concerts, and community activities. FPCU holds annual events, inviting the town to attend Apple Blossom Pancake Breakfasts, Easter sunrise services and the Strawberry and Arts Festival on the Common, and the Holiday Greens Fest. This year, we coordinated with the Kiwanis Club on their holiday food drive and cards for kids project and hope to continue working with them on future town outreach. FPCU also hosts numerous youth organization meetings including 4-H, Brownies, Girl Scouts, Cub Scouts, and sponsors Scout Troop 159. The Westford Community Blood Drive is regularly held in the Fellowship Hall as are the Cameron Senior Center Valentine's luncheons. During the town's J.V. Fletcher Library construction project, the Friends of the Library are operating out of the church basement and holding their book sales here. The 2011 Connector, built with the assistance of CPA funds, provides full access to the entire building complex through a multi-service elevator, ramps, and accessible bathrooms. It included the installation of a fireproof vault that preserves the oldest records of the town. The town required FPCU to install fire suppression for the entire church complex, including the meetinghouse, a complex system that we continue to maintain and monitor to ensure the safety of people and the protection of the buildings.

Preservation Impact: Since 1725, a meetinghouse has anchored Westford's Common. After securing the required settled minister in 1727, and completion of the first meetinghouse, Westford

was officially incorporated as a town in 1729. One month after fire destroyed the second meetinghouse, a unanimous vote at the January 1794 town meeting initiated the construction of the third and present Meetinghouse. John Abbot and Moses Thomas were contracted to build it, completing it by December 1794. Mr. Abbot later gave the gift of the bell tower clock in 1837. In the intervening years, the meetinghouse withstood wind, weather, and changing times. A timber in the tower notes the date 1831, when repairs to the damaged steeple, rendered unsafe by a committee a year earlier, were undertaken. The work included “the painting of the meeting house and steeple including gilding of the vane and balls.” A significant alteration occurred in 1847, when the single large room was divided horizontally into two floors; the sanctuary created above and the vestry below. When it was decided to rotate the entire building 90°s to the south in 1868, the town was alerted that it would lose Central Hall, the finished basement meeting space created for town use as the new Main Street facing location would not allow for the same foundation depth. In the 300th year of the parish, the meetinghouse needs significant repair to keep the building safe and structurally sound for the next century. First Parish Church United is committed to preserving the history of Westford and this important town building. The fireproof vault holds early town and church records, including the daybook of the first minister, the Reverend Willard Hall. Hall served as pastor from 1727-1775 and recorded births, deaths, marriages, and baptisms of parish members. Other records and artifacts include remnants of the second meetinghouse found after the fire, items from the 1794 meetinghouse prior to 1847 renovations (box pew door, tithing rod, collection basket), lithographs and photographs, organizational papers of both First Parish and the Union Congregational Church, and an 1814 notebook from the Charitable Female Society.

Timing Considerations: SPG’s condition assessment lays out a three-phase proposal for the full restoration of the meetinghouse and includes a final category of treatment recommendations called Preservation Ideals. FPCU is seeking CPA funds to support phases one and two.

Phase one is the most urgent and addresses the most critical structural and life safety issues that challenge the 232-year-old building within the next 1-2 years. It also includes the clock, as without a secure bell tower, the hourly ringing of the bell poses considerable risk to the entire tower structure. We ceased ringing the bell in 2023 when safety concerns were raised. The clock hands are significantly damaged and do not smoothly move along the clock face, placing strain on the mechanical clock works. The face coverings are deteriorating, missing numerous minute markers, and the wooden faces are weatherworn.

Phase two is deemed necessary to maintain the integrity of the meetinghouse by restoring and reglazing all windows, addressing rotten and decaying exterior trim, siding, and molding. This phase would also allow fresh air back into the sanctuary with safe and operable windows. Ideally, this work would take place in the next 2-5 years.

Phase three would address any remaining concerns at the building envelope that could lead to water infiltration and loss of historic material if left untreated. This phase would include selective replacement of clapboards, repairs to decorative cornices and trim, and repainting the entire meetinghouse.

Preservation Ideals could be undertaken to restore First Parish to its intended design, using traditional methods and materials. The recommendations in this category could be broken out into smaller, more manageable projects as the church has funding. Estimated total \$445,887 as of April 2025. Potential projects include restoring and reinstalling shutters and replacing the meetinghouse roof with cedar shingles.

Long Term Impact: Restoring and preserving Westford Common's most iconic building and refurbishing the clock in time for the town's 300th anniversary celebration on September 22, 2029, and continuing preservation efforts to ensure the meetinghouse stands safely for centuries to come.

Phase One: Estimated cost \$590,000 (within 1-2 years)

This phase addresses the most urgent needs of the building that pertain to structural integrity and life safety concerns, such as the structural deficiencies in the basement and foundation (undermined fieldstone and granite walls, rotting sill plates, compromised support columns, poorly supported cross members), as well as the hazardous and deteriorated condition of the belfry and steeple. This phase of the project will include the complete restoration of the belfry (re-framing the ceiling, replacing the lally columns, strengthening structural connections, replacing wood shingle roof, replacing the bell deck railing, restoring the clock faces, replacing damaged wood trim, etc...), cutting and repointing of the foundation, first floor framing repairs, resetting granite front steps, and replacing egress stairs.

Phase Two: Estimated cost \$450,000 (within 2-5 years)

This phase of work will primarily address the most vulnerable points in the building's envelope; the historic wood windows and intersection between the connector and meetinghouse. This phase of the project will include restoring the wood windows and associated trim across the building, and the addition of operable storm windows on the exterior. In tandem with these repairs, the mechanical, electrical and plumbing systems will be upgraded to meet current codes and needs of the congregation.

Phase Three: Estimated cost \$340,897 (within 5-7 years) Not part of CPA FY2026

Preservation Ideal: Estimated cost \$445,887 Not part of CPA FY2026

4. Project Location and Ownership

Project Address: 48 Main Street

Assessor Information (Map/Block/Lot ID): Parcel ID# 059 0017 0000

Ownership/Care and Custody Information: First Parish Church United 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 (*Building within Westford Center Historic District*)

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): Applying for Massachusetts Preservation Projects Fund and the National Fund for Sacred Places (Both applications due in March 2026, awards announced in June and October 2026 respectively)

Anticipated Annual Income/Expenses: None

Recurring Expenses (maintenance, etc.): None

Taxpayer Impact: None

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: This project will be bid in accordance with the applicable public bidding laws of Massachusetts. We will work with the Westford Town Manager's Office to adhere to proper protocol. The project estimates have been determined by the Spencer Preservation Group, following a thorough conditions assessment of the meetinghouse. The budget estimates include 10% contingency and architectural/engineering fees. Structures North, GGD Consulting Engineers, Inc., Feldman Geospatial, and Fuss & O'Neill provided guidance in areas of expertise from structural engineering and mechanical systems to conducting 3D scans to produce the detailed 2D drawings of the building from basement to steeple and an investigation into potential hazardous materials existing in the meetinghouse (lead paint, asbestos caulking or flame retardant, PCBs). Full report available here: [First Parish Church United Conditions Assessment Report 2025](#)

7. Project Timeline

Proposed Start Date: 2027

Expected Completion Date: 2032

Include key milestones or phases of the project if applicable: Complete phase one by September 22, 2029, and phase two by 2032.

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 - Appendix A1
- Phase One: Areas of Concern Photographs - Appendix A2
- Phase Two: Areas of Concern Photographs - Appendix A3
- Cost estimates or contractor quotes - Appendix B
- Letters of support or endorsements - Appendix C Westford Historic Commission

- Ownership documentation or legal agreements - Appendix D
- Deed restrictions - We are currently pursuing a deed restriction and will work with both the Town of Westford and the Massachusetts Historic Commission to complete this task.

10. Applicant Signatures

Signature:  Date: January 5, 2026

Printed Name: Martha Kennedy Title: FPCU Property Committee Co-Chair

Signature:  Date: Jan 5, 2026

Printed Name: Mary Lyman Title: FPCU Property Committee Co-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

First Parish Church United
FY2026 CPA Application

Appendix A1:

1795 Map

General Images of Meetinghouse

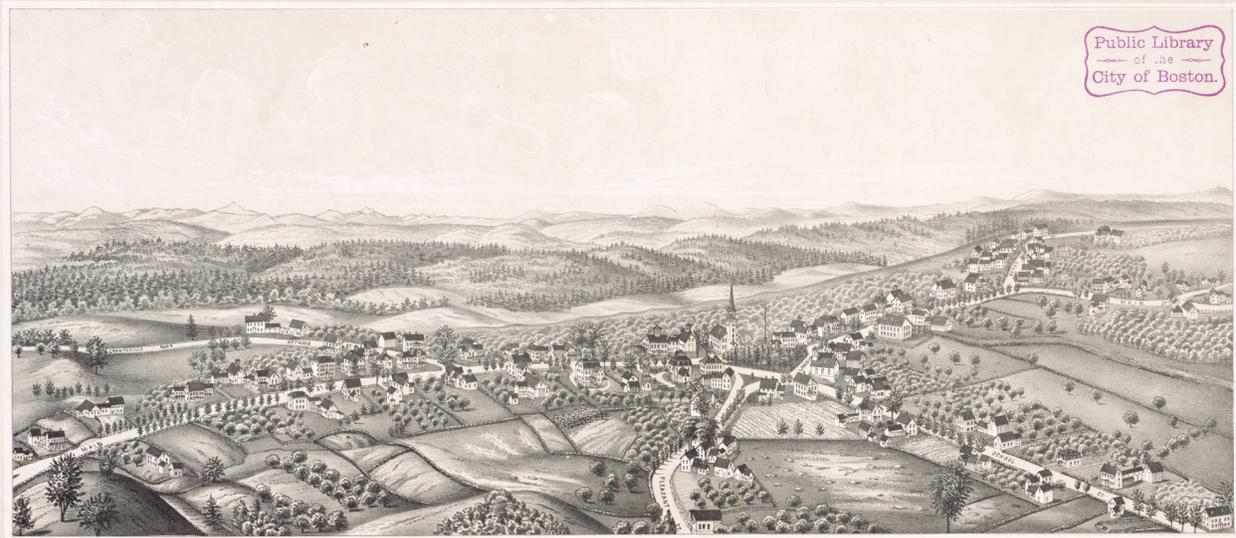
2011 Site Map

2025 Renderings of Meetinghouse

HISTORIC PHOTOGRAPHS & MAPS



Top: Map of Westford, drawn in May of 1795. Surveyor Unknown.
Left: Close up of the area that comprises the current town common. Note the Meetinghouse and Westford Academy



Top: Bird's Eye View of Westford, Mass. Published by L.R. Burleigh in 1886

Bottom: Close up of the area that comprises the current town common. Note the Westford Academy, and Union Congregational Church, and First Parish Meetinghouse (*now with the tower facing the common*).

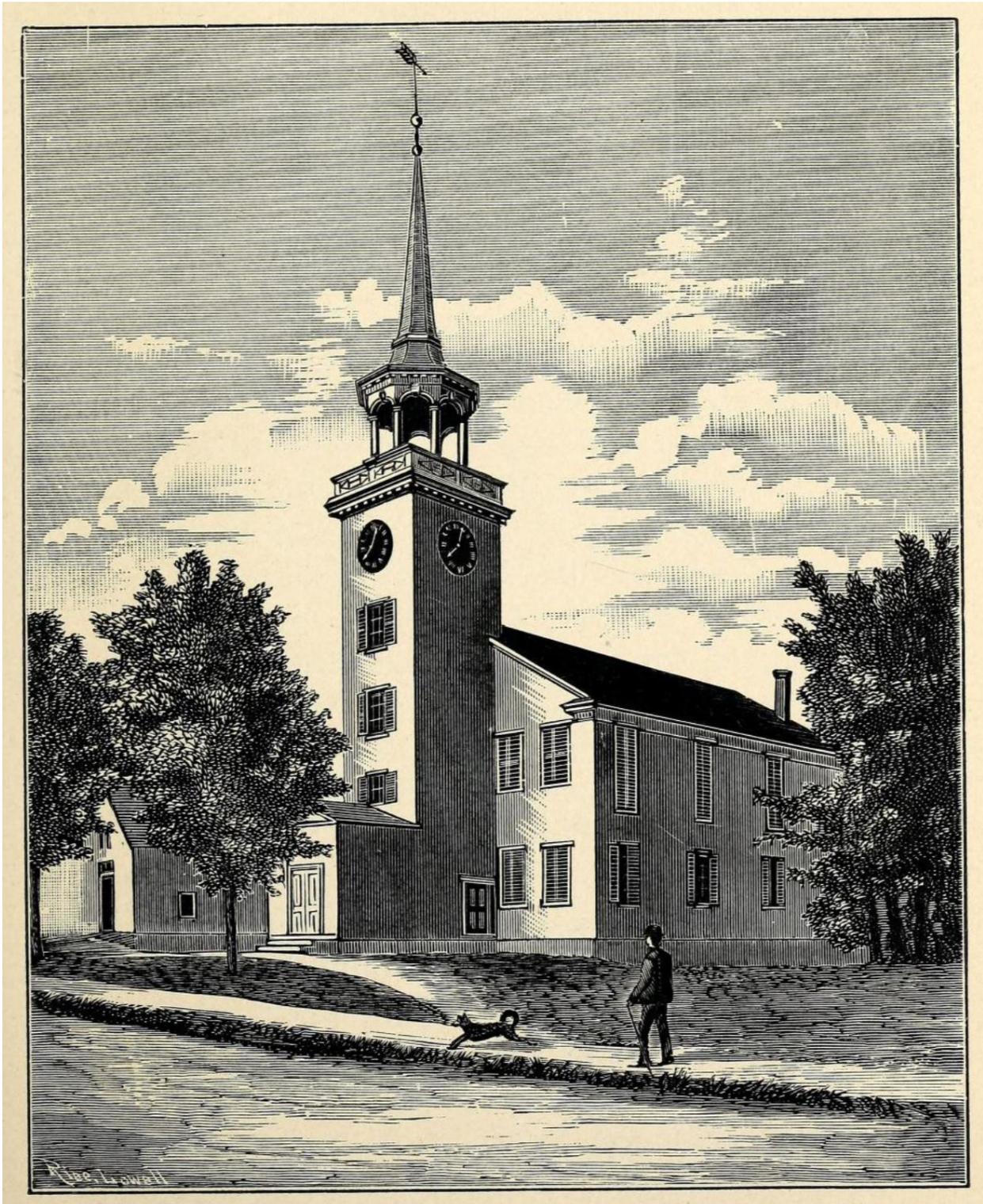


Image: Pen and Ink rendering of the First Parish Meetinghouse from the southeast, circa 1883, drawn by R. Lowell.



