

TOWN OF WESTFORD
CONSERVATION COMMISSION
Minutes of January 14, 2026 Meeting
Town Hall Meeting Room, 55 Main Street

APPROVED ON FEBRUARY 11, 2026

Members Present: Margaret Wheeler, Marilyn Frank, Jim Gozzo, Eric Fahle, Noel Almeida, Lauren Harnett, Ann Jefferies

Members Absent:

Town Staff Present: Conservation Resource Planner Matthew Salem

Wheeler called the meeting to order at 7:00 p.m. with a statement that this meeting was being broadcast live via Westford Cable Access Television (WCAT) and recorded for playback online. Attendees were reminded that by attending this meeting they are consenting to their likeness and audio being used by WCAT.

Open Forum

Wheeler stated that Westford is in the process of updating their Open Space and Recreation Plan. The public is invited to register and participate in a virtual public forum being held on Tuesday, January 27th. More information can be found on the Town Manager's website.

Salem added that the Applicant for 37 Powers Road has requested a continuance without discussion to January 28, 2026.

Cont. Public Hearing, Hammer, 23 Tenney Road (334-1884)

Applicant Tatum Hammer appeared before the Commission regarding an after-the-fact Notice of Intent application for the replacement of a culvert. In July 2025, Salem was called upon to issue an Emergency Certification for the replacement of a culvert that had failed. At that time, due to the threat to public safety and the deterioration of the previous culvert, the Commission required that the engineer provide an as-built sketch of culvert elevations and locations; which was provided. The As-built culvert invert elevations were slightly higher than what was proposed, but consistent with the previous culvert's inverts. DEP provided comments requesting a formal delineation and more detailed stream crossing standards. After discussion and some suggested conditions, it was decided that an Order of Conditions would include monitoring the culvert for 2 years. The Commission did not feel a formal delineation was necessary and agreed that they would revisit this if there were any issues during the monitoring period. The draft Order of Conditions would be ready for the next meeting.

It was moved by Frank, seconded by Gozzo and voted 7-0-0 to continue the Public Hearing to January 28, 2026.

Cont. Public Hearing and Issue Order of Conditions, ZOM Living, LLC, 37 Powers Road (334-1871)

The Applicant has requested a continuance without discussion to January 28, 2026.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to continue the Public Hearing to January 28, 2026.

Cont. Public Hearing and Issue Order of Conditions, Kumar, 7 Sweetwood Circle (334-1885)

Applicants Gulshan and Rashmi Kumar appeared before the Commission after having received and reviewed the draft Order of Conditions provided by Salem. The Applicants and Commission did not have any questions or comments about the Order.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to issue the Order of Conditions.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to close the Public Hearing.

Cont. Public Hearing, Bradley, 8 Briarwood Drive (RDA)

Applicant James Bradley appeared again before the Commission. Since the previous meeting the Applicant provided a Native Species Planting Plan. Bradley and Salem briefly discussed a letter from an abutter. Salem suggested including conditions: any changes to the planting plan would need to be approved by the Commission, the monitoring of plantings for two years, the height of the tree stumps remaining, and that once the litigation between Bradley and the abutter is resolved the Commission be notified.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to issue a Conditional Negative Determination of Applicability.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to close the Public Hearing.

Public Hearing, Krishnan, 2 Rolling Meadow Lane (RDA)

Gozzo read the Public Hearing Notice.

Darren Sturtevant from DJS Contracting and Applicant Ajay Krishnan appeared before the Commission seeking to remove a deck and sunroom and to construct a 44.4' x 20.5' addition, a 44.4' x 12' covered deck, and to relocate a bulkhead within 100' of Bordering Vegetated Wetlands. After-the-fact approval for the installation of a shed was also being sought. Sturtevant said that the proposed work will be done within current lawn area and is at least 80' from the wetland resource area. A frost wall foundation will be used for the addition and sonotubes for the deck. No trees will need to be removed for this project. Fahle asked about runoff from the addition and Sturtevant stated it will pitch away from the buffer zone. Harnett asked the shed's location, and Salem said it's about 55-60' from wetlands. Krishnan explained that the shed on the property was placed about four years ago and contains only children's toys. Salem indicated that inspection of installed erosion controls should be included as a condition.

It was moved by Frank, seconded by Jefferies and voted 7-0-0 to issue a Conditional Negative Determination of Applicability.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to close the Public Hearing.

