

Chesterfield Municipal Vulnerability Preparedness Committee
Executive Committee
Meeting Notice

The Executive Committee will meet:

Date: Thursday, December 14, 2023
Time: 6:00 pm
Location: Chesterfield Community Center
400 Main Road
Chesterfield, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/84450800330?pwd=NpBRaQT1VMq6XGxW3aGCbkH9e6z17W.1>

Meeting ID: 844 5080 0330

Passcode: 346952

Agenda

1. Approve minutes of the December 5, 2023 Executive Committee meeting and the December 7, 2023 meeting.
2. Andrew Smith, MVP Regional Coordinator, monthly check-in
3. Communication Group – Justin West & Peg Whelan
4. Website management – T. Colson-Montgomery
5. Kickoff Event Report – J. Gazillo
6. Discussion of MVP 2.0 Liaisons.
7. Next Meeting Dates
8. Items unforeseen.

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.

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

- Forming the Liaison Committee and defining their role and p&p.