

Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

 jbeyer@westfordma.gov | jhealy@westfordma.gov  (978) 399-2905

1. Basic Project Information

Submission Date: December 5, 2025

Project Name: Graniteville Ballfield Safety Improvements - Design

CPA Funds Requested: \$34,000

Applicant Information:

Name: Westford Public Works

Address: 28 North Street, Westford, MA 01886

Phone: 978-692-5520

Email: kfox@westfordma.gov

Sponsoring Board/Committee(s): Parks & Recreation Commission

Additional Responsible Parties (if applicable): _____

Project Manager/Contact Person: Kyle Fox, Public Works Director

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)

Project Purpose and Scope:

The purpose of this project is to complete a comprehensive site investigation, safety evaluation, and full design package for critical safety improvements at the Graniteville American Legion Fields (Fields G5, G6, and G7). The fields host Westford Youth Baseball & Softball League (WYBSL), Parks & Recreation programs, and community events throughout the year. Due to heavy use and the close proximity of the fields, there is a well-documented safety risk from foul balls entering adjacent play areas, spectator zones, and circulation paths.

Using CPA funds, the Town will engage Weston & Sampson to complete the following major design tasks based on their detailed scope of work:

- A full review of existing field conditions, fencing, backstops, netting, circulation corridors, and spectator areas.
- A technical memorandum analyzing foul-ball trajectories, ball velocities, field overlap, age-group use patterns, and recommended protective systems.
- Development of safety improvement concepts, including netting systems, fencing upgrades, layout adjustments, and solutions compatible with emergency access and maintenance operations.
- A wetlands field delineation to confirm whether any improvements fall within jurisdictional resource areas and to ensure regulatory compliance.
- Preparation of 100% design plans, specifications, and an Opinion of Probable Construction Cost suitable for use in a competitive public bid.

The design phase funded through CPA will provide the full bid-ready construction documents needed for a subsequent CPA request and/or grant application to implement the physical safety upgrades.

Community Benefits:

The Graniteville ballfields serve hundreds of youth athletes, families, and visitors each season.

This project will:

- **Improve safety** by reducing foul-ball strike risks to players, spectators, and coaches on neighboring fields.
- **Support youth sports** by ensuring fields meet modern safety standards appropriate for multiple age groups.
- **Enhance accessibility and circulation**, especially where safety netting or fencing improvements interface with walkways.
- **Maintain the long-term viability of the fields** as a premier youth recreation area in Westford.

Outcome Measurement:

- Reduction in documented foul-ball safety incidents.
- WYBSL and Parks & Recreation feedback on improved field conditions.
- Completion of a fully engineered, bid-ready design package.
- Cost estimates enabling accurate planning for construction funding.

Preservation Impact and CPA Alignment:

The project directly aligns with CPA’s Recreation category by protecting, enhancing, and extending the usable life of a heavily utilized Town recreation asset. Graniteville Fields are a longstanding component of Westford’s community character. By improving safety and ensuring compliance with regulatory standards, the project supports ongoing public access, long-term stewardship, and responsible capital planning.

Timing Considerations and Phasing:

This request represents Phase 1 (Design Only). The design documents will allow the Town to pursue Phase 2 (Construction) in a subsequent CPA cycle or via combined grant/CPA funding. The April–September 2026 design schedule aligns with consultant availability, field season timing, and CPC’s FY26 funding cycle.

Long-Term Impact and Stewardship:

Upon completion of construction in a future phase, the Recreation Department and DPW will maintain all fencing, netting, and related infrastructure as part of the Field Maintenance Revolving Account. WYBSL contributes annual field-use fees (\$27,000 in 2025), helping offset long-term maintenance needs and ensuring sustainable upkeep of the facility.

WYBSL continues to be a good partner with the Town and a steward of this property. In the past two years they have facilitated/paid for two improvement projects as donations to the Town:

- Summer, 2025 – renovated the “snack shack” at the property, including replacement of the roof, siding, trim, and garage doors, and improvements to the bathroom facility. The estimated value of this improvement exceeded \$13,000.
- Summer, 2024 – Funded a project to add 43 feet of eight foot high fencing at Field G7 to help address similar safety concerns being addressed through this CPA Application. The cost of the project was \$4,390.
- Spring, 2024 - hired a tree servicing company (Prestigious Tree, Acton) for the rental of a tracked lift to repair the existing safety netting between Field G5 & Field G6 and Field G6 & G7. The cost of the project was \$1,800.

