

Attending:

Town Office: Melissa Manka, Town Planner

Zoom: Gordon Gebauer, Seth Jensen, Planning Commission; Eric Ford, Pat Haller, Committee Members; Lori Johnson and Barb Peck, Resident.

1. **Roll Call & Amendments to the Agenda:** Gordon Gebauer called the meeting to order at 11:06 AM.
2. **Draft Minutes of June 7, 2023:** Gordon moved, and Pat seconded approval of the June minutes as amended. Motion approved.
3. **Correspondence:** None.
4. **Project Updates**
 - Technical Work: The geoprobes were conducted and completed on June 21st and 22nd. Stone will work on processing geoprobe and field survey info in order to update existing conditions plan, preliminary design and cost estimates. Stone will reach out to potential service area residents for additional info as necessary. Pat Haller asked whether Stone was able to meet with all individuals in the PSSA. Melissa Manka said Peter Lazorchak stated they had not heard back from everyone in early June but when she followed up with Amy Macrellis more recently, Amy thought they did hear back from everyone. Melissa Manka will confirm with Stone. She also noted that the Committee will need to research the contact for the individual who purchased the Vincent/Sawyer property and provide said info to Stone. Melissa Manka will research the new owner's contact and Pat Haller will reach out to the individual.
 - Funding: No updates. Melissa Manka requested an update from the State re: CRRP award announcements.
5. **Communication Plan:** The Committee discussed the communication plan at length. The service area BBQ was moved to the beginning of August (preferably August 8th or 9th), the first public info meeting was tentatively moved to September 13th. It would be ideal if the info necessary to proceed with a bond vote was available prior to August 15th and the SB could approve a resolution of necessity and warnings prior to September 14th. The 1st mailer may need to be pushed back a week. Pat Haller will seek a venue for the public info meetings and Eric Ford will contract LCATV re their availability. The next committee meeting will be held on Tuesday, July 18th at 6:30 pm.
6. **Schedules:** To be discussed at a later date.
7. **Project Website:** To be discussed at a later date.

Westford Town Common Wastewater Project

Outreach Advisory Committee Meeting Wednesday, July 5, 2023

Approved: July 19, 2023

8. **Service Area Meeting:** The Committee decided to move the service area meeting to August when more information would be available. Melissa Manka will reach out to the consultants and Brick Meeting House to see whether August 8th or 9th are workable dates.

9. **Informational Booklet & Video & Save the Date Postcards:** Eric Ford is working on collecting quotes and will work with Melissa Manka on contracts. Timing and process were discussed at length. Pat Haller / Eric Ford ? will reach out to the consultants to determine what and when information will become available in their estimation in order to further the planning of public informational materials and meetings.

10. **August Newsletter & FPF Article:** To be discussed at a later date.

11. **Citizens to Be Heard:** Participating citizens did not have any comments or questions.

The meeting was adjourned at 12:28PM.

Respectfully Submitted,

Melissa Manka