

Attending:

Town Office: Melissa Manka, Town Planner

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

1. **Roll Call & Amendments to the Agenda:** Gordon Gebauer called the meeting to order at 11:06 AM.

2. **Draft Minutes of May 3, 2023:** Gordon moved, and Pat seconded approval of the May minutes as amended. Motion approved.

3. **Project Updates**

Contracting: As previously noted, contracts are in place. The Selectboard approved the State ARPA agreement on May 31st and the Step 2 Clean Water State Revolving Fund Loan Agreement was forwarded to the Selectboard for action on Monday.

Technical Work: Stone continues to conduct surveying and meet with property owners in the potential service area. Geoprobe work is still on track for the week of June 19th. The Committee asked Melissa to follow up with Tom Orfeo regarding the questions he recently posed to the Planning Commission and confirm whether Stone has contacted him directly.

Funding: Melissa stated there have been no changes since the last Committee meeting with the final award announcement for the CRRP Grant expected in June.

4. **July 4th Event:** The Committee agreed that a staffed table was not appropriate at this time as the consultants are in the process of gathering the information residents want. The information available at this time has been discussed at length and is posted on the project website. Eric offered to craft a poster and postcard directing individuals to view the project website for distribution at municipal, civic and commercial establishments. Melissa will print the materials in house.
5. **Project Website:** The Committee asked that the Planning Commission weigh in on posting the Oakson Large Scale Systems webinar and large-scale system list on the project website as well as updating the target bond amount to \$400,000 - \$600,000 or \$900,000. Pat also suggested viewing the Oakson webinar Francois Ross shared with him to determine whether it would also be appropriate to post on the website. Melissa stated Amy is asking ANR to post their recent drip disposal webinar for public consumption. However, Melissa stated the ANR webinar is geared towards engineers.

Westford Town Common Wastewater Project

Outreach Advisory Committee Meeting Wednesday, June 7, 2023

Approved: July 5, 2023

6. **July Newsletter & FPF Article:** Pat offered to draft an article stating: an outline of the wastewater area has been mowed into the field as a visual for residents, geoprobes have been completed and what to expect in July.
7. **Communication Plan:** The Committee review the communication plan. Eric will begin reaching out to freelancers regarding the video and booklet. Pat offered to reach out to Kings Hill to see whether they're open to hosting another site visit. The Committee agreed a community site visit of the planned community wastewater area and Kings Hill system should occur on the same day.
8. **Correspondence:** The Committee confirmed receipt of Vicky Ross's correspondence related to annual budgets and cash flow timing and acknowledged the information provided has been discussed by the Selectboard and Planning Commission. The Committee confirmed receipt of Maureen Wilcox's correspondence requesting a list of large-scale systems in New England. The Planning Commission will respond to Maureen's request and determine whether it's appropriate to post said information on the project website.
9. **Citizens to Be Heard:** Participating citizens did not have any comments or questions.

The meeting was adjourned at 12:24PM.

Respectfully Submitted,

Melissa Manka