

Proposal for a Westford Dog Park



Please note: This document is a draft proposal for the Westford Dog Park. The DPTF continues to work with the Town of Westford to agree on specific terms.

Executive Summary

At its June 14, 2016 meeting, the Westford Board of Selectmen voted to establish a Dog Park Task Force (DPTF). This was done in response to several years of citizen interest and informal requests to the Town. The following charge of the DPTF was established:

“The Dog Park Task Force shall make a recommendation to the Board of Selectmen regarding the establishment of a dog park. The recommendation shall report on possible locations, design, design and construction costs, costs and manpower required for ongoing maintenance, funding sources, safety and liability issues, and dog park rules. Membership shall include one member of the Board of Selectmen and interested citizens. If a proposed location is not under the care, custody, and control of the Board of Selectmen, then a member of the responsible board or committee shall be invited to join the task force. If no task force member lives near a proposed location, then an effort shall be made to include a nearby citizen on the task force.”

After a request for volunteers, 23 residents applied to donate their time to the cause. On July 12, 2016, the Board of Selectmen appointed those residents for a two-year task force term to end on June 30, 2018.

Shortly after the work of the DPTF began, a separate 501c(3) non-profit organization, Friends of the Westford Dog Park (FWDP), was registered with the Secretary of the Commonwealth of Massachusetts and the United States Internal Revenue Service. This separate group was formed to promote the establishment of an off-leash dog park in Westford while offering a long-term means to ensure continuity of funding and management. FWDP is comprised of seven board members and anticipates hundreds of community supporters.

The mission of the FWDP is to contribute to the health and well-being of people and domestic dogs through advocating for the design, construction, maintenance and safe operation of enclosed, off-leash recreation area in Westford. Once a dog park is established, the FWDP envisions offering seminars, trainings, and community events geared toward promoting responsible dog ownership. The operational aspects of the dog park will be comprised of mostly volunteer labor and ours will be modeled after dog parks locally and across the nation. There are a known minimum of thirty dog parks in the Commonwealth from which to draw a wealth of experience.

The primary source of funds for construction of this park is the Stanton Foundation, a Massachusetts organization that has dedicated a large portion of its resources to developing twenty-five dog parks throughout the State. The maximum grant is \$250,000 which is awarded in two segments, a design grant of \$25,000 and a construction grant of \$225,000. There are ten non-competitive grants awarded annually.

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Vision and Mission

Our vision is a one to two acre dog park built, maintained, and member-monitored. A variety of funding sources are being explored, including membership fees, donations, fund-raising and funds from the Community Preservation Committee, the Stanton Foundation, and the Friends of the Westford Dog Park (FWDP). We envision a park that builds strong relationships between residents and well-socialized dogs, and a location for joint events for the FWDP and the Westford Community as well as other appropriate local organizations to learn, teach, and raise awareness and funds for causes specific to canine welfare and the human/canine bond.

Needs Analysis

According to the Town Clerk's Office, Westford had 2,769 licensed dogs in 2016. This averages as one dog per three households in town. Westford's 2016 Parks and Recreation Master Plan identified a dog park as a program area to emphasize within the next 5-10 years, "based on the ability to find adequate space and funding as well as the capability of a program or service to support itself through the fees that are collected." The same plan also noted that the creation of a dog park would assist in controlling dogs in prohibited public areas. Most public parks in town explicitly prohibit dogs, making it harder for residents to find an acceptable place to exercise their canine companion.

Public Support

The Westford Dog Park Facebook Group has nearly 500 active members. Task Force members have presented at numerous public events, including the annual strategic planning retreat and the weekly Farmers' Market. The dog park has received positive support from dog owners and non-owners alike.

Benefits to the Community

The list of benefits gained by Westford and its citizens include but are not limited to:

- Decreased number of off-leash dogs in other public spaces, making it easier for leash laws to be enforced elsewhere in town
- Dog socialization reduces anxiety toward new situations, creating calmer dog-neighbors
- Less barking: a tired dog is a well-behaved dog!

- Pedestrian safety: those without access to sidewalks would have a place to exercise their dog
- A place to exercise for those in the many new multi-unit dwellings in town
- Safety: additional presence would deter loiterers and others who may use the nearby land for prohibited activities
- Access to exercise and socialization for mobility-challenged persons and dogs
- A dog park is an attractive amenity for prospective residents of Westford
- Trulia.com lists presence of a local dog park as a top 8 feature that increases property value

Risk Analysis

The risk to build, operate and maintain a dog park in Westford would be minimal for the following reasons:

- In order to apply to receive a non-competitive grant up to \$250,000, the Town of Westford must write an assurance letter indicating that it has 10% of the total hard construction costs.
- The Community Preservation Committee has already recommended that this 10% be allocated from the recreational CPC monies, pending Special Town Meeting vote.
- No construction would begin and none of the \$25,000 CPC money would be spent until funds from the Stanton Foundation are awarded and the design is approved by the Town Manager.
- Each dog park user would consent to following the dog park rules prior to use.

With a current pool of nearly 500 interested citizens, the risk for failure to operate the dog park efficiently and for the long term is low. When there is a vested interested in any endeavor, people find the time to insure that their pet project continues into the future. Great local examples are East Boston Camps, Parish Center for the Arts, Community Gardens, and Roudenbush Community Center. Further, the Westford Recreation Department has already indicated that it is planning on including miscellaneous dog park costs in its FY18 budget.

Land Acquisition

The DPTF scouted out all town-owned land over one acre in size (excluding conservation land), as detailed in the DPTF land search chart. Sites given preference were based on the following considerations, among others:

- Natural aesthetic
- Accessibility of location
- Potential for parking
- Minimal direct abutters

A presentation to the Board of Selectmen on July 25, 2017 included the DPTF's top land options. First on the list was the Recreation Land behind the Graniteville ballfields off of River Street, also known as the Stepinski parcel. DPTF members liked that this piece of land is centrally-located in town, has no residential abutters within 300 feet, and has access to walking trails. Having received input from the Recreation Commission on its need to conduct a Master Plan, and given its unofficial plans to add more baseball fields to the targeted land, members of the task force sought a compromise. A portion of the same Stepinski Parcel is under the custody and control of the Water Department. With the help of town officials, DPTF members identified a flat piece of said parcel which is over 2 acres in size. With the Recreation Commission's plan to develop the land to the southeast of the 50 foot right-of-way, the DPTF shifted its focus to the Water Department land to the northwest of the right-of-way. The Water Department land is now the DPTF's first land choice.

