

Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

 jbeyer@westfordma.gov | jhealy@westfordma.gov  (978) 399-2905

1. Basic Project Information

Submission Date: 1/09/2026

Project Name: Horse arena viewing area seating and ADA improvements

CPA Funds Requested: \$150,000

Applicant Information:

Name: Middlesex County 4-H Fair inc

Address: PO box 352 Westford Ma 01886

Phone: 781-884-07951

Email: tdelaneyjr@verizon.net

Sponsoring Board/Committee(s): Board of Directors, Middlesex County 4-H Fair inc

Additional Responsible Parties (if applicable):

Project Manager/Contact Person: Tom Delaney

2. Project Purpose

Select all that apply:

Open Space Affordable Housing Historic Preservation **XX Recreation**

3. Project Description and Goals

Provide a comprehensive project summary using the space at the top of page two or attach additional pages as necessary. Include the following information:

- **Project Purpose and Scope:** Clearly describe the objectives and scope of the project.
- **Community Benefits:** Explain how the project will benefit the residents of Westford and how those outcomes will be measured.
- **Preservation Impact:** Describe how the project preserves the town's character and aligns with the goals of the Community Preservation Act.
- **Timing Considerations:** If submitting outside the standard funding cycle, provide an explanation (example Special Town Meeting vs Annual Town Meeting). If project could be completed in multiple phases, please describe.
- **Long Term Impact:** What are the long-term maintenance or stewardship plans.

Project Description: (attach additional pages as necessary)

The Fair Boards goal is to create a safe viewing area for residents, guests, families, and participants at the Fairgrounds main show ring during events.

This project will involve regrading and bank stabilization on the east wall of the show ring. This will be achieved by utilizing precast blocks from a vendor to create a tiered wall which will create a stable and flat viewing area. In this newly created area will be a grass level area for chairs and blankets to be utilized for visitors watching events. At the top of the wall by the concession area, a level, compacted stone dust area will be created for a stable smooth area for anyone with mobility issues.

Since the sale of the property to the Middlesex County 4-h Inc by a unanimous Town Meeting Vote in 1956, the Fairgrounds have been a constant in the Town for their educational and recreational value when it comes to anything agriculture and 4-H related events. Every year over 300 children participate in the 3 day overnight Fair, showing their animals, crafts and talents to each other and the public, which is our largest event. There are also many horse shows that are here during the year that are well attended from clubs and groups from all over the area. Some of the groups also utilize the grounds, and at a very low price, are dog clubs, bike races, social gatherings etc. All funds gathered by these events go to upkeep of the facilities, funding of the Annual three day fair and to fund our scholarship program which is awarded every year.

The Grounds are also open to the public for free day activities, except during fair week, for biking, hiking, dog walking, picnicking and a variety of other activities by local area residents. The proposed project will only enhance these activities for all.

We also cooperate with the Nashoba Technical high school, as a gathering point during their ALICE drills to practice safety and bring the kids to a safe, controllable environment.

By doing this project, the Fair Board will be able to continue to provide these resources to the children of the Town and surrounding areas with rich growth focused opportunities. 4-H has the focus of community, education, giving, volunteering in an environment that stretches across the nation. These resources are open to all in the area and this project will allow us to continue to focus on enrichment activities instead of a major capital project.

This project will aid us in continuing our outreach and focus on the children of the community and preserve the character of the grounds as part of the Town as we have it today and that we have been doing since the 50's. The recreation focus of our facility is obvious to all who come and see the fair or any of the other activities hosted there, and it is, and always will be a Town asset.

This project, if approved will take place right after our last Horse Show in the fall after our annual fair. The work is outside any Conservation areas and the height of the walls will be constructed as to not require railings. The blocks used are pre-engineered so no technical drawings will be required. The blocks are mostly in stock and if approved at Town meeting will be ordered. They are local made so no long-term delays are expected and deliveries and staging can begin right after the fair.

