

**Chesterfield Municipal Vulnerability Preparedness Committee**  
**Executive Committee**

**Meeting Notice**

The Executive Committee will meet: Date: Thursday, October 26, 2023  
Time: 6:00 pm  
Location: Chesterfield Community Center  
400 Main Road  
Chesterfield, MA

**Agenda**

1. Approve minutes of the October 19, 2023 Executive Committee meeting.
2. Update of DLTA Grant – L. Holmberg
3. Review of proposed PVPC contract MVP 2.0 – L. Holmberg
  - a. Joint email account
4. Update on HCDC contract MVP Action Grant – L. Cervelli
5. Grant tasks/dates spreadsheet – L. Cervelli
6. Review of the draft MVP Program Mission Statement
7. Discussion and decision about which format to use for shared document development
8. Items unforeseen.
9. 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.