

Attending:

Town Office: Melissa Manka, Town Planner

Zoom: Gordon Gebauer, Seth Jensen, Planning Commission; Eric Ford, Pat Haller, Committee Members; Amy Macrellis, JB Hinds, consultants to the Town

1. Roll Call & Amendments to the Agenda

Gordon Gebauer called the meeting to order at 1:11 PM. There were no amendments to the agenda.

2. Minutes of July 18, 2023

Pat moved and Eric seconded the motion to approve the Minutes of July 18th as written. Motion carried.

3. Project Updates

Technical: Amy provided an update that the engineering team is working on design modification and updating of the cost estimates. There has been a lot of correspondence with Oakson and Orenco on specific design questions. It is looking like there will NOT need to be a pump station around the Town Common. Oakson is working with the team on sizing of tanks near the control building to ensure sufficient capacity for equalization and storage. At this point, the August 15th cost estimate update deadline is looking doable. It is possible that the survey may not be done because there has been so much rain; one more day is needed. There is a property owner on Cambridge who has expressed interest in connecting, so that property will need to be surveyed. However, that does not delay the preparation of the cost estimates. Amy reminded the meeting that Orenco will be supplying the effluent pumps, and also is helping with sizing of the collection system. Oakson is the company likely to be supplying materials for the dispersal field.

Gordon asked why a pump station would not be needed on the Common. Amy said that it appears there will be sufficient pumping from the STEPs (septic tank effluent pumps) to make a pump station at the Town Common unnecessary. Cost information will be compiled by Peter Lazorchak.

Amy updated the group on the ledge probes. The ledge probes are indicating that the ledge is "irregular," which means that less ledge removal will be required than had originally been anticipated in the PER.

Pat Haller relayed some questions about operation and maintenance expectations. Amy will check on whether the O&M costs will be substantially updated in August. The focus for August

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15th is on an update of the capital cost. The group recognized that a full update of operation and maintenance costs will be essential for community presentations. Amy offered to engage with Jared Willey, the advanced onsite services support director for Oakson and Orenco in Vermont. The group asked if Amy or Peter could request Jared send a sample contract operations agreement and have Jared review the current operational cost estimate. Costs are intended to be presented to the Planning Commission by Stone Environmental on the 21st and the Select Board on the 24th.

Funding: The town continues to be in a funding holding pattern on the CRRP grant. The State states that its goal for the CRRP is to have awards announced by “the end of the month.” Lee McClenny has sent a message to Angela Farrington at the state about the urgency of an announcement to the Town’s overall plan. Seth suggested outreach to Commissioner Goldstein if necessary, and after that, the Town’s legislator might be asked to elevate this to the Governor’s office. Seth will reach out to George Lamphere to elevate this to the Commissioner this week.

4. Coordinating Project Cost Estimate: Translation and Timeline

Eric noted that we have not discussed the presentation decks for the September and October meetings. There must be a cost section for both presentations. Eric asked what we can do visually to express the cost numbers. JB has been tasked with creating a couple of straw man cost graphics expressing the prospective costs as percentages of the town budget, of people’s tax bills, etc. These should be included in the printed piece, which will be black and white. JB will do a mock-up by the end of Monday the 21st and send them to the outreach committee for review. The booklet mock-up is due to be completed by August 25th. Ideally, there will be some printed copies available at the BBQ on August 30th.

Pat noted that ultimately, the Select Board has to come up with costs and choose the actual amount that will be in the bond warning. Until the Select Board actually warns the bond vote, printed materials will be ‘estimates.’ Amy asked whether the committee should have internal mock-ups that can be updated once the Select Board makes its decision. The consensus is to move ahead with basic graphics and update these after the Select Board meeting on August 24th. Any actual changes should be minimal.

Pat noted that the FAQs on the website have a bond range of \$600k to \$900k, where the financial illustrations are \$400k to \$900k. Melissa and Eric have ‘scrubbed’ the text for the website to make this consistent, and kept a redline/track changes version as well.

