

**TOWN OF WESTFORD  
WASTEWATER STUDY OVERSIGHT COMMITTEE  
MINUTES FOR FEBRUARY 20, 2024 MEETING**

**Members Present:** Holly Delisle (Town Administrator), George Lamphere (Planning Commissioner), Ron Rodjenski (Moderator), Harmony Cism (Planning Assistant, Minute Clerk), Bill Hill, Carol Winfield, Lori Johnson, Martha Heath, Jeremy Berger, Paul Birnholz

**Members Absent:** None

**Also Present:** Maureen Wilcox, Vicky Ross

**Meeting Began:** 3:00pm

**Welcome & Introductions:** Ron gave the intro for this first meeting. He will moderate for today, but someone else can do that for future meetings if desired. This is a working group. The group will assign tasks today and come up with questions. The overall mission of this group, as directed by the Selectboard, is to evaluate non-Maple Shade alternatives.

Organization: this is a non-voting committee. The group will forward a final draft of the mission statement to the Selectboard, who drafted a version on 1/23/24. The SB gives final consent/acceptance. The group is happy with Ron as Moderator.

**Public Comment/Items Not on Agenda:**

Paul Birnholz was curious whether the Planning Commission would be able to have the final say in which alternatives move forward. Ron responded no; all information goes back to the Selectboard. The initial task is identifying alternatives, then the group will give a final report to the Selectboard. This group will narrow the priority list as part of its mission.

Martha Heath noted that the Mission Statement doesn't say anything about making a recommendation. If the desire is for a recommendation, this should be clarified. Martha was picturing a matrix of possibilities with problems they solve, funding, environmental impact, etc. Then the Selectboard can look at the matrix and compare it to the downsized Maple Shade alternative. Ron agreed that the group should develop a matrix/priority list. The Selectboard wanted to look at all alternatives thoroughly. How to get there? A matrix of all alternatives is needed, with nothing left off the list.

**Discussion:**

**Mission Statement:**

The group discussed the wording in the draft Mission Statement. Holly Delisle will make the requested edits to produce a final draft subject to WSOC consent. This can be presented to the Selectboard for their 2/22 meeting.

**Task Outline & Deadlines:** The group will do quick check-ins with the SB throughout the process. One task is to make sure committee members have access to prior reports from Fitzgerald, Hoyle & Tanner, Stone Environmental, Yellowwood, Green Mountain Engineering, etc. The 1705 Property has various reports. Stone Environmental's report from 2008 is the biggest. It listed 6 or 7 potential disposal properties.

The Wastewater tab on the Town website will contain agendas, minutes, reports, etc. The committee members should get comfortable with existing information.

Staff will get these documents up on the WW tab with a brief description.

Holly will share all emails with the group and get links/studies posted to the website.

Discussion may bring up private properties, which cannot be investigated without the permission of the landowner. Consent of private property owners will be needed.

For the next meeting, the group will get up to speed on the website's wastewater tab and think about alternatives that should be explored. How does the committee see the development of an alternatives list? How do we start making that list? Committee members will start by formulating individual lists and then talking to landowners.

The Committee will ask the Town in general for ideas. They will send out Front Porch Forum posts, newsletter posts, emails, and Selectboard announcements to look for input. Public suggestions will go to Holly, and she will present them to the group at the next meeting. The Committee discussed wording for a FPF post and newsletter paragraph.

**Task Assignments:**

Set agenda for next Tuesday: Committee thoughts on website info.

Report from Holly on FPF response.

Members' thoughts on the list.

After a list of potential alternatives has been established, the Committee will have a discussion of what's next. A matrix will be developed.

**Adjourn:** 4:16pm