

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

Westford Community Preservation Funding Application
Fiscal Year 2026 Project Submission Form

Basic Project Information:

Submission Date: January 2026

Project Name: Westford Community Gardens Sun Shelter Project

CPA funds requested: Two options for consideration.

Option 1: \$23,751

Option 2: \$11,426

Applicant:

Name Westford Community Gardens

Address Reg. (40 Graniteville Road)

Phone 978.886.4380 (cell for Project purposes)

Email westford.community.gardens@gmail.com

Sponsoring board/committee(s)

Bharath Shankar, Darren Teyssedou, Laura Thomae & Pooja Kapoor

Project manager/Garden Coordinator Contact: Laura Thomae

Purpose: (please select all that apply)

- Open Space
- Affordable Housing
- Historic Preservation
- Recreation

Project location/address:

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

Current Sun Shelter & Location:



Photo Credit (both drone photos):
Westford Resident and Garden Member, Stephen Grigoriou



Photo Credit:
Westford Resident Nabil Kapasi



Photo Credit:
Westford Resident and Son of Garden Member
Scott Lyman



New location currently proposed is roughly in the same location which is to the left of the compost area.

Ownership/care and custody information: Conservation Commission

Deed restrictions required:

- Conservation
- Housing
- Historic Preservation

Budget:

Complete budget (attach as necessary)

Percent of total budget requested from Community Preservation funds:

100% (We have used other WCG funds for the furniture and existing structure considerations from our funds so if that is considered)

Other funding sources (committed/applied/planned):

Please note we have other projects in the works (to support our garden members and the town) for 2026 where the budget comes from WCG funds.

Anticipated annual income/expenses:

N/A

Recurring expenses (i.e. Maintenance):

Future maintenance costs would be any upkeep to the structure in future years whether it would be stained (wooden option) or the shade (metal option). Wood will need staining every 2-3 years, possible treatment for termite/ wood ants. Future staining could be a garden member volunteer project.

Taxpayer impact:

Procurement: Projects over \$10,000

Please explain how you intend to comply with all applicable public procurement laws for the purchase of supplies/services related to this project funding request.

We reached out and got approval through the Agricultural and Conservation Committees. We reached out last year to let the building commissioner know that we were doing this project. He noted we would have to get a permit. He noted the footings needed to have four-foot depth.

We have reached out and got approval through the Agricultural and Conservation Committees.

We researched and got five different quotes including a higher one from a Westford company that we have enjoyed working with. However, we are trying to be as cost conscious as possible. For example the other quote was going to be about 5K more and additional if we wanted a metal roof.

We reached out last year to let the town building commissioner know about this project. He noted for the structure to be safe to the public, the concrete footings needed to be four-foot deep. We made sure the vendors are aware of this requirement and will be complying with this. He noted the process to apply for a permit. Both vendors under consideration are licensed in their trade. WCG will be maintaining funds to remove the structure if ever needed in future to comply with the ConsCom requirement.

Timeline:

Proposed Start Date: **May 2026 (pending approval timing)**

Proposed Completion Date: **TBD April to May 2026**
(Garden Opening Date is slated for May 4th)

Endorsement by applicable boards/commissions/community groups:

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission Approved and saw both versions. We are just pending their update of our MOU and confirmation on the wooden structure. Their request was to keep money in perpetuity just in case the structure needed to be removed in the future.

- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other (Agricultural Committee) Approved

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)

The goal of replacing the current sun shelter is to expand our outdoor community space by replacing the current outdated structure. After a building commission review, it was recommended to replace. The sun shelter serves as a welcoming place where garden members can gather, connect, and build a sense of community while learning from one another. The space can host educational workshops, garden events and volunteer activities that bring people of all ages and backgrounds together.

The sun shelter allows members of all ages to take respite from the sun and enjoy time of relaxation between gardening activities. There are many garden members who are older or families with young kids and this space allows for a much-needed break from the direct sun. With the gardens and the town continuing to grow, we hope to use this gathering place to enhance our supportive community.

