

# Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

 [jbeyer@westfordma.gov](mailto:jbeyer@westfordma.gov) | [jhealy@westfordma.gov](mailto:jhealy@westfordma.gov)  (978) 399-2905

## 1. Basic Project Information

Submission Date: January 9, 2026

Project Name: Housing Production Plan Update

CPA Funds Requested: \$ 15,000.00

### Applicant Information:

Name: Jeffrey Morrissette, Assistant Town Manager – Land Use & Economic Development

Address: 55 Main Street, Westford, MA 01886

Phone: 978-692-5524

Email: jmorrissette@westfordma.gov

Sponsoring Board/Committee(s): Land Use Management Department

Additional Responsible Parties (if applicable): NMCOG

Project Manager/Contact Person: Jeffrey Morrissette

## 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 Land Use Management Department (LUMD) intends to work with our regional planning agency NMCOG to update the Town's Housing Production Plan (HPP). The public planning process and development of a new plan/document with benefit of input from the Affordable Housing Trust Committee, Westford Housing Authority, and the general public will be reviewed and approved by the Planning Board, Select Board and Executive Office of Housing and Livable Communities (EOHLC) is a project estimated at \$45,000, and will take approximately 12 months to complete. Funding for two-thirds of the projected cost (\$30,000) will be covered by a District Local Technical Assistance Grant (DLTA) from the Northern Middlesex Council of Governments (NMCOG), contingent upon receipt of this funding request. This plan must be updated every 5 years and is currently set to expire in October 2027. The plan helps the Town create a roadmap for assisting with housing affordability by developing more diverse and attainable housing options, as identified in the Town's Strategic Plan. Without an approved HPP, the Town is vulnerable to 40B developments even if our Subsidized Housing Inventory (SHI) is above the 10% threshold.*

- **Community Benefits:**

*The residents of Westford, particularly seniors, are struggling with housing affordability. As the town's population ages, residents are facing difficulty when it comes to balancing their desire to stay in town with their physical and financial abilities to continue to maintain their homes and/or lack an inventory of different housing options that would allow them to downsize as their needs change. Additionally, as homes continue to become more costly to build, it is considerably difficult to construct new, modest-sized housing and make the economics work from a developer's perspective. This has resulted in homes continuously becoming larger and less attainable for younger individuals seeking to move into Westford, whether for the first time or moving back to town following college, military service, etc. The plan will assist the Town to identify both strategies to help new housing and more housing typologies become financially feasible, and locations where new housing is desirable to help diversify the town's housing stock and provide more options than owner-occupied, single-family homes, which makes up more than 80% of the housing stock today. Having an approved HPP also improves the Town's competitiveness for many grant applications.*

- **Preservation Impact:** Describe how the project preserves the town's character and aligns with the goals of the Community Preservation Act.

*Working with several boards and committees, LUMD intends to identify opportunities and barriers to overcome to provide additional affordable and community housing opportunities, particularly as projects in and around the Town's MCMOD district move forward in the short-term. This will include opportunities to redevelop previously disturbed sites and, when possible, reusing existing buildings.*

- **Timing Considerations:**

*With the Town's MCMOD bylaw in place, the plan update would be timely as there are likely one-time opportunities that could come up as redevelopment proposals in the short-term come before the Planning Board under the MCMOD bylaw.*

- **Long Term Impact:**

*The plan requires updating every five (5) years. It is possible that in 5 years, LUMD may seek funding for an update to the plan at that time. Otherwise, there are no ongoing maintenance needs that would require additional funding to supplement this request.*

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#### 4. Project Location and Ownership

Project Address: town-wide plan

Assessor Information (Map/Block/Lot ID): n/a

Ownership/Care and Custody Information: n/a

**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: 33 %

Other Funding Sources (committed/applied/planned): DLTA Funds - \$30,000 committed contingent upon receipt of matching funds