4. Project Location and Ownership

Project Address: 15 River Street

Assessor Information (Map/Block/Lot ID): 062 0102 0000

Ownership/Care and Custody Information: Recreation Commission

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

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

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

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

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

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

Deed Restrictions Required (check all that apply):

Conservation Housing Historic Preservation

5. Budget

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

Percent of Total Budget Requested from CPA Funds: 100%

Other Funding Sources (committed/applied/planned): None at this time. Any supplemental grant funding identified will reduce CPA expenditures.

Anticipated Annual Income/Expenses: Westford Youth Baseball & Softball League is assessed usage fees each year for the use of the Graniteville parcel. WYBSL paid \$27,000 for their 2025 Field Use Permit, which helps covers maintenance expenses via the Field Maintenance Revolving Account

Recurring Expenses (maintenance, etc.): There is no recurring expense as part of this project as this request is for the design component of the project.

Taxpayer Impact: No tax impact. Project wholly funded through existing CPA reserves.

6. Procurement

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

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

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

Procurement Plan: The project will comply with all applicable public procurement laws.

7. Project Timeline

Proposed Start Date: April, 2026 – Design

Expected Completion Date: September, 2026

Include key milestones or phases of the project if applicable: N/A

8. Endorsements by Applicable Boards/Commissions

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

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other: _____

9. List of Attachments

Include all supporting materials relevant to your application:

- Site maps
- Weston & Sampson Proposal
- Town-Owned Land documentation
- Snack Shack Donation, 2025
- Safety Fence Donation, 2024

10. Applicant Signatures

Signature: Kyle Fox Date: 12/5/2025

Printed Name: Kyle Fox Title: Public Works Director

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

SITE MAP



September 10, 2025

Mr. Kyle Fox, PE
Director of Public Works
Town of Westford
28 North Street
Westford, MA 01886

Re: **Safety Improvements for Graniteville American Legion Field:**

Dear Mr. Fox,

Weston & Sampson is pleased to submit this scope of work and fee to provide the evaluation, design, and engineering services for various safety improvements at Graniteville American Legion Fields located at 15 River Street, Westford, MA 01866. We understand that the Town of Westford wants to implement netting or improved fencing around and between fields G5, G6, and G7. Specifically, they are looking to make it safer for the non-players and players from adjacent fields with regards to foul balls. Specifically, within the limits of the identified project area outlined in the map below, the project scope includes:

- Review current conditions
- Identify concepts for improving safety, and develop a specific plan that we could utilize to improve safety,
- Develop specifications that could be the basis of a bid package, with an opinion of probable cause.



Aerial map illustrating the anticipated project area, 2025

Weston & Sampson has detailed the following scope of work:

Task 1 | Site Investigation

At the outset of the project, Weston & Sampson will facilitate a project kick-off meeting with project stakeholders, including town officials, park staff, emergency services and others as identified by the Town. This kick-off meeting will be utilized to confirm project objectives, critical schedule items, and goals. We will visit the site to photo-document the current conditions, assess safety concerns, circulation paths and corridors and verify crucial elements within the project limits and validate them with town staff.

Weston & Sampson will prepare a technical memorandum that includes foul ball trajectory, heights, distances, and angles based on typical player data, velocities, age groups, bat and ball types, existing conditions, and recommended solutions.

We will be available to present the memorandum to your project team and other project stakeholders if desired at one (1) meeting. We will coordinate with your staff to ensure that the recommended safety improvements comply with the Town's maintenance procedures as well as comply with recommended clearances and access for emergency responders and safety access.

Please note, Weston & Sampson is aware that there are environmental resource areas (wetlands) within the vicinity of the project area. We do not believe the project area falls within the boundaries, buffers, and setbacks of the wetland area but recommend conducting a wetland delineation to confirm that the improvements will not fall within the jurisdictional areas of the Massachusetts Wetland Protection Act and U.S. Army Corps of Engineers.

