

Community Preservation Funding Application — Fiscal Year 2027

55 Main Street, Westford, Massachusetts 01886

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1. Basic Project Information

Submission Date: _____

Project Name: Records Preservation Project

CPA Funds Requested: \$ 100,000.00

Applicant Information:

Name: Jeffrey Morrisette, Assistant Town Manager - Land Use & Economic Development; Laurie Shaw, Town Clerk

Address: 55 Main Street, Westford, MA 01886

Phone: 978-692-5524

Email: jmorrisette@westfordma.gov

Sponsoring Board/Committee(s): Land Use Management Department & Town Clerk's Office

Additional Responsible Parties (if applicable): N/A

Project Manager/Contact Person: Jeffrey Morrisette

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) and Town Clerk's Office have worked in tandem to preserve historical records stored in the vault. While there are over 400 volumes of records dating from the 18th - 20th centuries, the LUMD and Town Clerk's Office have progressed through some of these historical records) over the last 15 years through various conservation methods. These records are then stored in a climate-controlled storage vault in the Clerk's office. The unit maintains optimal storage conditions between 65 F-69 F and keeps relative humidity (RH) at 30-50%. These storage conditions are considered sustainable preservation environments and are critical to the longevity of these documents.

The current CPA request will continue to fund this effort for an approximately 3-year period and intends to include Westford's copy of the Declaration of Independence with the goal of having it on display for the Town's 300th anniversary. Costs for records retention and conservation treatments can vary greatly based upon the extent of treatment and extent of current damage of the volume, but may be considered as follows:

Highly extensive treatment - \$4,500 to \$8,000 per volume

Minor to Moderate treatment - \$750 to \$3,500 per volume

Microclimate boxes - \$15 each

Cloth-covered drop-spine boxes - \$400 each

- **Community Benefits:**

Digitizing documents has and will continue to fulfill several benefits, including but not limited to:

- *Preservation, Restoration and Repair of historical documents that have varying degrees of damage and maladies (i.e. mold and water stains, warped cover boards, discolored paper, etc.)*
- *Avoid to the extent practicable exposure to elements/wear-and-tear any time access is necessary*
- *Improve accessibility for residents, including online viewing, to minimize wear and tear with collecting physical documents from the Town's archives*
- *Improve the completeness of records as documents are catalogued*
- *Utilize storage space more efficiently, as extra copies of documents may be recycled*

- **Preservation Impact:**

The documents associated with the construction, rehabilitation and redevelopment of property throughout the town in some ways captures the story of how Westford got to be the place that it is today. Having historical records preserved will help inform residents

and local officials of Westford's character, where the town has been, and assist with the vision of where its future can be in a way that honors its past.

- **Timing Considerations:**

If the preservation and restoration/repair of historical documents are desired for the Town's 300th Anniversary, approval at the March 28, 2026 Annual Town Meeting is crucial.

- **Long Term Impact:**

The current request seeks to carry this project another three years. At that time, the Town Clerk and Land Use Management Departments will reassess the progress to date to see if the program will continue as is or if there will need to be modifications to continue to preserve and/or build a comprehensive archive of town documents.

4. Project Location and Ownership

Project Address: n/a

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: 100 %

Other Funding Sources (committed/applied/planned): n/a

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: _____

7. Project Timeline

Proposed Start Date: June 1, 2026

Expected Completion Date: June 30, 2029

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:

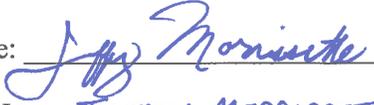
- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other: Will seek support from the Historic Commission

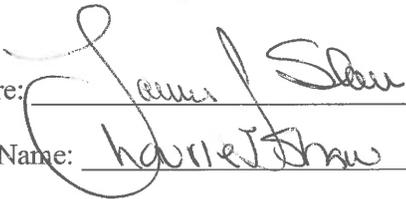
9. List of Attachments

Include all supporting materials relevant to your application:

- Site maps, photographs, or plans
- Cost estimates or contractor quotes
- Letters of support or endorsements
- Ownership documentation or legal agreements
- Deed restrictions

10. Applicant Signatures

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

Signature:  Date: 1/9/26
Printed Name: Harry Johnson Title: Town Clerk

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