About WCG:

The Westford Community Gardens continues to grow year over year and is now in our 12th season. The WCG, located at the Day Field, 40 Graniteville Road, is truly one of the most beloved places in our town. Here, nestled on an expansive 1.7 acres of farmland, the Garden fosters community engagement through organic gardening. Residents and non-residents alike, of all ages, family type and background work alongside one another to grow fresh produce.

Although the gardeners enjoy growing their own food they also benefit from and contribute to this friendly community as it provides recreation, exercise, fresh air and cooperative hands-on education. Together the members of the Community Garden connect with both the land and fellow members, which results in a strong, healthy Westford.

For 2025, the Community Gardens opened on May 4th, and the demand was remarkable: **all 143 plots** were assigned in record time, serving more than **230 gardeners**. **76%** of this year's gardeners were returning members. **24%** were new families with many more on the waitlist. Every year the success of the Garden depends on the enthusiasm and volunteer contributions of our members and leadership team.

In 2025 there were well over **600 volunteer hours** accounted for and growing. We expanded on our Westford Food Pantry partnership with well over **800 lbs. of food** going to the Pantry this season. We plan to build on this program in 2026 by having **2 dedicated spaces all for food donation**.

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

Document 1: Proposal Budget Option Document (includes Visuals & Specs)

Document 2: New England Outdoor Quote

Document 3: USA Shade/Ultimeplay

Applicant Signatures/Date:

Laura Thomae, Westford Community Garden Lead (1/9/26)

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



WCG Sun Shelter Project Budget Options

Visual		Quote Expenses	Cost	Detail	Notes	
	Option 1	Structure and Structure Install	\$ 15,849.00	Vendor Information	New England Outdoor	
				Vendor Reference	Pavilion-Brochure.pdf	
		Footings & Footings Install	\$ 3,500.00	Vendor Link	https://neoutdoor.com/	
		Footings are done through a contractor (who partners with NE) and current is estimate and not in NE Quote.			Structure Specs	12 X 20
				Footing Depth	4 Ft	
				# of Footings	6	
		Stain (Optional)	\$ 1,902.00	Features	Southern Yellow Pine (pressure treated wood) and Architectural Shingles 6/12 Pitch Roof & 7 3/4 " overhangs	
		Notes	Visual is a 12 X 24			
Subtotal:			\$ 21,251.00			
 	Option 2	Structure	\$ 5,876.00	Vendor Information	USA Shade	
				Vendor Reference	https://www.usa-shade.com/products/hip/	
		Footings & Install	\$ 2,200.00	Vendor Link	https://www.usa-shade.com/	
		Shipping	\$ 850.00	Structure Specs	12 X 24	
				Footing Depth	4 Ft	
				# of Footings	4	
				Features	Removable Shade (90%+UV protection), weather resistant but not waterproof) Metal Posts & 8 Ft Entry Visuals are just for reference	
Subtotal:			\$ 8,926.00			
Future Potential Footing Removal			\$ 1,500.00		This cost is per Conservation Commission Request to include for future potential removal.	
Current Footing Removal (Optional)			\$1,000.00			
Total Option 1			\$ 23,751.00			
Total Option 2			\$ 11,426.00			



New England Outdoor

— Custom Built Structures —

New England Outdoor

37 Oakland Ave
Methuen Massachusetts 01844
978 689 4414 www.neoutdoor.com

Estimate

EST-014923

Bill To

Westford Community Gardens

Graniteville Rd
Westford Massachusetts
978-886-4380
westford.community.gardens@gmail.com

Ship To

Graniteville Rd
Westford Massachusetts
978-886-4380
westford.community.gardens@gmail.com

Estimate Date : 16 Oct 2025

Item & Description	Qty	Rate	Amount
12'x20' PT Pavilion (6 post)	1.00	15,849.00	15,849.00
Standard Stain (optional)	1.00	1,902.00	1,902.00
		Sub Total	17,751.00
		Total	\$17,751.00

Terms & Conditions

A deposit of 20% of the total quoted price is required to initiate the order process. This deposit secures your project and allows us to begin scheduling and procurement.