Pros:

- No residential abutters within 300 feet
- Flat land
- Partially wooded

Cons:

- The water line would have to be extended approximately 1,000 feet
- Parking and access to the entire complex must be improved
- Potentially more expensive to develop



The second piece of land as presented is 12+ acres of Board of Selectmen controlled land on Farmer Way. DPTF members liked that this land is conveniently located, partially wooded, and in an existing complex with noise and activity. This parcel is one of the few "buildable" parcels of town-owned land. On August 14, 2017, the co-chairpersons of the DPTF presented to the Westford School Committee for input at the request of the Board of Selectmen. The School

Committee voiced various concerns, including pedestrian safety, traffic control, and child safety due to the parcel's proximity to the Stony Brook Middle School. As an abutter to the parcel in question, the School Committee voted against supporting the DPTF's effort to secure the land, as presented. The Committee did indicate that it could reconsider its vote should the dog park establish membership rules.

Pros:

- Partially wooded
- Relatively flat parcel with minimal site work required
- Easily accessible off of an established road
- Easy access to water line
- Few abutters shielded by a natural berm

Cons:

- Potential for additional traffic to area
- Access road and additional parking lot required



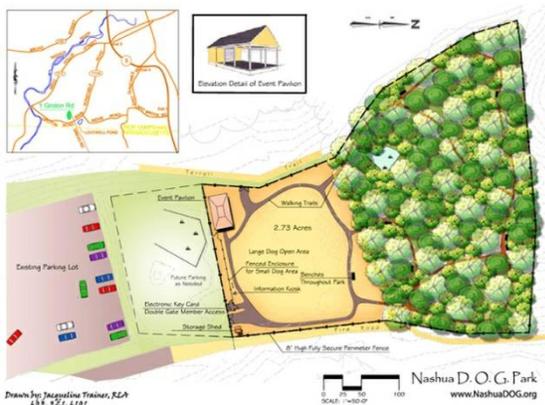
In order to comply with Stanton Foundation requirements, the Town of Westford must agree to maintain a dog park for 99 years. The town can either lease or license the park to a non-profit corporation such as has been created. Alternatively, the Town of Westford could operate the park while the non-profit fundraises and donates it back to the town, similar to the Friends of the East Boston Camps, for example. A Use Agreement could be an alternative arrangement to a Lease and research is being done on this subject to find out what has been done with other organizations in Westford. For example, the Community Gardens has no formal agreement with the town to use the land on Graniteville Road whereas Roudenbush has a lease. Should the lease/ use agreement be violated or terminated, the FWDP will be responsible to remove the fence and any equipment/structures from the premises. Particulars of the exit strategy would have to be negotiated.

Design

The DPTF envisions a dog park that maintains its natural aesthetic with:

1. A fenced-in “small dog” area;
2. A fenced-in “all dog” area;
3. Double-gated entrance and exit.

A fully fenced-in dog park will provide a safe and fun environment for dogs to exercise and socialize. The double-gated entry provides the owner with the opportunity to unleash his or her dog in a confined area, eliminating the danger of the dog getting loose outside of the park. This system also allows the dog to become acclimated to being off-leash prior to entering the main park, eliminating any potential “leash aggression” that may have occurred. The park will feature benches and/or picnic tables, as well as an informational kiosk. All structures will be built as to be non-permanent. Candidates for Eagle Scout have already reached out with offers to build some or all of these structures. Other features of the park might include: agility equipment, water fountains, and natural play features such as boulders.



Nashua, NH Dog Park Rendering



Wilmington, MA Dog Park



Chelmsford, MA Dog Park



Arlington, MA Dog Park

Membership Options

The dog park could be free and open to the public, Westford residents only, or membership only. This section will outline what each option would entail.

Free and Open to the Public

Most dog parks are free and open to the public. They are often maintained by a combination of the town and any associated groups of volunteers, like a non-profit organization. The rules would be posted at the gate and any park users would acknowledge compliance with the rules upon entry.

Pros

- Anyone in the greater community can participate (public use of public land)
- The Recreational Use statute protects from liability when fees are not charged for use of the park

Cons

- No way to formally ensure that dogs have vaccinations or are otherwise healthy
- No way to formally know who is coming and going

Westford Residents Only

Upon licensing one's dog, the Town could send those who indicate they want to use the dog park a special dog park tag (potentially donated by the associated non-profit organization).

Pros

- A way to start simple and assess traffic patterns and overall usage
- The Town can confirm registrants are vaccinated and licensed
- Upon registration, a suggested donation could be requested
- Open to all Westford residents
- The Recreational Use statute protects from liability when fees are not charged for use of the park

Cons

- Will be disliked by dog owners living outside of Westford but participating in the community

Membership Only

The Nashua, NH members-only dog park is on a parcel of city-owned land. A non-profit leases the land for \$1 annually so it can completely manage the park. The non-profit organization charges a fee for membership, which is used for its lock system, its fecal DNA registry, ongoing maintenance of the park, and liability insurance.

Pros

- Raises revenue for ongoing maintenance

- Ability to control and monitor who attends
- Ability to ensure dogs are vaccinated
- Friends from surrounding communities can join

Cons

- 36% of survey respondents do not support a members-only model
- Requires volunteers to administer membership
- Additional cost for lock system
- Town meeting vote required in order to lease land to non-profit with the potential to have to issue an RFP

Legal Structure

Friends of the Westford Dog Park, a [501 c (3)] is recognized as such by the United States Federal government and the Commonwealth of Massachusetts. Papers of incorporation and related bylaws are included as supplemental documents.

Financials

The DPTF is in the process of requesting Community Preservation funds in order to satisfy the 10% community-generated funding stipulation of the Stanton Foundation Dog Park Grant (see thestantonfoundation.org/canine/dog-parks). Should Westford be awarded this non-competitive grant, it has the potential to secure up to \$225,000 additional dollars to add a highly desirable amenity to the community.

As most of the efficient town entities in Westford already do, the Westford Dog Park aims to be as cost-neutral to taxpayers as possible. The bulk of the park’s ongoing funding would come from fundraising and potentially registration fees.

Organizational Financial History

To date the FWDP has not held formal fundraisers. This is due to a conscientious and deliberate decision to not solicit funds without first: having secured a piece of land; having involved abutters in the planning phase; having announced the membership structure to potential supporters. Our group has enjoyed wide support from many residents; the FWDP will employ these resources when there is a more formal agreement on the parameters of the park.

