

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: 1/10/2020

Project Name: Robinson Tennis Courts New and Reconstruction Project

CPA funds requested: \$750,000.00

Applicant:

Name: Westford Public Schools

Address: 23 Depot St. Westford, MA 01886

Phone: 978-692-5560

Email: pfox@westfordma.gov

Sponsoring board/committee(s):

Westford Public Schools

Westford Parks, Recreations & Cemetery Department

Additional responsible parties – i.e. Property owner, consultant (if applicable) _____

Project manager/contact person:

Paul Fox Jr

Director of Facilities Town and Public Schools

23 Depot St. Westford, MA 01886

978-399-2435

pfox@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:

Parcel ID : 02001020000

Ownership/care and custody information:

Town of Westford (Westford Public Schools)

Deed restrictions required:

- Conservation
- Housing
- Historic Preservation

Budget:

Complete budget (attach as necessary)

Estimates/comparable project budgets attached.

Percent of total budget requested from Community Preservation funds:

The Westford Public Schools are seeking 100% of the total project cost of the anticipated project budget from Community Preservation funds. Westford Public Schools will pursue other funding sources to help offset costs.

Other funding sources (committed/applied/planned):

Potential asphalt mitigation opportunity - TBD

Potential naming/advertising of complex opportunity - TBD

Anticipated annual income/expenses:

\$0.00

Recurring expenses (i.e. Maintenance):

\$2,500.00/year will be set aside for maintenance.

Taxpayer impact:

Pending funding, this project is not anticipated to have an additional impact of Westford taxpayers.

Timeline:

Proposed Start Date: April 1, 2020 (Immediately following approval)

Proposed Completion Date: April 1, 2021 (Before Spring Tennis 2021)

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)

Background Information

The "HOME" tennis courts for Westford Academy’s Division 1 tennis teams are located at the Robinson Elementary School. Currently, all five (5) of the Robinson tennis courts are damaged with cracks and uneven pavement which has created an unsafe playing environment. Past efforts have been made to "patch" some sections, but the size, amount of the cracks and uneven surfaces have made it impossible to play on.

The conditions of the Robinson tennis courts are a liability for the student and community tennis players. Attachment "G" depicts the number of cracks and penetrations that exists throughout the courts’ surfaces. The combination of tripping hazards and potential redirection of a tennis ball is too high and must be addressed.

One of the challenges Westford Public Schools is facing is that they can no longer host tennis matches on the Robinson courts. The Division 1 program requires five (5) courts to conduct a varsity tennis match. Due to the current conditions of the Robinson courts, the varsity program has been forced to relocate their matches to the five (5) courts located at Stony Brook.

Last season, Division 1 opponents refused to play matches on the Robinson courts for safety and ball accuracy reasons. Additionally, when Westford Public Schools were afforded the opportunity to host the D-1 State Tennis Tournament, the matches had to be relocated to the Stony Brook courts.

The Stony Brook courts are the "HOME" courts for our Middle School tennis program, our Westford Academy junior varsity (JV) teams, various programs for the Recreation Department, in addition to being available to our whole Westford tennis community. These five courts cannot support the above programs, as well as the WA varsity teams.

Already, our Westford Academy JV matches conflict with both the Middle School Tennis program and Recreation programs at Stony Brook. Ultimately, an additional 3+ Tennis Courts at the Robinson location would allow WA to conduct Girls and Boys Varsity and JV matches at one site. Currently, Westford Public Schools transport the JV teams to Stony Brook which creates logistical conflicts for the Middle School program and Recreation Department.

Proposed Project

Westford Public Schools are requesting funding to design and construct / re-construct the tennis courts at the Robinson Elementary School. Westford Public Schools is seeking funding for a total of eight (8) tennis courts that will fully support ideal programming needs for the Westford Public Schools varsity and junior varsity tennis programs. Construction of 8 courts will provide a permanent home for the entire WA tennis program at Robinson. This will increase court availability at Stony Brook to better support the middle school tennis program, as well as programming opportunities for the Parks and Recreation Department and community at large.

Due to the timing of this project, total funding is being requested simultaneously for both the design and construction of eight (8) new tennis courts.

Design Costs Requested \$52,030

- Attachment A - Gale Associates Inc. has provided project estimate. This project will be required to be bid out per M.G.L ideally yielding a more competitive cost.

