

**Outreach Advisory Committee Minutes**  
**Tuesday, September 5, 2023**  
**Approved: September 20, 2023**

Present: Pat Haller, Gordon Gebauer, Eric Ford, Seth Jensen, Amy Macrellis, Peter Lazorchak, JB Hinds, Melissa Manka.

Absent: N/A

Other: Lori Johnson, Ira Allen & Kim Guidry

Began: 2:00 p.m.

**Amendments to Agenda**

No amendments offered.

**Draft Minutes of August 28, 2023**

Gordon moved to approve the minutes.

Pat seconded the motion.

The motion passed: 4 -0.

**Correspondence**

No correspondence.

**Project Updates**

- Service Area Meeting – The service area gathering was well attended and generally well received.
- Technical Work – Amy stated Stone needs prepare and submit the specification book table of contents to DEC in order to hold the 30% Step 2 CWSRF meeting.
- Funding/Bond – Based on grant awards, project estimates, and the bidding environment, a \$300,000-400,000 bond is recommended.

**Print & Media:**

**Informational Booklet** (Update, Financial Info, Visuals, Distribution)

Eric, Kyle and Melissa will finalize the document for printing on Friday.

**Post Card** (Update, Info, Distribution)

Eric and Melissa will work on the second postcard in late September/early October.

**Public Informational Meetings** (Planning/Logistics, Content, Presentation & Slide Deck)

The Committee discussed meeting content and logistics. JB and Gordon will work on the slide deck this week. Eric will ask Koi whether she can assist with zoom during the meeting.

**Site Walk** (Planning & Logistics)

Pat will welcome individuals and carry out introductions. The Westford Fire District operators will give a tour of their system and answer questions. At the Common, Amy and Peter will take over the tour and answer questions. Pat will mow or mark a trail through the field in advance of the site walk.

**Communication Schedule**

Melissa will revise the schedule based on discussions.

**Outreach Meeting Schedule**

Next meeting scheduled for Sept 20<sup>th</sup> at 11 am.

**Citizens to be Heard.**

None heard.

Adjourned at 3:20 pm