

**TOWN OF WESTFORD  
OUTREACH COMMITTEE MINUTES  
July 15, 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

**Property Owner Survey:** The Committee agreed that the August 17 meeting might impact the content and format of the property owner survey, so the survey should be developed and distributed after the meeting rather than before.

**Preparation for Planning Commission Meeting:** The Committee will request funds from the Planning Commission for food at the August 17 meeting with property owners, and to purchase a URL for a website dedicated to the wastewater project. Eric will make recommendations related to content, layout, and other aspects of the website.

The Committee discussed the content/information for the presentation at the 17<sup>th</sup>. Important items include:

- History/Background of the project
- Needs/Limitations at civic and public buildings
- “Option B” -- area behind White Church
  - Limited capacity
  - High annual cost to taxpayers
  - Annual maintenance requirements.
- Constraints on private property
- Basic info on community system design
- What it means for people in service area
  - Range of user fees, and what they will include
  - What we know can be included in total project cost if people connect at time of construction (STEP tank, no connection fee, no ANR permit fee)
- What does “revitalization mean” – background on Town’s Form Based Code.
- Design issue – pump station – will work with people to review options for location/design

**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 19<sup>th</sup> 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