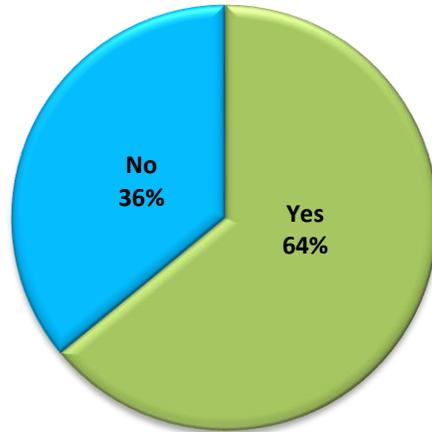
Exit Strategy

The terms of the Stanton Foundation Grant require that the town agree to maintain a dog park for 99 years. Regardless, the FWDP plans on maintaining an emergency contingency fund in case circumstances dictate the closure of the dog park.

Supporting Documents

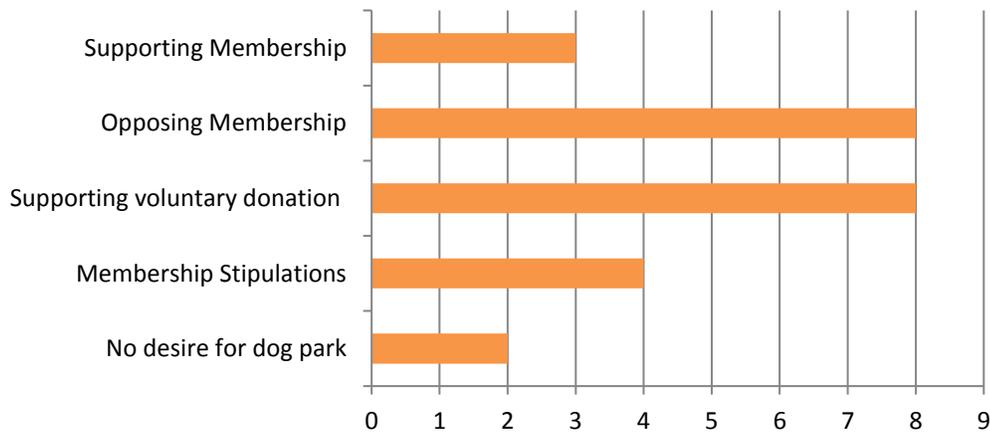
- A. Draft Budget
- B. Dog Park Land Search Spreadsheet
- C. Friends of the Westford Dog Park Incorporation Papers
- D. Friends of the Westford Dog Park Bylaws
- E. Draft Park Rules
- F. Dog Park Membership Survey Results

Would You Support a "Members Only" Dog Park

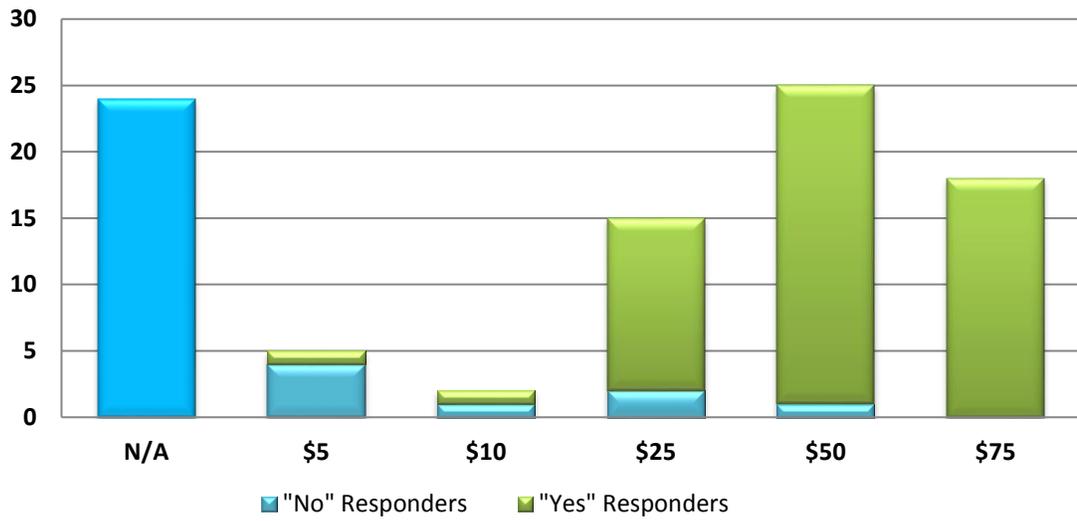


of Responses:
Yes - 57
No - 32

Comments



What would you be willing to pay annually for access to a Members Only Dog Park?



Westford Dog Park Proposed Budget

The following numbers are all estimates. No budgetary numbers should be considered final until a location for the dog park is finalized

Expenses:

	Cost Per Unit	# of Units	Total Cost
Main park Construction			
1 Site preparation (grading, stump removal, ect)			\$35,000
2 Fencing (Galvanized Chain Link, 8 ft. height)	\$45	1,650 ln ft (2 acres)	\$74,250
3 Turf Management (Ground cover)	\$1.00	43,560 sq ft (2 acres)	\$43,560
4 Parking Lot (30 spaces / gravel surface)			\$20,000
5 Entrance/Exit Gate (safety double gates)	\$500	2	\$1,000
6 Keypad Entrance System*	\$2,000	1	\$2,000
7 Signage (rules, liability information)	\$1,250		\$1,250
8 Bulletin Board	\$2,000	1	\$2,000
Amenities			
9 Benches	\$450	6	\$2,700
10 Picnic Tables	\$450	3	\$1,350
11 Storage Shed	\$2,000	1	\$2,000
12 Gazebo/Shade Structure	\$4,000	1	\$4,000
13 Dog Waste Stations (Waste removal tools and bags)	\$150	5	\$750
14 Trash barrels	\$100	2	\$200
15 Water Spigot (for providing water to dogs)	\$1,000	2	\$2,000
16 Agility /Play Equipment			\$3,500
Infrastructure			
17 Water Services*			\$10,000
18 Access Road Enhancement			\$10,000
Construction Subtotal			\$215,560
Contingencies			
19 Design (1st step of Stanton Foundation Grant)	5%		\$10,778
20 Administrative expenses	3%		\$6,467
21 Construction	5%		\$10,778
22 Escalation	3%		\$6,417
Total Expenses			\$250,000
Revenue:			
Stanton Foundation Gift Requested	90%		\$225,000
Community Preservation Funds	10%		\$25,000
Total Revenue			\$250,000

Rules and Regulations for Westford Dog Park

The Town of Westford shall not be liable for any injury or damage caused by dogs or handlers. Owners/handlers are responsible for any injuries caused by the dogs under their control. The dog park area is for dogs, owners/handlers and those accompanying them.