Public Hearing, Massachusetts Electric Company, Hartford Road right-of-way (between 30 Patten Road and 27 Hartford Road) (RDA)

Gozzo read the Public Hearing Notice.

Carmen Dancy from GZA GeoEnvironmental appeared before the Commission representing Massachusetts Electric Company (MECO) for installation of a utility pole and removal of four trees and some saplings within the 200-foot Riverfront Area associated with Boutwell Brook and within the 100-foot buffer zone to Bordering Vegetated Wetlands and Bordering Land Subject to Flooding. Dancy said that the removed trees will be cut down to a few feet, leaving the roots in place. The Commission agreed on a condition requiring the stumps be left in the ground.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to issue a Conditional Negative Determination of Applicability.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to close the Public Hearing.

Discussion of Tree Removal and Potential Enforcement Order, Zazzaro, 27 Tenney Road

Homeowner Dominic Zazzaro appeared before the Commission to discuss the removal of two trees without prior approval from the Conservation Commission. Salem said a Commissioner observed tree cutting occurring at 27 Tenney Road over the summer. Upon investigating and reviewing aerial imagery, Salem observed that two (2) coniferous trees had been removed easterly of the dwelling within 200' of Spaulding Brook and mailed a letter to the property owners. Zazzaro explained that he was unaware that these trees were subject to regulation. Multiple pine trees have fallen during storms, including one that struck the home, and it's been getting worse over the years, raising serious safety concerns for his family. Zazzaro said he will be happy to work with the Commission on mitigation measures. Salem said that he will have an Enforcement Order and information on replacement plantings and renaturalization areas ready for the meeting on January 28, 2026.

Partial Certificate of Compliance Request, IMG Homes, LLC, Mill Park Place (f.k.a. 71 Powers Road) (334-1786)

Max Geesey of IMG Homes appeared before the Commission seeking a Partial Certificate of Compliance. The Engineer of Record was unable to attend this meeting. Salem confirmed that the roadway, buildings, and utility infrastructure were constructed in compliance with the approved plan and the units are being occupied. He added that there was some additional metal debris to be removed from the buffer and that the Applicant remove any more that's observed. Special Condition #34, which pertains to the maintenance of plantings, will be in effect until the Fall of 2027. The remaining conditions to be met before issuance of a full Certificate of Compliance were discussed.

It was moved by Frank, seconded by Gozzo and voted 7-0-0 to issue a Partial Certificate of Compliance.

Public Hearing, Jack & Clara Farmstead LLC, 400 Littleton Road (Kimball Farm) (334-1887)

Gozzo read the Public Hearing Notice.

David Cowell and Brian Geaudreau from Hancock Associates appeared before the Commission representing the Applicant, seeking approval for grading and installation of a stormwater

management system associated with construction of a new restaurant/arcade building. Cowell said the 12,000 sq. ft. building proposed on the footprint of an existing parking lot is completely outside of the Buffer Zone and will be constructed over an impervious surface area. However, there are unavoidable encroachments into the 100' Buffer Zone. The stormwater design, which does comply with the state's Stormwater Management Standards, is restricted by gradient topography where soils infiltrate into this gravity-fed system. Ideally, the stormwater basin would be located further north on the site, but they are prevented from doing so by wetland restrictions. Geaudreau stated that they have presented it to the Planning Board, and in response to their comments, are in the process of revising the plan. There was a discussion about the number of ongoing projects on this property. There are currently four open Orders of Conditions (OOC) which Salem encouraged closing out. Fahle asked if there was a master plan for the work proposed on site. Cowell said that for the next meeting, he would have prepared a list of the outstanding OOCs and the status of each. Wheeler asked how many square feet of the Buffer Zone would need to be cleared, if there was a place where wooded re-growth could be started, and if there are opportunities for mitigation near the rare habitat area. Harnett asked if the trees scheduled to be planted in the parking lot of the restaurant will be shade trees or just small, ornamental trees and encouraged the use of shade trees. Geaudreau will look into the planting schedule. Cowell suggested that Commission members do a site walk prior to the next meeting, Salem will organize a date and time for that walk.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to continue the Public Hearing to January 28, 2026.

Public Hearing, Nabnasset Lake Country Club, 47 Oak Hill Road & two unnumbered Oak Hill Road parcels (334-1888)

Gozzo read the Public Hearing Notice.

