

## **Municipal Vulnerability Preparedness Steering Committee**

### Meeting Minutes

October 8, 2018

---

Eric Broadbent opened the meeting at 10:05 am in the Volunteer Government Room in Town Hall, 13 Ayer Road, Harvard

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

**Staff Present:** Liz Allard (Land Use Board Admin) and Christopher Ryan (Director of Community and Economic Development)

**Others Present:** Lily A. Perkins-High (Harriman)

---

Christopher Ryan volunteered to take minutes for this meeting.

#### **Minutes**

Kara McGuire Minar moved that the September 17, 2018 minutes be approved as amended, Kerri Green seconded, approved unanimously.

Kara McGuire Minar moved that the September 21, 2018 minutes be approved as amended, Kerri Green seconded, approved unanimously.

Eric will send out corrected versions to members.

#### **Quarterly Report**

The MVP quarterly report was submitted by Eric Broadbent to EOEEA. The Committee discussed the contents of the report. This included that this is an assessment project and mitigation funding could be available in the next phase. A staff hours count is needed from Liz. Only two more reports need to be done since the findings count as the final report.

#### **Consultant Scope and Contract**

The Harriman contract is not yet signed and Marie Sobalvarro had several questions, which were briefly noted by Eric Broadbent including the restrictive language related to the use of the documents and data. It was noted that a detailed timeline is needed from them as well. Additional scope edits were discussed including the number of agricultural workshops. Chris agreed to coordinate these concerns with Marie.

Lily Perkins-High spoke of the scope elements and the number of Community Resiliency Workshops. The Committee then discussed the agricultural survey and how long it should be available to residents. One month was put out as an option. Christopher Ryan recommended having both online and paper versions available so that non-tech savvy residents could have an opportunity to complete it.

There was a question as to if the Town had a list of all farms and orchards to insure participation in the survey. Perkins-High said that they would send a draft of the survey to the Committee.

Kerri Green said that farmers are already experiencing the impacts of climate change. She noted that farmers are skeptical of this process and its purpose. It was noted that one purpose is that additional grants can be the result of the process. It was asked if we could get feedback from the State as to examples of grants that could be obtained.

Additional ideas for survey questions were then discussed. Kara McGuire Minar said that the analysis needs to be a broader scope beyond agricultural.

Related to stakeholders, it was noted that department heads will be a good start related to impacts on the town.

The Committee then discussed whether the next meeting would be the kickoff, since Perkins-High said that it was her understanding that this meeting was supposed to be the kickoff. Members had a different understanding but it was generally agreed that the following meeting was to be the "kickoff" where department heads would be invited. The purpose of that was to explain to them how they are initial stakeholders for the project and that the Committee and they could brainstorm others in Town and the community at large that could be included in the group of 30-60 eventual stakeholders for the Community Resilience Workshops.

Kara noted that the analysis should assess short, medium, and long-term issues. Perkins-High said that Harriman would identify top hazards. Chris was to take a first pass at identifying stakeholders to discuss at the next meeting. The next meeting agenda was to include:

1. The draft agricultural survey
2. The staff stakeholder "kickoff" discussion

### **Upcoming Meetings Scheduling**

Committee members agreed to meet on October 24, 2018 at 10:00am to discuss, at minimum, the above two items.

### **Adjournment**

At 11:46 am, there was a unanimous vote to adjourn the meeting.