

# Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

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## 1. Basic Project Information

Submission Date: January 9, 2026

Project Name: Freedom Park Improvements

CPA Funds Requested: \$100,000.00

Applicant Information:

Name: Westford Conservation Commission (Margaret Wheeler, Chair)

Address: Town Hall, 55 Main Street, Westford, MA 01886

Phone: 978-692-5524

Email: [mwheeler@westfordma.gov](mailto:mwheeler@westfordma.gov)

Sponsoring Board/Committee(s): Conservation Commission

Additional Responsible Parties (if applicable): n/a

Project Manager/Contact Person: Matthew Salem, Conservation Resource Planner,  
[msalem@westfordma.gov](mailto:msalem@westfordma.gov)

## 2. Project Purpose

Select all that apply:

Open Space     Affordable Housing     Historic Preservation     Recreation

## 3. Project Description and Goals

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

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

**Project Description: (attach additional pages as necessary)**

Freedom Park was acquired in July 1989 for the preservation of open space and public waterfront access and maintaining water quality by limiting additional development. In 1998, a neighborhood group received permission from the Town's to clean up the property and remove a paved parking area, culminating in the attached design prepared as part of an Eagle Scout project in 2006. Portions of that design were completed (removed pavement, constructed gazebo, constructed fishing pier, paver path to gazebo and flagpole). The Forge Village community utilizes the property's benches and picnic tables, cartop boat access, and lawn within a densely populated residential area.

At the request of area residents, and in keeping with conservation values for which it was acquired, the Conservation Commission is requesting funding for various improvements throughout the property:

- Repair/replace portions (railings, flooring, ramps) of gazebo and fishing pier with longer-lasting, low-maintenance materials
- Repair/replace wood park benches with low-maintenance materials or products
- Replace pavers from parking area to the gazebo and under benches as it has settled and is uneven
- Remove pavement leading to shoreline and construct new, accessible path from parking area to existing fishing pier and water's edge using TrueGrid permeable pavers or similar
- Install concrete boat ramp panels for Public Safety emergency access only
- Plant native species shrubs and bushes and establish native groundcover and naturalized areas
- Install sections of chain-link fence on the property to separate the private abutting properties from the Town property
- Replace Pond Street sign

Long-term maintenance and stewardship will be by the Conservation Commission via their annual operating budget or reserved receipt accounts.

A later phase of work at this property will be for the design and engineering of a retaining wall to stabilize the easterly slope and ensure the mature trees are preserved adjacent to 10 Pleasant Street.

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#### **4. Project Location and Ownership**

Project Address: 8 Pleasant Street (parking lot between 5 and 9 Pond Street)

Assessor Information (Map/Block/Lot ID): 053-0095-0000

Ownership/Care and Custody Information: Conservation Commission

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

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

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

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

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

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

**Deed Restrictions Required (check all that apply):**

Conservation    Housing    Historic Preservation

## 5. Budget

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

Percent of Total Budget Requested from CPA Funds: 80%

Other Funding Sources (committed/applied/planned): Committed: Conservation Commission Reserved Receipts

Anticipated Annual Income/Expenses: n/a

Recurring Expenses (maintenance, etc.): n/a

Taxpayer Impact: n/a

## 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: The procurement of services will comply with G.L. c.30B

## 7. Project Timeline

Proposed Start Date: May 2026

Expected Completion Date: June 2027

Include key milestones or phases of the project if applicable: n/a

### **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:

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

### **10. Applicant Signatures**

Signature: Margaret Wheeler

Date: 01/09/2026

Printed Name: Margaret Wheeler

Title: Conservation Commission Chair

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### **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



Edge of pavement to remove and area for accessible path to parking area



S

Settling of pavers underneath existing benches. Benches to be repaired/replaced.



Fishing pier and settled pavers

