



Community Preservation Committee  
55 Main Street  
Westford, Massachusetts 01886  
Contact: Jesse Beyer  
TEL (978) 399-2905 FAX (978) 399-2556  
jbeyer@westfordma.gov

**Westford Community Preservation Funding Application**  
**Fiscal Year 2020 Project Submission Form**

**Basic Project Information:**

Submission Date: 1/8/2020

Project Name: Forge VFW Baseball Field Dugouts

CPA funds requested: \$17,960

**Applicant:**

**Name:** Westford Parks, Recreation & Cemetery

**Address:** 65 Main Street, 3<sup>rd</sup>

**Phone:** 978 692-5532

**Email:** Jduane@WestfordMA.Gov

**Sponsoring board/committee(s):**

Westford Parks and Recreation Commission

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**Additional responsible parties** – i.e. Property owner, consultant (if applicable) \_\_\_\_\_

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**Project manager/contact person:**

James Duane-Director  
Westford Parks, Recreation & Cemetery Department  
65 Main Street, 3<sup>rd</sup> Floor  
978 692-5532  
JDuane@WestfordMA.Gov

**Purpose:** (please select all that apply)

- Open Space
- Affordable Housing
- Historic Preservation
- Recreation

**Project location/address:**

Assessor information: (map/block/lot id) as applicable:

Forge VFW Field

West Prescott Street

Parcel ID: 056 0055 0000

**Ownership/care and custody information:**

The parcel is currently under the care and custody of the Parks & Recreation Department. Please see additional information included on the attached document from the Westford Town Owned Land database.

**Deed restrictions required:** None

- Conservation
- Housing
- Historic Preservation

**Budget:**

Complete budget (attach as necessary)

Please See Attached Budget Estimate from Steelco Fencing

**Percent of total budget requested from Community Preservation funds:**

As of January 1, 2020, we are seeking 100% (\$17,960) of the anticipated project budget from Community Preservation funds. Based on the budget estimate provided by a professional surface installation company, the requested funding provides the resources needed to start and complete the proposed improvements. This project was presented to the Capital Budget Committee but was not included in their funding recommendation for 2020 Annual Town Meeting.

**Other funding sources (committed/applied/planned):**

Although not always possible, the Parks & Recreation Department seeks to leverage funding from alternative resources to help offset the overall project costs. Should the Parks & Recreation Department identify additional funding

sources for this project, we will appropriately reduce the CPC funds expended and return any remaining balance to the CPC.

**Committed:**

**Applied:**

**Planned:**

**Anticipated annual income/expenses:**

We do not anticipate the proposed project generating additional income or expenses.

**Recurring expenses (i.e. Maintenance):**

The Forge VFW Baseball Field is an existing facility. As a result, the staffing utilized for maintenance of this facility is currently captured in the annual Parks & Grounds Maintenance budget. We do not anticipate significant changes in required maintenance. If there is increased maintenance required for an improved facility, we would request an associated incremental increase in our maintenance budget in future years.

**Taxpayer impact:**

Project funding is currently proposed from existing revenues and is not anticipated to have any additional impact on Westford taxpayers.

**Timeline:**

**Proposed Start Date:**

- Project Quotes – May/June 2020

**Proposed Completion Date:**

- July/August 2020

**Endorsement by applicable boards/commissions/community groups:**

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

## **Project Description and Goals:**

**Please describe project.** In proposal, please include how this project impacts Westford's citizens and addresses Westford's current and/or future needs? How does this project preserve Westford's character and meet its preservation goals? Why should this project be funded this year? (Use as many additional pages as necessary)

As the only full-size baseball field under the care and custody of the Parks and Recreation Department, Forge VFW field plays a critical part in supporting overall baseball activities for the entire community. The field is heavily utilized from April through early November by a wide variety of users, including youth, middle school, high school and multiple adult groups.