Michael Igo from Aqueous Consultants appeared before the Commission representing the Applicant and seeking the replacement of the irrigation system and dredging of a manmade irrigation pond. The first phase of the project would be the irrigation system replacement as it is older and needs to be updated. The second phase, which is not planned for 2026, would be the dredging of the pond. Igo said there are no grade changes proposed and explained the process of replacing pipes and crossings/bridges like-for-like. He also suggested adding a low- or no-mow pollinator mix area along the banks of the brook. Salem will organize a date and time for Commission members to visit the site prior to the next meeting.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to continue the Public Hearing to January 28, 2026.

Shea Street: Discussion of Wetland Determination Process

David Cowell from Hancock Associates appeared before the Commission. He recently assisted with obtaining an ORAD from the Littleton Conservation Commission to establish the jurisdictional boundaries of wetlands on a large commercial lot at 550 King Street in Littleton. A small portion of the property and locally jurisdictional wetland extends over the town line into Westford. Cowell was looking for advice on how to reconcile the ORAD with the town of Westford. He was hoping to avoid the need to undergo a full formal ANRAD submittal and ORAD review process with Westford for the small portion of wetland occurring in this jurisdiction. Cowell was hoping to submit this for review by

the Westford Conservation Commission as a Request for Determination of Applicability (RDA) or other administrative review in which Westford essentially approves and recognizes the ORAD issued by the Littleton Conservation Commission. After discussion, it was determined that an RDA would be submitted that the Westford Conservation Commission could review for the confirmation of the wetland delineation.

Public Hearing, Gregory, 52 Lake Shore Drive North (RDA)

Gozzo read the Public Hearing Notice.

Daniel Gregory appeared before the Commission with a request to remove and replace a deck at the back of the house, with stairs leading down to the yard. The new deck will be supported by sonotubes, avoiding the need for deep digging. One tree will be removed for this project. Salem questioned if Gregory had removed trees without approval and wanted to require replacement plantings. Jefferies asked how he planned to access it since the lot is so tight, and he said he has permission from a neighbor to remove part of their fence and use a crane. The Commission discussed conditions that will include erosion controls and plantings.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to issue a Conditional Negative Determination of Applicability.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to close the Public Hearing.

KMR Real Estate LLC, 8 Colonel Rolls Drive (Lot 4) (334-1825)

- Request Minor Modification of Approved Plan
- Request to Work after December 1

Mark Sleger from ALAN Engineering appeared before the Commission with a revised plan for Lot 4. The plan has been revised to show a new house footprint, revised grading, and a revised location for the roof drain infiltration system. Additional clearing and grading is being proposed within the buffer zone; however, no work is being proposed within the Commission's 50-foot no disturb zone. In addition, the applicant is requesting to work beyond the December 1st deadline. Since the house will be outside the buffer zone, the proposed work will be limited to additional clearing for the roof drain infiltration system and excavation activities associated with the foundation. A previously identified large oak tree was discussed, with the hope that it could be preserved.

It was moved by Jefferies, seconded by Fahle and voted 7-0-0 to approve the Minor Modification Request, including an addendum to take measures to preserve the previously mentioned oak tree.

It was moved by Frank, seconded by Jefferies and voted 7-0-0 to approve the described work to be done up to February 13, 2026.

Request for Reconsideration of Enforcement Order Fine, Surfside Pools, 120 Main Street (334-1802)

Rick Hajjar from Surfside Pool Company and Homeowner Patty D'Angelo appeared before the Commission. Hajjar asked for reconsideration of the fine imposed by the issued Enforcement Order. Hajjar asserted that his company did not make a mistake with the location of the pool; he instead attributed the mistake to the builder, Deca Corp. Wheeler stated that the building permit was applied for, the certified plot plan showed the pool location consistent with the Approved Plan. The location of the pool was changed during construction without coming back to the Commission for

approval. Hajjar said that his company was not informed of any conditions regarding the location of the pool. They knew they were well within the zoning setbacks, so they felt the different location than the building permit plan would have been approved. D'Angelo said that she was never notified about any conditions when she purchased the property, so she could not pass that information along to the pool company. After some discussion, it was decided that the Commission needs more time to review the minutes from the last meeting and to continue the discussion. Salem will be in touch with Hajjar and D'Angelo about the next steps.