Hours: Dawn to Dusk.

Who is allowed:

No animals other than dogs permitted.

Children under 12 years of age must be accompanied by an adult. Children under 6 (other park rules say 10) years of age are not permitted within the park. Handlers must be 16 years of age or older.

A maximum of two (three?) dogs per owner/ handler are allowed in the park at one time.

Aggressive dogs are not allowed.

If your dog becomes rough or unruly or exhibits aggressive behavior towards people or other dogs, leash him or her and leave the park immediately.

Dogs with a history of aggressive behavior, as determined by the animal control officer, will have park privileges revoked.

Dogs must display current license and must be properly inoculated, healthy (no contagious conditions), and parasite free. In the event of a dog bite or injury the owner/handler must exchange current tag info and phone numbers. All bites must be reported to Animal Control at (XXX)XXX-XXXX

Inoculations must include: Rabies, Parvovirus, Bordetella, Leptospirosis, Lyme disease. Not a comprehensive list, I've included some more in the Members-only part of the rules. Please inform me if I missed any that should be required or recommended.

Entering/Exiting the Park:

Dogs are to be kept on a leash (not exceeding 6 feet) when outside the dog park fenced in areas. No retractable leashes permitted.

Do not have your dog unleashed between your vehicle and the gated entrance.

Leash and unleash your dog inside the dog park, not in the double gated holding area.

Alternatively: Leash and unleash your dog between the two gates in the double gated holding area. Please be polite to other dog owners leashing or unleashing and wait to enter until they have exited the double gate area.

Do not open the outside gate if the inside gate is open.

Park etiquette:

Owners/handlers must carry leash at all times.

Prong (spike) and choke collars must be removed prior to entry. **(Note: Some parks list pronged collars as prohibited, as seen below, so we would need to decide on that issue.)**

Scoop your poop! Owner/handler must immediately clean up after their dog. **(Or whatever we're doing with poop.)**

Owner/handler must have in their possession an adequate number of bags, or other appropriate device, for removal of their dog's waste (or other means of eliminating dog waste, TBD).

Owner/handler must repair all holes dug by their dog under their supervision.

Owner/handler must be in verbal control of their dog at all times.

Owner/handler must remain in the park and keep their dog within view at all times.

No commercial use of the dog park is allowed without prior agreement, including dog training classes, doggie daycare, dog walkers and/or advertisements.

Small treats are allowed if under owner/handler control. Please do not give treats to other dogs without owner permission. **(If we are allowing treats or food at all. It is on some parks' prohibited items list.)**

Dog toys are permitted (in agility/training area only?), but please maintain control over the toys as you would your dogs. **(I also just made that up. Some dog parks allow toys, some prohibit them, I figured we'd probably need some guidelines if we allowed them.)**

Special Use Areas:

Small dog area is for dogs under XX lbs only. Small dogs allowed in general dog area at owner/handler/dog's risk.

Training/agility area is for general use unless reserved in advance, but please respect trainers' wishes if their dog(s) needs space/lack of distraction for a short period of time. **(I totally made that up— don't know how that rule should read. Feel free to contribute verbiage you like.)**

Prohibited:

Glass containers

Smoking

Alcohol

The use of prong, spike, or choke collars

Human and dog food or treats

Human or dog toys

Strollers, carriages, or baby carriers

Bicycles, skate boards, or scooters

Aggressive dogs

Female dogs in any stage of heat

Puppies under 4 (6?) months of age (Puppies under this age are not fully vaccinated and are vulnerable to disease and injury.)

Membership Requirements

As we have not decided whether this will be a members-only park, I'm including some other dog parks' registration requirements for completeness. Should we decide to become a public park, we can then decide which of these rules to incorporate into the general park regulations and how they will be enforced.

All dogs should be registered with the following information:

Primary owner's name, address, phone.

Vet office contact info.

Microchipping is not required in Massachusetts, but we could consider it.

Record of current vaccinations (we can require all or recommend some): Rabies (required by law), distemper, parvovirus, adenovirus (hepatitis), leptospirosis, Bordetella, Lyme disease, influenza.

Dogs should be on heartworm preventive and be able to show a negative heartworm test.

Recommended (or required) flea and tick preventive, such as Bravecto.

The Nashua Dog Park uses PooPrints by BioPet Laboratories, who use a cheek swab of member dogs to track the DNA of any waste not picked up in their park. I've written the company for a quote, just to see what sort of dollars we're talking about.

I have found membership fees anywhere from \$43 to \$400 per year. The Nashua Dog Park charges \$125 for 1 or 2 dogs, \$150 for 3 to 5 dogs, and it is unclear if this includes registration in the PooPrints database. Our annual fees would, of course, depend on what sorts of benefits the members get in return. Some of the more expensive parks have very large park areas, dog washing stations, cleaning crews, etc.

An orientation appointment is required, to be conducted at (some participating local vet office) to validate health, fitness, and temperament of each dog.

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
020 0028 0000	Westlawn Cemetery	CONCORD RD	1.7	Cemetery Commission	Cemetery
027 0170 0000	Fairview Cemetery	MAIN ST	10.45	Cemetery Commission	Cemetery
020 0043 0001	Pine Grove Cemetery	FORGE VILLAGE RD.	11.7	Cemetery Commission	Cemetery
035 0004 0004	Picking-Wright Cemetery Annex	GROTON RD	4.49	Cemetery Commission	Cemetery
074 0002 0000	Edwards Beach Parcel	WILLIAMS AVE	10.0	Conservation Commission.	DPTF potentially interested; No response from the Conservation Commission re: restrictions; DPTF was deterred from pursuing Conservation land due to possible deed restrictions
053 0091 0000	Cameron Senior Center	PLEASANT ST, 20	3.422	Council on Aging.	Land in-use by senior center, nearby abutters
024 0022 0000	E. Prescott Fire Dept. Land	E. PRESCOTT ST	5.90	Fire Department	Land in-use by fire department, with some up for sale
059 0018 0000	J.V. Fletcher Library	MAIN ST, 50	1.59	Library Trustees	Land in-use by library
056 0055 0000	VFW Softball Field	W PRESCOTT ST, 52	10.0	Recreation Commission	Land in-use by recreation
031 0035 0101	Stony Brook Conservation Land - Recreation Commission Parcel	RIVER ST.	15.0	Recreation Commission	DPTF is very interested, however the Recreation Department has unofficial plans for this land. They need to perform a master plan before any decisions on the land can be made, per P.S.
036 0008 0000	Stony Brook Conservation Land - Recreation Commission Parcel 1	NUTTING ROAD	29.8	Recreation Commission	Land in-use by recreation (Community Fields at Nutting Rd.)

