

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 10, 2025

Project Name: Jack Walsh Fields Parking Improvement Project

CPA Funds Requested: \$40,000

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 Jack Walsh Recreation Complex is one of Westford's most heavily used athletic facilities and has recently benefited from several significant upgrades, including new courts (CPA, Capital funded), playground refurbishment (budget funded), driveway realignment (budget funded), and pedestrian safety improvements (capital and grant funded). During this work, an unanticipated operational challenge emerged: the realigned driveway now enters at the narrowest point of the parking area, which has created recurring congestion, queuing conflicts, and reduced visibility during peak field use periods.

In addition, the complex continues to experience a shortage of parking to support league play, practices, and community access. At the request of the Parks & Recreation Commission (P&R) and the Westford Youth Soccer Association (WYSA), the Department of Public Works developed a concept plan showing opportunities for layout improvements and additional parking capacity. The full build-out concept features 62 total spaces, including four accessible spaces, and would require approximately \$340,000 to construct.

This CPA request funds an initial phase focused on the most immediate and impactful issue: improving circulation and addressing the bottleneck at the entrance. The proposed work includes removing existing bollards and deteriorated wire guardrail, grading and resurfacing targeted turf areas with gravel to allow safe vehicle movement, and installing new timber rails positioned to align with a future full implementation plan. This phase provides immediate operational relief while allowing the Town to pursue subsequent phases as funding becomes available.

Community Benefits

This project directly improves public recreational access, safety, and usability for the thousands of residents who use the Jack Walsh Complex annually. Expected benefits include:

- Improved traffic flow and reduced congestion, particularly during WYSA games and large community events.
- Safer pedestrian movements, with fewer vehicle conflicts and improved sight lines near the entrance.
- Increased functional parking capacity by converting underutilized turf areas into usable circulation and staging zones.
- Support for youth sports and community recreation, strengthening a key Town asset visited by families, children, and residents of all ages.

Outcome measurement methods will include:

- Pre- and post-construction observations by P&R, WYSA, and DPW regarding congestion and queuing.
- User feedback collected through P&R and WYSA communication channels.
- Monitoring of emergency access and internal circulation during peak periods.

Alignment with CPA Goals and Preservation Impact

The project aligns directly with CPA's Recreation purpose by improving public access, safety, and enjoyment of municipally owned recreational land. Enhancing circulation and safety preserves the long-term viability of the complex, supports youth and adult sports programming, and ensures the facility continues to serve the community effectively.

All improvements occur on land under the care and custody of the Recreation Commission, ensuring permanent public recreational access consistent with CPA requirements.

Timing Considerations

Construction is planned for the 2026 spring–fall season to avoid disruption to spring soccer and to align with favorable weather and contractor/staff availability. Completing this phase now allows the complex to function more efficiently while the Town explores grant opportunities or future CPA requests for the full parking expansion.

Long-Term Impact and Stewardship

The improvements utilize durable materials (gravel surface and treated timber rails) that require minimal long-term maintenance. The Department of Public Works will continue to maintain the parking and circulation areas as part of its ongoing stewardship of the Jack Walsh Complex. WYSA field-use fees, deposited in the Field Maintenance Revolving Account, help support ongoing upkeep of the facility.

This phased approach ensures responsible investment while positioning the Town for a future build-out that maximizes safety, accessibility, and community benefit.

4. Project Location and Ownership

Project Address: 90 Carlisle Road

Assessor Information (Map/Block/Lot ID): 007 0009 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 Soccer Association is assessed usage fees each year for the use of the Jack Walsh fields. WYSA paid \$27,000 for their 2025 Field Use Permit, which helps cover maintenance expenses via the Field Maintenance Revolving Account. Adult soccer programs also permit space at the fields on a pay per use permit.

Recurring Expenses (maintenance, etc.): There is limited recurring expense as the proposed materials are durable and weather resistant.

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

Expected Completion Date: October, 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
- Parking Lot Upgrade Plan
- Parking Lot Upgrade Estimate (full build)
- Town-Owned Land documentation

10. Applicant Signatures

Signature: _____ Date: _____

Printed Name: _____ Title: _____

For Community Preservation Committee Use Only

Date Received:

Year:

Is Sufficient Data/Detail Provided?

Is Timeliness an Issue?

Is Additional Information Required?

Project Interview Date:

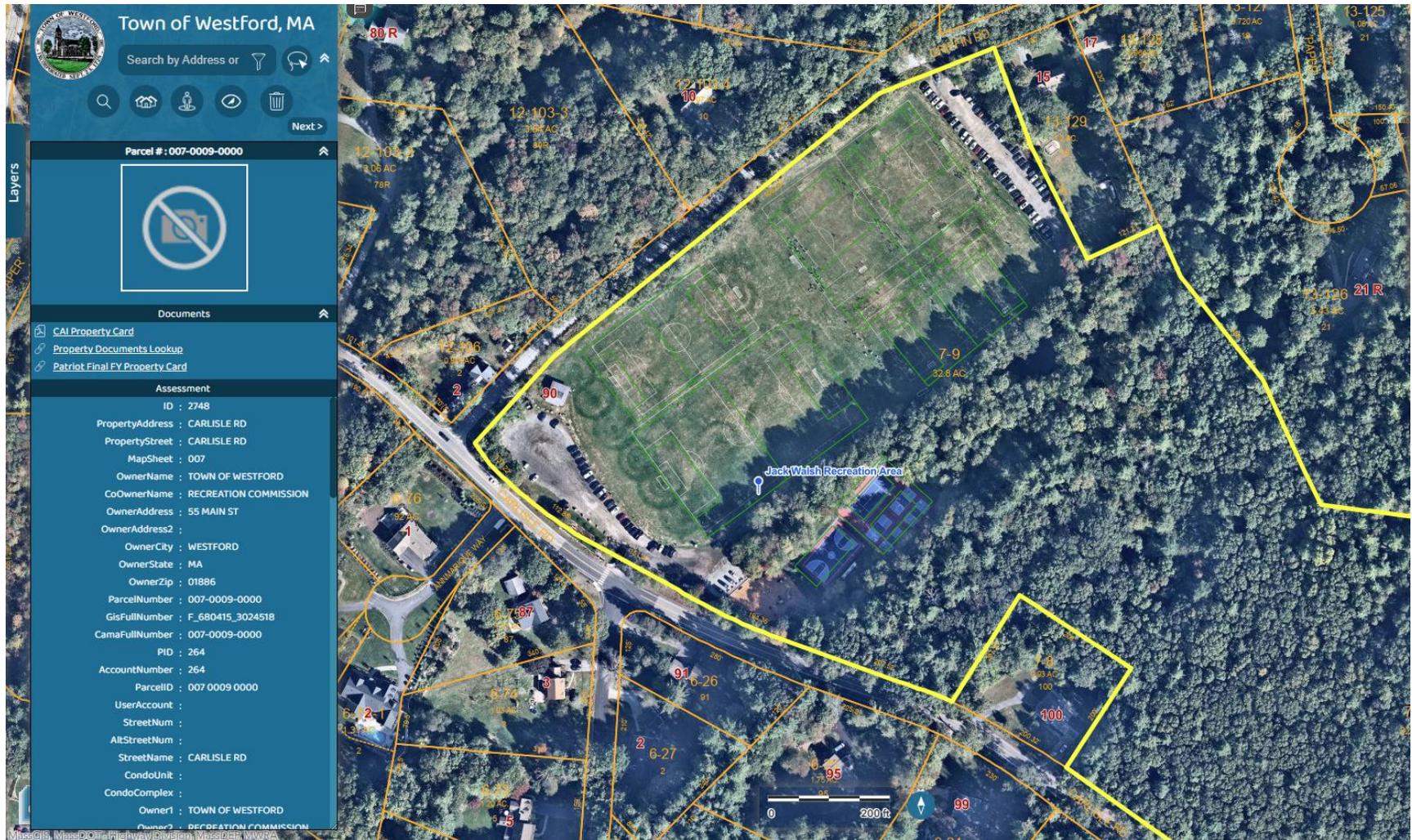
Public Hearing Date:

Committee Vote: Yes No Abstain

Date:

Recommendation for Town Meeting Consideration: Spring Fall Special

SITE MAP



SITE MAP





NO.	DATE	DESCRIPTION
REVISIONS		

SCALE:	1"=20'
DATE:	10/2/2025
PROJECT:	JACK WALSH FIELDS
FILE NAME:	JACKWALSH-PARKING2025.DWG
DESIGNED BY:	A.H.A
DRAWN BY:	A.H.A
APPROVED BY:	J.R.D.

TOWN OF
WESTFORD, MASSACHUSETTS
 ENGINEERING DEPARTMENT
 28 North Street • Westford, Massachusetts • 01886
 (978) 692-5520

JACK WALSH FIELDS
PARKING CONCEPT

CARLISLE ROAD
WESTFORD, MASSACHUSETTS

SHEET #1
 2 OF 2



Town of Westford

Engineering Department

DRAFT

JACK WALSH PARKING CONCEPT - CONSTRUCTION ESTIMATE

Date: 10/3/25

Item	Quantity	Unit	Unit Price	Total
Earth Excavation	1,437	CY	\$55	\$79,035
Gravel Borrow/Dense Grade	1,078	CY	\$74	\$79,298
Fine Grading & Compaction	3,235	SY	\$10	\$32,350
HMA Pavement	700	TON	\$100	\$70,000
Loam	11	CY	\$100	\$1,100
Seed & Establishment of Growth	100	SY	\$4	\$400
Compost Filter Tube	120	LF	\$9	\$1,080
Pavement Markings	2,000	LF	\$1	\$2,000
Stormwater SCMs	1	LS	\$10,000	\$10,000
Guardrail	430	LF	\$40	\$17,200
Stone Construction Entrance	1	LS	\$1,500	\$1,500
Sub-Total				\$293,963
15% Contingency				\$44,094
Total				\$338,057

Parking Spaces	
Total:	62
Handicap:	4



Town of Westford

Town Owned Land

COMMON NAME	
Jack Walsh Recreation Area	

ACQUISITION AND ALLOCATION HISTORY	
Acquisition and Allocation History	(Acquisition of land authorized by Art. 25 Adj. ATM 4/7/1973 "for a playground or for recreational purposes". Acquired from Domenic Del Papa for \$101000. The purchase of the land was funded in part by a grant in the amount of \$51872.64 awarded in 1973 by the US Dept. of Interior - National Park Service Land and Water Conservation Fund (#10-134-XXX). Deed to Town recorded 12/18/73 as Certificate No. 19989 - Book 102 Page 377 (Doc. # 64105) with Land Court. Parcel is shown on Land Court Plan 3990B. See Land Court Plans 3990C and 3990D for excluded parcels. Article 12 of STM 5/11/1985 voted to rename the area from the "Parker Village Recreational Area" to "Jack Walsh Recreation Area")
Who Controls:	Recreation Commission

DIRECTIONS TO PARCEL	

MAP COORDINATES	

ADDRESS NO.	STREET ADDRESS
	CARLISLE RD
MAP AND PARCEL	CLASSIFICATION CODE
330/007.0-0009-0000.0	903
ZONING	ACREAGE
	32.8

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 Meeting vote authorized Seltmen to acquire land for recreation purposes, but the article does not specifically state that care and custody of the parcel would go to recreation commission.