Request for Certificate of Compliance, Dubay, 122 Carlisle Road (Westford Wetland Bylaw #031)

Property Owner Rick Dubay appeared before the Commission requesting a Certificate of Compliance. A title search conducted while selling this home found an open Order of Conditions, issued in 2006 for construction of the dwelling within the buffer to a freshwater wetland at the front of the property. Salem was unable to locate the file from 2006 with the various extensions that allowed it to still be valid in 2010 when the house was constructed. An As-built Septic Plan showed the house foundation and septic system outside the 100' Buffer Zone. Grading appeared consistent with the erosion control plan. Salem pointed out that one of the outstanding special conditions calls for language to be included in the deed that the property falls within the jurisdictional areas of the Westford Wetland Bylaw. Also required was the installation of conservation posts, which do not appear to have ever been installed. Salem confirmed that the seller's attorney will be including this required language in the deed. In addition, Salem recommended that an Enforcement Order be issued that requires the installation of the conservation posts, which could be ratified at the next meeting.

It was moved by Frank, seconded by Fahle and voted 7-0-0 to issue a Certificate of Compliance.

****Items Taken Out of Order****

Request to Work after December 1:

- **17 Forrest Road (334-1882):** Mark Sleger from ALAN Engineering requested that work be permitted at this site after test holes revealed a problem; a large deposit of unsuitable materials was discovered. Additional excavation will be necessary to determine if this material can be removed and then the original plan for the foundation could continue, or if an alternative form of foundation will need to be implemented. *It was moved by Frank, seconded by Jefferies and voted 7-0-0 to allow the work as described continue until February 27, 2026.*

- **Boston Road Improvement Project (334-1823):** Salem reported that work is progressing and everything looks good, and he would recommend the extension permitting the installation of subdrain. *It was moved by Frank, seconded by Almeida and voted 6-0-1 to allow the previously requested work to continue until February 13, 2026.*

- **12 North Main Street (334-1799):** Salem reported that there have been delays in lab sampling, and he would recommend the extension. *It was moved by Frank, seconded by Almeida and voted 7-0-0 to permit work to continue until February 22, 2026.*

- **56 Lake Shore Drive South (RDA):** Salem reported that they are encountering potential design changes. After visiting the site this week, he expects them to be coming before the Commission on January 28, so he did not recommend extending the work deadline at this time.

Request to Support CPA Application, Westford Healthy Lakes and Ponds Collaborative and Friends of Forge Pond

The Westford Healthy Lakes and Ponds Collaborative and Friends of Forge Pond are requesting CPA funding to help preserve the quality of Forge Pond. Funding for two projects are being requested:

an engineering study of possible Forge Pond drawdown improvements and a pilot herbicide treatment of invasive aquatic plants in Forge Pond. Forge Pond is located in both Westford and Littleton. Matching funds for both projects have already been approved or funded by the Littleton CPC. Support from Westford's Conservation Commission for these two projects is being requested. After discussion, the Commission decided to support the engineering study but not the herbicide treatment.

It was moved by Fahle, seconded by Jefferies and voted 7-0-0 to support the request for funds for an Engineering Study of Possible Forge Pond Drawdown Improvements.

It was moved by Fahle, seconded by Almeida and voted 6-0-1 (Frank abstained) to not support the request for funds for a Pilot Herbicide Treatment of Invasive Aquatic Plants in Forge Pond.

Review Community Preservation Act Applications

-Freedom Park: Improvements

-Nashoba Brook Conservation Area (002-0025-0000): Design Replacement Footbridge

Salem confirmed that CPC applications for both were submitted by the deadline, and that no further action is required at this time.

Discuss EBC Facilities Management Services Scope of Work

Salem included in the meeting packet a list of 21 activities that are part of the scope of work of the EBC Facilities Management. He also included comments and questions received from Commissioners. He asked if Commission members had any changes to this list. It was decided that work on this list should continue off-line with the Chair.

Day Agricultural and Conservation Land: Review and Discuss Draft Agricultural Commission Memorandum of Understanding

The revised draft of the Memorandum of Understanding (MOU) was provided to the Commission in the meeting packet. Representatives from the Community Garden recently came before the Commission seeking to install a new sunshade. This MOU is the guiding document of the relationship between the Conservation Commission and Agricultural Committee and subsequently the Community Garden. Minor wording changes were made to better reflect the request for a sunshade. Commission members reviewed the document and suggested a minor change. The updated MOU will be sent to the Agricultural Commission. In addition, Salem will draft a letter to the CPC expressing support for the Community Garden's request for financial assistance to purchase a sunshade.