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
062 0102 0000	Graniteville Ballfield/American Legion Field	RIVER ST, 15	31.0	Recreation Commission	Land in-use by recreation (Graniteville/American Legion Fields)
007 0009 0000	Jack Walsh Recreation Area	CARLISLE RD	32.8	Recreation Commission	Land in-use by recreation (Jack Walsh Fields)
048 0011 0245	Vineyard Rd Ext School Land - South - 2	VINEYARD RD EXT	1.27	School Committee	Land in-use by School Department; want to hold
048 0011 0232	Greystone Elementary School	VINEYARD RD EXT	8.56	School Committee	Land in-use by School Department (Miller School)
048 0005 0001	Vineyard Rd Ext School Land - North	VINEYARD RD EXT	3.76	School Committee*	Land in-use by School Department (Miller School)
048 0005 0000	Vineyard Rd Ext School Land - South - 1	VINEYARD RD EXT	8.02	School Committee*	Land in-use by School Department; want to hold
035 0112 0000	Veterans Memorial Complex/Stony Brook School - 2	FARMER WAY	20.90	School Department	Land in-use by School & Recreation Department (Veterans Memorial Complex Fields)
069 0253 0000	Nabnasset School	PLAIN RD, 99	21.98	School Department	Land in-use by School Department; DPTF concerned about access to park and proximity to the school; nearby abutters
035 0108 0000	Veterans Memorial Complex;Stony Brook School - 1	FARMER WAY	22.30	School Department	Land in-use by School Department (Stony Brook Middle School)
026 0086 0000	Abbot School	DEPOT ST, 25	32.07	School Department	Land in-use by School Department (Abbot School)
020 0082 0000	Westford Academy	PATTEN RD, 30	37.9	School Department	Land in-use by School Department (Westford Academy)

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
024 0005 0000	Norman Day School	E PRESCOTT ST, 75	40.10	School Department	Land in-use by School Department (Day School)
029 0001 0000	Red Line North Parcel	WEST ST	5.36	School Department	Land in-use by School Department (Blanchard Middle School)
020 0102 0000	Robinson and Crisafulli Elementary Schools	ROBINSON RD, 33	68.8	School Department	Land in-use by School Department (Robinson and Crisafulli Schools)
029 0002 0000	Blanchard Middle School	WEST ST, 20	85.62	School Department	Land in-use by School Department (Blanchard Middle School)
018 0110 0000	LaSalette Rd. Land	LASALLETTE RD	1.05	Selectmen	Wetlands; Residential area
059 0001 0000	Town Common	MAIN ST	1.13	Selectmen	Land in-use (Town Common)
018 0111 0000	LaSalette Rd. land	LASALLETTE RD	1.23	Selectmen	Wetlands; Residential area
021 0094 0000	Michael Joseph "Joe" and Yvonne Rose Sullivan Land	BLAKES HILL ROAD	1.45	Selectmen	Not accessible without going through adjacent parcels
027 0229 0000	Tadmuck Swamp North (1)	TADMUCK RD	100.8	Selectmen	Not accessible without going through adjacent parcels; wetlands
035 0101 0000	Allie Lane Parcel	ALLIE LANE	15.0	Selectmen	Rocky/steep landscape; Not accessible without going through adjacent parcels; residential area
025 0015 0000	Old Landfill/New Meadow	COLD SPRING RD	17.02	Selectmen	Not accessible; nearby abutters
018 0112 0000	LaSalette Rd. Land	LASALLETTE RD	2.09	Selectmen	Wetlands; Residential area
022 0117 0001	Drew Boston Road Land	BOSTON RD	2.43	Selectmen	Wetlands

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
022 0117 0002	Drew Boston Road Land	BOSTON RD	2.48	Selectmen	Land in-use by Westford Conservation Trust (Peace Trail)
059 0019 0002	Auxiliary Municipal Land-Main St.	MAIN ST	2.52	Selectmen	Land behind library held for possible expansion; limited parking already
023 0046 0000	Tadmuck Swamp South	LITTLETON RD	24.0	Selectmen	Wetlands
046 0011 0244	Greystone Playing Fields (Lot Q)	RUSSELL'S WAY	3.28	Selectmen	Land in-use (playing fields)
074 0108 0000	Roudenbush Nab. Comm. Center/ Captain Stephen Hamilton Ballfield	PLAIN RD	3.75	Selectmen	Land in-use (Roudenbush & ballfields)
018 0103 0000	LaSalette Rd. Land	LASALLETTE RD	3.9	Selectmen	Wetlands; Residential area
059 0047 0000	Police and Fire Station	MAIN ST, 53	30.0	Selectmen	Land in-use (Police and Fire Station)
048 0011 0235	Greystone Lot J Municipal Land	RUSSELL'S WAY	4.24	Selectmen	Land in middle of residential area; in Northeast corner of town
035 0113 0000	Veterans Memorial Complex Municipal Land - 1	FARMER WAY	4.41	Selectmen	Ideal location along with parcel 035 0110 0000; accessible; conveniently located; minimal excavation/ landscaping required
035 0004 0002	Picking Selectmen Land - East	GROTON RD	4.73	Selectmen	Near busy intersection of Route 40 & North Street; Long and skinny parcel
028 0005 0000	Tadmuck Swamp North (2)	CHIPPEWA ROAD	4.74	Selectmen	Wetlands
022 0003 0004	Boston Rd Drew Orchard	BOSTON RD	4.81	Selectmen	Land in-use by Fire Department
030 0045 0000	Old Highway Garage	BEACON ST, 30	5.0	Selectmen	DPTF is interested, however the land is in-use by the Highway Department and the School Department, mostly for storage