The Forge VFW baseball field dugouts were constructed several years ago, likely in the 80s, based on construction materials and the extent of wear. The dugouts were three-sided structures, open to the field, constructed out of concrete block walls, and topped with a wooden/asphalt shingle roof. During a spring 2019 storm, the dugout on the first base side of the field had the roof and several courses of cinder blocks blown completely off. Additionally, the remaining block walls had significant cracking and missing pieces of the blocks and mortar, as well as extensive weathering of the blocks. Upon inspecting the third base dugout, although the roof had not blown off, the structure was exhibiting similar degradation, including extensive cracking, missing pieces, significant weathering of the block and mortar, and the wooden roof structure was only partially attached.

In order to confirm the extent of the damage, I visited the site with the Building Commissioner. His assessment was that the remaining structures were significantly compromised; posed a potential safety risk to the users; and repairing and bringing the remaining structures up to current building code would require significant and costly assessment/deconstruction/reconstruction. As a result, demolition was deemed an appropriate course of action.

The VFW dugouts are an important component of the baseball field. They play a critical role in keeping the players safely separated from the field and protected from foul balls, wild pitches, sun and rain. They also provide needed separation between players and fans during play.

The Forge VFW facility is located on West Prescott Street and includes a 90' baseball diamond, a softball field with night lighting, a full-size basketball court, a skatepark, swings, and a two horseshoe pits.

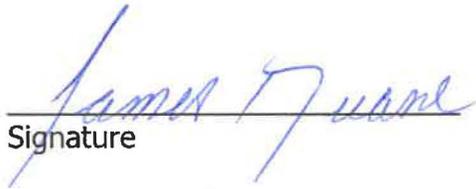
**If this application is submitted outside of the usual funding cycle, please explain why.**

This project was submitted during the usual funding cycle.

**List of Attachments:** (including but not limited to photos, plans, maps, quotes, costs, estimates, letters of endorsement)

- Appendix A-Budget Estimate
- Appendix B-Steelco Fence Quote
- Appendix C-Existing Conditions Photos
- Appendix D-Parcel Map
- Appendix E-Town Owned Land Database Sheet

**Applicant Signatures/Date**

  
Signature

  
Date

For Community Preservation Committee Use Only

Date received: \_\_\_\_\_

Copies distributed on: \_\_\_\_\_

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 from Committee:

Recommended for Town Meeting consideration:

Spring \_\_\_\_\_

Fall \_\_\_\_\_

Special \_\_\_\_\_

Year \_\_\_\_\_

Appendix A

<b>VFW Field Baseball Dugouts</b>			
	<b>Qty</b>	<b>Price</b>	<b>Sub Total</b>
<b>Fencing (2 dugouts)</b>	1	\$16,063.60	\$16,063.60
<b>Corrugated Metal Roof</b>	12	\$22.00	\$264.00
<b>Sub Total</b>			<b>\$16,327.60</b>
<b>Contingency</b>			\$1,632.76
<b>Total</b>			<b>\$17,960.36</b>

Contingency figures based on fence company recommendation

**STEELCO FENCE**

19 Brook Road – PO Box 520  
 Needham Heights, MA 02494  
 781-449-8990  
 781-449-7182 Fax

**PROPOSAL**

**HIGH SECURITY FENCE  
 ORNAMENTAL FENCE  
 CHAIN LINK FENCE  
 WOOD FENCING  
 GUARDRAIL  
 CONSTRUCTION FENCE RENTAL**

DATE: 7/9/2019	
CUST: Town of Westford	PROJECT INFO: New Dugouts @ Ballfield
ATTN: Jim Duane	CELL: (978) 692-5532
PHONE:	FAX:
EMAIL: jduane@westfordma.gov	Taxable: <input type="radio"/> YES <input checked="" type="radio"/> NO - Need exempt certs ST 5c and ST-2