Dillis and Roy, local engineering firm, are assisting us in a visual representation of the project which will be available before Town meeting. The time line for completion, weather permitting will be mid December 2026 or early 2027.

A local contractor who is familiar with the use of these blocks has been approached and provided us with a written proposal to complete the project. He has done exceptional work with these blocks and with the soils we have around the ring, the stability and longevity of this wall will not be an issue. Walls of this type in the right conditions have nearly an unlimited life span so maintenance of them is extremely limited to perhaps just washing or painted by 4-H groups as approved by the Board.

The long term goal of the Board is to keep the grounds open and available to all and to create and maintain opportunities for our children. The support for the 4-H community nationwide is still there and the enrichment and opportunities it gives to children is immeasurable. This project, if approved will allow us to focus on maintain and focusing on programs, scholarships, and running the Fair itself for the community.

The Grounds do have, in the deed, a restriction that turns the grounds back to the Town if we were to close the grounds. This is not an outcome anyone wants, but if it did, the Town will retain the property and never lose the investment.

4. Project Location and Ownership

Project Address: **55 South Chelmsford Road_**

Assessor Information (Map/Block/Lot ID): **Parcel ID 018 0061 0000**

Ownership/Care and Custody Information: Property is owned and maintained by the Middlesex County 4-H Fair Inc. through 14 member Board of Directors and Volunteers

Most CPA-funded projects require legal protections to ensure long-term preservation:

Open Space / Conservation: Land or conservation restrictions must remain permanently protected (e.g., Conservation Restriction under M.G.L. Chapter 184).

Historic Preservation: Properties must include a preservation restriction or covenant to maintain historical integrity.

Affordable Housing: Long-term affordability must be secured through a restriction or covenant.

Recreation: Restrictions may be required if the project secures permanent public recreational access.

Applicants should check all that apply and attach supporting documentation or proof of restriction. The Community Preservation Committee/Town of Westford may require deed restrictions or covenants to be obtained as a condition of funding, if not already in place.

Deed Restrictions Required (check all that apply):

XX Conservation see attached property returns to town if grounds close

Housing Historic Preservation

5. Budget

Attach a complete project budget, including estimates or quotes as needed.

Percent of Total Budget Requested from CPA Funds: 100 %

Other Funding Sources (committed/applied/planned): **_ Miscellaneous labor and incidental funding to be provided by volunteers and the Fair Board.**

Anticipated Annual Income/**Expenses: \$150,000**

Recurring Expenses (maintenance, etc.): **\$0 to town, Volunteers and Fair board will maintain. Less than 500 per year in mowing and cleaning**

Taxpayer Impact: **\$150,000**

6. Procurement

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

- **Town Departments:** Follow MGL Chapter 30B procedures.

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

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

Procurement Plan:

As a former MCPPO (Mass public Purchasing Official) myself, I am familiar with the procurement practice in the state. We will be using best practice and have selected a small value contractor with proven results. The blocks will be obtained from William Lamarre concrete who also agreed to donate blocks to us.

7. Project Timeline

Proposed Start Date: **9/15/2026**

Expected Completion Date: **12/15/26**

Include key milestones or phases of the project if applicable: **Delivery begins of materials right after the fair in August.**

8. Endorsements by Applicable Boards/Commissions

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

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

9. List of Attachments

Include all supporting materials relevant to your application:

Attached

-Scanned signature page

-Proposed work are from Westford GIS

-Photos of the area the viewing area will be created, during horse shows

-Type of blocks to be used

-Estimate

-Deeds

10. Applicant Signatures

Signature: _____ Date: _____

Printed Name: _____ Title: _____

For Community Preservation Committee Use Only

Date Received:

Year:

Is Sufficient Data/Detail Provided?

Is Timeliness an Issue?

Is Additional Information Required?

