

**WESTFORD PARKS & RECREATION COMMISSION**  
**AGENDA – Draft**  
**Monday, February 6, 2017**  
**6:30PM**  
**Abbot School Cafeteria**

- 6:30PM I. Approval of the Agenda**
- 6:32PM II. Introduction of Michael Sawyer – prospective Commissioner  
Michelle Collett – newly appointed Assistant Director**
- 6:35PM III. Open Forum – Citizen Participation**

This portion of the meeting is for citizens to communicate ideas or concerns to the commission regarding parks and recreation issues WHICH ARE NOT RELATED TO SPECIFIC ACTION ITEMS on the agenda. Speakers are limited to 10 minutes. Individuals desiring more time should contact the Commission Chair two weeks prior to the next scheduled meeting to request to be placed on the agenda. The public is encouraged to comment on the need for parks and recreation programs and facilities, as they perceive them.

- 6:40PM IV. Agricultural Commission**
  - A. Application for Community Garden Expansion**
  - B. Commission’s recommendation**
- 6:50PM V. Reports – Brief Updates**
  - A. Recreation Office**
  - B. Budget Financials**
  - C. Programs**
  - D. Parks & Grounds**
- 7:00PM VI. Conflict of Interest and Public Records Law Update**
- 7:05PM VII. RFP – Statically Valid Survey**
- 7:25PM Adjourn to Special Town Meeting**

**Next Meeting Date – Monday, March 6 at 22 Town Farm Road**