Construction Costs Requested \$697,970

(Attachments B and C).

- Attachment B - Bid Summary Recent Project. As indicated a recent project was won in the amount of \$323,275.00 for four (4) courts as a new construction / re-construction project (similar work). This number was multiplied by two with contingencies added to support the requested amount of construct budget.
- Attachment C – Sunshine Paving Corporation Bids on number projects and has recommended carrying \$650,000.00 for construction costs.

Potential Funding Opportunities

- An asphalt mitigation appropriation exists within the Town which could potentially support and supply asphalt needed during the construction stage.
- Complex sponsorship/ "naming" of the courts to offset project costs.
- All opportunities to offset costs will be explored to reduce costs of CPC contribution.

Total Design and Construction budget requested \$750,000

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)

Attachment A – Design Cost Estimate

Attachment B – Recent Project Final Bid (half the size)

Attachment C – Recommended Budget (Sunshine Paving Corporation)

Attachment D – GIS Map indicating Potential Expansion Potential

Attachment E – Letter of Support – Westford Public Schools

Attachment F – Letter of Support – Parks & Recreation

Attachment G – Current Conditions Pictures

Applicant Signatures/Date

Attachment A



Gale Associates, Inc.

163 Libbey Parkway | Weymouth, MA 02189
P 781.335.6465 F 781.335.6467
www.galeassociates.com

December 5, 2019

Westford Public Schools
23 Depot Street
Westford, MA 01886

Attn: Mr. Paul Fox, Jr., Director of Facilities
T: (978) 399-2435
E: pfox@westfordma.gov

Re: Tennis Court Reconstruction
Colonel John Robinson School
60 Concord Road
Westford, MA 01886

Dear Mr. Fox:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to Westford Public Schools (WPS) regarding the above-referenced facility. Gale is a multi-discipline design firm, located in Weymouth, MA, with a full team of registered Civil Engineers, Structural Engineers and Landscape Architects. We have been in business for over fifty-five years and have completed several successful projects within the Town of Westford.

We are proposing an experienced project team, an excellent resume of recent similar projects, and the capacity and technical advantage to address the full range of services required to complete this project in a timely, professional and cost-effective manner. Over the past twenty years, Gale has been the lead designer for more than forty tennis court complexes, including both asphalt and post-tension concrete construction. We have included representative project sheets for additional background information on Gale's experience.

PROJECT UNDERSTANDING

Based on our November 25, 2019 discussion, we understand that the site currently contains five (5) asphalt tennis courts. Westford stated that the underlying asphalt is between twenty and twenty-five (20-25) years old, and the courts have not been resurfaced for approximately ten (10) years. The asphalt courts have incurred cracking and appear to have reached the end of their service life. Westford desires to reconstruct the courts in the same general location, and is considering both asphalt and post-tension concrete courts. Westford is also considering expanding the facility to eight (8) tennis courts. Exterior site lighting may be included, based on costs and funding. As shown below, efforts related to expanding the courts, using post-tension rather than asphalt, and the addition of exterior site lighting have been included as Optional Services.

CELEBRATING 50 YEARS



Based on our project understanding, Gale will provide engineering services for design, permitting assistance, bid and construction phase services, as follows:

