

**Chesterfield Municipal Vulnerability Preparedness Committee**  
**Executive Committee**  
**Meeting Notice**

The Executive Committee will meet:

Date: Tuesday, November 21, 2023  
Time: 6:00 pm  
Location: Chesterfield Community Center  
400 Main Road  
Chesterfield, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/81065702862?pwd=o7t33RYO1PRpftH4azX9GBne58FaUS.1>

Meeting ID: 810 6570 2862

Passcode: 338847

### **Agenda**

1. Approve minutes of the November 3, 2023 Executive Committee meeting.
2. Andrew Smith, MVP Regional Coordinator, monthly check-in
  - a. June 30, 2024 deadline question
3. Update on MVP 2.0 project - L. Holmberg
4. Update on MVP Action Grant Project – L. Cervelli
5. Update on DLTA Video Project – L. Holmberg
6. Items unforeseen.
7. Next meeting: November 28, 2023 @ 6 pm

#### **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.