

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

The Executive Committee will meet:

Date: Thursday, January 11, 2024  
Time: 5:00 pm  
Location: Chesterfield Community Center  
400 Main Road  
Chesterfield, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/81521524779?pwd=j8XoP8q5ytlWbtRTalbDEUNljKXl.1>

Meeting ID: 815 2152 4779

Passcode: 222767

### **Agenda**

1. Approve minutes of the January 3, 2024 Executive Committee meeting.
2. Monthly check in with Andrew Smith, MVP Regional Coordinator
3. Discussions of possible candidates for the Liaison positions.
4. Liaison compensation discussion
5. Communication system development
  - a. Overall system wants, needs, etc.
  - b. CodeRED capabilities
6. Review DLTA video, if available.
7. Kickoff Event Report – J. Gazillo
8. Next Meeting: TBD
9. 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 MVP 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.
- 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.