

**WESTFORD PARKS & RECREATION COMMISSION**  
**AGENDA – Draft**  
**Monday, March 6, 2017**  
**6:30PM**  
**22 Town Farm Road**

**6:30PM I. Approval of the Agenda**

**6:32PM II. 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 III. Approval of Meeting Minutes**

**6:50PM IV. Reports**

**A. Recreation Office & Program Space**

**a. Brief tour of space**

**B. Budget Financials**

**C. Programs**

**D. Parks & Grounds**

**7:30PM V. Annual Town Meeting – March 25**

**A. Discussion of articles**

**8:00PM VI. RFP – Statically Valid Survey – RFP**

**8:05PM VII. Meet/Greet Michael Sawyer – prospective Commission member**

**8:15PM VIII. Old Business**

**8:25PM IX. New Business**

**Next Meeting Date – Monday, April 3 at 22 Town Farm Road**

**Meeting Adjourned**

**Conflict of Interest Law website: [www.mass.gov/conflict-of-interest-law-online-training-programs.html](http://www.mass.gov/conflict-of-interest-law-online-training-programs.html)**

**Public Records Law website: [www.sec.stat.ma.us/pre/pref/guide/pdf](http://www.sec.stat.ma.us/pre/pref/guide/pdf)**