



## **Community Resilience Working Group**

### **Meeting Minutes**

### **March 30, 2020**

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The meeting convened at 7:00 pm on Zoom Platform.

**Members Present:** Peter Kelly-Joseph (HEAC and Chair); Christiane Turnheim (Agricultural Advisory Committee), Lucy Wallace (Select Board), Staci Donahue (Planning Board), Janet Waldron, (Conservation Commission), Ellen Sachs Leicher (Citizen Member), Sharon McCarthy (BOH), and Ron Ostberg (Citizen Member)

**Staff Present:** Christopher Ryan (Director of Community and Economic Development)

**Others Present:** None

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#### **Convene and Meeting Preamble**

The meeting convened at 7:00 pm.

#### **New Business**

Municipal Sustainability Report – Chris Ryan explained the purpose of the agenda item and that the Town instituted a spending freeze due to Covid. Ellen Leicher noted that the environmental form was used in regard to an energy project (aggregated power through solar panel) and was submitted to the Select Board for review.

Lucy spoke more about the spending freeze and asked Ellen about the solar panels. Ellen explained the arrangement with the vendor and that it was designed to lower our costs.

Discussion of WPI IQP Student Project and Other Tasks – Chris discussed the student tasks and deliverables document and how the consultant wanted to focus on agriculture and how this project fit in with that.

The members discussed the details of the WPI project in greater depth related to participants and how each would interrelate to each other.

#### **Old Business**

Discussion of MVP Action Grant and Consultant Contract and Scope Status and Schedule

Discussion ensued related to the contract and scope document regarding the project and consultant KLA. There was a concern over focusing initially on agriculture. Ellen said that it made sense given our constraints but acknowledged that there would be a lot to do. Lucy emphasized that once the student project is complete, the consultant can give us a road map for future action. There was also concern expressed over the delay in getting the contract executed.

Peter expressed concern over the Open Meeting Law and constraints over editing as a group. He suggested Chris going over a redline version of the contract and scope in the meeting.

Christiane expressed concern over doing agriculture in a rushed manner and that she was not expecting this after the last discussion. Chris noted that the work isn't done until the Committee says that it is and we can interact with the consultant until it is in a form we are satisfied with.

Chris went through the individual tasks of the Scope of Services. Ron suggested having a matrix showing responsible parties for each module. He also suggested that getting a list of the total number of hours assigned to each scope task. He said that the consultant would take the lead in explaining each task to us and why the number of hours attached to them were conceived of.

Chris noted that there is a spreadsheet with the distribution of hours by task and responsible party. Chris asked Kim to update that and that we could refresh the hours after KLA was done. He also said that some horse trading could be done at the kickoff meeting. Ron said that he puts the ball in their court related to identifying who does what and letting us respond to that.

Ron suggested a meeting with KLA to go over the scope in detail. Needs a couple hours at least. Ellen emphasized that KLA are the experts and that the key is getting the deliverables without micromanagement and that it would be counterproductive to wrangle over hours.

Ron said that we need to redouble efforts to make sure education is emphasized in the scope. Not impressed with KLA related to making sure that certain elements like this are included. Sharon agreed with Ron on the importance of education. She also did not see the connection between WPI student work and this program related to agriculture.

Ron said that too much money was being assigned to branding while Arm in Arm is a good example of doing this kind of thing without funding. There was further discussion related to the importance of branding and marketing and it was left to see what they can do with this but to make sure that education is not overlooked.

Lucy said that we needed something that will engage the public and education and outreach will be critical. We need to explain what this is all about and why the brand must be well developed. Sharon didn't think it was necessary for a consultant to help us come up with a mission or vision. That would be something that we should come up with organically.

Chris noted that KLA would facilitate us coming up with these elements given their experience with that process. Ellen acknowledged that branding was important but not for a lot of money. Ron said that vision and mission should precede the branding.

### **Other Business**

None

### **Next Meeting**

The next meeting was scheduled for April 3, 2020 at 7:00 pm.

### **Meeting Minutes**

The meeting minutes of February 27, 2020 were unanimously approved as written.

### **Adjournment**

At 8:30 PM, the meeting was adjourned by unanimous consent.