

Chesterfield Municipal Vulnerability Preparedness Committee
Executive Committee

Meeting Notice

The Executive Committee will meet:

Date: Friday, March 22, 2024
Time: 5:00 pm
Location: Chesterfield Community Center
400 Main Road
Chesterfield, MA

Join Zoom Meeting

<https://us06web.zoom.us/j/87375452931?pwd=rDGdaXvGn2ZqIXXvH5WFiwn9gEYJDT.1>

Meeting ID: 873 7545 2931

Passcode: 118494

Agenda

1. Approve minutes of the March 14, 2024 meeting.
2. Discuss roles and functions of Communication Strategy and Engagement committees.
3. Consider forming an Environmental Education committee.
4. Updating org chart.
5. Items unforeseen by the Chair
6. Adjourn

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.
- 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?

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.