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Sherborn
Southborough
Stow
Sudbury
Walpole
Waltham
Wayland
Weston
Winchester
Woburn
Wrentham

Thursday, September 28th 2017

10:00 A.M. – 12:00 P.M.

Meeting Location:

Natick Town Hall (Selectmen's Hearing Room)

13 E central street, Natick, MA

EC MEETING MINUTES

Meeting Start: 10:09 AM

Meeting End: 11:56 AM

Total meeting minutes: 1 Hour 47 Minutes (107 Minutes)

A.) Welcome and Introductions/Call to order & Quorum Call 10:09 AM-10:10 AM (1 Minutes)

Cody, Gerard (Chair)

- Members Present- Anderson, Beverly (Sharon), Cody, Gerard (Lexington), Fantasia, Linda (Carlisle), Hartnett, Ellen (Sherborn), Lumenello, Susan (Burlington), Thissell, Barbara (Millis), White, James (Co-chair, Natick)
- Additional staff- Bonaccorsi, Tyler (4A Emergency Preparedness planner), Dunlop, Jendy (Program Manager for the Metro Regional Preparedness Coalition), Foley, Liz (MDPH OPEM), Winograd, Ari (Planning and Operations Coordinator for Metro Regional Preparedness Coalition)

Meeting called to order @ 10:09 AM 1st: Cody, Gerard 2nd: White, James

B.) Administrative business: 10:11 AM-10:57 AM (23 minutes)

1. Opening comments – *Cody, Gerard (Chair)*

2. BP1 Budget Updates

- Q2 expense reports are to be sent out to the Executive Committee once finalized.
- Budget modifications are due to CHA by November 21st. An additional period for budget modifications has been scheduled to allow mini grants for the end of BP1. A final date is TBA.

3. Topics for GC presentations

- Two potential presentations will be made at the next General coalition meeting scheduled for December. If available region 2 representatives will come in to present their community allocations process, meeting structures and challenges they face as a region.
- Additional topics based off a survey sent out to region included, just-in-time training, public health in natural disasters, and a MRPC overview presentation.

4. BP1 meeting schedule updates

- An updated meeting schedule has been sent out the region. A date is TBD for the next joint 4AB EC meeting to meet with the consultant for the joint project.
- The October 12th EC conference call has been cancelled.

C.) Quarterly Updates:

1. Sub region representative reports

- Quarterly expense reports and their allocated time frame were discussed regarding the time funds are received and when the reports are due to process invoices. A timeline sheet was sent out the region highlighting key dates. MDPH was also made aware with quarterly reporting requirements future considerations to be made.
- Jendy asked the executive committee if the MRC coordinator should attend executive committee meetings going forward. The MRC coordinator could attend if desired but not required.
- Questions were brought up about the 4A website and who has access along with posting to the website. The planner and EC chair agreed to reach out to several individuals to look into it.

2. Planner updates

- A MOU sample document is in the works the document is intended to help communities develop agreements for EDS sites and planning. This sample is being created at the request of several towns within the region.
- A community questionnaire will be made for the 4AB project to highlight key facts about communities within the region and note some of the concerns communities may have about the merger.
- The 4A project is currently still on hold waiting for EDS guidance to come out from the state. Once the guidance has been released initial planning meetings will be setup.
- A planner fact sheet has been created to highlight key responsibilities of the planner and to show some of the available options communities can take advantage in using the planner for.

3. 4AB merger status and updates

- The 4AB project vendor contract is currently out for bid. It has been placed on several websites and once multiple candidates are selected an interviewing team made up of 4AB EC members. Once a vender is approved an initial planning meeting will take place with 4AB EC to ensure project encompasses all desired points.

4. MRPC/OPEM Updates

- The grants management manual has been released along with the summary of changes document.
- An additional budget modification period has been created an exact date TBD. The extra modification is intended to ensure communities have ample opportunity to spend funds.
- The Jurisdictional risk assessment will be held October 2nd in Somerville. The risk assessment is intended to highlight several key areas to focus on as the region continues through the next couple years.
- A local public health EDS training opportunity will be conducted by Devalle. Additional information to come.

F.) Adjourn Executive Committee meeting

11: 56 AM

Motion to adjourn meeting 1st: White, James 2nd: Hartnett, Ellen