

Chesterfield Municipal Vulnerability Preparedness Committee
Executive Committee

Meeting Notice - REVISED

The Executive Committee will meet:

Date: Saturday, February 3, 2024
Time: ~~10:00 am~~ 9:30 am
Location: Chesterfield General Store & Cafe
432 Main Road
Chesterfield, MA

Agenda - REVISED

1. Approve minutes of the January 23, 2024 Executive Committee meeting.
2. Discussion with the Liaisons about roles & responsibilities and the history of Chesterfield MVP
3. PVPC facilitated MVP required training at 10:00 am
4. Items unforeseen
5. Next meeting dates
6. Adjourn

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?

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.