**Region 4AB Public Health Emergency Preparedness**

*Acton*

*Arlington*

*Ashland*

*Bedford*

*Belmont*

*Boxborough*

*Braintree*

*Brookline*

*Burlington*

*Cambridge*

*Canton*

*Carlisle*

*Chelsea*

*Cohasset*

*Concord*

*Dedham*

*Dover*

*Everett*

*Framingham*

*Hanover*

*Hingham*

*Holliston*

*Hopkinton*

*Hudson*

*Hull*

*Lexington*

*Lincoln*

*Littleton*

*Marlborough*

*Maynard*

*Medfield*

*Millis*

*Milton*

*Natick*

*Needham*

*Newton*

*Norfolk*

*Norwell*

*Norwood*

*Quincy*

*Revere*

*Scituate*

*Sharon*

*Sherborn*

*Somerville*

*Southborough*

*Stow*

*Sudbury*

*Walpole*

*Waltham*

*Watertown*

*Wayland*

*Wellesley*

*Weston*

*Westwood*

*Weymouth*

*Winchester*

*Winthrop*

*Woburn*

*Wrentham*

**Executive Committee Meeting Minutes**

October 19, 2020

12:00 PM – 1:00 PM

WebEx Video Conference Meeting

Linda Fantasia (Carlisle), Teresa Kett (Newton), Doug Kress (Somerville), Susan Lumenello (Burlington), Wil Van Dinter (Watertown), Natasha Waden (Arlington), Katie Capobianco (EP Assistant), Liz Foley (DPH), Jendy Dunlop (HMCC), Kari Sasportas (MRPC), and Garrett Simonsen (Regional Planner)

**Susan opened the meeting at 12:04 PM.**

Liz welcomed Kari Sasportas in her new role. She will be working with Jendy at HMCC.

**Approval of September 10, 2020 Meeting Minutes**

Wil made a motion, seconded by Linda to approve the 09/10/2020 EC meeting minutes - motion approved.

**Regional Purchase**

Liz advised that $58,465.00 went unspent from BP1. The carry forward needs to be spent by 12/31/2020. This is the amount left overall after all 60 communities were eligible to receive approximately $3K to spend. The left over money can be used on items from the original approved list but different vendors and models could be used. Jendy said she will look at the list to determine what most communities ordered. In that way, could avoid making a regional purchase of items that people already bought. Wil commented that tables are always a good item or signage, as suggested by Garrett.

Liz suggested maybe having a North/South cache of items for communities to use. Teresa suggested a storage unit; Wil suggested trailers for sub regional storage; and Susan suggested large sign boards although they are very expensive costing around $20K. Susan said she could ask Burlington DPW if they would be willing to store it. Other communities that wanted to use it would need to transport it to their town for usage. Linda felt two to three large signs would be a good idea.

Linda also would like to see shelf ready projects or radios as an option when excess funds are available. Linda suggested that the FC could look into this option.

Garret advised that he can provide templates/examples for recommended text for signs. Garrett commented that some communities were borrowing stop signs from community crossing guards for the Drive Thru Flu Clinics.

Linda also suggested coolers that can be plugged into a car to transport vaccines or temperature gauges for vaccines that run approximately $140.00 each.

Liz suggested dividing the $58K to approximately $1000 per community for an additional purchase.

Teresa suggested that if community needs have changed they should submit a CLR.

Liz advised that there is excess funding in the cell phone line item. Susan asked how does it work to request additional funding for cell charge overages. Jendy said it would need to go through a review process. Documentation would be needed for funding transparency reasons. Susan commented that state should pay additional money for overage of cell phone charges based on COVID situation. Susan said that more money should be put in the line item if needed unless there is a red flag item for example $2K request opposed to a $200 request. Jendy said she will send out an email if people missed the cell phone survey or have overages that need coverage.

Doug summarized that ideas for a regional purchase so far, are large sign boards or smaller purchase of printed signage suggested by Garrett that runs about $300 each. Susan provided a list of different kinds of signs and suggested having one community responsible for housing large signs. Jendy said she would need a SOP for this type of purchase.

Doug said that maybe the exact same list should be sent out as some communities may have discovered after the flu clinics that there are items they still need. If there is still money left over after that, a purchase of the signage that Garrett recommended can be made. Liz said that she can send out a preliminary survey too see if communities are still interested in purchasing additional items. Each of the 60 communities would have $974.42 to spend. Doug said any left over money can be used to purchase additional signage on a fist come first served basis.

Susan asked if additional signage items could be added to the list. Jendy said Grainger provided everything they had available to order. Doug suggested using Garrett’s recommended signage and the Grainger list and a community could pick a sign and have shipped to them. Teresa will look into where signs have been made in the past. Teresa noted that A frames for signs are already on the Grainger list.

**EC Election**

Doug advised that several people were interested in running for the EC: Emily Amico (Southborough), Nancy Rihan-Porter (Cambridge), Casey Mellin (Lexington), and Tim McDonald (Needham). Wil, Teresa, and Natasha are all interested in running for re-election. Linda said she is a maybe and Doug and Susan are not running for re-election. Both Doug and Susan are willing to help with a transition to a new Chair and Co-Chair for the board.

**Meeting adjourned at 1:04 PM.**