

East Boston Camps Master Plan Committee
Minutes of November 15, 2005
7:30AM

Millennium School Administration – Conference Room A

*The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of November 15, 2005.
A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office.
A set of these minutes are also available in the Town Manager's Office.*

Members Present: Board of Selectmen – Dini Healy-Coffin (left 8:20AM), Citizen Representatives: Angela Harkness, Kirk Ware; Parks & Recreation Commission – Mary Ellen Tynan; Water Commission – Leslie Thomas (7:50AM) and Westford Land Preservation Foundation – Nancy Rosinski; Bob Shaffer – CPC ex officio
Present: Town Manager – Steve Ledoux, Assistant Town Manager – Norman Khumalo, Parks, Recreation, & Cemetery Director – Patricia Savage

Visitor: Paul Cully

The meeting was called to order at 7:40AM by Chair Kirk Ware

AGENDA

- Approval of Minutes of November 10, 2005
 - Action: Tabled until next scheduled meeting
- Ongoing Project – taken out of order
 - Survey – Kirk reported the survey is proceeding is 2/3 finished. There is gap in the property deeds received from the Town of approximately 12-14 acres. The Town has title insurance.
- New Business
 - Review of RFP – Master Planner – Committee
 - Action: attached file has changes as discussedNancy raised the question as to who the Consultant should interface with on a day to day basis – shouldn't the Consultant contact a Committee Member Kirk – once the Consultant is hired direction comes from the Committee and will interact at meetings.

Norman was thanked for a job well done especially given the time constraints.

The next scheduled meeting is Thursday, December 1, 2005 7:30AM at Millennium Conference Room A

Meeting adjourned at 9:35AM

Accepted and approved December 1, 2005