Project Interview Date:

Public Hearing Date:

Committee Vote: Yes No Abstain

Date:

Recommendation for Town Meeting Consideration: Spring Fall Special

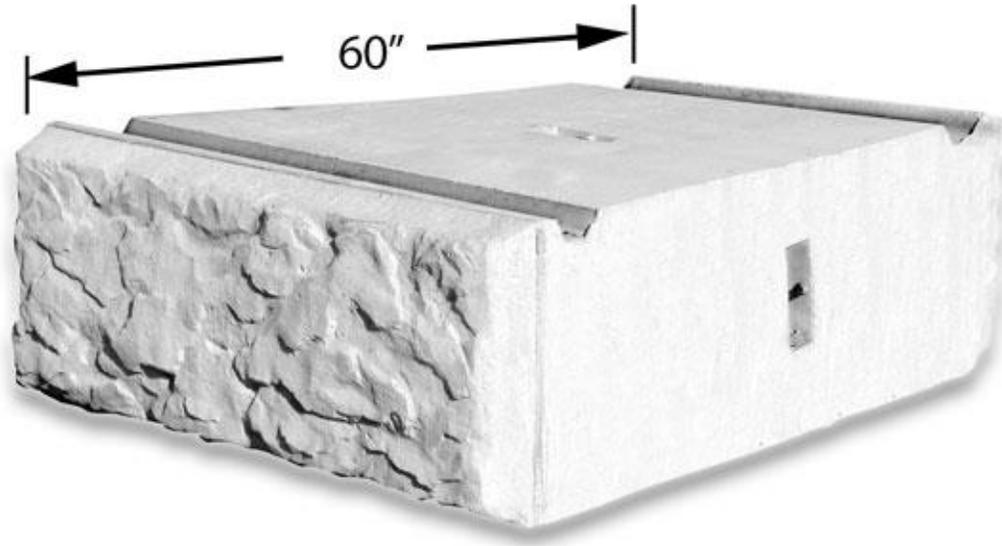




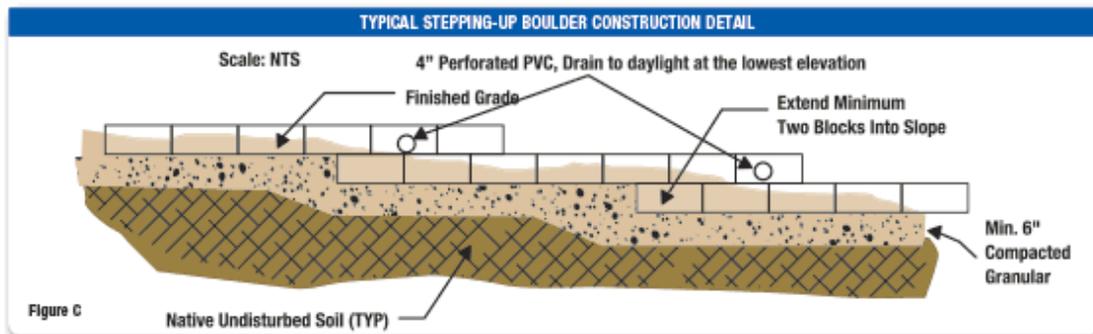








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thence by Robbins' land South 6° West to a maple tree on the southerly side of the Brook; thence on the Brook to the Pond; thence on the Pond to the first bound.

Also the land in the southeasterly part of said Westford, containing about 17 acres, bounded: Beginning at the northeasterly corner thereof at the Pond Plain Road, now known as Parkerville Road and at land formerly of Calvin T. Wright, now of the Town of Westford; and thence running southerly by said last mentioned land to a white oak tree marked; thence easterly by said last mentioned land to a stake and stones at land formerly of Roudey and Hale, of Wilber E. Lapham et ux, now or formerly; thence southwesterly on said last named land to a stake and stones at a ditch; thence a little more southerly to an oak tree, still southerly by said last named land to the brook at land

formerly of Elias Sweetser, now or formerly of the Town of Westford; thence westerly by said brook to a ditch; thence by the ditch to the end of the ditch; thence on and by the fence as it now stands to said road and by said road to the point of beginning, subject to all the rights, privileges and easements of John Sweetser, his heirs and assigns, to maintain and keep up a dam of the outlet of Baptist or Hart Pond, together with all reservations mentioned, contained and expressed in a deed from Joshua Mather to Elias Sweetser dated April 18, 1861, which last named deed had not been recorded, in Middlesex North District Registry of Deeds Book 73, Page 489.

