

Town of Westford
Outreach Committee Minutes
September 28, 2021
Approved on October 12, 2021

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

Members Absent: None

Roll Call: No members of the public were present other than those listed above.
The meeting started at 10:05am

Amendments to Agenda: None

Citizens to be heard/announcements, etc.: None

- a. Kate Lalley had meeting with Jeff Hutchins; he knows he is really hard to meet with, but is 100% in support of the project and would be happy to sign off on written bullet points as to why he is for the project.
- b. Discussion about Sunday 9/25 walk about with engineers;
 - i. Juli Beth Hinds will write up an FAQ about the non-option of composting toilets for our public buildings and doesn't allow for gray water management (showers, kitchens, community meals, etc.)
 - ii. We need to pivot to the maybes and yeses; focus on the positives and move forward
 - iii. We need concrete numbers moving forward. We believe there are a lot of people on the fence who are waiting on actual REAL costs, for hookup and monthly user fees.
 - iv. JB and Amy need to hear from ANR about commitment of funding on 10/11
 - v. Pat will write up bullet point for FAQ and Blog Posts about all the grants received for funding this project over the last decade- positive posts about how fiscally responsible the PC has been.
 - vi. Survey results- received 12 thus far. Hoping for more to be returned. There is enough substantial interest in this project to move forward with public outreach and the step 2 design process and securing potential grant funding.
 - vii. We had 25 guests join the walk, along with our group and both engineers.
 - viii. Decommissioning of facilities is part of the project cost. Flag it for Brad
- c. Senior Luncheon; 10/11

- i. Seniors have confirmed our presence for the presentation around 12:45-1pm.
 - ii. 30-minute max presentation. Gordon will speak to the seniors. 10 minutes and then have questions.
 - iii. Heather will provide dessert for 30 people and will drop off around 12pm
 - iv. Four parts; what, why, how (timeline) and how much. Focus on saving of public buildings, lunches like the Senior Luncheon can continue to go on at RBMH (old system permitted in 1995- 460 gallons, 16 gallons per day, per person (caps at 28 people))
 - v. Handout in 14-point font w/FAQs non-user area- Melissa will print out and bring. As well as the 5-6 page summary document. Eric will get the FAQs to Melissa for printing for 10/11 and 10/19.
 - vi. Gordon, Pat, & Melissa will attend. Invited for the luncheon.
- d. Negative posts/comments
- i. Gordon would like a list of those questions, along with quick answers, that our group can reference for future discussion when we are in meetings with folks. Pat will write that up for our internal use at meetings. Some are within the FAQs, some might be added, but this will be an easy document for us to use when responding to objections/negative comments.
- e. Public Meeting on 10/19
- i. Eric started initial public outreach in the town newsletter that was published on 9/27
 - ii. Eric working on tech portion; Owl, LCTV, IT person at WES. Goal is for meeting to be hybrid and promoted as such.
 - iii. This week, Eric will create FB event for 10/19 and on Website Event section. Melissa will share on FPF this week, written item in town newsletter. Flyers around town- Pat can help with that. Eric will see about getting posted on board at the entrance to the driveway (marque board).
 - iv. Slideshow for presentation; Seth has started the presentation. Will upload to Google Drive.
 - v. Better media photos for presentation; Amber Haller and maybe reach out to Marcus Pante for use of his drone?
 - vi. School will set up chairs. Pat will make sure they are distanced apart for social distancing. People will have to come up to microphone. Masks are required. Will have masks available. Please don't attend if you aren't feeling well.
 - vii. Online questions; they will be able to raise their hand and ask their question through zoom.
 - viii. We need someone at home, on Zoom, getting Heather feedback on if the system is working. Might be Melissa, but could be Heather's husband Pete (volunteered by Heather ☐)
 - ix. Removing masks to speak. Speaking from ground level, not the stage.

- x. Eric is hoping that we'll have a run through with Tech within the next week.
 - xi. Next week, have a rundown/outline.
 - xii. Who needs to get up at meeting, to publicly discuss their support. Maybe Jeff Hutchins, Doanes, Ira Allen, Mel Allen, other suggestions?
- f. Next meeting, Tuesday, October 5th at 10am via Zoom

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