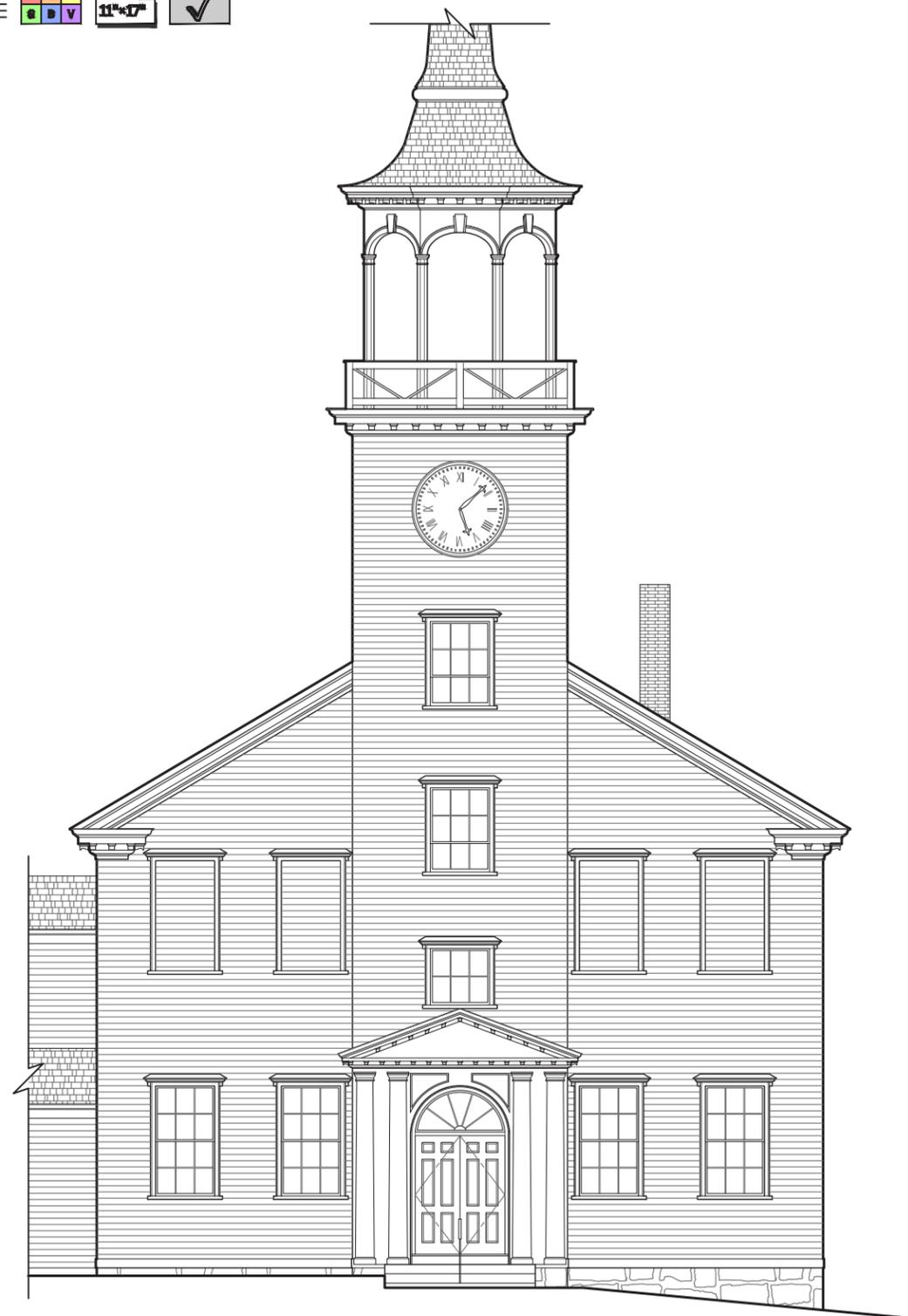
Image: Photograph of the First Parish Meetinghouse looking from the southwest, circa 1899.



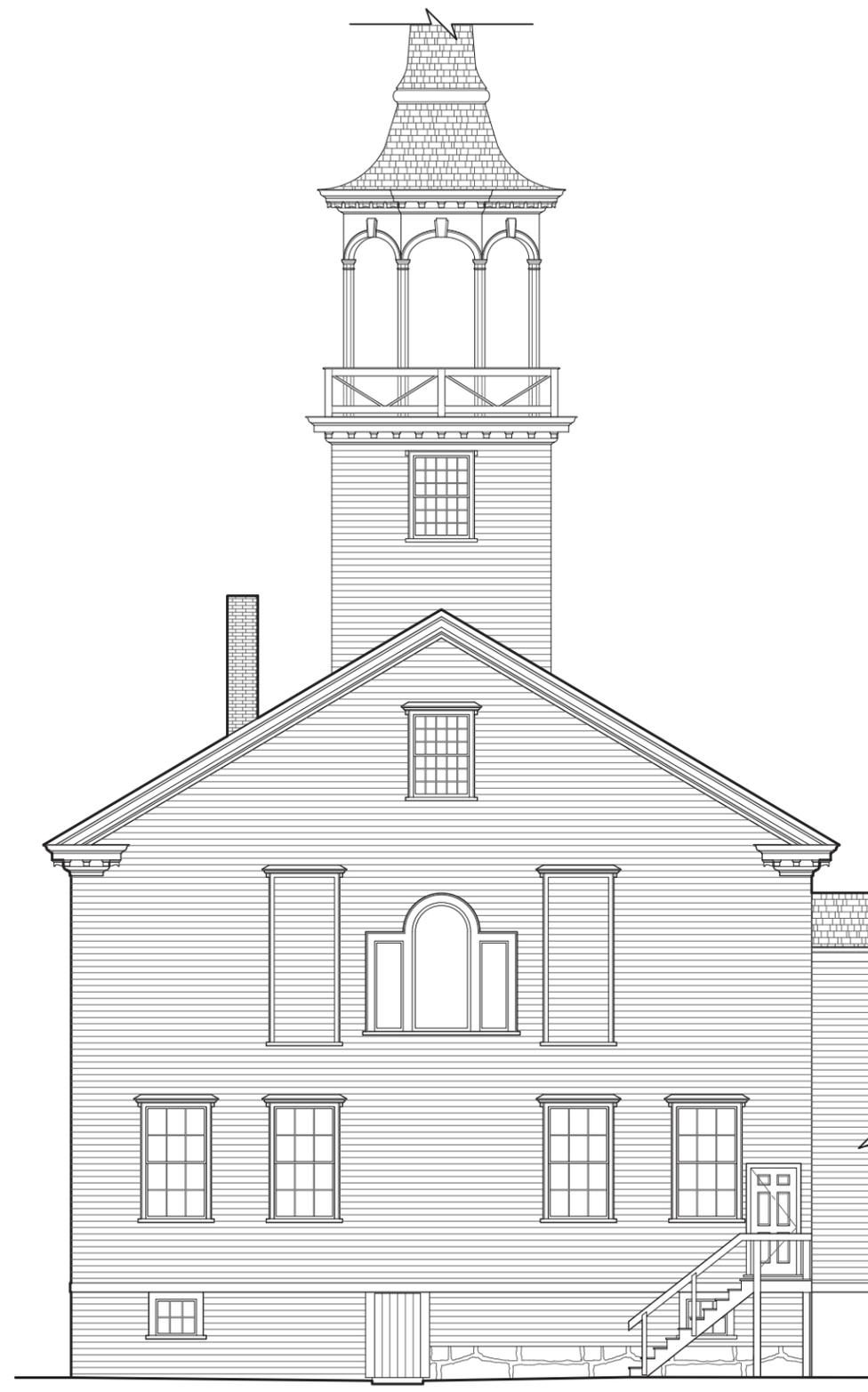
Image: View of the First Parish Meetinghouse, looking from the southwest, circa 1991

PART 2: CONDITIONS ASSESSMENT & TREATMENT RECOMMENDATIONS





01 SOUTH ELEVATION (MAIN STREET)
3/32" = 1'-0"



02 NORTH ELEVATION
3/32" = 1'-0"



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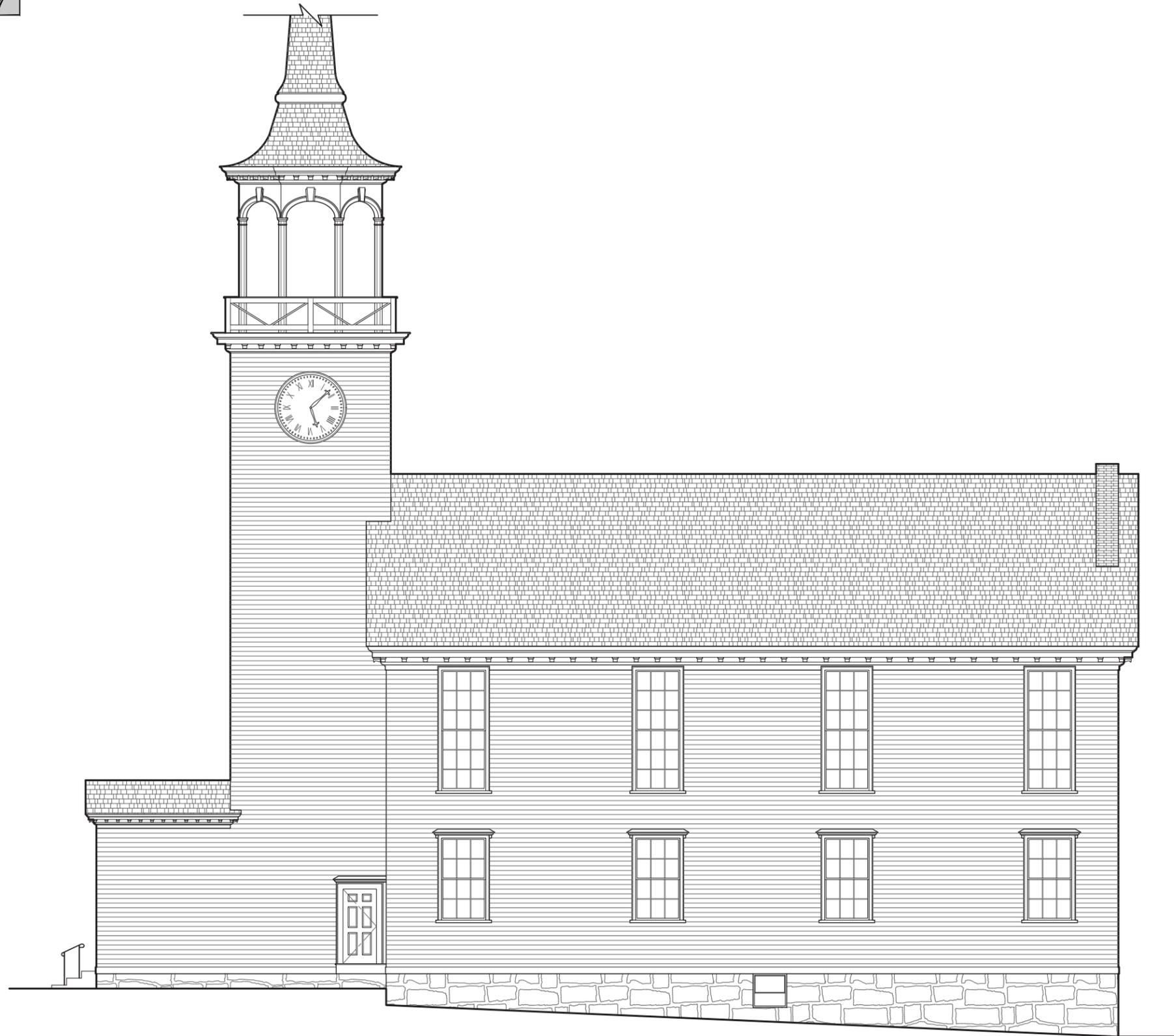
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PREPARED FOR:
FIRST PARISH CHURCH UNITED OF WESTFORD
48 MAIN STREET
WESTFORD, MA 01886

PROJECT:
FIRST PARISH CHURCH UNITED
CONDITIONS ASSESSMENT
#2411-R

TITLE:
EXTERIOR ELEVATIONS:
NORTH & SOUTH

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EAST ELEVATION
3/32" = 1'-0"



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#2411-R

TITLE:
EXTERIOR ELEVATIONS:
EAST

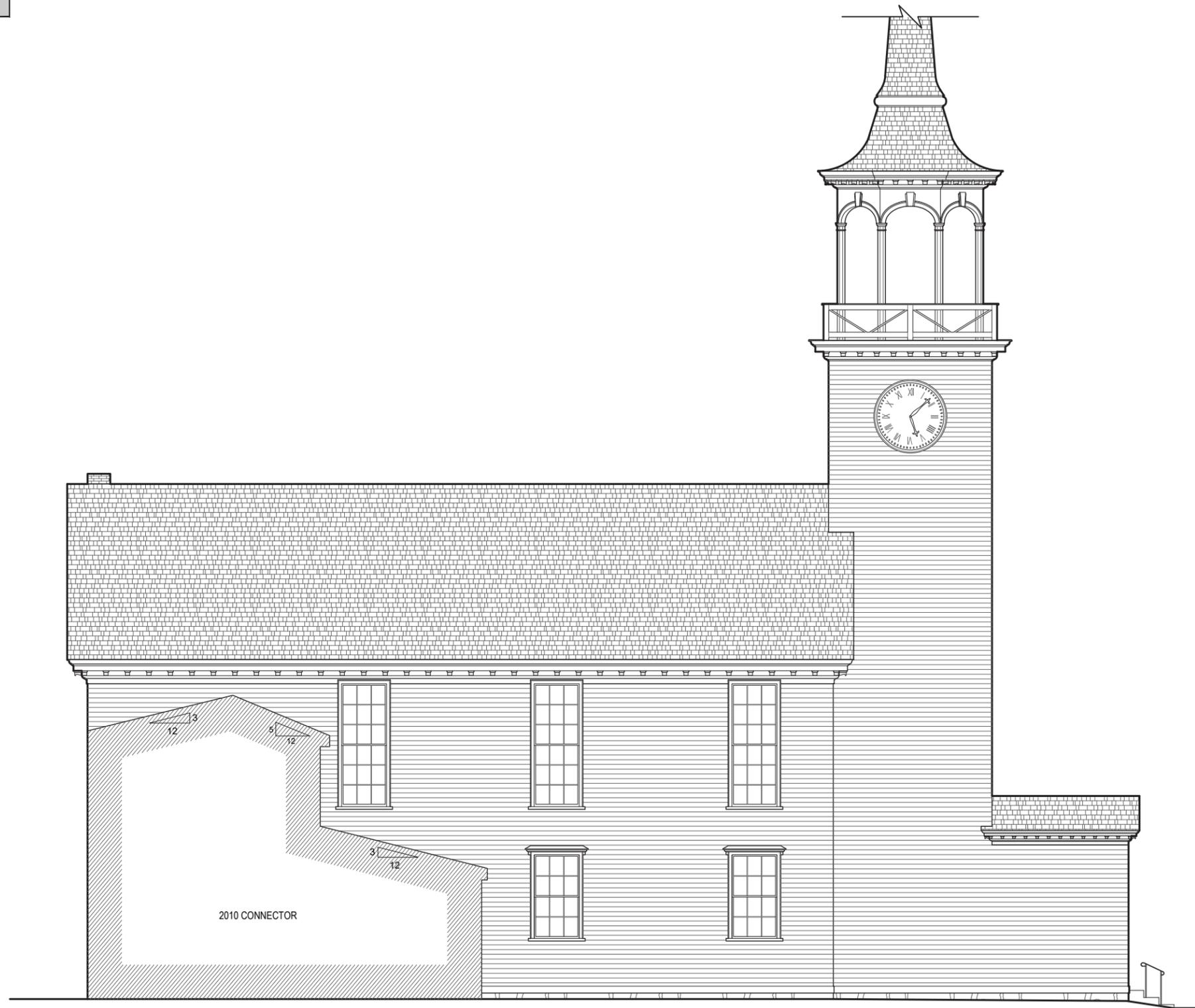
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OF
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PRINT
CHECK

FULL SIZE SET
MEASURES 1"



WEST ELEVATION

$3/32" = 1'-0"$



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WESTFORD, MA 01886

PROJECT:

FIRST PARISH CHURCH UNITED
CONDITIONS ASSESSMENT

#2411-R

TITLE:

EXTERIOR ELEVATIONS:
WEST

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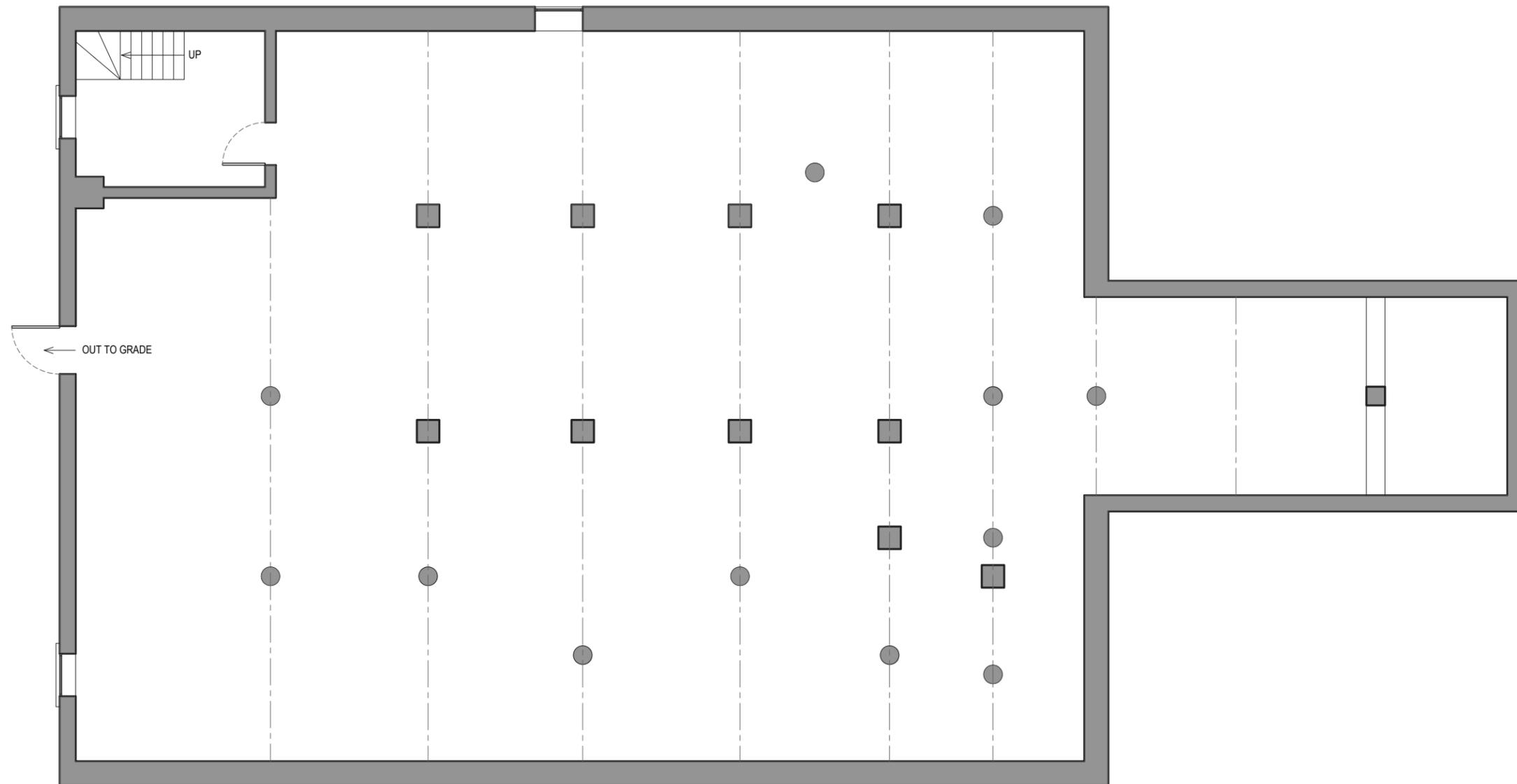
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PRINT CHECK

FULL SIZE SET MEASURES 1"




BASEMENT FLOOR PLAN
 $1/8" = 1'-0"$



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WESTFORD, MA 01886

PROJECT:

FIRST PARISH CHURCH UNITED
CONDITIONS ASSESSMENT

#2411-R

TITLE:

FLOOR PLANS:
BASEMENT

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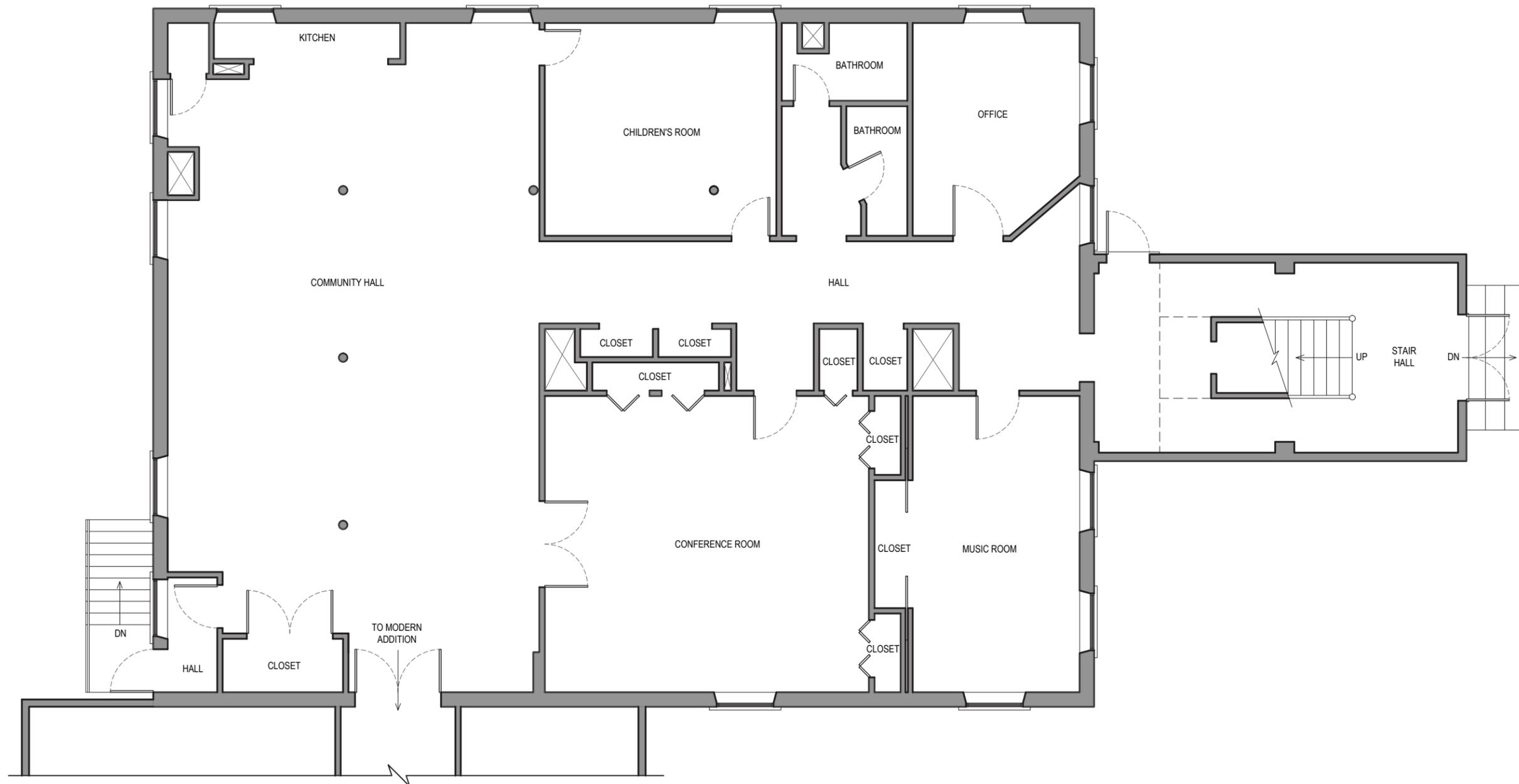
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PRINT CHECK

FULL SIZE SET MEASURES 1"



ANSI 11"x17"




FIRST FLOOR PLAN
 $1/8" = 1'-0"$



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PROJECT:

FIRST PARISH CHURCH UNITED
CONDITIONS ASSESSMENT

#2411-R

TITLE:

FLOOR PLANS:
FIRST FLOOR

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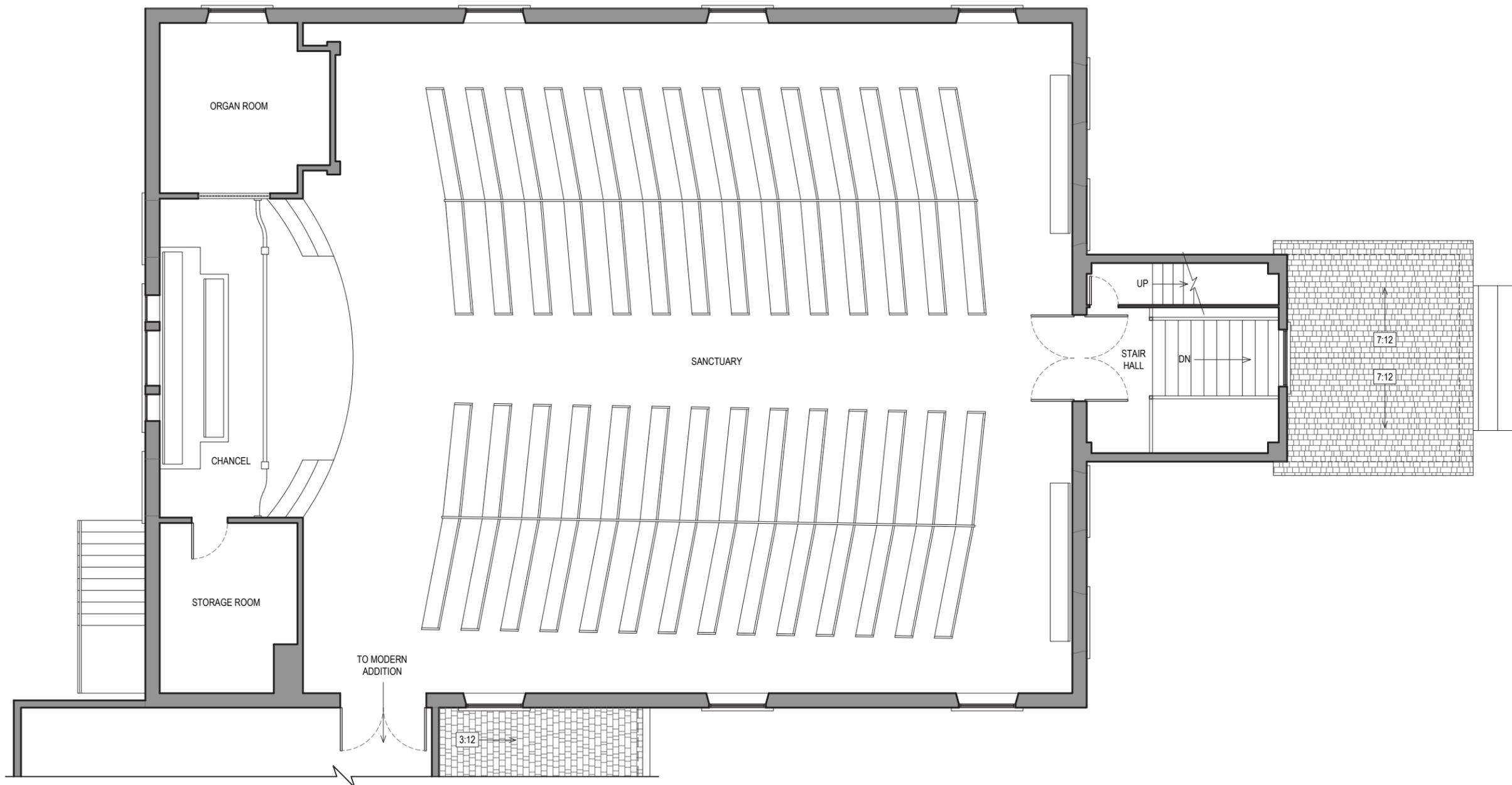
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PRINT CHECK

FULL SIZE SET MEASURES 1"




SECOND FLOOR PLAN
 $1/8" = 1'-0"$



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PROJECT:

FIRST PARISH CHURCH UNITED
CONDITIONS ASSESSMENT

#2411-R

TITLE:

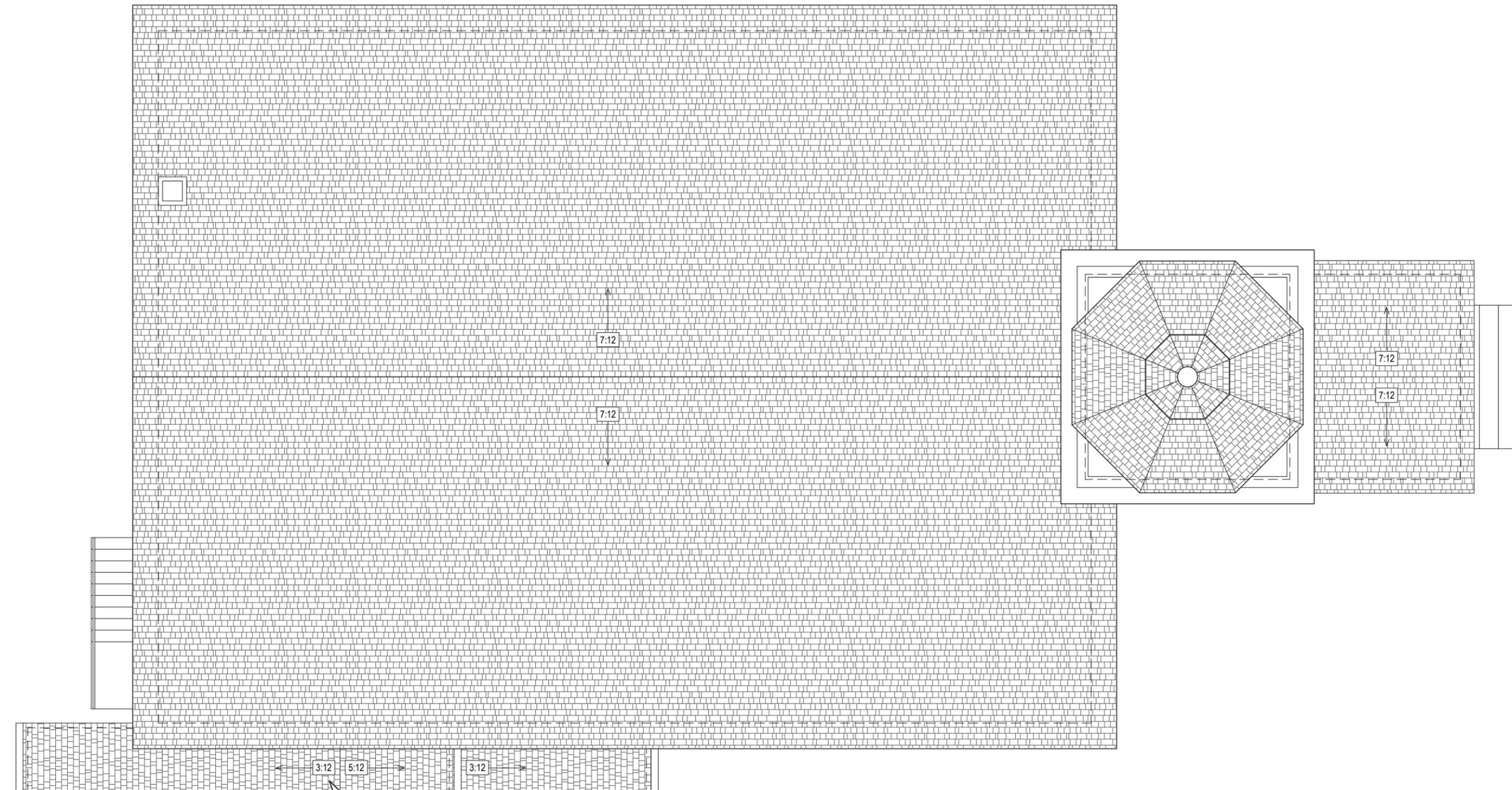
FLOOR PLANS:
SECOND FLOOR

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OF
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ROOF PLAN
 1/8" = 1'-0"



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PROJECT:

FIRST PARISH CHURCH UNITED
 CONDITIONS ASSESSMENT

#2411-R

TITLE:

FLOOR PLANS:
 ROOF PLAN

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OF
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**First Parish Church United
FY2026 CPA Application**

Appendix A2:

Photographs of Areas of Concern

Phase One: Structural Integrity and Life Safety Concerns

Across the Meetinghouse, there are four exterior doors that provide entry and egress to and from the building. The main entrance to the Meetinghouse, located on the south face of the tower, consists of two, raised-panel, stile-and rail-wood doors, each with six panels, hung ball-pin hinges. The original hardware has since been replaced with a keyed door knob and latch panel on the east door, which greatly impacts the historic character of the entrance [Image 40]. Overall, the doors are in fair condition, however they do not fit square in the door frame and sag at the center of the opening, leaving a gap where moisture and insects can enter the building. Additionally, there are several splits and cracks at the stile ends, particularly at the base of the door, as a result of water being absorbed through the end grain [Image 41]. Further evidence of moisture damage can be seen at the wood door sill, which has become worn and weathered over time due to water and foot traffic. Similar to many other wood elements on this building, scraping, sanding, and painting would be required for both doors.

The main entrance to the Meetinghouse was not original to the building. The only remaining original entrance is located on the tower's east elevation, tucked behind overgrown vegetation. Similar to the main doors, this door has six raised panels on the exterior side, however, the interior face is comprised of wide wood planks, which match the original interior finish of the tower. The door is hung using two strap hinges, fixed to the interior face of the door, and has a thumb latch handle [Image 42].