Phase 1 - Background Evaluation, Facility Assessment and Schematic Design

- Attend a “start-up” meeting with Westford to finalize the project goals, design criteria and milestone schedule. Prepare the meeting agenda and issue related meeting minutes.
- Perform topographic survey of the existing conditions, extending twenty-five feet (25’) feet beyond the project limits:
 - Prepare a plan depicting 1-foot contours and applicable spot grades, as well as existing site features.
 - Field locate site utilities, including rim and invert elevations, based on record information and visible above-ground appurtenances.
 - Provide an existing conditions base plan in AutoCAD.
 - This proposal does not include a property boundary survey. Therefore, the resultant plan will not be stamped by a Professional Land Surveyor (PLS).
- Observe field testing to gain a general understanding of the existing pavement thickness and subgrade soil classification.
 - Gale will coordinate the services of a contractor to saw cut two or three (2 or 3) holes in the asphalt pavement and patch the asphalt after soil sampling.
 - Gale will coordinate the services of a boring contractor to take pavement and soil core samples within the test cuts to a depth of approximately ten to fifteen feet (10’–15’). Two or three (2 or 3) borings will also be performed within the potential court expansion area. Contractor and equipment costs will be invoiced as reimbursable expenses.
 - Gale will notify DigSafe, as required, prior to the test pit excavation. Westford will pre-mark for DigSafe.
 - A detailed geotechnical engineering evaluation is not included within this proposal. If unsuitable soils are discovered, Gale may recommend that additional borings and/or a geotechnical engineering evaluation be performed as additional services.
- Wetlands Delineation: According to the Massachusetts GIS website, it appears that there is a wetland resource area on the opposite side of Robinson Road and within one hundred feet (100’) of the anticipated limit of work. However, due to the separation of the work area by the roadway and the limited disturbance expected from the project, it is likely that the Conservation Commission will only require a Request for Determination of Applicability (RDA) and not a full Notice of Intent for the project. In our experience, an RDA application does not typically require a formal wetland delineation. Therefore, wetland delineation services have not been included with this proposal. If a wetland delineation is deemed to be necessary, Gale can provide a proposal to complete such services.



- Using the existing conditions information compiled and the developmental program, Gale will prepare two (2) alternative conceptual layouts for the proposed improvements. One option will include five (5) new courts in the existing location and the other will include eight (8) new courts. Gale will provide a preliminary cost estimate to consider asphalt versus post-tension concrete for both layout options. Meet with Westford on one (1) occasion to review the conceptual alternatives. Complete one (1) revision to the chosen layout, based on client direction, to produce a final preferred schematic layout with a preliminary schematic level estimate of the constructed cost.
- The final schematic design submission will include layout, grading, drainage and utility plans. Meet with Westford to review the schematic plan submission. Westford will provide approval of the schematic plans prior to Gale proceeding with Engineering and Design.

Phase 2 - Engineering and Design

- Since the limit of impervious area is not anticipated to increase for the replacement of the five (5) courts, we have not included a stormwater analysis or related permitting services. If it is determined by the local permitting authorities that a stormwater analysis and/or related permitting is required, Gale can provide a proposal for these services.
- Prepare a final site layout and materials plan for the proposed construction.
- Prepare a site grading and drainage plan for the proposed construction. The grading plan will show proposed spot grades and contours, and will consider cut and fills, as well as site accessibility.
- It is anticipated that no utility infrastructure improvements for water, sewer, electric, gas, or telephone/data will be required for this project. Refer to Optional Services, if Westford elects to include site lighting.
- The design development/permitting plan set will generally include:
 - Technical Specifications
 - Existing Conditions Plans
 - Erosion Control and Demolition Plans
 - Layout and Materials Plans
 - Grading and Drainage Plans
 - Miscellaneous Site Details
 - Lighting Plans (if selected and approved)
 - Typical Post Tension Court Details (if selected and approved)
- Make a design progress submission at the 75% level of completion. The submission will include plans, details and technical specifications. A construction cost estimate will be included with the submission. Meet with Westford to present and review the submission. Issue meeting minutes to confirm our understanding of Westford's intent.



Phase 3 - Permitting

- Gale will prepare a Request for Determination of Applicability application and attend one (1) site visit and one (1) hearing with the Conservation Commission. If further permitting is required, Gale can provide a proposal for additional services.

Phase 4 - Final Design Documents

- Following the receipt of permit decisions, Westford's comments from the Engineering and Design Phase, and authorization to proceed, we will finalize the site design documents suitable for competitive bidding. Gale will provide Westford with a set of construction drawings stamped by a Registered Civil Engineer, as appropriate.
- Westford will provide the non-technical "front-end" contract requirements for the preparation of the contract documents, or Gale will provide a standard AIA 201, General Conditions of a Construction Contract front-end for Westford's comment and review.

Phase 5 - Bid/Award Services

- Assist Westford with bid services:
 - Draft an Invitation to Bid for Westford's approval and review advertisement requirements with Westford.
 - Attend a pre-proposal site visit for prospective bidders.
 - Respond to requests for clarification.
 - Issue addenda to the bid documents, if required.
 - Attend the general bid opening with Westford.
 - Review the two (2) low proposal submissions for completeness and responsiveness.
 - Evaluate the bidders' performance on representative projects and provide Westford with a summary of the bid review results.