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
059 0042 0000	Roudenbush Community Center	MAIN ST,73	5.2	Selectmen	Land in-use by the Roudenbush Community Center
053 0012 0000	Forge Pond Town Beach	PLEASANT ST	5.67	Selectmen	Land in-use (Forge Beach)
035 0002 0006	Picking Selectmen Land - West	GOULD RD	6.09	Selectmen	Land in-use by Westford Conservation Trust (Silver Trail); nearby abutters
025 0011 0000	Red Line South Parcel	FORGE VILLAGE RD	6.1	Selectmen	Land in-use (Stone Arch Trail)
035 0110 0000	Veterans Memorial Complex Municipal Land - 2	FARMER WAY	7.79	Selectmen	Ideal location along with parcel 035 0113 0000; accessible; conveniently located; minimal excavation/ landscaping required
061 0041 0000	Mill Pond/Charles G. Sargent Playground	NO MAIN ST	8.0	Selectmen	Pond and wetlands
056 0054 0000	Village View Parcel A-2	VILLAGE VIEW RD	8.15	Selectmen	Inaccessible; rocky terrain
030 0030 0000	New Highway Garage Site	NORTH MAIN ST.	44	Selectmen.	Land in-use by Highway Department
025 0202 0000	Uncompleted Tax Taking - Cold Spring Road	COLD SPRING RD	2.52	Status Unclear	Wetlands
059 0007 0004	Randolph Circle Tax Title Parcel	RANDOLPH CIRCLE	1.41	Tax Possession Sale Committee	Residential area; nearby abutters
045 0002 0000	MacDonald Tyngsboro Rd. Tax Title Parcel	TYNGSBORO RD	2.25	Tax Possession Sale Committee	Wetlands

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
047 0029 0000	Ennion Tyngsboro Rd. Tax Title Parcel	TYNGSBORO ROAD	2.868	Tax Possession Sale Committee	Wetlands; Northeast corner of Town
021 0103 0000	Hildreth St. Tax Title Parcel	HILDRETH ST.	2.95	Tax Possession Sale Committee	Land in-use by Westford Conservation Trust
013 0047 0000	Acton Road Tax Title Parcel - 1	ACTON RD	9.4	Tax Possession Sale Committee	Wetlands
023 0079 0000	So. Chelmsford Rd - 1	SO CHELMSFORD RD	20.32	Town Forest Committee	Town Forest
044 0002 0000	Tyngsboro Town Line Gage Parcel-West	TENNEY RD	22.7	Town Forest Committee	Town Forest
047 0001 0000	Tyngsboro Town Line Gage Parcel-East	SAWMILL ROAD	22.9	Town Forest Committee	Town Forest
047 0043 0000	Twin Peaks	TYNGSBORO RD	23.29	Town Forest Committee	Town Forest
034 0026 0000	Sargent's Town Forest Gift	GROTON RD	25	Town Forest Committee	Town Forest
025 0012 0000	Spalding Town Forest - 1	COLD SPRING RD	5.03	Town Forest Committee	Town Forest
025 0013 0000	Spalding Town Forest - 2	FORGE VILLAGE RD	7.53	Town Forest Committee	Town Forest
018 0066 0000	Martina Gage Town Forest	GAGE RD	74.88	Town Forest Committee	Town Forest

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
076 0054 0001	Groton Rd Gage Land	GROTON RD	8.37	Town Forest Committee	Town Forest
023 0078 0000	So. Chelmsford Rd. - 2	SO. CHELMSFORD RD	9.15	Town Forest Committee	Town Forest
020 0007 0000	Fletcher Well Land - 1	CONCORD RD	1.01	Water Department	Wetlands
033 0017 0000	Hunt Road Water Tower	HUNT RD	1.07	Water Department	Land in-use (water tower)
043 0013 0000	Nabnasset St. Water Dept. Land - 3	NABNASSET ST.	1.28	Water Department	Water (Gilson Brook)
043 0041 0000	Nabnasset St. Water Dept. Land - 2	NABNASSET ST, 25	1.32	Water Department	Land in-use by Water Department
016 0024 0000	Hildreth Hills Water Tank	HILDRETH ST	1.67	Water Department	Land in-use by Water Department
055 0003 0000	Winnek Water Dept. Land - 2	MAIN ST	10.37	Water Department	Not accessible; steep
030 0047 0000	Cote Well Land	NORTH ST	16.8	Water Department	Land in-use by Water Department (Cote Well)
015 0003 0000	Howard Rd. Well Site- 1	HOWARD RD	17.92	Water Department	Land in-use by Water Department (Howard Rd. Well)
020 0009 0000	Fletcher Well Land - 2	CONCORD RD	2.08	Water Department	Land in-use by Water Department (Fletcher Well)
047 0043 0001	Twin Peaks Water Tower Land	RUSSELL'S WAY	2.43	Water Department	Land in-use by Water Department (Water Tower)
015 0098 0000	Howard Rd. Well Site- 3	HOWARD RD	2.81	Water Department	Land in-use by Water Department (Howard Rd. Well)
021 0042 0000	Winnek Water Dept Land - 1	MAIN ST, 17	22.33	Water Department	Parcel inaccessible

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
030 0032 0001	Beacon St. Water Department Land	BEACON ST	26.0	Water Department	Parcel inaccessible
020 0043 0000	Forge Village Rd Water Dept. Land - South	FORGE VILLAGE RD	26.1	Water Department	DPTF Interested; Water Department doubts anything can be built on land with pipes underneath; proximity to Water Department Building is also a concern
020 0018 0002	Country Rd West Future Well Site - 1	COUNTRY RD	3.88	Water Department	Wetlands; Well Site
031 0035 0102	Stony Brook Conservation Land - Water Dept. Parcel	RIVER ST.	30.7	Water Department	DPTF potentially interested in Water Department land directly adjacent to the Stepinski Parcel, however land appears to drop off
030 0032 0002	Veterans Memorial Complex Water Department Land	BEACON ST.	45.25	Water Department	DPTF potentially interested in either the area that is directly adjacent to the Old Highway Garage or the land that is directly adjacent to the Stony Brook Fields. Both parcel options are currently inaccessible.
065 0003 0000	Depot St Well Parcel - 2	DEPOT ST	5.3	Water Department	Land in-use by Water Department (Depot St. Well)
020 0034 0000	Country Rd West Future Well Site - 2	COUNTRY RD	5.5	Water Department	Land in-use by Water Department (Country Rd. West Well)
015 0004 0000	Howard Rd. Well Site- 2	HOWARD RD	5.65	Water Department	Land in-use by Water Department (Howard Rd. Well)
043 0011 0000	Nabnasset St. Water Dept. Land - 1	NABNASSET ST	6.68	Water Department	Wetlands; parcel inaccessible
024 0024 0000	Town Farm Rd. Water Dept. Land	TOWN FARM RD	7.38	Water Department	Wetlands