Being the same premises to me conveyed by Wilber E. Lapham et ux by deed dated April 14, 1945, recorded with Middlesex North District Registry of Deeds in Book 1051, Page 221.

This conveyance is made subject to municipal taxes and assessments for the year 1955.



Witness my hand and seal this twenty-fourth day of AUGUST 1955.
Frederick Russell

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The Commonwealth of Massachusetts

Middlesex, ss. August 24, 1955.

Then personally appeared the above-named Frederick Russell

and acknowledged the foregoing instrument to be his free act and deed, before me

My commission expires September 16, 1958. (Melvin G. Rogers)

Rec'd & entered for record Aug. 24, 1955 at 12h. 15m. P. M. #1398

Middlesex County 4 H Pair Inc., a Massachusetts Corporation

ofc. ~~County of Middlesex~~ County of Middlesex

~~do hereby certify~~ for consideration paid, grant to Frederick Russell and Arlene R. LaPorte, as joint tenants, both

of Chelmsford, Middlesex County,

with mortgage covenants, to secure the payment of TWENTY-FIVE HUNDRED DOLLARS, payable in five years, with the option to pay the principal in sums not less than one hundred (100) dollars at any time before said five years,

with five per centum interest per annum payable semi-annually, as provided in its note of even date,

the land in the southeasterly part of Westford, said County, containing 4 acres and 55 rods and bounded as follows: Beginning at Hart's Pond by land now or formerly of Joel Adams, thence running South 69° West on Adams' land, ten rods to land now or formerly of Elias Sweetzer; thence North 31° West on said Sweetzer's land 7 rods 21 links; thence on said Sweetzer's land South 79° west, 14 rods and 18 links; thence on said Sweetzer's land North 15 2/3° West 9 rods and 21 links; thence on said Sweetzer's land North 6° West, 19 rods and 14 links to the Brook; thence on the Brook to the Pond; thence on the Pond to the point of beginning. Also the land in said Westford, bounded and described as follows: Beginning at a stake and stones at Hart's Pond and running on land now or formerly of Wright, South 88° West, 13 rods and 23 links to stake on land now or formerly of Robbins; thence South 68° West, twenty rods; thence on Robbins' land South 37 1/2° West, 20 rods and 17 links; thence by Robbins' land South 6° West to a maple tree on the southerly side of the Brook; thence on the Brook to the Pond; thence on the Pond to the first bound.

See Deedbook B. 13 & P. 476

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I, Dorothy Jones, Clerk of the Middlesex County 4 H Fair Inc., a Massachusetts corporation, hereby certify that the following is a true copy of a vote of a duly called meeting of the Board of Directors of said Corporation, a majority of the Directors being present:

"VOTED that whereas this Corporation is about to purchase from Frederick Russell of Chelmsford, Massachusetts, certain lots of land located in Westford, Massachusetts, and being the premises to said Russell conveyed by deed of Wilber E. Lapham and Nancy M. Lapham, husband and wife, dated April 14, 1946 and recorded in Middlesex North District Registry of Deeds, Book 1051, Page 221, the Treasurer of this corporation is authorized to give a mortgage for a part of the purchase price of said property to said Frederick Russell in the sum of twenty-five hundred (2500) dollars, in the usual power of sale form, the interest to be at the rate of five per centum per annum, and the principal to be paid at such time as seems to the Treasurer desirable."

Dorothy Jones
Clerk of the Middlesex County 4 H Fair Inc.