Weston & Sampson personnel will conduct a field-delineation of wetland resource areas to characterize and identify areas within the resource areas. Resource areas will be field verified by a wetland scientist trained in the Army Corp of Engineers and Massachusetts Wetlands Protection Act delineation process. This work will include:

- Site walk 200' out from limit of work,
- Identification of resource areas based on vegetation, soils, and hydrology
- Flagging and documentation of resource areas including types of wetlands, vegetation encountered, soils encountered, types of hydrology present.
- Pick up flags using handheld GPS unit

Assumptions:

- This proposal does not include any permit applications that may be required pending the results of the formal wetland delineation, such as an RDA or NOI submission to the local Conservation Commission.

Refer to Figure 1 Environmental Receptors Map on next page

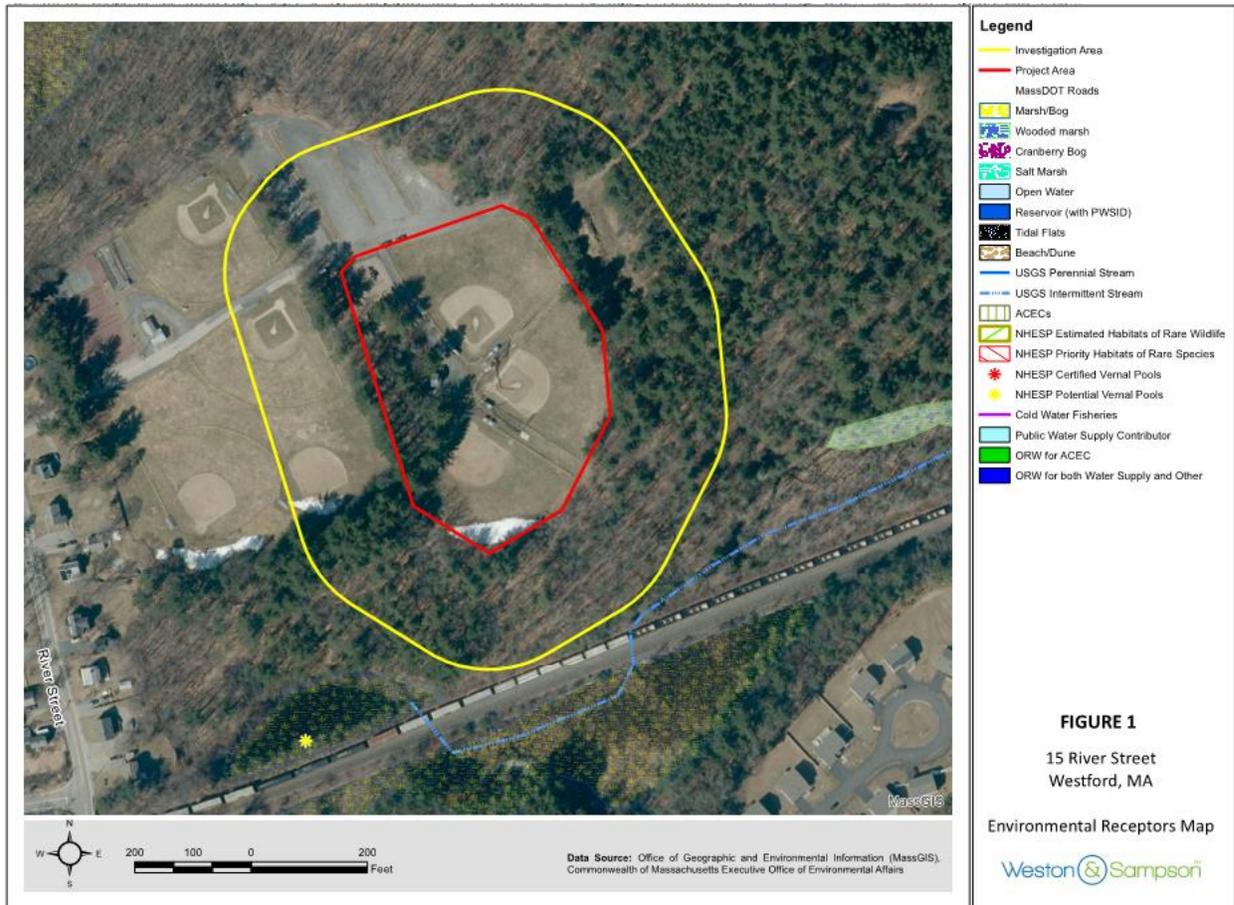


Figure 1

Field work will take one day with one wetland scientist. The field work will be documented with a wetland delineation report. Included with the report will be the Army Corps of Engineers (ACOE) field data forms for the resource area.