We offer several convenient payment options for deposits, including major credit cards (Visa, MasterCard, American Express), checks, ACH, PayPal, and wire transfers. Specific payment instructions will be provided upon order confirmation.

Unless explicitly stated otherwise in the written quotation, all quoted prices include delivery to the customer's specified location and professional on-site assembly by our qualified staff.

The quoted price is based on the information provided at the time of the estimate. If engineered drawings or structural modifications are subsequently required due to site conditions, regulatory requirements, or customer-initiated changes, the price is subject to revision. Any price adjustments will be communicated to the customer in writing for approval prior to implementation.

All structures are covered by a comprehensive 30-year limited manufacturer's warranty, provided by NEO. This warranty covers defects in materials and workmanship, subject to the terms and conditions outlined in the official warranty documentation. A copy of the warranty will be provided with your order confirmation.

Final payment for all sheds, pavilions, gazebos, and pergolas is due upon completion of installation and customer confirmation of satisfactory completion.

Payment terms for garages, Accessory Dwelling Units (ADUs), barns, and large timber frame structures will be provided on a project-



43 Main Street
 Blackstone Massachusetts 01504
 www.ultiplayus.com

Estimate

EST-002714

Billing Contact

Westfor Community Gardens

westford.community.gardens@gmail.com

Ship To

Westford Community Gardens
 Westfor Community Gardens
 44 Graniteville Road
 Westford, MA 01866
 westford.community.gardens@gmail.com

Date : Jan 07, 2026
 Quote Expires : Jan 31, 2026
 Sales Rep : Joe McMahon
 Sales Rep Email : jmcMahon@ultiplayus.com
 Sales Rep Phone : 508.294.6518

#	Item & Description	Qty	Rate	Amount
1	USA Shade Products 4 Post Hip 24 x 12 x 8 foot entry with quick release	1	5,876.00	5,876.00
2	Freight Shipping of shade unit	1	833.00	833.00
3	Installation Installation of shade unit at non prevailing wage rates	1	2,200.00	2,200.00
			Subtotal	8,909.00
			Total	\$8,909.00

Thank you for the opportunity to assist with your recreation project.

Terms & Conditions

This Estimate is provided for informational purposes only and does not constitute a binding contract. For turnkey projects, installation services, or custom equipment orders, a Final Order Agreement will be provided and must be executed prior to placing an order. In the event of a conflict, the Final Order Agreement shall govern.

Scope of Work

Installation, site preparation, demolition, excavation, concrete, surfacing, permits, inspections, utility location, freight, and disposal services are not included in the purchase price unless expressly noted on this Estimate or a subsequent Order Agreement.

Disposal

Trash, packaging materials, and any demoed equipment/materials will be consolidated and stacked neatly on Customer's site or placed in a Customer-provided dumpster, if available. If removal or disposal services are necessary and not included in this Estimate, UltiPlay Parks & Playgrounds, Inc. may arrange for removal for an additional fee which will be added to the final Invoice.

Pricing, Taxes & Payment Terms

Prices are valid through the expiration date listed on this Estimate. Sales and/or use taxes, freight surcharges, and credit card processing fees are not included unless specifically stated and will be added at time of order to the final Invoice. Valid tax-exempt documentation must be provided prior to order placement.

For product-only orders of \$500 or less, payment in full is required at order placement. For all other orders, a 50% deposit is required unless otherwise agreed in writing.

Order Finalization & Cancellation

Orders become final forty-eight (48) hours after execution of the applicable Order Agreement. After this time, orders are non-cancelable and non-returnable.

Your Sales/Project Manager will guide you through the ordering process and provide the appropriate Final Order Agreement, if required, prior to placing your order. Please reach via the contact information noted at the top of this Estimate.

Authorized Signature _____
Signature, Title and Date

specific basis. Please inquire for detailed payment schedules.

We understand that circumstances may necessitate the cancellation of an order. In most cases, deposits are fully refundable, provided cancellation occurs prior to manufacturing. However, please note that payments made for architectural drawings, engineered sealed drawings, and contractor/permit fees are non-refundable, as these services are rendered by third-party professionals and are incurred on your behalf.