Given the age of the door, and its proximity to overgrown vegetation, it is not surprising that this door is in poor condition compared to the main set of doors. Like the main doors, this one does not sit square in its frame and has a distinct drop on the latch side. Like elsewhere on the building, the paint is scaled and peeling, and the wood itself shows signs of cracking and weathering. The worst of the deterioration can be seen at the base of the door, where the sill and stiles are checking, there are gouges in the central stile, and the moulding around the lower raised panels are damaged or missing [Image 43]. The planks on the interior are showing signs of aging as well. There is a large crack running through one of the planks and several scars where the door has been patched or repaired [Image 44].



Image 40: View of the main entrance to the Meetinghouse, showing the overall condition and replacement hardware.



Image 41: The bottom of the doors show signs of splitting and cracking as a result of moisture infiltration through the end grain.



Image 42: View of the east tower door, believed to be one of the original entrances to the Meetinghouse.



Image 13: Damaged and split clapboards where previous window openings have been patched/filled in.



Image 14: Open joint between the watertable and clapboards, allowing water to enter the building and damage the sill beyond.



Image 15: SE corner of the tower where water splashing off the asphalt surface has caused staining, bio-growth, and wood deterioration.

Additional damage has occurred where clapboards have been pierced by shutter hardware, or where old openings have been patched [Image 13]. In these locations, moisture has been drawn in to the siding, either through the punctured area or at the end grain, through gaps at the joints. Left alone, this siding will continue to deteriorate, leaving the wall exposed to moisture infiltration, potentially damaging not only the interior finishes but also the sheathing and structural frame beyond.

The watertable, located just above the foundation, is suffering from similar moisture related issues. In multiple locations across the building, the joint between the bottom clapboard and the watertable has opened, which could allow water to seep behind the siding and enter the wall structure [Image 14]. Additionally, at the east and west elevations of the tower, where grade is closer to the watertable and concrete or asphalt surfaces are present, there is considerable bio-growth and staining occurring on the wood's surface. This staining was likely caused by rainwater splashing up off the hard scape and against the watertable, providing a moist environment for vegetation to grow.

A similar, more severe example of this condition can be seen at the base of the pilasters on the porch facade. Here the base of the pilasters and the riser at the bottom of the front door are consistently exposed to rainwater splashing and pooling at the top of the granite steps. The pooled water has not only rotted the underside of these boards but splashing water has entered the exposed end grain at mitered edges and joints, causing significant deterioration [Image 15].

RECOMMENDATIONS:

- Replace the upper and lower asphalt shingle roofs and associated flashing at the 2010 connector with standing seam metal roof.
- Selectively replace split, broken, or warped clapboards. (approx. 10% across the building)
- Upon completion of structural wood sill repairs: Repair deteriorated wood watertable using two-part epoxy system. Replace watertables damaged beyond repair via wood dutchman
- Scrape loose paint; sand and paint all wood clapboards and watertables across the building. Color to be determined by historic paint analysis.
- Clean and remove bio-growth and staining from wood watertable.

- Replace existing wood threshold in kind at main entrance.
- Restore wood door at the east tower elevation as described above. Restore existing door hardware including strap hinges and thumb latch.
- Remove existing wood stairs at the north elevation and re-build using either metal or pressure treated lumber. Color to be selected by the architect.

FOUNDATION AND GRADE:

This section considers the above-grade foundation walls seen from the exterior. Foundation walls may be relatively straightforward, as a concrete or stone band at a building’s base. This section also acknowledges the grade conditions that directly meet the foundation wall.

OBSERVATIONS:

The foundation of the First Parish United Meetinghouse is primarily comprised of granite blocks and field stones, with small sections of the walls infilled with brick and CMUs along the north elevation [Image 46].

There are several locations across the Meetinghouse where the mortar joints have deteriorated to the point that the mortar has started to crumble and fall away, particularly at the tower and the east elevation [Image 47]. This deterioration was likely caused in part by rainwater splashing up off the concrete and asphalt surfaces and against the foundation walls. As the water splashes against the foundation, it gets trapped small cracks in the mortar where it will continue to freeze and thaw, further damaging the mortar until it falls way. Evidence of this moist environment can be seen at the east elevation of the tower, where there is a significant amount of staining and bio-growth on the granite walls [Image 48]. It appears as though there may have been attempts to patch the mortar in the past, though these patches were poorly cut and pointed and are likely incompatible with the original mortar.

The rainwater striking the asphalt skirt is not only accelerating the deterioration of the mortar joints, but deteriorating the asphalt itself. Through the same freeze/thaw action that is occurring at the mortar joints, water is entering small fissures in the asphalt surface and creating much larger



Image 46: View of the granite foundation at the east elevation of the Meetinghouse.



Image 47: Mortar deterioration cause by water splashing off of the concrete pads and against the foundation.



Image 48: View of the SE corner of the tower showing extensive bio-growth and cracking at the asphalt skirt.



Image 49A: Daylight penetrating the Meetinghouse basement through gaps in the foundation on either side of the granite steps.



Image 49B: Damage to the wood pilasters and kickboard at the main entrance caused by water pooling on the top step.

cracks. Settlement at the juncture of the asphalt to the foundation is also evident. This damage also corresponds with areas of substantial bio-growth where vegetation is either overgrown or overhead [Image 48].

There is only one area where there are significant gaps in the foundation and that is where the granite steps meet the foundation wall at the tower porch. While not apparent from the building's exterior, there is a considerable amount of daylight pouring through to the basement on either side of steps [Image 49A]. These openings could not only allow insects and animals to enter the basement, but water as well causing further deterioration to the building's structure.

As previously mentioned in the *Walls and Siding* section of this report, water has been pooling and collecting on top of the granite steps, against the wood pilasters and kick board below the door [Image 49B]. As noted in the *Structural Report*, this pooling indicates that the structure below the stairs is failing, causing the steps to rotate in towards the building, resulting in rot at the sill plate and mortar deterioration.

RECOMMENDATIONS:

- *In tandem with wood sill repairs:* Re-build stair substructure using cast-in-place concrete and reset granite stair treads. See the *Structural Report*.
- Cut deteriorated and poorly patched mortar joints at granite foundation. Fill gaps in with chinker stones. Re-point foundation using a mortar to match the original composition and color. See the *Structural Report*.
- Demolish existing asphalt and concrete surfaces adjacent to the Meetinghouse.
- Re-grade soil adjacent to the building to direct water away from the foundation and add crushed stone apron at grade along foundation perimeter. See *Roof and Rainwater Control*.
- Remove areas of overgrown vegetation at the southeast corner of the tower.
- Clean masonry foundation to remove bio-growth and staining.



Photo 1
Rotating stair treads at south entrance and rotting wood trim



Photo 2
Rusting metal handrail

INTERIOR:

BASEMENT:

Though not utilized or occupied on a daily basis by the congregation, it is important to address the condition of the basement in this study as it is the foundation of the entire Meetinghouse.

The basement can be accessed either by a wood plank door at the rear elevation or via a wood staircase at the northeast corner of the building. It is clear that this staircase has been patched and repaired several times over the decades, with several new kick boards and treads as well as a new wood railing. Despite these repairs, this staircase is still in poor condition [Image 50]. Several of the supporting members are suffering from rot, as a result of the damp conditions in the basement, and the stairs themselves appear to be tilting away from the foundation wall. Until they can be replaced, use of the stairs should be greatly limited.

The damp condition of the basement is largely due to the fact it has a dirt floor. Moisture rises up through the ground and seeps into the basement, causing high humidity levels and creating ideal conditions for rot and mold. This kind of moisture infiltration can be exacerbated by poor grading and drainage on the exterior of the building as well as gaps in the foundation. Moisture rising up from the ground and through the gaps in the foundation have not only further deteriorated the mortar joints, but have caused the foundation and several granite footings to become undermined, leaving them unstable [Image 51].

The stairs are not the only element to suffer from moisture damage in the basement. There are several brick piers that show signs of mortar deterioration and erosion, particularly at the base where the piers meet the dirt floor. Over time, moisture trapped in the dirt has caused the bottom courses to erode, leaving them at risk of further structural damage [Image 52].

In addition to the brick piers, there are multiple wood posts scattered across the western half of the basement supporting the floor above. Much like the piers, a number of these posts are suffering from moisture damage, particularly where the posts meet the ground. In some instances, these posts sit on granite blocks, which



Image 50: View of the deteriorating wood stairs at the NE corner of the basement. Use of these stairs should be greatly limited.



Image 51: Sections of the granite and fieldstone foundation have been undermined as a result of moist infiltration at the basement.



Image 52: Deterioration of the brick piers and mortar joints as a result of the moisture rising from the dirt floor.



Image 53: Deterioration of the wood posts caused by rising damp. Note the granite block “footings” present in few locations.



Image 54: Typical condition of the wood trim around the windows on the first floor.



Image 55: Area of cracking plaster and deteriorated paint on the east exterior wall.

act as footings, dispersing the load from the floor above. However, in many cases, these posts are buried in the dirt only increasing the rate at which they deteriorate. Without a stable footing, some of these wood posts have shifted, creating gaps between the posts and the beams they support that need to be shimmed [Image 53].

See the *Structural Report* by Structures North for additional information on the basement.

FIRST FLOOR:

Over the Meetinghouse’s 230 year history, the first floor of the building has seen many alterations and reconfigurations, all done to fit the changing needs of the community. Today, the first floor is comprised of multiple rooms including the community space, kitchen, conference room, music room, nursery, office, and two bathrooms. In general, the first floor of the Meetinghouse is in fair shape, though the majority of the historic finishes have been hidden or lost.

The worst damage on the first floor occurs at the trim around window openings. The paint on the stools and surrounding trim work is cracked and peeling, likely due to prolonged moisture infiltration, lack of consistent climate control, and deferred maintenance [Image 54]. As the paint continues to peel away from the trim, the wood below is exposed leaving it at risk for further deterioration. Restoring the windows on the first floor will help to address the root cause of this deterioration and serve as a critical first step in its repair.

Across the first floor, there are multiple instances where the wall plaster is cracking and the paint is beginning to deteriorate [Image 55]. The worst of this damage is primarily located on the exterior walls of the building. This could be attributed to moisture entering the wall assembly through damaged or warped wood cladding, however, it is more likely due to age and poor climate control. Fluctuations in both temperature and humidity, caused by poor seals at the windows, can cause materials like plaster to expand and contract, leading to cracking and separation from the lath. Like the deterioration to the window trim, described above, the first step to addressing the plaster damage is restoring the first floor windows as well as the wood siding.



Photo 23
Joist notched on tension face



Photo 24
Poorly supported beam end on brick wedge



Photo 33
Spliced beam along span



Photo 34
Rotted sill and eroding rubble stair support system



Photo 27
Deteriorating masonry at base of pier



Photo 28
Scant stair framing



Photo 19
Punky post end on granite stone footing



Photo 20
Undermined stone footing



Photo 35
Rotted sill at south elevation



Photo 36
Poorly supported sisters



Photo 31
Undermined south elevation foundation



Photo 32
Undermined south elevation foundation at east end



Photo 11
Poorly supported tower girt with split at end connection



Photo 12
Rot at west side tower girt



Photo 13
Rot damage at northeast corner of belfry deck framing



Photo 14
Split sister at belfry deck framing



Photo 17
Purlins notched on their tension face



Photo 18
Cut diagonal brace



Photo 37
Outward leaning railing and retaining wall



Photo 38
Existing steeple posts and braces



Image 07: Chimney and plumbing vent stack at the northeast corner of the roof.



Image 08: View of the flat seam copper cladding at the bell deck, installed in 1985, as indicated by the solder mark.



Image 09: View of the painted wood shingles at the spire roof.

ROOF AND ROOF FEATURES: Typically, the most dominant element of a building. Often the element that most informs the shape of the building.

A simple gable roof, clad in gray asphalt shingles, extends over the main body of the meetinghouse. There are only two roof penetrations, both of which are located on the east plane of the roof. The first is a brick chimney that rises up from the northeast corner of the basement, lined with a steel duct that vents the sanctuary's gas furnace. The second penetration, just south of the chimney, is a cast iron plumbing vent stack [Image 07]. It is unclear if this vent is still in active use. Similar to the main roof, the roof over the entry porch is a simple gable roof, clad in the same asphalt shingles. It is likely the original roofing was wood shingles.

The bell deck, located at the top of the clock tower, is clad in flat seam copper panels. This particular roof was installed in 1985, though it is unknown what the original deck material was [Image 08].

The octagonal spire roof, located at the top of the belfry, is the only roof that is clad in wood shingles. Over the years, this roof has been painted with multiple layers of white paint, in an effort to extend the life of the shingles [Image 09].

OPENINGS: Windows and doors. These often reflect the hallmark features of specific architectural styles.

The most common type of window on the First Parish Meetinghouse is the 6 over 6, double hung wood window found on all four elevations of the building [Image 10]. Historic photographs and depictions of the church show that these windows have been in place since at least 1883, though it is likely they are significantly older based on the muntin profiles.

Patching at the clapboard siding shows that the broad sides of the Meetinghouse originally had two rows of windows with seven windows in each row. By 1883, the second, fourth, and sixth windows on each side had been filled in, but the scars show that these windows were the same size as the current 6 over 6 windows [Image 10].

It is unlikely that the existing 6 over 6 windows are original to the building, as large panes of glass, such as the ones seen in these windows, were expensive and difficult to manufacture at the time.



Image 04: Deteriorated brick chimney and vent pipe at the NE corner of the roof. Note the missing bricks and damaged mortar.



Image 05: General condition of the flat seam copper roof located at the tower's bell deck.



Image 06: View of the warped, cracked, deteriorated wood shingles at the spire. Note the condition of the paint.

There are only two penetrations at the Meetinghouse roof: a brick chimney at the northeast corner of the building and a plumbing vent pipe just south of the chimney **[Image 04]**. The brick chimney rises up from the basement, through the attic, and extends just over eight feet above the roof line. There is a considerable amount of mortar deterioration including step cracks, missing mortar joints, and loose bricks, particularly at the top of the chimney. These issues were caused, in part, by water infiltrating the sky-facing joints over many years. It is clear from the remaining mortar on top of the bricks that there was once a capstone or coping that protected these joints, but has since been removed. Continued deterioration of the mortar joints will cause the chimney to become unstable and pose a safety risk to building occupants.

The cast iron vent pipe, located next to the chimney, has started to rust due to age and exposure. Though the pipe itself shows signs of deterioration, the boot and flashing at the base of the vent appear to be in very good condition and were likely replaced when the asphalt shingles were installed.

Apart from the asphalt shingles, there are two other types of roofing present on the Meetinghouse including the copper cladding at the bell deck and the wood shingles on the spire **[Image 05]**. The flat seam copper panels at the bell deck were installed in 1985 and have oxidized to a light green color over the past 40 years. Though splattered with paint and various stains, the copper itself seems to be in fair condition with no visible pinholes or openings, however, there are a few areas across the deck where the solder seams have broken. If left unchecked, water could infiltrate the building through the broken seams, causing damage to the wood deck and the tower structure below.

When the Meetinghouse was first constructed in 1794, all of the roofs were likely clad with wood shingles. Today, only the spire roof retains this type of cladding. Though it is likely this roof has been replaced once or twice since its construction, the existing shingles are in poor condition. The paint used to protect the shingles from weather and deterioration is peeling and flaking away, leaving areas of bare wood exposed to the elements. Years of exposure to harsh weather conditions have caused the shingles crack, warp, and rot, especially at the hips and eaves **[Images 06-07]**. Left alone,

these shingles will continue to deteriorate, allowing water to enter the spire and damage the sheathing and structure beyond.

The spire is topped with a traditional arrow weathervane, a common feature on buildings of this period. However, over a century of harsh weather conditions and lack of maintenance has caused the once gilded metal to deteriorate, leaving the arrow to sag and the gold leaf to fade [Image 08].

There are currently no gutters or downspouts on the historic portion of the church to collect and direct rainwater coming off the various roofs. Instead, the Meetinghouse relies on the deep cornices/eaves to prevent water from running down the exterior walls. As the water runs off the edge of the roof, it collects on the concrete pads or asphalt pathways on either side of the building. Prolonged exposure to moisture has caused staining, deterioration, and biological growth at these hard surfaces, particularly at the east elevation where shade from nearby vegetation prevents the water from evaporating [Images 09-10].

