

5.0 DESCRIPTION OF PUBLIC PARTICIPATION PROGRAM

A. FORMATION OF CITIZENS' ADVISORY COMMITTEE

During preparation of this Phase I – Needs Analysis of the CWMP project, the Town of Oxford formed a Citizens' Advisory Committee (CAC). Forming a CAC is crucial to the success of the project. Sharing information and responding to the questions and comments raised by Committee members improve the project and increase public acceptance of the recommendations. The Oxford Board of Selectmen interviewed several candidates for the CAC, and chose five members. The members represent a variety of stakeholder interests, and include a representative from the Conservation Commission, Planning Board, Oxford Business Association, Open Space Committee, Zoning Board of Appeals, and a “citizen-at-large”.

B. OXFORD CAC MEETINGS

The CAC held its first meeting on November 17, 2008 at the Oxford Town Hall. The purpose of this meeting was to introduce CAC members to the history of wastewater management in the Town, the sequence of events and schedule for the CWMP, and the role of the CAC, and to discuss the findings of the draft of the Phase I – Needs Analysis Report. On December 1, 2008, the CAC met again to discuss proposed revisions to the needs analysis to account for intense commercial/industrial development in the community. FST completed these revisions and submitted them to the Town, and the CAC met to review these changes on January 5, 2009. On January 15, 2009 the CAC met to review a presentation of the Phase I – Needs Analysis Report to the Oxford Board of Selectmen on January 20, 2009.

C. PUBLIC MEETING

Upon completion of the draft of the Phase I – Needs Analysis Report, which included input from the several CAC meetings, the Town held a public meeting on January 27, 2009 at the Oxford Town Hall to present findings, and to receive and incorporate public comment on the report.

Appendix E contains a copy of the minutes from the public meeting and the CAC meetings.