

Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

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1. Basic Project Information

Submission Date: 12/4/2025

Project Name: Frost/Roudenbush Tennis Court Replacement

CPA Funds Requested: \$603,000

Applicant Information:

Name: Westford Public Works

Address: 28 North Street, Westford, MA 01886

Phone: 978-692-5520

Email: kfox@westfordma.gov

Sponsoring Board/Committee(s): Parks & Recreation Commission

Additional Responsible Parties (if applicable): _____

Project Manager/Contact Person: Kyle Fox, Director of Public Works

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)

Project Purpose and Scope

The Town of Westford proposes to fully reconstruct the Frost/Roudenbush tennis courts, located between the Roudenbush Community Center and the Frost Daycare Center. The courts are in failing structural condition due to base failures, significant cracking, drainage problems, and deteriorated fencing and access features. These issues limit recreational use, create safety hazards, and reduce the Recreation Department's ability to offer programming.

This project includes:

- Full reconstruction of two tennis courts on the existing footprint
- Replacement of court surfaces (bituminous asphalt or post-tensioned concrete)
- New fencing, net posts, nets, and practice backboard
- Soil and subbase improvements
- Drainage system upgrades
- Repairs to the access stairway and landings
- Improved walkways and pedestrian circulation, including ADA access enhancements

Community Benefits and Outcome Measurement

The Frost/Roudenbush courts serve as an important, centrally located recreational facility used by residents of all ages. The project will:

- Improve safety and accessibility for public play and organized recreation programs
- Support youth tennis programs, adult recreation leagues, and casual users
- Expand access to free, centrally located recreation infrastructure
- Provide multi-use functionality through tennis and pickleball striping

Outcomes will be measured through:

- Recreation Department program enrollment
- Seasonal usage observations
- Reduction in maintenance work orders and safety complaints

Preservation Impact

The reconstruction project supports the Community Preservation Act's goals by:

- Preserving an important public recreational resource in the town center
- Enhancing long-term public access to outdoor recreation
- Maintaining the character of Westford's historic civic area by restoring a longstanding community amenity

Timing Considerations

This project is submitted within the standard funding cycle. Delaying reconstruction will lead to increasing costs due to continuing deterioration and rising construction pricing. A single-phase project will provide the most cost-effective and durable solution.

Long-Term Impact and Stewardship

The facility will continue to be maintained by the Department of Public Works, with support from the Recreation Department for net installation and seasonal setup. Selecting the post-tensioned concrete option would significantly reduce long-term maintenance needs and extend the court life cycle to 25–30+ years.

4. Project Location and Ownership

Project Address: 73 Main Street (Roudenbush Community Center)

Assessor Information (Map/Block/Lot ID): Parcel 330/059 0042 0000

Ownership/Care and Custody Information: Select Board

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.

Two options under consideration:

- **Bituminous Asphalt Courts:** \$500,311.48
- **Post-Tensioned Concrete Courts:** \$602,796.73

The funding request covers the higher-cost option to ensure long-term value and minimize recurring maintenance expenses.

Percent of Total Budget Requested from CPA Funds: 100%

Other Funding Sources (committed/applied/planned): None at this time. Any supplemental grant funding identified will reduce CPA expenditures.

Anticipated Annual Income/Expenses: Courts are free to the public; no revenue generated.
Routine maintenance only as part of the Public Works budget.

Recurring Expenses (maintenance, etc.): Net replacement, periodic surface/line painting, light fence maintenance.

Taxpayer Impact: No tax impact. Project wholly funded through existing CPA reserves.

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 project will comply with all applicable public procurement laws:

- **Construction:** Procured under M.G.L. c. 30 §39M (Public Works Construction)
- **Prevailing Wage:** Applies to all construction activities

DPW will manage procurement and bidding with support from NESRA Engineering.