Adding gutters and downspouts to the exterior would not be appropriate, as it would disrupt the intricate design of the cornice, and recreating the cornice profile with concealed gutters would be cost-prohibitive. Instead, a new drip edge should be installed around the perimeter of the roof when new shingles are installed, and rainwater control should occur at and below grade. Options for rainwater control at grade include removing the concrete/asphalt from around the building, regrading soil to direct water away from the Meetinghouse, providing a crushed stone apron around the perimeter, installing a French drain system, or creating rain swales.

RECOMMENDATIONS:

- Replace the asphalt shingles and associated flashing at the main roof and tower porch with new Western Red or Alaskan Yellow wood shingles and 20 oz copper flashing.
- Replace the existing wood shingle roof and associated flashing at the spire with new Western Red or Alaskan Yellow wood shingles and 20 oz copper flashing.
- Install new continuous drip edge along the perimeter of the gable and spire roofs.
- Straighten/repair the bent arrow weathervane. Apply new gold leaf to both the arrow and weathervane ball.

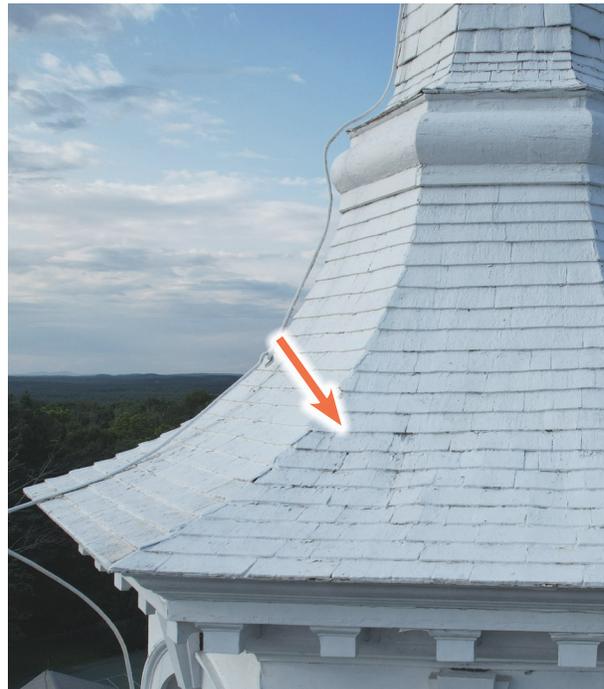


Image 07: View of the warped, cracked, deteriorated wood shingles at the spire eaves. Note the undulation of the shingles.



Image 08: View of the weathered arrow weathervane located at the top of the spire. Note the deteriorated condition of the metal and gilding.

WOODWORK AND TRIM:

This section is comprised of the architectural woodwork and trim that typically offers character defining features to each building. Woodwork can often be ornamental, but more often than not serves as a functional hybrid: cornice mouldings hide or act as gutters; fascias protect the ends of rafters while soffits enclose their underside; frieze and corner boards protect the exposed ends of shingle siding; and brickmoulds hide the gap between disparate materials. Finishes such as stains and paints are considered for all woodwork and trim.

OBSERVATIONS:

The octagonal, open air belfry is perhaps the most prominent feature on the First Parish United Meetinghouse. However due to its limited use and difficult means of access, it is also the most neglected. Few people have access to the upper levels of the tower, and those who do have to be able to climb steep stairs and ladders to reach the hatch leading to the bell deck [Image 16]. Any tools or materials required to repair the belfry either have to be carried up four stories, through the tower or hoisted up from the ground. Even simple repairs and maintenance, such as replacing or painting trim, are made difficult by the fact that many areas can only be accessed by scaffolding or a lift. Add to this the lack of visibility from the ground and harsh weather conditions at that height, and minor damage can develop into severe deterioration, going unnoticed for years.

There is a significant amount of rot and deterioration at the east facing portions of the belfry, where the cornice meets the wood shingles. As rainwater sheds off the roof, it clings to the underside of the shingles and settles in the joint between the cornice and the roof. This continued exposure to water has deteriorated the paint in this area and caused severe damage to the wood cornice, particularly at the mitered corners which, by nature, are more susceptible to water infiltration. Over time, the worsening deterioration caused this section of the cornice to detach at one end, creating an opening for water and insects to enter the steeple structure [Image 17]. An exploratory opening in the belfry ceiling not only confirmed that water has been entering the steeple for quite some time, as evidenced by the rotten and

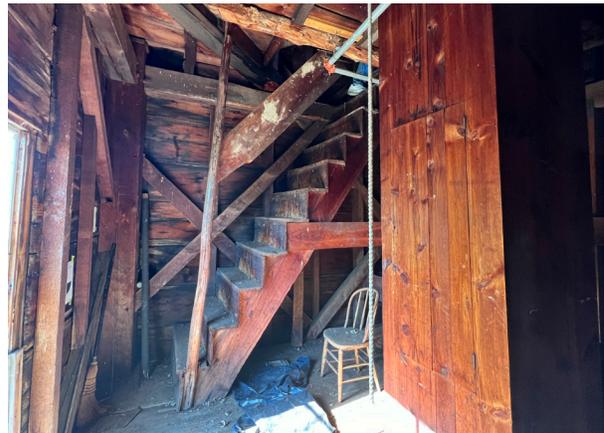


Image 16: View of the interior of the tower showing one of several steep staircase that make belfry and tower access difficult.



Image 17: Deterioration at the mitered joints of the belfry cornice cause by rainwater clinging to the underside of the wood shingles.



Image 18: Similar deterioration occurring at the moulding band wrapping around the middle of the spire.



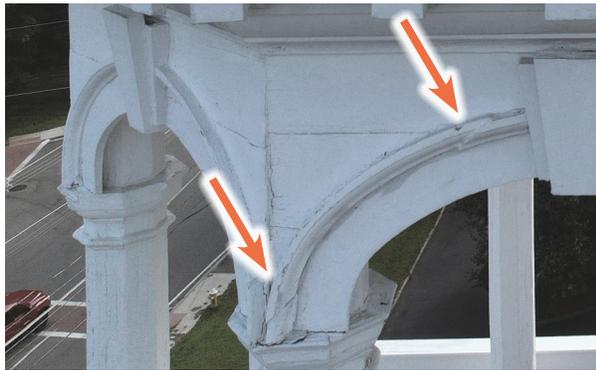


Image 19: Splitting and rotted trim around the arched openings and where the trim meets the column capitols.

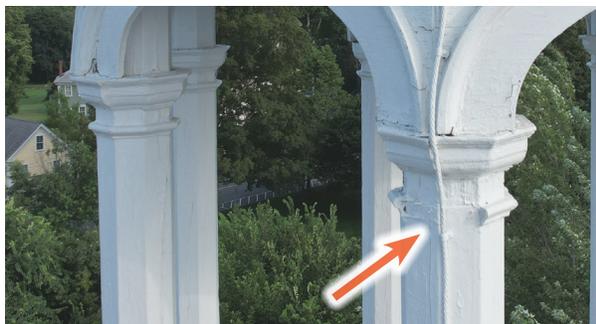


Image 20: Damage and missing mouldings at the columns capitols.



Image 21: Deterioration at the wood surround that covers the lally columns on the north side of the belfry.



Image 22: Loose and disconnected cross bracing and posts at the railing surrounding the bell deck.

crumbling state of the ceiling, but revealed a large colony of wasps that entered the steeple through these openings.

A similar type of deterioration, though less advanced, is occurring at the band wrapping around the base of the steeple [Image 18]. There is little to no drip edge created by the shingles above this band, causing rainwater to sit on top of the moulding, damaging the paint and the wood beneath. Continued exposure to the elements has not only caused the paint to crack and peel, but has opened the miter joints, creating an opportunity for further moisture damage.

In addition to the damage at the cornice and band moulding, there are several other areas across the belfry that suffer from deferred maintenance and exposure. These areas include the trim around the arched opens (*which are splitting and rotting, particularly where the trim meets the column capitols*), the various mouldings that comprise the columns capitols (*which are damaged or altogether missing*), several of the keystones (*which are pulling away from the belfry*), and the columns themselves (*which show signs of cracks and checking*). Two of the columns on the north side of the belfry have already been replaced with lally columns, wrapped with wood to match the shape and design of original. Though these columns were likely replaced around the time the copper deck was installed (1985) the wood casing already shows signs of damage and deterioration [Images 19-21].

Of great concern on the tower is the wood railing that runs around the perimeter of the bell deck. Seen in historic photographs of the Meetinghouse from the late 19th century, this railing poses a considerable life safety risk. There is no flashing where the base of the posts meet the copper deck, meaning these connections have nothing to prevent water from entering the wood grain and rotting the posts. Sections of this railing are already rotted as a result of prolong exposure. Additionally, several of the end connections between the posts and the rails, as well as between the rails and cross bracing, are loose or disconnected entirely [Image 22]. Simply put, this railing cannot be relied upon to prevent a fall.

At the main body of the Meetinghouse, the wood cornice is in remarkably good shape, especially given its age. There are, however, a few issues



Photo 15
Rot along trim of north elevation post and poor flashing detail



Photo 16
Poorly connected railings



Photo 39
Downward sag at north face cornice
(Photo: Lyman, Scott)

TOWER CLOCKS:

OBSERVATIONS:

There are three clocks on the Meetinghouse tower, located on the south, east, and west elevations. As stated in George Downey's *History of the First Parish of Westford*, the first clocks were installed on the tower in 1837, shortly before the first major renovation. It is unclear whether or not the clocks have been replaced since then, as there are no records stating one way or another, however, given the finishes are consistent across all three clocks they were likely installed at the same time [Image 29].

All three clocks are in poor condition. The trim, or bezel, around the clocks is significantly deteriorated and shows signs of rot, checking, and splitting, particularly at the sky facing sections [Image 30]. This is not surprising, as they do not appear to have been protected by any sort of flashing, which would have prevented water from entering the joints and snow from building up on the shelf created by the clock [Image 31].

The wood clock faces appear to have been covered by a thick, black canvas material, sometime after their original installation, that has since become warped and deteriorated. The worst of this damage can be seen at the east clock face where the canvas around the access panel has torn, exposing the wood beneath. At the other clock faces, the center seams where two pieces of canvas meet have opened up, allowing water to enter the clock, potentially damaging the wood beneath [Image 32]. As these clocks are not easily accessible and therefore difficult to maintain, these damages must be addressed to prevent any future deterioration.

In addition to the poor condition of the faces and bezels, the numerals and tick marks are weather worn and faded. Made from wood and coated in a gold paint, many of these numbers are cracked, damaged, or altogether missing from the clock face, having been simply face nailed into the wood beyond.



Image 29: View of the west facing tower clock. The design is the same across all three clocks.

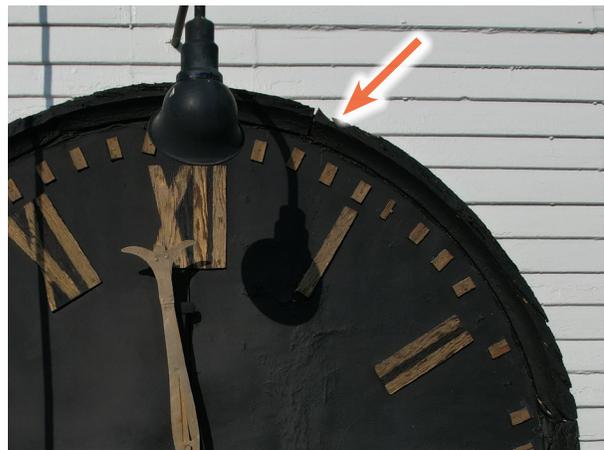


Image 30: The bezel around the clock faces showing signs of rot, checking, and splitting due to weather exposure.



Image 31: View of the upper section of the east clock face showing the lack of flashing.

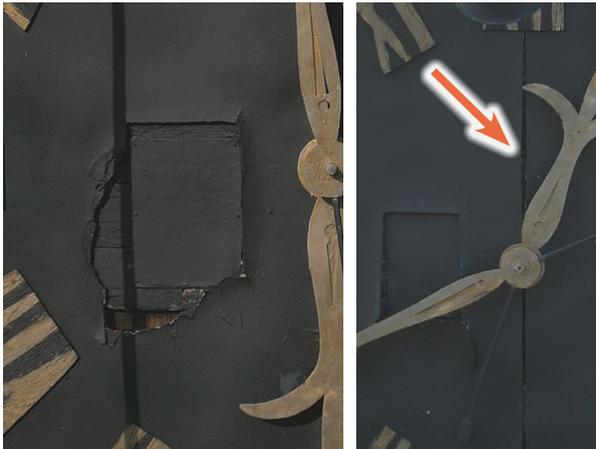


Image 32: Open seams and damage to the thick canvas covering at the access panel, exposing the wood beneath.



Image 33: View of the bent, warped, damaged, and faded hands, numerals, and tick marks

The minute and hour hands on each clock appear to have been made using a sheet metal that was later gilded to help them stand out from the black clock faces. Like the other elements of these clocks, these hands have become worn and damaged as a result of weather and lack of maintenance. The minute hand on the east clock is broken at the tip, the minute hand on the west clock is bent out at a 45 degree angle, and all of the hands show signs of dents and warping [Image 33].

Further assessments and recommendations about the clock mechanisms can be found in the *Tower Clock Report* by David Graf.

RECOMMENDATIONS:

- Repair/replace deteriorated wood bezels around all three clock faces. Add flashing at the top third of the clocks to protect the bezel from water infiltration. Paint to match the clock face.
- Remove the existing canvas covering and restore the wood clock face below.
 - *Finish Option 01:* Apply a smaltz (paint mixed with ground glass) to the clock face.
 - *Finish Option 02:* Prep and paint the clock face black.
- Repair/recreate numeral and tick marks.
 - *Finish Option 01:* Gild the numerals and ticks marks using gold leaf.
 - *Finish Option 02:* Prep and paint the numerals and ticks marks using gold paint.
- Repair and re-gild the broken and bent hands.

First Parish Church United
FY2026 CPA Application

Appendix A3:

Photographs of Areas of Concern
Phase Two: Vulnerable Building Envelope
Windows and Associated Trim
Upgrades to Systems to Meet Current Codes

of the church’s construction in 1794. From early town records, it’s known that the original window lites were intended to be 8 in by 10 in and were likely arranged in 20 over 20 pattern, similar to the Canaan Meeting House **[Image 11]**.

Though not original to the building, it is probable that the existing 6 over 6 window sashes were installed in either 1846, when the double height room was subdivided creating the second floor Sanctuary, or 1868, when the Meetinghouse was turned to face the common. It was during this period that larger panes of glass became more affordable, muntin profiles narrowed, and sash rails and stiles become thinner, all of which is consistent with the existing windows.

Each of the first floor windows are protected by wooden storm windows, designed to match the 6 over 6 muntin pattern. These storm windows are applied to the front of the window casing and anchored using screws, rendering the windows inoperable **[Image 12]**. Historic photographs, and remaining hardware show that these windows were originally protected with wood shutters, which have since been removed.

The largest and most prominent windows on the Meetinghouse are located at the second floor. These seven windows, three on the west elevation and four on the east elevation, consist of 9 over 9, double-hung, wood sashes. These windows illuminate the 1846 sanctuary space upstairs and likely date to the 1868 renovation. Unlike the first floor, these monumental windows are not protected by storm windows, however, historic photos of the church show that they were protected by louvered wood shutters in the late 19th century **[Image 13]**.



Image 10: Typical 6 over 6 double hung wood window. Scars in the clapboard siding show where previous windows have been



Image 11: Canaan Meetinghouse c. 1793 and the original 20 over 20 windows, similar to what would have been on Westford’s



Image 12: Close up of a first floor 6 over 6 window showing the screws securing the wood storm window to the casing.



Image 13: Typical 9 over 9, double hung, sanctuary window and the remaining shutter hardware present around the window casing



Image 14: View of the 6 over 3, double hung windows at the tower and the 15 over 15, double hung window at the rear gable.

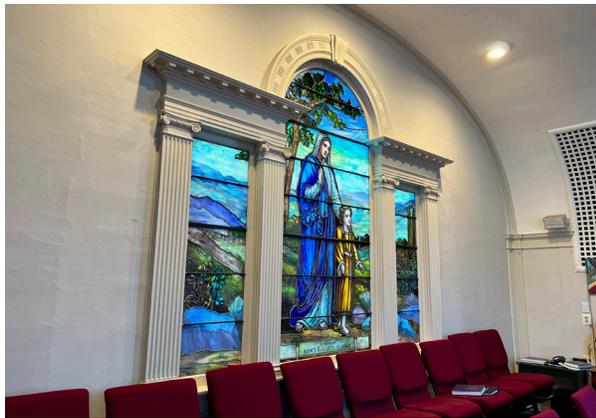


Image 15: Interior view of the Palladian-style, Metcalf Memorial Window, installed in 1910.



