

# **Municipal Vulnerability Preparedness Steering Committee**

## **Meeting Minutes**

### **January 16, 2019**

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The meeting convened at 7:10 pm in the Hildreth House, 15 Elm Street, Harvard, MA

**Members Present:** Eric Broadbent (Harvard Energy Advisory Committee), Kerri Green (Agricultural Advisory Commission), Kara Minar (Select Board), Sharon McCarthy (Board of Health); and Justin Brown (Planning Board)

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

**Others Present:** None

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### **Minutes**

There were no minutes presented at the meeting.

### **Agricultural Workshops**

Members discussed the two upcoming agricultural workshops and getting ready for the first one on February 2<sup>nd</sup>. The consultants will attend the next meeting of the Committee to go over the agenda.

Discussion ensued related to providing food for the event and Kara Minar recommended Chef Paul from the school. Chris Ryan said that he would follow up on that.

Chris mentioned that we need to check in with Eric regarding the article intended for the newspaper. Kara sent a reminder to the paper's editor. Chris also agreed to send out a post card to chapter lands list as a follow up reminder. Members discussed other ideas for outreach.

### **Town-wide Survey**

There was discussion on the progress of the town-wide survey and Chris noted that it is in partial draft form on SurveyMonkey. Chris asked members if they have any questions they wanted to use and to provide them to him.

### **Payables**

Christopher Ryan discussed the second invoice from Harriman dated November 30, 2018 in the amount of \$1,441.67 for work completed from the last invoice period. Sharon McCarthy made a motion to authorize Mr. Ryan to pay the November 30, 2018 bill from Harriman. It was seconded by Kerri Green, passed 4-0.

### **Agricultural Survey Results**

A lengthy discussion of the Agricultural Survey results and the format that Harriman provided them in was held. It was sent in a Microsoft Excel spreadsheet and that it needed to be in a different format to better present to the public. Members asked Chris to contact Harriman about making it in a better format and summarized for PowerPoint slides. The group also wanted to

make sure that Dan Cooley was going to contribute to the presentation materials. Chris was asked to contact Harriman to request handouts be provided for the workshop in advance for the Committee to review.

### **Stakeholders**

Chris said that the RSVPs from stakeholders are not proceeding very well and members said that they could divide up the list and contact them directly. Chris will send out an updated list.

Eric Broadbent arrived at 7:50 pm and Chris summarized the discussion up to that point. Eric noted that he was in touch with the newspaper editor and the article should be out in the next week or two.

### **Next Meeting**

TBD next week.

### **Adjournment**

At 8:00 PM, the meeting was adjourned by unanimous consent.