Phase 6 - Construction Phase Services

- Receive and review contractor's shop drawings and submittals for acceptance or rejection prior to project start-up. Rejected submittals will be returned to the contractor for resubmittal. We recommend all submittals be received and reviewed by Gale prior to the pre-construction meeting and job start-up.
- Attend the pre-construction conference with the selected contractor and Westford. We will prepare the related agenda and meeting minutes.



- Respond to requests for information (RFIs) and issue clarification sketches, if needed. Review contractor requests for payment and assist with the preparation of change orders.
- Schedule and attend weekly construction meetings and develop/distribute related meeting minutes. Observe the project's general compliance with the contract requirements and schedule. We have based this Scope of Services on a construction duration of eight (8) weeks. Gale's proposal is predicated on attendance at eight (8) construction meetings.
- **Unpriced Option:** Provide full or part-time construction monitoring of the construction operations. Each site visit will include the submission of a field report to summarize observations and comments. Field reports will be augmented with sketches and photographs, as required.
- Gale will conduct a final site visit to review the project, following notification from the contractor of Substantial Completion. The following services will be provided to assist Westford with project close-out:
 - Certify Substantial Completion.
 - Provide a summary of punch list items requiring completion by the contractor.
 - Review contractor provided as-built drawings.
 - Review close-out documents to be provided by the contractor (e.g., warranties, lien releases, maintenance manuals, etc.).
 - Provide an opinion regarding final payment, release of retainage and final acceptance by Westford.

Phase 7 - Expansion of Courts (Optional)

- Should Westford decided to expand to eight (8) tennis courts, Gale will prepare a final layout plan and perform stormwater hydrologic analysis and calculations, addressing potential effects on drainage patterns and peak flows. Analyses will be performed on 2-, 10- and 100-year storm events, under existing and proposed conditions, and will include the design of on-site collection, detention and/or infiltration systems, if necessary, for mitigation. Design the storm drain system for the site based on a storm frequency and related details acceptable to the Massachusetts Department of Environmental Protection and Westford Conservation, as required for permit applications.

Phase 8 - Structural Engineering for Post Tension Concrete (Optional)

- Provide structural engineering services for the design of post tension concrete courts. Gale will provide typical post tension concrete details and performance specifications in the bid documents. The selected contractor will be required to submit a final post tension concrete plan as a shop drawing, stamped by a registered engineer, for Gale's review.



Phase 9 - Tennis Court Lighting (Optional)

- Gale will retain the services of an Electrical Engineering Consultant to perform sizing and capacity design for site electrical related to tennis court lighting. This proposal does not include engineering or design for off-site electric utility work that may be required to bring power to the site. Gale will coordinate with a lighting vendor to provide a tennis court lighting photometrics plan and lighting specifications. If Westford elects to implement court lighting, Gale will solicit a proposal from our electrical consultant. For purposes of this proposal, we have included an estimated fee range for electrical engineering, based on similar recent projects.

COMPENSATION

- Gale's compensation to provide the base Scope of Services is detailed as follows:

Phase 1 - Background Eval., Facility Assess. & Schematic Design (fixed fee)	\$11,820.00
Phase 2 - Engineering and Design (fixed fee)	\$ 7,370.00
Phase 3 - Permitting (time and expense)	\$ 3,820.00
Phase 4 - Final Design Documents (fixed fee)	\$ 4,900.00
Phase 5 - Bid Phase Services (fixed fee)	\$ 3,700.00
Phase 6 - Construction Phase Services (time and expense)	\$20,420.00
TOTAL	\$52,030.00

OPTIONAL SERVICES

Phase 7 - Expansion of Courts (fixed fee)	\$ 5,840.00
Phase 8 - Structural Engineering for Post Tension Concrete (fixed fee)	\$ 6,900.00
Phase 9 - Tennis Court Lighting	
o Gale (fixed fee)	\$ 2,240.00
o Electrical Consultant (estimated budget)	\$ 5,000.00 - \$ 8,000.00

- Gale's compensation for the Scope of Services includes miscellaneous reimbursable expenses, such as mailing, mileage, printing, etc., associated with the project.
- Gale's compensation for the base Scope of Services **does not** include contractor or subconsultant services associated with the project. Reimbursable contractor/ subconsultant expenses are estimated as follows:

Pavement Test Cuts and Soil Borings (required services): \$ 3,000.00 to \$ 5,000.00

- Gale's services will be performed in accordance with our General Terms and Conditions and Schedule of Fees, dated January 2019, attached.



