

**PROJECT:** Westford- 1705 VT Route 128 Site Planning

**SUBJECT:** Kickoff Meeting Agenda

**DATE:** July 28, 2021

**TIME:** 9-11am

**LOCATION:** Westford Town Common / Site

**CONTACT:** Tom Hand ([thand@segroup.com](mailto:thand@segroup.com)) / Mark Kane ([mkane@segroup.com](mailto:mkane@segroup.com))

## AGENDA:

---

1. Introductions & Roles
  - a. Project Team (SEG, KAS, & BPLS)
  - b. Steering Committee & Project Partners
2. Project Introduction / Background
3. Project Goals (Housing, Town Facility, Repurposing of Existing House, River Access)
4. Related Project Update
  - a. Updated Comprehensive Stormwater Scoping Study (February 2021 Request)
  - b. Municipal Wastewater System
  - c. Appraisal Status
  - d. Existing Town Hall Parcel
5. Information Sharing- Set Up Project Share-Drive
  - a. Background Data/Info
  - b. Project Plans/Documents
6. Schedule (Project shifts 2 months)
  - a. Phase A (Initiation/Survey)- August/September
    - i. Kickoff- July 28, 2021
    - ii. Survey / Base Info Complete- August 30, 2021
  - b. Phase B (Concept Alternatives / Public Engagement) – September/October
    - i. Alternatives- September
    - ii. SC Meeting- #2 September 29, 2021
    - iii. Public Engagement Meeting #1- w/o October 4-8, 2021
    - iv. SC Meeting #3- October 20, 2021
  - c. Phase C (Preliminary Site Plan) November – March 2022

- i. Draft Preliminary Site Plan- November
- ii. SC Meeting #4- December 8, 2021
- iii. Refined Preliminary Site Plan- December/January
- iv. Develop Survey Plat- January
- v. Public Engagement Meeting #2- February 2, 2022
- vi. SC Meeting #5- February 23, 2022
- vii. Project Wrap-Up- by March 30, 2022

7. Site Walk

- a. Review existing site features
- b. Identify survey extents / points of interest
- c. Identify issues/constraints
- d. Discuss Site/Town Common relationship