

Chesterfield Municipal Vulnerability Preparedness Committee
Executive Committee

Meeting Notice

The Executive Committee will meet: Date: Thursday, October 19, 2023
Time: 6:00 pm
Location: Chesterfield Community Center
400 Main Road
Chesterfield, MA

Agenda

1. Approve minutes of the October 5, 2023 Executive Committee meeting.
2. Update of DLTA Grant – L. Holmberg
3. Report from L. Cervelli on meeting with D. Cristopolis regarding MVP 2.0 and Action Grant
4. Update on PVPC contract MVP 2.0
5. Review of the draft MVP Program Mission Statement
6. Grant tasks/dates spreadsheet – L. Cervelli
7. Working Groups & Committees update notification
8. Discussion and decision about which format to use for shared document development
9. Items unforeseen.
10. Next meeting

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 MVPP 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.
- Liaison groups' composition.
- 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.