



Town of Westford

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Drew Gardens Task Force Work Plan and Schedule

Last updated September 2, 2016

Task Summary/Agenda	Proposed Meeting Date	Status
Prepare draft charge	June 9, 2016	Complete
Review TF history and actions Finalize charge and recommend to BOS Elect Chair and Vice Chair	June 30, 2016	Complete
Review rev. plans from Westford Gateway LLC Recommendation to BOS about placeholder article in STM warrant	July 14, 2016	Complete
Hear from experts/discuss economics of agriculture Establish Task Force Work Plan and Schedule	July 21, 2016	Complete
Review historic information Review rev. plans from Westford Gateway LLC BOS direction on Agreement Consider subcommittee tasks/next steps	July 28, 2016	Complete
No Task Force Meeting		
APR subcommittee – review APRs	August 6, 2016	complete
Discuss (in Executive Session) proposed changes to Agreement, recommend to BOS Review Traffic Scoping letter	August 11, 2016	
Review Traffic Scoping letter / Evaluate proposal against APRs 2 and 3 and purpose language/Recommendations to BOS about Agreement (in Executive Session)	August 17, 2016	Complete
Evaluate proposal against APRs 2 and 3 and purpose language	August 25, 2016	Complete
Evaluate proposal against APRs 2 and 3 and purpose language/Recc. legal review to BOS	August 31, 2016	Complete
Discuss evaluation and recommendation	September 7, 2016	
Hold for possible additional TF meeting	September 15, 2016	
Hold for possible additional TF meeting	September 22, 2016	
Present recommendation to BOS	September 27, 2016	BOS Meeting
Present recommendation to BOS	October 11, 2016	BOS Meeting
	October 17, 2016	Special Town Meeting