Task 1A | Geotechnical Subsurface Investigation – OPTIONAL (NIC)

In conjunction with the on-site investigation, Weston & Sampson recommends subsurface investigations and analysis to understand soil characteristics for soil bearing capacity of potential netting system foundation designs. The subsurface investigation will inform the structural engineering of foundations and the need for amending or removing existing soils to support the proposed improvement plan. Specifically, Weston & Sampson will prepare a subsurface exploration plan. Geotechnical borings will be completed to better understand the underlying conditions as they relate to construction of the proposed improvements. We will coordinate and commission a drilling contractor to conduct the borings. The drilling contractor will be responsible for contacting DigSafe prior to conducting fieldwork.

Based on the results of the field work, Weston & Sampson will prepare a geotechnical report and make recommendations regarding pavement design, excavation and earthwork, and netting footings. Weston and Sampson will field locate boring locations and commission a private utility locator to mark out subsurface utilities in the vicinity of the boring locations.

Task 2 | Final Design (100%) Contract Documents

Final design and contract documents will be prepared including plans, details, specifications, and an opinion of probable construction costs. When substantially completed, the documents will be submitted for your review and

consideration. We anticipate that these design documents will represent a complete 100% level.

After receipt of final comments from Town representatives, and attendance at one (1) project review meetings, we will prepare final contract/bid documents. If desired, Weston & Sampson personnel will be available to assist in the compilation of the front end or "Boiler Plate" contract specifications with the Town. Weston & Sampson will furnish plans and specifications in paper and electronic formats.

PROJECT COST:

We propose to conduct the scope of services described above for the lump sum price of \$31,000. This amount represents our present judgment as to the amount of work required. If additional work is necessary, a proposal amendment will be prepared for your signature. No additional work will be completed without your written authorization. We appreciate the opportunity to present this proposal. If this proposal is acceptable, please sign below, keep one copy for your records, and return an electronic PDF copy to this office.

Task	Task Fee
Task 1 Site Investigation	\$16,500
<i>Task 1A Geotechnical Subsurface Investigation – OPTIONAL (NIC)</i>	\$28,500
Task 2 – Final Design (100%) Contract Documents	\$14,500
Design Total	\$31,000

NOTICE TO PROCEED

Weston and Sampson is prepared to initiate the above scope of work immediately upon receipt of your written Notice to Proceed. The work will be performed in accordance with our standard terms and conditions which will be provided prior to final contract approval. We look forward to the opportunity to work on this program. If you have any questions on this scope of work, please do not hesitate to contact us at (857)-415-3891.

Please sign the Notice to Proceed below and email to kunkelb@wseinc.com if this proposal is acceptable to you.

Sincerely yours,

WESTON & SAMPSON ENGINEERS, INC.



Brandon Kunkel, RLA
Sr. Associate | Landscape Architecture

ACCEPTED FOR:

Town of Westford By:

Kyle Fox, PE | Director of Public Works

Date



Town of Westford

Town Owned Land

COMMON NAME
Graniteville Ballfield/American Legion Field

ACQUISITION AND ALLOCATION HISTORY	
Acuisition and Allocation History	Acquired from Mill Properties, Inc. pursuant to approval of Article 14 of ATM 3/8/1958 for the location of a new public school until such time as a subsequent Town Meeting deems the land unsuitable or not needed for such a use. The Deed to the Town is recorded at MNRD Book 1416 Page 218. The land is shown on a plan entitled "Plan of Land, Graniteville, Westford, Mass. Belonging to the Abbot Worsted Co." dated June 1, 1956 By Smith & Brooks, Civil Engineers & Surveyors, which is recorded at MNRD Plan Book 91, Plan 22. By approval of Article 23 at Special Town Meeting on Oct. 18, 2010 care and custody of this parcel was conveyed to the Recreation Commission. As of 1-8-14 no affidavit documenting this transfer had been recorded at MNRD.
Who Controls:	Recreation Commission

DIRECTIONS TO PARCEL

MAP COORDINATES

ADDRESS NO.	STREET ADDRESS
	RIVER ST, 15
MAP AND PARCEL	CLASSIFICATION CODE
330/062.0-0102-0000.0	903
ZONING	ACREAGE
	31.0