Review Draft Letter to Summer Village Regarding Fireworks Sampling Results

A draft letter to Summer Village regarding the fireworks sampling results was included in the meeting packet. All Commissioners approved it. Wheeler asked whether the full Commission should review

such letters in the future or if it could just be approved by the Chair. The Commission agreed that the Chair alone will review and ultimately approve the letter.

Review Forest Cutting Plan, Westford Sportsmen’s Club, West Street

A Forest Cutting Plan was received from a State Forester for the Westford Sportsmen’s Club on West Street. Salem said that this plan does satisfy the agricultural exemption under the state’s Wetlands Protection Act. The objective of this harvest is to provide a more diversified forest habitat for wildlife and forest resiliency. The Forester does visit the site during the activity to ensure that the work is conforming to the plan and, as they are proposing a temporary stream crossing and wetland crossing, to make sure they are doing the work in accordance with the regulations. Salem asked, since the local wetland bylaw does not have the same agricultural exemptions as the state, if when they get these kinds of wetland crossings, the Commission wants to provide comments to the consulting forester and ask for a filing locally under the wetland bylaw itself, or if the state’s exemption is sufficient. Based on discussion among members of the Commission, Salem will provide comments to the Forester.

Review of Lease Agreement, Day Agricultural and Conservation Land

Salem stated that the lease with the private farmer for the use of the Day Agricultural Land under the care and custody of the Conservation Commission was extended in 2024 to run through January 31, 2026. The lessee was to provide the Town with written notice of its desire to extend the Lease not less than 60 days prior to the termination of the extended term. The lessee’s failure to express an intention to extend, along with three items of non-compliance, led Salem to recommend that the Commission notify the lessee that the lease will not be extended and that all their property be removed from the leased premises.

It was moved by Frank, seconded by Almeida and voted 7-0-0 to terminate the lease.

Certificate of Compliance Request, Franklin, 69 Broadway Street (334-1693)

Salem has not received anything from the Applicant.

Enforcement In-Progress/Monitoring: 43 Cold Spring Road, CSX Railways Right-of-Way, 120 Main Street

Discussion and Action Items

- 20 Keyes Road – Enforcement Discussion: Salem had no update.
- 35 Keyes Road – Enforcement Discussion: Salem had no update.
- Lakeside Meadows Encroachments and Vegetation Dumping in Open Space Parcels: Salem was not able to connect with anyone from Lakeside Meadows.
- Emmet & Nashoba Brook Conservation Areas: Use of Properties by Commercial Entities and MOU: Salem had no update.
- Stony Brook Conservation Area: Salem had no updates.
 - East Boston Camps (EBC) Chimney Repairs Using Donation from Friends of EBC:
 - EBC Signage at Beach:

- EBC Potential Police Detail
- EBC Advisory Board:
- Master Plan
- Facilities Contract
- Tree Management/Removal
- Edwards Woods Conservation Area: Salem had no updates.
 - Demarcate Property Boundaries
 - Install “No Dumping” Signs
- Freedom Park Improvements: Salem had no updates.
 - Address Degradation of and Gaps in Perimeter Fencing
 - Demarcation and Maintenance of Vegetated Buffer to Forge Pond
 - Renovate Walkway from Parking Area and Extend to Dock
- Minutes: October 29, 2025; November 12, 2025; December 10, 2025 – will be reviewed at next meeting.
- Record Site Visits: There were no site visits.
- Schedule Site Visits: Salem will schedule site visits to Kimball Farm and to Nabnasset Lake Country Club for the week of January 26, 2026.

Adjourn

At 10:43 p.m. it was moved by Frank seconded by Fahle and voted 7-0-0 to adjourn the meeting.

