

**TOWN OF WESTFORD**  
**OUTREACH COMMITTEE MINUTES**  
**August 24, 2021 MEETING**  
Approved on September 15, 2021

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

**Commission/Board Members Absent:** Melissa Manka  
The meeting began at: 1:04 p.m.

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

**Amendments to Agenda:** None.

**Citizens to be heard, Announcements Etc.:** None

**Property Owner Forum Follow-Up:** There is a general agreement that the that the event on August 17<sup>th</sup> went well and it yielded some important questions and information about attitudes and opinions about residents in the service area. Eric has some ideas he will share with committee about how it may run a little smoother next time.

Pat Haller spoke with some residents who attended the forum regarding their views. Some have asked for a walk/site visit of the service area and leach field. Questions arose regarding what the sub-surface leach field will look like. Before the site visit, Pat will brush hog the proposed leach field to make access easier.

JB stated that a visit to the Town of Warren will give people a good idea of what a working leach field looks like. She also said that the user costs (O&M) can span a range depending on how the SB decides to fund O&M. for instance, O&M costs of the users can be spread out among all the taxpayers for a period of time to reduce the monthly cost to users...or some sort of similar arrangement.

Discussion regarding how we can have potential users agree to connect to the system. A letter of intent was floated as a possible idea with the possibility of obtaining consents before the bond vote.

Regarding FAQs, they should be short and concise. But within the FAQs we can direct people to blogs which will have lengthier explanations and more information.

**Survey.**

Heather will prepare a draft survey and circulate it for comments. Potential questions include:

What O&M cost is affordable?

What are you willing to pay for O&M costs?

What additional information do you need to know before you can make a decision to connect?

What is the best way to communicate with you in the future?

What concerns do you have about the project?  
What do you find favorable/attractive about the project?  
What is the age of your current system?  
Do you have a permit for your current system? If so, what is permit #?  
Are you willing to join a site visit to Warren/Waitsfield?

The survey will be printed but also available digitally via email. We will need a list of addresses and emails of those in the service area. Melissa should be able to get this information.

#### Site Visits

Pat will reach out to Lawson's to see if we can meet there when we do the Warren/Waitsfield site visit. Trying to schedule for late September through mid-October. But, does it make sense to do this site visit before we have had a meeting with the entire town?

Looking for a small group of folks from the service area to do a walk-around the Westford service area and to the disposal field. **September 19<sup>th</sup>** is possible day for service area walk-around/site visit.

We should find out how often the Town Office and Library tanks have to be pumped out.

Future virtual meeting with residents who cannot make in person meeting. For the virtual meeting it should be a smaller group from the committee—Seth, Amy, JB and Gordon. Melissa has the sign-in sheet. Invite to virtual meeting those who were not at in person meeting.

#### Public Engagement Strategy.

Eric will propose and circulate to the committee members a communications plan including the timing of blog posts and other outreach efforts. We will need more money from the PC to move forward. Perhaps up to \$1000. The communications plan will include photos, video and infographics. Seth suggested we may be eligible for a grant from \_\_\_\_\_ for the additional costs we will incur.

**October 11** is the meeting with the seniors at the RBMH.

**September 19** as possible local site visit around Common and to disposal field.

**September 1** at 10:00 AM is the next meeting of the outreach committee.

Still need to schedule date for general public outreach meeting and Warren/Waitsfield site visit.

Minutes: August 12, 2021: Not available.

Minutes: August 17, 2021: Not available.

The meeting adjourned at approximately 2:50 p.m.

Submitted by: Gordon Gebauer