

**TOWN OF WESTFORD
OUTREACH COMMITTEE MINUTES
July 1, 2021 MEETING
Approved on *****, 2020**

Members Present: Heather Armata, Seth Jensen (Chair), Eric Ford, Gordon Gebauer, Pat Haller, Julie Beth Hinds.

Commission/Board Members Absent: Melissa Manka

Roll Call: No members of the public were present other than those listed above.
The meeting began at: 7:00 p.m.

Amendments to Agenda: The group agreed to first begin working on the public engagement timeline.

Timeline for public engagement: Starting from Town Meeting and a potential bond vote on March 1, 2022, the committee worked backwards to create a timeline of important events and milestones. A timeline was created using paper and ink which Pat Haller will transfer to digital format by the next meeting. Moving backwards from Town Meeting, the committee established dates for the bond warning, Selectboard meeting prior to warning, outreach to entire town in October/November, meeting with senior group in October, site visit to Warren/ Waitsfield in mid-October.

A date of August 17th was set for a meeting with property owners within the potential service area of the wastewater system. This meeting will likely take the form of first providing information and specifics about the wastewater project, and then asking the property owners for their comments and questions. Pat Haller will inquire if we can hold the meeting at the Westford Common Hall and will reach out to property owners regarding the date. Food will be provided.

Regarding the meeting with the senior group in October, Seth will ask George Lamphere if he can contact Carol Horwigan to inquire if that date is available.

The committee agreed that it may be valuable to have a site visit to the pump station in Warren to see how it operates and looks. Julie Beth strongly recommended asking Brad Washburn from Green Mountain Engineering, exactly where the pump station can be located on the Common and what it will look like. From an aesthetics point of view, this is an important issue. Seth will reach out to Brad Washburn.

Outreach Letter: Prior to the meeting, Pat Haller circulated an amended draft of the outreach letter to be sent to property owners within the service area. Due to time limitations, a discussion on the draft letter was postponed until the next meeting.

Website update/review: Eric Ford is recommending decoupling the 1705 VT Route 128 property from the wastewater project and creating a new website for the wastewater information with updated FAQ. This would also involve purchasing a URL at about \$100-\$150 per year. The committee agreed that the Planning Commission should review and approve the proposed changes to the website and FAQ and request if it could pay the cost of the new URL from its special projects fund.

Due to time limitations, a full discussion on regarding Eric's recommendations for an updated website was postponed until the next meeting. Once the committee agrees on a path forward, the proposal will be presented to the Planning Commission at its July 19th meeting.

The meeting adjourned at approximately 9:05 p.m.

Submitted by,
Gordon Gebauer