

**Town of Westford
Outreach Committee Minutes
September 15, 2021**

Approved on September 22, 2021

Members Present: Melissa Manka, Pat Haller, Gordon Gebauer, Seth Jensen (chair), Heather Armata, Eric Ford

Members Absent: Julie Beth Hinds

Roll Call: No members of the public were present other than those listed above.
The meeting started at 1:05pm

Amendments to Agenda: None

Citizens to be heard/announcements, etc.: None

1. Agenda approved. Minutes approved.
2. Town wide outreach:
 - a. Most outreach has been targeted at User Area.
 - b. Need to target entire town; when do we do a town wide meeting? Start promoting website, FPF, Facebook?
 - c. Need to know timing of public meeting in order to complete project timeline.
 - d. 1705 Project having public outreach meeting in October (the week of Oct. 4th) ~ Members of this committee VERY concerned about the 1705 meeting happening before the public outreach for the Wastewater Project. Gordon and Seth are going to discuss with PC about moving the 1705 meeting out to November, so as to not confuse the public. We don't want public thinking that the two projects are connected, as the 1705 project is dependent upon wastewater project being approved and this is our priority.
 - e. Decided on 10/19, 10/20, 10/21 (Pat will reach out to school first, then Common Hall) Eric will look at virtual/hybrid options (gather cost and procedure) as well as necessary equipment/bandwidth. Heather will help moderate online questions, during meeting.
 - f. Seth and Eric to work on slideshow for presentation
 - g. Outreach budget? Posters, FB Page, FPF (google ads, social media posts). Eric will put together estimate, once date picked and we confirm meeting.
3. Meeting with Common Hall update and other user area town members;
 - a. Surveys were very positive thus far; great information gathered
 - b. Common Hall meeting went well. They understand there is not much of a future if the wastewater system doesn't work.
 - c. Learned that Common Hall would need 3 ADA bathrooms if they put in a private system.

- d. John Doane is chair of Red Brick~ Permitted system in 1998, was just a relief valve. Recognize it is an old permitted system, would have to update application and design. Don't have the funds
 - e. Without solicitation, Common Hall offered property along Brookside Road for infrastructure (pump station) of wastewater system. Would keep it off Common, as some residents have said that they don't want the pump station to change the look of the Common.
4. Zoom outreach meeting for users (Rosemary only person who responded) Consensus was to have Melissa reach out directly to Rosemary to schedule a one-on-one personal call.
 5. Pat wasn't able to speak with Jeff Hutchins.
 6. Ira Allen~ were going meet with him on the 26th; they are unavailable. Had a meeting on phone with Melissa. Lots of infrastructure questions. Very concerned with cost, but supportive of project. Seth meeting with Vermont Housing Coalition on 9/23 about using ARPA funds to create a funding source for small, rural landlords.
 7. Walk about on 9/26~ Seth and Gordon Meeting with Green Mountain Engineering on 9/20. Melissa sending out reminder to user area folks, via mail, next week. Pat getting Don Pouliot's permission to walk on his land, if necessary.
 8. Next meeting September 22nd at 10am via Zoom