



TOWN OF WESTFORD

Office of the Town Manager

Town Hall
55 Main Street
WESTFORD, MA 01886
(978) 692-5501 FAX (978) 399-2557

April 6, 2010

Frank J Pisano, Chairperson
The Roudenbush Community Center, Inc
65 Main Street
Westford, MA 01886

Dear Mr. Pisano:

The town of Westford is requesting to extend the time for contract award to May 25, 2010, as required under section 2.5 of the Request for Proposals for the Lease of Town Owned Property issued February 8, 2010. It is anticipated that a recommendation for award will be presented to the Board of Selectmen no later than May 25, 2010, with discussions regarding the lease agreement to occur shortly thereafter, following a decision by the board.

Please indicate to me your agreement with this request for an extension, and contact me directly if you have any questions. Thank you.

Sincerely,

Jodi Ross
Town Manager