

**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

Public: Lori Johnson

**1. Roll Call & Amendments to the Agenda**

Seth Jensen called the meeting to order at 11:06 AM. There were no amendments to the agenda.

**2. Minutes of September 5, 2023**

Gordon made two amendments to the minutes, both spelling-related. Gordon moved and Eric seconded approval as corrected. Motion carried.

**3. Correspondence**

There was no correspondence to review.

**4. Project Updates**

**Informational Meeting:** The recording is now available of the September 13<sup>th</sup> meeting. Pat noted that one slide had different costs for users and the taxpayer, but it might not be clear to someone who didn't attend the meeting that the user fee would NOT be for the general taxpayer. JB suggested a "sticker" on the slide with explanation. Eric noted that while a slide deck with the correction could be done, there are significant 'ripple effects' on the social media, recording, and other postings from last week's meeting. The team's consensus was to leave the materials from last week's meeting and ensure that the distinction is reinforced on the postcard and at the next meeting.

The group discussed the slide deck length and pacing. It was felt that the presentation length was, at an hour, effective and allowed information to "land." There were few if any clarifying questions. Amy asked if the chat log from zoom was available. LCTV was the team recording it. Eric and Koi felt that every outstanding question on zoom had been answered. Koi was writing down questions, which Melissa has; Koi noted all names and paraphrased topics asked, with a check next to each one answered. The notes indicate the two questions not checked were "Katie, 3<sup>rd</sup> question" and "Andy, no question." If the record can be obtained the team will follow up. Eric has contacted Buddy from LCTV and we will receive the chat log. During the meeting Eric contacted Koi and she stated that all questions were answered unless the question was redundant (i.e., asked and answered).

Since Statements were made at the Select Board on 9/14 that certain questions in zoom were not answered, the team agreed that the chat log should be retained at the October 18<sup>th</sup> meeting. The team discussed whether to keep a firm end to the meeting for October 18<sup>th</sup>. Pat stated that keeping the end of the meeting but encouraging people to ask the team afterwards, or ask the Planning Commission, would be helpful. Melissa noted that the Town must be cognizant of School Staff and LCTV staff's hours and safety at night.

Eric noted there was a series of questions posted on Front Porch Forum the next morning. It is important to continue messaging that Front Porch Forum posts are not the means by which answers will be provided from anyone with knowledge of the project.

Pat noted that there were quite a few kudos on Front Porch Forum stating that the meeting was very informative, appropriately designed, and enabled people to get their questions answered. Amy noted that she received a question from someone within the service area after the meeting ended and was able to answer it; she noted this is a

**Technical updates:** Amy and Peter Lazorchak are working through the table of contents for the specifications book and are leading the site walk on Saturday.

**Funding and bond:** The Select Board has decided to warn the vote for authorization of a bond of up to \$400,000. Town Attorney David Rugh is signing off on the final resolution of necessity and warning. The Town Clerk will be starting the warning process. JB noted that Dave Rugh is very much engaged. She noted the Resolution of Necessity indicates the Select Board has made a finding that construction of the wastewater system as specifically described in the facilities planning documents referenced in the Resolution is in the public interest – which does not mean it's an "emergency." The Resolution's text also means the bonded indebtedness cannot be spent for any materially different project from the project described in the documents.

## 5. Print and Media

**Postcard:** Eric wants to get the information for the next post card ready to print by October 9<sup>th</sup>. The text should be simple; basics of costs (which might indicate "voluntarily connected users") should be included. JB and Eric will work on a simple design via email.

**Other:** There will be a Facebook event created for the October 18<sup>th</sup> meeting. Melissa has the updated poster for the 18<sup>th</sup> which will be used in next week's newsletter; the next week's newsletter content will be the schedule of upcoming meetings. Melissa is hand-redacting the booklets. Melissa will add her Front Porch Forum post to the newsletter. Including the map of well shields was discussed; it was decided that does not provide helpful information at the scale for printing and is available in many other forms, so it will not be included.

Melissa discussed what Callie is doing as Town Clerk; Callie will be dealing with the statutorily-required printings. JB noted that the bond language and Resolution of Necessity are absolutely finalized; she will coordinate any responses needed to community questions with Dave Rugh.

## **6. Site Walk**

The site walk is Saturday, September 23<sup>rd</sup>. Pat will arrive at 9:35 to set up cones for parking so residents are not disturbed. At 10 AM, Pat will be the MC transferring leadership to Marty and RJ from the Fire District. The walk will go to the leach field, which is a bit of a downhill slope. RJ will be available for questions about their operations. Pat will ensure folks leave in time to get to the Town Forest to walk the drip dispersal. Donald Pouliot has offered to allow Pat to brush-hog a path IF it's dry enough by Friday. Otherwise Pat will put some planks across the drainageway that might be active if it's wet enough. He hopes to be able to mow. Pat was warmly thanked for his efforts.

Amy will bring the rolled-up set of plans in case folks have comments or corrections that can be recorded. Poster Boards will not be used since there is a high probability of their airborne mobilization. Pat noted that the pump track is open at the school and there will be "delightful traffic."

## **7. October public informational meetings**

The group determined it will be important to have a meeting prior to the October 18<sup>th</sup> meeting to finalize any tweaks or other details.

## **8. Offer of Assistance for Nov 1 meeting**

The Select Board has not decided whether to accept support from this Committee for the November 1<sup>st</sup> informational meeting. The Select Board will probably make this call at their first October meeting.

## **9. Communication Schedule**

There have not been any changes to the communication schedule, other than eliminating the Senior Lunch. The next item after the site walk is preparing the text for the October 8<sup>th</sup> postcard.

## **10. Outreach Meeting Schedule**

The next meeting will be at 10 AM on Wednesday, October 11<sup>th</sup>.

## **11. Citizens to Be Heard**

Westford Town Common Wastewater Project  
Outreach Advisory Committee Meeting Wednesday, September 20, 2023  
Approved: October 11, 2023

**No citizens made any comments.**

The meeting was adjourned at 12:02 PM

Respectfully Submitted,



Juli Beth Hinds

draft