ITEM	Cost
<p><b>Scope:</b> Furnish &amp; install two 38' wide x 14' deep chain link dugout enclosures, one 4' wide opening on each, to replace the concrete structures that were recently removed. Chain link layout to follow that of the concrete dugouts, both dugouts shall include a diagonal roof (8' high along field, 6' high at other side), existing chain link posts shall be sleeved &amp; extended on field side. Roofs will be supported by five 15' long x 1 5/8" diameter overhead rails that shall run from top of 8' fence to top of 6' fence. Along field the mesh will be 2" x 6-gauge, on roof and all other sides it shall be 2" x 9-gauge. Terminal posts will be 3", line posts 2 1/2", vertical fencing shall include three 1 5/8" horizontal rails.</p> <p style="text-align: right;"><b>Total Price: \$16,063.60</b></p> <p><b>Note:</b> Price is contingent upon Steelco personnel having direct, unimpeded, uninterrupted access to work area throughout installation process along with a continuous &amp; convenient place to park work vehicle(s).</p>	
<b>Quote Valid 15 Days</b>	
<input checked="" type="radio"/> Net 30 Days with Approved Credit <input type="radio"/> COD Payment Due Upon Install - Cash or Check Only <input type="radio"/> 50% Down and 50% Upon Completion	I have read and understand the terms and conditions on the front and attached sheet.  X  Date:
Rep: Reid Ogren, PM/Estimator Email: reid@steelcofence.com	

TERMS: Description of work will be followed exactly as specified unless there is a note on the contract indicating change. COD customers must pay on delivery with check or cash only. No retainage on fence rentals. Pricing based on having unimpeded access to the installation area for personnel, trucks, auger equipment and redimix trucks to install the entire scope of work. EXCLUSIONS: Engineering, structural certifications, review and stamping of drawings by a registered engineer, surveying, layout, establishing finished grades, permits, fees, restoration, traffic controls, patching, removal of excavated materials, union stewards, non-standard insurance (I.E. L&H Insurance, etc.), bond premiums. All design criteria the responsibility of the spec writer. Winter Exclusions: Pricing is based on normal weather conditions. Snow removal, frost excavation, and severe cold conditions are not included. ADDITIONAL FEES billed unless otherwise noted above: Any time spent for special employee training, customer or owner training & orientation, drug tests, CORI, badging time, downtime not caused by Steelco, and wasted trips. **\*Additional terms and conditions on the attached Steelco Terms sheet are incorporated by reference into this agreement.**

