

Municipal Vulnerability Preparedness Steering Committee

Meeting Minutes

January 25, 2019

The meeting was convened at 10:05 am in the Town Hall, 13 Ayer Road, Harvard, MA

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: Katherine Moore and Emily Innes (Harriman Group)

Minutes

There were no minutes presented at the meeting.

Agricultural Workshops

Sharon McCarthy said that she will contact the General Store regarding catering after Chris Ryan said that Chef Paul was unavailable. Members said that they would personally reach out to some potential attendees. It was noted that around 30 would be a good turnout.

Katie and Emily went over the workshop agendas for both events. Breakout groups were discussed and how generally the meetings will proceed including a map for annotation. Chris said that he would send shapefiles to Harriman.

Consultants then went over the risk matrix and how it would be filled out. They have already started with the survey response data.

Kerri recommended that there be one matrix for each hazard or topic. That was generally agreeable. There will be four primary hazards identified. Eric recommended having a mix of participants at each table. Chris suggested concentrating the large operators. The group discussed how to organize the participants at the breakouts. Eric later noted that he was concerned about concentrating like concerns at breakout tables. Sharon proposed another option but warned everyone not to over think it. It was decided to be adaptable at the registration table to who ultimately attended the workshop.

Eric said that he would contact Anya Zulawnik for recording the workshop. Liz said that she would prepare nametags..

It was suggested to post as a public meeting if we are expecting a quorum. Consultants asked for the number that have RSVP'd by Friday.

Chris asked about a sign-in sheet for the event and that maybe we could ask for some information at check-in that could help us group participants. Chris also suggested a survey of participants.

After a brief discussion, members and consultants agreed that Saturday, March 2nd would be a good date for the second Agricultural Workshop.

Communitywide Workshops

There was a discussion of what we needed to do to prepare for the Communitywide Workshops that were originally intended to be conducted in March. Preparation includes conducting the survey. Consider getting attendees from shelters, medical facilities, and utilities. Consider recruiting at the volunteer fair held just after the first workshop.

Agricultural Survey Results

Kerri Green asked for the survey results in a better format for the Agricultural Committee. Harriman said that they would get that back to us by next Wednesday..

Stakeholders

Sharon suggested picking ten for each member on the shared Dropbox drive.

Next Meeting

TBD.

Adjournment

At 10:58 am, the meeting was adjourned by unanimous consent.