Image 16: View of the main entrance to the Meetinghouse, thought to have been constructed in 1868.

Other windows on the Meetinghouse include the 6 over 3, double-hung windows at the upper levels of the tower, the fixed 6 light wood windows at the second level of the tower and basement, and two 15 over 15, double-hung windows located at the north elevation of the tower and the north gable end.

[Image 14].

The only stained glass window on the Meetinghouse is the Metcalf Memorial Window, located on the North wall of the sanctuary. This Palladian style window was installed in 1910 in memory of Nancy Metcalf and contains the image of a young John the Baptist and his mother St. Elizabeth **[Image 15].**

There are four doors on the Meetinghouse. The main entrance is located on the south face of the tower porch. It consists of two, raised, six-panel, wood doors with ball pin hinges and a modern door knob. Above the door is a semi-circular, wood fanlight with five panes of glass separated by wood muntins **[Image 16].** Both the doors and the fanlight can be seen in historic, turn of the century images of the church. It is believed that the tower porch was constructed in 1868, when the meetinghouse was turned and the tower became the main entrance to the building.

The second door is located on the east facade of the clock tower. Like the doors at the main entrance, this door has six raised panels on the exterior side, however, the interior face is comprised of wide wood planks. Additionally, the door hardware consists of two strap hinges, fixed to the interior face of the door, and a thumb latch handle, as opposed to the more modern hardware seen at the front of the tower **[Image 17].** These elements, combined with the door's location on the former south face of the tower and the style of trim around the door



Image 17: Interior and exterior view of the east porch door, believed to be one of the original entrances to the building.



Image 21: Typical wood trim around the first floor windows and east door that are thought to be original to the building.



Image 22: Window trim at the rear elevation that appears to have been extended when the upper windows were modified.



Image 23: Detailed view of the lapped clapboards at the south-west corner of the building

The trim around the first floor and tower windows, as well as the east tower door, is believed to be original to the building. The moulding comprising the hipped crosshead references the design of the cornice above and is a common design element in early 19th century architecture [Image 21]. As for the second floor sanctuary windows, the trim appears as though it was modified and extended to accommodate the installation of the larger windows [Image 22].

One element missing from the Meetinghouse common to buildings of this period and style are corner boards. Corner boards are not only used to protect the ends of the clapboard siding but to create a more finished look. Instead of using corner boards when applying the siding, the craftsmen who built the Meetinghouse chose to lap the ends of one side of clapboards over the other, creating a unique finish condition [Image 23].

MATERIALS: *The visible kit of parts that comprise the exterior envelope of the building.*

The following materials are found on the building today: grey asphalt shingle roof, flat seam copper, white painted wood shingles, white-painted wood clapboards and trim, clear glass lights, wood sashes, stained glass, granite steps, and a block granite foundation.

WALLS AND SIDING:

This section considers the primary exterior wall surfaces that protect the building envelope. While it tends to emphasize the materials used to clad the walls (the siding), it addresses obvious deficiencies in the wall framing, sheathing, and underlayment. Further assessment of structural deficiencies are discussed in a separate report. For the sake of clarity, stone, brick, and concrete walls integral to the building foundation are discussed in the subsequent section: Foundation and Grade.

OBSERVATIONS:

From what can be gleaned from historic records, the First Parish United Meetinghouse has always been clad with wood clapboards. These clapboards have been periodically painted, patched, and repaired over the years, but never replaced in their entirety. Historic paint analysis would be a useful tool in both dating changes and establishing the color history.

Today, the clapboards are in fair to good condition at all four elevations. Multiple coats of white paint are visible on the clapboards across the building. The cracked and scaly texture of the paint suggests that the clapboards were not properly scraped and sanded prior to repainting [Image 11]. The lack of proper prep work, combined with prolonged exposure to the elements, has caused the paint to deteriorate, resulting in flaking, peeling, and loose paint. Left alone, the paint will continue to degrade, leaving the wood beneath exposed to moisture, leading to rot and further deterioration.

In addition to the scaly and peeling paint, there are multiple locations across the Meetinghouse where the clapboards themselves have cracked, split, or warped as a result of age and deferred maintenance. The worst damage occurs where the 2010 connector roofs meet the west elevation of the Meetinghouse; a location where the congregation has reported active leaks [Image 12]. The low pitch of the connector's asphalt roofs allows snow and ice to build up and collect against the wood clapboards. This prolonged exposure to moisture, combined with the questionable condition of the sidewall flashing, has accelerated the deterioration of these clapboards and allowed water to enter the building.



Image 11: Typical condition of the wood clapboard siding across the Meetinghouse. Note the warped boards and scaly paint.



Image 12: Damaged clapboards where the 2010 connector roof meets the side wall caused by snow build up on the low roof.



Image 13: Damaged and split clapboards where previous window openings have been patched/filled in.



Image 14: Open joint between the watertable and clapboards, allowing water to enter the building and damage the sill beyond.



Image 15: SE corner of the tower where water splashing off the asphalt surface has caused staining, bio-growth, and wood deterioration.

Additional damage has occurred where clapboards have been pierced by shutter hardware, or where old openings have been patched [Image 13]. In these locations, moisture has been drawn in to the siding, either through the punctured area or at the end grain, through gaps at the joints. Left alone, this siding will continue to deteriorate, leaving the wall exposed to moisture infiltration, potentially damaging not only the interior finishes but also the sheathing and structural frame beyond.

The watertable, located just above the foundation, is suffering from similar moisture related issues. In multiple locations across the building, the joint between the bottom clapboard and the watertable has opened, which could allow water to seep behind the siding and enter the wall structure [Image 14]. Additionally, at the east and west elevations of the tower, where grade is closer to the watertable and concrete or asphalt surfaces are present, there is considerable bio-growth and staining occurring on the wood's surface. This staining was likely caused by rainwater splashing up off the hard scape and against the watertable, providing a moist environment for vegetation to grow.

A similar, more severe example of this condition can be seen at the base of the pilasters on the porch facade. Here the base of the pilasters and the riser at the bottom of the front door are consistently exposed to rainwater splashing and pooling at the top of the granite steps. The pooled water has not only rotted the underside of these boards but splashing water has entered the exposed end grain at mitered edges and joints, causing significant deterioration [Image 15].

RECOMMENDATIONS:

- Replace the upper and lower asphalt shingle roofs and associated flashing at the 2010 connector with standing seam metal roof.
- Selectively replace split, broken, or warped clapboards. (approx. 10% across the building)
- Upon completion of structural wood sill repairs: Repair deteriorated wood watertable using two-part epoxy system. Replace watertables damaged beyond repair via wood dutchman
- Scrape loose paint; sand and paint all wood clapboards and watertables across the building. Color to be determined by historic paint analysis.
- Clean and remove bio-growth and staining from wood watertable.

that need to be addressed. As with elsewhere on the building, the paint is cracked and scaly as a result of poor prep work prior to painting and prolonged exposure to the weather. In multiple locations across both the east and west cornices, there is a considerable amount of staining caused by rainwater running off the roof and down the face of the cornice [Image 23]. This staining corresponds to areas where the metal drip edge is twisted or warped, allowing water to sit at the top of the cyma profile. In some instances, this condition has resulted in paint damage and some wood deterioration at the top of the cornice. As the cornice could not be accessed for inspection during the initial assessment, it is unknown how extensive the damage behind the moulding is, though selective repair and replacement may be required.

The raking cornices along the north and south elevation are in also in good condition. The only areas of deterioration occur where the raking cornices meet the horizontal cornices as they turn the corner. Here, water collects on the top of the return and is absorbed through the end grain of the raking cornice, resulting in rot and deterioration [Image 24]. Left alone, water will continue to damage not only the raking cornice but the eave structure beyond.

With the exception of the main entrance and a few basement windows, the trim around the windows and doors is believed to be original to the building. Looking at the front and underside of the sills, one can see pins and tenon ends which are indicative of a type of window called a plank frame window, common in late 18th and early 19th century buildings. The same type of pins and tenon ends are also visible when looking up at the enlarged second story windows. These features, along with visible joint seams about 2/3s of the way down the window and the matching trim profiles, imply that the upper windows were extended using material from the windows that were removed [Images 26-27].

Overall, the trim around the windows and doors appears to be in good condition, especially considering its age. Aside from the layers of cracked and peeling paint, typical of this building, there is limited damage to the sills and casings. The worst of the damage is located at the southwest elevation, where the first floor window sills dip down towards the inside corner where the tower



Image 23: Staining & paint damage at the wood cornice caused by rainwater running down the face of the cornice. Note the warped metal drip edge.



Image 24: View of the deteriorated raking cornice caused by water collecting on the top of the cornice return.



Image 25: View of the original window trim and crossheads. This condition is typical across the Meetinghouse.



Image 26: View of the underside of the plank frame window sill. Note the tenon ends indicative of this type of window construction.



Image 27: View of an enlarged second story window showing the tenon ends and the joint seams 2/3s of the way down the window.



Image 28: Shims and blocking applied to the sill at the southwest elevation where the structure has settled over time.

meets the main building [Image 28]. Shims and blocking have been applied to the face of the sills to support and fill the gap between the sills and the storm windows above. According to the *Structural Report*, this dip is no longer progressing, though it should continue to be monitored. At the north elevation, there is a considerable amount of staining and bio-growth at the sills and crossheads, though the wood below appears to be sound.

RECOMMENDATIONS:

- Remove the wasp colony from the spire attic prior to the start of work.
- *In tandem with the spire shingle replacement:* Repair deteriorated wood cornice and band at the spire using a two-part epoxy system. Replace sections of cornice and band damaged beyond repair with new to match existing.
- Replace the rotten wood board ceiling at the spire with new pressure treated lumber. Color to be selected by the architect.
- Repair, re-attach, and or recreate damaged or missing moulding profiles at the belfry arches and capitals.
- Install new metal flashing at capital projections.
- Replace cracked and split flush boards at the belfry arches in kind.
- Replace existing cased lally columns with new wood columns to match the original. Repair deteriorated wood columns using a two part epoxy system. See the *Structural Report*.
- *In tandem with the copper replacement at the bell deck:* Replace existing wood railing with new to match existing.
- Repair/replace deteriorated raking wood cornice at the terminating eaves.
- Repair deteriorated window sills and casings using two-part epoxy system / replace sills and casings deteriorated beyond repair.
- *Upon completion of wood sill and stair repairs:* Repair deteriorated wood pilasters using two-part epoxy system.
- Engage a historic materials consultant to conduct a historic paint analysis on exterior woodwork.
- Scrape loose paint. Sand and paint all woodwork and trim across the building and belfry. Color to be determined by historic paint analysis.
- Clean and remove bio-growth and staining from all woodwork and trim across the building.

OPENINGS:

In this section, Openings considers all the intentional penetrations such as doors, windows, skylights, and louvers built into the exterior envelope. It extends to the specifics such as door leafs and hardware, window sashes and chains, or louver blades and screens. Often, it also includes the necessarily-integrated wood sills, casings, trim, and flashings -- even if such features are frequently categorized into the broader, preceding section Woodwork and Trim.

OBSERVATIONS:

In general, the wood windows on First Parish United Meetinghouse appear to be in similarly fair condition, regardless of their age or configuration [Image 34]. From the interior, there are few instances of breaks or cracks at the muntins and minimal back-and-forth movement within the sashes. In most cases, the deterioration of the muntins at the interior is limited to cracking and peeling paint and minor separation at the mitered joints. The exception to this is the muntins at the tower windows, which show signs of moisture damage and checking due to the lack of climate control within the tower.

The worst of the damage occurs at the windows' exterior, where the glazing putty is cracked and falling away from the muntins [Image 35]. The muntins themselves show signs of checking and breaking, and the paint is significantly more deteriorated than the interior. This damage is the result of age, exposure to moisture, and deferred maintenance.

Due to the storm windows (to be discussed later in this section) and the height of the windows above grade, it was difficult to inspect the sashes from the exterior. That said, using a drone, the window sashes on the second floor were more visible. In general, the sashes appear to be in good condition with minimal separation at the rail and stile joints. Even the bottom rails of the lower sashes, which typically sustain the most damage due to water splashing on the sills, appear to be in good condition with little to no checking and splitting [Image 36]. This is likely due to the presence of the short, secondary sill that separates the bottom rail from the main sill.



Image 34: Typical conditions of the window sashes from the interior of the Meetinghouse.



Image 35: View of the damaged muntins and deteriorated glazing on the exterior of the window sashes.



Image 36: Typical condition of the windows at the second floor. Note the secondary sill separating the bottom rail and main sill.



Image 37: View of the deteriorated and gaping window at the north elevation of the tower.



Image 38: Typical condition of the south facing tower windows. Note the staining and moisture damage at the bottom rail.

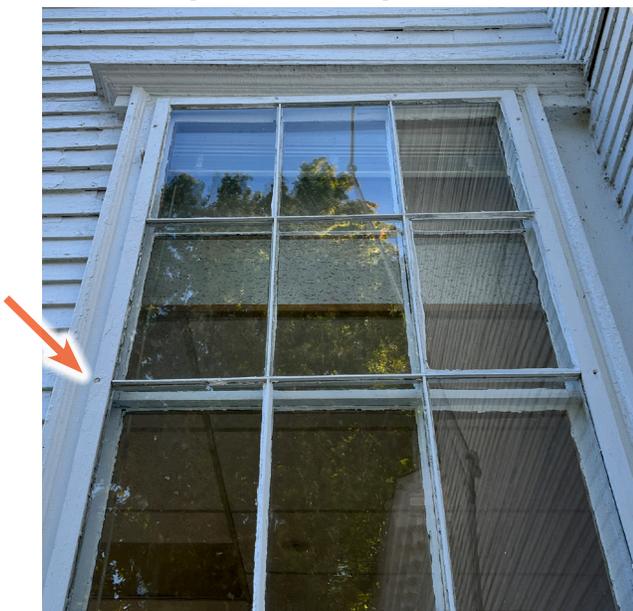


Image 39: Typical condition of the storm windows at the first floor. Note that they are inoperable and unvented.

As with the muntins, the worst sash damage can be seen at the windows on the tower, particularly the one at the north elevation, overlooking the main roof. There is a significant gap in the joint between the stile and the bottom rail, likely caused by the downward movement created by the rotting structural members above **[Image 37]**. This gap will not only allow water to enter the end grain of the rail itself but the interior of the tower as well. Though not as deteriorated as the north-facing window, the rails at the tower windows facing the town common are also suffering from moisture infiltration and deferred maintenance causing paint deterioration and splitting **[Image 38]**. Luckily, much of the damage is limited to the surface of the wood, making it easily repairable with a two-part epoxy system.

Throughout the Meetinghouse, most of the windows are inoperable as they lack functioning hardware and need to be rebalanced with new sash cords, weights, and pulleys. Given the size and weight of the windows, especially in the sanctuary, it would be of great benefit to install sash lifts at the bottom rail to allow for easy operation and prevent cracking any muntins. Installing new sash locks and weatherstripping would also help to increase thermal efficiency.

Currently, there are a total of thirteen wood storm windows protecting the 6 over 6 windows on the first floor **[Image 39]**. The muntins on these windows were purposefully designed to match the muntin pattern of the windows beyond, so they would disappear at a distance. Much like the windows they protect, these storm windows suffer from cracked and missing glazing putty, peeling and deteriorated paint, and splitting and weathered wood stiles and rails. The poor condition of these windows is not surprising, given they were meant to take the brunt of the weathering and exposure, though their current state leaves them vulnerable to future water infiltration.

It is also important to note that these storm windows are inoperable, as they have been fastened to the window casing. This not only restricts the occupants' ability to open these windows for ventilation, but traps both moisture and heat between the sashes and the unvented panels, putting the sashes and muntins at risk for further deterioration.



Image 43: View of the east tower door showing cracked and splitting stiles, gouges, and missing trim pieces.



Image 44: Interior of east tower door showing signs of scratches, scarring, and patches.