PROJECT PARAMETERS AND LIMITATIONS

- Record plans will be provided to Gale by Westford.
- Utilities may exist at the site for which there are no records. Gale's proposal does not include research or field services to locate non-record utilities.
- Preliminary estimates of construction costs and detailed estimates of construction cost prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor Westford has control over the cost of labor, materials or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.
- Westford acknowledges that the proposed development is not "by right", and that Gale cannot guarantee permit approvals. The filing fees for all required permits, if not waived, will be paid by Westford. Building permits, other utility connection permits, demolition permits, and any other municipal construction permits required will be the responsibility of the general contractor.
- Gale will advertise the project in the Central Register. Westford will be responsible for local newspaper advertisements, and postings at the office of the awarding authority and in COMMBUYS.
- Gale's review of shop drawings and material submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means, methods, techniques, sequences or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- The correction of issues noted by Gale during this construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observations or follow-up of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.



- Gale's fee does not include:
 - Wetland delineation/flood plain elevation determination studies.
 - Habitat studies or mitigation design.
 - Meetings beyond those defined/enumerated above.
 - Physical location, camera inspection, or the evaluation of the condition or capacity of existing utilities.
 - Design of off-site utility upgrades, including any required upgrade to electrical service.
 - Property line and easement survey.
 - 3-D perspective renderings or models.
 - Permitting beyond those services indicated above.
 - Permitting for any open Order of Conditions related to previous projects.
 - SWPPP and NPDES Permit will be prepared by others.
 - Services related to a bid protest.
 - Re-work due to change in regulations.
 - Third party professional cost estimating.
 - Geotechnical engineering.
 - Landscape design services.
 - Services related to potential site contamination or hazardous materials testing (LSP services).
 - Construction as-built survey or plan preparation.
 - Services related to historical or archeological issues.

Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at Westford's request, that contains the scope of services, fee and schedule required to complete the additional services.

REQUIRED DOCUMENTS

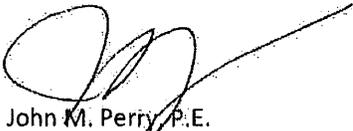
- Should Westford intend for Gale to complete only the initial phase(s) of the project through schematic design and budget development, you may indicate the authorized phase(s) in the signature block with no obligation for subsequent phases. You may also indicate any Optional Phases of authorized services. Gale will not proceed with services for any phase without written authorization.
- If this proposal is acceptable, please sign below, indicate the phase(s) authorized, and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services.
- Receipt of this signed proposal is required prior to Gale initiating services on the project.
- Should Westford submit a contract to Gale for this project, rather than sign this proposal, the above Scope of Services and Project Parameters and Limitations must be included in such contract. Please note that it is Gale's policy to have all contracts reviewed by our attorney prior to execution. Accordingly, if a contract is submitted, project start-up may be delayed while the contract is reviewed and negotiated.

Mr. Paul Fox, Jr.
Westford Public Schools
Re: Tennis Court Reconstruction at Colonel John Robinson School
December 5, 2019
Page 9



Thank you for considering Gale for this project. Should there be any questions, please do not hesitate to contact the undersigned.

Best regards,
GALE ASSOCIATES, INC.



John M. Perry, P.E.
Chief Civil Engineer

JTS/JMP/cmh

Enclosures:

- Project Sheets
- General Terms and Conditions
- Schedule of Fees

Accepted for:
TOWN OF WESTFORD

The Undersigned represents that he/she is an officer/principal of the Town of Westford and is duly authorized to execute this contract on behalf of the Town of Westford.

Phase(s) Authorized & Soil Borings

Signature

Type Name and Title

Date

Attachment B

BID SUMMARY
Sprague Field Tennis Courts Replacement Project
CONTRACT #19C-410-1617
BIDS OPENED – June 20, 2019

<u>Contractor</u>	<u>Address</u>	<u>Bid Amount</u>
Green Acres Landscape & Construction Co.	Lakeville, MA	\$323,275.00
Quirk Construction Corporation	Georgetown, MA	\$388,000.00
New England Spec Inc.	Sagamore Beach, MA	\$396,290.00
Sunshine Paving Corporation	North Chelmsford, MA	\$404,000.00

Please Note: This is a recent bid tabulation for a project located in Wessley Massachusetts. This project was for the replacement and reconstruction of four (4) tennis courts – similar project and scope, however half the size.

