

**Municipal Vulnerability Preparedness Steering Committee**  
Meeting Minutes  
November 27, 2018

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The meeting convened at 1:09 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), Kara Minar (Select Board), and Sharon McCarthy (Board of Health)

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

**Others Present:** None

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### **Minutes**

There were no minutes presented at the meeting.

### **Payables**

Christopher Ryan discussed the first invoice from Harriman dated October 31, 2018 in the amount of \$3,042.25 for work completed to-date. The members discussed whether to give Mr. Ryan authorization to pay all bills as received or just each as they are presented to the Committee. Members agreed that it would be better if Mr. Ryan were to bring each invoice to the attention of the Committee. Eric Broadbent made a motion to authorize Mr. Ryan to pay the October 31, 2018 bill from Harriman. It was seconded by Sharon McCarthy, passed 4-0.

### **Agricultural Stakeholders**

Kerri Green noted that the list of agricultural properties derived from the Chapter 61/61A/61B list from the Assessor was cleaned up and can be used to print letters and labels. The Committee spent some time editing the letter to these interests. Mr. Ryan said that he would take the draft letter and the list and create a mailmerge and get the mailing out.

### **Stakeholders**

Members discussed finalizing the list of stakeholders in the Dropbox folder and also editing the letter that went out to the stakeholders. The discussion then moved into the mailer and the design, layout, and wording. Mr. Broadbent then discussed the cost estimate of the printing and then the mailing.

Mr. Ryan suggested not conducting the townwide mailing at this time and perhaps saving it for the townwide survey and the other workshops. This idea was agreed to by the Committee.

### **Broad Survey**

Mr. Ryan said that he would obtain the broader townwide survey model from Harriman. This survey would poll citizens related to general climate change impacts and ideas for adaptation.

### **Other Outreach**

Mr. Broadbent discussed his outreach to the newspaper including a Letter to the Editor and a column in Consider This. An article was also mentioned but the newspaper editor suggested that it would be better to wait until later in the process.

### **To Do**

1. Mr. Ryan would conduct the mailing
2. Mr. Broadbent would pen a letter to the editor and a column for the paper.
3. Mr. Ryan would get the model broad survey from Harriman.
4. Mr. Ryan would contact Harriman and ask about the purpose and scope of the Ag workshops.

### **Next Meeting**

Week of December 13<sup>th</sup>, Mr. Ryan will send out a Doodle Poll.

### **Adjournment**

At 2:55 Pm, the meeting was adjourned by unanimous consent.