

Municipal Vulnerability Preparedness Steering Committee
Meeting Minutes
November 15, 2018

The meeting convened at 1:03 pm in the Volunteer Government Room in Town Hall, 13 Ayer Road, Harvard

Members Present: Eric Broadbent (Harvard Energy Advisory Committee), Kerri Green (Agricultural Advisory Commission), and Sharon McCarthy (Board of Health)

Staff Present: Christopher Ryan (Director of Community and Economic Development) and Liz Allard (Land Use Administrator/Conservation Agent)

Others Present: None

Minutes

The minutes of October 25, 2018 and November 7, 2018 were approved with the unanimous consent of the Committee.

Sharon McCarthy suggested sending minutes out as MS Word so they could be marked up.

Survey

Harriman has not finalized the survey yet but should be next week. The Committee discussed specific questions and Mr. Broadbent took notes. Mr. Broadbent will provide Mr. Ryan with the marked-up copy for response to Harriman.

Ag Letter and List

Kerri Green agreed to draft a letter to the Ag interests and the Committee would comment. Ms. Green also said that she would take the chapterlands list and condense it and when completed, send it to Planning. She said that they should add names to the list who are small growers or others not on the Chapter 61 list.

Mailing

Eric Broadbent discussed the mailing for townwide distribution. He has been speaking to Bolton Printing. The cost would be 18¢ per card for 2400 households. He said that it would cost 30¢ to print and mail the card. Christopher Ryan said that he would draft the language. The purpose was to alert the community about the program. Further, the purpose included:

- Reach everyone involved in agriculture in Harvard plus anyone else interested.
- The Ag survey is only part of the project.
- Other aspects of the project will be handled later.

Mr. Broadbent said that he would send Mr. Ryan some language to use in the card. Sharon McCarthy said that the map showing impacts over time should be included on the mailing. Mr. Broadbent said that he would also send Mr. Ryan some graphics. Mr. Ryan said that he would send the draft out for comment by the 26th and then send to Kerri Green for a mockup of the card

Editors Note: *This step was eliminated and Ms. Green took the materials directly and created the mockup of the card.*

Other dates of note agreed upon included:

- November 26th – Go live on the survey (check with Harriman first)
- November 29th – Article in the Press
- December 3rd – Mailer to be sent out

Stakeholders

The Committee discussed adding names to the list of stakeholders.

Next Meeting Date

Dependent upon Harriman's progress but anticipate it to be 11/27.

Adjournment

At 2:09 am, the meeting was adjourned by unanimous consent.