List of Documents and Other Items Used at January 14, 2026 Conservation Commission Meeting

Packet Materials

1. Conservation Commission Agenda, January 14, 2026.
2. Cont. Public Hearing, Hammer, 23 Tenney Road (334-1884): DEP Notification of Wetland Protection Act File Number with Technical Comments, dated 11/6/25.
3. Cont. Public Hearing and Issue Order of Conditions, ZOM Living, LLC, 37 Powers Road (334-1871): Attorney’s Continuance Request, dated 1/9/26.
4. Cont. Public Hearing and Issue Order of Conditions, Kumar, 7 Sweetwood Circle (334-1885): Draft Order of Conditions.
5. Public Hearing, Bradley, 8 Briarwood Drive (RDA): Native Species Plan by Merrimack Engineering Services, dated 5/7/25; Abutter email comments & photo dated 12/15/25.
6. Public Hearing, Krishnan, 2 Rolling Meadow Lane (RDA): Legal Notice; WPA-1-RDA; Certified Plot Plan by Northern Associates, dated 10/20/25; Revised Plot Plan dated 12/10/25; GIS Map; Request for Certified List of Abutters; 2 street maps; Abutters List; Notification to Abutters; Affidavit of Service; Third Party Billing; Postal Receipts; Progress Set (structural drawings) by Raistrick Engineering & Making Architecture, 8 sheets, dated 8/2/25; Addition Located at 2 Rolling Meadow Lane Westford MA, by Making Architecture, 17 sheets, undated.
7. Public Hearing, Massachusetts Electric Company, Hartford Road right-of-way (between 30 Patten Road and 27 Hartford Road) (RDA): Legal Notice; Cover letter re: Mid Span Pole Installation Project, by GZA, dated 12/19/25; USGS Locus Map; Proposed Conditions Map-Hartford Rd, dated 12/15/25; National Flood Hazard FIRMette; WPA-1-RDA; Photographic Log-6 photos, dated 11/20/25; Wetland Determination Data Form dated 11/20/25; Notification to Abutters; Request for Certified List of Abutters; Abutters List; 2 street maps; Third Party Billing; Affidavit of Service; Postal Receipts; Emails

- between C. Dancy, J. Rynes, and M. Salem, dated 12/19/25 to 12/22/25-Tree Removal; 21-Day Waiver dated 12/19/25.
8. Discussion of Tree Removal and Potential Enforcement Order, Zazzaro, 27 Tenney Road: Letter to D. & R. Zazzaro dated 12/19/25, Re: Tree Removal; Email from D. & R. Zazzaro to M. Salem, dated 12/23/25; Emails between Salem and Zazzaros dated 12/23/25 & 1/4/26; 19 photos of fallen trees (since May 2020).
 9. Partial Certificate of Compliance Request, IMG Homes, LLC, Mill Park Place (f.k.a. 71 Powers Road) (334-1786): Cover letter from Hannigan Engineering, dated 12/18/25; WPA Form 8A-Request for COC; Recorded WPA Form 7-Extension Permit for OOC, issued 5/23/24; Recorded WPA Form 5-OOC, issued 2/10/22; Asbuilt Plan by Hannigan Engineering, dated 12/3/25; 21 Day Waiver dated 12/22/25; Email from Salem to Hannigan Engineering, dated 12/23/25; 2 site inspection photos by Salem, dated 12/23/25; Planting Plan from Hannigan Engineering (earlier referenced as-built plan annotated to show planting areas); Email from M. Geesey to Salem, dated 12/30/25 regarding plantings.
 10. Public Hearing, Jack & Clara Farmstead LLC, 400 Littleton Road (Kimball Farm) (334-1887): Legal Notice; NOI Checklist; Cover letter from Hancock Associates, dated 12/22/25; WPA Form 3-NOI; National Flood Hazard FIRMette; NHESP map; soil map; Request for Cert. List of Abutters; 2 street maps; Abutters List; Notification to Abutters; Stormwater Report by Hancock Associates, dated October 2025, including Appendices, Pre-Development Subcatchment Plan and Post-Development Subcatchment Plan dated 9/29/25, and Restoration Plan dated 10/30/25; Permit Site Plan, 7 sheets, by Hancock Associates, dated 10/30/25; Certified Mail Receipts; DEP Technical Comments.
 11. Public Hearing, Nabnasset Lake Country Club, 47 Oak Hill Road & two unnumbered Oak Hill Road parcels (334-1888): Legal Notice; NOI Checklist; WPA Form 3-NOI; Project Narrative by Aqueous Consultants; Checklist for Stormwater Report; Stormwater Report and Checklists; Wetland Delineation Methodology for delineations by Williams & Sparages in September 2025; Request for Certified List of Abutters; 2 street maps; Abutters List; Notification to Abutters; Affidavit of Service; Third Party Billing; Town GIS Site Location Map-2 sheets, by Aqueous Consultants, dated 12/23/25; Replacement Irrigation System Plan-6 sheets, by Aqueous Consultants, dated 12/23/25; Wetland Fee Transmittal Form.
 12. Shea Street: Discussion of Wetland Determination Process: Email from D. Cowell, Hancock Assoc. dated 12/4/25 regarding ORAD-500 King St. Littleton; Existing Conditions Plan of Land-3 sheets, by Hancock Associates, dated 5/23/25; Memo re: Field Review and Investigation of the Wetland Delineation, from Green, dated 8/27/25, with attached figures and photos.
 13. Public Hearing, Gregory, 52 Lake Shore Drive North (RDA): Legal Notice; WPA Form 1-RDA; Request for Certified List of Abutters; Abutters List; 2 street maps; Notification to Abutters; Affidavit of Service; Third Party Billing; Proposed Plot Plan by LandTech, dated 12/18/25.
 14. KMR Real Estate LLC, 8 Colonel Rolls Drive (Lot 4) (334-1825): Cover letter from ALAN Engineering dated 12/23/25; NOI Plan Lot 4, by ALAN Eng., dated 12/23/25.
 15. Request for Reconsideration of Enforcement Order Fine, Surfside Pools, 120 Main Street (334-1802): Email from R. Hajjar dated 1/8/26 re: Reconsideration of EO Fine.
 16. Request for Certificate of Compliance, Dubai, 122 Carlisle Road (Westford Wetland Bylaw #031): WPA Form 8A-Request for COC; As Built Septic System Plan dated 7/1/10; Emails between R. Dubai and Salem, dated 1/6/26 & 1/8/26.
 17. Discuss EBC Facilities Management Services Scope of Work: Review of EBC Facilities Management Services.
 18. Day Agricultural and Conservation Land: Review and Discuss Draft Agricultural Commission Memorandum of Understanding: Draft MOU dated 1/9/26.
 19. Requests to Work after December 1:
 - Boston Road Improvement Project (334-1823): Emails between R. Cummings, Newport Construction, and Salem dated 1/8/26.