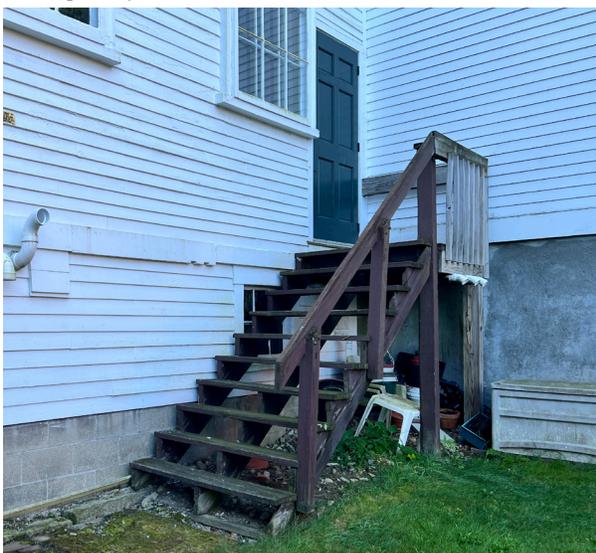


Image 45: Severely deteriorated wood egress stairs at the north elevation.

The final two doors are located on the north elevation of the Meetinghouse: one at the basement level and one at the northwest corner of the main floor. The door at the main floor, which leads to set of wood stairs, is modern and was installed as a second point of egress, likely around the time the Community Room was renovated. Though it is not historic, the door references the raised panel design of the other doors and does not detract from the overall character of the building. It is important to note however that the wood stairs that lead from the egress door to grade are in poor condition. Several of the stringers and treads appear to be rotting and checking while the railing is tilting away from the stairs [Image 45]. These stairs are unsafe and should not be considered a viable means of egress.

RECOMMENDATIONS:

Windows:

- Remove sashes from window openings and install temporary plywood sheathing to protect the interior. Transport sashes to shop for repair.
- Repair deteriorated window sashes (off site, in shop) using two-part epoxy system / replace stiles and rails damaged beyond repair.
- Replace cracked or broken window panes with new to match the original glass.
- Replace damaged/deteriorated muntins with new to match existing.
- Remove all cracked and deteriorated window putty and re-glaze.
- Install new weatherstripping at all bottom rails, meeting rails, and jambs.
- Scrape, sand, and paint restored window sashes.
- Replace all sash cords and pulleys and re-balance sashes. Install new lifts and sash locks at all windows. Restore existing locks where possible.
- Remove existing wood storm windows and install historically appropriate, operable, exterior storm windows at all windows.

Doors:

- Repair existing wood doors at the main entrance using two-part epoxy system/replace sections of wood damaged beyond repair. Scrape, sand, and repaint using color determined by historic paint analysis. Install new, historically appropriate door hardware, including panic bar and lockset.

First Parish Church
Westford, MA
HVAC Existing Conditions Systems Report
J#138 017 00.00
L#91127/Page 4/October 31, 2024

Controls:

The HVAC system temperature controls are stand-alone electric/electronic programmable type thermostats..



Typical Programmable Thermostat



Wall Exhaust Fan for Bathrooms

Recommendations:

- Add fresh air ventilation ductwork to both furnaces, controlled by a motorized damper to operate only when the building is occupied. .
- Add acid neutralization chip sets to both furnaces to neutralize any flue gas condensate before discharge onto the dirt basement floor.
- Move the flues that terminate under the open lounge emergency exit stair landing to further down the wall so the emergency exit isn't shrouded in furnace vapor.

First Parish Church
48 Main Street, Westford, MA
Electrical Existing Conditions System Report
J# 138 017 00.00
L#91128 /Page 6/October 31, 2024

Recommendations :

- Back feed all remaining panels in the Meeting House from the new 600 ampere, 3 phase, 4 wire distribution panel located in the basement of the 2010 addition. If separate metering is required, they can relocate the meter to the building addition electric room.
- Provide new LED lighting fixtures throughout the Meeting House.
- Provide code compliant exit and emergency lighting throughout the Meeting House.
- Extend and upgrade the existing fire alarm system from the Mircom FX-350 series fire alarm control panel in the 2010 addition connector.

First Parish Church
48 Main Street, Westford, MA
Plumbing Existing Conditions Systems Report
J#138 017 00.00
L#91126/Page 3/October 31, 2024

Drainage Systems:

Cast iron is used for sanitary drainage. Where visible, the cast iron pipe appears to be in fair condition. Smaller pipe sizes appear to be copper.

In general, the cast iron drainage piping can be reused even in a major renovation where adequately sized for the intended new use.



Typical cast iron drainage piping

Recommendations:

- Provide new accessible plumbing fixtures throughout.
- Insulate existing domestic water piping.
- Provide hot water recirculation loop on domestic hot water to improve hot water delivery time to fixtures.
- Replace existing exterior water sillcocks with freeze proof wall hydrants equipped with vacuum breakers.

First Parish Church
48 Main Street, Westford, MA
Fire Protection Existing Conditions Systems Report
J#138 017 00.00
L#91125/Page 1/October 31, 2024

FIRE PROTECTION

The existing building is protected throughout by an automatic sprinkler system. The system is a dry type system.

The 6-inch fire service enters the lower level of the Fellowship Hall. The service includes a 4-inch double check valve assembly and two 4-inch dry alarm valves. One dry alarm valve serves the Meeting House the other serves the Fellowship Hall. The Meeting House sprinkler system was installed in 2010 during building addition and renovation project.

The piping serving the Meeting House is galvanized black steel with grooved coupling joints or threaded joints, depending on pipe size. Sprinkler piping is run exposed below the First Floor ceiling. The dry system protects the unheated wood framed attic space above the worship area.

Sprinkler heads are either upright type in basement and attic space areas, sidewall type in the majority of the First Floor spaces, and fully concealed type in the worship space. The sprinkler heads appear to be quick response type and are in good condition.

The Fire Department connection is a 4-inch Storz type.

The system can be modified to protect proposed renovations.



Fire service and dry alarm valves – Fellowship Hall



Fire Department connection

First Parish Church
48 Main Street, Westford, MA
Fire Protection Existing Conditions Systems Report
J#138 017 00.00
L#91125/Page 2/October 31, 2024



Typical exposed sprinkler piping – First Floor



Conceal type sprinklers in Worship space



Attic sprinkler piping & heads

Recommendations:

- Continue to inspect the system in accordance with NFPA-25 standards.

First Parish Church United
FY2026 CPA Application

Appendix B:

Cost Estimates

OPINION OF PROBABLE COST

The following *Cost Estimate* attempts to outline a preliminary budget for the treatment recommendations, discussed in the *Conditions Assessment* portion of this report and illustrated on the *Recommended Treatment Drawings*.

The treatment recommendations for the restoration of the First Parish Meetinghouse have been broken out into three phases, prioritized based on their urgency.

Phase One: Belfry Restoration and Structural Repairs - This first phase of work addresses the most urgent needs of the building that pertain to structural integrity and life safety concerns, such as the structural deficiencies in the basement and foundation (the undermined fieldstone and granite walls, rotting sill plates, etc...), as well as the hazardous and deteriorated condition of the belfry and steeple. This phase of the project will include the complete restoration of the belfry (re-framing the ceiling, replacing the lally columns, strengthening structural connections, replacing the wood shingle roof, replacing the railing, restoring the clock faces, replacing damaged wood trim, etc...), cutting and repointing of the foundation, first floor framing repairs, resetting the granite steps, and replacing the rear egress stairs.

Phase Two: Window Restoration, Connector Roof Replacement, & MEP Upgrades - This phase of work will primarily address the most vulnerable points in the building's envelope; the historic wood windows and intersection between the connector and Meetinghouse. This phase of the project will include restoring the wood windows and associated trim across the building, the addition of *operable*, storm windows on the exterior, and replacing the roof on the connector to prevent build-up of snow and ice. In tandem with these repairs, the mechanical, electrical, and plumbing systems will also be upgraded to address the current needs of the congregation.

Phase Three: Exterior Repairs - This phase of work will address any remaining concerns at the building envelope that could lead to water infiltration and loss of historic material if left alone. This phase of the project will include selective replacement of the clapboard siding, repairs to the decorative wood cornices and trim, and repainting the entire building.

These three phases are estimated to cost as follows, including contingency, escalation, and architectural/engineering fees:

Phase One (to be completed in 1-2 years): **\$590,891**

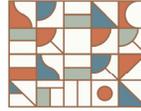
Phase Two (to be completed in 2-5 years): **\$450,400**

Phase Three (to be completed in 5-7 years): **\$340,897**

The final category of treatment recommendations is called ***Preservation Ideals***. These are recommendations that could be undertaken in order to restore the First Parish Meetinghouse to its intended design, using traditional methods and materials. The recommendations listed in this category could be broken out into smaller, more manageable projects as the church obtains funding. These recommendations are estimated to total **\$445,887, as of April, 2025**.



First Parish Church United of Westford
EXTERIOR RESTORATION



Spencer Preservation Group
PRESERVATION ARCHITECTS

April 07, 2025

		(1-2 Years)	(2-5 Years)	(5-7 Years)		
DIV. 01 - GENERAL REQUIREMENTS		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Scaffolding, Disposal, Access, & General Equipment	\$50,000	\$18,000	\$22,000	\$40,000	
<i>SUBTOTAL</i>		\$50,000	\$18,000	\$22,000	\$40,000	

DIV. 02 - EXISTING CONDITIONS		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Remove asphalt and concrete walkways around Meetinghouse	\$2,000	-	-	-	
	Remove overgrown vegetation around Meetinghouse foundation	\$500	-	-	-	
<i>SUBTOTAL</i>		\$2,500				

DIV. 03 - CONCRETE		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Provide cast-in-place substructure for front granite steps.	\$1,800	-	-	-	
	Provide 5" mud slab and vapor barrier in basement.	\$34,815				
<i>SUBTOTAL</i>		\$36,615				

DIV. 04 - MASONRY		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
MAIN BUILDING						
	Chink and repoint granite/fieldstone foundation.	\$39,000	-	-	-	
	Clean granite masonry using gentlest means possible	\$2,175	-	-	-	
	Selectively cut and repoint brick piers in basement	\$8,000	-	-	-	
	Replace deteriorated bricks with new to match existing	\$2,000	-	-	-	
	Replace fill beneath undermined granite footings	\$2,000	-	-	-	
	Rebuild severely deteriorated sections of brick chimney.	\$10,200	-	-	-	
	Selectively cut and repoint brick chimney.	\$7,000	-	-	-	
	Install new chimney cap.	\$2,000	-	-	-	
CLOCK TOWER & BELFRY						
	Chink and repoint granite/fieldstone foundation.	\$6,500	-	-	-	
	Clean granite masonry using gentlest means possible	\$275	-	-	-	
	Reset granite stairs @ south elevation	\$8,000	-	-	-	
<i>SUBTOTAL</i>		\$87,150				

DIV. 05 - METALS		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Replace metal handrail @ front steps	\$2,500	-	-	-	
	Replace rotted wood posts in basement with square steel columns.	\$54,000	-	-	-	
	Add columns to support un/undersupported beams in basement.	\$18,000	-	-	-	
<i>SUBTOTAL</i>		\$74,500				

DIV. 06 - WOOD, PLASTICS, AND COMPOSITES		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
MAIN BUILDING						
	Repair decorative wood cornice.	-	-	\$11,000	-	
	Repair woodwork (sills, trim, frame) @ 6 over 6 windows.	-	\$21,600	-	-	
	Repair woodwork (sills, trim, frame) @ 9 over 9 windows.	-	\$12,600	-	-	
	Replace deteriorated wood stairs at the north elevation.	\$4,000	-	-	-	
	Replace deteriorated wood stairs to basement.	\$800	-	-	-	
	Structural repairs @ first floor framing.	\$6,000	-	-	-	
CLOCK TOWER & BELFRY						
	Reframe belfry ceiling.	\$2,500	-	-	-	
	Repair/replace wood cornice a @ belfry.	\$6,000	-	-	-	
	Repair/relace wood mouldings @ belfry columns and arches.	\$5,600	-	-	-	
	Install new wood columns to match existing.	\$6,000	-	-	-	
	Replace wood railing @ perimeter of bell deck	\$4,000	-	-	-	
	Structural repairs @ bell deck/cornice framing.	\$4,000	-	-	-	
	Repair decorative wood cornice @ clock tower	\$5,000	-	-	-	
	Repair woodwork (sills, trim, frame) @ double hung windows	-	\$4,800	-	-	
	Repair woodwork (sills, trim, frame) @ fixed windows	-	\$1,200	-	-	
	Repair/replace woodwork (pilasters, trim, kickboard) @ tower porch	\$1,200	-	-	-	
	Replace sill @ south elevation of tower porch	\$3,000	-	-	-	
SUBTOTAL		\$48,100	\$40,200	\$11,000		

DIV. 07 - THERMAL AND MOISTURE PROTECTION		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
MAIN BUILDING						
	Install wood shingle roof and associated flashing @ main roof.	-	-	-	\$146,825	
	Install standing seam metal roof @ upper & lower connector roofs.	-	\$23,125	-	-	
	Selectively replace clapboard siding @ main building	-	-	\$16,398	-	
CLOCK TOWER & BELFRY						
	Replace wood shingle roof and associated flashing @ spire roof.	\$23,360	-	-	-	
	Replace flat seam copper roof @ bell deck.	\$9,600	-	-	-	
	Install wood shingle roof and associated flashing @ porch roof.	-	-	-	\$7,910	
	Selectively replace clapboard siding @ clock tower	-	-	\$8,096	-	
SUBTOTAL		\$32,960	\$23,125	\$24,493	\$154,735	

DIV. 08 - OPENINGS		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
MAIN BUILDING						
	Repair & restore double-hung, wood windows @ first floor	-	\$58,800	-	-	
	Repair & restore double-hung, wood windows @ second floor	-	\$42,000	-	-	
	Install exterior operable aluminum storm windows @ first floor	-	\$11,200	-	-	
	Install exterior operable aluminum storm windows @ second floor	-	\$8,400	-	-	
	Install sash hardware (sash locks, lifts, etc.)	-	\$3,150	-	-	
CLOCK TOWER & BELFRY						
	Repair & restore double-hung, wood windows (including attic)	-	\$12,600	-	-	
	Repair & restore fixed wood windows	-	\$2,100	-	-	
	Install exterior operable aluminum storm windows @ double hungs.	-	\$3,200	-	-	
	Install sash hardware (sash locks, lifts, etc.)	-	\$600	-	-	
	Repair & restore front door @ tower porch	-	\$17,000	-	-	
	Repair & restore historic side door @ tower porch	-	-	-	\$10,000	
SUBTOTAL			\$159,050		\$10,000	

DIV. 09 - FINISHES		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
MAIN BUILDING						
	Prep/paint clapboard siding.	-	-	\$46,850	-	
	Prep/paint exterior wood trim.	-	-	\$8,902	-	
	Patch/repair plaster wall @ first floor	-	-	-	\$2,000	
	Patch/repair plaster wall @ second floor	-	-	-	\$1,500	
	Install GWB ceiling @ first floor	-	-	-	\$16,308	
	Patch/repair plaster ceiling @ second floor	-	-	-	\$2,000	
	Remove existing carpeting. Sand & refinish hardwood floors @ first floor	-	-	-	\$35,340	
	Paint walls and trim @ first floor	-	-	-	\$18,000	
	Paint walls and trim @ second floor	-	-	-	\$12,000	
CLOCK TOWER & BELFRY						
	Prep/paint clapboard siding	-	-	\$23,130	-	
	Prep/paint exterior wood trim @ clock tower and belfry	\$11,327	-	-	-	
SUBTOTAL		\$11,327		\$78,882	\$87,148	

DIV. 10 - SPECIALTIES		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Repair & re-gild damaged weathervane	\$20,000	-	-	-	
	Restore tower clocks (prep & paint, re-gild hands and numerals, etc.)	\$90,000	-	-	-	
	Provide black smaltz (ground glass mix w/ paint) finish to clock face	-	-	-	\$90,000	This is an optional finish, instead of black paint
SUBTOTAL		\$110,000			\$90,000	

DIV. 22 - PLUMBING		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Insulate existing domestic water piping	-	\$2,400	-	-	
	Provide hot water recirculation loop on domestic hot water	-	\$2,000	-	-	
	Replace existing exterior water sillcocks with freeze proof wall hydrants.	-	\$1,000	-	-	
SUBTOTAL			\$5,400			

DIV. 23 - HEATING, VENTILATION, AND AIR CONDITIONING		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Add fresh air ventilation ductwork w/ motorized dampener to both furnaces	-	\$4,000	-	-	
	Add acid neutralization chip sets to both furnaces	-	\$1,000	-	-	
	Relocate furnace flues from under the emergency exit stair.	-	\$2,000	-	-	
SUBTOTAL			\$7,000			

DIV. 26 - ELECTRICAL		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Back feed remaining panels from 600amp panel in connector basement	-	-	\$5,000	-	
	Provide new exit and emergency lighting throughout the Meetinghouse.	-	-	\$2,500	-	
	Extend and upgrade the fire alarm system.	-	-	\$8,000	-	
SUBTOTAL				\$15,500		

DIV. 32 - EXTERIOR IMPROVEMENTS		PHASE 1	PHASE 2	PHASE 3	PRES. IDEAL	REMARKS
	Re-grade soil adjacent to the building. Install crushed stone apron and foundation drainage	\$15,000	-	-	-	
SUBTOTAL		\$15,000				

	SUBTOTAL	\$358,152	\$252,775	\$151,875	\$291,883
	General Conditions: @ 10% +	\$35,815	\$25,278	\$15,188	\$29,188
	HARD COST SUBTOTAL	\$393,967	\$278,053	\$167,063	\$321,071
	Overhead + Profit: @ 10% +	\$39,397	\$27,805	\$16,706	\$32,107
	SUBTOTAL	\$433,363	\$305,858	\$183,769	\$353,178
	Payment + Performance Bonds: @ 1% +	\$4,334	\$3,059	\$1,838	\$3,532
	CONSTRUCTION COST SUBTOTAL	\$437,697	\$308,916	\$185,606	\$356,710
	Escalation/Year: @ 8% +	\$35,016	\$51,404	\$87,111	VARIABLE
	CONSTRUCTION + ESCALATION	\$472,713	\$360,320	\$272,717	\$356,710
	Contingency: @ 10% +	\$47,271	\$36,032	\$27,272	\$35,671
	Architecture/Engineering Fees: @ 15% +	\$70,907	\$54,048	\$40,908	\$53,506
	PROJECT COST TOTAL	\$590,891	\$450,400	\$340,897	\$445,887

General Conditions: These are indirect operational costs for this specific project. This would include all of the behind-the-scenes, administrative work occurring in the contractor’s office that is associated with this project. This line plus the “Subtotal” is what we estimate the contractor would need to charge in order to break even.