To achieve an appropriate budge number for construction, the winning bid was multiplied by a factor of two (2), to generate the cost of eight (8) tennis courts that are being requested.

Attachment C

Hi Paul,

Here are approximate budget numbers to use:

1. To replace the existing 5 courts to consist of new asphalt, fencing, nets/posts, color coating, striping, clean up, loam and seed disturbed areas.....Budget \$450,000
2. To add three new courts with the same materials as item #1 budget an additional \$200,000

So the total for 5 courts would be \$450,000

The total for 8 courts would be **\$650,000.**

If you carry these numbers you should be good.

Thanks
Bob

Bob Bushnell
President
Sunshine Paving Corporation
89 Meadowbrook Road
Chelmsford, Ma. 01863
P 978 250 1233
F 978 251 8991
C 508 962 6394
www.sunshinepaving.com

Westford Public Schools

Administrative Offices

23 Depot St. • Westford, Massachusetts 01886
www.westfordk12.us • (978) 692-5560 • FAX (978) 392-4497

January 10, 2020

Community Preservation Committee
55 Main Street
Westford, MA 01886

Dear Members of the Community Preservation Committee,

RE: Westford Community Preservation Funding Application

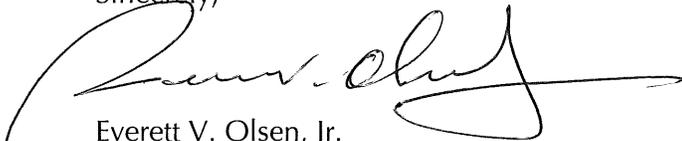
The two funding applications being submitted are vitally important to school operations and community recreation. The respective applications are for:

- Westford Academy Amenities Building
- Robinson Tennis Courts

Both projects have my highest endorsement since they provide vital benefits to our students, staff and community members. With the realization that the need for various projects from all town departments exceed funding capabilities, my priority for your funding consideration is the Amenities Project at Westford Academy. We are required to have permanent ADA accessible bathroom facilities at Alumni Field. Along with bathroom facilities, the funding will allow for much needed improvements to the concession stand, walkways, fencing and parking. This priority does not diminish the need for the Robinson Tennis Court Project since our ability to hold high school tennis matches with other school systems, along with MIAA tournaments is not possible with the existing courts.

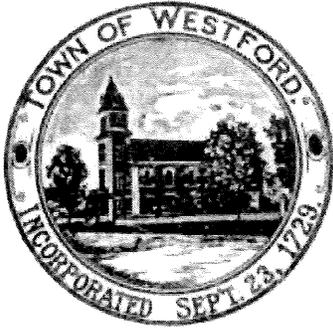
I, along with our students and staff, request that these projects receive your highest consideration. Thank you for your support of our school system. It has been very much appreciated.

Sincerely,



Everett V. Olsen, Jr.
Superintendent of Schools

Attachment F



TOWN OF WESTFORD
PARKS & RECREATION COMMISSION

65 Main Street, 3rd Floor

Telephone (978) 692-5532 Fax (978) 392-4471

Kristi Bates-Chair

Chris Barrett -Vice Chair

Kathleen Burns, Lauren Coffey, John McNamara, Mike Sawyer, Michael Furman

Director

James Duane

January 6, 2020

Ms. Kathleen Healy, Chair
Westford Community Preservation Committee
55 Main Street
Westford, MA 01886

Re: Application for Community Preservation Act Funds
Robinson School Tennis Court Reconstruction

Dear Community Preservation Committee:

On behalf of the Parks & Recreation Commission, I am providing this letter of support for the reconstruction of tennis courts at the Robinson School. This location serves as the home courts for Westford Academy varsity and junior varsity tennis programs, in addition to providing residents of all ages with an opportunity to enjoy recreational tennis in an outdoor setting.

If you have any questions, or require any additional information, please feel free to contact me.