Rec'd & entered for record Aug. 24, 1955 at 12h. 16m. P. M. #1399

First Federal Savings and Loan Association of Lowell, a United States Corporation,
of Lowell, Middlesex County, Massachusetts,

~~DOES~~

~~HEREBY~~ for consideration paid, grant to Raymond T. Osborn and Ruth J. Osborn, husband and wife, as tenants by the entirety, both of Chelmsford in said County,

with quitclaim covenants

the land in said Chelmsford, with the buildings thereon, situated on the southwesterly side of Westford Street, and the northwesterly side of Pine Hill Road, being Lots 1 to 6, inclusive, shown on plan entitled "Subdivision Plan of Land in Chelmsford, Mass., owned by the First Federal Savings and Loan Association of Lowell, surveyed July, 1955, J. C. & W. T. Noonan, C. E.'s", which plan is to be recorded, herewith, and bounded:

See B. 1306 P. 379

The Commonwealth of Massachusetts

Middlesex, ss. April 26 19 56

Then personally appeared the above-named James L. Healy, Horace F. Wyman and John J. Kavanaugh, Selectmen of Inhabitants of Westford, (leg. act and deed) before me
John L. Connell, Jr.
Notary Public
My commission expires Sept. 30 19 61

Rec'd & entered for record Apr. 27, 1956 at 4h. 47m. P.M. #1310

I, Charles L. Hildreth, Town Clerk of Westford, certify that the following is a true copy of Article 22 of the warrant for the annual town meeting held on the tenth day of March, 1956, and of the vote passed at said meeting:

"ARTICLE 22. To see if the Town will vote to authorize the Board of Selectmen in the name and behalf of the Town to sell to the Middlesex County 4-H Fairs, Inc., commonly known as the 4-H Club, for such sum as said Board of Selectmen deem sufficient, a parcel of land containing approximately 8.75 acres situated on the southerly side of South Chelmsford Road at the Westford and Chelmsford Town Lines and known as the Wright Lot, and being a portion of the premises devised to the Town under the will of the late Martina Gage, and to execute, acknowledge and deliver in the name and behalf of the Town a good and sufficient deed of said premises to said purchaser thereof; or act in relation thereto."

"ARTICLE 22. VOTED unanimously that the Board of Selectmen be and they hereby are authorized in the name and behalf of the Town to sell to the Middlesex County 4-H Fairs, Inc., commonly known as the 4-H Club, for not less than \$3.00, a parcel of land containing approximately 8.75 acres situated on the southerly side of South Chelmsford Road at the Westford and Chelmsford Town Lines and known as the Wright Lot, and being a portion of the premises devised to the Town under the will of the late Martina Gage, said conveyance to be made upon the express condition that and only so long as said land be used for 4-H Club purposes and upon such other conditions as the Selectmen shall consider proper; and to execute, acknowledge and deliver in the name and behalf of the Town a good and sufficient deed of said premises to said purchaser thereof."

I further certify that James L. Healy, Horace F. Wyman and John J. Kavanaugh are the duly elected and qualified Selectmen of said Town of Westford.



A true copy

Attest:

Charles L. Hildreth
Town Clerk

Rec'd & entered for record Apr. 27, 1956 at 4h. 48m. P.M. #1311

Frank J. Massarelli
 DBA Frank-Co.
 100 Brookline St.
 Pepperell, MA 01463
 (978) 433-6611

PROPOSAL

NAME / ADDRESS
Tom Delaney

JOB	
4H Fairgrounds Westford	
DATE	PHONE
10/13/2025	978-352-6545
TERMS	ESTIMATE ONLY

