

TOWN OF WESTFORD
OUTREACH COMMITTEE MINUTES
July 8, 2021 MEETING
Approved on July 27, 2020

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

Commission/Board Members Absent: NA

Roll Call: No members of the public were present other than those listed above.
The meeting began at: 1:00 p.m.

Amendments to Agenda: NA

Minutes -- July 1, 2021: Pat moved to approve the minutes. Eric seconded. Approved unanimously,

Outreach Letter/Info to Property Owners in Possible Service Area: The Committee reviewed the draft outreach letter prepared by Gordon and suggested edits from Pat. The meeting with property owners will be held at the Westford Common Hall, August 17 from 5:30-7:30. All household members will be invited. The Committee agreed that food of some sort will be provided due to the timing in the early evening.

The Committee discussed the “info sheet(s)” to include with the letter. The Committee agreed to include select pages from the Preliminary Engineering Report (PER) summary, with minor edits for clarity. The Committee developed a short list of likely questions to address at the gathering.

Website Update/Review: Eric outlined options for the website. Eric suggested a URL targeted specifically for the wastewater project. Eric also suggested other revisions to the existing material on the Town website. The Planning Commission will discuss approving funds to purchase a URL at their July 19th meeting.

Next Meeting: The survey will be the first item on the agenda for the next meeting to ensure it is addressed.

The meeting adjourned at approximately 2:25 p.m.

Submitted by,
Seth Jensen

