

COASTAL RESILIENCE SOLUTIONS FOR EAST BOSTON AND CHARLESTOWN (PHASE II)

Kickoff Meeting Agenda and Notes

Time	Date
11:00 AM – 12:30 PM ET	November 30, 2020

Agenda:

1. Meeting Objectives, Value Proposition, & Introductions
2. Project Overview
 - a. Project mission
 - b. Scope and tasks
 - c. Study area overview an key questions
 - d. Schedule
 - i. Overview
 - ii. First 90 days
3. Team alignment
 - a. What does project success look like?
 - i. Goals and objectives
 - ii. Yardstick for performance
 - iii. Critical element and priorities
 - iv. Lessons learned and need to know information
4. Roles and responsibilities and what is needed from each group in order to achieve our measures of success
 - a. City of Boston
 - b. Consultant Team
 - c. Community Advisory Boards (CABs)
 - d. Steering Committee
 - i. How do members identify their ideal roles and responsibilities?

5. Stakeholder engagement approach
 - a. Initial approach / paradigm
 - b. Goals and objectives
 - c. Gaps and priorities / lessons learned from prior efforts
 - d. Key stakeholders
 - e. CAB formation
6. Next Steps

Key meeting takeaways: The steering committee, made up of city and state agencies, met to discuss items on the agenda above. The steering committee members raised points about centering environmental justice communities in the process, how this coastal resilience planning process interacts with heat and stormwater work in the city, and the importance of integrating lessons learned from other coastal resilience planning processes.