

**TOWN OF WESTFORD**  
**OUTREACH COMMITTEE MINUTES**  
**August 12, 2021 MEETING**  
Approved on September 15, 2021

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

The meeting began at: 1:05 p.m.

**Roll Call:** No members of the public were present other than those listed above.

**Minutes of July 27, 2021 meeting:** Moved by Heather Armata, seconded by Seth Jensen.  
Approved by voice vote.

**Prepare for August 17 Forum:** Plan is to have committee members show up starting at 4:00 pm to begin to set up. Members will bring canopies. We will have a sign in sheet and name tags. Three posters will be prepared as aides in the presentation as follows: Environmental Sensitivity, Constraints, and Preferred Design/plan around the Common. Amy will prepare the regular sized documents and Mark Letorney has offered to make them into posters. There will be a packet of information available for those attending the August 17 forum which will include smaller copies of the three posters.

Pat will obtain tables and chairs from the school and bring them to the WCH along with the food purchased from Westford Country Store and Café. Heather will bring plates, buns cups, water, lemonade and condiments, most of which will be from Costco.

Eric will continue to work on the FAQs with the goal of trying to have the website active by the time of the meeting on the 17<sup>th</sup>.

The plan is for people to gather and eat from 5:30 to approximately 6:00 at which time the presentation will begin. If it's nice, we will meet outside.

The meeting adjourned at approximately 2:05 p.m.

Submitted by: Gordon Gebauer