DESCRIPTION	
<p>Install London Boulder Retaining walls as follows;</p> <ul style="list-style-type: none"> *as per sketch and conversation on site (blocks are 48" long x 42" deep x 18" tall) *all walls to be 36" in height, approximately 32" bury *wall #1 175 lf wall # 2 150 lf wall # 3-5 100lf each total 625 lf *provide all blocks *disposal of existing walls by others *excavate and prep for walls, remove one truckload of stumps and roots *install 3/4" stone footing *install all walls *backfill with 3/4" stone and excavated materials *grade between walls *loam and seed between walls (140 cu/yds screened loam) *graded base and or stonedust at top of first wall for finish grade (40 tons of base) *haul away excess block cuts and extra materials <p>ANY UNFORSEEN PROBLEMS SUCH AS LEDGE, EXTRA LARGE BOULDERS, EXCESSIVE WATER, PLAN DEVIATION'S, WINTER CONDITIONS ETC., RESULTING IN ADDITIONAL WORK AND/OR MATERIAL WILL BE CHARGED AS EXTRA</p>	
THIS IS NOT A CONTRACT	TOTAL \$150,000.00

SIGNATURE _____

Attached

-Proposed work are from Westford GIS

-Photos of the area the viewing area will be created, during horse shows

-Type of blocks to be used

-Estimate

-Deeds

10. Applicant Signatures

Signature: Tom DeLaney

Date: 1/8/2026

Printed Name: Tom DeLaney

Title: Board of Director
Middlesex County 4-H Inc.

For Community Preservation Committee Use Only

Date Received:

Year:

Is Sufficient Data/Detail Provided?

Is Timeliness an Issue?

Is Additional Information Required?

Project Interview Date:

Public Hearing Date:

Committee Vote: Yes No Abstain

Date:

Recommendation for Town Meeting Consideration: Spring Fall Special

Inhabitants of Westford, a municipal corporation in

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Middlesex County, Massachusetts
for consideration paid, grant to Middlesex County 4-H Fair, Inc., a corporation duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business in Concord, in said county,

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with quitclaim covenants the land in said Westford, situated on the southeasterly side of South Chelmsford Road, and being shown on a plan entitled "Plan of Land in Westford, Mass., owned by Middlesex County 4-H Fair, Inc., April 16, 1956, Joseph W. Moore, Reg. Land Surveyor", which plan is to be recorded in Middlesex North District Registry of Deeds, and bounded:

Sum. 10/13/33 P. 336

Northwesterly by South Chelmsford Road, in part by a curved line, as shown on said plan, six hundred thirty-one and 71/100 (631.71) feet;
Southwesterly by other land of said Middlesex County 4-H Fair, Inc., by two courses, six hundred twenty-one and 80/100 (621.80) feet and seventy-five and 97/100 (75.97) feet, as shown on said plan;
Southeasterly by other land of said Middlesex County 4-H Fair, Inc., by two courses, three hundred thirty-two and 8/100 (332.08) feet and seventy-five (75) feet, more or less, as shown on said plan;
Easterly, southeasterly and southerly by Hart Pond, as shown on said plan, two hundred thirty-two (232) feet, more or less; and
Northeasterly by the town line dividing the towns of Chelmsford and Westford, as shown on said plan, by land supposed to belong to Charles H. and Maude D. Ringer, five hundred eighty-one and 5/100 (581.05) feet.
Containing, according to said plan, 8.73 acres.

The above described premises are conveyed upon the express limitation, and only so long as said premises shall be used for 4-H Club purposes. And when said premises shall be diverted from the purposes aforesaid, then the title of said grantee or its assigns in the same shall forever cease, and revert to and be forever vested in the hereinabove grantor.

For title of the grantor to said above described premises see will of Martina A. Gage, late of Lowell in said County, deceased testate, Middlesex Probate #203788.

The consideration for this conveyance is less than \$100.00.

IN WITNESS WHEREOF the Inhabitants of Westford has caused its corporate seal to be hereto affixed and this instrument to be executed in its name and behalf by James L. Healy, Horace F. Wyman and John J. Kavanagh, its Board of Selectmen, hereto duly authorized,

_____ this 26th day of April 1956
INHABITANTS OF WESTFORD
By James L. Healy
Horace F. Wyman
John J. Kavanagh
Board of Selectmen