Anticipated Annual Income/Expenses: n/a

Recurring Expenses (maintenance, etc.): \_\_\_\_\_

Taxpayer Impact: \_\_\_\_\_

## 6. Procurement

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

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

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

Procurement Plan: Upon receipt of funds, NMCOG will be able to begin work relative to updating the HPP \_\_\_\_\_

## 7. Project Timeline

Proposed Start Date: July 1, 2026

Expected Completion Date: June 30, 2027

Include key milestones or phases of the project if applicable: \_\_\_\_\_

## 8. Endorsements by Applicable Boards/Commissions

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

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

## 9. List of Attachments

Include all supporting materials relevant to your application:

- Site maps, photographs, or plans
- Cost estimates or contractor quotes
- Letters of support or endorsements

- Letters of support or endorsements
- Ownership documentation or legal agreements
- Deed restrictions

## 10. Applicant Signatures

Signature: Jeffrey Morrissette Date: 1/9/2026  
Printed Name: JEFFREY MORRISSETTE Title: ASSISTANT TOWN MANAGER -  
LAND USE & ECONOMIC DEVELOPMENT

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### 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

## Joseph Giniewicz

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**From:** Kelly Lynema <klynema@nmcog.org>  
**Sent:** Monday, November 10, 2025 12:26 PM  
**To:** Joseph Giniewicz  
**Cc:** Jeffrey Morrissette  
**Subject:** Re: Housing Production Plan TA Match

[External !](#)

Hi Joe,

Following up on your message below — we request a match of 33% on anything \$30k or higher. We quote \$45k for HPPs, so it would be a \$15k match and \$30k for DLTA. Our standard practice is to first use DLTA funds, using the match last, so if we don't need all of it, we won't invoice all of it.

Let me know if you have any other questions, and thanks for thinking ahead on this!

Kelly

**Kelly Lynema, AICP (she/her)**  
**Deputy Director**  
Northern Middlesex Council of Governments  
672 Suffolk Street, Suite 100  
Lowell, MA 01854  
(978) 454-8021, extension 116  
[www.nmcog.org](http://www.nmcog.org)

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**From:** Joseph Giniewicz <jginiewicz@westfordma.gov>  
**Sent:** Friday, November 7, 2025 12:57 PM  
**To:** Kelly Lynema <klynema@nmcog.org>  
**Cc:** Jeffrey Morrissette <jmorrissette@westfordma.gov>  
**Subject:** Housing Production Plan TA Match

**Caution:** This email originated from outside of the organization. **Do not reply, click links, or open attachments** unless you can confirm the sender and know the content is safe.

Hi Kelly,

We're getting into the budget season, and we will need to provide our Community Preservation Committee with a request for CPA funds to act as our match for a (get ready) DLTA request with NMCOG to update our HPP. Could you please confirm for us the amount that we should put in for our application to the Committee? I thought before that you had mentioned \$15,000 or \$20,000 but I could be misremembering.

Please let us know if you have any questions.

Thanks,  
Joe

Joseph Giniewicz, AICP  
Town Planner  
Town of Westford  
55 Main Street  
Westford, MA 01886  
978-692-5524



Please note Town Hall Hours have changed:  
M, W, Th 8AM-4PM  
T 8AM-6:30PM  
F 8AM-1PM

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See <http://www.sec.state.ma.us/pre/preidx.htm>.

# Westford Housing Authority

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65 Tadmuck Road, Westford, MA. 01886  
Ph: 978-692-6011 | Fax: 978-692-9609

January 9, 2026

To Whom It May Concern,

Please be advised that on December 11, 2025, the Westford Housing Authority board voted unanimously to recommend the Land Use Management Department's application for \$15,000.00 to the community Preservation Committee to update Westford's Housing Production Plan. The Westford Housing Authority supports this important initiative because it will help create strategies to meet our affordable housing needs, and we welcome being an active participant in this crucial public planning process.

Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Mandi Dinsmore", with a decorative flourish at the end.

Mandi Dinsmore  
Executive Assistant  
Westford Housing Authority