Sincerely,

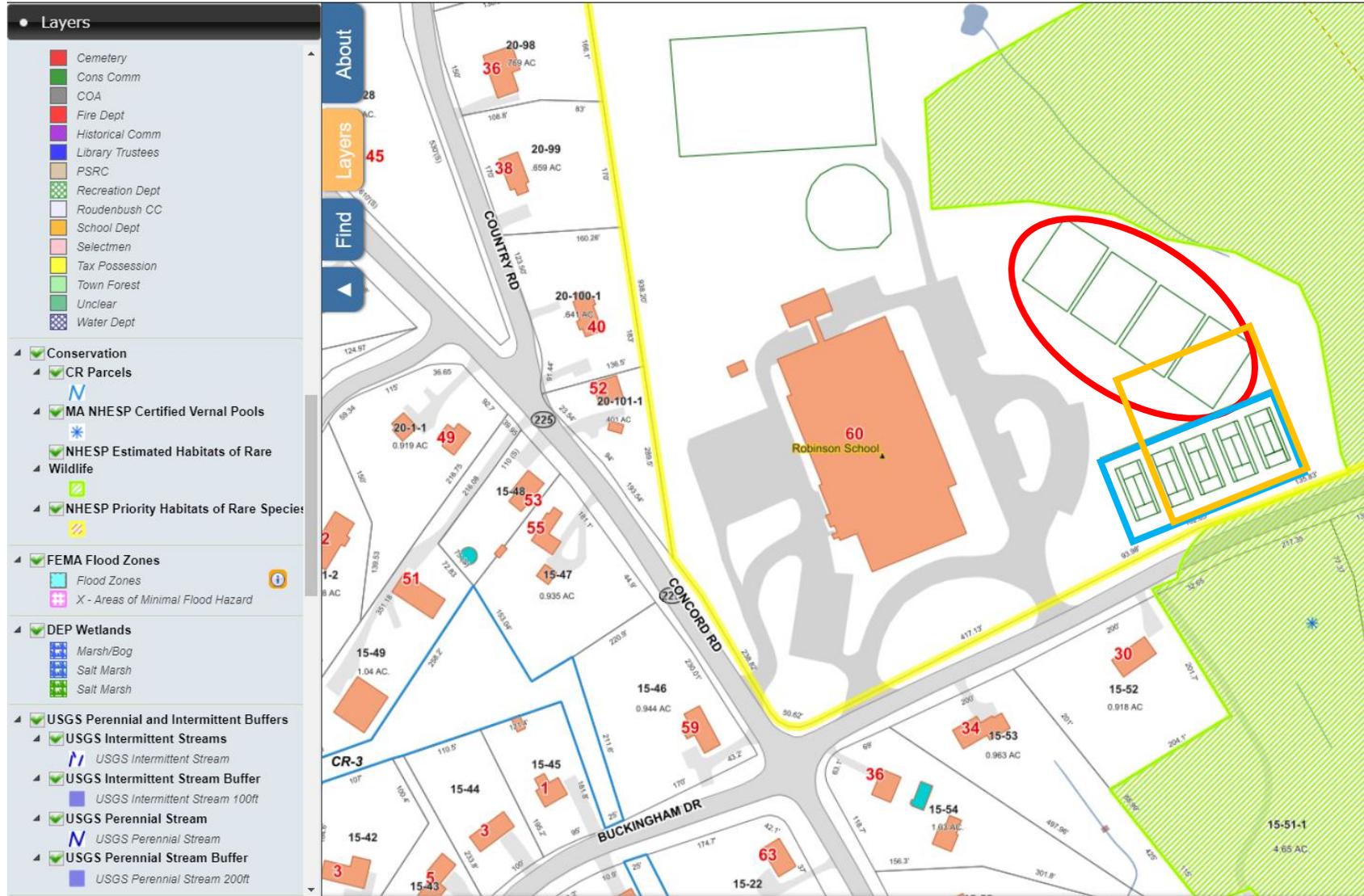
A handwritten signature in cursive script that reads "Kristi L. Bates".

Kristi Bates, Chair
Westford Parks & Recreation Commission

Attachment D

This map indicates that with the information provided, we are not within any boundaries that would cause complications to expansion.

Current courts are in blue. Please note, the fields circled in red do not exist and allow for expansion. Proposed courts in orange.



Attachment D



Attachment G



Attachment G



Attachment G