7. Project Timeline

Proposed Start Date: April, 2026 – Design

Expected Completion Date: June 2027 – Construction

Include key milestones or phases of the project if applicable:

- Design: April–October 2026
- Procurement/Bidding: Winter 2026/2027
- Construction: Spring–Early Summer 2027

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

- Site plan/Court photo
- Detailed cost estimates (bituminous and post-tensioned concrete)
- Town-Owned Land documentation

10. Applicant Signatures

Signature: *Kyle Fox* Date: 12/4/2025

Printed Name: Kyle Fox Title: Public Works Director

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

SITE MAP



**Roudenbush Community Center
Renovation Project (Bituminous Concrete Tennis Courts)
Cost Estimate**



ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	REMARKS
A	BOND MOBILIZATION AND GENERAL CONDITIONS	LS	1	\$ 52,500.00	\$ 52,500.00	
B	SITE DEMOLITION	LS	1	\$ 26,250.00	\$ 26,250.00	
C	SOIL EROSION AND SEDIMENT CONTROL MEASURES	LS	1	\$ 21,000.00	\$ 21,000.00	
D	STAIRCASE AND LANDING REPAIRS	LS	1	\$ 5,250.00	\$ 5,250.00	
E	SITE PREPARATION AND EARTHWORK	LS	1	\$ 31,500.00	\$ 31,500.00	
F	10-FT HIGH BLACK VINYL COATED CHAIN LINK FENCE	LF	280	\$ 141.75	\$ 39,690.00	
G	42" HIGH TENNIS COURT POSTS ANCHOR AND NETS	EA	2	\$ 3,675.00	\$ 7,350.00	
H	ASPHALT TENNIS COURTS AND WALKWAYS	SF	13500	\$ 6.30	\$ 85,050.00	
I	ALL WATHER TENNIS COURT SURFACE SYSTEM	SF	13500	\$ 2.89	\$ 38,981.25	
J	TENNIS COURT AND PICKLEBALL STRIPING	LS	1	\$ 7,875.00	\$ 7,875.00	
K	PRACTICE BOARD	LS	1	\$ 15,750.00	\$ 15,750.00	
L	SEEDING AND PLANTING	LS	1	\$ 26,250.00	\$ 26,250.00	
M	DRAINAGE IMPROVEMENTS	LS	1	\$ 57,750.00	\$ 57,750.00	

Subtotal:	\$ 415,196.25
Escalation (3%)	\$ 12,455.89
Engineering (10%)	\$ 41,519.63
Contingency (7.5%)	\$ 31,139.72
TOTAL	\$ 500,311.48

**Roudenbush Community Center
Renovation Project (Post Tensioned Concrete)
Cost Estimate**



ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	REMARKS
A	BOND MOBILIZATION AND GENERAL CONDITIONS	LS	1	\$ 52,500.00	\$ 52,500.00	
B	SITE DEMOLITION	LS	1	\$ 26,250.00	\$ 26,250.00	
C	SOIL EROSION AND SEDIMENT CONTROL MEASURES	LS	1	\$ 21,000.00	\$ 21,000.00	
D	STAIRCASE AND LANDING REPAIRS	LS	1	\$ 5,250.00	\$ 5,250.00	
D	SITE PREPARATION AND EARTHWORK	LS	1	\$ 31,500.00	\$ 31,500.00	
F	10-FT HIGH BLACK VINYL COATED CHAIN LINK FENCE	LF	280	\$ 141.75	\$ 39,690.00	
G	42" HIGH TENNIS COURT POSTS ANCHOR AND NETS	EA	2	\$ 3,675.00	\$ 7,350.00	
H	POST TENSIONED CONCRETE COURT	SF	13500	\$ 12.60	\$ 170,100.00	
I	ALL WATHER TENNIS COURT SURFACE SYSTEM	SF	13500	\$ 2.89	\$ 38,981.25	
J	TENNIS COURT AND PICKLEBALL STRIPING	LS	1	\$ 7,875.00	\$ 7,875.00	
K	PRACTICE BOARD	LS	1	\$ 15,750.00	\$ 15,750.00	
L	SEEDING AND PLANTING	LS	1	\$ 26,250.00	\$ 26,250.00	
M	DRAINAGE IMPROVEMENTS	LS	1	\$ 57,750.00	\$ 57,750.00	