LAND SURVEYED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	When:	Results:	Who Surveyed:
PERC TESTS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	When:	Results:	File Location:
WETLANDS DELINEATED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	When:	Results:	File Location:
DESCRIPTION			
USE OF LAND			
MANAGEMENT AND MAINTENANCE STATUS AND NEEDS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	Steward's Name	Steward's Address	Steward's Phone #
CONTACT INFORMATION			

STATUS RELATIVE TO 5 YEAR MASTER PLAN	
ACQUIRED WHEN	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ACQUIRED HOW	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DEED RESTRICTIONS	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

ADDITIONAL COMMENTS



TOWN OF WESTFORD

DEPARTMENT OF PUBLIC WORKS

TO: Kristen Las, Town Manager

FROM: Kyle Fox, Director of Public Works

DATE: May 16, 2025

RE: Request to Accept Donation for Rehabilitation of Graniteville Snack Shack at 15 River Street

SUGGESTED MOTION:

Motion to approve the acceptance of a donation with an estimated value of \$13,410 for materials and labor to rehabilitate the exterior of the “snack shack” located at the Graniteville athletic complex at 15 River Street. Additionally, approve the acceptance of cosmetic bathroom improvements to be completed by the WYBSL at no cost to the Town.

The Parks and Recreation Commission discussed this proposal from Matt Riegert, President of the Westford Youth Baseball and Softball League (WYBSL), during their May 5 meeting. The Commission approved the request to recognize the sponsors via banners on the building and recommended approval by the Select Board.

The structure, currently used as storage and for public bathrooms, is in deteriorating condition. The proposed rehabilitation includes replacement of the roof, siding, trim, and garage doors. This work will be performed at no cost to the Town, through the generous contributions of CRM Construction LLC and its partners. Public Works strongly supports this project, which will improve the appearance and utility of this heavily used community facility.

Details are included in the attached materials from WYBSL.

Thank you for your consideration of this generous offer, which will greatly improve a frequently used facility at no cost to the Town

CC: Michelle Collett, Recreation Director



Mr. Chris Barrett, Chair
Westford Park & Recreation Commission
cbarrett@westfordma.gov

April 24, 2025

Dear Chris -

The “old snack shack” (also known as “the garage”) at the American Legion Field (15 River Street) is in dire need of improvements. This building sits along the left-side of the driveway to the baseball and softball fields, beyond the tennis courts, and was used as a “snack shack” many years ago, but currently serves the Westford Youth Baseball & Softball League (WYBSL) as a storage facility for playing equipment and supplies, and it has two (2) small bathrooms accessible via the outside north wall. The roof, siding and trim and doors are in need of replacement. The bathrooms are in need of cosmetic improvements. See attached photos of the exterior of the building.

WYBSL is grateful to have been presented with an opportunity to rehabilitate the exterior of this building at no cost to the Town of Westford or WYBSL, thanks to the generosity of CRM Construction LLC (Groton, MA), and their partners Concord Building and Design Center (Concord, MA & Littleton, MA) and Teixeiras Construction, Inc. (Southborough, MA). Please see attached a proposal and scope of work to rehabilitate the “old snack shack” at no cost to the Town of Westford or WYBSL. WYBSL would like to hang banners on the rehabilitated building to advertise the sponsorship of those companies. The estimated donation is \$13,410.

WYBSL is seeking the approval of the Parks and Rec Commission to proceed with this project as soon as possible, and to assist with the acceptance of the referenced donation by the Select Board. Additionally, WYBSL would plan to make cosmetic improvements to the bathrooms as part of this project at no cost to the Town of Westford.

Thank you for your consideration!

Matt Riegert, President
Westford Youth Baseball and Softball League
wybslpresident@gmail.com
Cell. 617-947-9821

CC: Kyle Fox, DPW Director, kfox@westfordma.gov









116 Boston Rd • Groton, MA 01450-1860 • Phone: 781-608-3463

Westford Youth Baseball and Softball League
Job Address:
15 River Road
Westford, MA 01886

Print Date: 4-17-2025

Proposal for 15 River Road Westford Baseball Shack

Dear WYBSL,

Thank you for the opportunity to sponsor your project. I am excited to submit this proposal for your shack rehab project and look forward to working with you in the coming weeks and months to bring your vision to life.