# Forge VFW Baseball Dugouts



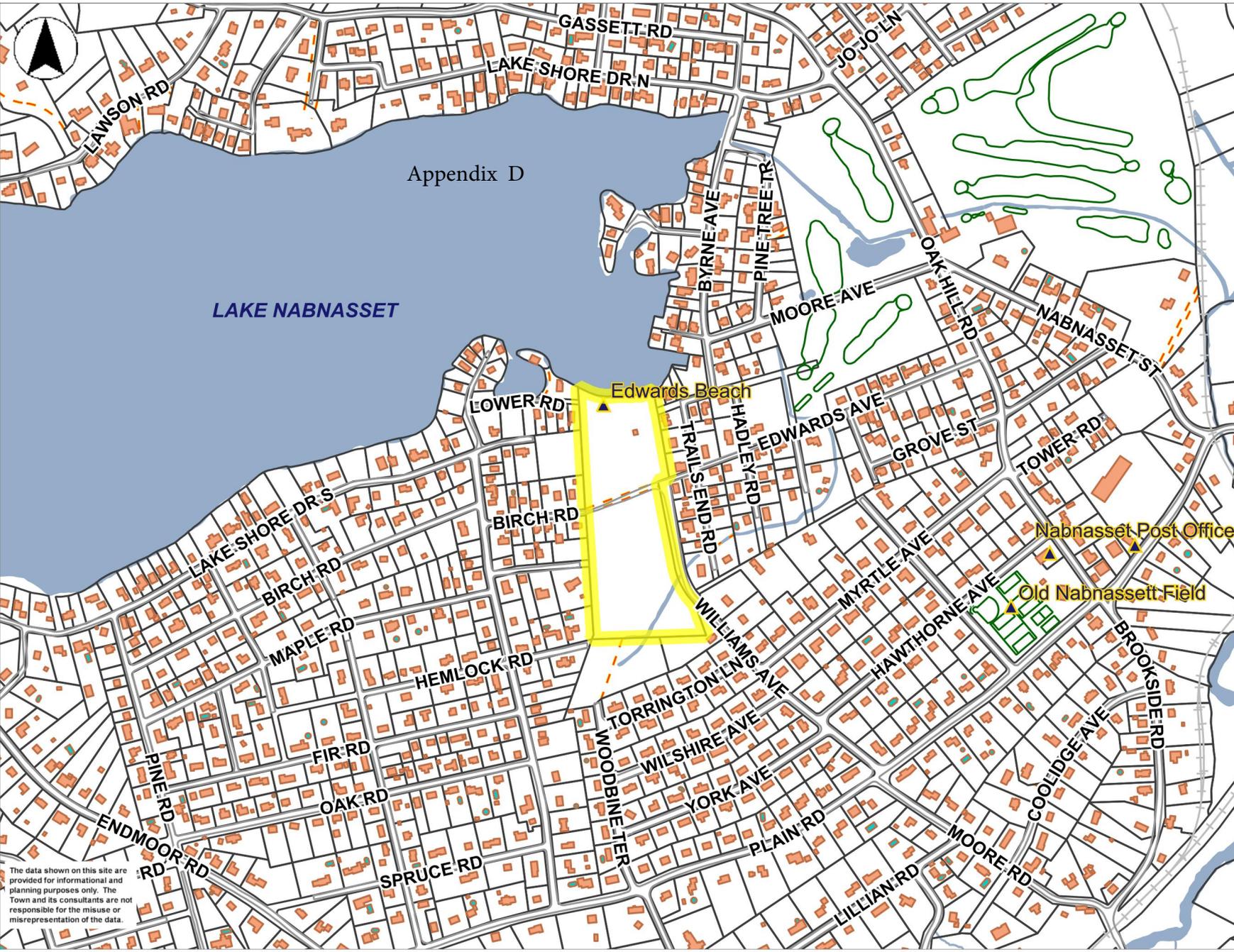
# Forge VFW Baseball Dugouts



Appendix C

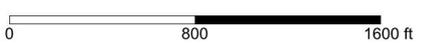
# Forge VFW Baseball Dugouts



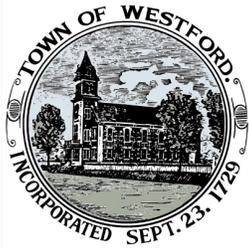


- Points Of Interest
- Parcels for Identify
- Westford
- AthleticFields
- Bruce Freeman Rail Trail
- Pools
- Road Outlines
- Railroad
- WBuilding2015
- Parcels
- ParEasement
- Abutting Town Names
- MA Highways
- Interstate
- US Highway
- State Highway
- Town Boundary
- MA Abutting Towns
- NH Abutting Towns
- Streets
- MA Water Bodies
- LAKE
- RESERVOIR
- Ponds
- Town Mask
- Bridges
- Driveways
- Parking Lots
- Road Surface
- Dirt Road
- Paved Road

The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



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# Town of Westford

Town Owned Land



Sign In



COMMON NAME
VFW Softball Field

ACQUISITION AND ALLOCATION HISTORY	
<b>Acuisition and Allocation History</b>	(Acquired from Mill Properties Inc. pursuant to approval of Article 33 Adj. ATM 3/18/1961. Deed to the Town is recorded at MNRD Book 1515 Page 544. The land is shown on a Plan entitled "Plan of Land in Westford- Mass. Belonging to Mill Properties- Inc. " dated 9/20/1960 which is recorded at MNRD Plan Book 94 Plan 136.)
<b>Who Controls:</b>	Recreation Commission

DIRECTIONS TO PARCEL

MAP COORDINATES

ADDRESS NO.	STREET ADDRESS
	W PRESCOTT ST, 52
MAP AND PARCEL	CLASSIFICATION CODE
330/056.0-0055-0000.0	903
ZONING	ACREAGE
	10.0

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

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

<b>ACQUIRED HOW</b>	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>DEED RESTRICTIONS</b>	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>ADDITIONAL COMMENTS</b>

<b>ATTACHMENTS (From Document Managment System)</b>
You may need a TIFF viewer to view some documents. Click <a href="#">here</a> to get <i>AlternaTiff</i>
056 0055 0000

Land Record Storage					
View Save	PROPERTY_ID	TITLE	SUBJECT	DOCUMENT DATE	DOCUMENT TYPE