Subtotal:	\$ 500,246.25
Escalation (3%)	\$ 15,007.39
Engineering (10%)	\$ 50,024.63
Contingency (7.5%)	\$ 37,518.47
TOTAL	\$ 602,796.73



Town of Westford

Town Owned Land

COMMON NAME

Roudenbush Community Center

ACQUISITION AND ALLOCATION HISTORY

Acuisition and Allocation History

(This parcel as currently (2-15-2011) shown on the Assessors' Map is comprised of a number of different pieces acquired over the years. The larger portion of it- being the location of the old Frost School and Whitney Playground- was acquired by purchase from Belle Foss for construction of a schoolhouse per Articles 3 and 6 of STM 7/17/1907 and the deed to the Town is recorded at MNRD Book 410 page 348. This land is shown on an unrecorded plan entitled "Plan of Land in Westford- Mass. to be conveyed to the Town for an addition to the Athletic Field" dated 5/20/1910 by Smith and Brooks Civil Engineers. (the original of this Plan can be found at the Westford Museum in Westford Plan Book Number One). This Plan also shows the three parcels added to the original purchase by donations from Donald M. Cameron- Oscar R. Spalding and William T. Woods- which were accepted by the Town per Article 34. of ATM 3/20/1911. The Deeds to the Town for these parcels are recorded as follows: Cameron donation: MNRD Book 464 Page 457- Spalding Donation: MNRD Book 464 page 458- Woods donation: MNRD Book 464 Page 460. The final parcel-which is the site of the Roudenbush Community Center- was acquired by purchase from the Trustees of Westford Academy per Article 1 of STM 4/30/1928. The Deed to the Town for this parcel is recorded at MNRD Book 766 Page 9 and the parcel is shown on a Plan entitled "Plan of Land in Westford Mass. Surveyed for Allan Cameron" dated 10/6/1896 and recorded at MNRD Plan Book 12 plan 34. Thereafter the School Committee determined they had no further use of the land and building associated with the Roudenbush School in August of 1973- due to the opening of the New Academy (reference: 1973 Annual Report-Report of the Board of Selectmen-page 67). There is no specific Town Meeting Article on record transferring care and custody of the property to the Selectmen- but there is at least tacit approval of such a transfer per Article 5 of STM 10/9/1973 which authorized the Selectmen to lease the premises as the Board would find in the best interests of the Town. Thereafter- Article 26 of ATM 5/8/1976 authorized creation of the Roudenbush Community Center Committee which was to have care custody and control of the property. Thereafter the adjoining land of the Frost School and Whitney Playground was transferred from the School Department to the Roudenbush Community Center per Article 31(Section (b)) of ATM 5/11/1991. Approval of Article 21 of ATM 5/9/09 transferred care and custody of the proeprty to the Board of Selectmen.

Who Controls:

Selectmen

DIRECTIONS TO PARCEL

MAP COORDINATES

ADDRESS NO.	STREET ADDRESS
	MAIN ST,73
MAP AND PARCEL	CLASSIFICATION CODE
330/059.0-0042-0000.0	903
ZONING	ACREAGE
	5.2

LAND SURVEYED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	When:	Results:	Who Surveyed:

PERC TESTS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	When:	Results:	File Location:
WETLANDS DELINEATED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	When:	Results:	File Location:
DESCRIPTION			
USE OF LAND			
MANAGEMENT AND MAINTENANCE STATUS AND NEEDS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	Steward's Name	Steward's Address	Steward's Phone #
CONTACT INFORMATION			
STATUS RELATIVE TO 5 YEAR MASTER PLAN			
ACQUIRED WHEN	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
ACQUIRED HOW	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
DEED RESTRICTIONS	Verified by the deed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

ADDITIONAL COMMENTS