

Chesterfield Municipal Vulnerability Preparedness Committee

Executive Committee

Meeting Notice

The Executive Committee will meet:

Date: Saturday, January 20, 2024
Time: 11:00 am
Location: Chesterfield Community Center
400 Main Road
Chesterfield, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/82803073461?pwd=2SmdqWLBxR0iFOt4MYdpuOcn5qBjuE.1>

Meeting ID: 828 0307 3461

Passcode: 269373

Agenda

1. Approve minutes of the January 11, 2024 Executive Committee meeting.
2. Finalize details for the February 24, 2024 Kickoff Event.
3. General budget discussion.

This meeting should last approximately one hour.

Topics for Future Executive Committee Meetings

These items may be discussed as time permits.

Exec Comm procedures:

- Jointly reviewing MA operational tools.
- Routine reporting on each separate grant at each meeting: key activities underway, short-term planned activities, key drivers of their work, tracking of deliverables, budget compliance.
- Tracking progress/deadlines thru shared graphic timeline?
- Inviting guests to our meetings when appropriate regarding current key activities and major planned activities.
- Liaison between our group and working groups. Single contact person for each of them?
- Single contact for each state MVP regional coordinator?

MVP operations:

- Upload MVP docs onto town website
- Developing a set of expectations for working group products
- Define roles for each major group-Exec Comm, Liaison Group,
- Compose charge for each working group and support the development of a timeline that emphasizes grant deadlines.
- Forming the Liaison Committee and defining their role and p&p.

For further information contact: Larry Holmberg at 413-296-4247
These meetings are open to the public and subject to the Open Meeting Law.