- 12 North Main Street (334-1799): Emails between J. Brunelle and Salem dated 1/5/26; Email from E. Paleo with updated work schedule dated 1/6/26.
 - 56 Lake Shore Drive South (RDA): Email from R. Malboeuf to Salem dated 1/6/26.
 - 17 Forrest Road (334-1882): Letter from M. Sleger, ALAN Eng. to Salem dated 12/19/25; Emails between M. Sleger and S. Pelletier dated 12/22/25 & 12/23/25; NOI Plan by ALAN Eng., dated 12/19/25.
20. Request to Support CPA Application, Westford Healthy Lakes and Ponds Collaborative and Friends of Forge Pond: Healthy Lakes and Ponds Collaborative and Friends of Forge Pond CPA funding request.
 21. Review Draft Letter to Summer Village Regarding Fireworks Sampling Results: Draft letter re: Fireworks Sampling Results, from Salem.
 22. Review Forest Cutting Plan, Westford Sportsmen’s Club, West Street: Forest Cutting Plan for 2026, with 2025 Harvest Layout Sketch and Locus Map.
 23. Review of Lease Agreement, Day Agricultural and Conservation Land: Email from Salem to Wheeler, dated 1/9/26 regarding Agricultural Lease Expiration.
 24. Miscellaneous:
 - Emails to Salem, Select Board, and others, dated 1/2/26 & 1/3/26 regarding Conservation and Public Safety Concerns – Lake Nabnasset.
 - Letter from MACC dated 12/9/25 regarding FY27 Dues Notification.
 - Email from MCA-CISMA to Salem dated 1/6/26 regarding MCA Webinar Series.
 - Heart Pond 2025 Year End Report, by Water & Wetland, dated 12/10/25, with attached: map of fanwort and curly-leaf pondweed dated 5/19/25, map of sparse to moderate fanwort dated 10/1/25, SePRO Lab SeSCRIPT Analysis Report and Laboratory Report.
 - Letter to Chen & Zheng, 12 Patten Rd. dated 12/19/25 regarding open OOC.
 - 2 Rolling Meadow Ln Abutter Notice, received by Commission 12/10/25.
 - 47 Oak Hill Rd NOI Abutter Notice, received by Commission 12/26/25.