Overhead + Profit: What is listed out in the various sections above is a rough idea of labor and material costs. At the end of the day, the contractor needs to make a profit on the project, and 10% is reasonable for a project of this size and scale.

Payment & Performance Bonds: Think of these as “insurance” that the contractor will pay their subcontractors for the work they perform AND that the contractor will perform all the work they are contracted for. They can be waived on certain jobs (depending on funding), but they are meant to protect you, the client.

Combined, the *Subtotal*, *General Conditions*, *Overhead + Profit*, and *Bonds* make up what we believe the contractor would charge for the work, also referred to as the **Construction Cost Subtotal.**

Escalation: Over time, the cost of materials and labor can fluctuate depending on a number of factors ranging material availability, inflation rates, market conditions, and labor shortages. Assigning a per year escalation percentage of 8% helps organizations to prepare for these cost increases over time.

Contingency: It is always a good idea to have a sum of money set aside for emergencies or concealed issues. Old buildings especially love to throw us curveballs and this contingency helps to absorb any unexpected or unpredictable hits to the budget.

Architectural/Engineering Fees: This is amount paid to SPG and our consultants to produce construction documents and perform construction administration services. The 15% in this column is an estimate of what these fees would be based on our history with projects of this size and scale.

Project Cost Total: Your estimated all in investment for that phase of the project.

First Parish Church United
FY2026 CPA Application

Appendix C:

Letters of Support



TOWN OF WESTFORD

TOWN HALL
55 Main Street

WESTFORD, MA 01886

Telephone (978) 692-5501

January 8, 2026

Martha Kennedy
First Parish Church

RE: Community Preservation Funds Support

Dear Ms. Kennedy,

Please accept this letter as confirmation that the Historic Commission is in support of the First Parish Church Community Preservation Committee application for funding of the Phase 1 and Phase 2 restoration of the 18th century structure of the First Parish Church.

At its meeting held January 7, 2026, the Historic Commission noted the importance the First Parish Church, particularly the 18th century structure, as a historical asset to the town. It was noted that the building was the original town of Westford meeting house, and consistently used for town purposes. David Gutbrod made a motion to support the full amount of the First Parish Church application for CPC funding for Phase 1 and Phase 2 of the restoration of the 18th century structure. David's motion was seconded by David Meichsner, and passed 5-0 by the members present.

Respectfully,

A handwritten signature in black ink, appearing to read "Brian Alcorn", with a long, sweeping underline.

Brian Alcorn, Secretary
Westford Historic Commission

**First Parish Church United
FY2026 CPA Application**

Appendix D:

Ownership Documents

1872 Deed from John Abbott

**1955 Deed merger of First Parish with Union
Congregational Church**

GIS Plot Map 48 Main Street

CAI Property Card 48 Main Street

of Westford in the county of Middlesex and commonwealth of Massachusetts inkeeper in consideration of thirty pounds to me paid before the delivery hereof by the inhabitants of the said town of Westford the receipt whereof I do hereby acknowledge do hereby give, grant, bargain, sell and convey unto the said inhabitants a certain piece of land situate in said Westford lying easterly of my dwelling house containing three quarters of an acre more or less bounded as follows viz beginning at the southwesterly corner at a stake and stones at the highway fifty feet east of the south easterly corner of my dwelling house thence turning and running northerly sixty feet to a stake and stones forty feet from the northeasterly part of my dwelling house thence turning and running easterly fifty three feet to a stake and stones thence turning and running somewhat northeasterly curving easterly five feet from a right line to a stake and stones thirty feet north of the northwesterly corner of the foundation now laid for the proposed meetinghouse thence turning and running easterly on a right line at the distance of thirty feet from the north sill of said meeting house to a stake and stones in the wall on Richard Threelands land thence turning and running southerly on said Threelands land to the highway or town common thence turning and running westerly on said highway or town common to the bound first mentioned. To have and to hold the same with the appurtenances thereof to the said inhabitants and their successors to their use and behoof forever, and I do hereby covenant with the said inhabitants and their successors for myself my heirs executors and administrators that I am lawfully seized in fee of the premises that they are free of all incumbrances that I have good right to sell and convey the same in manner aforesaid and that I will warrant and defend the same to the said inhabitants and their successors forever against the lawful claims and demands of all persons and I hereby do further covenant with the said inhabitants and their successors for myself my heirs executors and administrators for the consideration aforesaid that I nor any person claiming from by or under me by descent purchase or otherwise shall not erect build or continue any manner of fence or wall or any manner of house edifice or other building whatever upon the land between the easterly range of my dwelling house and the westerly line of the premises from and after the date of these premises

forever

Joel Abbott
to
Town of Westford

The Inhabitants of Westford, a municipal corporation in

Middlesex County, Massachusetts
for consideration paid, release to Union Congregational Church in Westford, a religious corporation located in said Westford,

All its right, title and interest in and to the land, with the buildings thereon, situated in said Westford on the northeasterly side of Boston Road and southeasterly side of Lincoln Street, being shown as Lot B on "Plan of Land in Westford, Mass., Lot "A" belonging to "Inhabitants of Westford", Lot "B" belonging to "Union Congregational Church of Westford", surveyed Sept. 1955, W. B. Tyrell, Engr.", which plan is recorded with Middlesex North District Registry of Deeds, Plan Book 86, Plan 117, and bounded:
Southwesterly by Boston Road, as shown on said plan, eighty-five and 42/100 (85.42) feet;
Southwesterly, westerly and northwesterly by a curved line forming the intersection of Boston Road and Lincoln Street, as shown on said plan, fifty-six and 12/100 (56.12) feet;
Northwesterly by Lincoln Street, as shown on said plan, ninety-two and 92/100 (92.92) feet;
Northeasterly by land now or formerly of Austin D. and Ethel M. Fletcher, as shown on said plan, one hundred three and 66/100 (103.66) feet; and
Southeasterly by two courses by land now or formerly of said Fletcher and by other land of the grantor, shown as Lot A on said plan, one hundred eighty-five and 37/100 (185.37) feet.

This deed being given for the purpose of establishing the boundary line as it is shown on said plan between land of the grantor shown as Lot A and land of the grantee shown as Lot B on said plan.

There is no consideration for this conveyance.

IN WITNESS WHEREOF the Inhabitants of Westford has caused its corporate seal to be hereto affixed and this instrument to be executed in its name and behalf by Elroy A. Field, James L. Healy and Horace F. Wyman, its Board of Selectmen, hereto duly authorized,

MIDDLESEX COUNTY MASSACHUSETTS

Witness my hand and seal of office this 29th day of December 1955

IN HABITANTS OF WESTFORD

By Elroy A. Field

James L. Healy

Horace F. Wyman
Board of Selectmen



The Commonwealth of Massachusetts

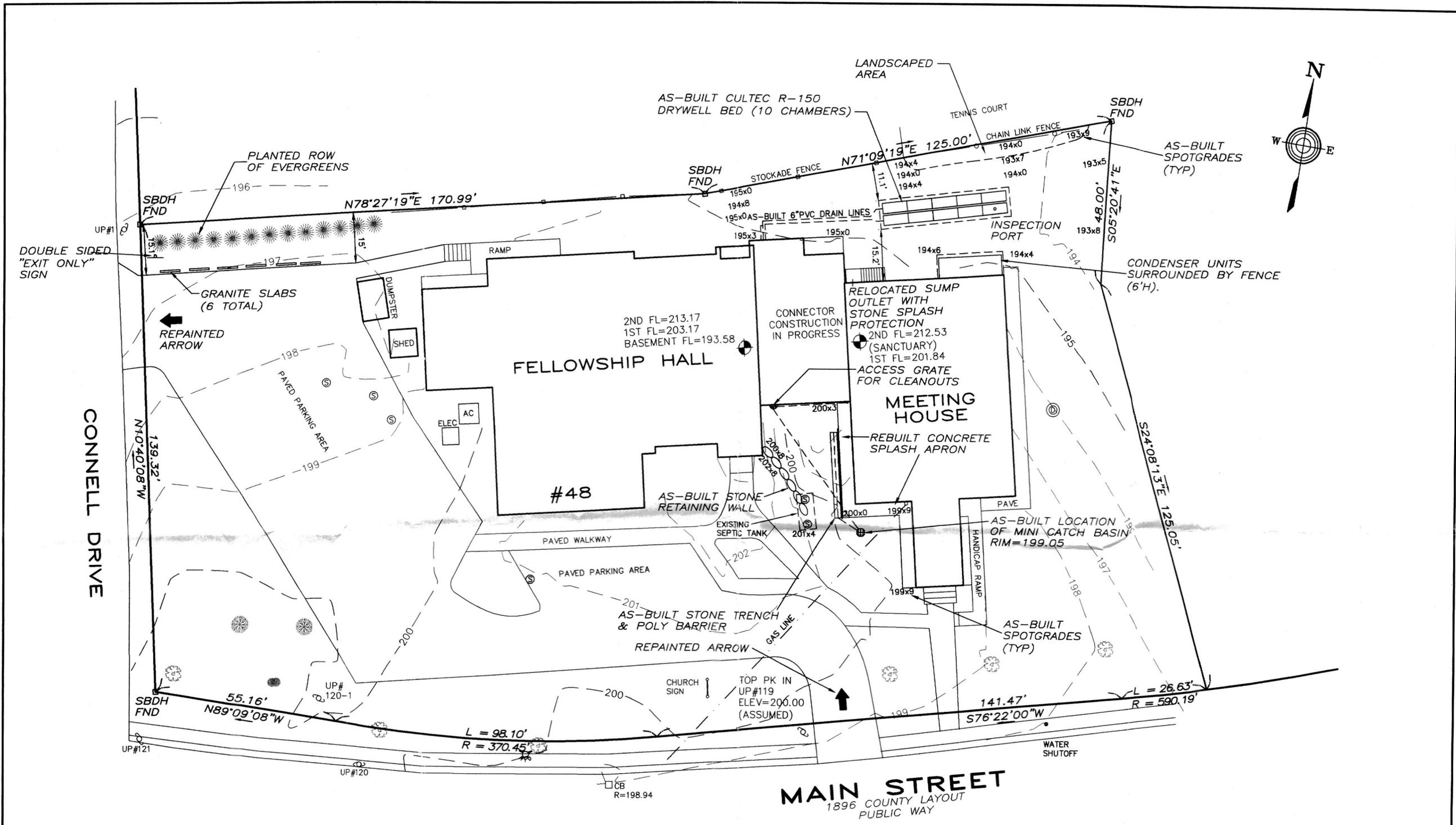
December 29th 19 55

They personally appeared the above-named Elroy A. Field, James L. Healy and Horace F. Wyman, Selectmen, and acknowledged the foregoing instrument to be the act and deed of Inhabitants of Westford,



James L. Kroulth
Notary Public
Middlesex County, Mass.

Dec. 1959



DEED REFERENCE: BOOK 1585, PAGE 454

PLAN REFERENCES:
 PLAN BOOK 88, PLAN 127A
 PLAN BOOK 63, PLAN 46
 PLAN BOOK 158, PLAN 85

PLAN PBSPA95019: PROPOSED SITE PLAN FOR
 FIRST PARISH CHURCH UNITED, DRAWING L1,
 PREPARED BY DION & SOKOL INC. ARCHITECTS,
 AND STAMPED RECEIVED OCT. 18, 1994 WESTFORD
 PLANNING BOARD.

ASSESSOR'S REFERENCE: 059 0017 0000

ZONING DISTRICT: RESIDENCE A



AS-BUILT PLAN IN WESTFORD, MASS.

OWNER: FIRST PARISH CHURCH UNITED
 48 MAIN STREET, WESTFORD, MA 01886

SCALE: 1 INCH = 20 FEET

DATE: JUNE 6, 2011

		R. WILSON & ASSOCIATES, INC.	
		LAND SURVEYORS AND CIVIL ENGINEERS	
		676 GREAT ROAD P.O. BOX 236 LITTLETON, MA 01460	
		PHONE: 978-486-0203 FAX: 978-486-0644	
1	BLDG. DEPT. COMMENTS	8/19/11	
NO.	REVISIONS	DATE	FILE NO. 1719 DWG NO. 1719ASB SHEET NO. 1 OF 1

CAI Property Card

Town of Westford, MA



GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR	
<p>LOCATION: 48 MAIN ST ACRES: 1.09 PARCEL ID: 059 0017 0000 LAND USE CODE: 960 CONDO COMPLEX: OWNER: FIRST PARISH CHURCH UNITED CO - OWNER: C/O REV. ERIC HAUSMAN MAILING ADDRESS: 48 MAIN ST WESTFORD, MA 01886 ZONING: RA PATRIOT ACCOUNT #: 5738</p>	<p>BUILDING STYLE: CHURCH/SYN UNITS: 2 YEAR BUILT: 1750 FRAME: WOOD EXTERIOR WALL COVER: CLAPBOARD ROOF STYLE: GABLE ROOF COVER: SLATE</p>	
	BUILDING INTERIOR	
<th data-bbox="82 678 966 720">SALE INFORMATION</th> <td data-bbox="966 558 1529 1314"> <p>INTERIOR WALL: PLASTER FLOOR COVER: HARDWOOD HEAT TYPE: STEAM FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 0 # OF BEDROOMS: 0 # OF FULL BATHS: 0 # OF HALF BATHS: 2 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 1 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0</p> </td>	SALE INFORMATION	<p>INTERIOR WALL: PLASTER FLOOR COVER: HARDWOOD HEAT TYPE: STEAM FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 0 # OF BEDROOMS: 0 # OF FULL BATHS: 0 # OF HALF BATHS: 2 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 1 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0</p>
<th data-bbox="82 915 966 957">PRINCIPAL BUILDING AREAS</th> <td data-bbox="966 1314 1529 1356"></td>	PRINCIPAL BUILDING AREAS	
<p>GROSS BUILDING AREA: 24,986 FINISHED BUILDING AREA: 14,743 BASEMENT AREA: 9,342</p>		
SKETCH	PHOTO	



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.