

MEETING MINUTES

Under the provisions of G.L. c. 30A, MetroWest Moves will conduct an Open Meeting on
Friday, September 6, 2013

11:00 a.m. – 1:00 p.m.

Hudson Town Hall
3rd Floor Conference Room
78 Main Street
Hudson, MA 01749

I. Call to Order

- a. **Meeting convened:** September 6, 2013 at 11:15 a.m.
- b. **Members present:** Sam Wong
- c. **Others in attendance:** Tammy Calise, Michelle Ciccolo, Terry Curran, Julie Dalbec, Kathy Ekdahl, Teri Hegarty (Marlborough Hospital), Mike Hugo, Janie Hynson, Paula Kaminow, Joe Rego, Amanda Ryder, Kerin Shea, Jamie Terry, Steve Ward, Marcy Ravech (Edward M. Kennedy CHC)

II. Prevention and Wellness Trust Fund Application Discussion

The group discussed plans to apply for the Prevention and Wellness Trust Fund (PWTF) grant. Applications must address at least two of the following four priority health risk factors/conditions/issues: tobacco use, hypertension, falls among older adults, and pediatric asthma. The following are key dates for the application:

- **Letter of Intent due:** September 19, 2013
- **Questions due:** September 30th, 2013 at 5pm
- **Application due:** October 16th, 2013 at 12pm

The group discussed potential interventions, unanswered questions, and identified the following next steps:

- Tammy Calise, Mike Hugo, and Sam Wong will meet with Marty Cohen at the MetroWest Health Foundation on Tuesday 9/10 at 10am.
- The group will have a conference call on Tuesday 9/10 at 12pm. The Coordination Team will send a conference line.
- The Coordination Team will contact the group to arrange a weekly meeting time between now and October 16th.

III. Action Plan

a. Tobacco Control/Smoke-free housing:

- Terry Curran attended the meeting. She has been working on smoke-free housing in Carlise. Smoke-free housing is going to be in effect in tenant leasing and free tobacco cessation will be offered. She attended the Let's Clean the Air Summit in Worcester. Terry will help to incorporate Sudbury in the tobacco regionalization effort.



- b. **Community Design Standards/Complete Streets:**
 - Not discussed during this meeting.
- c. **Healthy Restaurant Initiative:**
 - The Coordination Team is continuing to prepare for “MetroWest Healthy Dining Week”.
- d. **Worksite Wellness:**
 - Not discussed during this meeting.

IV. **Administrative**

- a. **Approval of meeting minutes:** The voting members were unable to approve the meeting minutes from 8/14/13 at this time.
- b. **Community awareness updates:** Not discussed during this meeting.
- c. **Budget update:** MetroWest Moves will submit the cost-study to DPH. Sam recently submitted the budget for next year.
- d. **Completion of work group timesheet:** The Coordination Team will e-mail out the timesheet to be completed.
- e. **Upcoming meetings:** Not discussed during this meeting.
- f. **Review of tasks:**
 - o Conference call on Tuesday 9/10 at 12pm to discuss the PWTF RFR. The Coordination Team will send a conference line for this call.
 - o The Coordination Team is continuing to prepare for “MetroWest Healthy Dining Week”.
- g. **Next meeting date/time:** Conference call 9/10 at 12pm to discuss the PWTF application.

- v. **Adjourn:** The meeting adjourned at 1:15pm.