**Dog Park Task Force Land Search
Town-owned Land**

PARCEL ID	NAME	LOCATION	ACRES	OWNER	DPTF NOTES
068 0001 0000	Nutting Rd Well Parcel - 1	NUTTING RD	7.75	Water Department	Land in-use by Water Department (Town Farm Well)
020 0090 0000	Country Rd Well Land	COUNTRY RD	8.14	Water Department	DPTF potentially interested, provided that the updated GIS map shows that the land is no longer in Water Zone One after the well has been moved
065 0002 0000	Depot St. Well - Parcel 1	DEPOT ST	8.33	Water Department	Land in-use by Water Department (Depot St. Well)
068 0002 0000	Nutting Rd Well Parcel - 2	NUTTING RD	9.2	Water Department	Land in-use by Water Department (Nutting Rd. Well)
020 0012 0000	Fletcher Well Land - 3	CONCORD RD	9.99	Water Department	Land in-use by Water Department (Fletcher Well)
025 0010 0000	Forge Village Rd. Water Dept. Land - North	FORGE VILLAGE RD	88.26	Water Department/Sel ectmen*	Land in-use by Water Department (Well); Wetlands

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

ARTICLES OF ORGANIZATION

(General Laws, Chapter 180)

ARTICLE I

The exact name of the corporation is:

Friends of the Westford Dog Park, Inc

ARTICLE II

The purpose of the corporation is to engage in the following activities:

The Corporation is organized for the purpose of supporting the operations and other activities related to a dog park to be established in the town of Westford, Massachusetts. Said corporation is organized exclusively for charitable, religious, educational and scientific purposes. The park will allow well behaved dogs and their owners to socialize and exercise in a clean, safe environment without endangering or disturbing people, property or wildlife while fostering social interactions between citizens and reducing encounters with people apprehensive in the presence of dogs in other public areas.

SB

Examiner

WFG

I am
approved

- C
- P
- M
- A.

C. *Note: If the space provided under any article or item on this form is insufficient, additions shall be set forth on one side only of separate 8 1/2 x 11 sheets of paper with a left margin of at least 1 inch. Additions to more than one article may be made on a single sheet so long as each article requiring each addition is clearly indicated.*

ARTICLE III

A corporation may have one or more classes of members. If it does, the designation of such classes, the manner of election or appointments, the duration of membership and the qualification and rights, including voting rights, of the members of each class, may be set forth in the by-laws of the corporation or may be set forth below:

The Corporation shall have one or more classes of members as determined by the Board of Directors and set forth in the By-laws of the Corporation.

ARTICLE IV

****Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or members, or of any class of members, are as follows:**

The Corporation shall not engage in any activities that are not in furtherance of its purpose as enumerated in Article I, except as an insubstantial part of its activities. The Corporation is not organized for pecuniary profit. No part of the net earnings of the corporation shall inure to the benefit of members, trustees, officers or private persons. The corporation shall not carry on any other activities not permitted by a corporation exempt from federal income tax under Section 501C3 of the Internal Revenue code.

No part of the corporation's activities shall be the carrying on of propaganda, or otherwise influence legislation, and the corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

The Corporation shall have all of the powers given to it by the laws of the state of Massachusetts; provided, however only such powers shall be exercised as are in furtherance of the tax-exempt purposes of the Corporation.

Upon the dissolution of the Corporation, the Board of Directors shall, after paying and discharging or making adequate provision for all the liabilities and obligations of the corporation, dispose of all the assets of the corporation to such organization that are operated exclusively for charitable, and educational purposes as shall at the time qualify as an exempt organization under section 50C3 or any future Federal Internal revenue code.

ARTICLE V

The by-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk or other presiding, financial or recording officers, whose names are set out on the following page, have been duly elected.

***If there are no provisions, state "None".*

Note: The preceding four (4) articles are considered to be permanent and may only be changed by filing appropriate Articles of Amendment

ARTICLE VI

The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth. If a *later* effective date is desired, specify such date which shall not be more than *thirty days* after the date of filing.

ARTICLE VII

The information contained in Article VII is not a permanent part of the Articles of Organization.

a. The street address (post office boxes are not acceptable) of the principal office of the corporation *in Massachusetts* is:

3 Pond Street, Westford, Massachusetts 01886

b. The name, residential address and post office address of each director and officer of the corporation is as follows:

	NAME	RESIDENTIAL ADDRESS	POST OFFICE ADDRESS
President:	Mark Olson	3 Pond Street	Westford, MA 01886
Treasurer:	Edith Fruscione	8 Starr Circle	Westford, MA 01886
Clerk:	Rosemary Thoroux	9 Poplar Road	Westford, MA 01886
Directors: (or officers having the powers of directors)	Dawn Brooks	24 Shipley Circle	Westford, MA 01886
	Laura Dolan	3 Cowdry Hill Road	Westford, MA 01886
	Julie D'Arcy	33 Broadway Street	Westford, MA 01886
	Douglas Fruscione	8 Starr Circle	Westford, MA 01886

c. The fiscal year of the corporation shall end on the last day of the month of: **MAY**

d. The name and business address of the resident agent, if any, of the corporation is:

Mark Olson 3 Pond Street, Westford, MA 01886

I/We, the below signed incorporator(s), do hereby certify under the pains and penalties of perjury that I/we have not been convicted of any crimes relating to alcohol or gaming within the past ten years. I/We do hereby further certify that to the best of my/our knowledge the above-named officers have not been similarly convicted. If so convicted, explain.

IN WITNESS WHEREOF AND UNDER THE PAINS AND PENALTIES OF PERJURY, I/we, whose signature(s) appear below as incorporator(s) and whose name(s) and business or residential address(es) are clearly typed or printed beneath each signature, do hereby associate with the intention of forming this corporation under the provisions of General Laws, Chapter 180 and do hereby sign these Articles of Organization as incorporator(s) this 5th day of November, 2016.



Mark Olson 3 Pond Street, Westford, MA 01886



Edith E Fruscione 8 Starr Circle Westford MA 01886

Note: If an existing corporation is acting as incorporator, type in the exact name of the corporation, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said corporation and the title he/she holds or other authority by which such action is taken.