If you have any questions or need additional information, please don't hesitate to reach out to me by phone or email.

Thank you again for the opportunity to bid on your project—I truly appreciate it!

Best regards,

Chris Meyer
781.367.2351

H.I.C. #186411
MA CSL License #CS-110724
EPA Lead #NAT-F204334-1
MA Lead #LR-4937
Hoisting Engineer #HE-192636

Items	Description	Price
Building Permit	Application and Permit Fee	\$210.00
Exterior Carpentry	Siding and Trim Labor -Remove Existing Trim	\$5,760.00

	-Install New Roofline Trim and Window Trim	
Exterior Trim and Siding	Exterior Material -1x Acre for Trim -White Cedar Shingles for Gable End Siding -2x PT for Countertop	\$3,000.00
Roofing	Roofing Material -GAF Architectural Shingles	\$1,440.00
Roofing	Roofing Labor -Installation Cost	\$1,800.00
Garage Door	Garage Door -Replace Panels -Track to Remain	\$960.00
Hardware	Hardware -Install New Locks on (3) Doors -WYBSL to Supply Hardware	\$240.00
Sponsorship Donation	Donations -CRM Construction LLC -Concord Building and Design Center -Teixeiras Construcrtion Inc.	- \$13,410.00

Total Price: \$0.00

Scope of Work

1. Demolition

- Strip the entire roof of existing shingles and underlayment.
- Remove all existing roofline trim components.
- Remove existing trim and countertop around the snack window.
- Remove plywood coverings on wall openings adjacent to the snack window.
- Remove and dispose of garage door panels.

2. Exterior Carpentry

- Install all new roofline trim and casing using Acre material:
 - **Fascia & Soffit:** 1x8 Acre
 - **Rake Trim & Casing:** 1x6 Acre
 - **Shadow Strip on Soffit:** 1x4 Acre
 - **Shadow Strip on Rakes:** 1x3 Acre
- Construct new snack window countertop using 2x pressure-treated lumber.
- Install new metal garage door panels on existing tracks.
 - **Note:** Panels to be uninsulated metal doors.

3. Roofing

- Roof entire structure using **GAF Timberline HD Architectural Shingles**.
 - **Shingle Color:** TBD
- Include proper installation of:
 - Ice & water shield
 - Roofing underlayment (roof paper)
 - Drip edge
 - Ridge vent and appropriate ventilation

4. Hardware

- Install door hardware provided by the client or donor.
 - **Note:** GC to supply labor only.

Material and Labor Contributions

This project is being supported through generous donations and services from the following:

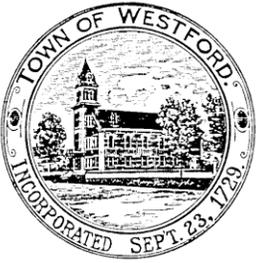
- **CRM Construction LLC** – General contracting, labor, and project management.
- **Concord Building and Design Center** – Material contributions.
- **Teixeiras Construction Inc.** – Labor and/or material contributions.

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:



TOWN OF WESTFORD

DEPARTMENT OF PUBLIC WORKS

DATE: April 5, 2024

AT (OFFICE): Department of Public Works

FROM: Kyle Fox ^{KF}
Public Works Director

SUBJECT: Donation Offer for Fencing at Graniteville Field G-7

TO: Kristen Las
Town Manager

SUGGESTED MOTION: To accept and expend the donation from WYBSL in the amount of \$4,390 for the purpose of installing approximately 43 feet of eight foot high fencing at Graniteville Field G-7.

The Westford Youth Baseball & Softball League (WYBSL) is offering a donation of fencing materials and installation valued at \$4,390 to the Town of Westford. The proposed eight-foot-high fencing would replace existing four-foot-high fencing along the first base line of Softball Field G-7 at the Graniteville/American Legion fields. The new fencing would support eliminating a safety concern that has been vocalized over the past years with respect to foul balls being batted toward spectators. WYBSL is hopeful to have the fencing installed for the upcoming season.

The request was reviewed and unanimously recommended by the Parks and Recreation Commission at their April 1, 2024 meeting. Should the donation be accepted, the Parks Division of Public Works would manage the project.

CC: Kristen Las, Town Manager
Chris Barrett, Chair, Parks and Recreation Commission