



## **Community Resilience Working Group**

### **Meeting Minutes**

**May 20, 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), Stacia Donahue (Planning Board), Janet Waldron, (Conservation Commission), Ellen Sachs Leicher (Citizen Member), Sharon McCarthy, Board of Health) and Ron Ostberg (Citizen Member)

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

**Others Present:** Peter Flinker, Dodson & Flinker; Kim Lundgren, KLA Associates, Inc.; Karen Kao, KLA Associates, Inc.

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#### **Convene and Preamble**

The meeting convened at 7:00 pm. Mr. Ryan read the preamble and turned the meeting over to the Chair.

#### **Welcome and Introductions**

Chair Peter Kelly-Joseph gave a brief welcome and covered some preliminary administrative matters.

#### **Discussion of Project Scope and Timeline**

Peter Flinker gave a summary of his firm's background and noted that they were partnering with KLA for the Harvard project. Kim Lundgren began by emphasizing how little time they have for the project and wanted to take the time in this meeting to begin mapping out how to target some audiences in Harvard, some easier to engage than others.

Karen Kao and Kari Hewitt took the group through project management and logistics points since the extension had just been announced. Kari began with the timeline starting with the vision and plan framework.

A visioning exercise was conducted which was intended to give the consultants an initial feel for Harvard. The responses were to be captured by KLA and summarized for further analysis.

Next, Kari discussed community engagement with the members asking who it was important to engage with, specific groups that they have had particular challenges or success engaging with in the past, and the best ways of communicating in Harvard.

#### **Discussion of Working Guidelines & Project Management Setup**

Karen Kao then covered project management issues including working guidelines and expectations, decision-making and approvals, standard review turnaround time, and feedback summarization plus the use of Dropbox for document sharing.

#### **Discussion of Committee Schedule of Meetings**

Peter moderated the discussion of schedule and feedback issues. Group agreed to meet second and fourth Thursdays at 7:00 pm. Kim noted that email communication was going to be important for feedback.

#### **Other Committee Business**

#### **Adjournment**

At 8:23 PM, the meeting was adjourned by unanimous consent.