5. Service Area Meeting on August 30th, 5:30 – 7:30 PM

The meeting of service area residents and businesses will be at 5:30 PM at the Red Brick Meeting House. The Common Hall will not know for a couple of more weeks whether there will be an ability to meet there, so the RBMH is the selected venue. The invitation letter on the google

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drive has been modified by committee members. Gordon asked that the committee look at it and sign off as soon as possible. Modifications were made by the group and the text was finalized. Melissa will mail and e-mail the invitation letter. Pat and Eric will work on logistics for the meeting. The Store will be providing food; Pat will get serving items. A cost estimate will be provided by Pat to Melissa by the 18th so it can be approved by the Planning Commission.

The committee discussed what presentation materials were needed. Stone Environmental will bring maps of the service area and proposed project plans, so that people can talk to the engineering team and get any construction-related questions answered. Gordon, Amy, and Peter will lead interaction with the attendees.

There was an extended discussion of whether to provide printed materials on prospective user costs. It was noted that cost ranges are already out in the community, following the Select Board's meeting last week and JB being requested to send a spreadsheet update to Nanette with the range of user and taxpayer costs if the Town pays the entire bill for the WCH and RBMH, in addition to Town buildings. The spreadsheet's range of potential user impacts shows a single family house range from \$708 per year (\$400k bond, town pays 100% of un-allocated capacity cost) to \$2105 per year (\$900k bond, town pays 0% of unallocated capacity cost).

There was discussion whether to try to print the full information booklet (which will include the costs and FAQs) before the August 30th meeting. The consensus is that on August 30th, costs will be discussed in a general manner with the committee informed by the estimates created to date, and any decisions or input from the Select Board between today and the 30th. It was determined that audio equipment is not needed.

6. Public Information Meetings: September 13th and October 18th.

Both dates have been confirmed. Meetings will be at the school with Champlain Television, and fully hybrid capacity. Questions on zoom will be read out in the same manner as last time. Eric will manage the hybrid meeting, and Pat can act as the "mike rover."

Melissa noted that postcards will be sent in advance of the meeting but asked about posters advertising the meeting.

JB, Amy, and Peter all will be present on the 13th. Gordon suggested that the CVs for all three be made available to demonstrate both experience in Vermont and

7. Video and Printing Production; Special Project Fund Request

Eric provided an update on the video. People were interviewed and all went successfully. The video team will be working on production next week. The goal is to have the video done by September 1st. JB suggested opening the public meeting on the 13th with the video. Melissa is

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working on the details of bulk mailing. The Town has been using Repro's bulk mailing permit. All of this is in process with the goal of the first postcard going out after August 24th.

The Booklet printing may start with about 100 for the September 13th meeting. A hard copy should be sent to the handful of people who have asked for the newsletter in hard copy form. Printing should be minimized to the extent possible since this will be 24-28 pages.

Melissa will work out what is being requested from the Special Project Fund.

8. Next meeting; outstanding items; communications schedule

The committee will meet on Monday, August 28th at 1:00 PM. JB noted that the draft bond language, resolution of necessity, and ordinance must get on the Town Attorney's calendar for his review. Melissa will send the group the updated resolution of necessity, which Nanette Rogers shared with the Select Board. The Select Board will be reviewing these documents on the 24th.

After the Select Board meeting on August 24th, JB, Melissa, and Nanette will work on pulling out key elements of the draft ordinance to develop a resolution on policies for the prospective system. That will then go to the Town Attorney. Melissa and Nanette also are working on a workplan for the Select Board which will include all wastewater items.

Melissa will update the communications schedule to reflect the Select Board's schedule through November. This will include special meetings and the site walk on September 23rd. The Senior Lunch currently is the only unconfirmed date on the communications schedule. Melissa will contact Eric regarding including the site walk on the postcard. For the September town newsletter, it was decided that the meeting schedule will be the sole content since the desire is to promote attendance at those meetings.

9. Citizens to Be Heard

No citizens joined the meeting.

The meeting was adjourned at 2:50 PM.

Respectfully Submitted,



Juli Beth Hinds