

**TOWN OF WESTFORD**  
**OUTREACH COMMITTEE MINUTES**  
**September 8, 2021 MEETING**  
Approved on September 22, 2021

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

**Commission/Board Members Absent:** Pat Haller  
The meeting began at: 10:04 a.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:**

Westford Common Hall: Meeting is scheduled with board of directors for September 13<sup>th</sup> at 4:00 p.m. The presentation will be similar but a bit different than the one made to service area residents. Many on the board are aware of limitations at the WCH. Goal is to present 'big picture' of wastewater constraints in Town including limitations on WCH and BMH current systems. Will point out problems WCH would encounter if it tried to use land in back of WCH for limited mound system. Only Gordon, Amy and Pat will attend this meeting.

Site visit (walk around) on Common: On Sunday September 26<sup>th</sup> the outreach committee and the Town's consultants will lead a walking tour of the Common and along Brookside Road. The team will present photos of what the pump stations and electrical supply will look like, as well as explain how the area will, and will not, be altered. It will also include a presentation of design of STEP tanks and explanation of earth work that will be needed at each connecting property. Much of the information will come from our engineering consultants.

Zoom forum: The outreach committee has agreed to try to schedule a zoom meeting with those from the service area who were not able to attend the in-person meeting at WCH. There are only a few people who could not attend and expressed an interest in a zoom alternative. This will be scheduled in the future but may end up being combined with larger public outreach in October, which will likely have a zoom component.

**Communications Strategy and Schedule:** Eric has the new website and FAQs ready to go, except for someone proofing the FAQs for accuracy. Gordon will review FAQs and make changes as needed before the site goes live next week. The Communications plan will also include information about future meetings and plans to reach out to different groups within town.

**Tour of Waitsfield /Warren sites:** Initially the team considered a site visit to Waitsfield/Warren in October. However, it was decided that it does not make sense to schedule that site visit until after the community wide meeting, which will be sometime in October. Our consultants will provide photos and descriptions of pump stations and electrical box at our walk-around on

September 26<sup>th</sup>. After the community meeting in October, we will re-assess need for site visit.

**Meeting with Westford Seniors:** The meeting is still scheduled for October 11<sup>th</sup> at 11:30 a.m. at the BMH.

**Community-Wide Outreach:** We will look to schedule this on or about October 19<sup>th</sup>. Possible locations are the school and the WCH. Pat will reach out to the WESD to inquire about using the school for our community-wide outreach meeting on October 19<sup>th</sup>. This will be a similar presentation as what was done with service area residents, but will include a zoom component for those not able to attend.

**September 15** at 10:00 AM is the next meeting of the outreach committee.

Minutes: September 1, 2021: Not available.

The meeting adjourned at approximately 11:15 a.m.

Submitted by: Gordon Gebauer