560

THE COMMONWEALTH OF MASSACHUSETTS

RECEIVED

DEC 13 2016

ARTICLES OF ORGANIZATION

(General Laws, Chapter 180)

SECRETARY OF THE COMMONWEALTH
CORPORATIONS DIVISION

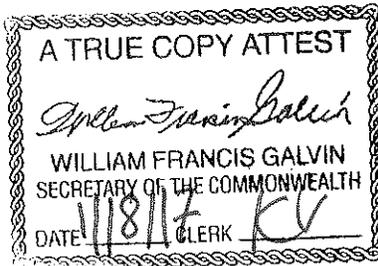
I hereby certify that, upon examination of these Articles of Organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$ 35 having been paid, said articles are deemed to have been filed with me this 13 day of December 20 16.

Effective date: _____

SECRETARY OF THE COMMONWEALTH
2016 DEC 13 AM 11:27
CORPORATIONS DIVISION

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth



TO BE FILLED IN BY CORPORATION

Contact information:

Edith Fruscione

8 Starr Circle

Westford, MA 01886

Telephone: 9783696032

Email: jackemara@verizon.net

A copy this filing will be available on-line at www.state.ma.us/sec/cor once the document is filed.

1279698

BYLAWS OF THE FRINDS OF THE WESTFORD DOG PARK, INC

ARTICLE I NAME AND PURPOSE

SECTION 1 Name: The name of the organization shall be Friends of the Westford Dog Park. It shall be a non-profit organization incorporated under the laws of the Commonwealth of Massachusetts

Section 2: Purpose: Friends of the Westford Dog Park, Inc is organized exclusively for charitable and educational purposes within the meaning of Section 501C3 of the Internal Revenue Code of 1968.

Section 3: Mission: The mission of Friends of the Westford Dog Park, Inc is to foster responsible dog ownership through recreation and educational activities and to promote and operate a dog park in the town of Westford, MA

ARTICLE II MEMBERSHIP

Section 1. Membership shall consist of the Board of Directors and any such category of membership as created by the Board and approved by a majority (4) of the Directors.

ARTICLE III COMMITTEES

Section 1. Committee Formation: Committees shall be initiated and chaired by a Board member as determined by a majority vote of the Directors. Members of the public may serve on these committees. The Board may remove a committee member if it is deemed to be in the best interest of the Board. A majority vote is required to remove a special committee member.

Section 2. Finance Committee: The Treasurer is the chair of the Finance committee, which includes two (2) other Board Members. This committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget with other Board members. This committee is responsible for filing annual tax returns with the IRS and Massachusetts Department of Revenue.

ARTICLE IV BOARD OF DIRECTORS

Section 1. Board role, and size: The Board is responsible for the overall policy and direction of the corporation and for delegating responsibility for the day-to-day operations to the various committees. The Board shall consist of seven (7) members, none of whom shall be related by business relationships or marriage. The Board of Directors may increase or decrease the number of directors by a 2/3 vote of the sitting directors. The terms of a Director will coincide with the annual meeting in April. A Director may resign at any time by giving written notice to the full Board. Any vacancy occurring on the Board may be filled by the affirmative vote of a majority of the remaining directors.

Section 2. Terms. There shall be three Directors filling two year terms and four Directors filling three year terms. All directors will be interim until the annual meeting in April of 2017.

Section 3. Meetings and Notice. The Board shall meet at least bi annually at an agreed upon time and place. Board members must attend at least one of the two required Board meetings. All meetings shall be posted at least two weeks in advance by e-mail and on the corporation' web site and or Facebook page. Minutes shall be kept of all meetings of the Board of Directors and of all special committees.

Section 4. Composition. The Board of Directors shall consist of the President, Treasurer, Clerk, and four at large Directors.

The President shall preside at all meetings including the Annual Meeting

The Treasurer shall serve as Chief Financial Officer and ensure that accurate financial records for the Board are kept including depositing monies, disbursing funds as ordered and render an account of all transactions and prepare an annual financial report.

The annual meeting shall be held in April. Special and emergency meetings of the Board shall be called by the President or one third of the Board with twenty-four hour notice. The normal quorum requirement remains in place. All meetings are open to the public. Each Director shall have a single vote. A meeting of the Board may be held electronically provided a quorum of the Board participates and a record of the meeting is shared with the full board.

ARTICLE V FINANCIAL CONTROLS

The fiscal year of Friends of Westford Dog Park, Inc is May 1 to April 31 of each year.

The Board of Directors, except as may otherwise be required by law may authorized any director to act on its behalf in the name of the Board, confined to specific instances. Otherwise, only the President and the Treasurer may enter into contracts, authorize expenses, or deliver any instrument or document in the name of and on behalf of the Board

ARTICLE VI AMENDMENTS

Any director may propose to amend bylaws by delivering a proposal in writing to the Board of Directors no less than 30 days in advance of the Annual Meeting. The proposed amendment must be approved by five (5) Directors

CINCINNATI OH 45999-0038

In reply refer to: 0233583256
Feb. 01, 2017 LTR 147C 0
30-0963839 000000 00
00002179
BODC: SB

FRIENDS OF THE WESTFORD DOG PARK
% EDITH E FRUSCIONE
8 STARR CIR
WESTFORD MA 01886-2935



002672

Employer identification number: 30-0963839

Dear Taxpayer:

Thank you for your inquiry of Jan. 23, 2017.

Your employer identification number (EIN) is 30-0963839. Please keep this letter in your permanent records. Enter your name and EIN on all federal business tax returns and on related correspondence.

You can get any of the forms or publications mentioned in this letter by calling 1-800-TAX-FORM (1-800-829-3676) or visiting our website at www.irs.gov/formspubs.

If you have questions, you can call us toll free at 1-800-829-4933.

If you prefer, you can write to us at the address at the top of the first page of this letter.

When you write, include this letter and provide in the spaces below, your telephone number with the hours we can reach you. Keep a copy of this letter for your records.

Telephone number () _____ Hours _____

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Telephone number () _____ Hours _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 15 2017

FRIENDS OF THE WESTFORD DOG PARK
8 STARR CIRCLE
WESTFORD, MA 01886-0000

Employer Identification Number:
30-0963839
DLN:
26053441002507
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
May 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 13, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

FRIENDS OF THE WESTFORD DOG PARK

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized with a large initial "J" and a long horizontal stroke at the end.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements