

Attachment A

	Group	Task	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Note
City Officials												
	Medford Mayor	Meetings		4-May		17-Jul		9/5/, 9/18				
	City Council President	Meetings		4-May		25-Jul		11-Sep				
	City Council Meeting	CEO Introduction to City Council						11-Sep				
	Rep. P Donato	Meetings				25-Jul		14-Sep				
	Board of Health Director	Meetings		4-May					Being scheduled			
	Economic Development Director								Being scheduled			
	Senator P Jehlen								30-Oct			
	City Building Commissioner et al	Meeting						10-Sep				
	City Traffic Engineer et al	Meeting							4-Oct			Discussed planning process and scope of traffic and parking study with key city officials; including additional discussions with Traffic Officer
Community												
	City-wide Electronic Communication	Launched Aug. 14 Public website specific to Medford Ambulatory Surgery Center (ongoing)					8/14, 8/23,	9/6, 9/11, 9/12, 9/14, 9/21, 9/24,	10/10,10/11			All website updates listed by date. Website was shared at Sept. City Council meeting. 727 page view/527 unique page views to date. Top two cities Melrose and Medford. 4:24 avg time on page.
		Launched Aug. 14 public email for submitting questions/concerns (ongoing)					14-Aug					Promoted on website. Sent follow-up messages to two members of TTG offering to meet after DPH hearing; responded to 25 questions that have come through email to-date.
		Established Aug. 14 community list serve email list (ongoing)					8/14, 8/21, 8/22, 8/23	9/12, 9/14, 9/24, 9/27	10/10, 10/11			Promoted on website. To date, 179 names and have sent follow-up message after DPH hearing; sent message on borings and schedule; sent message when borings complete, sent message with meeting notes and slides following meeting with neighbors group, sent announcement on traffic study plans.
	City-wide community	ASC project launch meeting	24-Apr									
		ASC Project follow up meeting					15-Aug					In coordination with the city, greater attendance; approx 150 in attendance
		DPH public hearing					22-Aug					
	City-wide community	City-wide event to detail results of parking, traffic and site									Week of December 2nd	**TBD waiting on date from City.

	Neighbor group	Meeting						18-Sep	Being scheduled			Group included the TTG organizer and Medford Mayor. Also for half of meeting City Council President and three city councilors. 7
	LMH Community Advisory Group	Meeting							First meeting in Oct.			This group will be comprised of residents, city officials and project representatives. It will meeting regularly as an advisory group on the review and status of engagement.
Community Centers, groups and agencies												
	PFAC	Meetings		22-May				25-Sep	Oct. 23	Nov.27		PFAC is comprised of patients and family members of patients, representing six towns. Two members from Medford (the most you can have from any one town.) New chair as of 9.2018 is longtime member and Medford resident. Providing regular updates at monthly meetings.
	Medford Senior Center	Meeting							11-Oct			
	West Medford Community Center	Meeting								21-Nov		
	Melrose/Wakefield Community	Meeting							Being scheduled			Patient meetings (open to others, smaller setting). Being scheduled.
	Medford Health Matters	Meeting								1-Nov		
	Community Benefits Advisory Council	Meeting							18-Oct			
	Medford Rotary	Meeting								1-Nov		
	Medford Kiwanis	Meeting		21-May					22-Oct			
	Medford Chamber of Commerce	Meeting							24-Oct			Meeting with Executive Director and President
	Lions Club	Meeting							16-Oct			
Open												
	Any interested community member	Call or meeting										Will work to accommodate any request for a meeting with the organization, specifically the CEO. This was announced at Sept. Medford City Council Meeting.